

Next Level Coaching & Sport Development CIC:

Health, Safety & Welfare Policy



Policy	April 2025: <i>Full Director Review</i>	April 2026: <i>Single Director Review</i>	April 2027: <i>Single Director Review</i>	April 2028: <i>Three Year Cycle Full Director Review</i>
Health, Safety & Welfare Policy	AG: Tuesday 29 th April 2025 CM: 1 st May 2025 MR: 1 st May 2025			

Introduction to the Mental Health Component of this Policy

We understand the positive impact that healthy and engaged Directors and Freelance Employees make to the success of our business and that mental health will play a significant role in a Director/Freelance employees' state of mind.

We appreciate that individuals can experience periods - sometimes prolonged periods - of poor mental health in the same way as with physical health. We commit to providing support for employees going through mental health problems because we recognise such employees can provide a substantial contribution to the success of the Community Interest Company.

For the purposes of this policy, the term 'mental health problem' includes mental health conditions that have been diagnosed by a medical professional as well as signs of stress and anxiety.

Next Level Coaching and Sport Development's Legal Responsibilities

We understand that, as a Community Interest Company, we must comply with health and safety legislation. We undertake to create a safe workplace in which we will actively take measures to limit risks to mental health and wellbeing.

We also acknowledge our obligations under the Equality Act 2010 in respect of making reasonable adjustments for employees suffering from a disability.

1) Director Responsibilities

Where necessary, Directors will invite Freelance Employees to regular check in meetings and ask them to talk openly about their mental health. The Director will not make presumptions about how the mental health problem is impacting on the Freelance Employee personally and professionally. Initial action will include checking how the employee is getting on at work, in the same manner as if the

employee was suffering from a known physical health problem.

In a more general sense, Directors will strive to create an environment in which Freelance Employees feel capable of approaching their Director to discuss their mental health.

2) Freelance Employee Responsibilities

Any support required by the employee is likely to be known by the employee themselves. We actively encourage employees to be open and honest about their mental health and to inform their Director of any issues at an early opportunity to allow these to be addressed. There is also an expectation on all employees to conduct themselves in a helpful and open-minded manner towards colleagues who have mental health problems.

Behaviour which is deemed by us as being harassing or bullying in nature which is either a contributory factor to an employee's poor mental health, or is in reaction to the employee's current situation, is unacceptable and will be dealt with under our disciplinary procedure.

Confidentiality

Information concerning an employee's mental health is classed as special category personal data and will be processed in line with the Data Protection Act. This information will only be disclosed to others where necessary.

Training

In order to be able to provide valuable support to an employee suffering from poor mental health, Directors and other relevant members of staff will attend training in how to support positive mental health and how to deal with poor mental health in employees, including how to identify the signs of poor mental health in employees and how to take appropriate measures to proactively deal with it. Training will also include the taking of swift and appropriate action to discover whether the cause of the concern is work-related.

Lone working with young people and learners.

It is important to note that any Staff who may encounter a lone working situation with young people and learners MUST have access to the Next Level recording system.

There are situations when Next Level members of staff will find themselves working alone with a young person or young people. These may include:

- A staff member working alone with a group of young people under 18 years of age
- A staff member working along with a young person / learner in a 1 to 1 situation
- A staff member working with a vulnerable adult through a 1 to 1 situation.
- A situation where a staff member needs to isolate a learner and work 1 to 1 with them. This will likely be to deal with a personal or behavioural issue with the learner.

In each of these situations Next Level staff members are expected to follow the steps of this policy, in particular:

Section A). - Reporting and Recording concerns.

Section B). - Assessment of Risk

In Section C). of this policy there is supplementary information relating to the situations listed above

that must be taken into consideration by staff members when working in a 1 to 1 situation.

In every situation above, the staff member should follow the steps below when there is an expectation to be working in a 1 to 1 situation:

Prior

- Inform a Director or relevant senior staff member of the following details:
 - o Date
 - o Time
 - o Venue
 - o Name of person you are working with / meeting
 - o Activities involved.
- Communicate with the same person that you have met with the person at the start of the meeting/session (usually via text message)

Post

- Inform the same director/relevant senior staff member that the meeting/session has ended. (usually via text message)

3. Reporting and Recording concerns

If during a lone working situation, either with a group of young people or in a 1 to 1 situation the following process should be followed

1. If there is a serious concern over the safety of a learner / young person / vulnerable adult

- The staff member informs the police immediately
- The staff member then informs their line manager of the actions taken to inform the police

2. If there is a minor concern over the safety of a young person/vulnerable adults

- The staff member must report this to a director and document this
- This will inform the designated officer that an incident/concern has been raised.

Support for Staff members

In all cases when lone working with a young person/vulnerable adult it is important that Support is provided to the staff members in this situation. We fully appreciate that it can be a difficult experience for anybody who must refer a serious concern, or deal with any welfare concerns that are raised to them in a lone working situation.

Next Level fully understands it has a duty to support and protect these staff members. Therefore, the following is provided to these members of staff:

- The main emergency contact for all staff members is the police
- Support is provided for any staff members who have reported any concerns (Non serious and minor) by the Next Level directors. They will be available on a Rota system to support the staff members in the event of reporting a concern/incident.
- The contact details of the directors and their rota will be made available to staff working in a 1 to 1 capacity.
- This support is also available for any staff members who may be concerned about their own safety after working with a young person/vulnerable adult or dealing with a concern or issue raised by a young person/vulnerable adult

B). Assessment of risk

In drawing up and recording an assessment of risk the following issues should be considered, as appropriate to the circumstances:

- The environment – location, security, access.
- The context – nature of the task, any special circumstances.
- The individuals concerned – indicators of potential or actual risk.
- History – any previous incidents in similar situations.
- Any other special circumstances.

Where there is any reasonable doubt about the safety of a lone worker or an activity taking place in each situation, consideration must be given to sending a second worker or making other arrangements to complete the task.

C). Supplementary Information for Lone working Situations

1. A staff member working alone with a group of young people under 18 years of age

- This is to be avoided and where possible staff should ensure that a second member of staff is available
- If this cannot happen, or if a staff member is unexpectedly unavailable to support the group (sickness etc), then the Designated Officer must be informed of

- o What is taking place
- o Where
- o Times
- o Who is involved
- o Activities taking place

- In this group situation the staff member should ensure that they are always with 2 or more young people at any one time, unless a situation in number 4 arises.

2. A staff member working alone with a young person in a 1 to 1 situation

- This situation may occur in a training/mentoring capacity
- In this situation, looking at how to minimise the risks can be considered as to plan when and where the meeting will take place
- Public places, or visible meeting places must be used in this scenario
- As above, the Designated Officer must be informed if any type of work like this is taking place with details including the place, time and who is involved.
- Next Level will ensure that all staff members who carry out 1 to 1 work with young people undertake a DBS check including the Barred Person's list check
- It is possible that in this situation a young person may disclose information that means scenario 4 may occur.

3. A situation where a staff member needs to isolate a young person and work 1 to 1 with them. This is likely to be to deal with a personal or behavioural issue with the young person.

- In this situation, which may occur from the others above, the first and most important action is to make sure the young person is taken care of, and their needs are put first;
- If a staff member is in a situation where information of a personal nature is disclosed to them, it may be appropriate to talk alone to the young person. In this situation the following actions must take place:

- o Inform a colleague that a young person wants to speak alone to the staff member present;
- o Identify where you are going to speak to them and for how long.
- o The staff member who is alone with the young person is to listen to what they have to say;
- o It is important that the young person is informed that any information disclosed will need to be passed onto the relevant people at Nex Level (below) but it will be done confidentially and informed by the young person.
- o Any incident of this nature is to be immediately referred to either the Safeguarding lead at that event, or the designated safeguarding officer and they will take the appropriate actions. (As referred to in the safeguarding policy)