

Safeguarding Policy

P&E Sports Lettings LTD



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Approved by	David Phelan (Managing Director)

Safeguarding Policy

1. Policy Statement

P&E Sports is committed to providing a safe and secure environment for all individuals using our managed facilities, particularly children, young people, and adults at risk. We believe that no one should ever experience abuse of any kind, and we have a duty of care to safeguard all users of school premises during our lettings periods.

This policy outlines how we protect children and adults at risk and supports our responsibility to:

- Ensure a safe environment for participants in lettings activities.
- Recognise signs of abuse and respond appropriately.
- Collaborate with host schools, hirers and statutory agencies to uphold safeguarding standards.

This policy aims to outline the role that the practice has in relation to safeguarding and protection, the procedures that staff should take and guidance on issues. It is not exhaustive. All staff should use as a rule of thumb the needs and safety of the individual as being at the centre of any decision they make.

2. Scope of the Policy

This policy applies to:

- All P&E Sports employees, volunteers and contractors.
- All facility users and hirers during lettings periods.
- Any visitors on school premises under P&E Sports management.

All stakeholders must understand and adhere to the principles set out in this document. It forms part of the legal framework underpinning our lettings agreements and staff training requirements.

3. Definitions

3.1. Children and Young People – Anyone under the age of 18.

3.2. Adults at Risk – Anyone over the age of 18 who:

- Requires care and support due to age, disability, or illness.
- Is at risk of abuse or neglect.
- Cannot protect themselves from abuse due to care needs.

- 3.3. Safeguarding** refers to protecting children and vulnerable adults from harm, abuse, and exploitation, and ensuring they grow up or live in safe, healthy, and supportive environments.

This practice understands that “safeguarding” and promoting the welfare of children is defined as:

- protecting children from maltreatment
- preventing the impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.

Other children defined as being “in need” are those whose vulnerability is such that they are unlikely to reach or maintain a satisfactory level of health or development, or their level of health and development will be significantly impaired, without the provision of services, plus those who are disabled.

4. Legal Framework

P&E Sports Lettings LTD’s safeguarding policy is built on the following key legislation and guidance:

- Children Act 1989 and 2004
- Care Act 2014
- Working Together to Safeguard Children (2018)
- Keeping Children Safe in Education (2024)
- Data Protection Act 2018 (UK GDPR)
- Human Rights Act 1998
- Sexual Offences Act 2003
- The Prevent Duty
- Mental Capacity Act 2005
- Special Educational Needs and Disabilities (SEND) Code of Practice (2014)

5. The Aims of the Policy

The aims of this policy are:

- to raise awareness of individual responsibilities in identifying and reporting possible cases of abuse

- to provide a systematic means of monitoring, recording and reporting of concerns and cases
- to provide guidance on recognising and dealing with suspected individual abuse
- to provide a framework for inter-agency communication and effective liaison
- to identify strategies and interventions available to support individuals at risk.

6. Procedure

In order to safeguard children we will:

- adopt child protection guidelines as recommended by our Local Safeguarding Children Board and other appropriate professional bodies
- implement appropriate procedures and code of conduct for the practice team
- raise awareness with staff and patients that concerns about the welfare of a child and child protection are taken seriously, with appropriate action being taken
- create an environment where children are listened to and their concerns taken seriously
- share information with other agencies on a need-to-know basis
- involve parents and children, except where doing so would put the child at greater risk of harm
- follow safer recruitment guidance and procedures
- provide effective staff management through access to supervision, support and training
- review this policy at regular intervals to ensure it is updated and informs day-to-day practice.

This organisation fully recognises its statutory and moral duties under the Children Act 1989 and 2004 with regard to safeguarding children and promoting their welfare. In particular, the organisation recognises the duty of all health care professionals who come in to contact with children, parents and carers in the course of their work to be aware of their responsibility to safeguard and promote the welfare of children and young people. The organisation understands that this is important even when health professionals do not work directly with a child, but may be caring, providing treatment or assessment for their parent, carer or significant adult.

7. Designated Person

The designated person will:

- co-ordinate action within the practice and liaise with social care and other agencies over cases of abuse and suspected abuse
 - act as a source of advice within the practice
 - ensure that staff are familiar with the practice's policy and procedure
 - make protection referrals, recording and reporting accordingly
 - liaise with agencies about individual cases
 - organise training on protection and safeguarding practices
 - ensure that appropriate strategies for recording and reporting incidents are developed and implemented
 - provide appropriate feedback to members of staff as and when necessary.
- a) **Designated Safeguarding Officer (DSO)**
Name: David Phelan
Email: info@pandesports.com
Phone: 07561716724
- b) **Designated Deputy Safeguarding Officer (DSO)**
Name: Daniel Noke
Email: sportscentres@pandesports.com
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8. Staff

Staff in this practice should:

- be alert to the signs of abuse as detailed in this policy
- report any concerns immediately, where possible to the designated person
- consult with the designated person if in any doubt as to how to proceed
- follow the advice given in this policy in relation to how to handle disclosures.

9. Guidance on Recognising Abuse

Abuse might fall into the categories of:

- physical
- emotional
- sexual

- neglect.

9.1. Children:

Children and Young People

- Physical Abuse – May include hitting, shaking, throwing, burning, scalding, poisoning, drowning, suffocating, or any other deliberate act causing harm. It can also involve fabricated or induced illness by a parent or carer.
- Emotional Abuse – The persistent emotional ill-treatment of a child that may affect their emotional development. This includes constant criticism, threats, rejection, or making the child feel worthless or unloved. It can also involve age-inappropriate expectations, bullying (including online), or exposure to domestic violence.
- Sexual Abuse – Involves forcing or encouraging a child to engage in sexual activities, whether or not they are aware of what is happening. This includes physical contact, such as penetration or inappropriate touching, and non-contact activities such as exposing a child to sexual acts, images, or grooming via digital platforms.
- Neglect – The ongoing failure to meet a child's basic needs. This includes failing to provide adequate food, clothing, shelter, supervision, or access to medical care. Neglect may also include emotional neglect and failure to respond to a child's emotional needs.

9.2. Adults at Risk

- Physical Abuse – Including assault, hitting, slapping, pushing, misuse of medication, or inappropriate use of restraint.
- Sexual Abuse – Includes rape, indecent exposure, sexual harassment, inappropriate touching, or non-consensual sexual acts.
- Psychological Abuse – May involve threats, verbal abuse, coercion, isolation, intimidation, or humiliation.
- Financial or Material Abuse – Includes theft, fraud, misuse of property or benefits, or coercion in financial affairs.
- Domestic Abuse – Emotional, physical, or financial abuse within a family or close relationship, including so-called 'honour-based' violence.
- Discriminatory Abuse – Harassment or unfair treatment due to race, gender identity, disability, age, religion, or sexual orientation.
- Modern Slavery – Encompasses slavery, human trafficking, forced labour, or domestic servitude.

- Organisational Abuse – Poor care practices in formal settings such as institutions or care services. May include neglect or over-controlling behaviour.
- Neglect and Acts of Omission – Includes failure to provide necessary care, support, nutrition, or medication.
- Self-Neglect – A person's failure to attend to their personal hygiene, health, or surroundings, potentially including hoarding behaviour.

Staff should respond appropriately to signs and symptoms in an individual which gives them cause for concern. These include:

- significant changes in individual's behaviour or appearance
- frequent mood changes
- deterioration in their general well-being
- unexplained bruising, marks or signs of possible abuse
- signs of neglect such as being unkempt
- comments which give cause for concern
- not wanting to go home
- seductive behaviour
- a child who is quiet and withdrawn
- a child who gives the impression of being unloved and unhappy.

More details on how to recognise signs of abuse can be found in the government *No Secrets* publication.

10. Policy on Dealing with Suspected Abuse

This organisation understands that in line with the government guidance *What to do if you are worried a child is being abused* they are advised to discuss these concerns with a more senior colleague first, except in an emergency when delay may be prejudicial to the child's welfare.

Therefore, in this organisation staff should refer concerns to their line manager or to the designated person as soon as possible. In the meantime, they should:

- consider the child's welfare as paramount
- believe the child and take them seriously
- remain calm and caring

- reassure the child that they have done the right thing in talking to them
- make notes of the conversation as soon as possible, using the child's own words
- Report internally within the same day
- explain what will happen next and who will be told.
- immediately tell the designated person for safeguarding and child protection about their concerns
- make factual notes of what has occurred, using the child's own words where relevant, and any action taken
- ensure that the child receives the necessary medical treatment.

Staff should not:

- promise confidentiality
- postpone the discussion until a different time
- interpret what they have been told
- probe or ask leading questions.

All staff and hirers must be alert to changes in behaviour, physical indicators, verbal disclosures, or concerning third-party reports. Concerns may arise through:

- Disclosure by a child or vulnerable person.
- Observation of signs or behaviours.
- Allegations made by others.

Concerns must be reported immediately to the P&E Sports DSO. Where immediate danger is suspected, staff should contact emergency services (999) without delay.

10.1. Roles and Responsibilities

a) P&E Sports Will:

- Appoint a Designated Safeguarding Officer (DSO) and Deputy DSO.
- Ensure staff are DBS-checked, appropriately trained, and understand safeguarding expectations.
- Maintain a Single Central Record of safeguarding training and vetting.
- Staff will complete Level 1 Safeguarding training as part of their induction, with refresher training provided annually.

- Require hirers to submit safeguarding policies if working with under-18s or adults at risk.
- Carry out random safeguarding spot-checks on hirer activities.
- Respond to safeguarding incidents and liaise with appropriate authorities.

b) Hirers Must:

- Accept safeguarding obligations via our Terms and Conditions.
- Upload and implement a safeguarding policy if working with vulnerable individuals.
- Ensure that their team members hold valid, enhanced DBS certificates.
- Cooperate fully with P&E Sports in the event of any safeguarding investigations.
- Confirm safeguarding compliance at the point of booking.
- Provide policies and evidence of DBS checks for staff working with young people or vulnerable adults.
- Comply with spot checks carried out by P&E Sports staff.
- Follow safe practice in managing entry, supervision, and departure of participants.

c) DSO (Designated Safeguarding Officer)

The designated person will follow the procedure below.

- Where possible, they will discuss concerns with the child and their parents and obtain agreement to making a referral to children's social care unless this discussion would put the child at increased risk of significant harm.
- Seek professional advice if unsure about whether or not to talk to parents first.
- When a referral is made, agree what the child and parents will be told, by whom and when. Inform the recipient of the referral what information has already been discussed with the child and their parents.
- Under no circumstances confront the abuser. There is a risk of forewarning the abuser and compromising any investigation or prosecution.

In emergency situations where any delay may be damaging to the welfare of a child then staff should contact the Local Authorities Children's Services or the police as appropriate.

11. Managing Allegations

If a concern is raised about a member of P&E Sports staff or a hirer, we will:

- Immediately suspend the individual from duties if necessary.
- Conduct an internal investigation.
- Refer the concern to the school, social care, or police where appropriate.
- Follow our Disciplinary Policy and DBS referral process where relevant.

12. Joint Working

P&E Sports Lettings LTD recognises the importance of joint working in the safeguarding of children. Practice staff will be expected to work together and in partnership with relevant staff from other organisations and agencies wherever necessary.

Staff will be expected to attend all relevant case reviews and safeguarding meetings and to cooperate with joint plans of care. Close working relationships will be maintained with key agencies such as the police and with the local safeguarding partners.

We work in partnership with host schools and multi-agency safeguarding hubs. Where a safeguarding concern relates to a student of the school, the school's Designated Safeguarding Lead will be notified immediately.

Information may be shared with:

- Police
- Social care
- Local Authority Designated Officer (LADO)
- Schools/Trust DSLs

P&E Sports will ensure records are kept confidentially and securely in line with data protection regulations.

13. Information Sharing and Confidentiality

Confidentiality is a key concept in health and social care but in the context of child safety, the duty of confidentiality may be over-ridden by the duty to protect a child from abuse.

Relevant information about the protection of children must be shared with the investigative agencies, but only on a "need to know" basis.

Staff should be careful in subsequent discussions and ensure that information is only given to the appropriate person. All staff should be kept aware of issues relating to confidentiality and the status of information they may hold.

Information will be shared lawfully and only where necessary to:

- Protect individuals from harm

- Cooperate with statutory bodies
- Prevent a risk to others

Confidentiality will be respected, but not at the cost of safety. Consent will be sought where appropriate, but not if it places someone at further risk.

14. Safer Recruitment and Staff Conduct

P&E Sports follows a safer recruitment process, including:

- Enhanced DBS checks
- Employment and reference checks
- Safeguarding interviews for relevant roles
- Induction and mandatory safeguarding training

Staff Code of Conduct includes:

- Never being alone with a child where not observed
- Avoiding physical contact unless in an emergency or safety concern
- Upholding respectful, inclusive and professional behaviour at all times

Any staff who are considered to be a potential risk to children will be reported to the Independent Safeguarding Authority under the Vetting and Barring Scheme.

15. Incident Reporting

Any Serious Untoward Incidents (SUIs) relating to safeguarding issues should be reported and investigated in line with the organisations Incident Reporting Policy. This is to ensure that any incidents are fully investigated and lessons learnt.

All safeguarding concerns will be:

- Logged clearly and securely
- Retained until the child reaches 25 years of age
- Accessed only by authorised personnel

16. Training

All new staff should be made aware of this policy on induction. All staff will undergo initial and regular safeguarding training.

Records will be kept of staff attendance at safeguarding training and staff will be required to update their training on a periodic basis appropriate to their role.

The designated person will be expected to access annual specialist training provided by the local safeguarding board and to identify continuous professional development needs in their personal development plan.

17. Whistleblowing

P&E Sports encourages a transparent culture. Any individual can raise safeguarding concerns anonymously and without fear of retaliation. Any malicious or knowingly false reports will be treated seriously under our Disciplinary Policy.

18. Review

This policy will be reviewed annually and updated to reflect changes in legislation, best practice, or following any major incident. To ensure that the safeguarding arrangements are satisfactory, monitoring of the safeguarding arrangements will be conducted regularly.