CHILD PROTECTION POLICY

yoursport.org

1. Purpose of this Policy

Your Sport Solutions, trading as Your Sport, is committed to protecting every child and young person who participates in, attends or comes into contact with its services.

This Child Protection Policy sets out the specific arrangements Your Sport has in place to:

- prevent children from experiencing abuse, neglect, exploitation or other forms of harm;
- recognise indicators that a child may be at risk;
- respond appropriately when a child makes a disclosure or when a concern is identified;
- ensure that concerns are reported promptly to the appropriate safeguarding professional or statutory agency;
- ensure that children are listened to and their wishes and feelings are appropriately considered;
- provide clear responsibilities for employees, sessional workers, contractors and volunteers;
- maintain appropriate professional boundaries;
- work effectively with parents, carers, schools, local authorities, National Governing Bodies and other partner agencies; and
- ensure that safeguarding decisions are recorded, shared and reviewed appropriately.

This policy should be read alongside the Your Sport Safeguarding Policy and the other safeguarding policies and procedures listed within it.

It is not intended to replace those policies. Where a procedure is already covered by the wider Your Sport safeguarding framework, this policy provides the child-protection-specific requirement and signposts the relevant policy.

2. Relationship with the Your Sport Safeguarding Policy

Your Sport operates an overarching Safeguarding Policy.

The Safeguarding Policy establishes the organisation's overall safeguarding arrangements, including:

- safeguarding responsibilities;
- safeguarding leadership;
- whistleblowing;
- staff code of conduct;
- recognising abuse;
- reporting concerns;
- allegations against staff;
- low-level concerns;
- staff induction and training;
- complaints;
- missing children;
- confidentiality and information sharing;
- recording and record keeping;
- safer recruitment and selection;
- quality assurance; and
- policy review.

This Child Protection Policy should therefore be read **in conjunction with**, and not instead of, the Safeguarding Policy.

Where there is any uncertainty about which procedure should be followed, the protection and welfare of the child must be the primary consideration and advice should be sought from the DSL, DDSL or appropriate statutory safeguarding agency.

3. Scope

This policy applies to everyone working on behalf of Your Sport, including:

- directors;
- permanent employees;
- sessional workers;
- sports coaches;
- alternative education staff;
- holiday club staff;
- school sport staff;
- short breaks staff;
- contractors;
- freelance workers;
- agency workers;
- volunteers;
- students and placement workers; and
- any other person who may have contact with children through Your Sport.

The policy applies across all Your Sport activities and settings, including:

- Alternative Education;
- Holiday Clubs;
- School Sport Programmes;
- Short Breaks Programmes;
- sports coaching and activities;
- community activities;
- school-based delivery;
- trips and off-site activities;
- transport arrangements where applicable;
- online communication and digital activity; and
- any activity delivered on behalf of a local authority, school, National Governing Body or other partner organisation.

The policy applies whether the activity takes place at a Your Sport location, a school, a sports facility, a community venue, an outdoor location or another partner venue.

4. Our Child Protection Principles

Your Sport recognises that safeguarding is everyone's responsibility.

Our child protection practice is based on the following principles.

4.1 The welfare of the child

The welfare and safety of children and young people is the primary consideration in safeguarding decisions.

4.2 Every child matters

All children have an equal right to protection from abuse and harm regardless of:

- age;
- disability;
- sex;
- gender reassignment;
- race;
- religion or belief;
- sexual orientation;
- pregnancy or maternity;
- family circumstances;
- socioeconomic circumstances; or
- any other characteristic or circumstance.

4.3 Children are individuals

Children have different experiences, needs, vulnerabilities and ways of communicating.

Staff must avoid assumptions about a child or family and must consider the child's individual circumstances.

4.4 Children should be listened to

Children should be encouraged to express their views, wishes and feelings.

Where a child raises a safeguarding concern, they should be listened to carefully and treated with respect.

4.5 Safeguarding is everyone's responsibility

Any person working for Your Sport can identify a safeguarding concern.

Staff do not need to be certain that abuse has occurred before reporting a concern.

A concern, suspicion, disclosure, observation or change in behaviour may be sufficient to require safeguarding action.

4.6 Do not investigate

Your Sport staff are not responsible for conducting investigations into suspected abuse.

Their responsibility is to:

Recognise → Respond → Record → Report

The DSL, children's social care, police or other appropriate agencies will determine what further investigation or assessment is required.

5. What Child Protection Means

Child protection refers specifically to the activity undertaken to protect individual children who are suffering, or are likely to suffer, significant harm.

This includes concerns relating to:

- physical abuse;
- emotional abuse;
- sexual abuse;
- neglect;
- domestic abuse;
- child sexual exploitation;
- criminal exploitation;
- serious violence;
- grooming;
- online abuse;
- harmful sexual behaviour;
- child-on-child abuse;
- bullying;
- sexual harassment and sexual violence;
- trafficking;
- forced marriage;
- female genital mutilation;
- radicalisation and extremism;
- abuse within intimate or peer relationships;
- fabricated or induced illness;
- honour-based abuse;
- abuse linked to disability;
- exploitation through criminal activity;
- and other circumstances in which a child may be at risk of harm.

The list is not exhaustive.

6. Children Who May Require Additional Consideration

Some children may face additional safeguarding vulnerabilities.

These may include children who:

- have a disability or additional communication needs;
- have special educational needs;
- are receiving alternative education;
- are subject to a child protection plan;
- are looked-after or previously looked-after;
- are care experienced;
- are known to children's social care;
- have experienced domestic abuse;
- have experienced trauma;
- have mental health or emotional wellbeing difficulties;
- are involved in criminal or sexual exploitation;
- are frequently absent from education;
- are experiencing homelessness or instability;
- are young carers;

- are socially isolated;
- have communication difficulties;
- are experiencing discrimination;
- are questioning their identity or experiencing identity-related difficulties;
- have family members involved in criminality;
- or have any other circumstances that may increase their vulnerability.

These circumstances do not mean that a child is automatically at risk.

They do mean that staff should remain alert to the child's individual needs and should seek safeguarding advice where appropriate.

7. Types of Abuse and Harm

All staff must understand that abuse can take many forms.

7.1 Physical abuse

Physical abuse involves causing physical harm to a child.

Examples may include:

- hitting;
- kicking;
- punching;
- shaking;
- burning;
- poisoning;
- suffocation;
- inappropriate physical punishment; or
- deliberately causing injury.

In a sports environment, staff must also be alert to unexplained injuries, injuries inconsistent with a child's explanation, inappropriate physical punishment and inappropriate physical contact.

7.2 Emotional abuse

Emotional abuse involves persistent behaviour that negatively affects a child's emotional development or sense of safety and worth.

This may include:

- humiliation;
- threats;
- intimidation;
- rejection;
- persistent criticism;
- controlling behaviour;
- isolation;
- inappropriate expectations;
- witnessing domestic abuse;
- or deliberately causing a child to feel frightened or worthless.

7.3 Sexual abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities.

It can involve contact and non-contact abuse.

Examples include:

- sexual touching;
- sexual assault;
- rape;
- exposing a child to sexual activity;
- sexualised conversations;
- sexual images;
- grooming;
- encouraging a child to produce sexual images;
- sharing sexual images of a child;
- online sexual exploitation; and
- inappropriate sexual communication.

7.4 Neglect

Neglect is the persistent failure to meet a child's basic physical or psychological needs, resulting in, or potentially resulting in, serious impairment of health or development.

Indicators may include:

- inadequate clothing;
- persistent hunger;
- poor hygiene;
- untreated medical needs;
- inadequate supervision;
- unsafe living conditions;
- persistent tiredness;
- repeated unexplained absence;
- or failure to meet significant emotional needs.

Staff should consider the child's overall circumstances rather than relying on a single indicator.

8. Other Safeguarding Risks

Your Sport recognises that child protection concerns may arise from circumstances beyond the traditional categories of abuse.

Staff must remain alert to risks including:

8.1 Child-on-child abuse

Children can abuse other children.

This may include:

- bullying;
- cyberbullying;
- physical assault;
- sexual harassment;
- sexual violence;
- harmful sexual behaviour;
- coercion;
- intimidation;
- abuse within teenage relationships;
- sharing sexual images;
- discriminatory abuse;
- and exploitation.

Child-on-child abuse must never be dismissed as "banter", "just playing", "a relationship issue" or "children being children".

The age, developmental stage and circumstances of all children involved must be considered.

8.2 Online safety

Safeguarding concerns can arise through:

- social media;
- messaging applications;
- gaming platforms;
- video-sharing platforms;
- online coaching;
- group chats;
- image sharing;
- livestreaming;
- online grooming;
- cyberbullying;
- sexual communication;
- and exploitation.

Staff must follow the Your Sport E-Safety arrangements and must not use personal communication channels with children unless this is expressly authorised and forms part of an approved Your Sport process.

8.3 Exploitation

Staff should remain alert to signs that a child may be experiencing:

- criminal exploitation;
- sexual exploitation;
- trafficking;
- coercion;
- county lines-related exploitation;
- forced criminality;
- or other forms of exploitation.

Possible indicators can include sudden changes in behaviour, unexplained possessions, unexplained money, associations with older individuals, unexplained absences, secrecy, or significant changes in peer groups.

No single indicator proves exploitation.

8.4 Domestic abuse

Children can be harmed by experiencing or witnessing domestic abuse.

Staff should consider the impact of domestic abuse on a child's:

- physical safety;
- emotional wellbeing;
- behaviour;
- education;
- relationships;
- and development.

Where a child discloses domestic abuse, or staff identify a safeguarding concern, the matter must be reported through the normal safeguarding procedure.

8.5 Extremism and radicalisation

Your Sport recognises that children can be vulnerable to radicalisation and extremist influence.

Staff must report concerns through the safeguarding process.

Staff should not attempt to investigate or challenge suspected radicalisation themselves.

Prevent-related concerns should be managed in accordance with the Your Sport safeguarding arrangements and relevant local procedures.

9. Recognising a Safeguarding Concern

A safeguarding concern may arise from:

- something a child says;
- something a child does;
- something a member of staff observes;
- information provided by a parent or carer;
- information provided by another professional;
- an injury;
- a change in behaviour;
- attendance concerns;
- information from another child;
- online activity;
- information from another agency;
- a low-level concern that develops into a wider pattern;
- or information received from any other credible source.

Staff must remember:

You do not need proof before reporting a concern.

The responsibility of the person identifying the concern is to pass it on.

10. Responding to a Child Disclosure

If a child tells a member of staff that they have been harmed, abused, neglected or feel unsafe, the member of staff should:

DO:

- remain calm;
- listen carefully;
- allow the child to speak at their own pace;
- take the child seriously;
- reassure them that they have done the right thing by speaking;
- explain that you will need to share the information with people who can help keep them safe;
- use the child's own words where possible;
- ask only necessary clarification questions;
- report the concern immediately to the DSL or DDSL;
- make a factual written record as soon as possible.

DO NOT:

- promise confidentiality;
- promise that nobody will be told;
- investigate;
- ask leading questions;
- interrogate the child;
- express disbelief;
- suggest that the child is responsible;
- confront an alleged perpetrator;
- discuss the disclosure unnecessarily with colleagues;
- or attempt to resolve the matter yourself.

A useful response may be:

"Thank you for telling me. You've done the right thing by speaking to me. I need to tell someone whose job it is to help keep you safe."

11. Recording a Disclosure or Concern

A safeguarding record should be made as soon as reasonably possible.

Records should include:

- the child's name;
- date of birth, where known;
- date and time of the concern;
- date and time of the disclosure, where applicable;
- location;
- what was seen, heard or reported;

- the child's own words wherever possible;
- relevant observations;
- names of other people involved;
- immediate actions taken;
- who was informed;
- when the DSL/DDSL was informed;
- decisions made;
- reasons for decisions;
- referrals made;
- and any subsequent actions.

Records must distinguish between:

Fact: what was seen, heard or directly reported.

Professional observation: what the member of staff observed.

Information provided by another person: clearly attributed.

Opinion or interpretation: clearly identified as such.

Records must be factual, objective and free from unnecessary assumptions or emotive language.

All records must be dated and signed or otherwise attributable to the person making the record.

12. Reporting a Child Protection Concern

The Your Sport reporting principle is:

Recognise → Respond → Record → Report

Any employee, sessional worker, contractor, volunteer or other person working for Your Sport who has a safeguarding concern must report it immediately.

Step 1 – Make the child safe

If the child is in immediate danger:

- call **999**;
- request the appropriate emergency service;
- take reasonable steps to keep the child safe while waiting for assistance;
- inform the DSL/DDSL as soon as it is safe to do so.

Step 2 – Inform the DSL/DDSL

The concern must be reported to:

Designated Safeguarding Lead
Richie Holmes
richie.holmes@yoursport.org
07871 357197

or:

Deputy Designated Safeguarding Lead
Jasmin Bartlett
jasmin.bartlett@yoursport.org
07359 744260

Where the DSL or DDSL is unavailable, staff must not delay a referral where delay could place a child at further risk.

Step 3 – Make an external referral where necessary

The DSL/DDSL will determine the appropriate next step, which may include:

- children's social care;
- the police;
- the Local Authority Designated Officer;
- the child's school;
- the relevant local authority;
- the child's existing social worker;
- the safeguarding lead of a partner organisation;
- or another appropriate safeguarding agency.

Where immediate action is required, staff must contact the relevant statutory agency directly rather than waiting for internal approval.

13. Nottingham and Nottinghamshire Referral Arrangements

Your Sport delivers services across Nottingham and Nottinghamshire.

Staff must establish which local authority has responsibility for the child before making a non-emergency referral wherever possible.

Nottingham City

For concerns about a child living in Nottingham City, the Nottingham City Multi-Agency Safeguarding Hub (MASH) is the relevant local safeguarding contact.

Nottingham City MASH:
0115 876 4800

For immediate risk of significant harm, contact the police on **999**.

Nottingham City advises professionals to use the MASH process for child protection referrals and states that immediate risk of significant harm should be reported to the police.

Nottinghamshire County

For children living in Nottinghamshire County, the Nottinghamshire Multi-Agency Safeguarding Hub is the relevant local safeguarding contact.

Nottinghamshire MASH:
0300 500 80 90

Nottinghamshire County Council currently advises practitioners that child protection referrals should be made by telephone to MASH. Immediate danger should be reported to the police on **999**.

Staff should always check the current local safeguarding arrangements before making a referral because contact arrangements may change.

14. Working with Schools and Partner Organisations

Your Sport works with schools, local authorities, National Governing Bodies and other organisations.

Where a child is participating in a Your Sport programme delivered in partnership with another organisation, safeguarding responsibilities must be established before delivery begins.

Where appropriate, this should include clarity regarding:

- the DSL for the setting;
- Your Sport's DSL/DDSL;
- who receives safeguarding concerns;
- how concerns are recorded;
- who makes external referrals;
- emergency arrangements;
- information-sharing arrangements;
- parental communication;
- missing child procedures;
- allegations against staff;
- and arrangements for children already known to children's social care.

A partner organisation's safeguarding procedure must not prevent a Your Sport worker from making a referral where they believe a child is at risk.

Where there is disagreement between agencies about a safeguarding concern, the concern must be escalated through the appropriate local safeguarding escalation procedure.

15. Allegations Against Adults Working for Your Sport

Any allegation or concern regarding the conduct of a person working with children must be treated seriously.

This includes allegations concerning:

- employees;
- sessional workers;
- contractors;
- freelancers;
- volunteers;
- agency workers;
- or any other person working on behalf of Your Sport.

The existing Your Sport Safeguarding Policy contains the detailed procedure for allegations against staff and the Low-Level Concerns procedure.

The key principles are:

- do not investigate the allegation yourself;
- do not confront the person who is the subject of the allegation;
- report the concern immediately through the appropriate management route;
- seek advice from the relevant LADO;
- protect the child;
- maintain confidentiality;
- preserve relevant evidence and records;
- and follow the advice of statutory safeguarding agencies.

Where an allegation may meet the threshold for LADO involvement, the matter must be referred to the relevant LADO in accordance with local arrangements.

Nottingham City currently requires allegations concerning people who work with children to be referred to its LADO process and provides an online referral process and advice line.

For Nottinghamshire, the current LADO contact is:

Nottinghamshire LADO
lado@nottscc.gov.uk

Nottinghamshire advises employers to contact the LADO when they have concerns about someone who works or volunteers with children.

16. Low-Level Concerns

Your Sport recognises that small concerns about adult behaviour can be important in identifying patterns.

A low-level concern should be dealt with in accordance with the existing Your Sport **Low-Level Concerns Policy**.

Staff must report concerns even where they are unsure whether the behaviour meets the threshold for a formal allegation.

Examples may include:

- unnecessary physical contact;
- inappropriate comments;
- inappropriate communication;
- favouritism;
- inappropriate use of social media;
- boundary issues;
- inappropriate joking;
- unnecessary one-to-one contact;
- or behaviour inconsistent with the Your Sport Code of Conduct.

A low-level concern must not be dismissed simply because no child appears to have been harmed.

17. Professional Boundaries

All staff must maintain clear professional boundaries.

In particular, staff must not:

- develop personal or romantic relationships with children;
- communicate privately with children through personal social media accounts;
- exchange personal contact details unless authorised;
- meet children privately outside authorised Your Sport activity;
- transport children outside approved arrangements;
- engage in unnecessary physical contact;
- use sexualised or discriminatory language;
- provide inappropriate gifts or money;
- create secrecy with children;
- show favouritism;
- take or retain inappropriate photographs;
- or use their position to obtain personal or financial benefit from a child or family.

Where physical contact is necessary within a sporting activity, it must be:

- appropriate to the activity;
- proportionate;
- professionally justified;
- explained where appropriate;
- and consistent with the relevant sport, coaching and safeguarding guidance.

18. Photography, Filming and Digital Media

Children must not be photographed or filmed by Your Sport staff using personal devices unless expressly authorised under Your Sport procedures.

Photography and filming must comply with:

- parental/carer consent requirements;
- Your Sport data protection arrangements;
- safeguarding requirements;
- venue requirements;
- school/partner requirements;
- and relevant contractual requirements.

Images must never be taken, stored, transmitted or shared in a way that places a child at risk.

Any concern involving inappropriate images of children must be treated as a safeguarding concern and reported immediately.

Where an image may constitute illegal child sexual abuse material, staff must not copy, forward, download or otherwise distribute it. The concern must be reported immediately to the DSL and, where appropriate, the police.

19. One-to-One Work

Your Sport recognises that Alternative Education and other programmes may sometimes require one-to-one or small-group work.

Where one-to-one work is necessary:

- it should be professionally justified;
- staff should use an appropriate environment;
- visibility should be maintained wherever reasonably possible;
- doors should not normally be locked;
- communication should remain professional;
- records should be maintained where appropriate;
- and staff should follow any additional requirements imposed by the host school or commissioning organisation.

One-to-one work should never be used to create unnecessary secrecy or isolation.

20. Physical Contact in Sport

Physical contact can form a legitimate part of some sports and activities.

However, physical contact must always be:

- necessary;
- appropriate to the activity;
- proportionate;
- respectful;
- consistent with the child's age and needs;
- and capable of being professionally justified.

Staff should explain physical contact where reasonably possible.

Physical contact should never be used as punishment, intimidation, humiliation or affection.

Where a child appears uncomfortable with physical contact, staff should respond sensitively and consider alternative approaches.

Any concern about inappropriate physical contact must be reported.

21. Changing Rooms, Toilets and Personal Care

Your Sport recognises that safeguarding risks can arise in environments where children change clothes or require personal care.

Arrangements should:

- respect children's privacy;
- take account of age and developmental needs;
- avoid unnecessary adult presence;
- comply with venue arrangements;
- provide appropriate supervision;
- take account of disability and additional needs;
- and prevent inappropriate one-to-one situations.

Adults must not enter changing areas unnecessarily.

Where an adult needs to enter a changing area for safeguarding, medical or operational reasons, this should be undertaken sensitively and in accordance with local procedures.

22. Missing Children

Your Sport's existing **Missing Child Procedure** must be followed.

The immediate priority is the child's safety.

Where a child is missing:

- alert the senior member of staff;
- establish when and where the child was last seen;
- secure relevant information;
- check the immediate environment;
- ensure other children remain appropriately supervised;
- contact the police where required;
- contact the parent/carer in accordance with the relevant procedure;
- notify the DSL/DDSL;
- and record the incident.

A missing child incident may itself indicate a wider safeguarding concern and must therefore be reviewed appropriately.

23. Children Who Make Repeated Disclosures or Present Concerning Behaviour

Repeated disclosures, behavioural changes or challenging behaviour should not automatically be treated as behaviour-management issues.

Staff should consider whether behaviour may be communicating:

- fear;
- trauma;
- abuse;
- neglect;
- exploitation;
- anxiety;
- unmet needs;
- or another safeguarding concern.

This is particularly important when working in Alternative Education and Short Breaks programmes.

Where there is uncertainty, staff should seek advice from the DSL.

24. Information Sharing and Confidentiality

Safeguarding information must be treated sensitively and shared appropriately.

Confidentiality must never prevent information being shared where doing so is necessary to protect a child.

Staff should:

- share information only with people who need it;
- use secure communication methods;
- keep records securely;
- follow data protection requirements;
- avoid discussing safeguarding cases informally;
- and seek advice from the DSL where uncertain.

Where necessary to protect a child, relevant information may need to be shared with children's social care, police, schools, health professionals or other safeguarding agencies.

Current statutory information-sharing guidance applies to organisations involved in safeguarding children, and the statutory information-sharing duty came into force in September 2026.

The fact that information is confidential does not mean that it cannot be shared for safeguarding purposes.

25. Parents and Carers

Your Sport recognises that parents and carers are normally important partners in safeguarding children.

Where appropriate, parents/carers should be involved in safeguarding processes.

However, staff must not automatically inform a parent or carer where doing so could:

- place the child at greater risk;
- compromise a police investigation;
- compromise a children's social care assessment;
- expose another person to risk;
- or otherwise conflict with safeguarding advice.

The DSL should seek appropriate professional advice before informing parents/carers where there is a concern about abuse within the family or another circumstance in which notification could increase risk.

26. Children with Disabilities and Communication Needs

Your Sport recognises that some children may experience barriers to communicating concerns.

Staff must consider:

- communication preferences;
- speech and language needs;
- assistive communication;
- behavioural communication;
- sensory needs;
- developmental age;
- disability;
- and the child's individual circumstances.

A lack of verbal disclosure does not mean a child has not experienced abuse.

Staff should remain alert to behavioural and non-verbal indicators.

27. Safer Recruitment and DBS

Your Sport's existing **Safer Recruitment and Selection Policy** remains the primary document governing recruitment and vetting.

Your Sport undertakes Enhanced DBS checks for relevant roles.

The organisation will assess the correct DBS level for each role based on the actual duties undertaken rather than job title alone.

This is particularly important following changes to the legal definition of regulated activity with children which came into force on **1 September 2026**. The supervision exemption was removed for relevant regulated activity, meaning some people who teach, train, instruct, care for or supervise children regularly may now fall within regulated activity even where they are supervised by another worker.

Your Sport will therefore:

- assess DBS eligibility for each role;
- ensure appropriate checks are undertaken before unsupervised work begins;
- consider the role and frequency of contact with children;
- assess contractors and sessional workers as well as employees;
- maintain appropriate vetting records;
- undertake identity and employment checks;
- obtain references in accordance with the recruitment procedure;
- consider safeguarding information disclosed during recruitment;
- and undertake further checks where circumstances or roles change.

DBS eligibility must not be assumed solely because a person works in sport. The actual duties and legal eligibility criteria must be considered.

28. Contractors, Session Workers and External Providers

Your Sport recognises that its safeguarding responsibilities extend to children who are supported by people who are not permanent employees.

Contractors, freelancers, sessional workers, volunteers and external providers must:

- comply with the Your Sport Safeguarding Policy;
- comply with this Child Protection Policy;
- comply with the Your Sport Code of Conduct;
- undertake required safeguarding induction/training;
- meet applicable DBS and vetting requirements;
- report concerns immediately;
- maintain professional boundaries;
- and cooperate with safeguarding enquiries.

Contractual arrangements should make safeguarding responsibilities clear.

Where a concern relates to an individual supplied by another organisation, Your Sport will liaise with the relevant employer or provider while ensuring that the child's safety remains the priority.

29. Safeguarding Training

The existing Your Sport training requirements apply.

In addition:

- all staff must understand their child protection responsibilities before working independently with children;
- new workers must receive safeguarding information as part of induction;
- staff must know who the DSL and DDSL are;
- staff must know how to respond to a disclosure;
- staff must know how to report concerns;
- staff must understand professional boundaries;
- staff must understand the risks associated with online communication;
- staff must understand child-on-child abuse;
- and staff must know when to contact statutory agencies directly.

The DSL will ensure that safeguarding training reflects changes to legislation, statutory guidance and local safeguarding arrangements.

30. Designated Safeguarding Lead

The Designated Safeguarding Lead for Your Sport is:

Richie Holmes
Email: richie.holmes@yoursport.org
Telephone: 07871 357197

The DSL is responsible for coordinating child protection arrangements within Your Sport.

This includes:

- providing safeguarding advice;
- receiving concerns;
- ensuring concerns are recorded;
- making or coordinating referrals;
- liaising with statutory agencies;
- maintaining safeguarding records;
- supporting staff;
- monitoring safeguarding training;
- maintaining links with relevant safeguarding partnerships;
- reviewing safeguarding practice;
- and ensuring learning from incidents is implemented.

31. Deputy Designated Safeguarding Lead

The Deputy Designated Safeguarding Lead is:

Jasmin Bartlett
Email: jasmin.bartlett@yoursport.org
Telephone: 07359 744260

The DDSL supports the DSL and assumes the relevant safeguarding responsibilities when the DSL is unavailable.

All staff must understand that they can report a concern directly to the DDSL where appropriate.

32. Where the DSL or DDSL is Unavailable

Safeguarding concerns must never be delayed because the DSL or DDSL cannot immediately be contacted.

Where a child may be at immediate risk:

Call 999.

Where a referral to children's social care is required and the DSL/DDSL is unavailable, the person with the concern should contact the appropriate local authority children's safeguarding service directly.

The person making the referral should then inform the DSL/DDSL as soon as reasonably possible.

33. Escalation and Professional Challenge

Your Sport recognises that safeguarding decisions sometimes involve professional disagreement.

Where staff believe that a safeguarding concern has not been appropriately acted upon, they must raise the concern with:

1. the DSL;
2. the DDSL;
3. a Director;
4. the relevant local authority safeguarding service;
5. the LADO where the concern relates to an adult working with children; or
6. another appropriate statutory agency.

Staff should use local safeguarding partnership escalation procedures where necessary.

Professional challenge should be respectful, evidence-based and focused on the welfare of the child.

34. Whistleblowing

Where a member of staff is concerned about:

- safeguarding practice;
- management decisions;
- failures to report concerns;

- inappropriate conduct;
- organisational culture;
- or another worker's behaviour,

they must raise the concern in accordance with the Your Sport Whistleblowing Policy.

A worker must never be disadvantaged for raising a genuine safeguarding concern in good faith.

Where internal reporting is inappropriate or has failed, concerns may be escalated to the relevant external safeguarding agency.

35. Allegations About the DSL

Where a concern or allegation relates to the DSL, the concern must not be referred to the DSL for investigation.

The concern must be reported to the appropriate Director and/or relevant LADO.

Where the concern relates to a Director or creates a conflict of interest, the person raising the concern should contact the relevant LADO or children's social care directly.

36. Record Keeping

Your Sport will maintain appropriate safeguarding records.

Records must be:

- accurate;
- factual;
- dated;
- securely stored;
- access controlled;
- retained in accordance with relevant retention requirements;
- and available to appropriate safeguarding professionals where lawfully required.

Safeguarding records should be kept separately from general personnel or programme records where appropriate.

Access should be limited to people with a legitimate safeguarding or legal reason to access the information.

37. Data Protection

Your Sport will process safeguarding information in accordance with applicable data protection law and the organisation's data protection arrangements.

Safeguarding information may need to be shared where this is necessary to protect a child.

Data protection legislation should not be used as a reason to prevent appropriate safeguarding information sharing.

Where staff are unsure whether information should be shared, they should seek advice from the DSL and, where appropriate, the relevant safeguarding agency.

38. Safeguarding During Activities and Programmes

Each Your Sport programme must consider child protection risks within its own operating environment.

This includes:

Alternative Education

Particular consideration should be given to:

- children with previous or current safeguarding involvement;
- attendance and unexplained absence;
- one-to-one work;
- behaviour as communication;
- emotional wellbeing;
- peer relationships;
- exploitation;
- online risks;
- and information sharing with schools and commissioning organisations.

Holiday Clubs

Particular consideration should be given to:

- registration and collection arrangements;
- authorised adults;
- missing children;
- ratios and supervision;
- changing/toilet arrangements;
- first aid;
- trips and off-site activities;
- photography;
- and communication with parents/carers.

School Sport Programmes

Particular consideration should be given to:

- communication with the school's DSL;
- school safeguarding procedures;
- information sharing;
- allegations involving Your Sport staff;
- child-on-child abuse;
- changing facilities;
- and venue-specific safeguarding arrangements.

Short Breaks Programmes

Particular consideration should be given to:

- individual care and communication needs;
- disability;
- medical needs;
- behaviour that may indicate distress;
- personal care;
- appropriate supervision;
- individual risk assessments;
- collection arrangements;
- and information sharing with parents, carers and commissioning agencies.

39. Risk Assessment

Safeguarding must form part of programme and activity risk assessments.

Risk assessments should consider:

- the age of children;
- individual vulnerabilities;
- staffing levels;
- staff-to-child ratios;
- venue layout;
- toilets and changing facilities;
- transport;
- off-site activities;
- one-to-one contact;
- online activity;
- physical contact;
- photography;
- medical needs;
- emergency procedures;
- collection arrangements;
- and any known safeguarding risks.

Risk assessments must be reviewed when circumstances change.

40. Working in Partnership

Your Sport is committed to working constructively with:

- Nottingham City Council;
- Nottinghamshire County Council;
- schools and education providers;
- children's social care;
- police;
- health professionals;
- National Governing Bodies;
- commissioning organisations;
- parents and carers;
- and other relevant agencies.

Your Sport recognises that effective child protection depends upon appropriate information sharing and multi-agency working.

41. Local Safeguarding Arrangements

Your Sport will maintain awareness of current safeguarding arrangements operated by:

- Nottingham City Safeguarding Children Partnership;
- Nottinghamshire Safeguarding Children Partnership;
- Nottingham City Council;
- Nottinghamshire County Council;
- Nottinghamshire Police;
- and relevant National Governing Bodies.

Nottingham City and Nottinghamshire operate joint safeguarding procedures and practice guidance alongside their respective local safeguarding arrangements.

The DSL will monitor relevant updates and communicate significant changes to staff.

42. Child-Friendly Safeguarding

Your Sport will take reasonable steps to ensure that children understand:

- who they can talk to;
- what to do if they feel unsafe;
- that adults should listen to their concerns;
- that abuse is never their fault;
- and that they have the right to be treated with dignity and respect.

Information should be communicated in a manner appropriate to the child's age, developmental stage and communication needs.

43. Complaints and Safeguarding Concerns

A complaint may also constitute a safeguarding concern.

Where a complaint raises an allegation that a child has been harmed or may be at risk of harm, it must be treated as a safeguarding matter rather than solely as a customer complaint.

The safeguarding process takes priority.

The Your Sport Complaints Policy should be used alongside this policy where appropriate.

44. Monitoring and Quality Assurance

The Directors and DSL will monitor implementation of this policy.

Monitoring should include:

- safeguarding concerns;
- referrals;
- allegations;
- low-level concerns;
- staff training;
- DBS compliance;

- safeguarding incidents;
- missing child incidents;
- complaints;
- feedback from children and families;
- partner feedback;
- and learning from incidents.

Where a safeguarding incident identifies a weakness in practice, Your Sport will take reasonable steps to address it.

45. Learning From Incidents

Following significant safeguarding incidents, Your Sport will consider:

- what happened;
- whether the child was protected;
- whether procedures were followed;
- whether communication was effective;
- whether information was shared appropriately;
- whether staff had sufficient training;
- whether staffing arrangements were appropriate;
- whether policies need updating;
- and what lessons should be implemented.

The purpose of review is to improve safeguarding practice and reduce the likelihood of similar incidents occurring.

46. Policy Review

This Child Protection Policy will be reviewed at least annually and sooner where required.

An earlier review will take place where:

- legislation changes;
- statutory guidance changes;
- local safeguarding arrangements change;
- Your Sport introduces a new programme;
- there is a significant safeguarding incident;
- there is a significant change to organisational structure;
- a partner organisation identifies a safeguarding requirement;
- or learning identifies that the policy requires amendment.

The policy should be considered alongside the annual review of the Your Sport Safeguarding Policy.

47. Key Safeguarding Contacts

Internal:

Designated Safeguarding Lead
Richie Holmes
07871 357197
richie.holmes@yoursport.org

Deputy Designated Safeguarding Lead
Jasmin Bartlett
07359 744260
jasmin.bartlett@yoursport.org

Nottingham City:

Nottingham City MASH
0115 876 4800

Nottingham City LADO
LADO@nottinghamcity.gov.uk
0115 876 5166 for advice

Nottingham City currently directs safeguarding concerns to MASH and allegations concerning adults working with children to its LADO process.

Nottinghamshire County:

Nottinghamshire MASH
0300 500 80 90

Nottinghamshire LADO
lado@nottscc.gov.uk

Nottinghamshire currently directs professional child protection referrals to MASH by telephone and provides a separate LADO process for concerns about adults working or volunteering with children.

Emergency:

Police / Emergency Services: 999

Where a child is in immediate danger, staff must contact the emergency services without delay.

48. Key External Guidance

This policy should be read alongside the current versions of:

- *Working Together to Safeguard Children*;
- relevant Department for Education safeguarding guidance;
- relevant Disclosure and Barring Service guidance;
- Nottingham City safeguarding procedures;
- Nottinghamshire safeguarding procedures;
- relevant National Governing Body safeguarding requirements;
- and other applicable statutory or regulatory requirements.

Working Together to Safeguard Children 2026 is the current statutory multi-agency guidance for England and expressly identifies sports organisations among the organisations expected to have appropriate safeguarding arrangements.

49. Staff Quick Reference

Every person working for Your Sport should remember:

IF YOU ARE WORRIED ABOUT A CHILD:

1. LISTEN
Take the child seriously.

2. REASSURE
Tell them they have done the right thing by speaking.

3. DON'T INVESTIGATE
Do not ask unnecessary or leading questions.

4. RECORD
Write down what you saw, heard or were told, using the child's own words where possible.

5. REPORT
Tell the DSL or DDSL immediately.

6. ACT
If the child is in immediate danger, call **999**.

7. DON'T PROMISE SECRECY
Explain that you may need to share information to keep them safe.

8. DON'T CONFRONT AN ALLEGED PERPETRATOR
Leave investigation to the appropriate safeguarding or law-enforcement professionals.

50. Declaration

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



Richie Holmes