



## **Safeguarding Policy (2025–2026)**

### **1. PURPOSE**

BLTSRC is committed to safeguarding and promoting the welfare of all children, young people, and adults at risk. This policy sets out the responsibilities, procedures and standards that apply to everyone involved in Club activities.

### **2. SCOPE**

This policy applies to all:

- Children and young people
- Adults at risk
- Staff, coaches and volunteers
- Committee members
- Parents, carers and visitors

### **3. DEFINITIONS**

**Safeguarding:** Protecting people from maltreatment, preventing harm, and ensuring safe care.

**Child:** Any person under the age of 18.

**Adult at Risk:** An adult who may be unable to protect themselves from harm.

**Abuse:** Physical, emotional, sexual abuse, neglect and exploitation.

### **4. PRINCIPLES**

- The welfare of the child is paramount.
- All children and adults at risk have the right to protection.
- Safeguarding is everyone's responsibility.
- All concerns will be taken seriously and acted upon.



- A child-centred approach underpins all practice.

## 5. ROLES & RESPONSIBILITIES

Club Welfare Officer (CWO):

- Acts as the main safeguarding lead
- Receives and manages safeguarding concerns
- Liaises with external agencies
- Maintains confidential records

Coaches, Staff & Volunteers:

- Follow the safeguarding policy at all times
- Maintain professional boundaries
- Report concerns immediately
- Attend safeguarding training

Committee:

- Ensure safeguarding governance
- Support the CWO
- Review safeguarding annually

Parents & Carers:

- Support safeguarding arrangements
- Communicate concerns to the CWO

## 6. SAFER RECRUITMENT

- All regulated roles require Enhanced DBS checks
- ID verification and at least two references required



- Safeguarding induction mandatory
- Ongoing supervision and review

## 7. RECOGNISING ABUSE

Types of abuse include:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Bullying including cyberbullying

## 8. RESPONDING TO CONCERNS

If a child discloses:

- Stay calm
- Listen carefully
- Reassure without promising confidentiality
- Record the facts
- Report immediately to the CWO

## 9. REPORTING PROCEDURE

Club Welfare Officer:

Sarah Markwort

Tel: 07879 843360

Email: [welfareofficer@bltsrc.co.uk](mailto:welfareofficer@bltsrc.co.uk)

External agencies:

- Local Authority Designated Officer (LADO)



- NSPCC
- Police or Social Services (in emergencies)

#### 10. RECORD KEEPING

- All concerns recorded accurately
- Stored securely
- Retained for 6 years minimum
- Access limited to authorised persons only

#### 11. CONFIDENTIALITY & INFORMATION SHARING

Information is shared only on a need-to-know basis to protect individuals.

#### 12. ONLINE SAFETY

- Private messaging between adults and juniors is not permitted
- Only approved platforms may be used
- Any digital concern must be reported immediately

#### 13. CHANGING ROOMS & SUPERVISION

- Coaches do not change with children
- Mobile phones prohibited
- Children under 8 accompanied by parents

#### 14. PHOTOGRAPHY & VIDEO

- No images taken without parental consent
- Absolutely no photography in toilets or changing rooms

#### 15. WHISTLEBLOWING



All safeguarding concerns regarding staff or volunteers must be reported without fear of reprisal.

#### 16. TRAINING

- All staff and volunteers receive safeguarding training
- Refresher training required every 3 years minimum

#### 17. SAFEGUARDING ADULTS AT RISK

The Club follows the same principles and reporting pathways as for children.

#### 18. MONITORING & REVIEW

This policy is reviewed annually or immediately after any serious safeguarding incident.

Next Review: September 2026

#### **Version Control**

Policy Owner: Club Welfare Officer

Version: 2025–2026

Approved By: BLTSRC Committee

Date Approved:

Next Review: September 2026