

---

# BEONE MINDSET CIC

Including BeOne Mindset CIC

---

## SAFEGUARDING AND CHILD PROTECTION POLICY AND PROCEDURES

<b>Version</b>	1.0
<b>Date Issued</b>	April 2026
<b>Review Date</b>	April 2027
<b>Policy Owner</b>	Ben Eastwood — Designated Safeguarding Lead
<b>Organisation</b>	BeOne Mindset CIC
<b>Location</b>	Greater Manchester, UK

## 1. Policy Statement

BeOne Mindset CIC is committed to safeguarding and promoting the welfare of children and young people. We believe that all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.

The purpose of this policy is to provide clarity about the responsibilities of everyone involved with BeOne Mindset CIC when working with children and young people, and to ensure that the organisation operates in a safe, effective and legally compliant manner.

### Our Commitment

We will always act in the best interests of the child. The welfare of the child is paramount. All concerns will be taken seriously, recorded, and referred to the appropriate authority without delay.

## 2. Scope and Purpose

This policy applies to:

- Ben Eastwood as founder, lead coach, and Designated Safeguarding Lead
- Any associate coaches, volunteers, contractors, or staff engaged by BeOne Mindset CIC
- Any person acting in an official capacity on behalf of either organisation

This policy applies in all settings where BeOne Mindset CIC operates, including but not limited to: gyms, outdoor environments, schools, community spaces, and online/virtual platforms.

## 3. Legal Framework

This policy has been developed in accordance with the following legislation and guidance:

- Children Act 1989 and 2004
- Working Together to Safeguard Children 2023 (HM Government)
- Keeping Children Safe in Education 2024 (where applicable)
- Safeguarding Vulnerable Groups Act 2006
- The Care Act 2014
- UN Convention on the Rights of the Child
- Data Protection Act 2018 / UK GDPR
- NSPCC Child Protection in Sport guidelines

## 4. Key Definitions

### 4.1 Who is a Child?

For the purposes of this policy, a child is anyone under the age of 18 years, in accordance with the Children Act 1989.

### 4.2 What is Safeguarding?

Safeguarding and promoting the welfare of children is defined as protecting children from maltreatment, preventing impairment of children's health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children to have the best outcomes.

### 4.3 Types of Abuse

Abuse can take many forms. All staff must be aware of the following:

<b>Physical Abuse</b>	May involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating, or otherwise causing physical harm.
<b>Emotional Abuse</b>	Persistent emotional maltreatment causing severe effects on development. Includes threats, belittling, ignoring, and inappropriate expectations.
<b>Sexual Abuse</b>	Forcing or enticing a child to take part in sexual activities, whether or not the child is aware. Includes non-contact activities.
<b>Neglect</b>	Persistent failure to meet a child's basic physical or psychological needs, causing serious impairment of health or development.
<b>Online Abuse</b>	Any type of abuse that happens on the internet, via email, messaging apps, gaming platforms, or social media.

## 5. Roles and Responsibilities

### 5.1 Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead for BeOne Mindset CIC is Ben Eastwood. The DSL is responsible for:

- Being the first point of contact for all safeguarding concerns
- Ensuring all concerns are recorded and managed appropriately
- Referring concerns to Manchester Children's Social Care or Greater Manchester Police where necessary
- Maintaining up-to-date safeguarding training (minimum every 3 years)
- Ensuring this policy is reviewed annually and updated as required
- Creating a culture of safeguarding awareness within the organisation

### 5.2 All Staff and Associates

All individuals working with or on behalf of BeOne Mindset CIC must:

- Read, understand and adhere to this policy
- Report any safeguarding concerns to the DSL immediately
- Never promise confidentiality to a child who discloses abuse
- Maintain appropriate professional boundaries at all times
- Hold a valid Enhanced DBS certificate before working with young people
- Complete a recognised safeguarding training course before working with young people

## 6. Recognising and Responding to Abuse

### 6.1 Signs and Indicators

Staff should be aware of the following potential signs of abuse or neglect:

- Unexplained changes in behaviour or mood
- Unexplained physical marks, injuries, or bruising
- Appearing hungry, dirty, or inadequately clothed
- Becoming withdrawn, anxious, or excessively clingy
- Displaying sexual knowledge or behaviour inappropriate for age
- Talking about being left alone, unsupervised, or uncared for
- Showing fear around certain adults or situations
- Self-harm or expressing thoughts of suicide

### 6.2 Responding to a Disclosure

If a child discloses abuse or a concern arises, the person receiving the disclosure must:

1. Stay calm and listen carefully — do not display shock or disbelief
2. Reassure the child that they have done the right thing by telling you
3. Never promise to keep it a secret — explain that you may need to tell someone to help keep them safe
4. Ask only open questions — do not lead or investigate
5. Do not confront any alleged perpetrator
6. Report to the DSL (Ben Eastwood) immediately, or without undue delay
7. Record what was said using the child's own words as soon as possible — include date, time, location, and who was present

#### Key Rule

Your role is to RECEIVE and REPORT — not to investigate. Leave the investigation to trained professionals. Never attempt to investigate allegations yourself.

## 7. Reporting Procedures

All safeguarding concerns must be reported to the DSL immediately. The DSL will assess the information and determine appropriate action, which may include:

- Referring to Manchester Multi-Agency Safeguarding Hub (MASH): 0161 234 5001
- Contacting Greater Manchester Police: 999 (emergency) or 101 (non-urgent)
- Seeking advice from the NSPCC Helpline: 0808 800 5000
- Completing an internal safeguarding record and retaining securely

If a member of staff cannot reach the DSL and believes a child is at immediate risk, they should contact the police (999) or MASH (0161 234 5001) directly without delay.

Role	Name	Contact
------	------	---------

Designated Safeguarding Lead	Ben Eastwood	team@beonemindset.com
Deputy DSL	To be confirmed	TBC
Manchester MASH	Multi-Agency Safeguarding Hub	0161 234 5001
NSPCC Helpline	24hr child protection advice	0808 800 5000
Police	Emergency	999 / 101

## | 8. Recording and Information Sharing

All safeguarding concerns must be recorded in writing. Records should include:

- Date and time of the concern or disclosure
- Name and date of birth of the child
- What was observed or what the child said, in their own words where possible
- Action taken and by whom
- Name and signature of the person making the record

All safeguarding records are confidential and stored securely, accessible only to the DSL and authorised personnel. Records will be retained in line with data protection legislation.

Information will be shared with relevant agencies where there is a legal duty to do so, or where it is in the child's best interests. The duty to share information to protect a child overrides the duty of confidentiality.

---

## 9. Safe Practice and Code of Conduct

All persons working with young people through BeOne Mindset CIC must adhere to the following standards:

### 9.1 Physical Contact

- Physical contact should only occur when necessary and appropriate to the coaching activity
- Always explain what you are going to do and why before making physical contact
- Never engage in physical contact that could be considered inappropriate or intimate
- Physical activity involving pressure, cold exposure, or challenge elements must be age and development appropriate

### 9.2 One-to-One Settings

- Avoid being alone with a child in a private, unsupervised space where possible
- Where one-to-one sessions are necessary, ensure another adult is nearby or visible
- Always inform a colleague or parent/guardian when conducting a one-to-one session
- Sessions should take place in open, visible environments

### 9.3 Language and Behaviour

- Use appropriate language at all times — no swearing, sexual references, or derogatory comments
- Do not engage in inappropriate banter or sexual humour
- Do not show favouritism or develop special relationships with individual young people
- Maintain appropriate emotional and physical boundaries at all times

### 9.4 Transporting Young People

- Do not transport a young person alone in a vehicle without explicit written parental/guardian consent
- Where transport is necessary, ensure another adult is present where possible
- Never ask a young person to keep travel arrangements secret from their parent or guardian

## 10. Photography and Social Media

### 10.1 Photography and Filming

BeOne Mindset CIC is committed to protecting the image rights and dignity of all young people. The following rules apply:

- Written consent from a parent or guardian must be obtained before photographing or filming any person under 18
- Images should only be used for the purpose stated at the time of consent
- Young people should not be photographed or filmed in a way that could be considered inappropriate
- Images will not be sold or used for commercial purposes without explicit consent

### 10.2 Social Media

---

- 
- Staff must not make contact with young people via personal social media accounts
  - Any contact with young people online should be via official BeOne Mindset CIC channels only
  - Staff must not share images or information about young people on personal social media
  - Staff should report any online contact from young people that appears inappropriate to the DSL

## | 11. Safer Recruitment

BeOne Mindset CIC is committed to safe recruitment practices. Before working with young people, all staff and associates must:

- Provide proof of identity and relevant qualifications
- Complete an Enhanced DBS (Disclosure and Barring Service) check through an authorised umbrella body — this is a legal requirement for working with young people in the UK
- Sign a self-declaration form confirming no relevant undisclosed convictions
- Complete a recognised safeguarding training course (minimum NSPCC Child Protection in Sport eLearning or equivalent)
- Provide two professional references, which will be followed up before commencement of work

DBS certificates must be renewed every 3 years, or immediately if there is a relevant change in circumstances.

## | 12. Allegations Against Staff or Volunteers

If an allegation is made against any person working with BeOne Mindset CIC, the following procedure applies:

8. Do not investigate the allegation internally
9. The DSL must be notified immediately (or, if the allegation is against the DSL, contact MASH directly)
10. The individual subject to the allegation may be suspended from work with young people pending investigation — this does not imply guilt
11. The Local Authority Designated Officer (LADO) must be contacted: Greater Manchester LADO can be reached via the relevant Local Authority
12. All actions taken must be recorded

### **Important**

If the allegation is against Ben Eastwood (DSL), contact Manchester MASH directly on 0161 234 5001 or the NSPCC Helpline on 0808 800 5000 without delay.

---

### 13. Whistleblowing

BeOne Mindset CIC is committed to creating a culture where concerns can be raised openly and without fear of reprisal. If any member of staff or associate has concerns about the conduct of another member of staff, volunteer, or management, they should:

- Report concerns to the DSL in the first instance
- If concerns relate to the DSL, contact MASH (0161 234 5001) or the NSPCC Helpline (0808 800 5000) directly
- Contact the NSPCC Whistleblowing Advice Line: 0800 028 0285 if concerns are not addressed

No person will be disadvantaged for raising a genuine safeguarding concern in good faith.

### 14. Anti-Bullying

BeOne Mindset CIC has a zero tolerance approach to bullying in all its forms, including cyberbullying. Any behaviour that causes physical, emotional, or psychological harm to a child will be treated as a safeguarding concern and addressed accordingly.

### 15. Online Safety

BeOne Mindset CIC recognises that online risks are a safeguarding concern. The organisation will:

- Ensure that any digital content produced or shared is appropriate for young audiences where applicable
- Not share personal information about young people online
- Ensure that online sessions with young people are conducted safely and with appropriate parental consent
- Take seriously and report any concerns about online grooming, cyberbullying, or inappropriate content

### 16. Confidentiality

All information relating to safeguarding concerns is handled with the strictest confidentiality. Information will only be shared with:

- The DSL
- Relevant statutory agencies (children's social care, police) where required by law or in the best interests of the child
- Senior management on a need-to-know basis

Staff must never promise confidentiality to a child who discloses abuse or concern. The child should be told that information may need to be shared to keep them safe.

### 17. Policy Review

This policy will be reviewed annually by the DSL or following any of the following:

- A safeguarding incident or concern
- Changes in legislation or statutory guidance
- Feedback from staff, young people, or parents/guardians

- 
- Any significant change in the activities or structure of the organisation

The next scheduled review date is April 2027.

---

## 18. Policy Sign-Off

By signing below, the individuals named confirm they have read, understood, and agree to adhere to this Safeguarding and Child Protection Policy.

Name	Signature	Date
Associate / Staff Member		
Ben Eastwood — DSL		
Associate / Staff Member		

**BEONE MINDSET CIC | SAFEGUARDING POLICY | VERSION 1.0 | APRIL 2026**

This document is the property of BeOne Mindset CIC. Do not distribute without authorisation.