



**greenhouse
sports**

SAFEGUARDING AND CHILD PROTECTION POLICY

Approved by Greenhouse Sports Board: 18th May 2026

Next annual review due: April 2027

Foreword

The safety and wellbeing of all of our young people is at the heart of everything we do at Greenhouse Sports. The Greenhouse Sports Board of Trustees recognises and values greatly the safety of our young people, taking full responsibility for ensuring that Greenhouse Sports works tirelessly to ensure that best practice is implemented across all of the charity's operational, administrative and development activities without compromise. This policy, together with the accompanying guidance notes and training programme, is a clear and unequivocal commitment to our young people, their families, our staff, our funders and supporters, and all of the other key stakeholder partners from across the communities within which we work.

The development and communication of this policy is important to provide everyone within Greenhouse Sports with a clear understanding of what is expected from them when working with our young people. Alongside this policy, to ensure awareness and understanding of pertinent changes to and application of this policy, an up-to-date programme of comprehensive training is in place for all paid and voluntary members of our team. The Board of Trustees also ensures that we charge our team with employing the good practice guidelines set out within the policy at all times, and also continually develop and improve our policies and practices through constant reviews and updates as and when required in line with legislation or other reasons.

I would like to thank everyone for their continued commitment to the development of this core piece of our work. I challenge everyone involved with Greenhouse Sports to embrace the principles set out within this policy and to continue to work to provide the highest quality, safe, effective and developmentally appropriate environments to enable our young people to reach their potential.

Don Barrell
Chief Executive
Greenhouse Sports

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1. Introduction to the Policy

Greenhouse Sports is committed to the belief that all young people have a right to protection, understanding that the specific, and potentially enhanced, safeguarding needs of disabled young people and others who may be particularly vulnerable must be recognised. Greenhouse Sports is committed to ensuring the safety and protection of all young people involved in our programmes through the operation of our Safeguarding & Child Protection policy in line with standards in this document. Within this policy is our Code of Conduct and references to additional relevant policies. Part of this commitment is an annual review of the policy to ensure that it continues to meet current Safeguarding and Child Protection legislation and good practice; and it is aligned to the latest edition of 'Working Together to Safeguard Children' and Keeping Children Safe in Education guidelines.

Greenhouse Sports has a duty of care to safeguard from harm all young people involved in any programme and activity that we deliver. This includes our programmes in schools where we ensure that any safeguarding matters are managed in line with both the Greenhouse and the Schools policies and procedures and meet KICSE requirements. Where we deliver with any other partner organisations they must also have established safeguarding policies and prioritise the protection of young people.

Greenhouse Sports is committed to devising and implementing appropriate policies so that everyone in the organisation, whether they are paid staff or volunteers, accepts their responsibilities to safeguard young people from harm and abuse. This means that all staff and volunteers must follow procedures to protect young people and report any concerns about their welfare to appropriate authorities.

The aim of the policy is to not only prevent harm but also promote good practice, providing young people with appropriate safety and protection whilst in the care of Greenhouse Sports. This policy should allow all staff to make informed and confident responses to specific child protection issues.

A child / young person is defined as a person under the age of 18 (Children's Act 1989). Within this policy therefore, any person(s) under the age of 18 will be classed as a young person or people.

1.1 Policy Statement

Greenhouse Sports is committed to the following:

- The welfare of the young person is paramount.
- All young people, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity, should be able to participate in any Greenhouse Sports activity in a fun and safe environment.
- Taking all reasonable steps to protect young people from harm, discrimination and degrading treatment, and to respect their rights, wishes and feelings.

- All suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately.
- All Greenhouse Sports staff, including self-employed contractors or volunteers who work with young people, will be recruited with consideration given to their suitability for that responsibility and will be provided with guidance and training pertaining to safeguarding and child protection.
- Young people should be listened to, as well as given opportunities to assist in the development of safeguarding and child protection good practice.
- To work in partnership with parents and young people to safeguard and protect all young people.

Greenhouse Sports is committed to maintaining a strong safeguarding culture in which the safety, welfare and wellbeing of children and young people is at the centre of all that we do. Safeguarding is everyone's responsibility and is embedded across all areas of the organisation, including programme delivery, partnerships, governance and operational practice. Our culture is one where:

- Young people feel safe, listened to and supported
- Staff understand their safeguarding responsibilities
- Concerns are taken seriously and acted upon
- Safeguarding practice is regularly reviewed and strengthened

This commitment underpins all safeguarding procedures outlined within this Policy.

1.2 Communication of the Policy

To ensure the successful implementation of this policy it is essential that we at Greenhouse Sports communicate to our entire staff, partners, young people and their parents/carers our commitment to safeguarding young people.

In addition, access to the policy is available to all staff, partners, parents, participants and the general public via the Greenhouse Sports website. This ensures anyone can access this information and are able to understand how the policy will be implemented and the process they should follow should an issue arise.

1.3 Monitoring and Review

The implementation of procedures will be regularly monitored and reviewed. The Safeguarding & Partnerships Manager will regularly report progress, challenges, difficulties, achievements, gaps and areas where changes are required to the Trustees via the Safeguarding & Child Protection (SCP) sub-committee and Operations Committee (Ops Co). The Board will review this Policy every year or whenever there is a major change in the organisation or in relevant legislation.

The Greenhouse Sports Board of Trustees, Senior Leadership Team and Safeguarding Team demonstrate this commitment through clear leadership, accountability and a culture of openness where concerns can be raised safely and confidently.

Greenhouse maintains a structured safeguarding framework which includes:

- Designated Safeguarding Leads (DSLs)
- Deputy Designated Safeguarding Leads (Deputy DSLs)
- Greenhouse Centre based Designated Safeguarding Leads and Deputies
- Wider Safeguarding team members
- Trustee Safeguarding Champion

This structure ensures that safeguarding concerns are responded to promptly, appropriately, and in line with statutory guidance and best practice.

2. Organisation

2.1 Greenhouse Sports Designated Safeguarding Team

The Greenhouse Sports Designated Safeguarding Team is currently:

Designated Safeguarding Lead ('DSLs')

The Designated Safeguarding Lead for the organisation is the Safeguarding and Partnerships Manager:

Saba Jaleel, Safeguarding & Partnerships Manager,
Saba.Jaleel@greenhousesports.org T : 07983 238510



Deputy Designated Safeguarding Leads ('Deputy DSLs')

They are supported by a number of team members who are trained as **Deputy Designated Safeguarding Leads ('Deputy DSLs')** and include representatives of the Senior Leadership Team:

- Prof Camilla Knight, Director of Impact, Innovation, and Engagement. Senior Leadership Team member with oversight for safeguarding.

Camilla.Knight@greenhousesports.org
T : 07774 666058



- Jason Sugrue, Director of Coaching
Jason.Sugrue@greenhousesports.org
T : 07506 244792



- Don Barrell, Chief Executive Officer
Donald.Barrell@greenhousesports.org
T : 07977 261920



Additional School Programme Designated Safeguarding Leads

- Rob Owen, Partnerships & Safeguarding Manager
Robert.Owen@greenhousesports.org
T : 07778 141810



- Lyndsey Phillips, Partnerships & Safeguarding Manager
Lyndsey.Phillips@greenhousesports.org

Greenhouse Centre Designated Safeguarding Lead:

- Arianna Billines, Head of Centre & Operations
Arianna.Billines@greenhousesports.org
T : 07506 245417



Greenhouse Centre Deputy Designated Safeguarding Leads:

- Maria Ingles, Head of Centre Coaching
Maria.Ingles@greenhousesport.org
T : 07944 645803
- Jemell Williams, Centre Manager
Jemell.Williams@greenhousesports.org
T : 07506 244470



If you cannot contact any of the above, in an emergency, please contact the Emergency Contact on **0208 600 9990** or your Line Manager.

2.2 Greenhouse Sports Governance Structure

The Board of Trustees of Greenhouse Sports are ultimately responsible for safeguarding within the charity. They wish to promote an open and positive culture and ensure all involved feel able to report concerns, confident they will be heard and responded to appropriately.

One of the Trustees, **Nick Prempeh** has been designated as the Trustee Safeguarding Lead. He chairs the **Safeguarding & Child Protection (SCP) sub-committee** (which is a sub-committee of the Operations Committee).

The current Trustee members of the Safeguarding & Child Protection sub-committee are: Nick Prempeh, Sarah Chambers, Mark Greatrex and Penny Linnett (Board Advisor) supported by members of the staff team.

2.3 The Greenhouse Centre

The Greenhouse Centre is a community and sports facility in Westminster where Greenhouse Coach-Mentors deliver high-quality programmes and hosts partner and community activities.

To ensure we have the strongest safeguarding arrangements in place, Greenhouse Sports has implemented a specific timetable of activities that ensures a clear split between children/young people and adult activities, except when children are attending activities where they are supervised by their parent/carer in a prearranged 'family' activity, or clearly designated activities. At all other times children and young people participating in our activities are supervised by a Greenhouse Sports staff member.

3. Arrangements for dealing with safeguarding concerns

3.1 Introduction - Responding to Suspicions and Allegations

It is not the responsibility of anyone working at Greenhouse Sports, in a paid or unpaid capacity, to decide whether child abuse has taken place. However, all have a responsibility to act on any concerns through contact with the appropriate people and authorities so that the necessary inquiries and actions are followed to protect the young person.

3.2 Receiving Evidence of Possible Abuse

Greenhouse Sports staff may become aware of possible abuse in various ways - they may see it happening, may suspect it is happening because of signs that have been noticed, or may have it reported by someone else or directly by the young person affected.

When a young person reports directly to a Greenhouse Sports staff member, it is important for the member of staff to respond appropriately. If a young person says or indicates they are being abused, staff should:

- **Stay calm** so as not to frighten the young person.
- **Listen** to the young person, showing that you are taking them seriously.
- **Keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. The law is very strict and child abuse cases have been dismissed where it is felt that the young person has been led and ideas have been suggested when questioning. Only ask questions to clarify.
- **Inform** the young person that you have to inform other people about what they have told you. Tell the young person this is to help stop the abuse continuing.
- **Reassure** the young person that they are not to blame and that it was right to tell someone.
- **Safety of the young person** is paramount. If the young person needs urgent medical attention call an ambulance, inform the doctors of the concern, and ensure they are made aware that this is a child protection issue
- **Record all information on CPOMS.** There is a guide that you can refer to identifying the information to collect and record - Incident Referral Checklist (Appendix C)

If you cannot access CPOMS report the incident to either:

(A) The DSL (or one of the Deputy DSLs).

Or

(B) If you are at the Centre, the Centre DSL (or a Deputy DSL).

If you cannot contact any of the above please contact the Emergency Contact for the week or your Line Manager.

When working in a School, please make sure that you also follow the school's policies and procedures and contact the School's DSL.

* **CPOMS (Child Protection Online Management System)** is a secure, cloud-based software platform used to record, manage, and monitor safeguarding, welfare, and pastoral concerns.

3.3 Recording Information

To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. At Greenhouse Sports we record this within CPOMS. When recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Do not include your own opinions.

Information should include the following:

- The young person's name, age and date of birth.
- The young person's home address and telephone number.
- Whether or not the person making the report is expressing their concern or someone else's.
- The nature of the allegation, including dates, times and any other relevant information.
- A description of any visible bruising or injury, location, size etc. Also, any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The young person's account, if it can be given, of what has happened and how any bruising/injuries occurred.
- Has anyone else been consulted? If so, record details.
- Has anyone been alleged to be the abuser? Record details.

3.4 Reporting the Concern

All suspicions and allegations MUST be reported on CPOMS.

3.4.1 It is recognised that strong emotions can be aroused particularly in cases where sexual abuse is suspected or where there is a sense of loyalty to a colleague. It is important to understand these feelings but not allow them to interfere with your judgement about any action to take.

3.4.2 When working within a School, please ensure you also follow the school's Child Protection Policy as well as informing the School's DSL through their safeguarding software and in person if appropriate/needed.

3.4.3 Greenhouse Sports expects its members of staff to record on CPOMS any and every concern about the welfare of a young person immediately. The DSL will then ensure that appropriate action is taken.

3.4.4 However in an emergency contact should be made with the DSL or a Deputy DSL. If none are available immediately seek advice from the NSPCC Helpline, your local Children's Social Care department or the Police (for key local authority numbers see Appendix D).

3.4.5 Greenhouse Sports staff members are not child protection experts and it is not their responsibility to determine whether or not abuse has taken place. But all suspicions must be reported immediately onto CPOMS. The Greenhouse DSL will determine if allegations will be shared with professional agencies that are responsible for child protection.

If there is any doubt, you must report the incident: it may be just one of a series of other incidents which together cause concern.

3.5 Concern about a Greenhouse employee or volunteer

Any suspicion that a young person has been abused by a Greenhouse Sports employee or a volunteer should be reported to one of the DSLs. They will then take appropriate steps to ensure the safety of the young person in question and any other young people who may be at risk.

The DSL will:

- Contact the Director of Impact or a member of the Senior Leadership Team to implement any immediate HR proceedings that may be needed.
- Refer the matter within 24 hours to the appropriate Local Authority Designated Officer (LADO) and the Disclosure and Barring Service.
- Include details of the allegation on a secured file.
- The parent / carer of the young person will be contacted as soon as possible following advice from the social services department, LADO or other appropriate partner.
- If applicable, the relevant sport's national governing body will be notified.

If one of the DSLs is not available, the Director of Impact or a member of the Senior Leadership Team must be contacted immediately.

Notwithstanding the need to contact the people listed above, it is vital to maintain confidentiality on a need-to-know basis.

3.6 Allegations some time after an event

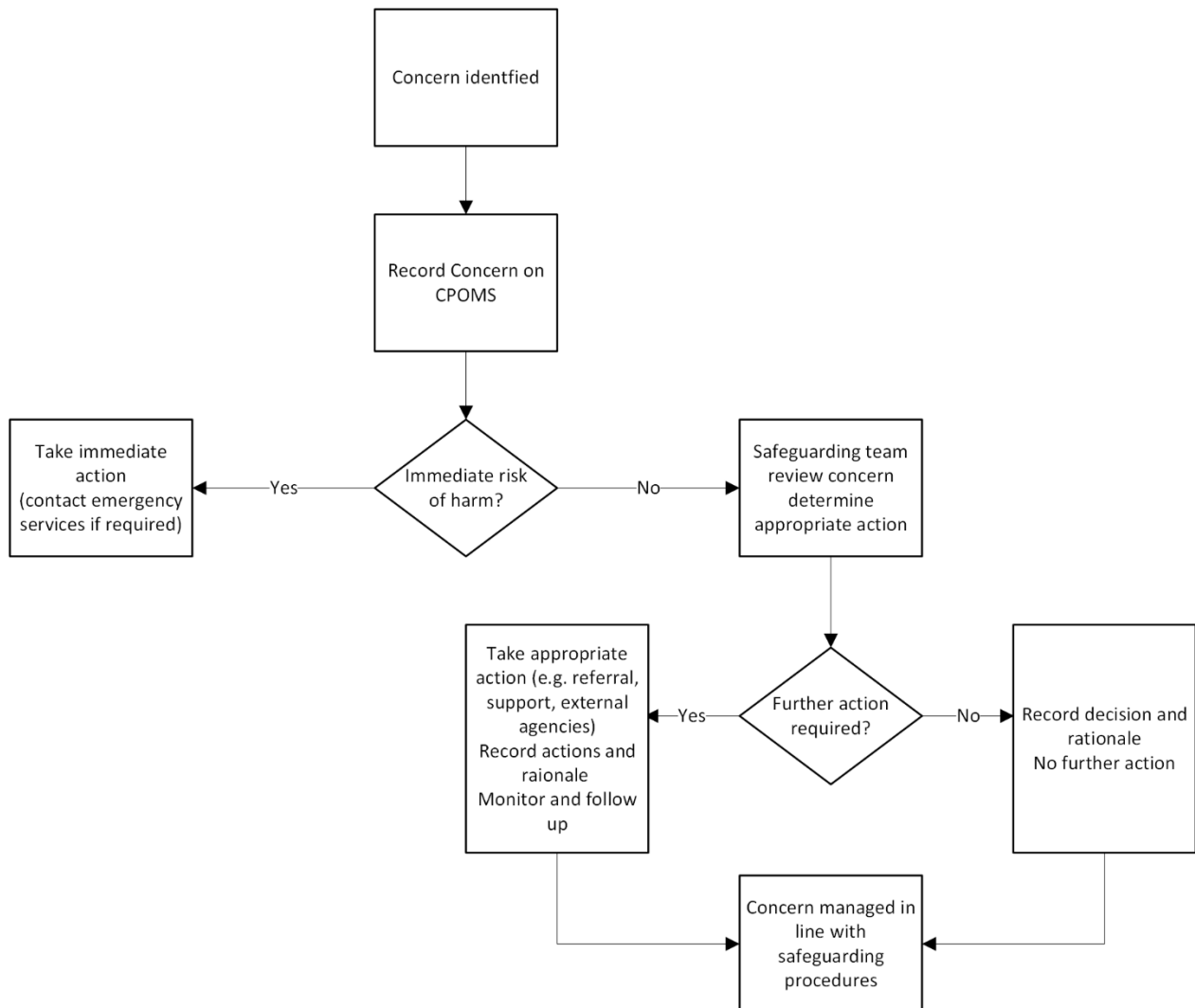
Allegations of abuse can be made some time after an event. When such allegations are made, you should follow the same procedures and have the matter reported to the appropriate agencies. This is because other young people may be at risk from the alleged abuser. Anyone who has a previous conviction for offences related to abuse against children is automatically excluded from working with young people.

3.7 Concerns outside the immediate environment

You may become concerned about possible abuse to a young person which is taking place outside the immediate Greenhouse Sports environment i.e. abuse at home. You must still report your concerns to either one of the Safeguarding & Partnerships Managers or Centre DSL. If none of these is available, another member of the Deputy DSLs must be contacted immediately.

3.8 Process for responding to suspicions and allegations concerning a young person (School Programmes / Centre)

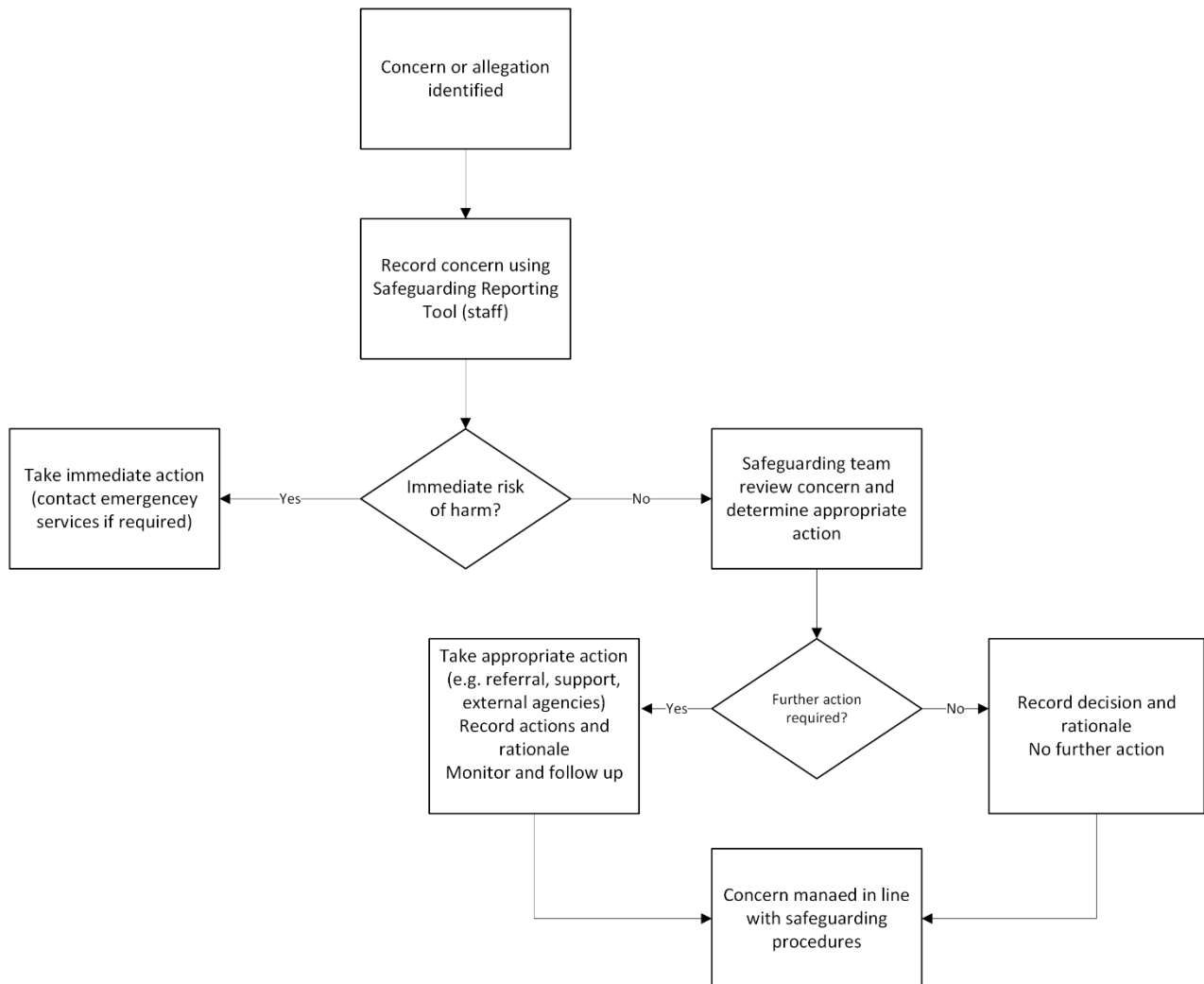
Flowchart: Responding to a Safeguarding Concern (Child/Young Person)



For detailed guidance, refer to the full procedure within this policy

3.9 Process for responding to suspicions and allegations concerning any person working with young people

Flowchart: Responding to a Safeguarding Concern or Allegation (Staff/Adult)



For detailed guidance, refer to the full procedure within this policy

Serious incidents may be escalated and reported to senior leadership and Trustees in line with organisational safeguarding procedures

*If the allegation involves a member of the Designated Safeguarding Team or HR, report the incident to the Greenhouse Sports Chief Executive, who will decide on the most appropriate action to take. If it involves the CEO, report the incident to the Chair of the Board of Trustees or the Safeguarding Lead Trustee, who will decide on the most appropriate action to take.

3.10 Confidentiality & information sharing

3.10.1 Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The Greenhouse Sports Designated Safeguarding Team.
- Children's Social Care / Police LADO.
- The parents of the young person (unless the allegation involves a parent).
- The person making the allegation.
- The alleged abuser (and parents if the alleged abuser is a young person)

3.10.2 All information should be stored in a secure place for a minimum of 7 years with limited access to designated people, in line with data protection laws. Information classified as strictly confidential may only be exchanged electronically, both within Greenhouse Sports and in exchanges with third parties, if the information is strongly encrypted prior to exchange.

3.10.3 Timely information sharing is essential to effective safeguarding. The Data Protection Act (DPA) 2018 and the General Data Protection Regulation 2018 (GDPR) do not prevent, or limit, the sharing of information for the purposes of keeping children safe. This includes allowing practitioners to share information without consent.

3.10.4 The government's [information sharing advice for safeguarding practitioners](#) includes seven 'golden rules' for sharing information, and will support staff who have to make decisions about sharing information. If you are in any doubt about sharing information, you should speak to a member of the Designated Safeguarding Team or the Greenhouse Sports Data Protection lead. The seven 'golden rules' are:

1. All children have a right to be protected from abuse and neglect. Protecting a child from such harm takes priority over protecting their privacy, or the privacy rights of the person(s) failing to protect them.
2. When you have a safeguarding concern, wherever it is practicable and safe to do so, engage with the child and/or their carer(s), and explain who you intend to share information with, what information you will be sharing and why
3. You do not need consent to share personal information about a child and/or members of their family if a child is at risk or there is a perceived risk of harm
4. Seek advice promptly whenever you are uncertain or do not fully understand how the legal framework supports information sharing in a particular case.
5. When sharing information, ensure you and the person or agency/organisation that receives the information take steps to protect the identities of any individuals (e.g., the child, a carer, a neighbour, or a colleague) who might suffer harm if their details became known to an abuser or one of their associates.
6. Only share relevant and accurate information with individuals or agencies/organisations that have a role in safeguarding the child and/or providing their family with support, and only share the information they need to support the provision of their services.

7. Record the reasons for your information sharing decision, irrespective of whether or not you decide to share information.

3.11 Internal Inquiries and Suspension

3.11.1 The Safeguarding & Partnerships Managers in conjunction with the Director of Impact will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further LADO, Police and Social Services inquiries. And the Trustee Lead for Safeguarding will be informed

3.11.2 Irrespective of the findings of these enquiries, the Director of Impact (liaising with the Safeguarding & Partnerships Manager and Trustee Safeguarding Lead) will assess all individual cases to decide whether a member of staff can be reinstated and how this can be sensitively handled. This may be a difficult decision; especially where there is insufficient evidence to uphold any action by the Police. In such cases a decision based upon the available information which could suggest that, on the balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

3.12 Additional Policies and guidance

3.12.1 The following policies are available:

- i. Safer Recruitment;
- ii. Whistleblowing,
- iii. Data Protection and

And policies and guidance on e-safety, use of media and safeguarding procedures for photography, video, publishing and on-line work.

Any queries relating to any of these should be discussed with the appropriate lead officer responsible for each of the Policies.

3.13 Duty of care to employees

Greenhouse Sports has a duty of care to its employees to ensure their safety and wellbeing. An employee receiving evidence of abuse will be assisted by either one of the Safeguarding & Partnership Managers or Centre DSL (or a member of the wider Greenhouse Designated Safeguarding Team or HR) who will put in place an action plan to support that employee throughout the process.

4. About child abuse

4.1 Introduction

It is not always easy to distinguish poor practice from abuse. It is therefore NOT the responsibility of employees or participants at Greenhouse Sports to make judgements about whether abuse is taking place. It is, however, their responsibility to identify poor practice and possible abuse and act if they have concerns about the welfare of the young person, as explained above. The following section will help to identify what is meant by child abuse.

4.2 What is Child Abuse?

4.2.1 Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. It commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a young person regardless of their age, gender, sexual orientation, race, religion or ability. Clear link / reference to Appendix D

4.2.2 The main types of abuse are: **physical abuse, sexual abuse, emotional abuse, and neglect**. The abuser may be a family member, someone the young person encounters in residential care or in the community, including sports and physical activities. Any individual may abuse or neglect a young person directly or may be responsible for abuse because they fail to prevent another person harming the young person.

4.2.3 Abuse in all its forms can affect a young person at any age. The effects can be so damaging that, if not treated they may follow the individual into adulthood.

4.2.4 Young people with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse has occurred.

4.3 Types of Abuse

4.3.1 **Physical Abuse:** where adults physically hurt or injure a young person e.g. hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, and drowning. Giving young people alcohol or inappropriate drugs would also constitute child abuse. Another example would be fabricated or induced illness (FII). This is when a parent or carer exaggerates or deliberately causes symptoms of illness in their child.

In sport, physical abuse may occur when the nature and intensity of training disregard the capacity of the young person's immature and growing body. Coaches should deliver/ apply age appropriate activity.

4.3.2 **Sexual Abuse** occurs when adults (male and female) use young people to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing young people pornography or talking to them in a sexually explicit manner are also forms of sexual abuse.

In sport, activities which might involve physical contact with young people could potentially create situations where sexual abuse may go unnoticed. Also, the power of the coach over young athletes, if misused, may lead to abusive situations.

4.3.3 **Emotional Abuse:** the persistent emotional ill treatment of a young person, likely to cause severe and lasting adverse effects on the young person's emotional development. It may involve telling a young person they are useless, worthless, unloved or inadequate. It may feature expectations of young people that are not appropriate to their age or

development. It may cause a young person to be frightened or in danger by being constantly shouted at, threatened or taunted which may make the young person frightened or withdrawn.

In sport, this may occur when the young person is constantly criticised, given negative feedback, expected to perform at levels that are above their capability. Other forms of emotional abuse could take the form of name calling and bullying.

4.3.4 **Neglect** occurs when an adult fails to meet the young person's basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the young person's health or development. Examples of this could be: failing to provide adequate food, shelter and clothing; failing to protect from physical harm or danger; or failing to ensure access to appropriate medical care or treatment.

In sport, this could occur when a coach does not keep the young person safe or exposes them to undue cold / heat or unnecessary risk of injury.

4.3.5 There are other categories of abuse under these four - see appendix D for details of:

- 1) Bullying
- 2) Female Genital Mutilation;
- 3) 'Honour based' violence;
- 4) Forced marriage;
- 5) Child sexual exploitation;
- 6) Child criminal exploitation;
- 7) Child-on-child abuse including 'sexting';
- 8) Radicalisation;
- 9) Homelessness;
- 10) Serious violence;
- 11) Private fostering;
- 12) 'Upskirting';
- 13) Domestic abuse;
- 14) Child abduction;
- 15) Community safety incidents;
- 16) Cyber-crime;
- 17) Modern slavery;
- 18) Sextortion;
- 19) Online Safety;
- 20) AI.

4.4 Indicators of Abuse & Mental Health issues

4.4.1 Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that a young person is being abused may include one or more of the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- An injury for which an explanation seems inconsistent.
- The young person describes what appears to be an abusive act involving them.
- Another young person or adult expresses concern about the welfare of a young person.
- Unexplained changes in a young person's behaviour e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper.
- Inappropriate sexual awareness or engaging in sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends.
- Being prevented from socialising with others.
- Displaying variations in eating patterns including over-eating or loss of appetite.
- Losing weight for no apparent reason.
- Becoming increasingly dirty or unkempt.
- Over-tiredness
- Suicidal threats or behaviours
- Displaying frequent unexplained minor injuries

4.4.2 Signs of bullying include:

- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go training or enter competitions.
- An unexplained drop-off in performance.
- Physical signs such as stomach aches, headaches, difficulty in sleeping, bed-wetting, scratching and bruising, damaged clothes, bingeing e.g. on food, alcohol or cigarettes.
- A shortage of money or frequent loss of possessions.

4.4.3 Signs of grooming behaviours by adults towards children include:

- being over friendly with children
- having favourites
- taking photographs of children on a personal mobile phone
- engaging with a child on a one-to-one basis in a secluded area or behind a closed door
- using inappropriate sexualised, intimidating or offensive language (including, but not limited to, making comments on body shape and using terms such as babe and princess).

4.4.4 Mental Health

Mental health problems can, in some cases, be an indicator that a young person has experienced, or may be at risk of abuse, neglect or exploitation. Staff should not attempt to make a diagnosis of mental health difficulties. Where staff have concerns about a

young person's mental health they should record their observations on CPOMS and if part of a School Programme with their School in line with their Policies

When working within a school setting concerns should also be shared with the School's Designated Safeguarding Lead in line with the schools procedures.

Greenhouse Sports staff will work collaboratively with the schools and where appropriate external agencies to ensure that young people receive appropriate support.

Staff should remain aware that changes in behaviour, mood, attendance and engagement may indicate that a young person requires additional support or safeguarding intervention.

It must be recognised that the above list (4.4.1 – 4.4.4) is not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place.

It is NOT the responsibility of those working at Greenhouse Sports to decide that child abuse is occurring, it is however their responsibility to act on any concerns by reporting any incident to a DSL through CPOMS.

5. Operational and good practice

5.1 Good Practice

By promoting good practice the occurrence of abuse of young people within out contexts should be reduced and this should also protect Greenhouse Sports staff, thus reducing the likelihood of allegations arising. All personnel should adhere to the following principles and action:

- Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- If involved in a 1:1 (mentoring) situation, give some thought before the meeting to the venue and environment where the meeting will take place. Avoid private, closed places; instead meet in an open, transparent space. If privacy is needed, make sure that the room / office has windows and is situated in a natural walkway. Always inform a colleague of your meeting. Greenhouse Sports recognise that 1:1 mentoring forms an important part of the Coach-Mentor role. Where 1:1 sessions take place these should be conducted in a safe, open and appropriate environment. Where possible:
 - Sessions should take place in visible areas
 - Staff should inform a colleague or School staff member
 - Doors should remain open where appropriate
 - Staff should avoid isolated or secluded locations.

Where confidentiality is required this should be balanced with maintaining appropriate safeguarding arrangements. Any concerns arising from 1:1 sessions must be recorded and reported in line with this policy.

- Make the experience of your sports programme or session fun and enjoyable: promote fairness, confront and deal positively and pro-actively with bullying, harassment or any other inappropriate behaviour.
- Treat all young people equally and with respect and dignity.
- Always put the welfare of the young person first.
- Always use the mobile phone and computer or any other devices supplied to you by Greenhouse Sports (for further detail on E-safety, use of media and safeguarding procedures for photography, video, publishing and on-line work, please refer to the related policies and guidance. Never use personal devices
- Maintain a safe and appropriate distance with participants (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a young person or to share a room with them).
- Avoid unnecessary physical contact with young people. Where any form of manual/physical support is required it should be provided openly and with the consent of the young person. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the young person's consent has been given. This should be in line with NGB of Sport Guidelines
- In extreme cases where a young person is becoming a danger either to themselves, to other young people or to you, physical contact/restraint may be required, however to be judged lawful the force of restraint used must be proportionate to the consequences it is intended to prevent.
- If appropriate, involve parents / carers wherever possible. If groups have to be supervised in changing rooms for example always ensure parents, coaches etc. work in pairs. If on School premises, liaise with the School to follow the School policy.
- Keep up to date with the technical skills, qualifications and insurance in sport.
- Never transport a young person unless in an emergency; in this case it is the coach's responsibility to contact the young person's parents, carers AND their line manager for permission BEFORE they transport the young person. In such circumstances, always transport the young person in the back seats of the car and ideally there should be at least one additional adult to the driver acting as an escort.
- Be an excellent role model: this includes not smoking or drinking alcohol in the company of young people.
- Always give enthusiastic /constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of the young person, do not risk sacrificing welfare in the desire for team/personal achievements. Avoid excessive training or competition and pushing them against their will.

- Do not undertake any medical treatment on a young person, unless qualified to do so. Greenhouse Sports should secure written parental consent for its qualified members of staff to act in loco parentis, to give permission for the administration of emergency first aid or other medical treatment.
- Keep a written record of any injury that occurs, along with details of any treatment given. And report it
- All participants (outside curricular sessions) must be registered using the Participant Registration Form.
- All staff must seek clarification from their managers regarding the appropriate risk assessment documents they should use for each activity / site / venue (for further detail please refer to the Health & Safety policy available via the Greenhouse Sports website).

5.2 Greenhouse Sports Code of Conduct

To provide young people with the best possible experience and opportunities at Greenhouse Sports everyone must operate within an accepted ethical framework which is the Greenhouse Sports Code of Conduct for Staff and Volunteers.

Greenhouse Sports Code of Conduct

If a concern arises through observation, reporting, a phone call, email or letter, record the information and then immediately tell either one of the Safeguarding & Partnerships Managers, or the Centre Designated Safeguarding Lead. Never just ignore it.

All Greenhouse Sports staff, workers and volunteers must adhere to the following good practice guidelines:

Participant Relationship

- Never engage in a personal relationship with a Greenhouse Sports participant or young person in your school.
- Never engage in any behaviours that are seen as 'grooming'. The signs of grooming include:
 - being over friendly with children.
 - having favourites.
 - taking photographs of children on your personal mobile phone.
 - engaging with a child on a one-to-one basis in a secluded area or behind a closed door.
 - using inappropriate sexualised, intimidating or offensive language (including, but not limited to, making comments on body shape and using terms such as babe and princess).
- Develop an appropriate working relationship with participants, based on mutual trust and respect.

- Maintain a professional relationship at all times, including outside of working hours.

Communication

- When communicating to a young person by phone, only ever use your work mobile. Ensure that the conversation/text is only ever regarding your programme and never encourage the young person to reply back, except when appropriate. In no circumstances should you use WhatsApp or your personnel mobile/iPad/Device.
- Do not accept a young person as a friend on any social media site. If you currently have a participant under the age of 18 as a friend on a social media site, please delete them immediately. All social media communication must be undertaken through the official Greenhouse Sports channels.

Transportation

- Never transport a young person in your car unless in an emergency; in this case it is your responsibility to contact the young person's parents/carers AND your line manager BEFORE you transport the young person. In such circumstances, always transport the young person in the back seats of the car and ideally there should be at least one additional adult to the driver acting as an escort.

Health & Safety

- Ensure the safety of all children by providing effective supervision, proper pre-planning of coaching sessions and using safe methods at all times.
- Consider the wellbeing and safety of participants before all else.
- Administer minor first aid in the presence of others and where required call the Emergency Services.
- Have access to a telephone for immediate contact to emergency services if required.
- Establish and address the additional needs of disabled participants or other vulnerable groups.

Behaviour

- Encourage and guide participants to accept responsibility for their own behaviour.
- Encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Do not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.

Safeguarding Professional Conduct

- Treat all young people fairly and ensure they feel valued.

- Appreciate the efforts of all young people and do not over-train the young people. Never exert undue influence over performers to obtain personal benefit.
- Be positive, approachable and offer praise to promote the objectives of Greenhouse Sports at all times.
- Never use sanctions that humiliate or harm young people.
- Do not abuse members physically, emotionally or sexually.
- Maintain confidentiality about sensitive information.
- Respect and listen to the opinions of young people.
- Take time to explain rules and techniques to ensure they are clearly understood.
- Create an environment where every individual has the opportunity to participate in an environment free of fear and harassment.
- Recognise the rights of all participants to be treated with respect and as individuals.
- Be a positive role model for participants at all times, and ensure the environment is as safe as possible, taking into account and minimising any possible risks.

Sharing Concerns and Recording Incidents

- Do not let any allegations of abuse of any kind or poor practice go unchallenged or unrecorded. Incidents and accidents must be recorded in the line with Greenhouse/school's procedures.
- Report accidents or incidents of alleged abuse or poor practice to the designated person through CPOMS.

Greenhouse Sports is committed to providing a high quality, safe and child friendly environment for staff, volunteers, workers and participants and therefore operates a zero-tolerance policy in connection with the above.

5.3 Early Help

Early Help means providing support as soon as a problem emerges, at any point in a young person's life. Any participant may benefit from Early Help, but in particular Early Help may be needed for young people who:

- Have SEND (whether or not they have a statutory EHC plan).
- Are young carers.
- Show signs of being drawn into anti-social or criminal behaviour, including gang involvement and association with organised crime groups.
- Are frequently missing/going missing from care or from home.
- Misuse drugs or alcohol.
- Are at risk of modern slavery, trafficking or exploitation.
- Are in a family circumstance presenting challenges such as substance abuse, adult mental health problems or domestic abuse.
- Are returned home to their family from care.
- Show early signs of abuse and/or neglect.

- Are at risk of being radicalised or exploited.
- Are privately fostered.

Early Help will also be used to address non-violent harmful sexual behaviour to prevent escalation. The DSL will take the lead where Early Help is appropriate.

5.4 Coaching/Staff Ratios

All activities / events must comply with the ratios set by the relevant Governing Body. Greenhouse Sports staff will always adhere to these ratios, as well as consult with the appropriate host agency when working in a school setting, special education needs environment or with physically disabled young people. Details of Governing Body ratios can be found by liaising with the relevant National Governing Body.

5.5 Trips

For any trips or overnight stays, all staff must refer to the Greenhouse Sports Trips Policy, which can be obtained from your line manager, along with the mobile phone policy and various other relevant 'Trips Documents'. When organising a trip, staff must ensure all young people complete the Overnight Consent and Emergency Information Form. All personnel should adhere to the following principles and action:

- If you are on an overnight stay with an under 18's team, please ensure that no person aged 18 or over shares a room with any young person under the age of 18 and that only young people of the same sex share a room
- Ensure that, if mixed teams are taken away, they should always be accompanied by a male and female member of staff on overnight trips.
- Ensure that on overnight trips adults do not enter a young person's room unless it is absolutely necessary, in which case, always enter the room with a colleague and leave the young person's door open. Never invite a young person to your room.
- While on an overnight trip, no young person should be allowed to leave the hotel unsupervised.
- When on an overnight trip, ensure that you have liaised with the hotel staff and, in particular, the night staff / security to inform them that in no circumstances are any young people allowed to leave the building and, if for some reason this did happen, that they contact a member of staff immediately.

5.6 Changing Rooms

Changing room arrangements should be in line with School Policies for School Programmes. At the Greenhouse Centre:

- If possible, young people should be supervised while in the changing rooms. Member(s) of staff should be positioned outside the door, with the door open (where appropriate) to supervise the young people by listening for concerning behaviours or incidents and entering the changing room if necessary.
- Young people will be made aware that a Greenhouse Sports staff member will enter the changing room if necessary - in response to a disturbance, for example. If there is a need for an adult to enter the room, they will alert the young people to this by announcing it to give them the opportunity to cover up.

- As far as possible, members of Greenhouse Sports staff will only supervise or assist young people of the same gender.
- If you are involved in a mixed gender activity, separate facilities should be made available and participants should only use changing rooms designated for their sex.
- If young people are uncomfortable changing or showering in public, no pressure should be placed on them to do so. Encourage them to do this at home.
- If your activity / event has participants with disabilities, involve them and their carers in deciding how they should be assisted and ensure they are able to consent to the assistance that is offered.
- No photographic equipment to be used in the changing rooms. This includes cameras, video cameras and mobile phones with photographic capabilities.
- Adult staff must not change or shower at the same time using the same facility as young people.

5.7 Collection arrangements

In the event of a child not being collected at the end of a session follow the School Procedures if delivering a School Programme, or for the Greenhouse Centre or any other Greenhouse Sports activities the following process:

- Keep the child on site in a safe space and supervised, ideally with two staff present.
- Attempt to contact parents/carers, then emergency contacts, and record all contact attempts.
- If no contact has been successful after ½ hour escalate to the Centre DSL. if unavailable, contact Emergency Rota.
- If no contact has been successful after 1 hour or there are any other concerns, contact Children's Social Care or Police (101). If contact is made with Police / Social Services also inform the Emergency Rota in line with policy.
- Do not let the child depart alone but only release to an authorised adult.

5.8 Medical Treatment of Young People

Where young people require medical treatment:

- It is recommended that no young person should be treated in any situation where the young person is on his / her own in a treatment room with the door closed. It is Greenhouse Sport's policy that all treatment procedures should be 'open' i.e. the door remains open
- Parents / carers are invited to observe treatment procedures and only undertaken by appropriately qualified members of staff.
- Prior to medical or health treatment being carried out on a young person, written consent from the parents must first have been obtained unless it is an emergency.
- It is recommended that all treatment procedures are explained fully to the young person and verbal consent is given by them before they are carried out.
- It is recommended that, if treating an area of the body which is potentially embarrassing to a young person (i.e. the groin), a suitable adult (ideally a parent), acting as a chaperone, must be present.
- It is important to maintain medical confidentiality and patient dignity at all times.

5.9 Poor Practice

5.9.1 The following should be avoided except in emergencies.

- Do not transport young people in your car unless in an emergency and even so, permission **MUST WITHOUT FAIL** be obtained from the young person's parents or carer **AND** your line manager beforehand. Ideally there should be at least one additional adult to the driver acting as an escort.
- Avoid spending time alone with young people away from others.
- If cases arise where these situations are unavoidable, they should only occur with the full knowledge and consent of your line manager or appropriate person from the school / activity / event and the young person's parents. For example, a young person sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a young person up at the end of a session. In all cases, such incidents should always be recorded.

5.9.2 The following are regarded as poor practice and should be avoided by all personnel:

- Engaging in rough, physical or sexually provocative games, including any forms of inappropriate behaviour.
- Use of your personal mobile phone or tablet other than in extreme emergencies.
- Over-friendly behaviour/nature with participants.
- Allowing or engaging in inappropriate touching of any form.
- Allowing young people to use inappropriate language unchallenged.
- Making sexually suggestive comments to a young person, even in fun.
- Reducing a young person to tears as a form of control.
- Allowing allegations made by a young person to go unchallenged, unrecorded or not acted upon.
- Doing things of a personal nature that the young person can do themselves.
- Sharing a room with a young person.

5.9.3 If during your care you accidentally hurt a young person, the young person seems distressed in any manner, appears to be sexually aroused by your actions and/or if the young person misunderstands or misinterprets something you have done, report any such incidents as soon as possible to a DSL, as well as making a written note of it. If appropriate they should then inform the young person's parents of the incident.

5.10 Use of the Greenhouse Centre premises for external activities

Where Greenhouse Sports hires or rents out space at the Greenhouse Centre to organisations or individuals, e.g. for external providers to run community activities, it will ensure that appropriate arrangements are in place to keep participants safe. Where activities are provided separately by another body, Greenhouse Sports will:

- seek assurance that the body concerned has appropriate safeguarding and child protection policies and procedures in place, including inspecting these as needed.
- ensure that there are arrangements in place to liaise with the body on these matters where appropriate.

- ensure safeguarding requirements are included in any agreement such as a lease or hire agreement, as a condition of use and occupation of the premises, and specify that failure to comply with this would lead to termination of the agreement.

External bodies hosting activities and clubs, will work in collaboration with Greenhouse Sports to effectively safeguard participants and adhere to local safeguarding arrangements. Staff and volunteers running external activities and clubs should be aware of their safeguarding responsibilities and promote the welfare of participants. They should understand how to respond to Child Protection concerns and how to make a referral to the relevant bodies including the police, if necessary.

6. Childcare Disqualification Requirements

Staff covered by the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 (“the regulations”) must comply with its requirements. For further information, the Department for Education has published statutory guidance, available to download here:

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

6.1 Do the Regulations apply to you?

Front Line Workers are covered by the Act if they provide childcare in either “Early Years” or “Later Years” up to the age of 8. This applies to individuals irrespective of their employment status. So, it applies equally to directly employed staff and volunteers who work on a regular basis.

Type of Worker	Children’s age	During School Hours	Outside School hours*
Front line Staff or Manager	Reception or Younger	Covered by the Regulations	Covered by the Regulations
	Above reception but under 8	Not covered	Covered by the Regulations
	Over 8	Not covered	Not covered

**Outside school hours does not include school clubs, e.g. choir or school sports’ teams, but does include after-school provision.*

Under the Regulations an individual is disqualified and therefore not permitted to work with children if any of the following applies to them: -

- being cautioned for or convicted of certain violent and sexual criminal offences against children and adults;
- grounds relating to the care of children (including where an order is made in respect of a child under the person’s care);

- having registration refused or cancelled in relation to childcare or children's homes or being disqualified from private fostering.

6.2 What do you have to do if the Regulations apply to you?

If any of the above applies to you then you may be disqualified and therefore must inform the Greenhouse Sports Head of People or Designated Safeguarding Lead immediately.

7. Training

New staff and volunteers must complete the appropriate essential training within the designated timeframe listed below. All staff must refresh specific training in line with the timescales listed below in the table. This programme includes training on online safety.

Designated Safeguarding Leads and Deputy DSLs all attend Designated Safeguarding Leads training, within 6 months of appointment to the role, and refreshed every 2 years.

7.1 Coaching and Centre Staff and Safeguarding & Partnerships/Partnership & Safeguarding Managers

Name Of Course	Mode of Delivery	Length of Delivery	Timeframe for delivery	Frequency of refresher	Notes
UK Coaching / NSPCC Safeguarding & Protecting Children in Sport	Classroom or online	3-4 hours	Within the first month before starting coaching for Greenhouse Sports	Recommended every 3 years	Valid certificates achieved within 6 months prior to starting will be accepted
Greenhouse Child Protection	Classroom	1-2 hours	Within the first month before starting coaching for Greenhouse Sports	Annually	Annual Refresher
Preventing Radicalisation and Extremism in Education	Online	30-35 mins	Within the first month	Annually	
Safeguarding Children and Vulnerable Adults	Online	35-40 mins	Within the first month	Annually	
Safeguarding Children Level One	Online	25-30 mins	Within the first month	Annually	

7.2 Support Staff

Name Of Course	Mode of Delivery	Length of Delivery	Timeframe for delivery	Frequency of refresher	Notes
UK Coaching / NSPCC Safeguarding & Protecting Children in Sport	Classroom	3-4 hours	Within the first month	Not necessary	Valid certificates achieved within 6 months prior to starting will be accepted
Greenhouse Child Protection	Classroom	1-2 hours	Within the first month	Annually	Annual Refresher

Preventing Radicalisation and Extremism in Education	Online	30-35 mins	Within the first month	Annually	
Safeguarding Children and Vulnerable Adults	Online	35-40 mins	Within the first month	Annually	
Safeguarding Children Level One	Online	25-30 mins	Within the first month	Annually	

7.3 Volunteers

7.3.1 Trustee

Volunteers regularly. No unsupervised contact with participants.

Name Of Course	Mode of Delivery	Length of Delivery	Timeframe for delivery	Frequency of refresher	Notes
Coaching UK / NSPCC Safeguarding & Protecting Children in Sport or appropriate other training	Classroom/online	3-4 hours	Within the first 3 months	Annual online training compulsory via Greenhouse's e-learning portal	
Online Safeguarding Training	Online	Varies	As required	As required	
Greenhouse Child Protection	Classroom	1-2 hours	Within the first month	Annually	Annual Refresher

7.3.2 Other Volunteers

Greenhouse Sports engages adult volunteers across its School Programmes and in the Greenhouse Centre. The safeguarding requirements for these Volunteers are included in the Safe Employment Policy and the Volunteers Policy, whether they are a Casual, for example Event Helper, or a more regular Voluntary Assistant. The induction and training needs reflect the frequency of volunteering and arrangements for supervision and access. The Volunteers Policy also covers young people volunteering – sports leadership, and work experience.

7.4 External Training:

Training is delivered by industry recognised providers. Courses will be booked and recorded through the HR team. It is the trainee's responsibility to evidence attendance at each course by presenting the HR team with a valid certificate.

7.5 Internal Training:

Training is delivered by staff with recognised tutoring skill and subject knowledge.

Each internally delivered course will have a lead tutor (the Safeguarding and Partnerships manager) assigned to the course. Lead tutors are responsible for ensuring consistent messaging throughout training. The lead tutor will review the course content and slides annually, updating content and communicating and explaining changes to other tutors. The Greenhouse Sports Safeguarding Refresher course will be delivered in pairs. It will be

shared with the Internal SCP group and the Refresher courses will also be reviewed afterwards by this group

All Essential Operating Standards training attendance will be managed by HR and will be recorded centrally. In the event of more than a month passing after the point where any training is required to be completed it will be referred to HR for possible disciplinary action.

8. Version History

Version	Date	Changes	Approved
1.01	August 2017	Updated training added	KC & GC
1.02	October 2017	Annual review	SCP sub-co.
1.03	May 2018	Added Centre details – approved	Ops Co.
	June 2018	Board approval	Board of Trustees
1.04	October 2018	Annual review completed	SCP sub-co.
1.05	October 2019	Annual review completed	SCP sub-co
1.06	April 2020	Staff roles and new developments update	SCP sub-co
1.07	September 2020	As above	SCP sub-co
1.08	January 2021	Minor amendment - addition of wording to make it clearer that CA is overall Head of SCP	
1.09	October 2021	Annual review	SCP sub-co (Nov)
1.10	January 2022	Minor clarification to 2.4 & Adam Whale's title updated	As requested by Ops co.
1.11	November 2022	Annual review	
1.12	November 2023	Annual Review	
1.13	February 2024	General updating of dates and names. Addition of section on Gifts.	SCP, Ops Co & Board
1.14	November 2024	Annual Review following organisational restructure	
1.15	March/April 2026	Annual Review	

APPENDIX A

Greenhouse Sports Safeguarding and Child Protection Code of Conduct

If a concern arises through observation, reporting, a phone call, email or letter, record the information on an Incident Referral Form then immediately tell either one of the Safeguarding & Partnerships Managers, or a Centre Designated Safeguarding. Never just ignore it.

All Greenhouse Sports staff, workers and volunteers must adhere to the following good practice guidelines:

Participant Relationship

- Never engage in a personal relationship with a Greenhouse Sports participant or young person in your school.
- Never engage in any behaviours that are seen as 'grooming'. The signs of grooming include:
 - being over friendly with children
 - having favourites
 - taking photographs of children on your personal mobile phone
 - engaging with a child on a one-to-one basis in a secluded area or behind a closed door
 - using inappropriate sexualised, intimidating or offensive language (including, but not limited to, making comments on body shape and using terms such as babe and princess).
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Maintain a professional relationship at all times, including outside of working hours.

Communication

- When communicating to a young person by phone, only ever use your work mobile. Ensure that the conversation/text is only ever regarding your programme and never encourage the young person to reply back, except when appropriate. In no circumstances should you use your personal mobile/iPad.
- Do not accept a young person as a friend on any social media site. If you currently have a participant under the age of 18 as a friend on a social media site, please delete them immediately. All social media, including Twitter communication must be undertaken through the official Greenhouse Sports channels.

Transportation

- Never transport a young person in your car unless in an emergency; in this case it is your responsibility to contact the young person's parents, carers AND your line manager BEFORE you transport the young person. In such circumstances, always transport the young person in the back seats of the car and ideally there should be at least one additional adult to the driver acting as an escort.

Health & Safety

- Ensure the safety of all children by providing effective supervision, proper pre-planning of coaching sessions and using safe methods at all times.
- Consider the wellbeing and safety of participants before the development of performance.
- Administer minor first aid in the presence of others and where required call the Emergency Services
- Have access to a telephone for immediate contact to emergency services if required.

- Establish and address the additional needs of disabled participants or other vulnerable groups.

Behaviour

- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Do not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.

Safeguarding Professional Conduct

- Treat all young people fairly and ensure they feel valued.
- Appreciate the efforts of all young people and do not over-train the young people. Never exert undue influence over performers to obtain personal benefit.
- Be positive, approachable and offer praise to promote the objectives of the Greenhouse Sports at all times.
- Never use sanctions that humiliate or harm young people.
- Do not abuse members physically, emotionally or sexually.
- Maintain confidentiality about sensitive information.
- Respect and listen to the opinions of young people.
- Take time to explain rules and techniques to ensure they are clearly understood.
- Create an environment where every individual has the opportunity to participate in a sport in an environment free of fear and harassment.
- Recognise the rights of all participants to be treated with respect and as individuals.
- Be a positive role model for participants at all times and ensure that the environment is as safe as possible, taking into account and minimising any possible risks.

Sharing Concerns and Recording Incidents

- Do not let any allegations of abuse of any kind or poor practice go unchallenged or unrecorded. Incidents and accidents must be recorded in the line with Greenhouse/school's procedures.
- Report accidents or incidents of alleged abuse or poor practice to the designated person through CPOMS.

Greenhouse Sports is committed to providing a high quality, safe and child friendly environment for staff, volunteers, workers and participants and therefore operates a zero-tolerance policy in connection with the above.

I confirm that I have read don't mix these things up the above statement. I agree to comply with the Greenhouse Sports Safeguarding & Child Protection Policy and adhere to all the areas of good practice listed above. In addition, I

confirm I will inform Greenhouse Sports of any personal / family relationship with a Greenhouse Sports participant.

.....
Signed

.....
Dated

APPENDIX B

Incident Referral Checklist

All safeguarding matters should be reported through CPOMS

But in the event of the system not being accessible for any reason and with the importance of contemporaneous records this checklist (form) is a useful guide to the information that should be collected.

Once completed, please make sure that you then immediately forward it on to the Designated Safeguarding Lead by emailing safeguarding@greenhousesports.org

Your name:	
Your position at Greenhouse:	
Contact numbers – work / mobile / home:	
Address:	
Email:	
Young persons name:	
Address:	
Date of Birth:	
Male or female:	
Parent / carers name:	
Does the young person have a disability?	YES / NO. If so, please detail:
Date, time and location of the incident:	
Your observations:	
Exactly what the child or vulnerable adult says and what you said (Remember, do not lead the child or vulnerable adult – record actual details. Continue on separate sheet if necessary):	

Action taken so far:	
Information on the alleged abuser:	
You should refer all concerns immediately by speaking with Greenhouse Sports' DSL or Deputy DSLs and then sending this form to safeguarding@greenhousesports.org Have you contacted any external agencies yet? If so, please complete below.	
Social services Name and contact number: Date and time: Details of advice received:	
Local Safeguarding Partners Name and contact number: Date and time: Details of advice received:	
Police Name and contact number: Date and time: Details of advice received:	
Local Authority If yes – which: Name and contact number: Date and time: Details of advice received:	
NGB If yes – which: Name and contact number: Date and time: Details of advice received:	
Other Which: Name and contact number: Details of advice received:	
Signature & Date	

APPENDIX C

Child Protection Referral Contact details

LADO's – Local Authority Designated Officer - respond to allegations made against people working with children. The LADO should be contacted within 24 hours if you have concerns or receive a complaint or allegation that a worker/volunteer has:

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

Leicester Telephone: 0116 454 2440 Email: Lado-allegations-referrals@leicester.gov.uk
Portsmouth Telephone : 023 9288 2500 Email : LADO@portsmouthcc.gov.uk
Essex Telephone : 03330 139 797 Email : LADO@essex.gov.uk
Brent Telephone: 020 8937 4237 / 020 8937 42990 or Out of hours: 020 8937 4300 Email: brent.lscb@brent.gov.uk
Camden Telephone: 020 7974 3317 or Out of Hours: 020 7974 4444 Email: LBCMASHadmin@camden.gov.uk Secure Email: LBCMASHadmin@camden.gov.uk.cjsm.net
Croydon Telephone: 020 8255 2888 or Out of hours: 020 8726 6400 Email: childreferrals@croydon.gov.uk Secure e-mail: childreferrals@croydon.gcsx.gov.uk
Enfield Telephone: 020 8379 5555 Out of hours: 020 8379 1000 (select option 2 to be transferred to an advisor). Email: spoe@enfield.gov.uk

Hackney [Hackney First Access Screening Team (FAST)] Telephone: 020 8356 5500 or Out of hours: 020 8356 2710 Email: chsrb@hackney.gov.uk
Islington Telephone: 020 7527 7400 or Out of hours: 020 7226 0992 Email: csctreferrals@islington.gov.uk
Lambeth Telephone: 020 7926 5555 (24 hours) Email: helpandprotection@lambeth.gov.uk or help.protection@lambeth.cjsm.net (secure email)
Lewisham Telephone: 020 8314 6660 or Out of hours: 020 8314 6000 Email: mashagency@lewisham.gov.uk
Merton Telephone: 020 8545 4226 / 4227 or Out of hours: 020 8770 5000 Email: mash@merton.gov.uk
Newham Telephone: 020 3373 4600 or Out of hours: 020 8430 2000 Email: https://azcareportal-live.newham.gov.uk/aztriageportal
Southwark Telephone: 020 7525 1921 or Out of hours: 020 7525 5000 Email: MASH@southwark.gov.uk
Tower Hamlets Telephone: 020 7364 5606 / 5601 or Out of hours: 020 7364 4079
Wandsworth Telephone: 020 8871 6622 or Out of hours: 020 8871 6000 Email: mash@wandsworth.gov.uk / mash.duty@wandsworth.cjsm.net (secure email)
Westminster Telephone: 020 7641 4000 or Out of hours: 020 7641 6000 Email: accesstochildrengsservices@westminster.gov.uk

APPENDIX D

Additional forms of abuse

If you have a concern about a particular child you must follow normal safeguarding procedures as set out in the Greenhouse Sports SCP Policy (see clause 3.4, Reporting the concern).

1. Bullying

Bullying may come from another young person or an adult. Bullying is defined as deliberate, hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. There are four main types of bullying. It may be physical (e.g. hitting, kicking, slapping), verbal (e.g. racist or homophobic remarks, name-calling, graffiti, threats, abusive text messages), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group), or sexual (e.g. unwanted physical contact or abusive comments). GreenhouseSports has a separate Bullying Policy.

2. Female Genital Mutilation (FGM)

What is FGM?

- FGM is illegal (under the Female Genital Mutilation Act 2003) it is an offence to subject a girl or woman to FGM in the UK; to assist a girl to perform it on herself; for UK nationals or permanent residents to perform FGM abroad; or to assist anyone to perform FGM abroad.
- FGM includes any mutilation of a female's genitals for so-called cultural or other non-medical reasons. FGM is medically unnecessary, extremely painful and has serious health consequences, both at the time when the mutilation is carried out and in later life. FGM is illegal and is a child protection issue.
- FGM can be practised at any age, however the majority of cases take place between the ages of 5 and 8 years old. People from African countries as well as parts of the Middle East and Asia are more likely to practise FGM than other communities. Whilst not all people from these regions will practise FGM, and there are many people in these communities in the UK who are working to eradicate this practice, you should be aware of this issue for girls from these regions.
- Schools and youth settings are well-placed to identify girls at risk of FGM. Safeguarding girls at risk of harm through FGM poses specific challenges because the families involved may give no other cause for concern. However, there remains a duty for all staff to act to safeguard girls at risk of FGM.

Indicators that a girl may be at risk of FGM

- She has a parent from a practising community (see paragraph three above)
- She and her family have a low level of integration into a community
- The mother or any sisters have experienced FGM
- She has talked about, or you know about, the arrival of a female family elder
- She talks about it to other children

- She refers to a 'special procedure' or 'special occasion' or 'becoming a woman'
- She is out of the country for a prolonged period
- She is taking a long holiday to her country of origin or another country where the practice is prevalent (parents may talk about it too)

Indicators that a girl has experienced FGM

- A girl has problems walking/standing/sitting
- She spends a lot of time in the bathroom/toilet
- She has prolonged or repeated absences from school
- She is asking for help but giving a lack of explicit information

Action required

If you have any information that a child is potentially or actually at risk of significant harm you should follow the procedure set out in the Greenhouse Sports SCP Policy (see clause 3.4, Reporting the concern).

3. 'Honour based' violence

So-called 'honour based' violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and /or community, including FGM, forced marriage and practices such as breast ironing, virginity testing and hymenoplasty (stitching or surgery, undertaken to reconstruct a hymen). All forms of so called HBV are abuse, regardless of the motivation and should be handled and escalated as such. We need to be alert to the possibility of a child being at risk of HBV, or already have suffered HBV.

Indicators that a child is at risk of 'Honour based' violence

- the warning signs that FGM may be about to take place
- the warning signs that forced marriage may be about to take place, or may have already taken place

4. Forced Marriage

Forcing a person into marriage is a crime in England and Wales. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats or other forms of coercion are used to cause a person to enter into a marriage.

5. Child Sexual Exploitation (CSE)

CSE occurs when people use the power they have over children to sexually abuse them. It can relate to organised crime, individual abuse within relationships, penetrative acts or non-penetrative sexual acts such as sexual touching, masturbation, oral sex and the misuse of sexual images. It is against the law for someone in a position of trust, to abuse their power over children.

We have a duty of care for all children who may be vulnerable to CSE. Greenhouse Sports staff are trained to be vigilant and look out for signs and symptoms, such as children;

- skipping school or going missing for periods of time

- displaying inappropriate sexualised behaviour
- appearing with unexplained gifts that cannot be accounted for
- with emotional difficulties or mood swings
- with signs of unexplained physical harm

Refer to DoF Guidance for further Information on Child Sexual Exploitation.

6. Child Criminal Exploitation: County Lines

Criminal exploitation of children is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit children and young people to transport drugs and money from urban to suburban areas or rural areas. Key to identifying potential involvement in county lines are monitoring absences from school, when a victim may have been used to traffic drugs. County lines exploitation can:

- affect any child or young person under the age of 18
- still be exploitation even if the activity appears to be consensual
- involve force and/or enticement-based methods of compliance and is often accompanied by violence or threats of violence
- be perpetrated by individuals or groups, males or females, and young people or adults and
- is typified by some form of power imbalance of those perpetrating the exploitation.

7. Child on Child Abuse

Greenhouse Sports staff should be aware that safeguarding issues can manifest themselves via child on child abuse. This is most likely to include bullying, cyber bullying, gender-based violence/ sexual assaults and sexting. Abuse should never be tolerated or passed off as 'banter' or 'part of growing up'. This could for example include girls being sexually touched/ assaulted or boys being subject to initiation-type violence.

Allegations made against participants by their peer(s) are likely to be considered a safeguarding matter when the allegation:

- is made against an older participant and refers to their behaviour towards a younger or more vulnerable participant
- is of a serious nature, possibly including a criminal offence
- raises risk factors for other participants
- indicates that other participants may have been affected by this participant

Incidents of child on child abuse will be investigated and dealt with in accordance with Greenhouse Sports' safeguarding policy and procedures.

In the case of 'sexting' we follow the guidance given to schools and colleges by the UK Council for Child Internet Safety (UKCCIS) published in August 2016: 'Sexting in schools and colleges, responding to incidents and safeguarding young people'.

8. Radicalisation and the Prevent Duty

What is the Prevent duty?

Under section 26 of the Counter-Terrorism and Security Act 2015, there is a duty to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty.

What does it mean?

It is essential that staff are able to identify children who may be vulnerable to radicalisation and know what to do when they are identified. Protecting them from the risk of radicalisation should be seen as part of wider safeguarding duties and is similar to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation).

How to assess the risk of radicalisation

- There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. As with managing other safeguarding risks, staff should be alert to changes in children’s behaviour which could indicate that they may be in need of help or protection.
- Children at risk of radicalisation may display different signs or seek to hide their views. Staff should use their professional judgement in identifying children who might be at risk of radicalisation and act proportionately.
- Even very young children may be vulnerable to radicalisation by others, whether in the family or outside, and display concerning behaviour.
- The Prevent duty does not require unnecessary intrusion into family life but as with any other safeguarding risk, action must be taken when behaviour of concern is observed.
- General safeguarding principles apply to keeping children safe from the risk of radicalisation.

9. Homelessness

Any concerns over homelessness should be raised as early as possible with the Greenhouse Sports Designated Safeguarding Team. The Team will be aware of the contact details and referral routes into the Local Housing Authority

Indicators that a family may be at risk of homelessness include the following:

- Household debt
- Rent arrears
- Domestic abuse
- Anti-social behaviour
- Any mention of a family moving home because “they have to”

A referral to a Local Housing Authority does not replace a Safeguarding or Child Protection referral where a child is being harmed or at risk of harm. For 16- and 17-year-olds, homelessness may not be family-based.

10. Serious violence

The indicators which may signal a pupil is at risk from, or is involved with, serious violent crime include, but are not limited to, the following:

- Increased absence from school
- A change in friendships
- New relationships with older individuals or groups
- A significant decline in academic performance
- Signs of self-harm
- A significant change in wellbeing
- Signs of assault
- Unexplained injuries
- Unexplained gifts or new possessions

Some of the most significant risk factors that could increase a pupil's vulnerability to becoming involved in serious violent crime include, but are not limited to, the following:

- A history of committing offences
- Substance abuse
- Anti-social behaviour
- Truancy
- Peers involved in crime and/or anti-social behaviour

11. Private Fostering

Private fostering is when a child under the age of 16 (or 18 if disabled) is looked after for 28 days or more by someone who is not their parent or a relative, and the arrangement was made privately. Where Greenhouse Sports becomes aware of a participant being privately fostered, they will notify the Greenhouse Sports Safeguarding Team as soon as possible so that the school/ Local Authority can be notified to allow it to conduct any necessary checks.

12. Upskirting

Under the Voyeurism (Offences) Act 2019, it is an offence to operate equipment and to record an image beneath a person's clothing without consent and with the intention of observing, or enabling another person to observe, the victim's genitals or buttocks (whether exposed or covered with underwear), in circumstances where their genitals, buttocks or underwear would not otherwise be visible, for a specified purpose.

A "specified purpose" is namely:

- Obtaining sexual gratification (either for themselves or for the person they are enabling to view the victim's genitals, buttocks or underwear).
- To humiliate, distress or alarm the victim.

"Operating equipment" includes enabling, or securing, activation by another person without that person's knowledge, e.g. a motion activated camera.

Upskirting will not be tolerated. Any incidents of upskirting will be reported in accordance with this policy and a decision will then be made on the next steps to take, which may include police involvement.

13. Domestic abuse

In line with the Domestic Abuse Act 2021, 'domestic abuse' is defined as abusive behaviour of a person towards another person (including conduct directed at someone else, e.g. the person's child) where both are aged 16 or over and are personally connected.

'Abusive behaviour' includes physical or sexual abuse, violent or threatening behaviour, controlling or coercive behaviour, economic abuse, psychological or emotional abuse, or another form of abuse.

'Personally connected' includes people who:

- Are, have been, or have agreed to be married to each other.
- Are, have been, or have agreed to be in a civil partnership with each other.
- Are, or have been, in an intimate personal relationship with each other.
- Each have, or had, a parental relationship towards the same child.
- Are relatives.

Greenhouse Sports will recognise the impact of domestic abuse on children, as victims in their own right, if they see, hear or experience the effects of domestic abuse. All staff will be aware of the signs of domestic abuse and follow the appropriate safeguarding procedures where concerns arise.

14. Child Abduction and Community Safety Incidents

Child abduction is the unauthorised removal or retention of a child from a parent or anyone with legal responsibility for the child. Child abduction can be committed by parents and other relatives, other people known to the victim, and strangers.

All staff will be alert to community safety incidents taking place in the vicinity of their school/ the Greenhouse Centre that may raise concerns regarding child abduction, e.g. people loitering nearby or unknown adults conversing with participants. Participants will be provided with practical advice to ensure they can keep themselves safe outdoors.

15. Cyber-crime

Cyber-crime is defined as criminal activity committed using computers and/or the internet. This includes 'cyber-enabled' crimes, i.e. crimes that can happen offline but are enabled at scale and at speed online, and 'cyber-dependent' crimes, i.e. crimes that can be committed only by using a computer. Crimes include:

- Unauthorised access to computers, known as 'hacking'.
- Denial of Service attacks, known as 'booting'.
- Making, supplying or obtaining malicious software, or 'malware', e.g. viruses, spyware, ransomware, botnets and Remote Access Trojans with the intent to commit further offence.

All staff will be aware of the signs of cyber-crime and follow the appropriate safeguarding procedures where concerns arise. This may include the DSL referring participants to the National Crime Agency's Cyber Choices programme.

16. Modern Slavery

Modern slavery encompasses human trafficking and slavery, servitude, and forced or compulsory labour. This can include CCE, CSE, and other forms of exploitation.

All staff will be aware of and alert to the signs that a participant may be the victim of modern slavery. Staff will also be aware of the support available to victims of modern slavery and how to refer them to the [National Referral Mechanism](#)

Action required

As explained above, if you have a concern about a particular child you should follow normal safeguarding procedures as set out in the Greenhouse Sports SCP Policy (see clause 3.4, Reporting the concern).

17. Sextortion

A combination of the words 'sex' and 'extortion' and refers to a type of financially-motivated online blackmail. It commonly involves the non-consensual sharing of 'nudes' or 'semi-nude' photos and videos in exchange for money.

Whilst sextortion is commonly perpetrated by criminal gangs - and therefore by a stranger to the child - it can also be carried out by someone the victim knows.

A few signs of sextortion to look out for include:

- A child or young person suddenly having a new boyfriend / girlfriend, who they met online or on a social media app (like Snapchat, Instagram, or TikTok).
- The child or young person appearing withdrawn or worried and not being their 'usual self'.
- Parents may report that their child has been using their device a lot more than usual, resulting in tiredness due to spending time online

18. Online Safety

All children who access the internet are susceptible to online harm. The breadth of issues classified within online safety is considerable and ever evolving. The four categories of online risks defined by Keeping Children Safe in Education include

- Content risks – being exposed to illegal, inappropriate or harmful content.
- Commerce risks – risks with a financial implication.
- Contact risks – being subjected to harmful online interaction with other users.
- Conduct risks – online behaviour that increases the likelihood of, or causes, harm.

Online abuse can happen in various ways:

- Social media sites, such as X (formerly known as Twitter), Facebook, Instagram, TikTok, and Snapchat, as well as any other website where comments can be left on content a child has created (e.g. YouTube)

- Via email
- Using AI to generate harmful imagery, such as indecent images or to make fun of someone
- In online chatrooms, where children talk to each other virtually
- Texts and messaging apps, such as WhatsApp
- Streaming sites, where someone records themselves doing something live and can receive comments (e.g. gaming streaming on Twitch)
- Online gaming sites such as Roblox or Fortnite, where players can talk to each other while they play

19. AI

Generative AI takes a written prompt and runs it through an algorithm to generate new, 'natural'-seeming content. There are Chatbots and Text-to-image programs

AI can impact other safeguarding issues, like child sexual exploitation and sextortion. Rather than being its own issue with its own signs to spot, staff should be aware of how AI might be used in other safeguarding concerns (e.g. cyber-bullying or sextortion). AI can also be used by other children to facilitate child-on-child abuse.

Risks to be aware of include:

- Hacking and scams – text generation tools can write convincing emails and text messages to trick pupils into giving malicious actors access to their accounts
- AI-generated child sexual abuse images – some text-to-image tools could be used to create child sexual exploitation material for sexual gratification or as a means of bullying another pupil
- 'Deepfake' pornography – super-imposing a person's face into pornographic videos for sexual gratification or to humiliate the person being put in the images. AI technology is used to alter the person's facial expressions to make the video look more convincing
- 'Catfishing' and sextortion – criminals can use AI-generated profile pictures to appear younger than they are to befriend and groom children and young people, and then solicit information and/or images from them (e.g. nude or semi-nude photos)
- Fake news and misinformation – text-to-image tools can be used to create convincing fake photos of world events, which could be used to promote certain beliefs (including hateful ones)

APPENDIX E

Safeguarding & Child Protection sub-committee Terms of Reference

The Terms of Reference include:

Objective

The purpose of the SCP sub-committee (the Committee) is to provide support to Greenhouse Sports and the Board of Trustees on all safeguarding and child protection matters. Acting in line with guidance and relevant legislation, the Committee will ensure that all policies, procedures and training requirements are effective and up-to-date and that monitoring, and evaluation takes place of all aspects of safeguarding and child protection at Greenhouse Sports.

Delegated authority

The Committee is a standing Committee which reports to the Operations Committee on the items within its mandate (as set out below). It has delegated authority to make decisions on these matters on behalf of the Board.

Mandate

The mandate of the Committee, as delegated by the Board through the Operations Committee, is to be responsible for:

- Ensuring that Greenhouse follows relevant statutory legislation and guidance and good practice, including 'Keeping Children Safe in Education'.
- Ensuring appropriate Safeguarding Policies and Procedures in place which are periodically reviewed (and approved by the Board)
- Ensuring that there is annual assessment of all Safeguarding risks and how they will be managed and that there is an Annual Review of Safeguarding which is reported to the Board
- Ensuring that there is a clear and timely system of responding to (including investigating) all concerns suspected and identified and referring or reporting to relevant agencies
- Ensuring application of safe recruitment checks for all staff and trustees and that all receive appropriate training and development support reflecting their roles

Reporting

The Committee will report directly to the Operations Committee, to which it is fully accountable. Copies of minutes of all meetings and relevant papers are circulated to the next Operations Committee.

The Charity Commission advises that the Trustees have the responsibility* for ensuring Greenhouse Sports:

- has appropriate policies and procedures in place, which are followed by all trustees, volunteers and beneficiaries.
- checks that people are suitable to act in their roles.
- knows how to spot and handle concerns in a full and open manner.
- has a clear system of referring or reporting to relevant agencies as soon as concerns are suspected or identified.
- sets out identified risks and how they will be managed in a risk register, which is regularly reviewed.
- follows safeguarding statutory guidance, good practice guidance and legislation relevant to their charity:
- is quick to respond to concerns and carry out appropriate investigations.
- does not ignore harm or downplay failures.
- has a balanced trustee board and does not let one trustee dominate its work – trustees should work together.
- makes sure protecting people from harm is central to its culture.
- has enough resources, including trained staff/volunteers/trustees for safeguarding and protecting people.
- conducts periodic reviews of safeguarding policies, procedures and practice.

*Charity Commission Guidance

APPENDIX F

Further reading

HM Government (2018) Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf

[Keeping children safe in education 2023](#)

Disclosure and Barring Service (DBS) checks (previously CRB checks)

<https://www.gov.uk/disclosure-barring-service-check/overview>

DBS Update Service <https://www.gov.uk/dbs-update-service>

Protection of Freedoms Act (2012) – Chapter 5

<http://www.legislation.gov.uk/ukpga/2012/9/part/5/chapter/1/enacted>

Contacts and Advice:

Expert organisations

- Barnardo's
- Lucy Faithfull Foundation
- NSPCC
- Rape Crisis
- University of Bedfordshire: Contextual Safeguarding
- UK Safer Internet Centre

Support for victims

- Anti-Bullying Alliance
- MoJ Victim Support
- Rape Crisis
- The Survivor's Trust
- Victim Support

Toolkits

- Brook
- NSPCC
- Safeguarding Unit, Farrer and Co, and Carlene Firmin, MBE, University of Bedfordshire

Further information on confidentiality and information sharing

- Gillick Competency Fraser Guidelines
- Government Information Sharing Advice
- Information Commissioner's Office: Education

- NSPCC: Things to Know and Consider

Further information on sexting

- UK Council for Child Internet Safety: Sexting Advice
- London Grid for Learning – Collection of Advice

Support for parents

- Parentzone
- Parentsafe – London Grid for Learning
- CEOP Thinkuknow – Challenging Harmful Sexual Attitudes and their Impact
- CEOP Thinkuknow – Supporting Positive Sexual Behaviour