



Safeguarding Policy

Date of approval: 23/10/2025

Next review date: 23/10/2026

1. Purpose and scope

- 1.1 Balance & Beam is committed to creating and maintaining a safe welcoming and positive environment for all children, young people and vulnerable adults participating in our gymnastic activities.
- 1.2 This policy applies to all our staff, coaches, volunteers, sessional workers, committee members, external contractors children and young people, and vulnerable adults.
- 1.3 We recognise our duty of care to safeguard all participants from harm including physical, sexual, emotional abuse, neglect or mistreatment and to promote their welfare.

2. Legislative & Guiding Framework

This policy is underpinned by key UK legislation and statutory guidance including:

- 2.1 Children Act 1989 - which places duties on local authorities and others to safeguard and promote the welfare of children
<https://www.legislation.gov.uk/ukpga/1989/41/contents>
- 2.2 Children Act 2004 - which sets out arrangements for safeguarding children in partnerships and cooperation
<https://www.legislation.gov.uk/ukpga/2004/31/contents>
- 2.3 Safeguarding vulnerable groups Act 2006 - relating to vetting and barring of individuals working with children and vulnerable adults.
<https://www.legislation.gov.uk/ukpga/2006/47/contents>
- 2.4 Education and training (Welfare of Children) Act 2021 - extends safeguarding duties to providers of post 16 education/training
<https://www.legislation.gov.uk/ukpga/2021/16>
- 2.5 Guidance for out of school settings including sports clubs: out of school settings : safeguarding guidance for providers (DfE) - explicitly covers sports training environments
<https://www.gov.uk/government/publications/keeping-children-safe-in-out-of-school-settings-code-of-practice>

2.6 Prevent Duty 2015 – counter terrorism and security act

<https://www.gov.uk/government/publications/prevent-duty-guidance>

2.7 Working together to safeguard children 2023 -Multi agencies working together to help protect and promote the welfare of children

https://assets.publishing.service.gov.uk/media/6849a7b67cba25f610c7db3f/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf

2.8 Data protection Act (2018) & UK GDPR – how to handle, collect and store personal data

<https://www.legislation.gov.uk/ukpga/2018/12/contents>

3. Principles of Balance & Beam

3.1 At Balance & Beam the welfare of the child/ young person/ vulnerable adult is paramount

3.2 At Balance & Beam we believe that all participants regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have the right to protection from abuse

3.3 At Balance & Beam we recognise that working in partnership with children, young people, parents/ carers and other agencies is essential

3.4 At Balance & Beam we will endeavour to create an environment in which participants feel secure, respected and listened to, and where they know they can talk to an adult if they are worried

3.5 At Balance & Beam all staff and volunteers, including those from partner organisations, acknowledge and accept their responsibility to safeguard and promote the welfare of children and vulnerable adults

4. Roles and Responsibilities

4.1 Designated Safeguarding Lead

Name : Yvonne Shuttleworth

Title : CEO

Phone: 01782 214452

Email: Yvonne@balanceandbeam.co.uk

Deputy Safeguarding Lead

Name: Charlotte Cartwright

Title: Programme Director

Phone: 01782 214452

Email: Charlotte@balanceandbeam.co.uk

The DSL has overall responsibility for safeguarding matters within the club, including

- Being the first point of contact for any safeguarding concern
- ensuring appropriate referrals are made to the local authority, children services or adult safeguarding as required
- Maintaining a record of concerns and actions taken
- ensuring staff/ volunteers receive appropriate safeguarding training and updates
- liaising with external agencies and the local authority designated officer (LADO) for allegations against staff/adults

4.2 All staff /Coaches /Volunteers

- Must follow the safeguarding procedures in this policy and Balance & Beam s code of conduct
- Must attend safeguarding training at an appropriate level and update their knowledge regularly
- should be alert to signs of abuse or poor practise and report any concerns to the DSL without delay
- must ensure that their behaviour with children young people and vulnerable adults is appropriate and safe

5. Safe Recruiting & Vetting

- All coaches, staff and volunteers who work regularly or unsupervised with children or vulnerable adults will undergo appropriate checks using our DBS (disclosure and barring service) procedure
- Volunteers or helpers who are not regularly involved may be supervised appropriately and follow Balance & Beam 's policies and procedures
- Balance & Beam aligned with good practise for safe recruitment in sports settings
- we will maintain appropriate records of checks, training and induction

6. Training & Support

- All staff/ coaches/ volunteers will receive induction training in safeguarding and sign to say they have read and understood this policy
- Regular refresher/ update training will be arranged at least every three years or when legislation/ guidance changes. Yearly staff training will be provided to ensure we are up to date with legislation / guidance changes
- The DSL and senior staff will ensure they are up to date with local safeguarding procedures and good practice in sport

7. Recognising & Responding to concerns

Staff must be alert to the following signs of abuse

- Signs of abuse:
 - Neglect
 - Emotional
 - Sexual
 - Physical
 - Exploitation
- When there is a concern about a child, young person or vulnerable adult, it should be reported to the DSL immediately, and recorded
- In cases of immediate danger or life threatening situations, call 999
- To gain advice you can contact the integrated front door via C.H.A.D 01782 235100 (Mon-Thu 8:30am – 4:30pm)
- L.A.D.O – Local authority designated officer 01782 235100
- Emergency Duty Team – 01782 234234
- Stoke on Trent Safeguarding Children Partnership – sscoinformation@stoke.gov.uk
- The concern should be documented: what was seen/ heard, when, who was involved, actions taken and by whom
- The DSL will decide on next steps and liaise with local safeguarding agencies
- Balance & Beam will cooperate fully with investigations by statutory authorities

8. Safeguarding & Child Protection Procedures

- At Balance & Beam we will follow a clear procedure for managing allegations against staff/ coaches/ volunteers- including informing the local authority designated officer (LADO)
- We will ensure confidentiality is maintained appropriately and information is shared only on a need- to- know basis
- All records of safeguarding concerns, actions, outcomes and communications will be held securely and separately from other club records
- Balance & Beam will monitor incidents and update practice and policy accordingly

9. Safe Environment & Good Practice

- Balance & Beam commits to providing a safe physical environment (including appropriate equipment/ supervision/ and risk assessments)
- Balance & Beam will promote positive behaviour among participants and challenge bullying, discrimination, and harassment

- Balance & Beam ensure inclusion: recognise the specific needs of children, young people or vulnerable adults with disabilities, learning difficulties, medical conditions or from minority backgrounds. Where learning and disabilities require 1 to 1 ratios we will ask for the support from a parent/carer.
- At Balance & Beam we will ensure proper consent is obtained for photography/ filming, and that images are stored/ used in line with data protection best practice

10. Monitoring, Review & Implementation

- Balance & Beam 's senior team will monitor the implementation of this policy regularly
- This policy will be reviewed annually or earlier if legislation guidance or local procedures change or if a significant safeguarding incident occurs
- This policy will be made publicly available on our website and all staff, volunteers, parents/ carers will be made aware of it
- We will ensure that children, young people and their parents/ carriers have access to clear information about how to raise concerns and how Balance & Beam responds

11.Safeguarding Qualifications

- Yvonne Shuttleworth – Level 1 – Nov 2022
- Charlotte Cartwright – Level 1 – Jan 2025
- Jessica Leigh – Level 1 – Mar 2025
- Lauren Gorton – Level 1 – Mar 2025
- Harriett Colley – Level 1 – July 2025
- Macy Whalley – Level 1 – Nov 2025
- Libbie Gorton – Level 1 – Nov 2025

Name:

Print:

Sign:

Date: