

Safeguarding Policy and Procedures

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Our statement

IAPS is committed to protecting the health, safety and wellbeing of all children at our events. The welfare of every child is paramount, in line with the principles of the Children Act 1989.

All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from harm and abuse.

It is the responsibility of all event staff and attendees to report concerns. It is not their role to investigate concerns or determine whether abuse has occurred.

Our policy

This policy is aligned with Keeping Children Safe in Education (KCSiE). It applies to all IAPS staff, volunteers, and event organisers. All member schools must ensure their pupils are aware of their own school's safeguarding policies.

This policy applies to concerns arising at IAPS events and to online behaviour connected to an IAPS event where it may affect the welfare or safety of a child.

This policy should be read in conjunction with:

- IAPS Code of Conduct
- IAPS Anti-Bullying Policy
- IAPS Media Policy

These are available at: <https://iaps.uk/sports/about-us/documents-links.html>

Safeguarding commitments

IAPS will:

- Value, listen to and respect all children.
- Maintain a trained Designated Safeguarding Lead (DSL) and Deputy DSL.
- Ensure all event organisers complete required documentation per the organiser's handbook.
- Require organisers to read this safeguarding policy.
- Require each host school or event organiser to nominate a safeguarding lead for the duration of the event.
- Ensure all events are risk assessed, including roles considered regulated activity.
- Ensure all policies and codes of conduct are available online.
- Recruit IAPS staff safely and conduct all necessary background checks.
- Provide HQ staff with appropriate safeguarding training.
- Require adherence to the KCSiE guidance at all times.
- Record and store information securely.
- Share safeguarding concerns with relevant schools appropriately.
- Significant safeguarding incidents will be reviewed by the IAPS Senior Leadership Team to identify any lessons learned and improvements required.

Reviewed August 2025

Updated August 2025

Responding to concerns

How to report a concern

- Where immediate safeguarding action is required, concerns should be reported immediately to emergency services and the IAPS DSL.
- If it involves another school's pupil, contact their DSL directly.
- If it's an emergency or suspected crime, call 999.
- For concerns at IAPS events or involving IAPS staff, notify the IAPS DSL.
- Complete and submit the IAPS Incident Report Form (Appendix 1).

If a child discloses a concern

If a child reports something to you:

- Stay calm.
- Reassure the child.
- Avoid making promises (especially about confidentiality or outcomes).
- Keep questions to a minimum.
- Make accurate notes as soon as possible.
- Inform the IAPS DSL immediately.

Safeguarding records will be retained and disposed of in accordance with IAPS data protection policies and legal requirements.

IAPS Contacts

Emily Nunan – Designated Safeguarding Lead
egn@iaps.uk | 01926 461501 / 07469 853452

Mike Kershaw – Deputy Safeguarding Lead
mjk@iaps.uk | 01926 461513 / 07884 453783

Appendix

Appendix 1: Incident report form

Details of child, school and parents

Name of Child:		
Gender:	Age:	Date of Birth:
Ethnicity:	Language:	Additional needs:
Name of school:	Name/s of parent/s:	
School address:	Child's home address:	

Your details

Your name:	Your position:	Date and time of incident:
Are you reporting your own concerns or responding to concerns raised by someone else? (delete as appropriate) Reporting own concerns Responding to concerns raised by someone else		

If you are responding to concerns raised by someone else, please provide their name and position within the school:

Please provide details of the incident or concerns you have, including times, dates, description of any injuries, whether information is first hand or the accounts of others, including any other relevant details:

Was there any immediate action taken or action taken before making the record?

What was the child was doing before and during the time the concern was raised?

The child

The child's account/perspective:

Please provide details of anyone alleged to have caused the incident or to be the source of any concerns:

Provide details of anyone who has witnessed the incident or who shares the concerns:

Please note: concerns should be discussed with the school/parents unless:

the view is that a member of staff/parent might be responsible for abusing the child

someone may be put in danger by the school/parents being informed

informing the school/parents might interfere with a criminal investigation.

If any of these circumstances apply, consult with the local authority children's social care department to decide whether discussions with the school/parents should take place.

Have you spoken to the child's school/parents/carers? If so, please provide details of what was said. If not, please state the reason for this.

Are you aware of any previous incidents or concerns relating to this child and of any current risk management plan/support plan? If so, please provide details:

Summary of discussion with designated safeguarding lead:

Has the situation been discussed with the named person for child protection?

Yes/No (delete as appropriate)

If so, please summarise the discussion:

After discussion with the designated safeguarding lead, do you still have child protection concerns?

Appendix 2: Key definitions

Safeguarding

Protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.'

(Taken from Keeping Children Safe in Education KCSIE (Sept 2021)).

Children

Children are defined in the Children Act 1989 as people under the age of 18 years. For the purposes of this policy the legal definition applies.

Staff

For the purpose of this document, the term "staff" include all paid IAPS employees, all volunteer event organisers, all volunteers and all officials who attend events throughout the year.

Regulated activity

The statutory definition of Regulated Activity applies to this policy. In summary, this means teaching, training, instruction, care or supervision of children, carried out by the same person frequently (once a week or more often) or on four or more days in a 30 day period, or overnight and the individual carrying out the activity of teaching, training or instructing is unsupervised (except for paid roles in specified places).

Appendix 3: Types of abuse?

There are four main types of abuse: physical, sexual, emotional and neglect. An individual may abuse or neglect a child directly or may be responsible for abuse by failing to prevent another person harming that child.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Examples of physical abuse in include extreme physical punishments; forcing a child into training and competition that exceeds the capacity of his or her immature and growing body, or limitations of a disability; assaulting a person; or where the child is given drugs to enhance performance or in the case of a child, delay puberty.

Sexual abuse

Sexual abuse involves forcing a child to take part in sexual activities, which may involve inappropriate touching, penetrative or non-penetrative sexual acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual photographic or online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Emotional abuse

Emotional abuse is the persistent maltreatment of a child such as to cause severe and persistent adverse effects on their development. It may involve conveying to children that they

are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing them from participating in normal social interaction. Emotional abuse may involve a child seeing or hearing the ill-treatment of another as well as serious bullying, causing children to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may also occur alone. Examples of emotional abuse include subjecting children to constant criticism, name-calling, and sarcasm or bullying. It could also include their regular exclusion from an activity, non-selection for a team, failing to rotate squad positions or more subtle actions such as staring at or ignoring a child. Putting players under consistent pressure to perform to unrealistically high standards is also a form of emotional abuse.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. Neglect may involve a parent failing to provide adequate food, clothing and shelter (including exclusion from home or abandonment), failing to protect a child from physical and emotional harm or danger, or to ensure adequate supervision (including the use of inadequate care-givers) or to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. Examples of neglect could include: not ensuring children are safe, exposing them to undue cold or heat or unsuitable weather conditions, or exposing them to unnecessary risk of injury.

Bullying

Bullying is often considered to be a fifth type of abuse but when it does occur it usually has elements of one or more of the four categories identified. The bully can be a parent who pushes too hard, a coach or manager with a 'win at all costs' attitude or another intimidating child. It should also be recognised that bullying can take place in the virtual world of social networking sites, emails or text messages. Bullying should not be ignored and the victim should be supported through what can be a traumatic experience. Bullying will not just go away. Bullies can be very cunning and develop strategies to avoid it being seen by anyone but the victim. Bullying takes many forms but ultimately it is the perception of the victim that determines whether or not they are being bullied rather than the intention of the bully. There are opportunities to bully at any event but it is the way that incidences are dealt with which makes the difference between life being tolerable or becoming a misery for the victim.

Poor practice

Incidents of poor practice arise when the needs of children are not afforded the necessary priority, compromising their wellbeing. Poor practice can easily turn into abuse if it is not dealt with as soon as concerns are raised or reported. Examples of poor practice may be shouting, excessive training, creation of intra-club 'elite squads', ridicule of players' errors, ignoring health and safety guidelines and failing to adhere to the club's code of conduct.

Appendix 4 – Reporting flowchart

