

CHILD SAFEGUARDING



Head In The Game
Safeguarding Policy for Children and Young People (Ages 5–18)

Policy Owner: Board of Trustees / Senior Management Team
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1. Introduction

At Head In The Game, safeguarding is at the heart of everything we do. We aim to protect every child and young person aged 5–18 participating in our activities from harm, abuse or exploitation. This policy sets out how we create a safe culture, recognise risks and respond effectively.

We operate across all sports and community-based programmes. We work proactively to prevent harm, support children's rights and embed safeguarding in every part of our work.

2. Legal Framework and Guidance

This policy aligns with:

- Children Act 1989 & 2004
- Working Together to Safeguard Children (2018)
- Keeping Children Safe in Education (2024)
- Safeguarding Vulnerable Groups Act 2006
- UN Convention on the Rights of the Child
- GDPR (2018)

We also follow sector-specific guidance from NSPCC CPSU, Sport England, LimeCulture and relevant National Governing Bodies.

3. Policy Statement

We are committed to:

- Zero tolerance of harm, bullying, discrimination or abuse
- Listening to children's voices and respecting their rights
- Providing clear reporting processes and safe environments
- Acting promptly and proportionately on concerns
- Regularly reviewing and improving our safeguarding approach

4. Purpose and Scope

Purpose: Protect all young people aged 5–18 in our care.

Scope: Applies to all staff, trustees, coaches, volunteers, contractors, ambassadors, parents and participants.

Covers every setting and platform, including face-to-face sessions, trips, events, digital platforms and social media.

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5. Definitions

Child / Young Person: Under 18 years old

DSL (Designated Safeguarding Lead): Main contact for safeguarding

Abuse: Physical, emotional, sexual, neglect

iTrust: Secure, anonymous whistleblowing and suggestion platform

6. Principles

Child-centred and rights-focused

Inclusive and respectful of diversity

Transparent and accountable

Preventive, not just reactive

Shared responsibility for safeguarding

Continually reviewed and improved

7. Roles and Responsibilities

Board: Overall accountability

DSL: Coordinate safeguarding, manage cases, liaise with authorities

Staff & Volunteers: Know the policy, complete training, raise concerns

Parents: Support our safeguarding approach, raise concerns responsibly

Participants: Learn about their rights, speak up if worried

8. Safer Recruitment and Vetting

Enhanced DBS checks for roles with children

Structured interviews, references and values-based questions

Clear role descriptions and expectations

Probation periods and supervision

Ongoing suitability reviews

9. Training and Induction

All staff & volunteers: Child safeguarding induction + refresher every 2 years

DSLs: Advanced training updated every 2 years

Topic-specific workshops: digital safety, equality, mental health

Children and parents: Awareness briefings and guidance documents

10. Recognising Abuse and Responding to Concerns

Types of abuse: Physical, sexual, emotional, neglect, exploitation, online harm, grooming

Responding:

Listen calmly, reassure, avoid leading questions

Report to DSL immediately

Record using Incident Report Form (Appendix A)

DSL decides next steps, contacts parents if safe, refers to authorities if required

Keep records confidential

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11. Code of Conduct

All staff, volunteers, parents and participants must:

- Prioritise safety and wellbeing
- Treat everyone with dignity and respect
- Maintain professional boundaries (e.g., no private messaging)
- Avoid favouritism or inappropriate physical contact
- Challenge poor practice and report concerns
- Follow photo, filming and social media rules
- Breaches may lead to suspension, removal, disciplinary or legal action.

12. Activity Planning and Risk Assessment

Written risk assessments before events

- Adequate supervision (1 adult per 8–10 children, minimum 2 adults)
- Clear emergency procedures and contact lists
- Safeguarding lead appointed at each event
- Consent forms and medical information collected

13. Digital Safety, Social Media and Communications

- Use organisation accounts, not personal
- Group messages preferred; avoid private one-to-one chats
- Obtain parental consent for photos/videos
- Monitor content for bullying or harmful comments

14. Anti-Bullying, Harassment and Equality Commitments

- Clear anti-bullying statement and procedures
- Encourage peer support and respect
- Address discrimination (race, disability, gender, sexual orientation etc.)
- Promote inclusion and celebrate diversity
- Provide training for staff and volunteers

15. Whistleblowing and iTrust

- iTrust app enables confidential, anonymous reporting
- Accessible to staff, volunteers, parents and children
- Encourages speaking up about concerns, suggestions or praise

- DSL monitors iTrust reports and takes appropriate action
- Whistleblowers protected from retaliation

16. Confidentiality, GDPR and Data Protection

- Share safeguarding information only when necessary
- Store records securely, encrypted where possible
- Comply with GDPR (2018)
- Retain data according to legal requirements

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17. Implementation, Monitoring and Review

Annual safeguarding report to Board
Regular audits and feedback surveys
External reviews as needed
Formal policy review every 2 years or after major incidents or legislative changes
Ongoing updates based on best practice

Contact List

DSL and deputies (names, phone, email)
Local authority children's services
Police (999 emergencies)
NSPCC Helpline: 0808 800 5000

Codes of Conduct

Staff and volunteers
Young participants
Parents and carers

Risk Assessment Checklist
Venue hazards

Supervision plan
Emergency contacts
First aid provision
Consent and medical details

Forms and Templates
Participation consent
Photography/video consent

Reference Resources

NSPCC CPSU guidance
Sport England safeguarding standards
UN Convention on the Rights of the Child
Working Together to Safeguard Children