

ALL ROUNDER PROJECT

Safeguarding Policy and Procedures

Version: 1.0

Last reviewed: June 2026

Policy owner: Abdul Sheikh

Update June 2026

This policy should be considered alongside the recently published *Working Together to Safeguard Children (2026)*. We acknowledge this updated statutory guidance and confirm that it will be utilised to inform our safeguarding practice. The updated guidance will be fully incorporated into this policy at the next full review point. However, the core safeguarding principles and arrangements set out within this document remain in line with our statutory responsibilities and our commitment to safeguarding and promoting the welfare of children.

Contents

1. Reporting a concern and contact details
2. Introduction and Ethos
3. Definitions
4. Context
5. Key Responsibilities
6. Recognition and Types of Abuse, Neglect and Exploitation
7. Online Safety
8. Adults at Risk
9. Safeguarding Procedure for concerns about Young People
10. Allegations Against Members of Staff and Volunteers
11. Allegations Against Young People (Child on Child Abuse)
12. Record Keeping
13. Information Sharing

14. Inter-agency Working
15. Complaints
16. Safer Recruitment
17. Staff and Volunteer Induction, Awareness and Training
18. Staff and Volunteer Supervision and Support
19. Safe Working Practice
20. Key Supporting Documents

Appendix 1 – Definitions and Indicators of Abuse, Neglect and Exploitation for Children

Appendix 2 – Definitions and Indicators of extremism or radicalisation

Appendix 3 – Types of harm that may be experienced by Adults at Risk

1. Reporting a concern and contact details

a. Safeguarding concerns can be reported using our online form:

info@allrounderproject.co.uk. Responses are monitored by our DSL and deputies during office hours.

b. In an emergency, for example when a crime has been committed or is about to be committed, contact the police on **999** or **101** for non-emergency enquires. **All Rounder Project contacts**

c. Designated Safeguarding Lead

Abdul Sheikh

Contact number: **07379 449152** Email:

info@allrounderproject.co.uk

Regional Office Contact Details

Contact number (all locations): **07379 449152**

Local or out of hours support

Use the online tool *Report Child Abuse to Your Local Council* to get the contact details for the relevant local children's social care contact. Remember this is based on where the child lives, rather than where they go to school.

2. Introduction and ethos

- a. This policy is applicable to anyone working on behalf of All Rounder Project, including seniormanagers and the board of management, paid staff, volunteers and agency staff.
 - b. The purpose of this policy is to protect children and adults at risk (collectively referred to as“young people”) who interact with All Rounder Project.
 - c. All Rounder Project is committed to and recognises the importance of creating andmaintaining an environment in which young people involved in our work are safe from abuse. This means that any suspicion or allegation of abuse relating to one of our young people is taken seriously, treated in confidence and appropriately and promptly dealt with.
 - d. Our safeguarding culture encourages young people to talk openly and enables them to feelconfident that they will be listened to. Under no circumstances should any staff member or volunteer inflict physical or psychological harm on a young person. We are committed to providing an environment where young people are safeguarded and are enabled to disclose if they are being harmed in some way. We are alert to the signs of abuse and neglect and follow our procedures to ensure that all young people receive effective support, protection and justice.
 - e. All Rounder Project recognises that some young people may be especially susceptible toabuse due to their gender, ethnicity, sexual orientation, religious beliefs, speaking English as an additional language or their special education needs and disabilities. We understand that young people who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Young people referred to All Rounder Project may exhibit challenging or concerning behaviours which at times may impact on others directly or indirectly. We will always take a considered and sensitive approach in order that we can support all young people in our care.
 - f. The aim of our procedures is to provide a robust framework which enables staff andvolunteers to take appropriate action if they are worried a young person is being abused. Staff and volunteers are advised to maintain an attitude of ‘it could happen here’ where safeguarding is concerned. When concerned about the welfare of a young person, workers should always act in the best interests of the young person. If workers have any concerns about a young person’s welfare, they should act on them immediately.
 - g. All Rounder Project requires all staff and volunteers to be aware of this policy, follow it and actwith the interests of young people of paramount importance. Staff and volunteers should show respect and understanding for the rights, safety and welfare of young people they are working with at all times. Safeguarding awareness is a required part of the induction process. Appropriate training and support will be given to staff to enable them to deal with safeguarding issues effectively.
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3. Definitions

Safeguarding: *Keeping Children Safe in Education (2025)* defines safeguarding and promoting the welfare of children as:

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online preventing the impairment of children's mental and physical health or development ensuring
- that children grow up in circumstances consistent with the provision of safe and effective care •
- taking action to enable all children to have the best outcomes

Young Person: This term is used as an overarching term throughout the policy to describe all of those that we have a safeguarding duty towards.

- Under the Children Act 1989 (2004), a child is legally defined as anyone who has not reached their 18th birthday. Child protection legislation and guidance therefore applies to our mentees (aged 11-18) and any of our volunteers who are under the age of 18.
- Under the Care Act (2014), an adult at risk is someone who has needs for care and support, who is experiencing, or at risk of, abuse or neglect and as a result of their care needs is unable to protect themselves. Most commonly in our context, these individuals will be under the age of 25.

Staff: Permanent or sessional workers who are paid employees of All Rounder Project. **Volunteers:** Unpaid workers including but not limited to mentors, intermittent office support workers and fundraisers.

Workers: People who work with young people, whether as a staff member or volunteer mentor.

DBS: Disclosure and Barring Service.

Designated Safeguarding Lead (DSL): The person responsible for dealing with any safeguarding concerns within All Rounder Project.

4. Context

- a. This policy serves as statutory guidance for all staff and volunteers working with and for AllRounder Project.
- b. This policy adheres to *Working Together to Safeguard Children (DfE 2026)* and *Keeping Children Safe in Education (DfE 2025)* as well as *After-school clubs, community activities, and tuition Safeguarding guidance for providers (DfE 2023)*.
- c. This policy has been drawn up on the basis of law and guidance that seeks to protect children and adults at risk namely:

- Children Acts 1989 and 2004
- Data Protection Act 2018 – General Data Protection Regulation (GDPR)
- Equality Act 2010
- The Care Act and support statutory guidance 2023
- Sexual Offences Act 2003

d. The DSL and Senior Management Team will ensure regular reporting on safeguarding activity and systems to the Board of Management.

5. Key Responsibilities

Safeguarding and promoting the welfare of young people is everyone's responsibility.

Everyone who comes into contact with young people and their families has a role to play.

a. Board of Management

All Rounder Project's Board of Management holds overall responsibility for the child protection, adults at risk and safeguarding functions of All Rounder Project. The Board will review and approve any updates and changes to our Safeguarding policy and related procedures. If a serious safeguarding incident takes place, a prompt, full and frank disclosure is required to be made to the Charity Commission (if applicable) or relevant regulator.

b. Senior Management Team (SMT)

All Rounder Project's SMT is responsible for ensuring that this Safeguarding Policy and other relevant policies and procedures are fully implemented and followed by all All Rounder Project workers. All concerns about poor or unsafe practice will be addressed in accordance with the Whistleblowing Policy.

c. All Rounder Project Workers

All All Rounder Project workers have a responsibility to provide a safe environment in which young people can benefit from the programme. Any worker who has a concern about a young person's welfare should follow the reporting process. All concerns must be reported to the DSL. Staff should never promise a young person that they will not tell anyone about a report, as this may ultimately not be in the best interests of the young person.

d. Partner Schools

Partner schools will provide All Rounder Project workers with relevant information about any young person referred to the programme and will also collaborate with All Rounder Project DSLs to manage safeguarding cases.

e. Designated Safeguarding Lead (DSL)

The DSL takes lead responsibility for safeguarding and for ensuring that the statutory guidance outlined in this policy, local policy and procedures are followed. The DSL and deputies should undergo training updated every 2 years. Their knowledge and skills should be updated at regular intervals (e.g., via e-bulletins or reading developments).

6. Recognition and Types of Abuse

Workers are trained to identify signs of abuse. It is important to remember that:

- Abuse can happen to any young person, regardless of their background.
- Abuse can be a one-off incident or something that happens over a long period.
- Signs of abuse are not always obvious.

Detailed indicators for all types of abuse, including modern threats like Criminal Exploitation and Online Grooming, are provided in **Appendix 1**.

7. Online Safety

a. All Rounder Project is committed to providing a safe environment online. We do this by:

- Maintaining appropriate filters and monitoring systems.
- Including online safety as a key part of the regular training for staff and volunteers.
- Ensuring all parties are made aware that any incidents of inappropriate online behaviour or online

safety concerns should be reported through the usual safeguarding procedure. **b.** For sessions taking place online:

- Measures include waiting rooms, changing links regularly, and limiting screen sharing/private messaging.
 - All participants are asked to use a neutral background.
 - Mentors and young people are aware of how to get the attention of staff to get support.
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8. Adults at Risk

All Rounder Project is committed to the six principles of safeguarding adults at risk: **empowerment, protection, prevention, proportionality, partnership and accountability.**

The DSL will ensure that the adult's wellbeing is promoted taking fully into account their views, wishes, feelings and beliefs in deciding on any action as adults at risk have the right to make decisions for themselves. Where an adult at risk is in/at risk of immediate harm, All Rounder Project staff must make a referral to adult's social care and if appropriate, the police.

9. Safeguarding Procedure for concerns about Young People

a. Procedural Diagram (Step-by-Step)

Step 1: Concern/Disclosure

A volunteer or staff member has concerns about a young person OR a disclosure is made.

- **Action:** Stay calm and approachable. Listen carefully without interrupting. Inform an All Rounder Project staff member immediately.
- **Communication:** Complete a **TED talk (Tell, Explain, Describe)** with the young person. Let them know who this will be reported to; **never make promises of confidentiality.**

Step 2: Risk Assessment

The staff member makes a decision based on the risk of immediate harm.

- **Immediate Harm:** Call the police (999) or the DSL immediately. If the DSL advises immediate action, follow it.
- **No/Low Immediate Risk:** Complete a safeguarding form via the All Rounder Project website before leaving the session.

Step 3: DSL Action (within 24 hours)

The DSL identifies the risk level and required action.

- **Does not meet harm threshold:** Log internally with reasoning. Review quarterly for continuous improvement.
- **Does/May meet harm threshold:** DSL offers support on next steps (contacting social care, parents, or school). Share report with the school DSL.

b. Levels of Concern Table

No/Low Risk	Doesn't meet threshold.	Resolved disagreements; known issues with no new concerns; near-miss reports.
Threshold of Harm	Does/may meet threshold.	Vaping, drugs, alcohol; deterioration of living conditions; bullying; self-harm (historic).
Immediate Danger	High risk / Immediate harm.	Abuse taking place; unsafe to leave session; crime committed; restraining order breach.

10. Allegations Against Members of Staff and Volunteers

a. Procedural Diagram (Step-by-Step)

Step 1: Allegation Made

A safeguarding allegation is made regarding the conduct of an All Rounder Project worker OR the project becomes aware of concerning behavior.

Step 2: Initial Response (within 24 hours)

The DSL speaks to the reporter and keeps a written record. An early decision is made on whether the case meets the "harm threshold."

Step 3: Threshold Decision

- **Meets Threshold:** DSL reports to the **Local Authority Designated Officer (LADO)** immediately. Follow LADO guidance (strategy meetings, police, internal disciplinary). DSL and CEO decide on suspension or alternatives (e.g., office work).
- **Low Level Concern:** DSL speaks to the individual immediately. Provide clear developmental feedback. Decide on suitability to continue (for volunteers). Record decision and email a Code of Conduct refresher.

b. Definition of Harm Threshold

- Behaved in a way that has harmed a child or may have harmed a child.
- Possibly committed a criminal offence against or related to a child.
- Behaved towards a child in a way that indicates they may pose a risk of harm.
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Behaved in a way that indicates they may not be suitable to work with children (transferable risk).

c. Suspension Policy

Suspension is not automatic. It is considered if there is cause to suspect a young person is at risk of Significant Harm, if the allegation warrants police investigation, or if it is grounds for dismissal. Alternatives include duties without direct contact or supervised contact.

11. Allegations Against Young People (Child on Child Abuse)

All Rounder Project recognizes that children are capable of abusing their peers. Any incidents of child on child abuse will be managed in the same way as any other child protection concern. We will collaborate with the school partner to conduct a thorough investigation and ensure the response treats all children involved as being at potential risk.

12. Record Keeping

a. All concerns, discussions and decisions must be recorded in writing on an **All Rounder Project Safeguarding Report Form**. **b.** Records must include: summary of concern, followup/resolution details, action taken, and the rationale for decisions. **c.** Recordings must be accurate and made as soon as possible after the incident. **d.** The DSL will review the safeguarding log monthly. An anonymised sample is reviewed quarterly by the Board.

13. Information Sharing

Information sharing is vital. We follow the *information sharing advice for safeguarding practitioners (2024)*. Data Protection laws (GDPR/DPA 2018) do not prevent the sharing of information for the purposes of keeping young people safe. Fears about sharing information must not be allowed to stand in the way of protecting a young person.

14. Inter-agency Working

All Rounder Project is not an investigating agency. We pass all concerns to partner schools or statutory agencies. We are committed to the **Early Help** process, identifying emerging problems and sharing information with other professionals. Staff are particularly alert to young people who are disabled, young carers, misusing substances, or at risk of radicalisation.

15. Complaints

All Rounder Project has a Complaints Policy available to all. Anything constituting an allegation against a member of staff will be handled under the Managing Allegations procedures.

16. Safer Recruitment

Procedures include:

- Job descriptions with explicit safeguarding requirements.
 - Interviews with at least one person trained in **Safer Recruitment**
 - Identity and right-to-work checks.
 - At least two references, followed up if partial or concerning.
 - **Enhanced DBS check with children's barred list information.**
 - All staff and volunteers are encouraged to join the **DBS Update Service** for annual checks.
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17. Staff and Volunteer Induction, Awareness and Training

a. All staff receive a copy of *Keeping Children Safe in Education (2025)*. **b.** Training enables staff to recognise, respond, record, and refer concerns. **c.** Staff receive updates at least annually; DSLs undergo advanced training every 2 years. **d.** Volunteer mentors must complete an online module and live face-to-face training.

18. Staff and Volunteer Supervision and Support

The SMT aims to create a culture where staff feel confident to raise concerns. Any member of staff affected by safeguarding issues can seek support from the DSL. Volunteers under 18 will have additional measures, such as not being left alone with mentees and having a designated supervisor.

19. Safe Working Practice

a. Code of Conduct: Workers must maintain professional boundaries, not share personal contact details, and not meet mentees outside authorised sessions. **b. Ratios:** Appropriate adult-to-child ratios must be maintained at all times. **c. Private Conversations:** If a young person needs a private talk, it should be in a place that is "audible but not necessarily visible" to others. **d. Missing Child Procedure:** If a child goes missing, staff must immediately search the area, notify the DSL/School, and contact the police/parents if not found within 10 minutes. **e. Consent:** Consent must be obtained for any activity outside the standard programme, including trips or the use of photography/video.

20. Key Supporting Documents

- Health and Safety Policy (including fire safety)
 - Whistleblowing Policy
 - Volunteer Code of Conduct
 - Employee Handbook
 - Data Protection Policy
 - Complaints Procedure
 - *Working Together to Safeguard Children (2026)*
 - *Keeping Children Safe in Education (2025)*
 - *Information sharing advice for safeguarding practitioners (2024)*
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Appendix 1 – Definitions and Indicators of Abuse

1. Physical Abuse

Signs: Bruises, broken bones, burns, bite marks, scarring, effects of poisoning, or breathing problems from suffocation.

2. Emotional Abuse

Indicators: Humiliating, constantly criticising, threatening, shouting, making a child the subject of jokes, scapegoating, or failing to promote social development. **Behavioural Signs:** Lacking self-assurance, struggling to control emotions, difficulty making relationships, or acting inappropriately for their age.

3. Sexual Abuse

Indicators: Sexual touching, rape, forcing sexual activities, showing pornography, or forcing a child to share abuse images. **Signs:** Knowledge inappropriate for age, nightmares, bed-wetting, changes in mood, discharge or soreness in genital areas, or difficulty walking/sitting.

4. Neglect

Types: Physical (food/shelter), Educational, Emotional (lack of nurture), and Medical (ignoring care needs). **Signs:** Being smelly/dirty, hungry, unwashed clothes, lack of heating, or being left alone for a long time.

5. Child Sexual Exploitation (CSE)

Indicators: Secretive behaviour, sharp changes in mood, having unexplained money or gifts

(e.g., hotel key cards), or having an older “boyfriend/girlfriend.”

6. Female Genital Mutilation (FGM)

Signs: Ceremony for “becoming a woman,” unexpected long absence from school, difficulty walking/sitting, or spending longer in the bathroom. *Mandatory reporting to 101 required by the end of the next working day.*

7. Bullying/Cyber Bullying

Signs: Belongings getting lost/damaged, being afraid to go to school, dip in grades, or stealing money (to give to bullies).

8. Criminal Exploitation (County Lines/Gangs)

Indicators: Frequently absent, travelling for unexplained reasons, using new slang, having multiple phones, or carrying weapons. *Includes “cuckooing” (taking over a vulnerable person’s home).*

9. Domestic Abuse

Indicators: Kicking, hitting, controlling finances, or controlling what someone wears. **Signs in children:** Aggression, anti-social behaviour, anxiety, or bed-wetting.

10. Child Trafficking

Signs: Doing excessive household chores, rarely leaving the house, being unsure which city they are in, or not being registered with a GP.

11. Grooming

Indicators: Secretive about time online, receiving unexplained gifts, or being told they are “special” by an older person.

12. Online Abuse

Signs: Distant or upset after using the internet, secretive about their phone, or rushing to get on their device at specific times.

Appendix 2 – Extremism and Radicalisation

Extremism is the promotion of an ideology based on violence or hatred. **Vulnerability Factors:** Low self-esteem, isolation, feeling injustice, or a strong need for acceptance. **Signs:** Talking to people with extreme views, changing style of dress, trying to recruit others, or accessing extremist material online.

Appendix 3 – Harm to Adults at Risk

Categories of Harm:

- **Self-neglect:** Neglecting hygiene or surroundings.
 - **Modern Slavery:** Human trafficking, forced labour.
 - **Domestic Abuse:** Psychological or physical abuse.
 - **Discriminatory:** Abuse based on race, gender, or disability.
 - **Organisational:** Neglect or poor practice within an institution.
 - **Mate Crime:** A person being befriended specifically to be exploited.
 - **Cuckooing:** Criminals taking over the home of a vulnerable person.
 - **Non-recent Child Abuse:** Handling disclosures of abuse that happened in the past.
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ALL ROUNDER PROJECT

Specialist Trauma-Informed Mentoring

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