
Sports, Wellness & Recreation CIC (SWR.CIC)

Safeguarding Policy: Children, Young People and Vulnerable Adults

1. Policy Statement

Sports, Wellness & Recreation CIC (SWR.CIC) is fully committed to safeguarding and promoting the welfare of children (under 18) and vulnerable adults who participate in our activities.

We recognise our duty of care to ensure that all participants are protected from harm, abuse, neglect, bullying, and exploitation. Everyone has the right to take part in sport and community activities in a safe, inclusive, and supportive environment.

SWR.CIC operates a zero-tolerance approach to abuse and will take all concerns seriously.

2. Scope

This policy applies to:

- All children and young people under the age of 18
 - Vulnerable adults participating in SWR.CIC activities
 - All directors, staff, coaches, volunteers, and contractors
 - All sessions, events, and activities organised by SWR.CIC
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3. Designated Safeguarding Lead (DSL)

Name: Rheanna Grant

Role: Safeguarding and Welfare Lead Officer

Email: swrcic@gmail.com

Phone: 07458 335870

The Designated Safeguarding Lead is responsible for:

- Leading safeguarding practice within SWR.CIC
- Acting as the first point of contact for concerns
- Making referrals to local safeguarding agencies where required
- Maintaining secure safeguarding records
- Ensuring policies are implemented and reviewed
- Supporting staff and volunteers

In the absence of the DSL, concerns should be reported to a director.

4. Safer Recruitment and DBS Checks

SWR.CIC is committed to safer recruitment practices. Where roles involve regular contact with children or vulnerable adults:

- Appropriate **Disclosure and Barring Service (DBS) checks** will be obtained
 - References may be requested
 - Staff and volunteers will be required to follow the Code of Conduct
 - Individuals barred from working with vulnerable groups will not be engaged
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5. Recognising Abuse

Abuse may include, but is not limited to:

- **Physical abuse** — hitting, shaking, inappropriate restraint
 - **Emotional abuse** — intimidation, humiliation, bullying
 - **Sexual abuse** — inappropriate contact, grooming, exploitation
 - **Neglect** — failure to meet basic physical or emotional needs
 - **Financial abuse** (for vulnerable adults)
 - **Discriminatory abuse**
 - **Online abuse or exploitation**
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All staff and volunteers must remain vigilant to signs of harm.

6. Responding to Safeguarding Concerns

If a concern arises:

1. **Ensure immediate safety** of the individual
2. **Listen calmly and do not promise confidentiality**
3. **Report immediately** to the Designated Safeguarding Lead
4. **Record factual details** as soon as possible
5. **Do not investigate yourself**
6. **Refer to statutory services** if required

If a child or vulnerable adult is in immediate danger, contact:

 **Emergency Services — 999**

7. Confidentiality and Information Sharing

Information will be shared on a need-to-know basis only, in line with safeguarding legislation. Confidentiality will be respected, but the safety of the individual will always take priority.

8. Local Safeguarding Contacts

(Your existing borough contacts are excellent — keep them exactly as they are.)

For example:

Merton Children and Families Hub:

020 8545 4226 / 4227

Emergency Duty Team (Out of Hours):

020 8770 5000

9. Code of Conduct for Staff and Volunteers

All staff and volunteers must:

- Treat all participants with respect and dignity
 - Maintain appropriate professional boundaries
 - Avoid situations where they are alone with a child where possible
 - Not engage in inappropriate physical contact
 - Not communicate with children via personal social media accounts
 - Report concerns immediately
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10. Training and Awareness

SWR.CIC will ensure that staff and volunteers:

- Receive safeguarding awareness information
 - Understand this policy and procedures
 - Know how to report concerns
 - Are supported in maintaining safe practice
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11. Safeguarding Implementation and Supporting Documents

To ensure safeguarding responsibilities are fully implemented, Sports, Wellness & Recreation CIC (SWR.CIC) maintains a comprehensive safeguarding framework. The following documents and procedures support this policy and are available upon request:

A. Safeguarding Statement (One-Page Summary)

SWR.CIC provides a clear safeguarding statement summarising our commitment to protecting children, young people, and vulnerable adults.

This statement:

- Confirms our duty of care
 - Identifies the Designated Safeguarding Lead
 - Explains how concerns can be reported
 - Is displayed at sessions and events where appropriate
 - Is shared with participants, parents/carers, staff, and volunteers
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B. Code of Conduct for Coaches, Staff, and Volunteers

All personnel working on behalf of SWR.CIC must adhere to a Code of Conduct that outlines expected professional behaviour when working with children and vulnerable adults.

Key requirements include:

- Treat all participants with respect, fairness, and dignity
- Maintain appropriate professional boundaries
- Avoid situations where staff are alone with a child where possible
- Use appropriate physical contact only when necessary and consented
- Do not engage in bullying, discrimination, or abusive behaviour
- Do not communicate with children via personal social media accounts
- Do not exchange personal contact details without parental consent
- Report any safeguarding concerns immediately
- Follow all SWR.CIC policies and procedures

Failure to comply may result in removal from duties and referral to relevant authorities if necessary.

C. Participant Consent and Emergency Information

SWR.CIC collects appropriate consent and emergency contact information for participants, particularly children and vulnerable adults.

Forms include:

- Parent/carer consent for participation (under 18s)
- Emergency contact details
- Relevant medical information
- Consent for photography or media use (where applicable)
- Consent for emergency treatment if required

All personal information is handled in accordance with data protection legislation and used only for safeguarding and welfare purposes.

D. Safeguarding Records and Reporting Procedures

SWR.CIC maintains secure records of:

- Safeguarding concerns and incidents
- Actions taken and referrals made
- Attendance registers for activities
- Accident and incident reports

Records are stored confidentially and retained in line with safeguarding guidance.

E. Additional Safeguarding Measures

Where appropriate, SWR.CIC will also implement:

- Appropriate supervision ratios for activities
- Risk assessments for sessions and events
- Safe recruitment procedures
- Safeguarding training for staff and volunteers
- Clear reporting pathways for concerns
- Partnership working with local safeguarding agencies

12. Policy Review

This policy will be reviewed annually or sooner if legislation or guidance changes.

Next review date: 8th April 2027

Approved by the Board of Directors on: 8 April 2026

Signed:

Khalid Walker — Director

Rheanna Grant — Director / Safeguarding Lead

