



Athletic Academy

Creating Opportunity Through Basketball

Safeguarding Policy

CIC Number: 16855982

REVIEWED: 23rd February 2026

NEXT REVIEW: February 2027



Safeguarding Mission Statement

Athletic Academy CIC are committed to creating and maintaining the safest possible

We do this by:

- Recognising that any child / young person under the age of 18 years / vulnerable adult is entitled to the protection afforded by the contents of this document.
- Acknowledging that the welfare of the child / young person / vulnerable adult is paramount.
- Recognising that all children / young people / vulnerable adults, whatever their age, culture, disability, gender, racial origin, sexual orientation, language, or religious belief, have the right to protection from physical, mental, sexual or emotional abuse.
- Ensuring that our volunteers and staff are carefully selected and that they accept responsibility for helping to prevent the abuse of children / young people / vulnerable adults in their care.
- Ensuring all volunteers and staff with access to the children / young people / vulnerable adults in our care have had a clear DBS check plus, if possible, we have been able to obtain independent References as to their suitability.
- Responding swiftly and appropriately to all suspicions or allegations of abuse and providing parents and children / young people / vulnerable adults with the opportunity to voice any concerns they may have. Any suspicions or allegations of abuse will not be ignored.
- Appointing a Club Welfare Officer who will take specific responsibility for child protection matters and who will act as the main point of contact for children / young people, parents and outside agencies.
- Ensuring access to confidential information is restricted to the Club welfare Officer or the appropriate external authorities.
- Reviewing annually the effectiveness of our Child Protection Policy and this document.



**Our Club Welfare Officer is:
Natalie Baker**

Contact details: admin@athleticacademy.org.uk

Legislation

There is a considerable body of legislation designed to ensure that children and young people are protected and it is important to understand that everyone is responsible for the safety of children and young people.

The main acts include:

- The Safeguarding Vulnerable Groups Act 2006
- The Children Act 1989 and 2004
- The Protection of Children Act 1999
- Working Together to Safeguard Children 2018 (updated July 2018)
- Every Child Matters 2004
- No Secrets – Guidance on developing and implementing multi-agency policies and procedures to protect vulnerable adults from abuse 2000
- The Human Rights Act 1998
- UN Convention for the Rights of a Child (1989)

The welfare of the child is paramount and all reasonable steps must be taken to prevent them from harm.



Guidelines for Safeguarding Children's Welfare

Please read the following guidelines carefully – they will help you to understand child abuse.

Forms of child abuse

What to look for

Sexual abuse

Both boys and girls can be sexually abused in the following ways:

- full sexual intercourse, masturbation, oral sex and fondling
- showing children pornographic books and videos
- asking children to take part in making videos or taking pornographic photographs.
- virtual – this could be by email, websites, chat room, social media or similar

- pain, itching, bruising or bleeding in the genital area
- stomach pains
- discomfort when walking
- unexplained sources of money
- inappropriate drawings, language or behaviour
- aggressive, withdrawn behaviour or fear of one person.

Physical abuse

Physical abuse can be in the form of injuries sustained through hitting, shaking, squeezing, biting, or burning.

In certain situations, abuse may occur when the nature and intensity of training exceeds that capacity of the child's body.

- unexplained or untreated injuries
- injuries on unlikely parts of the body
- cigarette burns, bite or belt marks, scalds
- flinching when touched
- refusal to discuss injury
- covering arms and legs.

Neglect

Physical abuse can be in the form of injuries sustained through hitting, shaking, squeezing, biting, or burning.

- fail to meet a child's basic physical needs e.g. for food, warmth and clothing
- constantly leaves children alone or unsupervised
- fails or refuses to give children love, affection or attention.

Neglect might also occur during organised activities if young people are placed in an unsafe environment, are exposed to extreme weather conditions, or where they are at risk of being injured.

- poor personal hygiene
- constantly hungry
- inappropriate clothing or dress
- constantly tired
- lonely, no friends
- underweight
- no parental support or interest
- dishevelled appearance.

Emotional abuse

This form of abuse includes:

- Persistent lack of love or affection

Emotional abuse may include situations where parents, coaches or organisations subject children to constant criticism, bullying or unrealistic pressure to perform to high expectations.

- over-reaction to mistakes
- sudden speech disorders
- extremes of emotions
- self-mutilation.



What to do if the child or young person tells about abuse

- Most importantly, you should listen attentively and let him/her know it was right to tell someone about their worries.
- Stay calm and make sure that the child feels safe and knows that he/she is not to blame for what has happened.
- Explain that you will have to tell someone else about the abuse if it is to stop.
- Try to establish the basic facts but leave detailed questioning to the professionals.
- Make a note of what the child said and the date and time of your conversation.
- Don't act without seeking help from the Child Protection Officer, or from Social Services or the Police, who must be informed about all suspected cases of child abuse.
- Seek advice before telling parents or carers about the conversation or let any person suspected of abuse know what's happened - you could be putting the child in greater jeopardy by doing so.
- Don't worry that you may be making things worse by reporting your concerns - few things are worse than allowing child abuse to continue. Many children are devastated by the experience of abuse and, in the most severe cases, may be seriously harmed. UN Convention for the Rights of a Child (1989)

Refer to Basketball England Safeguarding policy for further guidance.

<https://basketballengland.co.uk/resources/document-finder/safeguarding-children-policy>



Responding to signs of abuse

It is not the responsibility of everyone working with children to decide if child abuse is taking place. It is, however, their responsibility to act on any concerns and to safeguard children in order to allow the appropriate agencies to take any necessary action.

Social Services and the Police have a legal responsibility to safeguard the welfare of a child and have a duty to investigate any potential case of child abuse.

When concerns about the safety of a child arise the following action should be taken:

- If a volunteer has concerns that a child is being abused they must report their concerns to the Club Welfare Officer.
- The Club Welfare Officer will decide whether to involve Social Services. If the signs are insufficient to warrant reporting the incident a note should be made in an incident book held by the person in charge; recording date, times, nature of injury or behaviour and child's explanation of what had happened. The notes should be based on fact only and should not refer to child abuse.
- It is the responsibility of the Club Welfare Officer to inform Social Services. In their absence, the volunteer who was first concerned should contact Social Services. If the Club Welfare Officer decides not report the incident but the volunteer continues to be seriously concerned they may decide to contact Social Services in their own right.

Out of office hours it may be difficult to contact Social Services, in these circumstances where it is necessary to avoid delay contact the Police.

Parents are the most important people in a child's life and should be involved in decisions relating to their child. Where Social Services are to be involved, decide with them how parents or carers are to be informed.

If a volunteer or staff member of Athletic Academy CIC is accused or suspected of initiating any form of abuse then steps will be taken to withdraw/suspend that person from all activities of the Club until an investigation can and has taken place.

All concerns regarding child abuse should be treated as a priority and acted upon immediately.



Recording information

The Club welfare Officer should maintain a confidential record book in which staff or volunteers can log details of any incidents and circumstances that have caused them concern. It is important that all concerns should be recorded whether Social Services are to be involved or not.

The following information should be recorded:

- Name and address of child
- Age and date of birth
- Name and address of adults involved if known
- Date and time of alleged incident
- Nature of injury or behaviour
- If the child arrived with an injury, child's explanation of what happened in their own words
- Adult's explanation of what happened
- Date and time of the record
- Any questions that were asked
- Signature of person recording the incident

Useful Contacts

- NSPCC 0808 800 5000
- NSPCC for 18s or under: 0800 1111 (Child-line number)
- Multi-Agency Safeguarding Hub (MASH) 0300 500 8090/0300 456 4546 (out of hours)
- Nottinghamshire Services: 0115 977 4247



Volunteer and Staff Support Sheet

The child safety code for staff and volunteers

Do:

- Treat all young people with respect and take notice of their reactions to your tone of voice and manner.
- Always seek the parents and child's consent if he/she is very young or disabled and needs help to go to the toilet.
- Remember there may be times when it is appropriate, beneficial or necessary for an adult to make physical contact with a child to aid with their safety or development in a way which is not intrusive or disturbing or threatening.
- For guidance on appropriate physical contact please refer to Physical contact and young people in sport - NSPCC (<https://thecpsu.org.uk/resource-library/best-practice/physical-contact-and-young-people-in-sport/>) and Child Protection in Sport Unit (<https://thecpsu.org.uk/>)
- Make sure that any allegations or suspicions are recorded and acted upon.

Do not:

- Engage in rough physical games including horseplay.
- Touch a child in an intrusive or sexual manner.
- Make sexually suggestive comments to a child, even as a joke.
- Do things of a personal nature that a child can do for themselves, such as a going to the toilet or changing clothes.

Try to avoid:

- Spending too much time alone with the child.
- Giving a child a lift in your car.
- Taking a child to your home.

If some of these situations are unavoidable, try to get parental permission first. If this isn't possible make sure you let the parents know what happened as soon as you can.

Remember : The welfare of the child is paramount and all reasonable steps must be taken to prevent them from harm.