



Safeguarding & Protecting Children, Young People and Adults at Risk Policy

1. Policy Statement

Lockleaze Sports Centre (LSC) is committed to safeguarding and promoting the welfare of children, young people, and adults at risk. This policy is informed by the Children Act 1989 & 2004, Working Together to Safeguard Children (2023), the Care Act 2014, and the Data Protection Act 2018.

Safeguarding is everyone's responsibility.

2. Scope

Applies to all staff, volunteers, contractors, partner organisations, sports clubs and external hirers operating at or on behalf of LSC.

3. Governance & Accountability

The DSL oversees safeguarding implementation: Craig Capel

Deputy DSL provides cover: Jade Marsella

Safeguarding data and trends will be reviewed annually at governance level.

4. Safer Recruitment

- Enhanced DBS checks (with barred list where required)
- Identity and right to work verification
- Two references
- Safeguarding-focused interviews
- Induction supervision

External hirers must provide safeguarding assurances and DBS confirmation where applicable.

5. Training

All staff and volunteers working with children, young people and adults at risk complete safeguarding training on induction and annually thereafter.

DSL and Deputy DSL complete advanced training every two years.

6. Code of Conduct

- Maintain professional boundaries
- Avoid unnecessary one-to-one situations
- Follow safe sport physical contact guidance
- No private digital messaging with children
- No sharing personal contact details

7. Recognising Abuse

Physical Abuse Definition: Deliberate physical harm or injury.

Emotional (Psychological) Abuse Definition: Persistent emotional mistreatment that affects wellbeing and self-worth.

Sexual Abuse Definition: Any sexual activity involving a child or adult at risk without consent or understanding.

Neglect Definition: Failure to provide appropriate care, supervision, or basic needs.

Financial Abuse Definition: Misuse or theft of someone's money or assets.

Exploitation Definition: Taking unfair advantage of someone for personal gain.

Online (Digital) Abuse Definition: Abuse carried out through digital platforms or technology.

Discriminatory Abuse Definition: Abuse motivated by prejudice related to protected characteristics (e.g., race, disability, gender, religion).

8. Reporting Concerns

Immediate danger: Call 999.

All concerns must be reported immediately to the DSL or Deputy DSL.

The DSL will assess and refer to Children's Services, Adult Safeguarding, or Police as required.

All concerns must be recorded securely.

9. Allegations Against Staff (LADO)

Where a staff member is alleged to have harmed a child, committed a criminal offence, or behaved in a way indicating risk:

- DSL must contact LADO within one working day
- Risk assessment will determine interim measures
- Confidentiality will be maintained
- HR advice sought where appropriate

10. Low-Level Concerns

All low-level concerns (boundary issues or conduct not meeting LADO threshold) must be recorded and reviewed periodically to identify patterns and ensure early intervention.

11. Adults at Risk – Care Act Principles

LSC follows the principles of Empowerment, Prevention, Proportionality, Protection, Partnership and Accountability.

12. Information Sharing & Records

Information shared in line with Working Together 2023 and Data Protection Act 2018.

Records stored securely and separately from personnel files.

13. Whistleblowing

Staff and volunteers raising safeguarding concerns in good faith will be protected from retaliation.

14. Monitoring & Review

Policy reviewed annually or sooner if legislation changes.

Safeguarding incidents monitored to improve practice.

Document Control

Policy Owner	Craig Capel
Designated Safeguarding Lead (DSL)	Craig Capel
Deputy DSL	Jade Marsella
Chair of Trust	Philip Cheek



Signed

Date Approved	September 2025
Review Frequency	Annually
Next Review Date	Sept 2026 or nearest trustee meet thereafter

Key Contacts

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Adult Safeguarding: www.bristol.gov.uk