



**Leeds Let's Do More**

**Safeguarding Children  
and Young People Policy**

**December 2024**



## Leeds Let's Do More

# Safeguarding Children and Young People Policy

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*Policy approved by: **LDM Board of Trustees***

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## Introduction

Leeds **Let's Do More** is a community sport organisation constituted to:

1. Promote community participation in healthy recreation in particular by the provision of facilities for the playing of Basketball
2. Advance grassroots Basketball in Leeds for the public benefit by the provision of [or assistance in the provision of] facilities and services for participation.
3. Act as a resource for young people up to the age of 19 living in Leeds, by providing advice, assistance, and programmes of physical, educational and other activities.

## Our Statement

Our organisation acknowledges the duty of care to safeguard and promote the welfare of children and young people and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice from Basketball England, and Sport England requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children:

- ✓ have a positive and enjoyable experience of sport at **Let's Do More** in a safe and child-centred environment
- ✓ are protected from abuse whilst participating in [the activity provided by the organisation] or outside of the activity.

We acknowledge that some children, including disabled children or those from minoritised communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

The Team has adopted this safeguarding children and young people policy and expects every adult working or helping at **Let's Do More** to support it and comply with it. Consequently, this policy shall apply to all staff, managers, trustees, directors, volunteers, students or anyone working on behalf of Let's Do More.

Note: The terms 'child' and 'young person' describe any person under the age of 18. References to 'parents' should be read as parents and carers inclusively.



## Our Policy

- 1 This policy is intended to protect children and young people who receive any service from us, including those who are the children of adults who may receive services from us.
- 2 This policy is designed to be read in conjunction with the [Let's Do More Safeguarding and Behaviour policies for 1\) Children and Young People, and 2\) Adults](#)
- 3 As an organisation we believe that no child or young person should experience abuse or harm and are committed to the protection of children and young people and this policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to child protection and safeguarding.

## What we'll do

As part of our safeguarding policy we will:

- ✓ promote and prioritise the safety and wellbeing of children and young people
- value, listen to and respect children ✓ ensure robust safeguarding arrangements and procedures are in operation
- ✓ adopt safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- ✓ ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- ✓ provide effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about our policies, procedures and behaviour codes and follow them confidently and competently
- ✓ ensure appropriate action is taken in the event of all incidents or concerns, both lower level and concerns of abuse, and support provided to the individual(s) who raise or disclose the concern
- ✓ ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- ✓ record and store information securely, in line with data protection legislation and guidance [more information about this is available from the Information Commissioner's Office]
- ✓ prevent the employment or deployment of unsuitable individuals by recruiting and selecting



- ✓ staff and volunteers safely, ensuring all necessary checks are made
- ✓ appoint a nominated safeguarding lead for children and young people, a deputy and a lead trustee/board member for safeguarding
- ✓ develop and implement an effective online safety

policy and related procedures

- ✓ share information about safeguarding and good practice with children and their parents via leaflets, posters, group work and one-to-one discussions
- ✓ make sure that children, young people and their parents know where to go for help if they have a concern

The policy and procedures will be widely promoted and are mandatory for everyone involved in **Let's Do More** . Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal or exclusion from the organisation.



## The Risks to Children

Nearly every child grows up in a safe and happy environment and it is important not to exaggerate or overestimate the dangers. Nevertheless, there are situations where children need protection including:

- Sexual abuse
- Grooming
- Physical and emotional abuse and neglect
- Domestic violence
- Inappropriate supervision by staff or volunteers
- Bullying, cyber bullying, acts of violence and aggression within our schools and campuses
- Victimisation
- Self-harm
- Unsafe environments and activities
- Crime
- Exploitation

## Universality of Protection

We recognise that:

- The welfare of the child is paramount
- All children regardless of race, gender, religious belief, disability, age, sexual orientation or identity have a right to equal protection from harm.
- Some children are more vulnerable to harm because of their circumstances, prior experiences, communication needs or level of dependency.
- Working with children, young people, their parents and/or guardians, carers or other agencies is essential to protecting their wellbeing.

## Safeguarding Children at Events / Activities

1 There are three kinds of events/activities:

1.1 those open to adults and children of all ages,

1.2 those for children accompanied by a 'parent',

1.3 those for unaccompanied children. For example, team training and community sessions.



2 At events and activities open to all ages, children under 16 must be accompanied throughout by an adult over the age of 18 who not only brings the child but also takes the child home again afterwards. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.

3 At events and activities for children accompanied by a 'parent', children under 16 must be supervised throughout the event by an adult over the age of 18 who not only brings the child to the event but also takes the child home again afterwards. If a lone adult brings more than one child, then the children will have to stay together, so that the one adult can supervise them. Young people aged 16 or 17 may attend unaccompanied if they bring consent and mobile telephone number of one of their parents or carers.

4 At events and activities for unaccompanied children, all children must have a completed registration form before they participate in it. Under 16s must have this completed by a responsible adult. The enrolment must record the child's name, age and address and the names and addresses of the child's parents, plus the parents' mobile telephone numbers and consent for the child to be unaccompanied. For community sessions we require parents and carers to be present for children under 12.

5 Both event and activities are to be defined broadly to include any occasions where Let's Do More CIO will be providing a service.

## Disclosure and barring

1 Let's Do More CIO offers the following activities for children:

Sports Activities

Workshops

Mentoring

2 Our activities require adult participants or adult leaders to undergo DBS and/or police checks under the Safeguarding Vulnerable Groups Act 2006. The required level of checking (if any) will broadly reflect the degree and frequency of unsupervised access given to other people's children.

3 The Team will take very seriously any allegation of impropriety on the part of any member of Let's Do More CIO. A member of Let's Do More CIO who discovers anything amiss should get in touch immediately with the following:

**Loran Lewis**





4 The Team will review the allegation and the likely risk to children and, if appropriate, will consider banning the member from future events or revoking his or her membership or both, but only in full accordance with the rules and procedures of Let's Do More CIO.

## Responding to Allegations or Suspensions

It is not the responsibility of anyone working in LDM, in a paid or unpaid capacity to decide whether child abuse has taken place. However there is a responsibility to act on any concerns by reporting these to the appropriate officer or the appropriate authorities.

LDM will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

Where there is a complaint against a coach, official or any member of staff (paid or unpaid) there may be three types of investigation:

1. a criminal investigation
2. a child protection investigation
3. a disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence and inform the disciplinary investigation, but all available information will be used to reach a decision.



## Action if there are concerns

### Concerns about poor practice:

If, following consideration, the allegation is clearly about poor practice; the designated/Safeguarding officer will deal with it and decide if it is a misconduct issue or more training is required.

If the allegation is about poor practice by the LDM safeguarding officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the relevant governing body. The governing body Child Protection Officer will decide how to deal with the allegation and whether to initiate disciplinary proceedings.

### Concerns about suspected abuse:

Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the LDM safeguarding officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.

The LDM safeguarding officer will refer the allegation to the social services department who may involve the police.

The parents or carers of the child will be contacted as soon as possible following advice from the social services department.

The LDM safeguarding officer should also notify the relevant external Child Protection Officer who will deal with any media enquiries.

If the LDM safeguarding officer is the subject of the suspicion/allegation, the report must be made to the appropriate Manager or in his/her absence the relevant external Child Protection Officer who will refer the allegation to Social Services.



## Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need-to-know basis only. This includes the following people:

The LDM Safeguarding officer

The parents of the person who is alleged to have been abused the

Person making the allegation

Social services/police

An LDM Director and relevant external Child Protection Officer

Seek social services advice on who should approach the alleged abuser (or parents if the alleged abuser is a child).

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

## Internal Enquiries and Suspension

The LDM safeguarding officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.

Irrespective of the findings of the social services or police inquiries the LDM Disciplinary Committee will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the LDM Disciplinary Committee must reach a decision based upon the available information which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.



## Health and Safety Aspects of Safeguarding Children

1 Before starting any event for unaccompanied children, the Team will carry out a risk assessment and then take steps to minimise all risks to health and safety. Parents and children will be made aware of any particular risks and of the steps to be taken to minimise those risks. The Team will keep a record of all risk assessments.

2 Sufficient adults must be present at any event for unaccompanied children to enable one adult to deal with any emergency while another adult supervises the children not directly affected by the emergency.

## Policy on the Prevention of Bullying

We will not tolerate the bullying of children either by adults or by other children. If any incident of child-on-child bullying should arise at a Let's Do More CIO event, those involved will be separated immediately and the coach or a member of the LDM team will speak to both parties to facilitate a resolution and plan to ensure it is not repeated; and if appropriate the parents of the children involved will be asked to deal with the matter. The Team will review all incidents of child-on-child bullying and assess the likely future risk to children. If appropriate, the Team will consider banning a child from future events, but only in full accordance with the rules and procedures of Let's Do More CIO. Allegations of adults bullying children will be dealt with under paragraph 6.3 above.

## Photographing Children

All photography of children under 18 at our events will be subject to parents completing photo consent forms as part of the club registration. Photographs of children are not to be taken or published without parents/guardian's consent. All photographs will be stored in compliance with the Data Protection Act 2018.

## Managing Behaviour, Discipline and Acceptable Restraint

1 Adults supervising children at **Let's Do More** events must never use any form of corporal punishment. If physical restraint is necessary to prevent injury to any person or to prevent serious damage to property, then the minimum necessary restraint may be used — but for that purpose only.

2 Unacceptable behaviour at **Let's Do More** events for unaccompanied children will generally be stopped by separating the children from each other and from the group. Those involved will be suitably supervised and returned as soon as possible to the care of their parents.



3 **Let's Do More** may apply a further disciplinary sanction; namely the banning of the child from one or more future events over the following 18 months. Any such sanction would be determined and applied by the following officer:

**Loran Lewis**

4 A parent who is aggrieved by this ban may appeal to **Let's Do More** who will hear the views of all relevant persons. The decision of **Let's Do More** is then final.

## Legal Framework

This policy has been drawn up in accordance with the following:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- General Data Protection Regulation
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special educational needs and disability (SEND) code of practice - Guidance on the special educational needs and disability (SEND) system for children and young people aged 0 to 25, from 1 September 2014
- Information sharing: advice for practitioners providing safeguarding services o Working together to safeguard children (2017)



## Monitoring

This policy will be reviewed a year after development and then every three years, or in the following circumstances:

- ✓ changes in legislation and/or government guidance
- ✓ as required by the local safeguarding partnership, UK Sport and/or home country sports councils and Basketball England as a result of any other significant change or event.

|                                                |
|------------------------------------------------|
| This policy was last reviewed on 14th May 2025 |
| Signed: Loran Lewis                            |
|                                                |
|                                                |

Everyone involved in providing activities for children will be given access to appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people

## Contact Details

### Our Safeguarding Officer

**Name:** Kathryn Hodgson

**Email:** [kathryn.hodgson@letsdomore.org.uk](mailto:kathryn.hodgson@letsdomore.org.uk)

**In a safeguarding emergency,  
where a young person is at immediate risk of harm, call 999.**



## Guidance on Putting Safeguards in Place

CPSU guidance on putting safeguards in place

Guidance on key roles, responsibilities, policies and procedures [the cpsu.org.uk/help-advice/putting-safeguards-in-place](https://the cpsu.org.uk/help-advice/putting-safeguards-in-place)

CPSU Self-Assessment Tool

Identify any gaps in your safeguarding practice by using the online Self-Assessment Tool  
[the cpsu.org.uk/resource-library/tools/self-assessment-tool](https://the cpsu.org.uk/resource-library/tools/self-assessment-tool)

NSPCC Child Protection in Sport Unit (CPSU)

Information and resources related to this topic are available at:  
[the cpsu.org.uk/help-advice](https://the cpsu.org.uk/help-advice)

