



Safeguarding Policy

March 2024

The purpose and Scope of this Policy

The purpose of this policy is:

- to protect children and young people who use Activitots' services. This includes the children of adults who use our services
- to provide parents, staff and volunteers with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Activitots, including partners and senior managers, paid staff, volunteers, sessional workers, contractors, and students.

Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from nspcc.org.uk/learning.

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- the welfare of the child is paramount
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.



We will seek to keep children and young people safe by:

- ensuring all coaches and persons of responsibilities have passed all relevant DBS checks
- valuing, listening to and respecting them
- appointing a Designated Safeguarding Officer (DSO) and deputy for children and young people
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- recording and storing information professionally and securely
- using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

The policy and procedures will be widely promoted and are mandatory for everyone involved in Activitots. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Safeguarding Issue Raising Procedures

- Share the issue with the designated safeguarding officer (DSO).
- The DSO will document the issue raised and all further actions taken in the shared folder
- The DSO will raise the issue with any team members that could have witnessed the safeguarding incident, documenting all contact made.
- The DSO will ask any relevant team members to be aware and conscious of any further issues that may arise.
- The DSO can ask team members to report back after any further contact with relevant parties.
- If no further issues are raised, and nothing arises from continued monitoring of the situation, the incident will be deemed closed.
- If further issues are raised, the DSO will review all reports related to the incident and deem whether further action needs to be taken.
- If further action is required due to ongoing safeguarding concerns a 'Request for Support Form' should be completed and filed with the local council.



Useful Links:

How to complete a good Request for Support form: A guide for professionals

https://assets.ctfassets.net/knkzaf64jx5x/4DN0lzyJmk29nzvKq71u8C/7de122a64b8f69bfc2390a027693d940/request_for_support_guide-professionals.pdf

Report a concern about a child

<https://www.essex.gov.uk/report-a-concern-about-a-child/Report-a-concern-about%20a%20child>

Photo Taking

- Permission will be sought from the parents for use of photographic material featuring children for promotional or other purposes.
- Permission will be sought from the parents for use of photographic material featuring children on any social media sites.
- Parents will be expected to only post pictures on social media that feature their own children.

Training

- Any person working for Activitots and running classes will be expected to complete online safeguarding training and copies of certificates will be held in our database.
- Recommended safeguarding training:

<https://learning.nspcc.org.uk/training/child-protection-safeguarding-sport>

Monitoring

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by the Local Safeguarding Children Board, UK Sport and/or Home Country Sports Councils
- as a result of any other significant change or event.



Contact Details

Designated Safeguarding Officer (DSO)

Name: Sarah Kenealy

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Deputy Designated Safeguarding Officer

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NSPCC Helpline

0808 800 5000