

STAFF SAFEGUARDING GUIDANCE

Practical Companion to the Safeguarding & Child Protection Policy

Key Contacts

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This guidance should be used as a practical staff-facing companion to AJB's Safeguarding & Child Protection Policy. Staff must follow the full policy where more detail is required.

1. Your Safeguarding Duty

Every AJB staff member is responsible for safeguarding. You do not need proof before reporting a concern and you must not investigate it yourself.

IF A CHILD IS IN IMMEDIATE DANGER OR REQUIRES URGENT MEDICAL HELP: CALL 999. INTERNAL REPORTING MUST NOT DELAY EMERGENCY ACTION.

2. If a Child Tells You Something

- Stay calm and listen.
- Take the child seriously.
- Use open, minimal prompts; do not ask leading questions.
- Do not promise secrecy.
- Reassure the child that telling was the right thing to do.
- Do not confront the alleged person responsible.
- Record the child's own words accurately as soon as possible.
- Report immediately to the DSL/DDSL and complete an AJB Cause for Concern Form.

3. What May Cause Concern

- Physical, emotional or sexual abuse.
- Neglect.
- Child-on-child abuse, bullying or harmful sexual behaviour.

- Domestic abuse affecting a child.
- Exploitation, grooming or trafficking.
- Online abuse or unsafe digital contact.
- Radicalisation/extremism concerns.
- FGM, forced marriage or honour-based abuse.
- Unexplained or concerning injuries.
- Significant changes in behaviour, presentation, attendance or wellbeing.
- A child repeatedly arriving without essential medication, food, care or safe collection arrangements where this creates welfare concerns.

4. Recording

Record facts, not assumptions. Include date/time, what you saw/heard, the child's exact words where relevant, actions taken and who was informed. Do not add your own diagnosis or investigate.

5. School-Based Provision

AJB will work with partner schools, but staff must follow AJB safeguarding reporting arrangements as well as any immediate site requirement. Where a serious concern needs urgent school action, do not delay necessary communication to the school's safeguarding team.

6. Holiday & Wraparound Provision

The same safeguarding threshold applies across Holiday Clubs, Breakfast Clubs and After-School/Wraparound Care. Pay particular attention to non-arrival, collection concerns, late/uncollected children, unexplained injuries, personal care, medication and information shared during school-to-AJB handover.

7. Low-Level Concerns About Adults

A low-level concern is behaviour that may be inconsistent with the Staff Code of Conduct even where it does not appear to meet the threshold for an allegation. Examples can include over-familiarity, favouritism, inappropriate language, personal-phone photography or unnecessary secluded one-to-one contact.

Report low-level concerns promptly to the DSL and record them as directed. Do not wait to see whether a pattern develops.

8. Allegations / Harm Threshold

Where an adult may have harmed a child, committed an offence involving a child, posed a risk of harm, or behaved in a way indicating they may not be suitable to work with children, report immediately through the Safeguarding & Child Protection Policy. Management will consider LADO and other required referrals.

9. If the DSL/DDSL Is Unavailable or Implicated

If the usual safeguarding lead is unavailable, implicated, unsuitable to receive the concern, or delay could place a child at risk, use the alternative escalation route in the Safeguarding & Child Protection Policy and contact the relevant safeguarding authority directly where necessary.

10. Confidentiality

Safeguarding information is shared on a need-to-know basis. Do not discuss concerns casually with colleagues, parents or other adults. However, confidentiality must never be used to prevent necessary safeguarding information from reaching the correct person or agency.

11. Professional Conduct

- Follow the Staff Code of Conduct.
- Maintain appropriate boundaries.
- Do not use personal devices to photograph children.
- Avoid unnecessary secluded one-to-one situations.
- Use appropriate language and physical contact.
- Report concerns about your own or another adult's conduct promptly.

12. Whistleblowing

If you believe safeguarding concerns are being ignored or handled unsafely, escalate them. Staff are expected to challenge unsafe practice and may use external safeguarding routes where internal routes are inappropriate or ineffective.

13. Staff Quick Response

NOTICE / RECEIVE -> MAKE SAFE -> LISTEN -> RECORD -> REPORT -> ESCALATE IF NECESSARY

Never promise confidentiality. Never delay urgent action.

Staff Confirmation

Staff Member	
I have read this guidance and the Safeguarding & Child Protection Policy	☐ Yes
Signature	
Date	