POLICY

Kingswood Sports CIO Safeguarding Vulnerable Beneficiaries Policy

Policy Number	KS-SVB-01
Effective Date	September 2026
Review Date	September 2027
Approved by	Board of Trustees
Version	1.0

1. Purpose

This policy outlines the principles and procedures for safeguarding vulnerable beneficiaries and ensuring their well-being. Its purpose is to ensure that Kingswood Sports CIO provides a safe environment for vulnerable beneficiaries, protecting them from harm, abuse, and neglect.

2. Scope

This policy applies to all trustees, employees, volunteers, beneficiaries, and any other stakeholders involved with Kingswood Sports CIO.

3. Definitions

Vulnerable Beneficiary: An individual who, due to age, illness, disability, or other circumstances, is unable to take care of themselves or protect themselves from harm or exploitation.

Safeguarding: Measures taken to protect the health, well-being, and human rights of individuals, ensuring they live free from harm, abuse, and neglect.

Abuse: Any action that intentionally harms or injures another person. This includes physical, emotional, sexual, and financial abuse, as well as neglect.

4. Policy Statement

- Kingswood Sports CIO is committed to safeguarding the welfare of vulnerable beneficiaries.
- All trustees, employees, and volunteers have a duty to prevent harm and report any concerns about potential abuse or neglect.

- Safeguarding is everyone's responsibility, and appropriate measures will be taken to ensure the safety of all vulnerable beneficiaries involved in the Charity's activities.

5. Responsibilities

Board of Trustees:

- Ensure the implementation and review of this policy.
- Provide leadership and support for safeguarding initiatives.
- Ensure compliance with safeguarding legislation and best practices.

Safeguarding Officer:

- Oversee the implementation of the safeguarding policy.
- Conduct regular safeguarding training and awareness sessions.
- Serve as the main point of contact for safeguarding concerns and incidents.
- Maintain records of safeguarding concerns and actions taken.

Employees and Volunteers:

- Follow safeguarding policies and procedures.
- Attend safeguarding training as required.
- Report any safeguarding concerns to the Safeguarding Officer immediately.

6. Safeguarding Procedures

Recruitment and Selection:

- Implement rigorous recruitment and selection processes, including DBS checks for all employees and volunteers working with vulnerable beneficiaries.
- Ensure that job descriptions and advertisements reflect the Charity's commitment to safeguarding.

Training and Awareness:

- Provide induction training on safeguarding for all new employees and volunteers.
- Offer regular safeguarding training and refresher courses.
- Raise awareness about safeguarding policies and procedures through regular communications and meetings.

Risk Assessment:

- Conduct regular risk assessments of all activities and environments involving vulnerable beneficiaries.
- Implement measures to mitigate identified risks and ensure safety.

Reporting Concerns:

- Any concerns about the safety or welfare of a vulnerable beneficiary should be reported immediately to the Safeguarding Officer.
- Without the Safeguarding Officer, concerns should be reported to a senior manager or trustee.

Responding to Concerns:

- The Safeguarding Officer will investigate all reported concerns promptly and thoroughly.
- Actions may include contacting external agencies (e.g., social services, police) as necessary.
- Maintain confidentiality and only share information on a need-to-know basis.

Record Keeping:

- Keep detailed records of all safeguarding concerns, actions taken, and outcomes.
- Ensure records are stored securely and per data protection regulations.

Monitoring and Review:

- Regularly review safeguarding practices and procedures to ensure effectiveness and compliance.
- Gather feedback from staff, volunteers, and beneficiaries to inform improvements.

7. Types of Abuse

- **Physical Abuse:** Inflicting physical harm or injury.
- **Emotional Abuse:** Causing emotional distress or harm.
- **Sexual Abuse:** Engaging in sexual activities without consent.
- **Neglect:** Failing to provide necessary care or support.
- **Financial Abuse:** Illegally or improperly using someone's money or assets.

8. Confidentiality and Information Sharing

- All safeguarding concerns and records will be handled with the utmost confidentiality.
- Information will be shared only with relevant individuals and agencies on a need-to-know basis to protect the welfare of the vulnerable beneficiary.

9. Monitoring and Review

- The Safeguarding Officer will monitor the implementation of this policy and report to the Board of Trustees.
- This policy will be reviewed annually to ensure its effectiveness and relevance.
- Feedback from trustees, employees, volunteers, and beneficiaries will be considered in the review process.

10. Contact Information

For any queries or assistance regarding this policy, please contact:

Safeguarding Officer Kingswood Sports CIO:
Paul Richardson
Paul.Richardson@kingswoodsports.co.uk

Safeguarding Officer Kingswood United FC:
Alex Seddon
Welfare@Kingswoodunited.co.uk

Chair of the Board of Trustees:
Mike Corlyon
mike.corlyon@kingswoodsports.co.uk

Approved by:
Mike Corlyon
Chair of the Board of Trustees
Kingswood Sports CIO

This policy ensures that Kingswood Sports CIO provides a safe environment for all vulnerable beneficiaries involved in its activities, complying with legal requirements and promoting best practices in safeguarding management.