

## Safeguarding Policy

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The policy has been endorsed by Sport for Confidence Directors and will be regularly reviewed to ensure it remains current and up to date.

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### **Purpose and scope of this policy statement**

Sport for Confidence works with children and adults as part of its activities. These include sporting opportunities within mainstream settings and the local community delivered by qualified coaches and allied health professionals. Sport for Confidence recognise that we serve a diverse community through our delivery including culture, disability, racial background, religion, and social class.

The purpose of this policy statement is:

- To protect children and adults who receive Sport for Confidence services.
- To protect others who come to contact with our services e.g. parents, staff, carers and volunteers.
- To provide parents, staff, carers, and volunteers with the overarching principles that guide our approach to child and adults protection.
- This policy statement applies to anyone working on behalf of Sport for Confidence, including senior leadership teams, staff, volunteers, sessional workers, agency staff and students on placements.
- It is the staff's responsibility to ensure they are aware of child and adult safeguarding policies in each area they work in. Sport for Confidence staff are to ensure they are aware of who are the safeguarding leads.

## Definitions

**An adult at risk** is a person aged 18 years or over who is or may need community care services by reason of mental, physical abuse and/or disability, age or illness; and who is or maybe unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

**An adult** is a person aged 18 years or over.

**A child at risk** is a person under the age of 18 who is or may be in need of community care services by reason of mental, physical abuse and/or disability, age or illness; and who is or maybe unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

**A child** is a young person under the age of 18.

## Legal Framework

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children and adults in England. A summary of the key legislation and guidance for children is available from the National Society for Prevention of Cruelty to Children (NSPCC) [here](#), and for Adults from the Care Act (2014) Care and Support Statutory Guidance [here](#).

Furthermore, the practices and procedures within this policy are based on the principles contained within the UK legislation and Government Guidance and have been developed to complement local Safeguarding Adults Boards policies and procedures, and take the following into consideration:

- The Care Act 2014
- The Protection of Freedoms Act 2012
- Domestic Abuse Act 2021
- The Equality Act 2010
- The Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2005 and Deprivation of Liberty Safeguards (DoLS) 2006
- Sexual Offences Act 2003
- The Human Rights Act 1998
- The Data Protection Act 2018 - The General Data Protection Regulation (GDPR)
- Public Interest Disclosure Act 1998

## **Abuse and Neglect**

Abuse is a violation of an individual's human and civil rights by another person or persons. It can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it. Any or all of the following types of abuse may be perpetrated as the result of deliberate intent, negligence, omission or ignorance.

There are different types and patterns of abuse and neglect and different circumstances in which they may take place.

Safeguarding legislation includes the following types of abuse:

- Physical
- Sexual
- Psychological
- Neglect
- Financial

Abuse can take place in any relationship and there are many contexts in which abuse might take place, e.g. Institutional abuse, Domestic Abuse, Forced Marriage, Human Trafficking, Modern

Slavery, Sexual Exploitation, County Lines, Radicalisation, Hate Crime, Mate Crime, Cyber bullying, Scams.

Abuse can take place within a sporting context and the person causing harm might be any other person. For example: a member of staff, a coach, a volunteer or a participant.

Some examples of abuse within sport include:

- Harassment of a participant because of their (perceived) disability or other protected characteristics.
- Not meeting the needs of the participant e.g. training without a necessary break.
- A coach intentionally striking an participant.
- An individual who sends unwanted sexually explicit text messages to a participant with learning disabilities.
- A participant threatens another participant with physical harm.

Abuse or neglect outside sport could be carried out by:

- A spouse, partner or family member
- Neighbours or residents
- Friends, acquaintances or strangers
- People who deliberately exploit adults they may perceive as being vulnerable
- Paid staff, professionals or volunteers providing care and support

Often the perpetrator is known to the adult and may be in a position of trust and/or power.

The Safeguarding Adults Legislation defines categories of adult abuse and harm as follows:

<b>England (Care Act 2014)</b>
Physical
Sexual
Emotional/Psychological
Neglect and acts of Omission
Financial or material abuse
Discriminatory
Organisational / Institutional
Self-neglect

Domestic Abuse (including coercive control) Modern slavery
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## **Signs and Indicators of Abuse and Neglect**

An adult may confide to a member of staff, coach, volunteer or another participant that they are experiencing abuse inside or outside of the organisation's setting. Similarly, others may suspect that this is the case.

There are many signs and indicators that may suggest someone is being abused or neglected. There may be other explanations, but any concerns that you have should not be ignored. The signs and symptoms include but are not limited to:

- Unexplained bruises or injuries – or lack of medical attention when an injury is present.
- Person has belongings or money going missing.
- Person is not attending / no longer enjoying their sessions. You may notice that a participant in a team has been missing from practice sessions and is not responding to reminders from team members or coaches.
- Someone losing or gaining weight / an unkempt appearance. This could be a participant whose appearance becomes unkempt and there is a deterioration in hygiene.
- A change in the behaviour or confidence of a person. For example, a participant may be looking quiet and withdrawn when their brother comes to collect them from sessions in contrast to their personal assistant whom they greet with a smile.
- Self-harm.
- A fear of a particular group of people or individual.
- A parent/carer always speaks for the person and doesn't allow them to make their own choices
- They may tell you / another person they are being abused – i.e. a disclosure.

## **We believe that:**

Children and adults should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and adults, to keep them safe and to practice in a way that protects them.

## **We recognise that:**

- The welfare of the child and adult is paramount.
- All children and adults, regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse.
- Some children or adults are additionally at risk because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- We must be proactive in recognising and responding to signs of abuse, utilising our own reporting procedures to support staff to do so.
- Working in partnership with children, adults, their parents, carers and other agencies is essential in promoting children and adults' welfare.

## **We plan to keep everyone safe by:**

- Valuing, listening to and respecting individuals.
- Appointing a nominated safeguarding lead and deputy safeguarding leads.
- Developing safeguarding policies and procedures which reflect best practice, and which are consistently implemented across our activities as an organisation.
- Ensuring all staff complete mandatory training on safeguarding, including how to recognise and report signs of abuse.
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, adults, parents, families, and carers appropriately.
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- Sharing information about safeguarding best practice with adults, their families, staff and volunteers via leaflets, posters, group work and one-to-one discussions.
- Sharing information about child protection and safeguarding best practice with children, their families, staff and volunteers via leaflets, posters, group work and one-to-one discussions.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made.
- Providing effective management for staff and volunteers through supervision, support, training, and quality assurance measures.
- Implementing a code of conduct for staff and volunteers.

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Springfield Road, Chelmsford, CM2 6QR

- Using our procedures to manage any allegations against staff and volunteers appropriately.
- Ensuring that we have effective complaints and whistleblowing measures in place.
- Ensuring that we provide a safe physical environment for our children, young people, adults, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- Recording and storing information professionally and securely.
- Complete an annual safeguarding audit, this will take place yearly in February.
- Feeding learning into organisational development and service delivery.
- Risks related to safeguarding are noted within the Sport for Confidence Risk Register.
- Safeguarding incidents are quarterly reported to the Board of Directors and discussed in the Finance & Risk sub-committee.
- Apportioning adequate resources to meet our safeguarding responsibilities
- The Safeguarding leads and deputies will provide debriefing opportunities to those involved in raising safeguarding incidents, to encourage reflective practice and a learning culture.

## Safeguarding lead role

Sport for Confidence has a nominated safeguarding lead, and three deputies. Their responsibilities are included in the respective job descriptions. The role of the lead is to champion safeguarding practice internally and to represent the organisation externally as required. The leads undertake comprehensive training provided by Essex County Council.

## The Six Principles of Adult Safeguarding

The Care Act sets out the following principles that should underpin safeguarding of adults:

- **Empowerment** - People being supported and encouraged to make their own decisions, and informed consent.
- **Prevention** – It is better to take action before harm occurs.
- **Proportionality** – The least intrusive response appropriate to the risk presented.
- **Protection** – Support and representation for those in greatest need.
- **Partnership** – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting, and reporting neglect and abuse.
- **Accountability** – Accountability and transparency in delivering safeguarding.

## **Guidance on staff ratio to children/young people**

When working with groups of children and young people there must be enough adults to provide the appropriate level of supervision. Staffing and supervision ratios can be sometimes difficult to judge due to level of need, age, gender and environment.

It may not always be possible to stick to recommended ratios although we will strive to ensure we have the best level of supervision possible. Where possible we will follow the guidance suggested by the NSPCC on staffing ratios when delivering to children and young people.

We recommend having at least two adults present when working with or supervising children and young people.

We recommend the following adult to child ratios as the minimum numbers to help keep children safe:

- **0 - 2 years** - one adult to three children
- **2 - 3 years** - one adult to four children
- **4 - 8 years** - one adult to six children
- **9 - 12 years** - one adult to eight children
- **13 - 18 years** - one adult to ten children

When delivering to male and female children it is recommended to have male and female staffing so that staff can support with toilet breaks. In large groups it is recommended to support children to take group toilet/comfort breaks so that staff are not separated frequently.

## **Guidance on staff ratio to adults**

When delivering to adults we should ensure that we are aware of the maximum number of people allowed in the rooms of delivery whether that is a sports hall or studio within the leisure centre.

With our adult model, we should strive to ensure that at all sessions we have two members of staff present whether they are employed or volunteers, or further support according to circumstance and need.

## **Process for responding to concerns about a child/adult**

When specific concerns about someone's safety, welfare or wellbeing arise, all staff should ensure they:

- Assess the situation, i.e., are emergency services required? If so, ring 999 immediately.
- Ensure the safety and wellbeing of the individual.

- Establish what the views and wishes are of the person who you are concerned for about the safeguarding issue and procedure to follow.
- Maintain and protect any evidence.
- Contact the designated safeguarding lead as soon as possible to discuss the incident and determine whether further action is required. If the designated safeguarding person cannot be contacted for any reason, the designated deputy safeguarding lead should be contacted.
- Inform the person that you are required to share the information, explaining what information will be shared and why.
- Make a written record of what the person has told you, using their words. Also record what you have seen and your actions.
- When all information has been disclosed, if required, appropriate action must be taken immediately. Follow your local governing bodies and safeguarding boards procedures to raise a concern (see below). You can find the relevant referrals in **Sport for Confidence – HQ Documents > Safeguarding**.
- Good record keeping, ensuring documentation shows the individual's ability to make decisions has been assessed. If the individual does not have capacity, a safeguarding referral is then made in their best interests. The social care team are then responsible for deciding whether it meets the safeguarding threshold.
- Use the SET SAF form to complete the referral, visit Essex County Council website <https://www.essex.gov.uk/> to access the portal to complete the form. The form needs to be completed within 24 hours.

**\*please note that when submitting a referral via the Essex County Council Safeguarding Board portal you will need to save a copy of your submission and then download a PDF copy of the completed referral from the portal once the referral has been made. The PDF copy then needs to be emailed to Jake Turner and the Safeguarding Lead. You also need to add the PDF copy to System One and Upshot when making a case note entry depending on the service provision. Once you have emailed Jake Turner and the Safeguarding Lead, the Safeguarding Lead will contact you to arrange a debrief meeting, to offer a forum for discussion, reflection and lessons learnt.**

The PDF forms are saved to the protected HR SharePoint.

Document the facts and not any opinions. Do not make assumptions. Use a person-centred approach throughout the process.

<b>Sport for Confidence Local Safeguarding Boards</b>		
<b>Local Area</b>	<b>Children</b>	<b>Adults</b>
Essex	<a href="#">Safeguarding Children Board</a> 0345 603 7627	<a href="#">Safeguarding Adults Board</a> 0345 603 7630
Suffolk	<a href="#">Suffolk Safeguarding Partnership (suffolksp.org.uk)</a> <b>03456 061 499</b>	<a href="#">Suffolk Safeguarding Partnership (suffolksp.org.uk)</a> <b>03456 061 499</b>
Westminster	<a href="#">Local Safeguarding Children Partnership</a> 020 7641 4000	<a href="#">Safeguarding Adults Executive Board</a> 020 7361 3013
Havering (Hornchurch)	<a href="#">Safeguarding Children Partnership</a> 01708 433 222	<a href="#">Safeguarding Adults Board</a> 01708 433 550
Waltham Forest	<a href="#">Multi Agency Safeguarding Hub</a> 020 8496 2310	<a href="#">Multi Agency Safeguarding Hub</a> 020 8496 3000

### **In dealing with the situation:**

- Ensure all information taken which is sensitive to the person is kept confidential and only shared with the designated safeguarding person.
- Remain calm and try not to show any shock.
- Listen carefully and demonstrate understanding by appropriately acknowledging regret and concern about what has happened.
- Seek appropriate advice, i.e. if there are any concerns in relation to mental capacity or deprivation of liberty standards.

## **Additional process for responding to concerns about a Sport for Confidence member of staff:**

- An incident form should be completed with the person raising the concern.
- The Sport for Confidence HR department must be notified of the situation. The staff member may need to be suspended from work whilst the matter is investigated. All circumstances will be taken into consideration before suspension is considered.
- Sport for Confidence will be fully supportive and cooperative with the reporter of the potential concern and understand that there may be a complexity of feelings and concerns affecting the reporter.
- Throughout both procedures Sport for Confidence will involve the person at the centre of concern wherever possible and gain consent throughout.

## **Useful Contacts and resources**

### **National Society for the Prevention of Cruelty to Children (NSPCC)**

<https://learning.nspcc.org.uk/>

0808 800 5000

### **Child Line**

[www.childline.org.uk](http://www.childline.org.uk)

0800 1111

### **The Child Protection in Sport Unit (CPSU)**

<https://thecpsu.org.uk/>

0116 366 5626

### **Social Care Institute for Excellence**

<https://www.scie.org.uk/safeguarding/adults>

### **Safeguarding Adults NHS Pocket Guide**

[1085-nhs-leaflet-accessible-copy.pdf \(england.nhs.uk\)](https://www.nhs.uk/1085-nhs-leaflet-accessible-copy.pdf)

### **NHS England Safeguarding app**

[NHS England » NHS England Safeguarding app](#)

### **Ann Craft Trust**

[Directory of Organisations and Useful Contacts](#)

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