

SAFEGUARDING AND CHILD PROTECTION POLICY

Active Starz

Multi-sport Wraparound Sessions for Primary School Children

1. POLICY STATEMENT

Active Starz is committed to safeguarding and promoting the welfare of all children in our care. We believe every child has the right to protection from abuse, neglect and harm. This policy applies to all staff, volunteers, and anyone working with or on behalf of Active Starz.

Our Commitment

- Children's safety and wellbeing is our highest priority
- We take all safeguarding concerns seriously
- We work in partnership with parents, carers, schools and local safeguarding services
- We maintain a culture of transparency and accountability
- All staff receive appropriate safeguarding training
- We never tolerate abuse, discrimination or harm

2. SAFEGUARDING LEAD

Designated Safeguarding Lead (DSL): [Name]

Contact: [Email] | [Phone]

Deputy DSL: [Name]

Contact: [Email] | [Phone]

The DSL is responsible for:

- Receiving and responding to safeguarding concerns
- Liaising with local safeguarding services
- Maintaining confidential records
- Ensuring staff understand their safeguarding responsibilities
- Annual policy review and updates

3. STAFF RESPONSIBILITIES

All Staff Must:

- Know and understand this policy
- Remain alert to signs of abuse, neglect or harm
- Report concerns immediately to the DSL
- Maintain confidentiality appropriately
- Never investigate allegations themselves
- Complete safeguarding training annually
- Follow the Code of Conduct for Staff
- Respect children's privacy and dignity

Prohibited Actions:

Staff must never:

- Inflict physical punishment or harm
- Use threatening or abusive language
- Engage in inappropriate physical contact
- Be alone with a child in isolated areas
- Use electronic devices to communicate privately with children
- Photograph or video children without explicit parental consent
- Discriminate against any child

4. TYPES OF ABUSE

We recognise four main types of abuse:

Physical Abuse

Intentional injury including hitting, kicking, burning, scalding, poisoning, or suffocation.

Emotional Abuse

Persistent emotional maltreatment causing severe adverse effects on a child's emotional development. Includes rejection, intimidation, isolation, or exposure to domestic violence.

Sexual Abuse

Involving a child in sexual activity, exposure to sexual material, grooming, or exploitation.

Neglect

Persistent failure to meet a child's basic needs including food, shelter, supervision, medical care or emotional development.

5. SIGNS AND INDICATORS OF ABUSE

Physical Abuse

- Unexplained bruises, burns, or injuries
- Injuries in patterns or clusters
- Frequent injuries with inconsistent explanations
- Withdrawn or aggressive behaviour
- Fear of parents/carers or specific staff members

Emotional Abuse

- Excessive fear of making mistakes
- Low self-esteem or confidence
- Withdrawn behaviour or excessive compliance
- Unexplained developmental delays
- Self-harm or destructive behaviour

Sexual Abuse

- Inappropriate sexual knowledge or behaviour
- Regression to earlier behaviours
- Sleep disturbance or nightmares

- Reluctance to be touched or specific person contact
- Disclosure of abuse (always believe the child)

Neglect

- Poor hygiene or appearance
- Hunger or untreated medical conditions
- Lack of appropriate clothing for weather
- Missing developmental milestones
- Poor attendance or lateness

6. RESPONDING TO CONCERNS

If a child discloses abuse:

1. Listen without judgment – Remain calm and reassuring
2. Do not interview the child – Ask only clarifying questions
3. Do not make promises – Never promise to keep it secret
4. Record what was said – Use the child's own words where possible
5. Report immediately to the DSL – Do not delay
6. Maintain confidentiality – Only share on a need-to-know basis

If you observe concerning signs:

1. Observe and note details – Dates, times, descriptions
2. Speak to the DSL – Report concerns without delay
3. Do not investigate – The DSL will coordinate appropriate action
4. Keep records secure – Store in confidential, locked files
5. Support the child – Continue normal care with sensitivity

DSL Actions:

1. Assess the concern – Evaluate severity and immediate safety
2. Consult with Local Safeguarding Board – If unsure whether to report
3. Report to Police/Children's Services – If abuse is suspected or disclosed
4. Notify parents/carers – Unless this would risk child safety
5. Maintain records – Document all actions and communications
6. Support staff – Provide guidance and debrief as needed

7. ALLEGATIONS AGAINST STAFF

If an allegation is made against staff:

1. Take it seriously – Never dismiss or minimise
2. Inform the DSL immediately – Do not delay or discuss with others
3. Preserve evidence – Secure any relevant materials
4. Suspend if necessary – Remove from child contact if abuse is serious
5. Maintain confidentiality – Only share on need-to-know basis
6. Contact Local Safeguarding Board – For guidance on next steps
7. Keep records – Document all information and actions

Support:

- The accused staff member will be informed and given opportunity to respond
- They have the right to support and representation
- Investigation will be fair, impartial and timely
- Clear communication will be maintained throughout
- Outcomes will be documented

8. CONFIDENTIALITY

- Child protection information is strictly confidential
- Information is only shared with relevant professionals on a need-to-know basis
- We comply with GDPR and Data Protection Act 2018
- Parents/carers will be informed unless this would risk child safety
- Records are kept secure and stored appropriately
- Historical records are retained in accordance with safeguarding requirements

9. TRAINING AND AWARENESS

- All staff receive safeguarding induction training
- Annual refresher training is mandatory
- Training covers: abuse recognition, reporting procedures, confidentiality, DBS requirements
- New staff complete training before working with children
- Training records are maintained and monitored
- Board/management reviews training effectiveness annually

10. PARTNERSHIP WITH FAMILIES

- Parents/carers are provided with this policy
- We communicate openly about child safety and wellbeing
- Concerns are discussed with parents/carers promptly (unless this would risk safety)
- Parents/carers are involved in child protection planning where appropriate
- We work collaboratively to ensure children's safety

11. POLICY REVIEW

This policy will be reviewed annually and updated as necessary.

Last reviewed: December 2025