

PMACTIVE Safeguarding Children & Child Protection Policy

Purpose

PMACTIVE is committed to safeguarding and promoting the welfare of all children and young people who access our services. We believe every child has the right to be protected from abuse, neglect, exploitation and harm, regardless of age, disability, sex, race, ethnicity, religion or belief, sexual orientation, gender identity or personal circumstances.

Safeguarding is everyone's responsibility. PMACTIVE aims to create a culture where children and young people feel safe, listened to and respected, and where staff and volunteers feel confident to recognise and report concerns. Any safeguarding concern will be taken seriously and responded to promptly, appropriately and proportionately.

Designated Safeguarding Lead

PMACTIVE's Designated Safeguarding Lead (DSL) is:

Rachel King

Telephone: 07812 593231

The DSL is responsible for overseeing PMACTIVE's safeguarding arrangements, responding to concerns, providing advice to staff and volunteers, maintaining safeguarding records and making referrals to external agencies where appropriate.

Where the DSL is unavailable, concerns must be reported to another member of PMACTIVE Management. Staff and volunteers must never assume that someone else has reported a concern.

Scope

This policy applies to all PMACTIVE employees, sessional workers, coaches, mentors, volunteers, students, placement workers and anyone working on behalf of PMACTIVE.

It applies to safeguarding concerns arising during PMACTIVE activities or where a safeguarding concern becomes known to a member of the PMACTIVE team through their work with a child or young person.

Our Safeguarding Principles

PMACTIVE will:

- Put the safety and welfare of children and young people first.
- Listen to and respect children's views and experiences.
- Take safeguarding concerns seriously.
- Respond promptly to concerns and disclosures.
- Maintain appropriate professional boundaries.
- Recruit staff and volunteers safely.
- Provide appropriate safeguarding training and guidance.

- Work with parents, carers and other agencies where appropriate.
- Share information where necessary to protect a child.
- Maintain accurate and secure safeguarding records.
- Learn from safeguarding concerns and incidents.
- Regularly review and improve safeguarding practice.

Recognising Safeguarding Concerns

A safeguarding concern may arise from:

- A child or young person making a disclosure.
- Something seen or heard by a member of staff or volunteer.
- Signs of abuse, neglect or exploitation.
- Concerns about a child's behaviour, wellbeing or circumstances.
- Information provided by a parent, carer, professional or another person.
- Concerns about the behaviour of an adult towards a child.

Safeguarding concerns may include physical abuse, sexual abuse, emotional abuse, neglect, domestic abuse, exploitation, bullying, online harm, radicalisation or any other circumstances that may place a child at risk. Staff and volunteers do not need to prove that abuse has occurred. Their responsibility is to recognise, report and record concerns.

Responding to a Safeguarding Concern

All staff and volunteers must follow the PMActive Safeguarding Procedures & Reporting Flowchart. The key principle is:

SEE IT → HEAR IT → REPORT IT → RECORD IT

Staff and volunteers should:

- Listen calmly.
- Take the concern seriously.
- Reassure the child.
- Avoid leading or unnecessary questions.
- Never promise confidentiality.
- Report the concern to the DSL without delay.
- Record the facts using the PMActive Safeguarding Reporting Form.

Staff and volunteers must not investigate the concern themselves or confront anyone they believe may be responsible for harm. Where there is an immediate risk of serious harm, emergency services should be contacted without delay.

Child-Centred Approach

PMActive takes a child-centred approach to safeguarding. We recognise that children and young people have different ages, abilities, communication styles, experiences and support needs. Their views and wishes will be considered wherever appropriate.

Children and young people will be treated with dignity and respect and supported to participate in decisions that affect them wherever possible.

However, PMActive may need to share information or act where necessary to protect a child, even where this is not what the child, young person or family would prefer. The safety and welfare of the child will always remain the primary consideration.

Information Sharing and Confidentiality

PMActive will handle safeguarding information sensitively and securely in accordance with the **Data Protection & Confidentiality Policy**. Information will only be shared with those who need it to safeguard a child or respond appropriately to a concern.

Confidentiality will not prevent information being shared where this is necessary to protect a child from harm. Parents and carers will normally be involved where appropriate. However, information may be shared without their knowledge or consent where doing so could increase the risk to the child or interfere with safeguarding action.

Allegations Against Staff, Volunteers or Other Adults

Any allegation or concern that a member of staff, volunteer, coach, mentor or other adult working with PMActive may have:

- Harmed a child.
- Behaved in a way that may pose a risk to children.
- Committed an offence against a child.
- Breached safeguarding expectations.

must be reported immediately to the DSL. Such concerns will be managed in accordance with PMActive's **Managing Allegations Against Staff and Volunteers Policy**.

Where appropriate, PMActive will seek advice from or make referrals to relevant external safeguarding agencies, including the Local Authority Designated Officer (LADO), Police or other appropriate authorities.

Safeguarding Culture and Professional Conduct

PMActive expects all staff and volunteers to maintain appropriate professional boundaries and behave in a way that promotes the safety and wellbeing of children.

Staff and volunteers must:

- Treat children with dignity and respect.
- Follow PMActive safeguarding procedures.
- Maintain appropriate professional boundaries.
- Report concerns promptly.
- Follow agreed supervision and lone-working arrangements.
- Use communication and technology appropriately.
- Never engage in inappropriate physical, sexual or emotional behaviour.
- Never encourage a child to keep safeguarding-related information secret.

Detailed expectations are contained within PMActive's relevant policies and procedures.

Safer Recruitment, Training and Supervision

PMACTive is committed to safer recruitment and will undertake appropriate pre-employment and volunteer checks according to the requirements of the role. Staff and volunteers will receive safeguarding information and training appropriate to their responsibilities.

Safeguarding training will be kept up to date and additional training will be provided where required because of changes in role, risk, legislation, guidance or organisational practice. PMACTive will ensure staff and volunteers have access to appropriate safeguarding advice and management support.

Professional Conduct and Safeguarding

All staff and volunteers are expected to maintain appropriate professional boundaries and conduct themselves in a manner that protects children and young people and promotes their welfare.

Detailed expectations regarding professional behaviour, appropriate conduct, communication, physical contact, social media and digital technology are set out in PMACTive's **Staff & Volunteer Code of Conduct**. Staff and volunteers must also follow PMACTive's **Lone Working Policy** where authorised 1:1 work takes place.

Working With Other Agencies

PMACTive recognises the importance of working with parents, carers, schools, local authorities, health professionals, Police and other agencies where appropriate. Where a concern requires external intervention, PMACTive will cooperate with relevant safeguarding agencies and provide appropriate information to support the protection of the child. PMACTive will follow relevant local safeguarding partnership procedures when making referrals or seeking safeguarding advice.

Prevent and Radicalisation

PMACTive recognises that safeguarding includes protecting children and young people from risks associated with radicalisation, extremism and terrorism. Any concerns relating to radicalisation or a child being vulnerable to extremist influence will be reported through PMACTive's safeguarding procedures.

PMACTive is not generally a specified authority subject to the statutory Prevent duty unless its circumstances bring it within the relevant provisions. However, PMACTive will follow the principles of the current Prevent guidance as appropriate to its safeguarding responsibilities. Further information is contained within PMACTive's **Prevent Statement**.

Records and Monitoring

Safeguarding concerns will be recorded accurately, securely and promptly. Records should clearly distinguish between:

- Facts.
- What was observed or heard.
- Information provided by another person.
- Any action taken.

Safeguarding records will be managed in accordance with PMActive's Data Protection & GDPR Policy. The DSL will monitor safeguarding concerns and identify any patterns, recurring risks or improvements required to PMActive's practice.

Related Policies and Procedures

This policy should be read alongside PMActive's:

- Safeguarding Procedures & Reporting Flowchart
- DSL Safeguarding Flowchart
- Safeguarding Reporting Form
- Managing Allegations Against Staff & Volunteers Policy
- Prevent Statement
- Whistleblowing Policy
- Safe Recruitment Policy
- Lone Working Policy
- Online Safety Policy
- Photography, Video & Social Media Policy
- Positive Behaviour & Relationships Policy
- Equality, Diversity, Inclusion & Anti-Discrimination Policy
- SEND & Inclusion Policy
- Risk Assessment Policy
- Data Protection & GDPR Policy
- Complaints & Compliments Policy
- Missing Child & Uncollected Child Policy
- Health & Safety Policy

Legislation and Guidance

This policy is informed by relevant UK legislation and guidance, including:

- Children Act 1989
- Children Act 2004
- Children and Social Work Act 2017
- Education Act 2002, where applicable
- Equality Act 2010
- Children and Families Act 2014
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Domestic Abuse Act 2021
- Counter-Terrorism and Security Act 2015
- Working Together to Safeguard Children 2026
- Keeping Children Safe in Education 2026
- Relevant local safeguarding partnership procedures

- Relevant Prevent guidance

Working Together to Safeguard Children 2026 is the current statutory guidance in England. Keeping Children Safe in Education 2026 applies specifically to schools and colleges; PMAActive will have regard to relevant safeguarding expectations where applicable to its work.

Monitoring and Review

PMAActive will review this policy regularly to ensure it continues to reflect current legislation, guidance and the needs of the children, young people and families who access our services.

Policy Reviews:

Policy Written: April 2024

Reviewed: September 2025

Reviewed: September 2026