UK Youth Safeguarding Policy & Procedures

Revised May 2026



Contents

Introduction	3
Policy Statement	4
Procedures	6
Scope	6
Responsibilities	6
Communication and Engagement	8
Accessible Safeguarding Information	8
Guidance	9
Low Level Concerns	14
Radicalisation & Extremism	15
Reporting Procedure	18
Principals for Safeguarding – UK Home Nations	19
Whistleblowing and Complaints Procedure	20
Further Information	21
UK Youth Supporting Policies and Procedures	21
Safeguarding Oversight, Partner Compliance and Assurance	22

Appendices

Appendix 1 - UK Youth aide memoire 'Safeguarding Code of Behaviour'	25
Appendix 2 - Types of Abuse	27
Appendix 3 Safeguarding Incident Form	30
Appendix 4 - Safeguarding Reporting Contacts List	33
Document Control Sheet	34

Addendum

1. Adult Safeguarding	35
2. Codes of Conduct, Equality and Safeguarding Practice in Sport	38
3. Adult Safeguarding Procedures	40

Introduction

UK Youth is committed to safeguarding and promoting the welfare of children, young people, adults at risk, adults and staff, in line with national legislation and relevant national and local guidance. We ensure that all our activities are planned and delivered in ways that protect everyone from harm and create safe, inclusive environments.

Safeguarding is a shared responsibility. Everyone working for, or on behalf of, UK Youth, including staff, trustees, volunteers, freelancers and consultants, have a duty to safeguard those they work with. This document sets out UK Youth's safeguarding policy and procedures and explains how we work to keep children, young people, adults at risk, adults and staff safe. For the purposes of this policy, a child is defined as anyone under the age of 18. An adult at risk is someone aged 18 or over who may need care and support and who is at increased risk of abuse or neglect because of factors such as disability, mental disorder, illness or other vulnerabilities.

This policy applies to all UK Youth activities, including sport, physical activity and outdoor learning, and to everyone working with or representing UK Youth, regardless of role, seniority or location.

UK Youth is committed to creating and maintaining a culture of zero tolerance to harm. This includes:

- recognising who may be at risk and understanding the circumstances that can increase vulnerability;
- understanding how abuse, exploitation and neglect may present; and
- acting promptly and appropriately to report safeguarding concerns.

Safeguarding responsibilities extend beyond UK Youth activities themselves. This policy recognises that harm can occur anywhere, including within families, communities, other organised activities, care settings and online environments. UK Youth is committed to recognising and responding to safeguarding concerns, regardless of where they arise.

We strive to uphold the rights of all children, young people, adults at risk, adults and staff to live free from abuse, exploitation and neglect. All adults who encounter these groups through their work have a legal duty of care to safeguard and promote their welfare and must be competent, confident and supported to do so.

Safeguarding and promoting welfare include both preventative measures and child protection action. Child protection refers to activities undertaken to protect specific children who are suffering, or are likely to suffer, significant harm. This includes harm that occurs both offline and online.

UK Youth Safeguarding Policy Statement

UK Youth is committed to safeguarding and promoting the welfare of children, young people, adults at risk, adults and staff. We are dedicated to creating an environment in which everyone can participate safely, inclusively and with confidence. Safeguarding is fundamental to everything we do and is embedded across our governance, policies, procedures, culture and day-to-day practice.

All staff and trustees engaged by UK Youth are subject to appropriate Disclosure and Barring Service (DBS) checks, provide two suitable references, and are required to understand, accept and act upon their safeguarding responsibilities to protect the safety and wellbeing of children, young people, adults at risk, adults and staff.

UK Youth believes that everyone has the right to live free from neglect, abuse or exploitation, including physical, sexual and emotional abuse, sexual harassment and discrimination. This commitment applies regardless of age, ability or disability, sex, race, religion or belief, ethnic origin, sexual orientation, marital status or gender identity. We are committed to ensuring equality of protection for all and to taking proactive steps to identify and reduce barriers that may prevent individuals from raising concerns or accessing support.

We are committed to creating and maintaining a safe, positive and inclusive environment, and to fostering an open and listening culture in which concerns are taken seriously, and individuals feel confident to speak up without fear of retribution. All safeguarding concerns will be responded to promptly, sensitively and appropriately, in line with this policy, relevant statutory guidance and local safeguarding procedures.

UK Youth recognises that safeguarding is everyone's responsibility. All those working for, with, or on behalf of the Charity, including staff, trustees, volunteers, freelancers and consultants, have a duty of care to safeguard children, young people, adults at risk, adults and staff, and must act if they have a concern about harm or risk of harm.

We recognise that health, wellbeing, ability, disability and the need for care and support can affect a person's resilience and capacity to protect themselves or seek help. We also recognise that some individuals may experience additional barriers to communication or disclosure, and that levels of risk and vulnerability can change over time. Our safeguarding approach is therefore person-centred, inclusive and proportionate, responding to individual needs and circumstances.

UK Youth operate within the legal and statutory frameworks for safeguarding children and adults, particularly those with care and support needs or who may be unable to protect themselves from harm. We act in accordance with relevant legislation, statutory guidance and local safeguarding partnership procedures.

All actions taken by UK Youth in response to safeguarding concerns will be guided by safeguarding principles, ensuring that responses are timely, proportionate and appropriate, and that the views, wishes and feelings of the individual concerned are listened to and respected wherever possible.

Safeguarding and promoting welfare include both preventative action and protective intervention. UK Youth is committed to continuous improvement in safeguarding practice through effective governance, safer recruitment, training, supervision, reporting, reflective learning, and the regular review of this policy and associated procedures.

UK Youth recognises that some children and young people may be at increased risk of abuse or harm due to additional vulnerabilities arising from personal circumstances, lived experience or the environments in which our activities, including sport, physical activity and outdoor learning, take place.

Factors that may increase vulnerability include, but are not limited to:

- disability or additional needs;
- communication barriers or difficulty expressing concerns;
- experiences of discrimination, exclusion or bullying;
- mental health or emotional wellbeing needs;
- dependency on adults for care, support or progression; and
- involvement in talented, performance or elite pathways where power imbalances or fear of deselection may exist.

The welfare of all individuals is paramount and will always take precedence over performance, reputation or organisational interests.

UK Youth is committed to ensuring that all staff, trustees, volunteers, freelancers and consultants receive safeguarding training appropriate to their role, level of responsibility and degree of contact with children and young people.

Safeguarding training and learning will:

- raise awareness of additional vulnerability and how it may affect risk, disclosure and resilience;
- address safeguarding risks specific to our activities including sport, physical activity and outdoor learning;
- support understanding of inclusion, equality and discrimination;
- be proportionate to role, responsibility and level of contact with participants; and
- be refreshed regularly to ensure knowledge remains current and effective.

UK Youth's wider Leadership Team are responsible for ensuring that individuals within their teams complete the required safeguarding training for their role and that safeguarding learning is embedded into everyday practice, supervision, decision-making and organisational culture.

Procedures

1. Scope

UK Youth is committed to providing a safe environment for everyone to work and engage with our Charity and its activities including sport, physical activity and outdoor learning. These procedures set out the arrangements in place to safeguard and promote the welfare of children, young people, adults at risk, adults and staff. The implementation of this policy and its procedures is mandatory across all areas of the Charity.

The document applies to:

- all employees, trustees, volunteers, freelancers and consultants;
- anyone acting on behalf of, or representing UK Youth; and
- all activities delivered by the Charity, whether delivered directly, indirectly, face-to-face, online or in partnership with other organisations.

This includes activities that take place:

- on UK Youth premises;
- in community, outdoor, residential or digital settings;
- during travel, events, trips and residential experiences; and
- through commissioned, funded or partnership-led programmes.

All individuals covered by this policy are required to follow the safeguarding procedures set out in this document and to act in a way that safeguards and promotes the welfare of children, young people, adults at risk, adults and staff.

Safeguarding responsibilities apply regardless of whether concerns arise within UK Youth activities or outside of them. Any safeguarding concern identified while working for, or on behalf of, the Charity must be reported and responded to in line with this document.

This document should be read in conjunction with other relevant Charity policies and procedures, including those relating to:

- Health and safety.
- Bullying and harassment
- Social Media
- Equality, diversity inclusion and belonging
- Code of Behaviour
- Discipline and grievance
- Complaints
- Whistleblowing
- Safe recruitment
- Data Protection

2. Responsibilities

2.1 Trustee Impact & Delivery Committee

The Trustee Impact & Delivery Committee Chair is responsible for ensuring measures are in place to protect those who come into contact with UK Youth from harm including children, young people, adults at risk, adults and staff. The Trustee Impact & Delivery Committee has delegated authority from the Trustee Board and all members must be trained on their legal responsibilities and compliance concerning safeguarding.

2.2 Chief Executive and Leadership Team

The Chief Executive is ultimately accountable for ensuring the full and effective implementation of the Charity's Safeguarding Policy and Procedures.

The Leadership Team implements and embeds the Safeguarding Policy and Procedures within their directorates and across the Charity.

2.3 Safeguarding Team

UK Youth have an identified Safeguarding Team;

- Designated Safeguarding Lead (DSL), UK Youth Director of Outdoor Learning, David Watts. Accountable to the Trustee Impact & Delivery Committee and the CEO on all safeguarding matters.
- Deputy Designated Safeguarding Lead, UK Youth Director of Network Delivery, Thora Eberts. Supports the DSL and fulfils DSL role in periods of absence.
- Safeguarding Facilitator, UK Youth Head of Operations through the Operations Officer: Supports the DSL and Deputy DSL in enacting their duties; acts as the administrative lead for the team; ensures training compliance across UK Youth.

The Safeguarding Team can be contacted by email safeguarding@ukyouth.org or directly via Teams.

The DSL is responsible for ensuring that:

- The CEO and the Trustee Chair of the Impact & Delivery Committee are informed, as soon as reasonably practicable, of any significant safeguarding incidents. Low-Level incidents will be reported through regular reporting cycles unless earlier escalation is required.
- Appropriate resources are available to support staff in meeting this safeguarding policy and procedures, and that these are embedded within day-to-day charity operations.
- Safeguarding considerations are consistently applied across all areas of the charity's work and integrated into the development of new initiatives.
- UK Youth's safeguarding approach remains current, with any necessary changes to operational policy authorised promptly following a safeguarding incident or near miss.
- Safeguarding is considered in all appointments, including trustees, volunteers, freelance staff, and consultants.
- Staff training is delivered regularly and in line with departmental needs.
- The organisation is appropriately represented at relevant external safeguarding meetings.

2.4 Line Managers

Responsible for ensuring:

- The Safeguarding Policy and procedures are fully implemented locally, and the procedures are complied with and communicated
- That staff, volunteers, and consultants can discuss safeguarding issues confidentially and receive guidance and support on action if situations arise
- The immediate referral of all safeguarding issues to the DSL or Deputy DSL.
- All reporting staff know their roles and responsibilities under this policy. This must form part of their induction and confirmation that they have the UK Youth aide memoire 'Safeguarding Code of Behaviour'.
- Staff, volunteers, and consultants in their teams undertake appropriate and required induction and training in safeguarding/child protection at the necessary level relevant to their role
- All new staff members and volunteers have the required disclosure certificate in place if engaging in regulated activity with young people, and they cooperate with the internal DBS procedures

2.5 All Trustees, Staff, Volunteers, Freelancers, Consultants

All Trustees, Staff, Volunteers, Freelancers, and Consultants are expected to adhere to the requirements of this policy and procedure and operate within the codes of behaviour outlined in the various policies that support the Charity's work.

Any behaviour by a Trustee, member of Staff, Volunteers, Freelancers, or Consultants that contravenes the terms of this policy and procedure may be considered for disciplinary action. This action may, in turn, lead to the dismissal of staff, the ending of contracts for apprentices, volunteers, freelancers, and consultants, and the removal of Trustees from the Trustee Board.

3. Communication and Engagement

UK Youth recognise the importance of communicating safeguarding information in ways that are accessible, relevant and appropriate to different stakeholder groups. Safeguarding communication and key messages will:

- be tailored, where appropriate, for different audiences including children, young people, adults at risk, adults and staff, coaches, leaders, officials, volunteers, young participants and parents/carers;
- use clear, accessible language and child friendly formats when intended for children and young people;
- make reporting routes clear and visible, including how to raise concerns and who to contact;
- reinforce expectations around behaviour, boundaries and speaking up.

Safeguarding information will be shared through appropriate channels, which may include briefings, induction materials, codes of behaviour, digital platforms and event information.

UK Youth is committed to involving children, young people and relevant stakeholders in safeguarding planning and practice wherever possible. This includes:

- encouraging children and young people to share their views on what helps them feel safe in our activities including sport, physical activity and outdoor learning;
- supporting a culture where children and young people feel confident to speak up if something does not feel right;
- reflecting learning from feedback, safeguarding incidents or concerns to improve practice.

Engagement will be age appropriate, inclusive and proportionate, and will never place responsibility for safeguarding on children themselves.

4. Accessible Safeguarding Information

UK Youth is committed to ensuring that safeguarding information is accessible and understandable to all those involved in its activities including sport, physical activity and outdoor learning provision.

Safeguarding information will be made available in formats appropriate to different stakeholders, including:

- children and young people, using age appropriate and child friendly language;
- parents and carers, clearly explaining safeguarding expectations, reporting routes and sources of support;
- adults with additional communication or access needs, including disabled people.
- Staff

Where required, reasonable adjustments will be made to ensure information can be understood, including consideration of language, format and delivery method.

5. Guidance

5.1 Guidance for Safer Working Practice

Staff must always consider safety issues. This includes conducting appropriate risk assessments before all sessions (See UK YOUTH Health and Safety.doc). Due regard should also be given to the potential influences and associated risks that diverse groups will have on each other and their safeguarding requirements.

Local departmental Standing Operating Procedures (SOPs) and best practices should always be followed.

All staff must read and follow the UK Youth aide memoire 'Safeguarding Code of Behaviour', see **Appendix 1**.

Staff planning sessions at third-party premises must ensure a 24-hour emergency contact system for the event for appropriate staff and services.

Parental/guardian consent, including media and medical information, must be obtained in advance when UK Youth work directly with and is responsible for children, young people, adults at risk.

5.2 Safeguarding in Sport, Physical Activity and Outdoor Learning

UK Youth is committed to safeguarding and protecting children, young people, adults at risk and adults in sport, physical activity and outdoor learning settings in line with the NSPCC and Ann Craft Standards for Safeguarding in Sport they have a fundamental right to be protected from abuse, harm and exploitation, and the welfare of them in all decisions and actions taken by UK Youth. This applies regardless of age, ability, disability, gender, sexual orientation, race, religion or background.

UK Youth recognises that sport, physical activity and outdoor learning can present specific safeguarding risks, including power imbalances, physical contact, competition pressures, travel, residential settings and online communication. Safeguarding in these environments therefore requires vigilance, clear professional boundaries and robust reporting pathways.

UK Youth ensures that:

- safeguarding is embedded in all sport, physical activity and outdoor learning provision;
- children and young people are listened to and taken seriously;
- concerns are acted upon promptly and appropriately;
- staff and volunteers understand poor practice and abuse;
- clear leadership, accountability and safer working cultures are maintained.

These principles apply across all UK Youth-led, commissioned, partnered or funded sport, physical activity and outdoor learning programmes.

5.3 Safeguarding Procedures in Sport and Physical Activity and Outdoor Learning

These safeguarding procedures apply to all UK Youth sport, physical activity and outdoor learning provision and to all staff, trustees, volunteers, freelancers, consultants and partner organisations acting on behalf of UK Youth.

5.4 Children at Increased risk of harm

UK Youth recognises that some groups of children may be at increased risk of harm in our activities including sport, physical activity and outdoor learning settings due to organisational culture, attitudes or practices. This includes, but is not limited to:

- disabled children who may experience dependency on others, communication barriers or reduced opportunities to raise concerns;
- children in talented, performance or elite pathways who may be subject to increased pressure, fear of exclusion or power imbalance; and
- children who experience discrimination, exclusion, or bullying.

UK Youth is committed to ensuring that safeguarding practice actively identifies and reduces these risks and that safeguarding always takes priority over activities and organisational reputation.

5.5 Working with Statutory Agencies

Where safeguarding concerns arise, the Designated Safeguarding Lead (DSL) will determine the appropriate referral route and, when necessary, will work in partnership with:

- Children's Social Care;
- the Local Authority Designated Officer (LADO);
- Police; and
- other relevant safeguarding partners.

Staff delivering activities must identify the relevant local children's services contact details, including out-of-hours services, as part of activity planning and risk assessment. Where immediate risk is identified, emergency services must be contacted without delay.

5.6 Digital Communication

All digital communication with children, young people, adults at risk and adults in our activities including sport, outdoor learning or physical activity settings must:

- be necessary, transparent, and professional;
- use organisational platforms wherever possible;
- avoid private or one-to-one messaging unless agreed and recorded;
- include parents/carers where appropriate;
- never involve inappropriate language, images or contact outside agreed boundaries.

Digital communication must comply with UK Youth's Digital Safeguarding and Social Media policies and any concerns arising from online contact must be reported as safeguarding concerns.

5.7 Case Management and Outcomes

Safeguarding concerns will be managed from referral to conclusion through:

- initial assessment by the DSL;
- referral to statutory agencies where required;
- internal disciplinary processes (where applicable);
- recorded decisions, actions and outcomes; and
- right of appeal in line with UK Youth disciplinary procedures.

Safeguarding learning will be captured and used to improve future practice.

5.8 Appeals within Safeguarding Case Management

UK Youth safeguarding case management processes include clear and transparent routes for appeal in line with organisational disciplinary and grievance procedures. Where an internal disciplinary process has taken place, individuals subject to sanctions have the right to appeal outcomes. Appeals will:

- be handled fairly, consistently and without bias;
- be reviewed by an appropriate person or panel not involved in the original decision;
- not compromise safeguarding actions taken to protect children, young people, adults at risk, adults; and
- operate alongside, and not instead of, statutory safeguarding processes where these apply.

The existence of an appeals process does not delay or prevent immediate safeguarding action where an individual may be at risk of harm.

5.9 Supporting Those Involved in Safeguarding Cases

UK Youth recognise that safeguarding concerns can be complex and distressing and that all parties involved may require support. Safeguarding policies and procedures include responsibility to consider the support needs of:

- children, young people, adults at risk, adults who are the subject of concerns or incidents;
- parents or carers, where appropriate and safe to involve them;

- staff, volunteers or others who may be subject to allegations;
- individuals who raise concerns or act as witnesses.

Support may include reassurance, access to appropriate advice or services, regular communication, and consideration of wellbeing throughout safeguarding processes. This support will be provided alongside, and not instead of, necessary safeguarding action.

Welfare of those involved will always remain a key consideration.

5.10 Safer Recruitment, Induction and Operational Practice

UK Youth apply safer recruitment and operational safeguarding standards. All staff, trustees, volunteers, freelancers and consultants who have significant contact with children and young must:

- complete a safer recruitment process;
- provide at least two appropriate references;
- provide evidence of identity and any relevant qualifications;
- undergo appropriate criminal records checks in line with their role and level of contact with children.
- complete an introduction to the UK Youth Safeguarding Policy and Procedures;
- understand individual safeguarding responsibilities;
- understand recognising and reporting concerns.

Safer recruitment requirements apply equally to paid and unpaid roles and to those engaged directly or through partner organisations.

5.11 Criminal Records Checks

UK Youth follow statutory guidance on eligibility for criminal records checks. Roles involving regulated activity with children, including coaching, instruction, supervision, residential activity or positions of trust, require appropriate DBS clearance in line with UK Youth's safer recruitment procedures.

5.12 Induction and Safeguarding Responsibilities

All individuals must complete an induction process that includes:

- introduction to the UK Youth Safeguarding Policy and Procedures;
- understanding individual safeguarding responsibilities;
- guidance on recognising and reporting concerns.

No individual may begin work involving contact with children, young people and adults at risk until safeguarding induction requirements have been completed.

5.13 Risk Assessment for Trips, Events and Activities

Safeguarding risks must be identified and managed through risk assessment for all activities including sport, physical activity and outdoor learning sessions, events, travel and residential experiences. Risk assessments must consider:

- supervision levels;
- travel arrangements;
- accommodation and changing facilities;
- emergency procedures;
- inclusion and accessibility needs.

5.14 Supervision, Events and Travel

UK Youth expect staff and volunteers to follow clear safer working practices during events and travel, including:

- always maintaining appropriate supervision;

- avoiding unnecessary one-to-one situations;
- ensuring activities take place in open or observable environments;
- following agreed arrangements for overnight stays and transport.

Safeguarding arrangements must prioritise safety over convenience, performance or organisational reputation.

5.15 Signs and Types of Abuse

Abuse and neglect are forms of maltreatment and can affect children, young people, adults at risk and adults, including those participating in, volunteering with, or working within outdoor learning, sporting and physical activity environments. Abuse may involve inflicting harm or failing to act to prevent harm.

Abuse can take place in a range of settings, including:

- family or domestic environments;
- institutional, sporting, educational or workplace settings;
- community or recreational contexts; and
- online environments.

Abuse may be carried out by adults or peers and may be perpetrated by someone known to the individual or, more rarely, by a stranger. In outdoor learning and sporting contexts, this may include coaches, officials, volunteers, peers, spectators or others in positions of trust or authority.

All staff, volunteers, trustees, consultants and freelancers have a responsibility to be aware of indicators that may suggest a child, young person, adult at risk or adult is experiencing abuse or neglect. These indicators may include, but are not limited to:

- unexplained bruises, injuries or marks;
- sexually explicit language, behaviour or actions that are inappropriate to age or context;
- sudden or unexplained changes in behaviour, mood or engagement;
- something said or disclosed by the individual; and
- changes observed over time, such as weight loss, deterioration in personal hygiene, withdrawal, or loss of confidence.

The presence of one or more of these indicators does not necessarily mean that abuse or neglect is taking place. Equally, abuse may be occurring without any obvious signs. Concerns may arise from a sense that "something is not right".

It is not the responsibility of staff, volunteers or others to decide whether abuse has occurred. It is their responsibility to act on concerns, however small, and to report them in line with this policy and safeguarding procedures.

Further information on the different forms of abuse is set out in **Appendix 2: Types of Abuse**.

5.16 Sexual Harassment

Sexual harassment can take many forms and may affect children, young people, adults at risk, adults and staff. It is essential that all staff, trustees, volunteers, consultants and freelancers understand what sexual harassment is and how to respond appropriately.

Sexual harassment may be verbal, visual or physical and includes any unwanted behaviour of a sexual nature that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. Harassment does not have to be violent to be harmful. For harassment to be established, there

is usually a 'course of conduct', meaning two or more related incidents, although a single serious incident may also warrant action.

In our activities including outdoor learning, sport and physical activity settings, sexual harassment may occur between peers or involve an imbalance of power, for example between instructors, coaches, officials, volunteers, spectators and participants. It may take place in person or through online or digital platforms.

If you witness sexual harassment involving a child, young person, adult at risk or adult, or if someone reports that they are being harassed, this must be responded to in the same way as any other safeguarding concern. Concerns must be reported promptly in line with this policy and safeguarding procedures.

5.17 Suspicions/Reports of Abuse

Key Dos and Don'ts

The following guidance applies if a child, young person, adult at risk or adult discloses abuse or if you become aware of a concern.

Always:

- **Stay calm** and ensure the individual is safe and feels listened to and supported.
- **Listen carefully** and allow the individual to speak freely, without interruption or leading questions. Accept what is being said; this does not mean you are judging it to be true or untrue.
- **Reassure** them that they have done the right thing by telling someone and that they are not to blame.
- **Be clear and honest** that you cannot keep the information secret and that you have a responsibility to share it to help keep them and others safe.
- **Explain what will happen next**, using clear and appropriate language.
- **Make an accurate record** as soon as possible after the disclosure, noting what was said, using the individual's own words where possible, and recording dates, times and context.
- **Seek appropriate support**, including from the Designated Safeguarding Lead, and look after your own wellbeing.

Never:

- **Rush the individual** or press for information or detail that may be inappropriate.
- **Make promises** you cannot keep, including promises of confidentiality.
- **Ask leading or investigative questions** or attempt to investigate the concern yourself.
- **Take sole responsibility**—always share concerns with the Designated Safeguarding Lead in line with this policy.

6. Low-Level Concerns

6.1 What We Mean by a Low-Level Concern

A low-level concern is any concern that an adult working for, or on behalf of, UK Youth may have behaved in a way that:

- is inconsistent with the UK Youth 'Safeguarding Code of Behaviour', including inappropriate conduct both inside and outside of work; and
- does not meet the threshold of harm or is not considered serious enough for referral to the local authority.

Low-level concerns may relate to a wide spectrum of behaviours which could be:

- intentionally designed to facilitate abuse; or
- unintentional, inadvertent or thoughtless.

The key point is that the behaviour is **inappropriate or unprofessional** and is not what UK Youth expects of those working with children, young people, adults at risk, adults or staff.

Low-level concerns can arise face-to-face, in writing or digitally, including during online meetings, via social media, email or other communication platforms.

Examples of low-level concerns may include (but are not limited to):

- showing favouritism;
- being overfriendly;
- using inappropriate language that is sexual, profane, intimidating or offensive;
- initiating physical contact such as hugging;
- adults taking photographs of children on personal mobile phones.

It is everyone's responsibility to report low-level concerns.

6.2 UK Youth's Response to Low-Level Concerns

Concerns raised will be handled sensitively and proportionately. UK Youth will:

- consider all relevant information to distinguish between unprofessional behaviour and potential deliberate harm or abuse;
- identify concerning, problematic or inappropriate behaviour, including any emerging patterns;
- seek advice from, consult with, or refer to the Local Authority Designated Officer (LADO) or equivalent where appropriate;
- focus on the behaviour, not the language used by the person reporting the concern;
- address unprofessional behaviour at an early stage and support individuals to correct it; and
- identify any learning, training needs or improvements required within UK Youth's safeguarding systems.

6.3 Reporting and Recording Low-Level Concerns

A low-level concern is any concern, no matter how small, even if it amounts only to a sense of unease or a 'nagging doubt' that an adult may have acted in a way that:

- is inconsistent with the UK Youth 'Safeguarding Code of Behaviour', including outside of work; and
- does not meet the allegation threshold or require an immediate referral to the LADO, although advice from them may still be sought.

All low-level concerns must be shared with the Designated Safeguarding Lead (DSL) as soon as possible and within 12 hours of the incident or the concern becoming known. The DSL can be contacted at safeguarding@ukyouth.org

All concerns, discussions, decisions taken and the reasons for those decisions must be recorded promptly using the safeguarding reporting form for the DSL's review online Incident Report Form. **Appendix 3: Safeguarding Reporting Form**

The form will require:

- a clear and comprehensive summary of the concern;
- details of how the concern was followed up and resolved; and
- a record of any actions taken, decisions reached and outcomes.

If there is any uncertainty about reporting or recording requirements, staff should seek advice from the DSL or Deputy DSL.

7. Radicalisation & Extremism

UK Youth recognises that radicalisation and extremism present safeguarding risks to children, young people, adults at risk and adults. These risks can involve the exploitation of vulnerable individuals and may place them at risk of being drawn into violence, criminality or extremist ideologies, both online and offline.

Radicalisation is the process by which an individual comes to support increasingly extreme political, social or religious beliefs that may lead to extremist views or actions. Extremism is the holding of beliefs that are hateful, intolerant or seek to undermine the rights and freedoms of others, and which may be associated with criminal or violent activity.

UK Youth is committed to working in line with the Prevent Duty and relevant safeguarding guidance to reduce the risk of radicalisation through all our activities, and to ensure that concerns are identified and responded to appropriately.

7.1 Risk Factors

Children, young people, adults at risk, adults and staff may be more vulnerable to radicalisation where they:

- feel isolated, marginalised or excluded;
- are experiencing emotional distress, mental health difficulties or low self-esteem;
- feel a powerful desire to belong, be respected or have their views heard;
- have experienced discrimination, bullying or social injustice; or
- are exposed to extremist views or content, particularly online or through social media.

Radicalisation can occur gradually and without obvious warning signs. Concerns may arise through changes in behaviour, expressed views, the use of extremist language or symbols, or through exposure to harmful online content.

7.2 The Role of Staff, Volunteers and Others

All staff, trustees, volunteers, freelancers and consultants working for or on behalf of UK Youth must:

- be aware of the risks of radicalisation and extremism;
- complete, if directly delivering or managing direct delivery, appropriate Prevent awareness training relevant to their role;
- create safe spaces for discussion and challenge extremist views in a calm, proportionate and age-appropriate way; and
- remain vigilant to concerns that a child, young person, adult at risk or adult may be at risk of radicalisation.

7.3 Responding to Concerns

Any concern that an individual may be at risk of radicalisation or extremism must be treated as a safeguarding concern. Staff must:

- report all concerns promptly to the Designated Safeguarding Lead (DSL) or Deputy DSL;
- record concerns factually, clearly and without judgement; and
- follow internal safeguarding procedures.

The DSL will consider whether further action is required, which may include seeking advice from local safeguarding partners or making a referral to appropriate external agencies, such as Prevent or other statutory services.

Where there is an immediate risk of harm, emergency services must be contacted without delay.

7.4 UK Youth's Approach

UK Youth is committed to:

- taking a proportionate, informed and supportive approach to managing risks associated with radicalisation;
- working in partnership with safeguarding agencies and local authorities where required;
- promoting inclusion, equality, critical thinking and resilience across all activities; and
- reviewing practice and training regularly to ensure staff are confident in identifying and responding to concerns.



7.5 What Staff Should Do

If you are concerned that a child, young person, adult at risk, adult and staff member may be at risk of radicalisation or extremism, you must:

- Stay alert to changes in behaviour, language, beliefs or online activity that may indicate vulnerability or exposure to extremist views.
- Listen carefully and take concerns seriously, without judgement or confrontation.
- Do not investigate or challenge extremist views directly beyond appropriate, proportionate discussion.
- Record concerns factually, clearly and promptly, noting what was seen, heard or disclosed.
- Report all concerns immediately to the Designated Safeguarding Lead (DSL) or Deputy DSL, in line with safeguarding procedures.
- Follow safeguarding guidance and cooperate with any further actions required.

If there is an immediate risk of harm, contact emergency services without delay and inform the DSL as soon as possible.

Safeguarding Reporting Procedure

STEP 1 - Concern or disclosure identified

Child, Young Person, Adult at Risk, Adult or Staff

↓

⚠ **IMMEDIATE RISK?** → Call 999 immediately. Ensure individual is safe.
Inform the DSL immediately or as soon as possible on the same working day.

↓

STEP 2 - Record & report to DSL / Deputy DSL

Complete incident report form (available on the SharePoint Safeguarding Hub) immediately or as soon as possible on the same working day.

↓

STEP 3 - DSL determines route for further action

DSL may consult relevant external services before deciding

↓

Under 18 → Children's Services / LADO	Adult with care needs → Adult Safeguarding / Alerting Officer	Criminal offence → Police

↓

OWN STAFF / VOLUNTEER / TRUSTEE / FREELANCER

What is the nature of the concern?

Poor practice

↓

Handle as misconduct / disciplinary issue

↓

Consult LADO (child / YP concern) or Alerting Officer (adult concern) as appropriate

↓

Disciplinary investigation undertaken and hearing held

↓

Outcome & appeal — consider DBS referral if appropriate

Possible abuse / crime

↓

DSL consults and refers to Children's Services, Adult Services, Police and/or LADO

↓

Statutory agencies hold strategy meeting (may include charity representative) to agree investigation process

↓

Disciplinary process initiated — investigation may pause pending statutory agencies' outcome. LADO support as appropriate.

↓

Outcome of statutory investigation (e.g. NFA, criminal prosecution, risk assessment)

Full disciplinary investigation & hearing — then appeal as appropriate

EXTERNAL ORGANISATION'S STAFF

What is the nature of the concern?

Poor practice

↓

Inform subject of intent to pass information to their organisation's DSL

↓

Contact DSL in their employing / deploying organisation — pass concerns and secure commitment to refer to statutory agencies

↓

Record actions and plans agreed. Follow up in writing within 24 hours, cc'ing the individual.

Possible abuse / crime

↓

If urgent / high risk — contact Children's Services, Adult Services or Police directly

↓

Contact DSL in employing / deploying organisation — pass information and seek confirmation of referral to statutory agencies

↓

If not agreed — contact statutory agencies directly yourself

↓

DSL records all actions and plans agreed — follow up all referrals in writing within 24 hours

8. Principles for Safeguarding - UK Home Nations

UK Youth operate across the four home nations, England, Northern Ireland, Scotland, and Wales. While safeguarding legislation and systems differ in each nation, they are underpinned by shared principles. UK Youth is committed to working in accordance with the relevant legislation, statutory guidance and safeguarding partnership arrangements in each home nation, while applying consistent safeguarding standards across all activity.

8.1 England

In England, safeguarding practice is underpinned by the principle that the welfare of the child is paramount. Safeguarding is defined as protecting children from maltreatment, preventing impairment of health or development, and ensuring that children grow up in circumstances consistent with the provision of safe and effective care.

For adults, safeguarding is guided by the Care Act 2014, which sets out six key principles:

- **Empowerment**: people are supported to make their own decisions and give informed consent;
- **Prevention**: it is better to act before harm occurs;
- **Proportionality**: the least intrusive response appropriate to the risk;
- **Protection**: support and representation for those most at risk;
- **Partnership**: working with local services and communities; and
- **Accountability**: transparency in safeguarding practice.

UK Youth adopt a person-centred, proportionate and partnership based approach to safeguarding children, young people, adults at risk, adults and staff in England.

8.2 Scotland

Safeguarding in Scotland is rooted in a rights based and wellbeing focused approach.

For children and young people, practice is guided by the Getting It Right for Every Child (GIRFEC) framework, which places the child or young person at the centre of decision making and promotes early intervention. Safeguarding decisions are informed by the SHANARRI wellbeing indicators: Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible and Included.

For adults, safeguarding is governed by the Adult Support and Protection (Scotland) Act 2007, which focuses on protecting adults who are unable to safeguard their own wellbeing, property or rights.

UK Youth is committed to:

- supporting participation and voice;
- taking preventative action;
- working collaboratively with local partners; and
- acting proportionately and respectfully.

8.3 Wales

In Wales, safeguarding is based on a wellbeing and outcomes focused approach, embedded within the Social Services and Well-being (Wales) Act 2014.

Safeguarding principles emphasise:

- **voice and control** for individuals;
- **prevention and early intervention**;

- **wellbeing across the life course**;
- **partnership working** across agencies; and
- **proportionate, person-centred responses**.

UK Youth recognise the importance of listening to and involving children, young people, adults at risk, adults and staff in decisions that affect them, and of working closely with statutory safeguarding boards and partners across Wales.

8.4 Northern Ireland

Safeguarding in Northern Ireland is underpinned by the principle that the safety and welfare of the individual is central to all decisions.

For children, safeguarding practice is guided by a co-operative, inter-agency approach, emphasising early identification, information sharing and effective intervention.

For adults, safeguarding focuses on:

- respecting dignity and autonomy;
- supporting independence where possible;
- protecting individuals from harm; and
- working in partnership with health, social care and community services.

UK Youth is committed to ensuring safeguarding responses in Northern Ireland are timely, proportionate, respectful and coordinated with local safeguarding arrangements.

8.5 UK-Wide Commitment

Across all four home nations, UK Youth is committed to:

- placing the individual at the centre of safeguarding practice;
- listening to and respecting the views, wishes and feelings of those affected;
- acting promptly and proportionately to concerns;
- working in partnership with statutory agencies and safeguarding bodies; and
- continuously improving safeguarding practice through learning, training and review.

9. Whistleblowing and Complaints Procedure

UK Youth is committed to creating an open and transparent culture in which children, young people, adults at risk, adults and staff feel able to raise concerns about safeguarding practice, conduct or decision making without fear of retribution.

UK Youth have a **Whistleblowing Policy** and a **Complaints Policy**, both of which are available on the UK Youth website. These policies set out the arrangements for raising concerns about unsafe, unethical or inappropriate behaviour, including concerns relating to safeguarding.

Whistleblowing enables staff, volunteers and others to raise concerns where they believe that safeguarding practice may be unsafe, ineffective or not being taken seriously. Concerns raised through whistleblowing procedures will be handled sensitively, confidentially and in line with relevant policy and legislation.

Any complaints or concerns relating specifically to this Safeguarding Policy, or to safeguarding practice within UK Youth, should be directed to the Designated Safeguarding Lead (DSL) at safeguarding@ukyouth.org

If a concern or complaint relates to the Designated Safeguarding Lead, it should be directed to the Chief Executive Officer of UK Youth.

All whistleblowing and complaints will be taken seriously, responded to appropriately, and handled in a way that prioritises safeguarding, fairness and the welfare of those involved.

10. Further information

Child Protection Legislation & Guidance

For up-to-date details on safeguarding children, including working together and statutory frameworks, refer to:

- *Working Together to Safeguard Children (2026)* – statutory guidance for multi-agency working

Statutory Interagency Forums

The following local authority bodies coordinate safeguarding decisions:

- Social Services Departments including Adult Social Care
- Safeguarding Partnerships (formerly LSCBs in England)
- Multi-Agency Safeguarding Hubs (MASH)

Prevent Duty Guidance

Statutory guidance on preventing radicalisation for specified bodies, including sport and education:

- *Prevent Duty Guidance: England & Wales*

NSPCC Helpline

A charity offering free, confidential support on child welfare concerns, available Mon–Fri, 10 am–4 pm:

- **Call:** 0808 800 5000
- **Email:** help@nspcc.org.uk

CEOP (Child Exploitation & Online Protection)

A law enforcement agency where children or adults can report online sexual exploitation and grooming:

- CEOP Safety Centre

Safeguarding Guidance for Out-of-School and Sports Providers

Ofsted/DfE guidance covering clubs, tuition, community and sports settings:

- Out-of-School Settings: Safeguarding Guidance for Providers (2026)

Appendix 4: UK Youth Safeguarding Contacts

See this section in the policy for internal reporting pathways and key contact details.

11. UK Youth Supporting Policies and Procedures

UK Youth has a duty, both in law and as a responsible organisation, to take reasonable care of children, young people and adults at risk, adults and staff who encounter the Charity's activities. We are committed to adopting the highest possible standards and to taking all reasonable steps to ensure their safety and welfare.

UK Youth is fully committed to meeting its safeguarding responsibilities to ensure children, young people and adults at risk, adults and staff are protected while being able to participate safely and confidently in opportunities to develop their full potential.

This Safeguarding Policy should be read in conjunction with the following UK Youth policies and procedures:

- Health and Safety

- Whistleblowing
- Equal Opportunities and Dignity at Work
- Recruitment and Selection
- Bullying and Harassment
- Sexual Harassment
- Complaints procedure
- Data Protection Policy
- Digital Safeguarding policy
- Disciplinary policy and procedure
- Grievance policy
- Code of Behaviour

These documents are available on the UK Youth Policy Hub.

Relevant Legislation

The following legislation is relevant to this policy, either because it has influenced its development or because it underpins UK Youth's safeguarding responsibilities:

- Health and Safety at Work Act 1974
- Rehabilitation of Offenders Act 1974
- Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975
- Police Act 1997
- Protection of Children Act 1999
- Management of Health and Safety at Work Regulations 1999
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Equality Act 2010
- Protection of Freedoms Act 2012 (which underpins the role of the Disclosure and Barring Service (DBS) in barring individuals from working with children or adults)
- UK GDPR and Data Protection Act 2018

12. Safeguarding Oversight, Partner Compliance and Assurance

12.1 Oversight, Monitoring and Review

UK Youth is committed to ensuring robust oversight, monitoring and assurance of safeguarding practice across all activities including sport, physical activity and outdoor learning provision. Safeguarding oversight and monitoring will be undertaken through:

- governance oversight by the Trustee Impact & Delivery Committee;
- regular reporting by the Designated Safeguarding Lead (DSL) to senior leadership and Trustees on safeguarding activity, themes and learning;
- review of safeguarding incidents, concerns and near misses to identify learning and improvement actions;
- periodic review of safeguarding compliance within internal delivery and partner led provision.

This Safeguarding Policy and Procedures will be reviewed at least annually, or sooner where required due to changes in legislation, guidance or safeguarding learning.

12.2 Retention of Safeguarding Documents

All safeguarding records (including concerns, incident forms, allegations, referrals, decision logs and outcomes) must be recorded accurately, stored securely and accessed only on a strict need-to-know basis, in line with data protection requirements. In accordance with UK Youth's retention schedule, safeguarding records relating to children and young people will be retained for **25 years** from the date of the last involvement/closure of the case (or longer where required due to ongoing risk, legal proceedings, insurance requirements, regulatory enquiry or other justified organisational need). Accident/incident records that do not meet the safeguarding threshold will be retained for **10 years**. At the end of the retention period, records will be reviewed and then securely disposed of (or permanently deleted) in line with UK Youth's data retention and disposal arrangements, with a clear audit trail of the decision.

12.3 Safeguarding Expectations of UK Youth Partners

All organisations, individuals or bodies delivering UK Youth activities including sport, physical activity or outdoor learning on behalf of, or funded or commissioned by UK Youth; must meet safeguarding standards that are consistent with this policy and with the safeguarding best practice. This includes expectations that partners:

- have their own safeguarding policy and procedures;
- identify a named safeguarding lead;
- apply safer recruitment and vetting practices;
- ensure staff and volunteers receive appropriate safeguarding training;
- report safeguarding concerns promptly in line with agreed procedures.

12.4 Safeguarding in Contracts and Service Level Agreements

Safeguarding requirements will be explicitly referenced within contracts, service level agreements and funding agreements with partners and commissioned providers. These agreements will set out:

- safeguarding responsibilities and standards;
- reporting and escalation arrangements;
- expectations for cooperation with safeguarding enquiries;
- consequences of non-compliance.

12.5 Signposting and Sharing Safeguarding Guidance

UK Youth will ensure that safeguarding guidance, policies and reporting routes are clearly signposted and made available to partners, commissioned organisations and delivery bodies. This may include:

- providing access to the UK Youth Safeguarding Policy and Procedures;
- sharing Safeguarding codes of good practice and reporting guidance;
- offering safeguarding briefings or advice where appropriate.

Safeguarding guidance will be kept under review and updated information shared with partners as required.

END

Appendices

Appendix 1

UK Youth 'Safeguarding Code of Behaviour'

UK Youth is committed to safeguarding and promoting the welfare of children, young people, adults at risk, adults and staff and expects all those working for, with or on behalf of the organisation to share this commitment.

This 'Safeguarding Code of Behaviour' sets out the behaviours and standards expected of all staff, trustees, volunteers, apprentices, freelancers and consultants to ensure that safeguarding is embedded in everyday practice and that everyone is protected from harm.

Everyone Has a Responsibility

Safeguarding is everyone's responsibility. All individuals working with or representing UK Youth must:

- act in a way that safeguards and promotes the welfare of children, young people, adults at risk, adults and staff;
- take responsibility for their own behaviour and conduct; and
- act promptly if they have a concern about harm or risk of harm.

Professional Boundaries and Behaviour

- All those working on behalf of UK Youth must:
- treat everyone with dignity, respect and fairness;
- always maintain appropriate professional boundaries;
- avoid behaviour that could be misinterpreted or place themselves or others at risk;
- ensure that interactions, including those in sport, outdoor learning, residential, digital and travel settings, are appropriate to the context; and
- follow the UK Youth 'Safeguarding Code of Behaviour'and related policies.

Safe Practice

- Individuals must:
- follow safeguarding procedures and reporting pathways;
- never promise confidentiality when a safeguarding concern is raised;
- avoid being alone with a child, young person or adult at risk where this is not necessary or appropriate;
- ensure that any physical contact is appropriate, necessary and in line with guidance; and
- use digital communication and social media responsibly and in accordance with UK Youth policy.

Speaking Up and Reporting Concerns

- All safeguarding concerns, including low-level concerns, allegations, disclosures or suspicions of abuse, must be reported promptly in line with UK Youth safeguarding procedures. Concerns may relate to:
- the welfare or safety of a child, young person, adult at risk or adult; or
- the behaviour or conduct of another adult, including staff, volunteers or others in positions of trust.
- No individual will be penalised for raising a genuine safeguarding concern. UK Youth is committed to creating an open, listening culture in which people feel confident to speak up.

You Must Refer – Not Investigate

It is not the responsibility of staff, volunteers or others to decide whether abuse has occurred or to investigate concerns. You must refer concerns to the Designated Safeguarding Lead (DSL) or Deputy DSL and follow safeguarding procedures. safeguarding@ukyouth.org

- Safer Working Culture
- UK Youth is committed to:
- safer recruitment;
- safeguarding training and supervision;
- early identification of concerns;
- learning from incidents and near misses; and
- continuous improvement of safeguarding practice.

Failure to follow this 'Safeguarding Code of Behaviour' may result in disciplinary action, termination of involvement with UK Youth, and/or referral to external agencies where appropriate.



Appendix 2

Types of Abuse

Abuse is a form of maltreatment and can affect **children, young people, adults at risk, adults and staff**. Abuse may involve inflicting harm or failing to act to prevent harm. It can occur in any setting, including family, community, sporting, educational, workplace and online environments, and may be perpetrated by adults or peers, whether known to the individual or, more rarely, by a stranger.

The main categories of abuse include:

Physical Abuse
Physical harm caused by actions such as hitting, shaking, burning, poisoning, suffocating or otherwise causing injury. This includes fabricated or induced illness.

Emotional Abuse
Persistent emotional maltreatment that has a negative impact on emotional wellbeing, self-worth or development. This may include humiliation, intimidation, isolation, threats, bullying or controlling behaviour.

Sexual Abuse and Sexual Exploitation
Forcing, coercing, or enticing an individual to take part in sexual activities whether they are aware of what is happening or not. This includes contact and non-contact abuse, online sexual abuse, grooming, exploitation, sexual harassment and the production or sharing of sexual images.

Group-Based Child Sexual Exploitation
Where two or more perpetrators are involved in coercing, manipulating, or deceiving a child into sexual activity. This includes formal and informal networks (friendship groups, criminal gangs). It frequently involves grooming techniques, such as the "[boyfriend model," or utilizing drugs, alcohol, and threats to compel compliance.

Sexual Harassment
Unwanted sexual behaviour that violates dignity or creates an intimidating, hostile, degrading, humiliating, or offensive environment. This may be verbal, non-verbal, visual or physical and can occur in person or online.

Neglect
The persistent failure to meet basic physical and/or psychological needs, resulting in harm to health or development. This includes failing to provide adequate food, shelter, supervision, medical care, or emotional support.

Discriminatory Abuse
Abuse motivated by prejudice or discrimination, including harassment or mistreatment based on disability, race, religion, gender, sexual orientation, or other protected characteristics.

Abuse of Disabled People
Disabled children, young people and adults may be at increased risk of abuse due to dependency on others, communication barriers, social isolation, or reduced capacity to recognise or report abuse.

Bullying and Harassment
Repeated behaviour intended to hurt, intimidate or exclude, including physical, verbal, emotional and online bullying. This may involve peers, colleagues or those in positions of power.

Online Abuse
Abuse that occurs through digital platforms, including cyberbullying, grooming, sexual exploitation, harassment, coercion or exposure to harmful content.

Peer-on-Peer Abuse
Abuse between children or young people, which may include bullying, physical abuse, sexual violence, sexual harassment, online abuse, initiation or hazing type behaviours.

Criminal Exploitation
Exploitation of individuals for criminal purposes, including county lines activity, forced labour, trafficking or coercion into criminal behaviour.

Radicalisation and Extremism
The process by which individuals are drawn into extremist ideologies that may place them at risk of harm to themselves or others.

Self-Harm
Intentional injury to oneself, which may indicate significant emotional distress and requires an appropriate safeguarding response.

Forced Marriage and Honour-Based Abuse
Marriage without full and free consent, or abuse carried out to protect perceived family or community honour.

Female Genital Mutilation (FGM)
A form of abuse involving the partial or total removal of external female genitalia for nonmedical reasons. FGM is a criminal offence and a serious safeguarding concern.

Important Note

The presence of one or more indicators does not necessarily mean abuse is taking place. Equally, abuse may occur without visible signs.

It is not the responsibility of staff or volunteers to decide whether abuse has occurred, it is their responsibility to recognise concerns and report them in line with this policy.

Abuse in Sport and Physical Activity Settings

Abuse may also occur within sport, physical activity and outdoor learning environments, involving children, young people, adults at risk, adults and staff. In these contexts, abuse may be linked to power imbalances, expectations of performance, physical contact, travel or unsupervised time.

Examples of abuse in sport and physical activity settings may include:

- **Physical abuse**, such as excessive or inappropriate training, punishment, or unsafe practices disguised as coaching or discipline.
- **Emotional abuse**, including bullying, humiliation, intimidation, threats, or persistent criticism linked to performance, selection or body image.
- **Sexual abuse or sexual harassment**, including inappropriate comments, touching, grooming behaviour, abuse of trust by coaches or officials, or harassment in changing rooms, during travel or online.
- **Neglect**, such as failing to provide appropriate supervision, rest, hydration, medical attention or safeguarding during training, competition or residential activity.
- **Discriminatory abuse**, including exclusion, harassment or differential treatment based on disability, gender, race, religion, sexual orientation or other protected characteristics.
- **Online abuse**, including inappropriate contact through messaging apps, social media or online coaching platforms.
- **Peer-on-peer abuse**, including bullying, hazing or initiation type behaviours between participants.

All concerns relating to behaviour in sport or physical activity settings must be treated as safeguarding concerns and reported in line with this policy.

Trafficking

Children, young people and adults at risk may be trafficked into, within or out of the UK for a range of exploitative purposes. Trafficking is a serious safeguarding issue and, where it involves a child, is a form of child abuse that requires an immediate and appropriate safeguarding response.

Trafficking involves the recruitment, transportation, transfer, harbouring or receipt of an individual for the purpose of exploitation. Children, young people and adults at risk are considered victims of trafficking regardless of whether force, coercion or deception has been used, as they are not considered able to give informed consent.

Individuals who have been trafficked may appear to comply with requests or instructions, even where exploitation is taking place. This may be due to fear, control, dependency, coercion or perceived authority of parents, carers or accompanying adults. These individuals must be recognised as victims and protected accordingly.

Children, young people and adults at risk may be trafficked for many forms of exploitation, including:

- sexual exploitation;
- domestic servitude;
- labour exploitation;
- benefit fraud;
- forced marriage;
- begging; and
- criminal exploitation, such as theft, drug cultivation or distribution.

Trafficking may be carried out by individual perpetrators or organised criminal groups, and victims are often subjected to additional forms of abuse as a means of control.

Consent and Capacity

Any sexual activity involving a child under the age of 18 may be abusive where there is an imbalance of power, trust or choice, including situations involving exploitation, coercion, disability, reduced capacity, or a position of trust.

Under the **Sexual Offences Act 2003**, **a child under the age of 13 cannot consent to any sexual activity**.

All concerns relating to trafficking must be treated as safeguarding concerns and reported in line with this policy.

Important Reminder

Abuse may occur even in environments that appear well managed or positive. It is not the responsibility of staff or volunteers to decide whether abuse has occurred, but it is their responsibility to recognise concerns and report them promptly.

Appendix 3

UK Youth Safeguarding – Incident Record Form

When a child, young person, adult at risk, adult, or member of staff makes a disclosure or allegation, or when there are concerns regarding welfare or safety, the following standards will apply to safeguarding record keeping:

1. Where a disclosure or allegation is made in person, notes should be taken during the conversation wherever possible and appropriate.
2. If it is not possible or appropriate to take notes at the time, a written record must be completed as soon as possible and no later than the end of the same working day, using the safeguarding disclosure form.
3. The person making the disclosure or allegation will be informed that a written record will be made, and the importance of accurate recording will be explained.
4. The person making the disclosure will be advised that they may access the record relating to their own personal information.
5. The context and background leading to the disclosure or concern must be clearly recorded.
6. Records should include as much relevant information as possible, clearly distinguishing between fact, hearsay, and opinion. Assumptions and speculation must be avoided.
7. For all disclosures or allegations, the time, date, location, method of disclosure (e.g. letter, telephone call, direct contact), and all people present must be recorded.
8. All records must be signed and dated by the person receiving the information.
9. An incident log will be maintained, normally by the DSL, who will usually have responsibility for managing safeguarding incidents.
10. The incident log will include full details of any referrals made to local authorities, where applicable.
11. All original records, including any rough notes, must be passed to the relevant DSL as soon as practicable.
12. All records will be stored securely and treated as confidential. Information will be shared strictly on a need-to-know basis and only where necessary to safeguard a child, young person, or adult at risk, in accordance with information-sharing protocols and data protection legislation.

All concerns should be reported to the UK Youth Designated Safeguarding Lead (DSL):

David Watts 07738 588140 safeguarding@ukyouth.org

In the DSL's absence, such concerns should be reported to the Deputy Designated Safeguarding Lead:

Thora Eberts 07360 672 194 safeguarding@ukyouth.org

Safeguarding Incident Form

Your Name:	Your Position:
Details of the individual involved Name:	Details of the individual involved Child's Address:
Details of the individual involved date of birth:	Details of the individual involved Parents'/carers' names and addresses:
Leader's name and address (if different from above)	Date and time of incident:
Safe contact method	
What Happened (facts only):	
Record of exactly what the child, young person, adult or adult at risk said and what you said: (Remember do not lead – record actual details. Use a separate sheet/s if necessary.)	
Select if applicable Physical/ Emotional/ Neglect/ Sexual/ Financial/ Inappropriate/ Historical/ Low-level Concern	
Does this indicate the person subject of the concern or allegation has: - ▪ Behaved in a way that has harmed individual involved ▪ Possibly committed a criminal offence against individual involved ▪ Behaved towards individual involved in a way that indicates they may pose a risk of harm to them ▪ Behaved in a way that may compromise the UK Youth's reputation to safeguard the vulnerable.	
	Yes / No
Adult individual involved ▪ What does the adult want to happen? ▪ Consent given? Yes / No / Not known	
Subject of Concern/allegation	
Name:	
Position:	
D.O.B:	Tel No:
Address:	
	Post Code:
Other:	
Any previous concern(s):	

Immediate Action taken so far:
Risk Assessment

External agencies contacted: (where time permits contact UKY DSL for advice)

	Name	Date/Time		Name	Date/Time
Police					
Local Authority Designated officer					
Social Services					
Health Services					
Probation Services					
Education					

Details of advice given:

UK Youth Senior Management contacted (name(s), contact number, details of advice received):

DSL informed: Yes/No
Date & Time:_____

Where applicable have the parents/guardians been informed that contact is going to be made with Children's Social Care Yes/No
NB: parents should be informed unless to do so could place the child at risk of further harm, please seek advice of this point from the Safeguarding Officer if you are uncertain.

Signature:	Print Name:	Date:

A copy of this report should be sent to the DSL safeguarding@ukyouth.org In addition it may be appropriate to keep details of any actions, meetings or decisions in the Incident Log for future referral.

Please remember to maintain confidentiality on a need-to-know basis – do not discuss this incident with anyone other than your manager or those who need to know. Please take advice on this point from your manager if you are uncertain.

The personal information recorded above is governed by the provisions outlined in Data Protection legislation and must only be processed in a manner compatible with this legislation.

IN STRICTEST CONFIDENCE WHEN COMPLETED

Appendix 4

Safeguarding reporting contact list (Internal only)

UK Youth Designated Safeguarding Lead / Deputy Designated Safeguarding Lead

All concerns should be reported to the UK Youth Designated Safeguarding Lead (DSL):

David Watts	07738 588140 safeguarding@ukyouth.org

In the DSL's absence, such concerns should be reported to the Deputy Designated Safeguarding Lead:

Thora Eberts	07360 672 194 safeguarding@ukyouth.org

Police

Police non-emergency	101
Remember - in an emergency, always dial	999
Crimestoppers	0800 555 111

NSPCC Helpline

If you are worried about a child/young person

Report a concern	08088005000 help@nspcc.org.uk

If you are under 18:

Childline	0800 1111

Local Authority Adult Services

Contact your local authority to report your concerns about an adult at risk.

Hampshire Adult Services	0300 555 1386 (Avon Tyrrell Only)

Staff delivering events need to identify the local services.

Document Control Sheet

Document Name:	Child Protection & Protection of
Adults at Risk Issue Number:	Issue 23
Document Owner:	Director of Outdoor Learning
Original Issue Date:	March 2003
Reviewed Date:	May 2026
Document History:	Issue 1 – 1st formal issue Issue 2 – reviewed at a training session Issue 3 – update following a training session Issue 4 – revised to give more detail on face-to-face work Issue 5 – job title changes Issue 6 – additions to consent forms Issue 7 – General update Issue 8 – Review Issue 9 – Review Issue 10 – Minor Updates Issue 11 – Review & Updates Issue 12 – Review & Updates Issue 13 - Review & Updates Issue 14 – Review & New Branding Update Issue 15 – Significant Review & Updates Issue 16 – Annual review and minor changes Issue 17 – Annual review and minor changes Issue 18 – Full Review and Update Issue 19 - Annual review and minor changes Issue 20 – Minor Changes following external review by Safe4Schools Issue 21 – Minor Changes from IRCo Issue 22 – Minor Changes from IRCo Issue 23 - Full rewrite, included introduction of Sport England (Ann Craft) protecting Adults & NSPCC safeguarding children in sport.
Document approved by:	Board of Trustees upon recommendation by the Impact & Delivery Committee
Date approved:	UK Youth Trustee Board Approval 11 June 2026
Next Review Date:	May 2027

This is a Level 1 formal organisational policy requiring board approval.

Addendum 1

Adult Safeguarding Addendum

(To be read alongside the UK Youth Safeguarding Policy and Procedure)

1. Purpose of this Addendum

This addendum provides additional guidance on safeguarding adults and adults at risk, to be read alongside UK Youth's Safeguarding Policy and Procedures, which apply to children, young people, adults at risk, adults and staff.

It clarifies UK Youth's approach to:

- safeguarding adults with care and support needs;
- person-centred safeguarding and wellbeing;
- mental capacity and decision making; and
- information sharing in adult safeguarding situations.

2. Safeguarding Adults – Our Approach

UK Youth recognises that adults may experience abuse, neglect or exploitation both within and outside of UK Youth activities, including in sport, outdoor learning, community and workplace settings.

Safeguarding adults is everyone's responsibility. All staff, trustees, volunteers, freelancers and consultants must act if they have a concern that an adult may be at risk of harm, in line with the main Safeguarding Policy.

UK Youth works in accordance with relevant adult safeguarding legislation and statutory guidance across the UK home nations and cooperates fully with Local Authorities, Police and safeguarding partners.

3. Making Safeguarding Personal (England Aligned)

UK Youth adopts a person-centred approach to safeguarding adults, often referred to in England as Making Safeguarding Personal.

This means that, wherever possible:

- adults are supported to be actively involved in decisions about their safety;
- safeguarding responses focus on the outcomes the adult wants to achieve;
- the adult's views, wishes, feelings and beliefs are listened to and respected; and
- actions are proportionate, least restrictive and focused on wellbeing as well as safety.

There may be circumstances where UK Youth must act without an adult's consent, for example where there is a risk of serious harm, criminal activity, coercion, or where others (including children) may be at risk. In such cases, actions taken will be lawful, proportionate, and recorded.

4. Mental Capacity and Decision Making (Condensed Guidance)

UK law presumes that adults have the capacity to make their own decisions, unless it is established otherwise.

Mental capacity refers to a person's ability to:

- understand information relevant to a decision;

- retain that information long enough to make the decision;
- weigh up the information; and
- communicate their decision.

Capacity can fluctuate and may be affected by factors such as illness, disability, distress, fatigue, medication, coercion or fear.

UK Youth staff and volunteers must:

- assume capacity unless there is evidence to the contrary;
- provide appropriate support to help an adult make their own decisions;
- recognise that making an unwise decision does not indicate lack of capacity; and
- seek advice from the Designated Safeguarding Lead (DSL) where capacity is in doubt.

Where an adult lacks capacity to make a safeguarding decision, any action taken must:

- be in the adult's best interests;
- be the least restrictive option available; and
- involve relevant statutory services (e.g. Adult Social Care) where required.
- Concerns about coercion, control or undue influence must always be treated as safeguarding concerns, even where an adult appears to consent.

5. Information Sharing in Adult Safeguarding

UK Youth recognises that appropriate information sharing is essential to safeguarding adults effectively.

Information about safeguarding concerns will be:

- recorded accurately and stored securely;
- shared on a need-to-know basis only; and
- handled in line with data protection legislation.

Where possible, information will be shared with the consent of the adult concerned. However, consent is not required where:

- there is a risk of serious harm to the adult or others;
- a criminal offence may have been committed;
- the adult is subject to coercion or duress;
- the adult lacks capacity to consent; or
- children or other adults may be at risk.

Decisions to share or not share information will be:

- proportionate;
- lawful;
- clearly recorded, including the rationale for the decision; and
- discussed with the adult when it is safe and appropriate to do so.

Staff who are unsure about information sharing must seek advice from the Designated Safeguarding Lead or Deputy DSL.

6. Working with Statutory Agencies

UK Youth acknowledges that Local Authorities hold the lead responsibility for safeguarding adults.

UK Youth will:

- cooperate fully with Adult Social Care, Police and other safeguarding partners;
- participate in safeguarding enquiries and meetings where required;
- coordinate internal actions (e.g. disciplinary processes) alongside statutory investigations; and
- implement safeguarding measures required to protect adults within UK Youth activities.

7. Reporting Adult Safeguarding Concerns

All concerns relating to adults or adults at risk must be reported immediately to the Designated Safeguarding Lead or Deputy DSL, in line with the main Safeguarding Policy and reporting procedures.

Staff and volunteers must not investigate concerns themselves.

All concerns should be reported to the UK Youth Designated Safeguarding Lead (DSL):

David Watts	07738 588140 safeguarding@ukyouth.org

In the DSL's absence, such concerns should be reported to the Deputy Designated Safeguarding Lead:

Thora Eberts	07360 672 194 safeguarding@ukyouth.org

Status of this Addendum

This Adult Safeguarding Addendum forms part of the UK Youth Safeguarding Policy and Procedures and should be read alongside all related safeguarding, whistleblowing, disciplinary and data protection policies.

Addendum 2

Codes of Conduct, Equality and Safeguarding Practice in Sport

(To be read alongside the UK Youth Safeguarding Policy and procedures & Adult Safeguarding Addendum 1)

1. Codes of Conduct – Adults and Children

UK Youth expects all adults and children involved in sport, physical activity and outdoor learning to behave in ways that promote safety, respect and inclusion.

All adults working on behalf of UK Youth must adhere to the UK Youth 'Safeguarding Code of Behaviour'. In addition, children and young people are supported to understand acceptable and unacceptable behaviour through age-appropriate codes of conduct that emphasise:

- respect for others;
- fairness and inclusion;
- speaking up if something does not feel right; and
- understanding boundaries within sport and, physical activity and outdoor learning settings.

2. Equality, Respect and Inclusion

Discrimination, prejudice, bullying or oppressive behaviour or language are not acceptable under any circumstances. This applies in relation to:

- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sex; and
- sexual orientation.

Any such behaviour will be treated as a safeguarding concern and responded to in line with UK Youth safeguarding and disciplinary procedures.

3. Abuse of a Position of Trust

UK Youth recognises that sport, physical activity and outdoor learning environments can involve power imbalances, authority and dependency. Coaches, instructors, leaders, volunteers and others in positions of trust must never abuse their role or authority.

Abuse of a position of trust includes grooming behaviour, boundary violations, inappropriate relationships or any misuse of power to exploit or harm a child or young person. Any concern relating to abuse of a position of trust must be reported immediately to the Designated Safeguarding Lead and will be managed in line with statutory guidance, including referral to the Local Authority Designated Officer (LADO) where appropriate.

4. Intimate and Personal Care for Disabled Children and Young People

Some children and young people, particularly disabled children, may require assistance with personal or intimate care. UK Youth is committed to ensuring such care is provided safely, respectfully and in ways that protect dignity. Where intimate care is necessary:

- it must be planned, risk assessed and agreed in advance;
- parental or carer consent must be obtained;
- children should be encouraged to be as independent as possible;
- care must only involve appropriate and necessary touch;
- unnecessary or unplanned one-to-one situations should be avoided.

Any concerns about inappropriate touch or practice must be reported as safeguarding concerns.

5. Child Centred Case Management

Safeguarding case management will take account of the needs, wishes, feelings and wellbeing of any children and young people involved. Where appropriate, children will be:

- listened to and supported;
- kept informed in an age-appropriate way;
- offered information about help and support services; and
- protected from victimisation or blame.

Safeguarding responses will prioritise the welfare of the child above organisational, reputational or performance considerations.

Addendum 3

Adult Safeguarding Procedures

(To be read alongside the UK Youth Safeguarding Policy & Adult Safeguarding Addendum 1)

1. Introduction

UK Youth is committed to providing a safe environment in which adults and adults at risk can participate confidently in our activities, including sport, physical activity and outdoor learning, and this includes community and workplace settings.

These procedures set out the step-by-step actions to be taken when:

- an adult may be at risk of harm;
- abuse or neglect is suspected or disclosed; or
- concerns arise about the behaviour of someone working for or on behalf of UK Youth.

These procedures must be followed by all staff, trustees, volunteers, freelancers and consultants and operate alongside the UK Youth Safeguarding Policy and Adult Safeguarding Addendum.

2. Reporting Adult Safeguarding Concerns

If You Are Concerned About Your Own Safety

- If you are in immediate danger, contact emergency services (999).
- You can raise concerns with the Designated Safeguarding Lead (DSL) or Deputy DSL.
- If the DSL is implicated or there is a conflict of interest, contact the Chief Executive Officer.
- You may be supported by a trusted person or advocate.
- UK Youth will take all reasonable steps to support your safety and wellbeing.

If You Are Concerned About Another Adult

You may be concerned because:

- you have witnessed something;
- you have been told something;
- someone has disclosed abuse; or
- something “doesn’t feel right”.

You must not keep safeguarding concerns to yourself.

Key Principles

- It is not your role to investigate.
- You do not need proof.
- Safeguarding is everyone’s responsibility.

What You Must Do

- Ensure immediate safety where necessary.
- Record concerns factually.
- Report immediately to the DSL or Deputy DSL.

- Do not confront the person alleged to be causing harm.

3. Responding to a Disclosure (Adults)

If an adult discloses abuse or neglect, you must:

Do

- Stay calm and take the concern seriously.
- Listen carefully without interruption.
- Reassure them they have done the right thing.
- Ask what they would like to happen next.
- Explain you must share the information with the DSL.
- Record the disclosure using the adult's own words.
- Act promptly.

Do Not

- Promise confidentiality.
- Ask leading or probing questions.
- Investigate or challenge the alleged perpetrator.
- Make assumptions or judgements.
- Take sole responsibility.

4. Recording Adult Safeguarding Concerns

All adult safeguarding concerns must be recorded using the Safeguarding Incident Form (appendix 3) and submitted to the DSL without delay.

Records must include:

- information based on facts (not opinion);
- dates, times and context;
- the adult's views and wishes;
- consent status (where relevant);
- capacity considerations;
- actions taken and decisions made.

Records are stored securely in line with data protection legislation.

5. What Happens Next?

(DSL and Organisational Response)

Once a concern is reported, the **DSL** will coordinate the response.

Step 1 Immediate Safety

- Ensure urgent actions are taken to reduce risk.
- Consider temporary measures (e.g. suspension, supervision changes).

Step 2 Initial Assessment

- Consider:

- nature of the concern;
- risk level;
- adult's wishes;
- consent;
- capacity;
- risk to others (including children).

Step 3 – Decision Making

The DSL may:

- consult internally (HR / Senior Management);
- seek advice from Adult Social Care, Police or safeguarding partners;
- refer to statutory agencies where required.

Step 4 – Action

Actions may include:

- referral to Adult Social Care / MASH;
- referral to Police;
- internal disciplinary or contractual action;
- safeguarding arrangements to support ongoing participation.

Step 5 – Ongoing Contact

- When safe to do so, the adult will be kept informed.
- Their views and desired outcomes will be revisited.
- Support information will be offered.

6. Case Management & Internal Escalation

For complex or high-risk adult safeguarding cases, UK Youth will convene an Internal Case Management Group.

Membership (as appropriate)

- DSL (Chair)
- Senior Manager
- HR representative
- Safeguarding specialist (internal or external)

Purpose

- oversee decision making;
- ensure proportionate and lawful action;
- coordinate internal and external responses;
- ensure learning and review.

Meetings will be recorded, actions tracked, and outcomes reported to senior leadership and Trustees as required.

7. Information Sharing (Adults)

Information will be shared:

- with consent where possible;
- without consent where there is:
    - risk of serious harm;
    - criminal activity;
    - coercion or duress;
    - lack of mental capacity;
    - risk to children or others.

All information sharing decisions must be recorded, including rationale.

Adult alleged safeguarding concern, conduct or behaviour

If there is an immediate risk of harm, ensure the individual is safe and contact emergency services without delay. Inform the DSL as soon as possible.

→Concern or disclosure about an adult

- Record factually and report immediately to the DSL or Deputy DSL
- Incident report form (available on the Safeguarding Hub on SharePoint)

→Report immediately to the DSL / Deputy DSL

- Do **not** investigate
- Do **not** promise confidentiality
- If DSL is implicated → contact CEO

→DSL Initial assessment

- Nature of concern
- Risk level
- Adult's views & wishes
- Consent
- Mental capacity
- Risk to others (including children)

→DSL determines the route for further action to be taken - may consult

- → Does this meet the threshold for statutory referral
- → Advice / referral to Adult Social Care / MASH / Police
- → Internal safeguarding actions
- → Case Management Group if required

Manage internally

Safeguarding actions
HR / disciplinary processes
Risk management measures

Adult supported & informed (where safe)

- Adult kept informed where safe
- Outcomes reviewed
- Learning captured