



# **SAFEGUARDING POLICY**

**[yoursport.org](https://yoursport.org)**

# **PART 1: INTRODUCTION TO SAFEGUARDING POLICY**

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## 1. Overview

Your Sport Solutions (trading as Your Sport) abides by the duty of care to safeguard and promote the welfare of children, young people and vulnerable adults and is committed to safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice requirements.

We recognise that:

- The welfare of children and vulnerable adults is paramount in everything we do and in any decisions we take.
- All children and vulnerable adults, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation has an equal right to protection from all types of harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting the welfare children and vulnerable adults.

Your Sport Solutions will:

- Protect children and vulnerable adults who receive our services from harm. This includes the children of adults who use our services.
- Provide internal staff, contractors, candidates and volunteers, as well as children, young people and their families, with the overarching principles that guide our approach to the safeguarding of children and young adults.

This Safeguarding Policy brings together all elements of YSS's safeguarding policies, procedures, processes, codes of practice and best practice guidance. This safeguarding policy aims to help every person working for YSS to ensure that they are fully compliant with safeguarding best practice. In being compliant, anyone working for YSS will be fulfilling their responsibility of protecting all children, young people and vulnerable adults.

This policy applies to anyone working on behalf of Your Sport Solutions including directors, internal staff, contractors, candidates, volunteers, and students. Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

**As Directors, we confirm that the core safeguarding policies, procedures and processes contained within this Safeguarding Policy have been Reviewed, Approved & Adopted by YSS.**



**Richie Holmes**

December 2025

## 2. Internal Safeguarding List

Anyone wanting to raise a safeguarding concern or looking for safeguarding support/advice should contact the following people:

<b>Designated Safeguarding Officer</b>	
<b>Name:</b>	<b>Richie Holmes</b>
<b>Mobile:</b>	<b>07871 357197</b>
<b>Email:</b>	<b>richie.holmes@yoursport.org</b>
<b>Deputy Designated Safeguarding Officer</b>	
<b>Name:</b>	<b>Jasmin Bartlett</b>
<b>Mobile:</b>	<b>07359 744260</b>
<b>Email:</b>	<b>Jasmin.bartlett@yoursport.org</b>
<b>Responsible Person for Health &amp; Safety</b>	
<b>Name:</b>	<b>Richie Holmes</b>
<b>Mobile:</b>	<b>07871 357197</b>
<b>Email:</b>	<b>richie.holmes@yoursport.org</b>
<b>Responsible Person for Data Protection &amp; E-Safety</b>	
<b>Name:</b>	<b>Richie Holmes</b>
<b>Mobile:</b>	<b>07871 357197</b>
<b>Email:</b>	<b>richie.holmes@yoursport.org</b>

## 3. External List for Safeguarding

The following details are external safeguarding contacts that can help you with a safeguarding concern:

<b>Local Authority Designated Officer (Nottingham City)</b>	
<b>Name:</b>	<b>Caroline Hose</b>
<b>Email:</b>	<b>LADO@nottinghamcity.gov.uk</b>

Nottingham City Safeguarding Children Partnership	
Email:	safeguarding.partnership@nottinghamcity.gov.uk
Local Authority Designated Officer (Nottinghamshire County)	
Name:	Helen Atherton
Email:	helen.atherton@nottscc.gov.uk
Multi Agency Safeguarding Hub (MASH)	
Website:	<a href="#">Multi-Agency Safeguarding Hub (MASH)   Nottinghamshire County Council</a>
Phone:	0300 500 80 90
Emergency out of hours:	0300 456 4546
Other Useful Contacts	
Nottingham Police:	0115 967099
NSPCC Helpline:	0808 8005000
Childline:	0800 11111 (or text phone 0800 400222)

#### 4. Who's Who in Safeguarding

DSO Richie Holmes		
Deputy DSO Jasmin Bartlett		
Health & Safety Richie Holmes		Data Protection & E-Safety Richie Holmes

#### Useful Safeguarding Contacts

NSPCC Helpline	Local Police	Childline
0808 8005000	Emergency 999	0800 1111
helo@nspcc.org.uk	Non-Emergency 101	www.childline.org.uk

# **PART 2: Policies & Procedures**

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### 5. Responsibilities for Safeguarding

- 5.2 The Designated Safeguarding Officer has the appropriate authority and be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and Safeguarding matters. The designated safeguarding officer (and deputies) are most likely to have a complete safeguarding picture and be the most appropriate person to advise on the response to safeguarding concerns.
- 5.5 The Directors of the company will ensure that the policies and procedures adopted by the company are fully implemented and sufficient resources and time are allocated to enable staff members to discharge their safeguarding responsibilities. All staff and other adults are clear about procedures where they are concerned about the safety of a child or vulnerable adult.
- 5.7 **All staff members, volunteers and external providers** know how to recognise signs and symptoms of abuse, how to respond to participants who disclose abuse and what to do if they are concerned about a child or vulnerable adult. They are aware that behaviours and physical signs linked to behaviours that put children in danger. All staff should know what to do if a

child tells them he/she is being abused or neglected. Staff should know how to manage the requirement to maintain an appropriate level of confidentiality. This means only involving those who need to be involved, such as the designated safeguarding officer (or a deputy) and children’s social care. Staff should never promise a child that they will not tell anyone about a report of abuse, as this may ultimately not be in the best interests of the child. Safeguarding issues can manifest themselves via child-on-child abuse. This may include, but not limited to: bullying (including cyber bullying), gender based violence/sexual harassment, sexual violence and assaults, harmful sexual behaviour and sexting. Staff should recognise that children are capable of abusing their peers.

- 5.8 Staff must challenge any form of derogatory and sexualised language or behaviour. Staff should be vigilant to sexualised/aggressive touching/grabbing DfE guidance situates sexual violence, sexual harassment and harmful sexual behaviour in the context of developing a whole-school safeguarding culture, where sexual misconduct is seen as unacceptable, and not 'banter' or an inevitable part of growing up.

YSS acknowledges the need to treat everyone equally, with fairness, dignity and respect. Any discriminatory behaviours are challenged, and children and vulnerable adults are supported to understand how to treat others with respect. We also have a statutory duty to report and record any of the above incidents.

## 6. Whistleblowing Policy

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. Our full Whistleblowing Policy can be found at [www.yoursport.org/policies](http://www.yoursport.org/policies).

We will ensure that all staff members are aware of their duty to raise concerns, where they exist, about the management of Safeguarding, which does include the attitude or actions of colleagues. If necessary, they will speak with the Directors or with the Local Authority Designated Officer (LADO).

We have a clear reporting procedure for children, parents and other people to report concerns or complaints, including abusive or poor practice.

## 7. Code of Conduct for Staff

This Code of Conduct for Staff is a vital element of YSS’s safeguarding ethos and to ensure that all children and adults are protected from harm.

The below list of Do’s and Don’ts is to assist all staff in meeting their responsibilities to safeguarding children and vulnerable adults.

<b>Do</b>	Read this safeguarding policy, ensuring all policies and procedures are understood.
<b>Do</b>	Ensure you are familiar with the safeguarding personnel and contacts.
<b>Do</b>	Abide by the Code of Conduct for Staff.
<b>Do</b>	Encourage others to challenge any attitude or behaviours they do not like.
<b>Do</b>	Allow children and adults to talk about any concerns they may have.
<b>Do</b>	Respect the right to personal privacy of a child or vulnerable adult.
<b>Do</b>	Avoid being drawn into inappropriate attention seeking behaviour.
<b>Do</b>	Avoid breaches of trust e.g. an inappropriate relationship with a child or adult participant.
<b>Do</b>	Take any allegations or concerns of abuse seriously and report immediately.
<b>Do</b>	Plan activities to comply with appropriate ratios of staff to participants.
<b>Do</b>	Treat everyone with dignity and respect
<b>Do</b>	Treat all participants equally and show no favouritism.
<b>Do</b>	Set an example you would wish others to follow.
<b>Do</b>	Dress appropriately and ensure personal appearance is appropriate.
<b>Do</b>	Show respect towards colleagues, volunteers and contractors.

<b>Do</b>	Represent the company outside of work as you would during work, appropriately.
<b>Don't</b>	Trivialise abuse.
<b>Don't</b>	Form a relationship with a child or vulnerable adult.
<b>Don't</b>	Allow abusive peer activities.
<b>Don't</b>	Engage in inappropriate behaviour or contact.
<b>Don't</b>	Play physical contact games with children or vulnerable adults.
<b>Don't</b>	Make suggestive remarks or threats to children or vulnerable adults.
<b>Don't</b>	Use inappropriate language.
<b>Don't</b>	Allow allegations or concerns go unreported.
<b>Don't</b>	Accept gifts from children or participants.

## 8. Definitions & Indicators of Abuse

### Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. This can include the failure to provide adequate food, shelter, and clothing, or to protect a child from physical and emotional harm or danger. It also includes neglect of a child's basic emotional needs.

Definition	Indicators (A child may...)
Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.	* Be consistently hungry, unwashed, or have inadequate clothing for the weather.
	* Be left alone for long periods or in unsafe situations.
	* Show consistent signs of fatigue or listlessness.
	* Have consistent and untreated illnesses, injuries, or dental problems.
	* Have poor school attendance or be frequently late.
	* Steal food or hoard resources.

### Physical Abuse

Physical abuse involves an adult intentionally inflicting physical injury or suffering on a child. This includes hitting, shaking, throwing, poisoning, burning, drowning, or otherwise causing physical harm.

Definition	Indicators (A child may...)
Physical Abuse involves an adult intentionally inflicting physical injury or suffering on a child.	* Have unexplained bruises, cuts, burns, or fractures, especially if they are repeated or in unusual places (e.g., face, torso, non-mobile infants).
	* Provide explanations for injuries that are inconsistent with the injury.
	* Be frightened of their parent/carer or be wary of physical contact with adults.
	* Have untreated injuries that require medical attention.
	* Flinch or show an extreme reaction to sudden movements or sounds.

### Emotional Abuse

Emotional abuse (also known as psychological abuse) is the persistent emotional maltreatment of a child. This can involve constantly criticising, humiliating, isolating, or terrorising a child. It can also include failing to promote the child's development.

Definition	Indicators (A child may...)
Emotional Abuse is the persistent emotional maltreatment of a child, which can involve constantly criticising, humiliating, isolating, or terrorising a child.	* Display low self-esteem, withdrawal, or deep sadness.
	* Show extreme over-compliance or be overly aggressive/defiant.
	* Be isolated from peers or social activities.
	* Develop speech disorders or anxiety-related habits (e.g., rocking, head-banging).
	* Have difficulty forming relationships with peers or adults.
	* Display unusually adult or unusually infantile behaviour for their age.

### Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities. This includes physical contact, as well as non-contact activities such as involving a child in watching or looking at sexual images, or participating in sexually explicit conversations.

Definition	Indicators (A child may...)
Sexual Abuse involves forcing or enticing a child or young person to take part in sexual activities, including both contact and non-contact activities.	* Experience difficulty walking or sitting, or complain of pain or itching in the genital or anal area.
	* Show unusual or explicit sexual knowledge or behaviour for their age.
	* Exhibit sudden, significant changes in behaviour, sleep, or appetite.
	* Be reluctant to get changed or participate in physical education/swimming.
	* Experience unexplained abdominal pain or frequent urinary tract infections.
	* Develop a sudden fear of a specific person or location.

## 9. Recognising and Responding to Abuse

9.1 Disclosure is the process by which children and young people start to share their experiences of abuse with others. This can take place over a long period of time – it is a journey, not one act or action.

Children may disclose directly or indirectly and sometimes they may start sharing details of abuse before they are ready to put their thoughts and feelings in order.

Not all disclosures will lead to a formal report of abuse or a case being made or a case being taken to court, but all disclosures should be taken seriously.

It takes extraordinary courage for a child to go through the journey of disclosing abuse. It's vital that anyone who works with children and young people undertaking this journey is able to provide them with the support they need.

9.2 It's important YSS creates an environment where children and young people are comfortable about speaking out if anything is worrying them. They need to:

- be able to recognise abuse and know it is wrong;
- know who they can talk to about it.

The people they choose to disclose to need to listen, understand and respond appropriately so the child gets the help, support and protection they need.

9.3 There are three key interpersonal skills that help a child feel they are being listened to and taken seriously when disclosing potential abuse:

- **show you care, help them open up:** Give your full attention to the child or young person and keep your body language open and encouraging. Be compassionate, be understanding and reassure them their feelings are important. Phrases such as ‘you’ve shown such courage today’ help.
- **take your time, slow down:** Respect pauses and don’t interrupt the child – let them go at their own pace. Recognise and respond to their body language. And remember that it may take several conversations for them to share what’s happened to them.
- **show you understand, reflect back:** Make it clear you’re interested in what the child is telling you. Reflect back what they’ve said to check your understanding – and use their language to show it’s their experience.

If a child tells you they are experiencing abuse, it’s important to reassure them that they’ve done the right thing in telling you. Make sure they know that abuse is never their fault.

Never talk to the alleged perpetrator about the child’s disclosure. This could make things a lot worse for the child.

### 10. Reporting Procedures for Child Protection Concerns

Every staff member, volunteer, and external contractor has a duty to report any concerns, disclosures, or suspicions of abuse or neglect immediately.

#### Concerns Regarding a Child

The procedure for reporting a concern about a child's safety or welfare is as follows:

Step	Action Required by Staff Member/Volunteer
1. Immediate Action	Do NOT investigate the allegation, promise confidentiality, or challenge the child or family. Your role is solely to listen, record, and report.
2. Record Information	As soon as possible, record what was seen, heard, or disclosed using the dedicated Safeguarding Reporting Form. Use the child’s exact words where possible, and include the date, time, and location of the incident/disclosure.
3. Report to DSL	Immediately (within the hour, or as soon as physically safe to do so) take the written report directly to the Designated Safeguarding Lead (DSL) or the Deputy DSL.
4. External Contact	If the DSL or Deputy DSL is unavailable, or if the concern is so urgent that a delay would place the child at immediate risk of Significant Harm, you must contact Local Authority Children's Services or the Police directly.
5. DSL Action	The DSL will assess the information and decide on the necessary action, which may include making a referral to Children's Services. The DSL will record the decision and outcome in the confidential child protection file.

**Mandatory Rule:** Staff must not attempt to deal with the situation themselves or discuss the concerns with anyone other than the DSL/Deputy or an external agency (if the DSL is unavailable).

### 11. Allegations Against Staff Members or Volunteers

Allegations against staff members (paid or volunteer) must be handled through a separate, distinct procedure to protect the child, the organisation, and the accused individual. This must be handled by the Director of Your Sport Solutions or a delegated senior member of staff.

#### Reporting an Allegation Against a Staff Member

Step	Action Required
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1. Immediate Reporting	Any staff member who receives or witnesses an allegation must immediately report it, in confidence, to the Director of YSS.
2. Initial Action by Head	The Director will immediately contact the Local Authority Designated Officer (LADO). The LADO is the point of contact for all allegations against staff and will advise on the next steps, including whether an investigation is required.
3. Confidentiality	The Director and the reporting person must maintain strict confidentiality. The person who is the subject of the allegation must not be informed until advised by the LADO.
4. Staff Suspension/Restriction	The Director will consult the LADO regarding whether the accused staff member should be suspended or have their contact with children restricted while the investigation proceeds. This is a neutral act and not a disciplinary measure, but a necessary step to protect children.
5. Disciplinary Process	Only once the LADO, Children's Services, and/or Police have concluded their investigation will the internal disciplinary process (if necessary) begin.

## 12. Responding to Low Level Concerns

The term 'low-level' concern does not mean that it is insignificant. A low-level concern is any concern, no matter how small, and even if no more than causing a sense of unease or a 'nagging doubt' - that an adult may have acted in a way that:

- is inconsistent with the Code of Conduct for Staff, including inappropriate conduct outside of work and
- does not meet the harm threshold or is otherwise not serious enough to consider a referral to the LADO.

Such behaviour can exist on a wide spectrum, from the inadvertent or thoughtless, or behaviour that may look to be inappropriate, but might not be in specific circumstances, through to that which is ultimately intended to enable abuse.

Low-level concerns may arise in several ways and from a number of sources. For example: suspicion, complaint, or disclosure made by a child, parent/carers, or other adult within or outside of the organisation, or as a result of vetting checks undertaken.

It is crucial that all low-level concerns are shared responsibly with the right person and recorded and dealt with appropriately. Ensuring they are dealt with effectively should also protect those working in or on behalf of schools and colleges from becoming the subject of potential false low-level concerns or misunderstandings.

### Clarity around Allegation vs Low Level Concern vs Appropriate Conduct

#### **Allegation:**

Any adult linked to YSS who has:

- behaved in a way that has harmed a child/vulnerable adult, or may have harmed a child/vulnerable adult and/or;
- possibly committed a criminal offence against or related to a child/vulnerable adult and/or;
- behaved towards a child/vulnerable adult in a way that indicates he or she may pose a risk of harm to children/vulnerable adults; and/or
- behaved or may have behaved in a way that indicates they may not be suitable to work

**Low Level Concern:**

Any adult linked to YSS who has behaved in a way that,

- is inconsistent with the Code of Conduct for Staff, including inappropriate conduct outside of work; and
- does not meet the allegations threshold or is otherwise not considered serious enough to consider a referral to LADO.

**Appropriate:**

- Behaviour which is entirely consistent with our Code of Conduct for Staff, and the Law.

**How should low-level concerns be shared and recorded?**

The concern should be shared in writing with the DSO using the Safeguarding Referral form.

All low-level concerns will be recorded by the DSO either contemporaneously or immediately following the discussion/receipt of the Form and will exercise sound professional judgment in determining what information is necessary to record for safeguarding purposes.

Where a low-level concern relates to a person employed by a contractor, that concern will be raised with their employers by the DSO, so that any potential patterns of inappropriate behaviour can be identified.

The DSO will inform all company Directors of all the low-level concerns and within one working day according to the nature of each particular low-level concern. The Directors will be the ultimate decision makers in respect of all low-level concerns.

**13. Staff Induction, Training and Development**

All new members of staff will be given induction that includes basic safeguarding training on how to recognise signs of abuse, how to respond to any concerns, e-safety and familiarisation with the staff code of conduct. There are mechanisms in place, such as safeguarding updates, to assist staff to understand and discharge their role and responsibilities.

All Designated Safeguarding Officers will undergo updated DSO safeguarding training every two years. DSO's should undertake Prevent awareness training and disseminate the training to all staff.

All permanent staff will undergo face to face training which is regularly updated and at least every three years.

The Designated Safeguarding Officer will provide briefings to the workforce on any changes to safeguarding legislation and procedures.

YSS will maintain accurate and up to date records of staff induction and training.

**14. Complaints Policy and Procedure**

A complaint is defined as any expression of dissatisfaction, however it is expressed. This would include complaints expressed face to face, via a phone call, in writing, via email or any other method. All staff should have sufficient knowledge to be able to identify an "expression of dissatisfaction" even when the word "complain" or "complaint" is not used.

This formal complaints procedure is intended to ensure that all complaints are handled fairly and consistently.

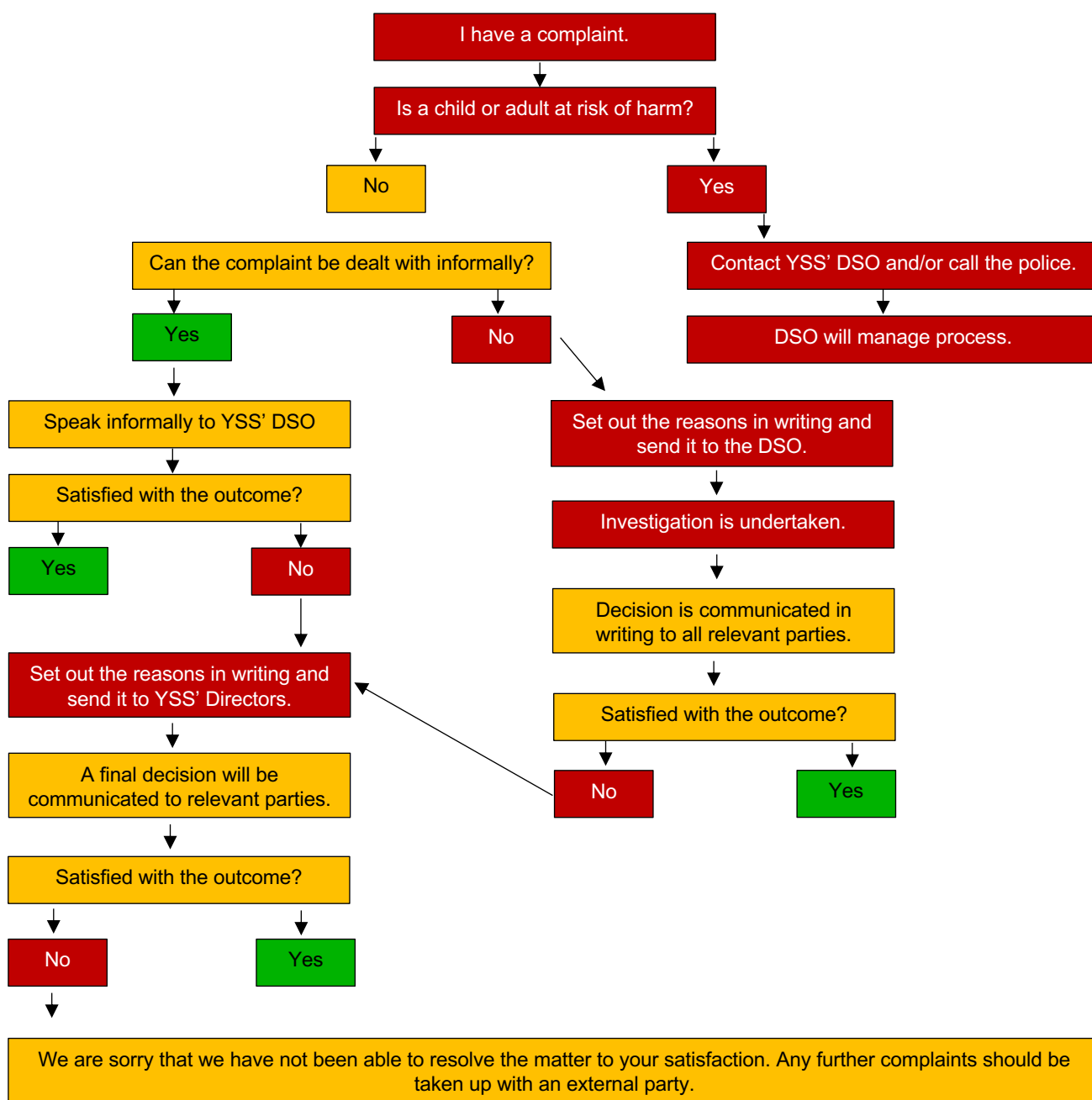
Your Sport Solutions responsibility will be to:

- acknowledge the formal complaint in writing;
- respond within a stated period of time;
- deal reasonably and sensitively with the complaint; and
- take action where appropriate.

A complainant's responsibility is to:

- bring their complaint, in writing, to the DSO's attention.
- raise concerns promptly and directly with a member of staff in Your Sport Solutions;
- explain the problem as clearly and as fully as possible, including any action taken to date;
- allow Your Sport Solutions a reasonable time to deal with the matter, and
- recognise that some circumstances may be beyond Your Sport Solutions' control.

### Complaints Procedure Flowchart



## **15. Missing Child**

Children's safety is maintained as the highest priority at all times both on and off premises. Every attempt is made through carrying out the outings procedure and the exit/entrance procedure to ensure the security of children is maintained at all times. In the unlikely event of a child going missing, our missing child procedure is followed.

Child going missing procedures

- As soon as it is noticed that a child is missing the key person/staff alerts the senior leader.
- The senior member of staff calls the police and reports the child missing and then calls the parent.
- The senior member of staff will carry out a thorough search of the building and premises.
- The register is checked to make sure no other child has also gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- The setting leader talks to the staff to find out when and where the child was last seen and records this.
- Parents/carers should be aware of exit areas all times in order to maintain safety.
- Parents/carers attending any groups, sessions or drop-ins within the organisation are responsible for their own children at all times.

## **16. Confidentiality and Information Sharing**

Your Sport Solutions expects all employees, contractors, and volunteers to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.

However, information should be shared with the Local Authority if a child is deemed to be at risk of harm or **contact the police if they are in immediate danger, or a crime has been committed.**

## **17. Recording and Record Keeping**

A written record must be kept about any concern regarding a child or vulnerable adult in which a safeguarding concern has been raised. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made.

All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR).

## **18. Safer Recruitment & Selection**

Your Sport Solutions is committed to safe employment and safer recruitment practices that reduce the risk of harm to children from people unsuitable to work with them or have contact with them.

Your Sport Solutions has policies and procedures that cover the recruitment of all employees, contractors, candidates and volunteers. Our Recruitment, Selection & Vetting Policy can be found at [www.yoursportsolutions/policies](http://www.yoursportsolutions/policies).

## **19. Quality Assurance**

We will ensure that systems are in place to monitor the implementation of and compliance with this policy and accompanying procedures.

We will complete an audit of YSS' safeguarding arrangements annually or following a safeguarding incident within the company or one which directly concerns or affects YSS.

The Directors will ensure that action is taken to remedy any deficiencies and weaknesses identified in child protection arrangements without delay.

### **20. Policy Review**

These policies and the procedures will be reviewed annually. All other linked policies will be reviewed in line with the policy review cycle.

The Designated Safeguarding Officer will ensure that staff members, including volunteers and sessional workers are made aware of any amendments to policies and procedures.

Additional updates to the policies will take place when required for example, following a safeguarding incident within the company or one which directly concerns or affects YSS.