NEWHAM SPORTS CLUB
PROGRESSIO CUM POPULO

SAFEGUARDING & CHILD PROTECTION

POLICY

ADOPTED	NEXT REVIEW	OWNER
01/09/2026	September 2027	Newham Sports Club Board

01 POLICY STATEMENT

Newham Sports Club (NSC) has a duty of care to safeguard and promote the welfare of every child, young person and adult at risk involved in any activity we deliver — including Rokeby School sessions, holiday activity and food (HAF) provision, Social Kitchen, and the Youth Led Sports Hubs. Every person, whatever their age, culture, disability, gender, language, racial origin, religious belief or sexual identity, has the right to protection from abuse, and the needs of disabled participants and others who may be particularly vulnerable are taken into account at every stage.

This policy applies to **all staff (paid and unpaid), volunteers, coaches, trustees/directors, contractors, sessional workers, youth leads, and anyone acting on behalf of Newham Sports Club** — not staff and volunteers alone.

02 KEY DEFINITIONS

- **Child**: a person under the age of 18 (Children Act 1989).
- **Adult at risk**: an adult aged 18+ who has care and support needs and, as a result, is unable to protect themselves from abuse, neglect, or the risk of it (Care Act 2014). In line with current sector guidance (Ann Craft Trust), NSC treats this as a floor, not a ceiling: any adult connected to our activities who experiences harm is entitled to a safeguarding response, whether or not they meet this legal definition.
- **Abuse**: physical, emotional, sexual or financial abuse, neglect, discriminatory abuse, organisational abuse, and online/cyber abuse.

03 CORE PRINCIPLES

- The welfare of the child or adult at risk is always paramount.
- All suspicions and allegations are taken seriously and acted on swiftly.
- Every person working or volunteering for NSC has a personal responsibility to report concerns — safeguarding is not just the Designated Safeguarding Lead's job.
- No one should decide alone that a concern isn't worth reporting.

04 ROLES

ROLE	NAME	CONTACT
Designated Safeguarding Lead (DSL)	Naser Mohamed	info@newhamsports.org
Deputy Safeguarding Lead	Abdirahman Mohamed (Treasurer)	info@newhamsports.org
Senior Lead (Board-level policy owner)	Naser Mohamed (Chair)	—

05 SAFEGUARDING CONCERN REPORTING PROCEDURE

If you see, hear, or are told something that worries you about a child or adult at risk:

1. **Act immediately if anyone is in danger.** Call 999 if there is immediate risk to life. Do not delay a 999 call to find the DSL first.
2. **Report to the DSL (or Deputy) without delay, and always within 24 hours.** Do not investigate the concern yourself, do not confront the alleged person, and do not promise the child or adult confidentiality — explain that you have to tell someone whose job it is to help.
3. **The DSL decides next steps**, normally within 24 hours of receiving the report:
   - **Emergency / immediate risk** → Police (999) and Newham Children's Social Care / MASH.
   - **Non-emergency concern about a child** → refer to Newham Children's Social Care (MASH): 020 3373 4600 (Mon–Fri, 9am–5:15pm) or 020 8430 2000 (out of hours).
   - **Concern about an adult at risk** → Newham Adult Safeguarding: 0203 373 0440 (24-hour line).
   - **Concern doesn't meet a statutory threshold but shouldn't be ignored** → DSL records the decision and rationale, agrees a monitoring plan, and keeps a written note of why no referral was made.
4. **If the DSL is unavailable, or the concern is about the DSL**, report directly to the Deputy Safeguarding Lead, or if neither is reachable and the situation can't wait, contact the services above directly — do not wait.
5. **Always follow up in writing** using the Safeguarding Concern Form (see Section 8) within 24 hours, even after a verbal report or 999 call.

ONLINE SAFETY AND DIGITAL COMMUNICATIONS

- Staff, coaches and volunteers must not contact children/young people via personal social media, personal phone numbers, or private messaging apps. All communication with under-18s (e.g. session reminders, group updates) goes through an official NSC channel that a parent/carer or another adult can see — never one-to-one and never late at night.
- Photos or videos of participants are only taken, used or posted in line with the Photography, Image & Social Media Consent Policy.

- Any online safety concern (a young person describing being contacted inappropriately online, grooming behaviour, harmful content) is treated as a safeguarding concern and reported through the same route as above, without delay.
- Staff should be aware of the CEOP Safety Centre (ceop.police.uk) as a route for a young person or family to report online sexual abuse or exploitation directly.

06 ALLEGATIONS AGAINST STAFF, VOLUNTEERS OR COACHES

An allegation against anyone working or volunteering for NSC (paid or unpaid, including the DSL) is handled differently from a general welfare concern:

1. **Report immediately to the DSL.** If the allegation is against the DSL, report to the Deputy Safeguarding Lead or Chair.
2. **The DSL (or Deputy) refers to the Local Authority Designated Officer (LADO) on the same working day**, and always within 24 hours — this is a legal requirement, not optional, whenever an allegation suggests a person may have behaved in a way that harmed, or may harm, a child; possibly committed a criminal offence against a child; or behaved in a way that suggests they're unsuitable to work with children.
    - Newham LADO: Alex Mihu, 0203 373 6706 (Assistant LADO: Evelyn Millyard, 0203 373 0751) · LADO@newham.gov.uk
3. **Suspension is considered**, on LADO advice, wherever there's any possibility of further contact with children/adults at risk during the investigation. Suspension is a neutral act, not a disciplinary sanction, and is not an admission of guilt.
4. **Confidentiality is maintained** on a strict need-to-know basis. The person raising the concern, the person it's about, and any child/adult involved are all treated fairly and with respect; information is only shared with those who need it to keep people safe or progress the investigation.
5. No internal investigation begins, and no action is taken against the accused person, until the LADO has been consulted — an internal process run in parallel can compromise a police investigation.

07 CONFIDENTIALITY, CONSENT AND INFORMATION SHARING

- Safeguarding information is shared on a strict need-to-know basis only — with the DSL, the people directly handling the concern, and statutory agencies where required.
- **Consent is not needed to share information to prevent harm.** UK GDPR and the Data Protection Act 2018 do not block sharing safeguarding information — the safety of a child or adult at risk always takes priority over data protection concerns. Where possible, and where it doesn't increase risk, families are told a referral is being made.
- All safeguarding information is handled under NSC's Data Protection Policy: stored securely, shared only with those who need it, and never discussed outside the reporting chain (including on social media, in group chats, or informally with other parents/coaches).
- See the Data Protection Policy for full detail on lawful basis, retention and participants' rights.

08 SAFEGUARDING RECORD-KEEPING

- Every concern, allegation, or disclosure is recorded in writing on the day it happens (or as soon as possible after), using a standard Safeguarding Concern Form: what was said or seen (in the child's own words where possible), when, who was told, and what happened next.
- Records are factual, not speculative, and signed and dated by the person completing them.
- Records are stored securely (locked cabinet or password-protected/encrypted digital folder), accessible only to the DSL and Deputy, separately from general participant files.
- Records are kept until the child's 25th birthday (in line with standard safeguarding record retention practice) or for as long as an agency involved requires, whichever is longer.
- The DSL maintains a single safeguarding log summarising all concerns raised, so patterns (e.g. repeated concerns about one coach, or one family) can be spotted.

09 WHISTLEBLOWING

Anyone with a concern about how NSC, or someone connected to it, is behaving — including concerns about how a safeguarding matter has been handled — can raise it under NSC's separate Whistleblowing Policy, without fear of reprisal. This sits alongside, not instead of, the safeguarding reporting procedure above.

10 GOOD PRACTICE GUIDELINES

- Always work in an open environment, avoiding private or unobserved situations.
- Treat all participants with dignity and respect; never form an intimate relationship with, or share a room with, a child or adult at risk.
- Give physical support only openly and with consent; involve parents/carers wherever possible.
- A male and female staff member always accompany mixed-gender groups on away days or residentials; adults never enter a participant's room, or invite a participant into theirs, at residentials.
- Be an excellent role model: no smoking, vaping or drinking alcohol in the presence of participants.
- Give constructive, not personally critical, feedback; never use fear, humiliation or exclusion as discipline (see the Anti-Bullying & Behaviour Management Policy).
- Keep DBS checks, qualifications, and insurance current — see the Safer Recruitment Policy.

11 PRACTICES NEVER TO BE SANCTIONED

Rough or sexually provocative games; sharing a room with a participant; any inappropriate touching; ignoring inappropriate language or sexually suggestive comments; using distress as a control method; leaving an allegation unrecorded or unactioned; doing personal-care tasks a participant can do themselves; inviting a participant to your home unsupervised; unaccompanied drop-off/pick-up outside agreed arrangements.

12 DOCUMENT REVIEW

This policy is formally reviewed **every 12 months** by the Board, or sooner following any safeguarding incident, a significant change in relevant law or statutory guidance (e.g. an update to Working Together to Safeguard Children), or a change in NSC's activities (e.g. new venues, new age groups, or new activity types added to the Risk Assessment).

Next scheduled review: September 2027.

13 CONTACTS AND REFERRAL ROUTES

CONCERN TYPE	CONTACT	WHEN
Immediate danger to life	999	Always, first
Child protection concern (Newham)	Newham Children's Social Care / MASH: 020 3373 4600 (9am–5:15pm) / 020 8430 2000 (out of hours)	Non-emergency but needs a statutory response
Adult at risk concern (Newham)	Newham Adult Safeguarding: 0203 373 0440 (24hr)	Any concern about an adult at risk
Allegation against staff/volunteer/coach	Alex Mihu, 0203 373 6706 (Assistant: Evelyn Millyard, 0203 373 0751) · LADO@newham.gov.uk	Any allegation against someone working for NSC
Online sexual abuse/exploitation	CEOP: ceop.police.uk	Online-specific concerns
Concern about how NSC has handled something	See Whistleblowing Policy	Organisational/process concerns

Staff/volunteer declaration — I have read, understood, and agree to work within this Safeguarding & Child Protection Policy.

SIGNATURE _____ PRINT NAME _____ DATE _____

ADOPTION

Approved and formally adopted by the Newham Sports Club Board.

ROLE	NAME	SIGNATURE	DATE
Chair	Naser Mohamed		01/09/2026
Treasurer & Deputy Safeguarding Lead	Abdirahman Mohamed		01/09/2026
Secretary & Governance Officer	Uthman Sanusi Mohammed		01/09/2026

Adoption date: 01/09/2026 · **Next review:** September 2027