POLICY

# Kingswood Sports CIO Safeguarding Policy and Procedures

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

## 1. Purpose

This policy ensures that Kingswood Sports CIO provides a safe environment for all children, young people, and vulnerable adults involved in its activities. It outlines the principles and procedures for safeguarding to protect these individuals 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

**Safeguarding:** Protecting children, young people, and vulnerable adults from harm, abuse, and neglect.

**Child:** Anyone under the age of 18.

**Vulnerable Adult:** Any person aged 18 or over who is unable to take care of themselves or protect themselves from harm or exploitation due to age, illness, mental or physical disability, or other factors.

**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 children, young people, and vulnerable adults.

- 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 individuals 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 children and vulnerable adults.
- 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 children and vulnerable adults.
- Implement measures to mitigate identified risks and ensure safety.

**Reporting Concerns:**

- Any concerns about the safety or welfare of a child or vulnerable adult 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 by 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 child's or vulnerable adult's welfare.

## 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 children, young people, and vulnerable adults involved in its activities, complying with legal requirements and promoting best practices in safeguarding management.