



**Best Practice:**

# SAFEGUARDING POLICY GUIDE

**Active Essex Sport Welfare Leads**

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# INTRODUCTION

Safeguarding is a fundamental responsibility of any organisation working with children, young people & adults. A well-written safeguarding policy helps protect those at risk and provides clear guidance for staff, volunteers, parents/carers and participants on how to recognise, respond to & report concerns.

This best practice guide is designed to support organisations in developing a robust, clear & practical safeguarding policy.

Whether you are creating a policy for the first time or reviewing an existing one, this guide will help ensure your safeguarding practices are proactive, consistent & in line with current standards.

**This guidance has been created following best practice as outlined by the following organisations:**

## **Child Protection in Sport Unit (CPSU)**

Part of the NSPCC, the CPSU help sports organisations to create safe & inclusive environments, so that children can enjoy & thrive in sport & physical activity.

## **Ann Craft Trust (ACT)**

A leading UK authority on safeguarding adults.

# SAFEGUARDING POLICY ESSENTIALS

Due to differences in legislation & the types of harm affecting children & young people, and adults, best practice is to have two separate safeguarding policies:

- A Children & Young People Safeguarding Policy for work with individuals under 18
- An Adult Safeguarding Policy for work involving individuals aged 18 and over

## Why do we have different policies and procedures for safeguarding adults and children?



When writing your safeguarding policy, be sure to include the following core elements to meet best practice standards.

Core elements 1, 5 & 6 are the same for both children & adults safeguarding policies

For Core elements 2, 3 & 4 ensure you are using the correct legislation & types of harm relevant to children for a children & young people policy, and the legislation & types of harm relevant to adults for an adult safeguarding policy.



# CORE ELEMENT 1

## DESIGNATED SAFEGUARDING LEAD

Your organisation needs an identified lead safeguarding officer who is responsible for managing safeguarding within your setting. They will be the primary contact for managing & reporting concerns & ensuring procedures are followed within the organisation.

### Purpose of this core element:

It is essential to have your designated safeguarding lead details on your policy. This allows the reader to know who to contact and how to contact them. These details should include name, telephone number and email address. If you have a deputy safeguarding lead, you should include their details as well.





# CORE ELEMENT 2

## TYPES OF HARM

Your safeguarding policy should contain a list of types of harm children or adults may be at risk from. This list should also contain indicators and signs of harm.

### Purpose of this core element:

This helps the reader to be able to identify different types of harm & ensures everyone clearly understands what behaviours or situations to look out for, enabling early identification & response. We should never assume everyone knows what to look out for when recognising harm.

NSPCC - TYPES OF CHILD HARM

ACT - TYPES OF ADULT HARM



# CORE ELEMENT 3

## LEGISLATION

There is different legislation and laws relating to children and adults. These legal requirements help organisations with understanding their responsibilities.

### Purpose of this core element:

It is important to understand the laws and legislation that sit behind the safeguarding decisions we make, and vital to keep up to date with any changes in legislation.

#### CHILDRENS LEGISLATION

#### ADULT LEGISLATION



# CORE ELEMENT 4

## REPORTING A CONCERN

It is vital to clearly outline a reporting process of how to respond to:

- A child or adult who says either they or another child or adult is being abused.
- Allegations against a member of staff or volunteer or another young person.
- Concerns about a child or adult's welfare arising from outside the organisation or where there is no specific disclosure or allegation.

### Purpose of this core element:

It is essential your staff and volunteers know what to do when a concern is identified. A useful way to navigate the process is to have a reporting flowchart.

**CHILD SAFEGUARDING FLOW CHART**

**ADULT SAFEGUARDING FLOW CHART**





# CORE ELEMENT 5

## KEY CONTACTS

Within your reporting flowchart, it is advisable to have key contacts for your local statutory agencies such as social care and the police. Your DSL and Deputy DSL contact details should be included along with your national governing body, if your organisation is affiliated to one.

### Purpose of this core element:

Including this core element in your safeguarding policy equips you with the necessary details to respond in a timely manner.

[LINK TO KEY CONTACTS FOR ESSEX,  
SOUTHEND AND THURROCK](#)





# CORE ELEMENT 6

## REVIEW

It is best practice to review your policy a year after development, and then every three years or in the following circumstances:

- Changes in legislation and/or government guidance.
- As required by the local safeguarding partnership, UK Sport or Sport England.
- As a result of other significant change or events such as a safeguarding concern or change in safeguarding lead.

### Purpose of this core element:

Regular reviews ensure your policy reflects current legislation and best practice, all contact details are up to date and the policy is fit for purpose - which means it is a relevant working guide that all staff and volunteers are able to use to navigate a safeguarding incident.



# TEMPLATES AND FURTHER INFORMATION



[SAFEGUARDING ADULTS POLICY TEMPLATE](#)



[HOW TO MAKE SURE EVERYONE KNOWS ABOUT YOUR POLICIES](#)



[SAFEGUARDING ADULTS DEFINITIONS - WHY WE USE ADULT AT RISK INSTEAD OF VULNERABLE ADULT](#)



[SAFEGUARDING CHILDREN & YOUNG PEOPLE POLICY STATEMENT TEMPLATE](#)



[DESIGNATED SAFEGUARDING LEAD JOB DESCRIPTION TEMPLATE](#)



[EXAMPLE OF SAFEGUARDING POLICY FOR CHILDREN & YOUNG PEOPLE FROM EMD NATIONAL GOVERNING BODY](#)



[ACTIVE ESSEX SAFEGUARDING HUB](#)



# KEY POINTS

Ensure your policy is easily accessible to all - have it on your website and noticeboards.

Provide staff with a copy as part of their induction process

The policy should be clear and practical, enabling any reader to confidently understand what to do and who to contact in a safeguarding situation

## Important Reminder:

While templates are available for reference, it's essential to develop a policy that serves as a guiding document tailored to your organisation.

- All staff members must be familiar with the policy
- They should have a thorough understanding of its contents.

This is your policy, and it should embody your organisation's values and priorities.

# CHECKLIST

If you are submitting your policy as part of a funding application, please complete the checklist below to confirm all the core elements have been included:

CORE ELEMENT	PAGE NUMBER
NAMED DESIGNATED SAFEGUARDING LEAD & CONTACT DETAILS	
TYPES OF HARM	
LEGISLATION	
REPORTING A CONCERN	
KEY CONTACTS	
REVIEW	





# DISCLAIMER

This document provides general guidance & best practice advice regarding safeguarding policies.

It is intended for information purposes only, and does not constitute legal advice.

While every effort has been made to ensure the information is accurate & up to date, at the time of publication, no guarantee is given to its completeness or reliability.

It remains the sole responsibility of the organisation to ensure full compliance with all applicable laws, regulations & statutory safeguarding duties. The organisation must exercise its own judgment & take full responsibility for the development, implementation & enforcement of its safeguarding policies & procedures.

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