

## **Safeguarding Policy – Appendices A–H (2025–2026)**

### APPENDIX A – SIGNS & INDICATORS OF ABUSE

#### Physical Abuse:

- Unexplained bruises or injuries
- Injuries in unusual places
- Flinching when approached

#### Emotional Abuse:

- Low self-esteem
- Withdrawal, anxiety, fearfulness

#### Sexual Abuse:

- Sexualised language or behaviour inappropriate to age
- Avoidance of certain individuals

#### Neglect:

- Poor hygiene
- Inadequate clothing
- Hunger or fatigue

### APPENDIX B – RESPONDING TO A DISCLOSURE (LISTEN – RECORD – REPORT)

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- Stay calm and listen carefully
- Reassure without promising confidentiality
- Do NOT investigate
- Record facts accurately
- Report immediately to the CWO

APPENDIX C – SAFEGUARDING REPORTING FLOWCHART

Concern Identified →

Immediate Danger? → YES call 999

NO → Report to CWO → Parents informed → External referral if required → Record and review

APPENDIX D – SAFEGUARDING CONCERN RECORDING FORM

Name of Child:

DOB:

Date of Concern:

Time:

Location:

Name of Reporter:

Nature of Concern / Disclosure:

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Immediate Action Taken:

Reported To:

Date:

Outcome / Follow-Up:

Signature:

APPENDIX E – SAFER RECRUITMENT CHECKLIST

- ✓ Identity verified
- ✓ Right to work confirmed
- ✓ References checked
- ✓ DBS completed
- ✓ Safeguarding training completed
- ✓ Code of conduct signed

APPENDIX F – CODE OF CONDUCT (SUMMARY)

Staff & Volunteers:

- Maintain professional boundaries
- Never be alone with a child unless unavoidable
- No private messaging

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- Report concerns immediately

Children:

- Treat others with respect
- Follow safety guidance

Parents:

- Act respectfully
- Support safeguarding processes

#### APPENDIX G – ONLINE SAFETY QUICK GUIDE

- No private messaging with juniors
- Only Club-approved platforms
- No images without consent
- Concerns reported immediately

#### APPENDIX H – KEY SAFEGUARDING CONTACTS

Club Welfare Officer:

Sarah Markwort

Tel: 07879 843360

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

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NSPCC: 0808 800 5000

Local Authority Designated Officer (LADO):

Police Emergency: 999

Police Non-Emergency: 101

**Version Control**

Document: Safeguarding Policy Appendices

Owner: Club Welfare Officer

Version: 2025–2026

Approved By: BLTSRC Committee

Next Review: September 2026