

ACTIVE SPORT SAFEGUARDING POLICY

POLICY STATEMENT

Active Sport is committed to safeguarding and promoting the welfare of all children, young people, and adults at risk who participate in our programmes and activities. This policy sets out our commitment to creating a safe environment where everyone can participate in sport and physical activity free from harm, abuse, and neglect.

This policy complies with current legislation and guidance including:

- **Keeping Children Safe in Education (KCSIE) 2025** (effective from 1st September 2025)
- **Working Together to Safeguard Children 2023**
- **Liverpool Inter-Agency Safeguarding Procedures 2024**
- **Children Act 1989 and 2004**
- **Care Act 2014**
- **Data Protection Act 2018 and UK GDPR**
- **Equality Act 2010**

The Active Sport Safeguarding Policy is to be read in conjunction with Active Sport Policies:

- Managing Allegations Policy
- Code of Conduct Policy
- Safer Recruitment Policy
- Health and Safety Policy
- Equal Opportunities Policy
- Data Protection Policy
- E Safety Policy
- Disciplinary Policy

SCOPE AND APPLICATION

This policy applies to:

- All Active Sport staff, volunteers, coaches, and contractors
- All participants in Active Sport programmes and activities
- All venues and facilities used by Active Sport
- All activities, events, and programmes delivered by Active Sport

KEY DEFINITIONS

Child/Young Person: Anyone under the age of 18 years **Adult at Risk:** A person aged 18 or over who has needs for care and support (whether or not the local authority is meeting any of those needs) and is experiencing, or at risk of, abuse or neglect **Safeguarding:** Protecting people from maltreatment, preventing impairment of health or development, ensuring people grow up in circumstances consistent with safe and effective care, and taking action to enable people to have the best outcomes

SAFEGUARDING PRINCIPLES

Active Sport operates under the following key principles:

The Welfare of Children and Adults at Risk is Paramount

All decisions and actions must prioritise the safety and wellbeing of participants over organisational interests or reputation.

A Person-Centred Approach

We recognise that every individual has the right to live free from abuse and neglect, and we respect their dignity, wishes, and choices while maintaining their safety.

Prevention

We aim to prevent harm through robust policies, procedures, training, and creating a positive culture of safeguarding.

Proportionate Response

Our responses to safeguarding concerns will be proportionate to the risk and circumstances, ensuring appropriate action is taken without unnecessary disruption.

Partnership Working

We work collaboratively with statutory agencies, parents/carers, and other organisations to ensure effective safeguarding.

GOVERNANCE AND LEADERSHIP

Director Responsibilities

- Ensure safeguarding is embedded in organisational culture and strategy
- Approve safeguarding policies and procedures
- Monitor safeguarding performance through regular reporting
- Ensure adequate resources are allocated to safeguarding
- Ensure senior leadership accountability for safeguarding
- Overall accountability for safeguarding within the organisation
- Ensure compliance with all statutory requirements
- Ensure all staff receive appropriate safeguarding training
- Report safeguarding matters to the DSL Team
- Lead on safeguarding culture and continuous improvement

Designated Safeguarding Lead (DSL) Responsibilities

The DSL will:

- Take lead responsibility for safeguarding and child protection
- Manage referrals to statutory agencies
- Work with external agencies and professionals
- Provide advice and support to staff on safeguarding matters
- Ensure accurate safeguarding records are maintained
- Deliver safeguarding training and awareness sessions
- Monitor and review safeguarding arrangements

Current DSL: Mark Whitwood

Deputy DSL: Danielle Dwyer, Jack Lenehan

SAFER RECRUITMENT

Active Sport is committed to safe recruitment practices in line with current guidance.

Recruitment Process

All recruitment will:

- Include safeguarding responsibilities in job descriptions and person specifications
- Use application forms requiring full employment history
- Conduct face-to-face interviews with safeguarding-focused questions
- Verify identity, qualifications, and employment history
- Obtain satisfactory references, including questions about safeguarding
- Complete appropriate DBS checks before commencement
- Include safeguarding induction and training

DBS Requirements

- **Enhanced DBS with Barred List Check:** All staff and volunteers working directly with children/adults at risk
- **Enhanced DBS:** Staff working in premises where children/adults at risk are present
- **Standard DBS:** Roles with access to sensitive information or limited supervised contact
- **DBS Update Service:** All staff encouraged to register for continuous monitoring

Training Requirements

All staff and volunteers must complete:

- **Induction Training:** Including safeguarding awareness within first month
- **Foundation Safeguarding Training:** Within first three months
- **Annual Refresher Training:** Updated knowledge and skills
- **Specialist Training:** Role-specific training for DSLs and senior staff

RECOGNISING ABUSE AND NEGLECT

Types of Abuse

Physical Abuse: Any form of non-accidental injury including hitting, shaking, throwing, burning, or otherwise causing physical harm.

Sexual Abuse: Involves forcing or enticing a person to take part in sexual activities, including non-contact activities such as exposure to sexual images or grooming.

Emotional/Psychological Abuse: Persistent emotional maltreatment causing severe adverse effects on emotional development, including conveying worthlessness, humiliation, or exploitation.

Neglect: Persistent failure to meet basic needs including adequate food, clothing, shelter, medical care, education, or emotional care.

Financial/Material Abuse: Theft, fraud, exploitation, or misuse of property, possessions, or benefits.

Discriminatory Abuse: Harassment or abuse based on protected characteristics including race, gender, disability, sexuality, religion, or age.

Institutional Abuse: Neglect or poor practice within an institutional setting that affects the whole setting.

Additional Safeguarding Concerns

Peer-on-Peer Abuse: Including bullying, physical abuse, sexual violence, harassment, and harmful sexual behaviour.

Child Sexual Exploitation (CSE): A form of sexual abuse involving exploitation of power imbalances.

Child Criminal Exploitation (CCE): Including county lines drug trafficking and criminal gangs.

Online Safety: Including cyberbullying, online grooming, exposure to harmful content, and sharing of indecent images.

Radicalisation and Extremism: Including the Prevent duty to identify and support individuals at risk.

Mental Health: Understanding the links between mental health concerns and safeguarding risks.

Warning Signs and Indicators

Staff should be alert to potential indicators including:

- Unexplained injuries or changes in behaviour
- Fear of specific individuals or situations
- Inappropriate sexual knowledge or behaviour
- Withdrawal from activities or social interactions
- Changes in eating or sleeping patterns
- Poor hygiene or inappropriate clothing
- Excessive compliance or challenging behaviour
- Regression in development or skills

RESPONDING TO SAFEGUARDING CONCERNS

Immediate Response

If there is immediate danger or risk of significant harm:

1. **Ensure Immediate Safety:** Remove the person from danger if possible
2. **Contact Emergency Services:** Call 999 if there is immediate risk
3. **Seek Medical Attention:** If injuries require treatment
4. **Inform DSL:** As soon as reasonably practicable
5. **Record Details:** Write down what happened, when, where, and who was involved

Reporting Process

All safeguarding concerns must be reported following this process:

1. **Immediate Verbal Report:** To DSL within 24 hours (or immediately if urgent)
2. **Written Report:** Completed within 48 hours using safeguarding concern form
3. **DSL Assessment:** DSL decides on appropriate next steps
4. **Referral to Statutory Agencies:** If threshold met for external referral
5. **Follow-up Actions:** Ongoing monitoring and support as required

INFORMATION SHARING AND CONFIDENTIALITY

Principles of Information Sharing

- Information sharing is vital to effective safeguarding
- Fears about sharing information must not stand in the way of promoting welfare
- Information should be shared on a need-to-know basis
- Consent should be sought where appropriate but is not always required
- Information sharing decisions should be recorded with clear rationale

Data Protection Compliance

All personal information will be processed in accordance with:

- UK GDPR and Data Protection Act 2018
- Common law duty of confidentiality
- Statutory duties to share information
- Professional ethical standards

Record Keeping

Safeguarding records will:

- Be factual, accurate, and written in 24 hours of the incident.
- Include dates, times, locations, and people involved
- Be stored securely with restricted access
- Be retained in accordance with retention schedules
- Be shared appropriately with relevant agencies

TRAINING AND DEVELOPMENT

Mandatory Training

All staff and volunteers must complete:

- **Safeguarding Awareness:** Within first month
- **KCSIE Part 1:** All staff working with children
- **Prevent Duty Training:** Understanding radicalisation risks
- **Data Protection:** Understanding information sharing requirements

Specialist Training

Additional training for specific roles:

- **DSL Training:** Updated every two years
- **Safer Recruitment:** For staff involved in recruitment
- **Mental Health Awareness:** For staff supporting vulnerable participants

- **Trauma Informed Practice:** For staff working with at-risk groups

Training Records

- All training recorded centrally
- Refresher training scheduled automatically
- Competency assessments completed
- Training effectiveness evaluated regularly

MONITORING AND REVIEW

Performance Indicators

Active Sport will monitor:

- Number of safeguarding concerns raised
- Response times to concerns
- Training completion rates
- Compliance with procedures
- Learning from serious case reviews

Quality Assurance

- Regular audits of safeguarding arrangements
- External safeguarding reviews
- Feedback from participants and parents/carers
- Learning from incidents and near misses
- Benchmarking against best practice

Policy Review

This policy will be reviewed:

- Annually or following significant incidents
- When legislation or guidance changes
- Following recommendations from inspections or reviews

CONTACT INFORMATION

Internal Contacts

Designated Safeguarding Lead: Mark Whitwood

Deputy DSL: Danielle Dwyer, Jack Lenehan

Policy Approved: [01/08/25]

Approved By: [Mark Whitwood, Director and CEO]

Next Review Date: [Annually]

Key Safeguarding Contacts – Children (Merseyside)

Borough	Children's Safeguarding Referrals	LADO (Allegations Management) – Contact Details
Sefton	<p>Children's Help & Advice Team (CHAT): 0151 934 4013 (Mon/Tue/Thu 9–17:30; Wed 10:30–17:30; Fri 9–16).</p> <p>Emergency Duty Team (out of hours): 0151 934 3555</p>	<p>Phone: 0151 934 3783</p> <p>Email (secure): safeguardingunitadmin@sefton.gov.uk</p>
Liverpool	<p>Children's Advice & Support Service (CASS): 0151 459 2606 (Mon–Fri 08:00–22:00).</p>	<p>Mark Goddard (LADO & Risk Manager): 0771 670 2034</p>

Borough	Children's Safeguarding Referrals	LADO (Allegations Management) – Contact Details
	Emergencies: 999 or Merseyside Police 0151 709 6010	Pauline Trubshaw (Deputy LADO): 0784 172 7309 Email: lado@liverpool.gov.uk
Knowsley	Multi-Agency Safeguarding Hub (MASH): 0151 443 2600 (office hours and out of hours)	Phone: 0151 443 3928 Email: Diane.Kitcher@knowsley.gov.uk
Wirral	Integrated Front Door (IFD): 0151 606 2008 (Mon–Fri 9–17). Out of Hours Emergency Duty Team: 0151 677 6557. Emergency: 999	Email: safeguardingunit@wirral.gov.uk (Duty safeguarding team responds if LADO unavailable)

National Advice and Support:

NSPCC Helpline: 0808 800 5000

Childline: 0800 1111