



NATIONAL SAFEGUARDING FRAMEWORK FOR EXTRACURRICULAR ACTIVITIES



Foreword

The British DanceSport Association is proud to present the National Activities Safeguarding Framework for Children and Vulnerable Adults. This national standard is designed to ensure that extracurricular activities across the United Kingdom are delivered in environments where safety, dignity and accountability are fundamental.

Safeguarding is not optional. It is a legal, ethical and social duty that applies to every organisation and individual working with children and vulnerable adults. Extracurricular activities provide powerful opportunities for learning, building confidence, and fostering connections. Yet too many of these settings operate outside the reach of consistent safeguarding expectations. Recent reviews and high-profile failures have made it clear that the risks of inaction are significant.

This framework addresses those risks. It outlines minimum safeguarding standards, defines key roles and responsibilities, and provides practical tools to support implementation. It promotes consistency across sectors, supports providers of all sizes and ensures that protection does not depend on postcode or activity.

We urge all politicians, policymakers, regulators, funders and community leaders to adopt and champion this framework. Safeguarding must not rely on goodwill or fragmented practice. It requires clear expectations, visible leadership, and a culture of prevention embedded across all activity-based settings.

The British DanceSport Association is committed to driving progress and raising standards across all extracurricular activities. We invite all those with influence to support the adoption of this framework and help build a national culture where every child and vulnerable adult can participate with confidence, knowing they are safe, valued, and respected.

This framework provides the foundation for a future that is long overdue.



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Board of Directors

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Protecting children and vulnerable adults across all extracurricular, cultural, sport and recreational settings

Extra-curricular activities, such as dance, music, drama, art, sport, and other activities, offer powerful ways to inspire, educate, and connect people of all ages. These extracurricular pursuits transcend boundaries, nurturing creativity, confidence, and personal growth. Across the United Kingdom, thousands of organisations provide opportunities for children and vulnerable adults to engage in enriching experiences beyond the classroom. With this wide-reaching involvement comes a vital responsibility: ensuring that every participant, regardless of age or ability, can take part in a safe, inclusive, and professional environment.

The need for a National Safeguarding Framework for Extracurricular Activities has never been more pressing. While many organisations uphold high standards of care, the absence of a unified framework leaves critical gaps in protection and oversight. This is particularly true for activity providers operating independently of recognised regulatory or accrediting bodies, who may lack the structured safeguarding procedures necessary to protect children and vulnerable adults. The National Safeguarding Framework for Extracurricular Activities aims to close these gaps by establishing consistent, enforceable standards across all sectors of extracurricular engagement.

Why The National Safeguarding Framework for Extracurricular Activities Is Needed

Protecting Participants

The safety and well-being of all participants, particularly children and vulnerable adults, must be the highest priority. Without consistent safeguarding measures, individuals are at risk of physical, emotional, and psychological harm due to negligence, misconduct, or unsafe practices. A national framework ensures that safeguarding is not optional but a core requirement for every organisation offering any form of extracurricular activities.

Ensuring Qualified Instruction

Qualified instructors are central to a safe and effective learning environment. Requiring all activity leaders to hold appropriate certifications from recognised awarding or regulatory bodies ensures they possess both technical expertise and a strong understanding of safeguarding principles, health and safety, and participant welfare. This standardisation protects participants and strengthens the professionalism of the extracurricular sector.

Creating Uniform Standards

The delivery and oversight of extracurricular activities can vary widely. While some organisations operate within structured frameworks, others may rely on informal practices. The National Safeguarding Framework for Extracurricular Activities establishes clear, consistent protocols for risk assessments, supervision, and reporting, helping to ensure a safe and equitable experience across all settings.

Building Public Trust

Parents, guardians and carers need confidence in the environments where their children and dependents learn, grow and participate. A unified safeguarding framework provides assurance that all providers are meeting clear and rigorous safety standards, building trust and encouraging inclusive participation across a wide range of activities for children and vulnerable adults.

Aligning with Best Practices

Other sectors, such as mainstream sport and formal education, have already implemented comprehensive safeguarding frameworks with positive outcomes. The extracurricular activity sector must align with these best practices to remain relevant, responsible, and respected at both national and international levels.

Responding to Modern Challenges

In an increasingly complex world, safeguarding must address emerging concerns including online safety, mental health, and inclusivity. A national framework ensures that every organisation is equipped to handle these evolving challenges, promoting safer and more inclusive environments for all.

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1.0 Introduction

1.1 A National Standard for All Providers

The implementation of the National Safeguarding Framework for Extracurricular Activities is not just an aspiration; it is an urgent necessity. The diverse community of extracurricular activity providers must come together to ensure that safeguarding is at the heart of every practice, session, and event. Activity leaders, organisation managers, recognised awarding or regulatory bodies, and policymakers all share a responsibility to uphold a unified standard that prioritises the safety and well-being of every participant. By establishing a national safeguarding framework, the wider extracurricular community can not only protect its participants but also enhance its reputation as a safe and professional environment where creativity, talent, and personal growth can thrive.

Extracurricular activities, such as dance, music, drama, art, sports, and other enrichment opportunities, are a vibrant and integral component of the UK's cultural and educational landscape. These activities engage individuals across all age groups and communities, supporting creativity, learning, and personal development. Thousands of organisations, groups, and providers across the United Kingdom offer children and vulnerable adults the chance to participate in enriching experiences beyond the classroom.

The government, along with the devolved nations, have made significant strides in providing safeguarding and care within regulated sectors, ensuring children are protected in formal educational settings and organised activities. However, the unregulated industry, which represents the vast majority of children's extracurricular activities, remains largely outside the scope of national safeguarding frameworks. These activities, ranging from informal sports clubs to local arts and crafts groups, offer invaluable opportunities for children's personal development, yet without the same level of oversight, they leave children vulnerable to inconsistent safeguarding practices. To ensure that every child, regardless of the activity they participate in, is afforded the highest standard of protection, all children's activities must be subject to regulation under a single, comprehensive national safeguarding framework. This is essential not only for safety, but also to ensure the continued positive development of every child across the UK.

However, the absence of a unified national safeguarding framework has resulted in inconsistent protection measures for participants, particularly children and vulnerable adults. This inconsistency exposes individuals to potential risks, including inadequate supervision, inappropriate behaviour, and substandard environments.

Implementing the comprehensive National Safeguarding Framework for Extracurricular Activities is essential to:

Ensure Uniformed Level of Protection for All Participants Regardless of Location, Organisation or Provider

Establishing standardised safeguarding protocols across all extracurricular activities will provide a uniform level of protection for all participants, regardless of the organisation or provider.

Mandate Qualified Instruction

Requiring that activity leaders and instructors hold appropriate qualifications, from recognised awarding or regulatory bodies, will uphold high standards, ensuring that those delivering activities possess the necessary skills and safeguarding knowledge.

Promote Accountability and Trust

A national framework will hold organisations accountable for maintaining safeguarding standards, thereby enhancing public trust in the extracurricular activity sector.

Facilitate Access to Resources and Training

A unified approach will enable organisations to access essential safeguarding resources and training, fostering a culture of continuous improvement and vigilance.

In conclusion, the implementation of the National Safeguarding Framework for Extracurricular Activities is a vital and necessary step toward ensuring the safety, well-being, and quality of extracurricular provision across the United Kingdom. By requiring appropriate qualifications and safeguarding standards, we can create a more secure and professional environment that nurtures the talents and aspirations of children and vulnerable adults nationwide.

1.1.1 Recent Developments in Safeguarding for Extracurricular Activities

In recent years, reports of misconduct in extracurricular settings, such as dance, drama, music, sports, and other performance or recreational activities, have underscored the urgent need for clear and consistent safeguarding measures across the sector. While many providers prioritise safeguarding, the lack of a national framework has allowed unsafe practices to persist. This is especially the case among organisations that operate without formal oversight or recognised affiliation. This inconsistency leaves children and vulnerable adults at risk, particularly in environments where supervision, boundaries, and protective procedures may not be in place.

High-profile media reports involving well-known individuals and institutions have brought these issues to public attention. These cases demonstrate that even respected and well-established organisations can have serious safeguarding failures. Without a national, enforceable safeguarding framework, children and vulnerable adults remain exposed to avoidable risks.

Other sectors have already moved forward with coordinated safeguarding frameworks. Education is guided by the Keeping Children Safe in Education framework. Sport is supported by the Child Protection in Sport Unit (CPSU) and the policies of national governing

bodies. Youth work is guided by the National Youth Agency's safeguarding standards. These models have proven effective in reducing harm and improving accountability. The extracurricular sector can build on these examples and consistently apply best practices, creating safer and more inclusive environments.

A national safeguarding framework will provide reassurance to parents and carers that their children's safety is prioritised. It will support organisations by clarifying responsibilities, setting minimum standards, and offering access to consistent training and resources. For children and vulnerable adults, it means a safer and more positive experience. One that supports learning, development, and well-being.

Many providers already implement basic safeguards. A national framework will bring clarity and consistency across the board. Without it, there remains a risk of harm to participants, reputational damage to the sector, and legal consequences for organisations that fail to meet their duty of care.

Safeguarding is a shared responsibility. The introduction of the National Safeguarding Framework for Extracurricular Activities will depend on collaboration between recognised bodies, activity providers, parents, and policymakers. By working together, the sector can ensure that all children and vulnerable adults are appropriately protected, regardless of where they take part.

Participation in extracurricular activities enriches lives. With thousands of providers across the UK, these opportunities offer children and vulnerable adults the chance to grow, express themselves, and thrive. To be truly empowering, they must also be safe. A national framework is not only a necessary safeguard, but also a crucial one. It is a practical and positive step forward for the whole sector.

1.1.2 Opportunities for the Extracurricular Activity Sector

Beyond addressing risks, the National Safeguarding Framework for Extracurricular Activities presents an opportunity to strengthen and elevate the entire extracurricular activity sector. It will support the professionalisation of teaching and leadership across a wide range of activities. The framework will also encourage greater collaboration between providers, recognised awarding or regulatory bodies, and other safeguarding partners. Additionally, it will expand access to consistent safeguarding training and high-quality resources throughout the sector.

The introduction of this framework will not only protect the most vulnerable participants, but also those who are less vulnerable. It will also empower activity leaders, organisations, and institutions to thrive in a secure and supportive environment. By prioritising safeguarding, the extracurricular activity community demonstrates a shared commitment to nurturing talent, creativity, and personal growth. At the same time, it will ensure that every child and vulnerable adult can participate in a safe and inclusive space where they are respected and valued.

1.1.3 Working Together for Safer Activity Spaces

The implementation of the National Safeguarding Framework for Extracurricular Activities is a call to all stakeholders. Activity leaders, organisation managers, recognised awarding or regulatory bodies, parents, carers, and policymakers must come together in pursuit of a shared goal. That goal is the safety, well-being, and success of all participants.

This initiative represents a significant step toward unifying the extracurricular activity sector under a common standard of care and professionalism. It will help ensure that every child and vulnerable adult can experience the transformative power of learning, creativity, and personal growth in a safe and supportive environment.

1.2 Purpose and Scope

The purpose of the National Safeguarding Framework for Extracurricular Activities is to establish a unified framework that prioritises the safety, welfare, and protection of all individuals engaging in extracurricular activities across the United Kingdom. The framework aims to address inconsistencies in safeguarding practices and to provide clear, enforceable guidelines for organisations, activity leaders, and affiliated bodies. By establishing a national standard, the framework ensures that every participant, particularly children and vulnerable adults, can participate in activities within a safe, professional, and inclusive environment.

1.2.1 Activity Providers

This includes all organisations, groups, clubs, or institutions offering extracurricular activities, whether affiliated with recognised awarding or regulatory bodies or operating independently.

1.2.2 Activity Leaders and Instructors

This applies to all individuals delivering instruction or leadership within extracurricular activities, regardless of their employment status, contractual arrangement, or affiliation with the institution.

1.2.3 Participants

This encompasses children, young people, and adults participating in extracurricular activities, with special consideration for vulnerable groups.

1.2.4 Affiliated Bodies

This addresses the responsibilities of awarding bodies, associations, regulatory authorities, and governing organisations in maintaining and promoting safeguarding standards.

This framework is designed to be adaptable across various contexts, from independent community groups to nationally recognised institutions, ensuring consistency and clarity in safeguarding measures.

1.3 Definitions

To ensure clarity and consistency, this framework adopts the following definitions.

1.3.1 Child

England and Wales

- The Children Act 1989 (UK Government, 1989). establishes that a child is an individual under the age of 18. The Act provides the overarching framework for child welfare, care proceedings, and the assignment of parental responsibilities.

Northern Ireland

- The Children (Northern Ireland) Order 1995 defines a child as an individual under the age of 18. This Order forms part of the child protection framework in Northern Ireland and mirrors similar provisions found in the rest of the United Kingdom.

Scotland

- The Children (Scotland) Act 1995 defines a child as one under the age of 18, with specific reference to care and supervision orders. While defined provisions exist for those aged 16 and 17, 18 remains the upper limit for general protections.

1.3.2 Safeguarding

Actions and measures taken to promote the welfare of children, young people, and vulnerable adults, and to protect them from harm. This includes preventing abuse, neglect, and exploitation.

1.3.3 Adults at risk

The term “adult at risk” generally denotes an individual aged 18 or over, or 16 and over in Scotland, who, because of care and support needs, disability, illness, a mental health

condition, or other circumstances, is unable to safeguard themselves from abuse, neglect, or exploitation.

Legal Framework

Although the core safeguarding principles are consistent, statutory definitions vary slightly across jurisdictions.

England

- An adult at risk is defined as an individual with care and support needs who is experiencing, or is at risk of, abuse or neglect, and who, because of those needs, is unable to protect themselves. This definition is set out in the Care Act 2014.

Northern Ireland

- An adult at risk is understood as an individual aged 18 or over who may be unable to safeguard their well-being, rights, or interests and may be at risk due to age, disability, illness, or mental incapacity, as defined by the Department of Health, Social Services and Public Safety (2015).

Scotland

- An adult at risk is defined as an individual aged 16 or over who is unable to safeguard their well-being, property, rights, or other interests; is at risk of harm; and is more vulnerable due to disability, mental disorder, illness, or physical or mental infirmity. This definition is set out in the Adult Support and Protection (Scotland) Act 2007.

Wales

- In Wales, an adult at risk is defined as an individual with care and support needs who is experiencing, or is at risk of, abuse or neglect, and who, because of those needs, is unable to protect themselves. This is defined under the Social Services and Well-being (Wales) Act 2014.

Despite differences in statutory wording, all jurisdictions recognise a standard safeguarding duty: to protect adults who, due to their circumstances, are at increased risk and unable to keep themselves safe from harm or exploitation.

1.3.4 Awarding or Regulatory Body

An organisation accredited to provide qualifications, certifications, or regulatory oversight within an extracurricular activity. This ensures professional, technical, and safeguarding standards in delivery and practice.

1.3.5 Designated Safeguarding Lead (DSL)

An individual appointed to oversee and manage safeguarding practices within an organisation. The Designated Safeguarding Lead (DSL) serves as the primary point of contact for all safeguarding concerns.

For the avoidance of doubt, the term Designated Safeguarding Lead (DSL) is used throughout this framework. It refers to the equivalent safeguarding roles across the United Kingdom, including:

- Designated Child Protection Lead - Scotland
- Designated Safeguarding Officer - Northern Ireland
- Designated Safeguarding Person or Safeguarding Officer - Wales
- Designated Safeguarding Lead - England

Each jurisdiction may define duties and responsibilities slightly differently. For clarity and consistency, this framework uses the term "DSL" as an umbrella term, unless specific local duties are referenced.

1.4 Alignment with Legal and Regulatory Frameworks

The National Safeguarding Framework for Extracurricular Activities is designed to support and complement statutory safeguarding duties across the United Kingdom. Safeguarding legislation and guidance differ slightly between England, Wales, Scotland, and Northern Ireland. This framework aligns with the relevant legal and regulatory obligations in each jurisdiction while promoting a consistent, high standard of practice across all providers.

1.4.1 Legal Duties to Safeguard and Promote the Welfare of Children

Across the United Kingdom, there is a shared legal and moral responsibility to safeguard children and promote their welfare. Legislation in each jurisdiction places duties on statutory agencies, professionals, and other relevant bodies to ensure that children are protected from harm and supported in achieving positive outcomes.

Legal Framework

England

- The Children Act 1989 and the Children Act 2004 are key components of the child protection framework. Section 17 of the 1989 Act imposes a general duty on local authorities to safeguard and promote the welfare of children in need within their area, while section 47 requires action where there is reasonable cause to suspect a child is suffering or likely to suffer significant harm. The Children Act 2004 introduced the "Every Child Matters" framework, reinforcing multi-agency cooperation and placing a duty

under section 11 on various agencies to ensure their functions are discharged regarding the need to safeguard and promote the welfare of children.

Northern Ireland

- The Children (Northern Ireland) Order 1995 establishes the duty on authorities to promote the welfare of children in need and to investigate circumstances where a child is suspected to be at risk. It promotes inter-agency collaboration through Area Child Protection Committees and Safeguarding Boards.

Scotland

- The Children and Young People (Scotland) Act 2014 places statutory duties on a wide range of public services to work collaboratively in safeguarding children's wellbeing. This includes the "Getting it right for every child" (GIRFEC) approach, which promotes a holistic and integrated method for safeguarding and supporting children.

Wales

- The Children Act 1989 and the Children Act 2004 form the basis of the child protection framework in Wales, mirroring that of England. These acts establish duties for local authorities and relevant bodies to safeguard children and promote their welfare.

1.4.2 Legal Duties to Safeguard Adults at Risk

The safeguarding of adults at risk is a vital legal and ethical responsibility. Each jurisdiction within the United Kingdom has specific legislative or procedural frameworks in place to protect individuals from abuse, neglect or harm. These duties are embedded in statutes and policies that reflect the legal and social structures of each area.

England

Under the Care Act 2014, local authorities are required to make enquiries when there is reasonable cause to suspect that an adult may be at risk of abuse or neglect. Authorities must take appropriate action to ensure both the immediate safety and long-term well-being of the adult at risk (HM Government, 2014).

Wales

The Social Services and Well-being (Wales) Act 2014 imposes a parallel duty on local authorities to undertake enquiries where concerns exist that an individual may be at risk of abuse or neglect. The Act requires assessment and, where necessary, intervention to safeguard the person concerned (Welsh Government, 2014).

Scotland

The Adult Support and Protection (Scotland) Act 2007 places a duty on local councils to make inquiries where they know, or have reasonable grounds to believe, that an adult is at

risk of harm. This legislation reinforces the proactive role of local authorities in identifying and addressing risks to vulnerable adults (Scottish Government, 2007).

Northern Ireland

In Northern Ireland, the Adult Safeguarding: Prevention and Protection in Partnership policy framework outlines the strategic and operational approach to protecting adults at risk. It promotes multi-agency collaboration and shared responsibility to ensure effective safeguarding across sectors (Department of Health, 2015).

1.4.3 Statutory and Practice Guidance on Safeguarding Children

Each jurisdiction within the United Kingdom has developed its framework for safeguarding children. These frameworks outline the statutory responsibilities of relevant organisations and promote collaborative, multi-agency approaches to protecting children from harm.

England

England follows the Working Together to Safeguard Children (2023), a statutory framework that outlines how organisations and agencies must collaborate to safeguard and promote the welfare of children. It emphasises a whole-system approach, early help, and multi-agency collaboration to identify and respond to concerns about abuse or neglect (HM Government, 2023).

Wales

Wales follows the Working Together to Safeguard People – Volume 1 (2019), a national framework that covers both children and adults. It outlines the joint responsibilities of statutory and non-statutory organisations to prevent abuse and neglect, and to safeguard vulnerable individuals (Welsh Government, 2019).

Scotland

The National Guidance for Child Protection in Scotland (2021) encourages joint working between professionals and services to protect children. It provides a national approach to identifying and responding to concerns about harm or abuse (Scottish Government, 2021).

Northern Ireland

Northern Ireland applies the policy Co-operating to Safeguard Children and Young People (2017). This framework outlines how statutory, voluntary, and community organisations should collaborate to prevent and respond to child protection concerns (Department of Health, 2017).

These frameworks, though adapted to the legal and operational context of each jurisdiction, share a common emphasis on accountability, early intervention and integrated professional practice in the protection of children.

1.4.5 Equality and Non-Discrimination

Safeguarding must be inclusive, accessible and free from discrimination. All organisations must protect individuals from discriminatory harm and ensure equitable access to safeguarding information, support and intervention.

England, Wales and Scotland

The Equality Act 2010 requires public bodies to eliminate discrimination, advance equality of opportunity and foster good relations between individuals from different backgrounds (HM Government, 2010). These duties apply across education, health, local authority and community settings.

Northern Ireland

Under the Northern Ireland Act 1998, public authorities must have due regard to the need to promote equality of opportunity across nine protected grounds. This includes responsibilities for assessing policies and practices for their potential impact on equality (HM Government, 1998).

This framework promotes equality, accessibility and non-discrimination as core safeguarding principles across all Nations. Safeguarding practice must reflect the diverse needs of individuals and uphold their rights to safety, respect and fair treatment.

1.4.6 Preventing Extremism and Radicalisation

Providers must address risks related to extremism and ensure safe environments for all participants.

United Kingdom

Counter-terrorism and Security Act 2015 – Imposes a duty on specified authorities to have due regard to the need to prevent people from being drawn into terrorism. This is commonly referred to as the Prevent duty and applies to England, Wales, and Scotland. In Northern Ireland, although not a specified duty, comparable expectations are outlined through multi-agency safeguarding arrangements (HM Government, 2015).

1.4.7 Data Protection and Safeguarding Information

Effective safeguarding requires the appropriate use, protection and sharing of personal information. Organisations must understand when it is lawful, necessary and proportionate to share information to protect children and adults at risk.

United Kingdom

The UK General Data Protection Regulation (UK GDPR), Article 6(1)(c), establishes that the processing of personal data is lawful where it is necessary for compliance with a legal obligation (UK Government, 2021).

The Data Protection Act 2018 further permits the processing of special category data, such as health or safeguarding-related information, where necessary to protect children or individuals at risk of harm (HM Government, 2018).

This framework supports data-sharing practices that are legally compliant, proportionate and always in the best interests of the individual's safety. Misinterpretations of data protection legislation should never compromise Safeguarding. Transparent and informed decision-making, along with inter-agency cooperation, are essential when managing information related to risk or harm.

1.4.8 Local and National Safeguarding Structures

Providers are expected to work in partnership with national and local safeguarding structures to ensure effective prevention, reporting and response to concerns. These arrangements vary across jurisdictions, but all play a critical role in coordinating inter-agency safeguarding practice.

England

Local Safeguarding Children Partnerships (LSCPs) are statutory multi-agency arrangements responsible for protecting children. They replaced Local Safeguarding Children Boards under the Children and Social Work Act 2017.

Safeguarding Adults Boards (SABs) operate under the Care Act 2014 and are responsible for overseeing safeguarding arrangements for adults at risk, ensuring that agencies work together to prevent abuse and neglect.

Wales

The National Independent Safeguarding Board (NISB) provides strategic oversight and independent advice on safeguarding practice across Wales.

Regional Safeguarding Boards, established under the Social Services and Well-being (Wales) Act 2014, are responsible for coordinating local safeguarding arrangements and supporting inter-agency collaboration.

Scotland

Child Protection Committees (CPCs) are multi-agency groups responsible for the strategic planning and coordination of child protection work within local areas.

Adult Protection Committees (APCs), required under the Adult Support and Protection (Scotland) Act 2007, lead the development and implementation of adult safeguarding procedures within each local authority area.

Northern Ireland

The Safeguarding Board for Northern Ireland (SBNI) is the statutory body responsible for coordinating safeguarding and child protection arrangements in Northern Ireland. The Adult Safeguarding Partnership Board provides strategic leadership for adult safeguarding, ensuring that policies are implemented effectively and agencies work in partnership to protect adults at risk.

This framework promotes active collaboration with national and local safeguarding structures to ensure appropriate escalation, coordinated responses and continuous improvement in safeguarding outcomes across all jurisdictions.

2.0 Safeguarding Principles

The welfare and well-being of all participants are the paramount concern of this framework. Safeguarding must be embedded at the core of all extracurricular activity provision, ensuring that every child and vulnerable adult is protected from harm and able to participate in safe, inclusive, and supportive environments.

The following safeguarding principles are essential to ensure quality, consistency, and protection in all extracurricular settings:

2.1 Accountability

Certification and regulatory oversight ensure that activity leaders and instructors operate within recognised professional standards. Accountability mechanisms support enforcement, transparency, and safeguarding compliance.

2.2 Awarding and Regulatory Bodies

Awarding and regulatory bodies play a critical role in ensuring the delivery of safe extracurricular activities. By aligning their qualifications with this framework, these bodies act as gatekeepers of professional standards, promoting quality, safeguarding competence, and sector-wide consistency.

2.3 Competency

All activity leaders must be trained and qualified in safeguarding, health and safety, and ethical practice. Competency includes the ability to identify, respond to, and prevent safeguarding risks across diverse activity settings.

2.4 Qualified Activity Leaders

All instructors and activity leaders must hold appropriate, recognised qualifications from awarding or regulatory bodies. This requirement ensures that leaders are properly equipped to provide safe, inclusive, and well-managed sessions.

2.5 Trust

Parents, carers, and participants must have confidence that extracurricular providers meet clear and consistent safeguarding standards. Trust is built through transparency, professionalism, and the assurance that leaders are appropriately trained and vetted.

3.0 Governance Structure

A robust governance structure is the backbone of the National Safeguarding Framework for Extracurricular Activities. It ensures consistent implementation, enforcement, and continuous monitoring across the extracurricular activity sector. This section outlines the key roles, responsibilities, and reporting mechanisms required to uphold safeguarding standards, the legal basis for these obligations, and how compliance will be monitored and enforced.

3.1 Designated Safeguarding Leads (DSL)

3.1.1 Purpose of the Role

Every organisation that delivers extracurricular activities involving children or vulnerable adults must appoint a Designated Safeguarding Lead (DSL). The DSL is the cornerstone of safeguarding practice within their organisation and is responsible for ensuring that safeguarding standards are understood, implemented, and monitored at all levels. The DSL acts as the first point of contact for all safeguarding concerns and oversees the effective enforcement of safeguarding procedures in line with national and regional legislation.

This framework uses the term 'DSL' throughout. Still, it recognises that the equivalent role may be titled differently across the UK, including Designated Child Protection Lead, Designated Safeguarding Officer, and Named Safeguarding Lead.

3.1.2 Responsibilities

Framework Enforcement

Ensuring that the National Safeguarding Framework for Extracurricular Activities is applied consistently across all operations. This includes implementing safeguarding protocols, managing incidents, and maintaining secure records.

Legal Compliance

The Designated Safeguarding Lead DSL must ensure compliance with relevant UK safeguarding legislation. A complete overview is provided in Section 14.1.

Risk Assessment Oversight

Conducting and reviewing risk assessments for all activities involving children and vulnerable adults.

3.1.3 Enforcement and Accountability

- The Designated Safeguarding Lead (DSL) must undertake annual safeguarding training. Compliance with this requirement will be subject to audit by the organisation's awarding or regulatory body, or an independent safeguarding authority where applicable.
- The DSL will submit biannual safeguarding reports to their awarding or regulatory body. These reports will include details of incidents, resolutions, and preventive measures taken to address them.
- Failure to comply with safeguarding responsibilities will result in appropriate sanctions against the organisation.
- In settings affiliated with an awarding or regulatory body, this may include the suspension or removal of accreditation or affiliation. In unregulated or informal settings, consequences may include exclusion from recognised provider networks, public safeguarding advisories, or reporting to local safeguarding partnerships or authorities where relevant.

3.2 Roles and Responsibilities

3.2.1 Activity Leaders and Instructors

Obligations

- Activity leaders and instructors must hold qualifications from recognised awarding or regulatory bodies. These qualifications must include mandatory safeguarding training in line with the following legislation.

Legal Framework

England

- The Safeguarding Vulnerable Groups Act 2006 established the legal framework for a vetting and barring scheme to prevent unsuitable individuals from working in regulated activity with children or vulnerable adults. This framework was initially administered by the Independent Safeguarding Authority (ISA).
- In 2012, the Protection of Freedoms Act merged the ISA with the Criminal Records Bureau to create the Disclosure and Barring Service (DBS), which now oversees these functions.

Northern Ireland

- Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 establishes that individuals barred from working with vulnerable groups must not engage in such activity and that employers must undertake checks.

Scotland

- Protection of Vulnerable Groups (Scotland) Act 2007 mandates that individuals who manage or supervise regulated work with children or protected adults must ensure such work is undertaken by appropriately vetted personnel.

Wales

- Safeguarding Vulnerable Groups Act 2006 applies in Wales and provides the basis for the Disclosure and Barring Service (DBS) to prevent unsuitable individuals from engaging in regulated activity.

3.2.2 Awarding and Regulatory Bodies

Obligations

Must integrate safeguarding standards into accreditation and regulatory processes. This ensures that affiliated organisations and individuals meet the requirements of the National Safeguarding Framework for Extracurricular Activities.

Accountability

Failure to comply with safeguarding responsibilities may result in the loss of recognition or authorisation to operate as an accrediting or regulatory body within the extracurricular activity sector. In contexts where no formal regulatory structure exists, organisations may face reputational consequences, such as public disclosure of non-compliance, exclusion from professional networks, or restricted eligibility for funding and partnerships. This framework supports multiple accountability mechanisms to drive sector-wide safeguarding standards.

3.2.3 Organisation Managers and Leaders

Obligations

Responsible for appointing Designated Safeguarding Leads (DSL), supporting their training, and ensuring that this safeguarding framework is actively implemented across all organisational operations.

Accountability

Organisation managers must provide annual safeguarding audits to their awarding or regulatory bodies. These audits should demonstrate compliance with safeguarding expectations that are consistent with the standards set for educational and regulated activity providers across the United Kingdom.

3.2.4 Volunteers and Support Staff

Obligations

All volunteers and support staff must complete basic safeguarding training and adhere to the National Safeguarding Framework for Extracurricular Activities. Those working directly with children or vulnerable adults must undergo appropriate vetting, including enhanced DBS (England and Wales), PVG (Scotland), or AccessNI (Northern Ireland) checks, in line with the following legislation:

- Protection of Vulnerable Groups (Scotland) Act 2007 – Requires organisations to ensure individuals engaged in regulated work are members of the PVG Scheme and are not barred from such work (Scottish Government, 2007).
- Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 – Establishes that individuals must not be recruited into regulated activity if they are barred, and that checks must be undertaken before appointment (Northern Ireland Office, 2007).
- Safeguarding Vulnerable Groups Act 2006 – Prohibits the participation of barred individuals in regulated activity with children or vulnerable adults (HM Government, 2006).

While these checks are a legal requirement for regulated activity, practice across the extracurricular sector remains inconsistent. This framework reinforces the expectation that all organisations, regardless of structure or affiliation, apply these standards rigorously.

Accountability

Failure to comply will result in immediate removal from any role involving contact with children or vulnerable adults.

3.3 Reporting Lines and Accountability

3.3.1 Internal Reporting Mechanisms

All safeguarding concerns must be reported immediately to the organisation's Designated Safeguarding Lead (DSL), who will assess the situation and take appropriate action. Responses must follow the procedures set out in the relevant statutory and multi-agency safeguarding guidance for the jurisdiction in which the concern arises. These frameworks

define the roles and responsibilities of referral thresholds, establish thresholds for referral, and outline requirements for inter-agency collaboration.

England

In England, safeguarding actions must follow the guidance outlined in Working Together to Safeguard Children (2018). This statutory guidance outlines the responsibilities of local agencies in identifying, assessing, and responding to concerns about children's safety and well-being. Chapter 1 sets out the principles for effective multi-agency practice (HM Government, 2018).

Wales

In Wales, safeguarding concerns must be addressed by Working Together to Safeguard People – Volume 1: Introduction and Overview (2019). This guidance underpins the Social Services and Well-being (Wales) Act 2014 and applies to children and adults at risk. It outlines the processes for reporting, assessment, and information sharing across statutory partners (Welsh Government, 2019).

Scotland

In Scotland, safeguarding responses must comply with National Guidance for Child Protection in Scotland (2021). Part 2 of the guidance outlines how concerns should be reported, assessed and managed by professionals and agencies. It emphasises the importance of early intervention, child-centred practice and coordinated multi-agency inquiry (Scottish Government, 2021).

Northern Ireland

In Northern Ireland, concerns must be managed in line with Co-operating to Safeguard Children and Young People in Northern Ireland (2017). This guidance outlines the policy framework for protecting children at risk and sets out the responsibilities of statutory and voluntary agencies in responding to safeguarding concerns (Department of Health, 2017).

Designated Safeguarding Leads must be familiar with the procedures applicable in their jurisdiction and ensure that all concerns are addressed promptly, lawfully, and in line with local protocols. Where there is an immediate risk of harm, referrals must be made directly to statutory safeguarding services without delay.

3.3.2 External Reporting Requirements

Children

Safeguarding concerns involving children must be reported to the appropriate local authority children's services, safeguarding partnerships, or equivalent statutory bodies, as mandated by national or jurisdictional legislation.

Legal Framework

England

- The Children Act 1989 and the Children Act 2004 establish the legal duties of local authorities to safeguard and promote the welfare of children. These Acts provide the statutory foundation for early help, child protection referrals and the coordination of services.

Northern Ireland

- The Children (Northern Ireland) Order 1995 provides a comprehensive framework for child protection and welfare, including the statutory agencies' duties to intervene when a child is at risk of significant harm.

Scotland

- The Children (Scotland) Act 1995 and the Children and Young People (Scotland) Act 2014 define the responsibilities of professionals and agencies to act in the best interests of the child, and outline procedures for protecting children from harm.

Wales

- The Children Act 1989, and the Children Act 2004 establish the legal duties of local authorities to safeguard and promote the welfare of children. These Acts provide the statutory foundation for early help, child protection referrals and the coordination of services.

Vulnerable Adults

Safeguarding concerns involving vulnerable adults must be referred to the relevant adult safeguarding team or statutory service, as required under the legislation applicable in each jurisdiction.

England

In England, the Care Act 2014 places a legal duty on local authorities to make safeguarding enquiries where there is a reasonable cause to believe that an adult is experiencing, or is at risk of, abuse or neglect. The Act also requires multi-agency safeguarding arrangements to protect adults at risk (HM Government, 2014).

Wales

In Wales, the Social Services and Well-being (Wales) Act 2014 imposes a similar duty on local authorities to respond to adults at risk, including the coordination of protection plans through Regional Safeguarding Boards (Welsh Government, 2014).

Scotland

In Scotland, the Adult Support and Protection (Scotland) Act 2007 requires councils to inquire into concerns about adults at risk of harm and to take steps to safeguard them, including the use of protection orders where appropriate (Scottish Government, 2007).

Northern Ireland

In Northern Ireland, the policy framework 'Adult Safeguarding: Prevention and Protection in Partnership' guides how concerns should be addressed through coordinated action across health, social care, the police, and other relevant agencies (Department of Health, 2015).

3.3.3 Whistleblowing Policies

A whistleblowing framework safeguards individuals who report breaches of safeguarding, misconduct, or other wrongdoing. Organisations must comply with whistleblowing legislation applicable in their jurisdictions. While legal protections may vary, they generally protect employees from retaliation if concerns are raised in good faith.

England and Wales

In England and Wales, the Public Interest Disclosure Act 1998 provides protection for workers who disclose information about malpractice, including safeguarding failures. The legislation ensures that individuals who make protected disclosures are not subjected to detriment or dismissal as a result of raising concerns.

Scotland

In Scotland, the Public Interest Disclosure (Scotland) Act 2020 extends whistleblowing protections within devolved services, particularly about NHS Scotland and health service providers. It reinforces the rights of individuals to report safeguarding concerns without fear of reprisal.

Northern Ireland

In Northern Ireland, the Public Interest Disclosure (Northern Ireland) Order 1998 offers similar legal protections to those in the rest of the UK, including specific provisions for civil servants and workers in public service environments. It outlines the conditions under which disclosures are considered protected.

Reports may be made confidentially or anonymously. Individuals who make protected disclosures must not be penalised or dismissed. This framework upholds a zero-tolerance policy toward retaliation and promotes a culture of transparency, accountability and protection.

3.3.4 Enforcement Mechanisms

Mandatory Framework Adoption

Organisations affiliated with an awarding or regulatory body, or those seeking formal recognition as an extracurricular activity provider, will be required to adopt the National Safeguarding Framework for Extracurricular Activities to ensure that appropriate safeguarding provisions are in place for children and adults at risk. Where affiliation does not exist, this framework encourages all organisations to adopt it.

Inspections and Audits

Awarding and regulatory bodies, as well as independent safeguarding auditors, where applicable, will conduct annual inspections to ensure adherence to the framework. Inspections will include:

- Review of safeguarding incident logs and records
- Observation of activity delivery and associated risk assessments
- Verification of enhanced vetting checks (DBS, PVG, AccessNI) and safeguarding training compliance

Sanctions for Non-Compliance

Non-compliance will result in escalating sanctions, including:

- Formal warnings and deadlines for rectifying issues
- Suspension or removal of accreditation or affiliation with awarding or regulatory bodies
- Referral to local authorities, the Disclosure and Barring Service (DBS) (England and Wales), Protecting Vulnerable Groups (PVG) Scheme (Scotland), or AccessNI (Northern Ireland) in cases of serious safeguarding breaches

The implementation of safeguarding standards, including training, vetting, and auditing, may have resource and cost implications, particularly for small or volunteer-led organisations. While safeguarding must remain a non-negotiable priority, this framework recognises the importance of proportionate implementation. It encourages awarding bodies, funders, and the government to provide practical and financial support to enable compliance across the sector.

3.3.5 Building Accountability Across the Sector

Transparency

Organisations must publicly display their safeguarding policies and reporting mechanisms.

Community Engagement

Parents, carers, participants, and staff should have access to safeguarding resources, creating a collective responsibility for safety.

Independent Oversight

The establishment of an independent National Safeguarding Board for Extracurricular Activities is strongly recommended to provide impartial oversight, monitor implementation of this framework, and evaluate safeguarding practice across the sector. While such a body does not currently exist, its creation would fill a critical gap in sector-wide accountability and standard-setting. Until this can be achieved, existing awarding bodies, governing bodies, umbrella organisations, and local safeguarding partnerships should collaborate to uphold the framework's expectations and ensure consistent delivery.

4.0 Recruitment and Training

A robust recruitment and training framework is vital to safeguarding children, young people, and vulnerable adults across the extracurricular activity sector. This section outlines legally compliant processes for vetting, onboarding, and continuously developing staff and volunteers, while addressing the specific needs and risks of activity-based environments.

4.1 Pre-Employment Checks (DBS/PVG/AccessNI and Reference Verification)

Purpose

To ensure that individuals working with vulnerable groups are safe, suitable, and qualified for their roles.

Legal Framework

Pre-employment safeguarding checks must be carried out in accordance with national statutory guidance and the legislation that underpins it. These checks ensure that individuals working with children and vulnerable groups are suitable and properly vetted prior to involvement in regulated activity.

England

- Working Together to Safeguard Children (2018), underpinned by the Children Act 1989, requires local authorities to safeguard and promote the welfare of children looked after by them. This duty extends to those employed to care for or work with children.

Northern Ireland

- Co-operating to Safeguard Children and Young People (2017), supported by the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007, Article 6, prohibits individuals who are barred from working in regulated activity and sets out the responsibilities for vetting and disclosure.

Scotland

- The National Guidance for Child Protection in Scotland (2021), underpinned by the Protection of Vulnerable Groups (Scotland) Act 2007, outlines the legal requirements for safe recruitment and vetting of individuals involved in regulated work with children or protected adults.

Wales

- Working Together to Safeguard People – Volume 1: Introduction and Overview (2019), supported by the Social Services and Well-being (Wales) Act 2014, requires local

authorities to ensure appropriate systems are in place to assess the suitability of individuals working with vulnerable groups.

4.1.1 Vetting Through DBS, PVG, and AccessNI

Enhanced vetting is required to protect children and vulnerable adults across all UK nations. These checks ensure that individuals engaged in regulated activity are safe and legally permitted to work with at-risk groups.

England and Wales

Enhanced Disclosure and Barring Service (DBS) checks, including Barred List screening, are mandatory for individuals working unsupervised in regulated activities involving children or vulnerable adults. These checks are governed by the Safeguarding Vulnerable Groups Act 2006, and form part of a wider framework of legal duties for safe recruitment (HM Government, 2006).

Scotland

Membership of the Protecting Vulnerable Groups (PVG) Scheme is required for all individuals in regulated roles that involve working with children or protected adults. This obligation is set out under the Protection of Vulnerable Groups (Scotland) Act 2007, Section 91 (Scottish Government, 2007).

Northern Ireland

AccessNI enhanced checks are required for those working in regulated activity involving children or vulnerable adults. These checks are mandated under the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 and include barred list screening and identity verification (Northern Ireland Office, 2007).

All organisations must have a clear and consistent process in place for renewing vetting checks every three years, or sooner if an individual's role changes or concerns are raised. This is essential to maintaining a safe and compliant safeguarding environment.

4.1.2 Identity and Eligibility

Ensure candidates provide valid photo ID (e.g., passport, driver's license) and proof of right to work in the UK.

4.1.3 References

Obtain at least two references, one from the most recent employer, with a specific focus on safeguarding suitability.

4.1.4 Additional Checks

Overseas Criminal Record Check: Required for candidates with prior residence or employment outside of the United Kingdom.

Prohibition from Teaching Check (where applicable): To ensure candidates are not barred from relevant roles.

4.1.5 Collaboration with Local Authorities

Organisations must maintain proactive communication with local statutory safeguarding leads during and after recruitment, particularly when verifying concerns or allegations related to individuals seeking to work with vulnerable groups. This ensures that safeguarding decisions are made in full awareness of potential risks and that regulatory duties are fulfilled.

England

Where safeguarding concerns arise during recruitment, organisations must contact the Local Authority Designated Officer (LADO). LADOs are responsible for managing allegations against individuals who work with children, in accordance with Working Together to Safeguard Children (HM Government, 2018).

Wales

In Wales, equivalent responsibilities lie with Designated Safeguarding Leads (DSL) operating within each local authority safeguarding board. These roles are described in Working Together to Safeguard People – Volume 1: Introduction and Overview (Welsh Government, 2019).

Scotland

Organisations must liaise with the local Child Protection Committee (CPC) and the lead officer for child protection within the relevant local authority. These procedures are outlined in the National Guidance for Child Protection in Scotland (Scottish Government, 2021).

Northern Ireland

In Northern Ireland, concerns should be raised with the Designated Officer within the Safeguarding Board for Northern Ireland (SBNI) or through the relevant Health and Social Care Trust. This process is outlined in 'Co-operating to Safeguard Children and Young People in Northern Ireland' (Department of Health, 2017).

Engaging these authorities ensures that recruitment processes are thorough, transparent and compliant with the safeguarding expectations of each jurisdiction.

4.1.6 Sector-Specific Safeguarding Challenges

Activity leaders may work closely with participants in physical environments. Enhanced vetting checks and safeguarding-focused interviews help mitigate risks associated with physical contact and one-on-one instruction.

4.2 Induction and Safeguarding Training

Purpose

To instil a safeguarding-first culture and equip new staff and volunteers with the knowledge and tools to meet their responsibilities.

4.2.1 Comprehensive Induction Programme

All new hires must attend an induction that includes an introduction to safeguarding policies, an explanation of reporting structures and responsibilities, and role-specific expectations related to safeguarding.

4.2.2 Mandatory Training Modules

Core Modules

Recognising signs of abuse and neglect; reporting procedures for safeguarding concerns; compliance with the Prevent Duty, as set out in the Counter-Terrorism and Security Act 2015.

Specialised Modules

Safe physical interaction where applicable; managing behaviour while adhering to safeguarding principles. It is recognised that safeguarding training may have cost implications, particularly for small or volunteer-led organisations.

While these modules are essential for ensuring safe practice, the framework recommends that awarding bodies, funders, and government agencies explore mechanisms to subsidise or provide free access to core training, especially for frontline staff and volunteers. Providers are also encouraged to utilise existing, accredited, free, or low-cost training options, where available, provided they meet the standards outlined in this framework. Refer to Appendix 2 for the list of recommended safeguarding training providers.

4.2.3 Special Considerations for Volunteers

Volunteers must obtain a condensed version of safeguarding training and work under supervision until all checks are complete. Volunteers must not be left alone at any point with children or adults at risk.

Monitoring and Enforcement

Maintain training records for all staff and volunteers. Conduct periodic evaluations to assess staff understanding of safeguarding protocols.

4.3 Ongoing Professional Development

Purpose

To ensure staff and volunteers remain informed about emerging safeguarding risks and changes in legislation.

4.3.1 Annual Refresher Courses

Cover updates in legislation (e.g., changes to safeguarding laws or Prevent Duty). Include scenario-based training to address practical safeguarding challenges in activity-based environments.

4.3.2 Specialised Training Opportunities

Offer optional workshops on mental health awareness, online safety, and inclusivity for participants with Special Educational Needs and Disabilities (SEND) and other needs.

4.3.3 External Conferences and Networking

Encourage staff and volunteers to participate in safeguarding conferences and learning networks.

4.3.4 Feedback and Appraisal

Integrate safeguarding performance metrics into annual staff appraisals to identify additional training needs.

4.4 Managing Allegations Against Staff

Purpose

To provide a transparent, fair, and legally compliant process for handling allegations against staff, ensuring transparency and timely action. It aims to protect children, support the staff involved, and maintain trust in safeguarding procedures by ensuring that allegations are taken seriously, investigated properly, and resolved appropriately.

Legal Framework

England

- Working Together to Safeguard Children (2018) is a national framework that outlines multi-agency responsibilities for child protection, focusing on information sharing, early intervention and professional training. It is aligned with the Children Act 1989 and 2004, providing statutory guidance for safeguarding children through local authority-led partnership arrangements.

Northern Ireland

- Co-operating to Safeguard Children and Young People (2017) is a strategic framework that promotes early intervention and multi-agency co-operation. It includes clear procedures for safeguarding vulnerable children, detailed roles for statutory and voluntary agencies, and guidance on ongoing professional development and supervision.

Scotland

- The National Guidance for Child Protection in Scotland (2021) is a comprehensive framework that emphasises the early identification of concerns, multi-agency collaboration, children's rights, and regular professional training. It sets out expectations for practitioners across services and provides a national standard for child protection practice.

Wales

- All Wales Child Protection Procedures (2023) provide a unified approach to child protection that promotes collaboration between local authorities, police and healthcare providers. It emphasises early intervention, thorough risk assessment and the involvement of families in safeguarding decisions, ensuring consistency across all regions of Wales.

4.4.1 Immediate Response

Allegations must be reported to the Designated Safeguarding Lead (DSL) or deputy immediately. Serious allegations must be referred within 24 hours to the Local Authority

Designated Officer (LADO) (England), or the equivalent statutory safeguarding authority in the relevant nation:

Wales: Regional Safeguarding Board or Designated Lead Officer

Scotland: Local Authority Child Protection Team

Northern Ireland: Gateway Services or Health and Social Care Trust.

4.4.2 Internal and External Investigation

Internal reviews will determine the credibility of the allegation. External investigations will involve cooperation with police and local safeguarding partnerships or boards.

4.4.3 Risk Management

A temporary suspension of staff may be necessary during investigations, provided that it adheres to employment legislation and meets the essential safeguards.

4.4.4 Outcome Reporting

Substantiated allegations: disciplinary action, including suspension, dismissal and referral to DBS, PVG, AccessNI, as appropriate.

Unsubstantiated allegations: reinstatement with proper measures to rebuild trust and safeguard the environment.

4.4.5 Compliance Monitoring

Conduct internal audits of recruitment and training practices. Awarding or regulatory bodies, as well as independent auditors, will conduct external reviews.

4.4.6 Sanctions for Non-Compliance

Suspension of accreditation or affiliation for non-compliant organisations. Reporting to LADOs or other relevant authorities for breaches of safeguarding standards.

4.4.7 Transparency

Organisations must publicly display their safeguarding policies. Provide annual compliance reports to stakeholders, including parents, carers, and regulators.

5.0 Safeguarding Procedures

5.1 Identifying and Responding to Abuse

Purpose

The framework ensures that staff, volunteers, and professionals are trained to recognise and respond to abuse, enabling timely action to protect individuals at risk. It fosters a proactive safeguarding culture, emphasising early identification, swift response, and effective intervention.

Legal Framework

England

- Care Act 2014 focuses on safeguarding vulnerable adults, promoting well-being, and preventing abuse.
- The Children Act 1989 & 2004 prioritises child welfare and sets out duties for professionals to protect children from abuse.
- Equality Act 2010 prevents discrimination and ensures fair treatment for those at risk of abuse.

Northern Ireland

- The Adult Safeguarding Framework encourages collaborative safeguarding of vulnerable adults.
- The Children (Northern Ireland) Order 1995 focuses on protecting children and promoting their welfare.

Scotland

- The Adult Support and Protection (Scotland) Act 2007 protects vulnerable adults, requiring multi-agency collaboration.
- The Children (Scotland) Act 1995 & 2014 focuses on child welfare, protection, and multi-agency intervention.
- National Guidance for Child Protection (2021) provides clear protocols for protecting children.

Wales

- The Social Services and Well-being (Wales) Act 2014 ensures the safeguarding of adults and children, promotes well-being and outlines abuse response processes.
- Children Act 1989 & 2004: These acts focus on ensuring child protection and welfare, setting out key provisions for the care and safeguarding of children.

5.1.1 Types of Abuse and Their Indicators

Physical Abuse

- **Indicators include:** Unexplained injuries, frequent absences from sessions, or fearfulness around specific individuals.
- **Response:** Document visible injuries factually and refer concerns to the Designated Safeguarding Lead (DSL) immediately.

Emotional Abuse

- **Indicators include:** Low self-esteem, withdrawal, or excessive fear of failure.
- **Response:** Engage the individual in a supportive discussion and report signs to the DSL.

Sexual Abuse

- **Indicators include:** Inappropriate sexual knowledge for their age, reluctance to participate in physical activities, or explicit disclosures.
- **Response:** Follow disclosure protocols carefully ([see Section 5.3](#)).

Neglect

- **Indicators include:** Persistent poor hygiene, inadequate clothing, or unmet medical needs.
- **Response:** Assess the immediacy of the risk and escalate as needed.

Financial Abuse (specific to adults at risk)

- **Indicators include:** Sudden loss of funds, missing personal belongings, or unusual financial transactions.
- **Response:** Document observations and escalate concerns via the DSL.

5.1.2 Sector-Specific Safeguarding Risks

Physical interaction

All physical contact must be explained, obtained with consent, and conducted professionally.

Travel and off-site activities

Risk assessments must be followed for all events involving travel or overnight stays.

Late hours

Organisations must ensure safe collection arrangements for minors attending evening sessions.

5.2 External Reporting and Referrals to Authorities

Purpose

To create clear, accessible pathways for reporting safeguarding concerns and ensure appropriate actions are taken promptly.

Legal Framework

England

- Safeguarding Vulnerable Groups Act 2006
- Working Together to Safeguard Children (2018)

Wales

- Safeguarding Vulnerable Groups Act 2006
- Working Together to Safeguard People – Volume 1: Introduction and Overview

Scotland

- Protection of Vulnerable Groups (Scotland) Act 2007
- National Guidance for Child Protection in Scotland (2021)

Northern Ireland

- Safeguarding Vulnerable Groups (Northern Ireland) Order 2007
- Co-operating to Safeguard Children and Young People in Northern Ireland (2017)

The whole legislative context is summarised in Section 14.1.

5.2.1 Internal Reporting Procedures

Step 1: Initial Concern

Concerns must be reported to the Designated Safeguarding Lead (DSL) immediately using a safeguarding report form. Verbal reports must be documented within 24 hours.

Step 2: DSL Assessment

The DSL will assess the concern to determine whether escalation is required. All assessments must be documented with objective details.

Step 3: Escalation

If the concern involves an allegation against a staff member or volunteer. In that case, the DSL must refer the matter to the LADO in England, or the equivalent role in Wales, Scotland, or Northern Ireland.

Children: Refer to children's services (England/Wales), Child Protection Committee (Scotland), or Safeguarding Board for Northern Ireland (Northern Ireland).

Vulnerable Adults: Refer to local adult safeguarding teams.

5.2.2 External Reporting Pathways

Local Authority Designated Officer (LADO) or equivalent body for staff-related concerns; the police for immediate threats or suspected criminal offences; and a DBS/PVG/AccessNI referral for substantiated concerns involving suitability to work with vulnerable groups. For digital reporting procedures, including online complaint submission and escalation timelines.

5.2.3 Whistleblowing Policy

Protects individuals reporting concerns under the Public Interest Disclosure Act 1998. NSPCC and other external whistleblowing bodies must be accessible to all.

5.3 Managing Disclosures from Children and Vulnerable Adults

Purpose

To handle disclosures with sensitivity and in compliance with legal requirements.

Legal Framework

England

- Care Act 2014
- Children Act 1989
- Children Act 2004

Northern Ireland

- Adult Safeguarding: Prevention and Protection in Partnership (2015)
- Children (Northern Ireland) Order 1995
- Safeguarding Vulnerable Groups (Northern Ireland) Order 2007

Scotland

- Adult Support and Protection (Scotland) Act 2007
- Children (Scotland) Act 1995
- Children and Young People (Scotland) Act 2014

Wales

- Social Services and Well-being (Wales) Act 2014
- Children Act 1989
- Children Act 2004

5.3.1 Best Practices

Initial Response

Stay calm, listen, and refrain from investigation. Reassure the person that they are being heard.

Confidentiality

Explain the limits of confidentiality. Share on a need-to-know basis only.

Documenting Disclosures

Record the disclosure verbatim. Include date, time, and setting. Reporting: Report immediately to the Designated Safeguarding Lead (DSL).

5.4 Emergency Protocols

Purpose

To define procedures for immediate safeguarding threats.

Legal Framework

England

- Children Act 1989
- Children Act 2004

Northern Ireland

- Adult Safeguarding: Prevention and Protection in Partnership (2015)

- Safeguarding Vulnerable Groups (Northern Ireland) Order 2007

Scotland

- Protection of Vulnerable Groups (Scotland) Act 2007
- Adult Support and Protection (Scotland) Act 2007

Wales

- Children Act 1989
- Children Act 2004

5.4.1 Emergency Scenarios

Immediate Danger

In the UK, emergency services should be contacted via 999. 112 can also be used, but is less widely recognised. Notify the Designated Safeguarding Lead (DSL).

Missing Participant

Search and notify parents, guardians, or caregivers, and escalate to the police.

Allegation During an Event

Separate the individuals involved. Initiate safeguarding reporting procedures.

Critical Incident Management

Take immediate safeguarding action in line with the organisation's emergency or safeguarding procedures. Maintain clear communication with stakeholders.

5.4.2 Enforcement and Monitoring

Conduct internal and external audits. Provide annual safeguarding training to all staff. Publish compliance reports and share with stakeholders.

6.0 Protection Measures

Purpose

Adequate protection measures are vital to safeguarding participants in the extracurricular activity sector. These measures include comprehensive risk assessments, adherence to health and safety standards, robust first aid, emergency preparedness, and secure data handling practices. This section outlines the steps all stakeholders must take to comply with UK legislation and national guidance while maintaining a clear and actionable approach.

6.1 Risk Assessments

Purpose

To identify and mitigate potential risks associated with extracurricular activities, ensuring the safety of all participants, staff, and visitors.

Legal Framework

UK-wide

- Equality Act 2010
- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Terrorism (Protection of Premises) Act 2025 (commonly referred to as Martyn's Law)

Scotland

- Fire (Scotland) Act 2005

6.1.1 Responsibilities for Stakeholders

Activity Providers: conduct comprehensive risk assessments for all activities, including on-site and off-site events. Maintain a written record of risk assessments and review them regularly.

Activity Leaders and Staff: To remain vigilant and identify new risks during day-to-day activities, report them to the designated Health and Safety Officer. Implement and monitor control measures outlined in risk assessments.

Parents and Guardians: To provide accurate information about any medical conditions, allergies, or additional needs that may require support to facilitate tailored risk assessments.

6.1.2 Key Components of a Risk Assessment

Hazard Identification

- Physical risks (slippery floors, unstable props, and heavy equipment)
- Environmental risks (poor ventilation, extreme temperatures, and inadequate lighting)
- Event-specific risks (large crowds, travel logistics, and overnight stays).

Risk Analysis

Assess the likelihood and severity of each hazard. Prioritise risks requiring immediate action.

Control Measures

Implement measures such as non-slip flooring, adequate supervision ratios, and pre-event safety briefings. Ensure that safety equipment, including fire extinguishers and first aid kits, are readily available and in good working condition.

Review and Update

Review risk assessments annually or after incidents, near-misses, or significant changes in activities or venues.

6.2 Health and Safety Alignment

Purpose

To ensure that all extracurricular activities comply with health and safety regulations, a safe environment is maintained for participants, staff, and visitors.

Legal Framework

The alignment of extracurricular activities with health and safety standards is supported by legislation across the UK nations.

UK-wide

- Health and Safety at Work Act 1974: Requires all employers and activity providers to ensure the health, safety, and welfare of staff, participants, and visitors (Health and Safety at Work Act 1974).
- Workplace (Health, Safety and Welfare) Regulations 1992: Sets minimum workplace standards including ventilation, lighting, and sanitation (Workplace (Health, Safety and Welfare) Regulations 1992).

England and Wales

- Children Act 1989: Establishes a statutory duty to safeguard and promote children's welfare (Children Act 1989).
- Care Act 2014: Places obligations on service providers to protect adults at risk and ensure safe care environments (Care Act 2014).

Scotland

- Fire (Scotland) Act 2005: Imposes fire safety responsibilities in non-domestic premises (Fire (Scotland) Act 2005).
- Children (Scotland) Act 1995 and Children and Young People (Scotland) Act 2014: Outline child protection duties and promote well-being in all child-related environments (Children (Scotland) Act 1995; Children and Young People (Scotland) Act 2014).

Northern Ireland

- Fire and Rescue Services (Northern Ireland) Order 2006: Establishes legal duties regarding fire safety in relevant premises (Fire and Rescue Services (Northern Ireland) Order 2006).
- Children (Northern Ireland) Order 1995: Places statutory safeguarding duties on individuals and organisations working with children (Children (Northern Ireland) Order 1995).
- Adult Safeguarding: Prevention and Protection in Partnership (2015): This document outlines the framework for safeguarding adults at risk (Department of Health, Social Services and Public Safety, 2015).

6.2.1 Responsibilities for Stakeholders

Activity Providers

Appoint a Health and Safety Officer responsible for compliance. Display health and safety policies prominently and ensure they are accessible to all staff and participants.

Activity Leaders and Staff

Conduct pre-session safety checks on facilities and equipment. Supervise participants to ensure they follow safety protocols, especially during physically demanding activities.

Parents and Guardians

Ensure participants attend sessions wearing appropriate attire and equipped with the necessary equipment to minimise injury risks.

6.2.2 Key Actions

Facility Maintenance

Regularly inspect and maintain floors, equipment, and other facilities. Ensure fire exits are unobstructed and marked.

Safety Protocols

Develop and communicate protocols for managing injuries, evacuations, and other emergencies. Provide safety briefings to participants, particularly for new activities or venues.

Insurance

Maintain public liability insurance and employer's liability insurance as required by law.

6.3 First Aid and Emergency Preparedness

Purpose

To enable timely and effective responses to medical emergencies and critical incidents while safeguarding the well-being of all participants.

Legal Framework

England and Wales

- Health and Safety (First Aid) Regulations 1981
- Civil Contingencies Act 2004

Scotland

- Health and Safety (First Aid) Regulations 1981

- Civil Contingencies Act 2004
- Fire (Scotland) Act 2005

Northern Ireland

- Health and Safety (First Aid) Regulations 1981
- Civil Contingencies Act 2004
- Fire and Rescue Services (Northern Ireland) Order 2006

6.3.1 Responsibilities for Stakeholders

Activity Providers

Ensure at least one trained first aider is present during all activities. Maintain fully stocked first aid kits, including items for common injuries.

Activity Leaders and Staff

Complete accredited first aid training, with refresher courses at least every three years. Familiarise themselves with emergency procedures for each venue.

Parents and Guardians

Inform activity providers of any medical conditions or allergies and provide up-to-date emergency contact details.

6.3.2 Key Components

First Aid Provision

First aid kits must be easily accessible and regularly checked for expiry dates. Emergency contact numbers and the address of the nearest hospital should be displayed prominently.

Emergency Plans

Develop and regularly practice evacuation drills for fire and other emergencies. Assign clear roles to staff, such as fire marshals or incident coordinators.

Incident Reporting

Record all incidents in an incident log, detailing actions taken and outcomes. Review incident logs during regular health and safety meetings to identify trends and improve practices.

6.4 Data Protection and Confidentiality

Purpose

To ensure that all sensitive information, including safeguarding records, medical details, and personal data, is collected, stored, accessed, and shared securely and only when necessary, in accordance with applicable data protection legislation. This is essential to protect individual rights, uphold confidentiality, and support safe and effective safeguarding practices for children and adults at risk.

Legal Framework

UK-wide

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018

England and Wales

- Children Act 1989
- Care Act 2014 (for adults at risk)
- Working Together to Safeguard Children (statutory guidance)

Scotland

- Children (Scotland) Act 1995
- Children and Young People (Scotland) Act 2014
- National Guidance for Child Protection in Scotland 2021

Northern Ireland

- Children (Northern Ireland) Order 1995
- Adult Safeguarding: Prevention and Protection in Partnership (2015)
- Co-operating to Safeguard Children and Young People in Northern Ireland (2017)

6.4.1 Responsibilities for Stakeholders

Activity Providers: Appoint a Data Protection Officer (DPO) to oversee compliance with data protection laws. Develop and implement a data protection policy, including secure storage and access protocols.

Activity Leaders and Staff: Handle personal data responsibly, sharing it only on a need-to-know basis. Use secure methods to store and transfer data, such as encrypted devices or password-protected files.

Parents and Guardians: Provide accurate information and update records as necessary to ensure the organisation holds current data.

6.4.2 Key Actions

Secure Data Handling

Store physical records in locked cabinets and digital records on encrypted devices. Restrict access to sensitive information to authorised personnel only.

Data Retention Policies

Retain safeguarding and medical records for the required period (e.g. until a child turns 25 for safeguarding records). Review and securely delete outdated data regularly.

Training and Awareness

Provide staff with training on data protection and confidentiality principles. Ensure parents and participants are informed about how their data is used and their rights under data protection laws.

6.4.3 Monitoring and Accountability

Regular Inspections

Conduct internal and external audits to verify compliance with protection measures.

Stakeholder Engagement

Share health and safety and data protection policies and procedures with parents, staff, and awarding or regulatory bodies.

Sanctions for Non-Compliance

Non-compliance may result in suspension of accreditation or affiliation, legal penalties, or enforcement action by regulatory authorities.

7.0 Safeguarding for Children and Young People

7.1 Specific Risks

Safeguarding children and young people in extracurricular activities requires proactive identification and management of specific risks. These risks may vary depending on the nature of the activity, the setting, and the age and vulnerabilities of participants. Key areas of concern include online safety threats, peer-on-peer abuse, and the unique risks associated with certain environments.

7.1.1 Online Safety

Purpose

To protect children from the risks associated with digital platforms and ensure their online interactions are safe and appropriate.

Legal Framework

UK-wide

- Online Safety Act 2023
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)

England and Wales

- Children Act 1989
- Children Act 2004
- Working Together to Safeguard Children (guidance)

Scotland

- Children (Scotland) Act 1995
- Children and Young People (Scotland) Act 2014
- National Guidance for Child Protection in Scotland 2021

Northern Ireland

- Children (Northern Ireland) Order 1995
- Co-operating to Safeguard Children and Young People in Northern Ireland (2017)

Key Risks

Grooming through direct messages or social media platforms, exposure to harmful or inappropriate content, and sharing of personal information or images without proper consent.

Ensure

- **Online Safety Policy**

Develop a policy outlining acceptable use of digital platforms for activity-related communication. Prohibit unsupervised or direct digital communication between staff or volunteers and children without parental knowledge or consent.

- **Monitoring and Filtering**

Use monitoring software to restrict inappropriate content on provider-managed devices. Ensure all digital platforms used for communication are supervised and secure.

- **Education and Training**

Train staff to recognise signs of online exploitation or grooming. Provide workshops for parents and participants on safe online practices.

- **Incident Reporting**

Establish precise reporting mechanisms for online safety concerns by designating a Designated Safeguarding Lead (DSL) as the primary point of contact. Ensure accessible channels for reporting, including anonymous options, and promote external bodies like the Child Exploitation and Online Protection Command (CEOP) for cases of online exploitation or abuse. Provide staff training, clear reporting steps for children and parents, and a process for escalating concerns. Regularly review and update these protocols to ensure effective safeguarding.

7.1.2 Peer-on-Peer Abuse

Purpose

To prevent and effectively respond to incidents of peer-on-peer abuse, including bullying, harassment and other forms of harmful behaviour that occur between children and young people in extracurricular settings.

Legal Framework

UK-wide

- Data Protection Act 2018
- UK GDPR

England and Wales

- Children Act 1989
- Children Act 2004
- Education and Inspections Act 2006
- Keeping Children Safe in Education (guidance)

Scotland

- Children (Scotland) Act 1995
- Children and Young People (Scotland) Act 2014
- Equally Safe Strategy (2016)

Northern Ireland

- Children (Northern Ireland) Order 1995
- Addressing Bullying in Schools Act (Northern Ireland) 2016

Key Risks

Bullying or exclusion during activities or events, physical or emotional harm from peer relationships, and unsupervised interactions during activities or travel.

Actions

- **Zero-Tolerance Policy**

Establish and enforce a zero-tolerance policy for bullying, harassment, or discrimination. Clearly communicate this to participants and parents.

- **Supervision**

Maintain appropriate adult-to-child supervision ratios at all times during activities and travel. Monitor changing rooms and rest areas to prevent unsupervised interactions.

- **Support for Victims**

Provide emotional and practical support to victims of peer abuse. Involving parents and external agencies where required.

- **Prevention Programmes**

Implement peer mentoring schemes. Conduct workshops on respect, inclusion, and teamwork to promote these values.

7.2 Parental Engagement and Consent

Purpose

To ensure parents are informed and involved in their child's participation in extracurricular activities, fostering a collaborative safeguarding culture. For the avoidance of doubt, references to parents throughout this framework should be understood to include parents, guardians, carers, and others with parental responsibility.

Legal Framework

England

- Children Act 1989
- Children Act 2004
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)

Wales

- Children Act 1989
- Children Act 2004
- Social Services and Well-being (Wales) Act 2014
- Data Protection Act 2018
- UK GDPR

Scotland

- Children (Scotland) Act 1995
- Children and Young People (Scotland) Act 2014
- Education (Scotland) Act 1980
- Data Protection Act 2018
- UK GDPR

Northern Ireland

- Children (Northern Ireland) Order 1995
- Data Protection Act 2018
- UK GDPR

Actions

- **Consent Forms:** obtain written parental consent for participation in activities and events, travel to off-site venues, and the use of images or videos. Clearly describe associated risks and supervision arrangements.
- **Regular Updates:** Communicate safeguarding policies and schedules regularly with parents. Provide contact details for the Designated Safeguarding Lead (DSL) and safeguarding staff.
- **Feedback Channels:** offer mechanisms for parents to raise concerns. Respond promptly and transparently.
- **Educational Workshops:** provide sessions for parents on topics such as online safety and bullying prevention. Share resources to help parents support their children's well-being.

7.3 Safe Use of Images and Media

Purpose

To protect the privacy and safety of children and young people when capturing and sharing images or videos in an extracurricular activity context.

Legal Framework

UK-wide

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Online Safety Act 2023

England

- Children Act 1989
- Children Act 2004

Wales

- Children Act 1989
- Children Act 2004
- Social Services and Well-being (Wales) Act 2014

Scotland

- Children (Scotland) Act 1995
- Children and Young People (Scotland) Act 2014

Northern Ireland

- Children (Northern Ireland) Order 1995

Key Risks

Unauthorised sharing of images, misuse of images by third parties, and lack of clarity around consent for media use.

Actions

- **Consent Procedures**

Obtain explicit, written consent from parents before capturing or sharing images of children. Specify purpose, platforms for publication, and duration of consent.

- **Media Policy**

Develop a policy covering image capture, storage, and sharing. Prohibit staff from using personal devices for images or videos.

- **Secure Storage**

Store digital files securely. Limit access to authorised personnel only.

- **Education and Awareness**

Train staff, parents, and participants on the risks associated with online image sharing. Guide privacy settings and reporting inappropriate usage.

7.4 Enforcement and Monitoring

7.4.1 Audit and Inspection

Conduct regular audits of safeguarding practices. Use external safeguarding consultants where appropriate.

7.4.2 Training Requirements

Ensure all staff complete safeguarding training, including online safety, peer-on-peer abuse, Domestic Violence Disclosure Scheme awareness, and data protection. Provide annual refresher training to address emerging risks and ensure ongoing compliance.

7.4.3 Reporting Mechanisms

Maintain a safeguarding log to record concerns, actions taken, and outcomes. Publish an annual safeguarding report.

8.0 Safeguarding for Vulnerable Adults

Safeguarding vulnerable adults is a critical responsibility for organisations, ensuring that their safety, dignity, and rights are consistently upheld. Vulnerable adults may face unique risks due to age, disability, mental health conditions, or other factors that limit their ability to protect themselves. This section outlines practical steps to recognise, prevent and address abuse, using a framework aligned with UK-wide legislation and best safeguarding practice. This section draws on guidance issued by the Ann Craft Trust, particularly in addressing complex safeguarding risks such as forced marriage and abuse affecting adults with learning disabilities.

8.1 Definition and Types of Abuse

8.1.1 Definition of a Vulnerable Adult

A vulnerable adult is defined in safeguarding legislation across the United Kingdom as an individual aged 18 or over who:

- requires care or support due to age, disability, illness, mental health needs or other circumstances
- is at risk of harm, abuse or neglect because of their situation
- may be unable to protect themselves from harm or exploitation

The specific definitions vary slightly between jurisdictions, as follows:

England and Wales

Under the Care Act 2014, a vulnerable adult (referred to as an “adult at risk”) is defined as someone who has needs for care and support (whether or not the local authority is meeting any of those needs), is experiencing, or is at risk of, abuse or neglect, and as a result of those needs is unable to protect themselves (HM Government, 2014).

Scotland

The Adult Support and Protection (Scotland) Act 2007 defines an adult at risk as a person aged 16 or over who is unable to safeguard their own wellbeing, property, rights or other interests, is at risk of harm, and because they are affected by disability, mental disorder, illness or physical or mental infirmity, is more vulnerable to being harmed than others not so affected (Scottish Government, 2007).

Northern Ireland

The policy framework Adult Safeguarding: Prevention and Protection in Partnership (2015) defines an adult at risk as someone aged 18 or over whose exposure to harm through abuse, exploitation or neglect may be increased by personal characteristics, life circumstances, or both. This includes factors such as physical or learning disabilities, mental ill-health, or dependency on others (Department of Health, 2015).

8.1.2 Types of Abuse

The following forms of abuse are recognised in safeguarding legislation and must be understood by all staff and volunteers:

Physical Abuse

- **Examples:** hitting, slapping, misuse of medication.
- **Indicators include:** unexplained injuries, bruises, changes in behaviour.

Emotional or Psychological Abuse

- **Examples:** intimidation, humiliation, verbal threats.
- **Indicators include:** withdrawal, fearfulness, and low self-esteem.

Sexual Abuse

- **Examples:** unwanted sexual contact, grooming.
- **Indicators include:** distress, unexplained physical discomfort, avoidance of certain people.

Financial or Material Abuse

- **Examples:** theft, fraud, exploitation of finances.
- **Indicators include:** sudden loss of money, unusual withdrawals, missing possessions.

Neglect and Acts of Omission

- **Examples:** failure to provide food, shelter, or medication.
- **Indicators include:** malnutrition, poor hygiene, and untreated medical needs.

Discriminatory Abuse

- **Examples:** harassment based on race, disability, religion or sexuality.
- **Indicators include:** exclusion, derogatory language, and social isolation.

Domestic Abuse

- **Examples:** coercive control, emotional manipulation, violence in relationships.
- **Indicators include:** isolation, frequent injuries, and emotional distress.

Organisational Abuse

- **Examples:** institutional neglect, rigid routines, lack of choice.
- **Indicators include:** impersonal care, lack of autonomy, systemic neglect.

Self-Neglect

- **Examples:** refusal or inability to care for oneself.
- **Indicators include:** hoarding, poor self-care, unsafe living conditions.

8.2 Tailored Support and Reporting Mechanisms

Purpose

To ensure that vulnerable adults are supported in ways that uphold their dignity, autonomy and safety, while providing clear, accessible reporting mechanisms.

Legal Framework - Adult Safeguarding

England and Wales

- The Care Act 2014 provides the statutory framework for safeguarding adults at risk of abuse or neglect in England. It places a duty on local authorities to make enquiries where there is reasonable cause to suspect that an adult is experiencing, or at risk of, abuse or neglect, and may be unable to protect themselves. The Act also introduces the requirement for Safeguarding Adults Boards (SABs) to ensure multi-agency collaboration in the protection of adults.
- In Wales, the Social Services and Well-being (Wales) Act 2014 serves as the parallel legislation. It defines the duties of local authorities to assess needs and respond to safeguarding concerns involving adults at risk. The Act mandates cooperation between health boards, police, local authorities and other relevant agencies.

England

- The Care Act 2014 provides the statutory framework for safeguarding adults at risk of abuse or neglect in England. It places a duty on local authorities to make enquiries where there is reasonable cause to suspect that an adult is experiencing, or at risk of, abuse or neglect, and may be unable to protect themselves. The Act also introduces the requirement for Safeguarding Adults Boards (SABs) to ensure multi-agency collaboration in the protection of adults.

Northern Ireland

- In Northern Ireland, adult safeguarding is guided by the policy framework Adult Safeguarding: Prevention and Protection in Partnership (2015). While not a statutory Act, it outlines clear operational principles and multi-agency procedures for identifying, reporting and managing adult safeguarding concerns. It emphasises prevention, early intervention and inter-agency responsibility for protecting adults at risk.

Scotland

- The Adult Support and Protection (Scotland) Act 2007 establishes the legal framework for identifying and safeguarding adults at risk of harm. It provides local councils with the power to inquire, investigate, and take protective actions, including the use of protection orders, where individuals may be vulnerable due to disability, mental disorder, illness, or infirmity.

Wales

- The Social Services and Well-being (Wales) Act 2014 defines the duties of local authorities to assess needs and respond to safeguarding concerns involving adults at risk. The Act mandates cooperation between health boards, police, local authorities and other relevant agencies.

8.2.1 Actions for Stakeholders

Tailored Safeguarding Plans: Develop individual safeguarding plans tailored to each adult's specific needs. Involve the adult, family members or appointed advocates in planning.

Accessible Reporting Mechanisms: Provide multiple ways to report concerns, including to a Designated Safeguarding Lead (DSL), via safeguarding hotlines or secure email, and to external bodies such as local Safeguarding Adults Boards or Adult Protection Committees in Scotland. Ensure accessibility for those with communication or cognitive impairments.

Support During and After Reporting: Assign a trusted staff member to support the individual throughout the process. Provide access to independent advocacy, mental health services or counselling. Respect confidentiality while ensuring safety.

External Referrals: Report serious concerns to local adult safeguarding teams or the police. In Scotland, referrals must be made to local Adult Protection Committees in line with national protocol.

Legal Framework

Legislation across the UK provides duties to protect adults at risk and ensure proper vetting of individuals working with them. Each jurisdiction operates its own framework and vetting scheme, but all share core safeguarding principles.

England

- **Law:** Care Act 2014 Statutory duties on local authorities to prevent abuse, make enquiries, and coordinate safeguarding.
- **Vetting:** Disclosure and Barring Service (DBS) – Criminal record checks and barred list management.

Wales

- **Law:** Social Services and Well-being (Wales) Act 2014 – Legal duties to protect adults at risk and promote multi-agency cooperation.
- **Vetting:** DBS – Same as England, aligned with Welsh safeguarding arrangements.

Scotland

- **Law:** Adult Support and Protection (Scotland) Act 2007 – Powers for inquiry and protection orders; inter-agency cooperation.
- **Vetting:** Disclosure Scotland – Manages the PVG Scheme with continuous monitoring and barring.

Northern Ireland

- **Law:** HPSS Order 1972; Adult Safeguarding Policy (2015) – Framework for adult protection and agency responsibilities.
- **Vetting:** AccessNI – Criminal record checks; barring decisions coordinated with DBS.

8.3 Lone Working Policies

Purpose

To minimise the risks associated with staff or volunteers working alone by implementing effective safeguards and support systems.

8.3.1 Legal Framework

Adult Safeguarding

England

- The Care Act 2014 provides the statutory foundation for safeguarding adults at risk. It includes duties on local authorities and organisations to prevent abuse and neglect, which extend to the development of safe working practices, including for lone workers in care or extracurricular settings.

Northern Ireland

- The policy framework Adult Safeguarding: Prevention and Protection in Partnership (2015) sets out a multi-agency approach to safeguarding vulnerable adults. It identifies lone working as a risk factor and encourages organisations to implement measures to manage this risk, including through supervision, training, and incident reporting protocols.

Scotland

- The Adult Support and Protection (Scotland) Act 2007 imposes duties on local authorities to investigate concerns about adults at risk of harm. It reinforces the need for risk assessments and safe systems of work, especially where lone working may increase exposure to potential safeguarding issues.

Wales

- The Care Act 2014 provides the statutory foundation for safeguarding adults at risk. It includes duties on local authorities and organisations to prevent abuse and neglect, which extend to the development of safe working practices, including for lone workers in care or extracurricular settings.

UK-wide

- The Health and Safety at Work 1974 Act applies across the United Kingdom. It establishes a general duty of care on employers to ensure, as far as reasonably practicable, the health, safety and welfare of their employees. This includes ensuring that lone working practices are subject to thorough risk assessments, regular supervision, and appropriate training.

8.3.2 Key Risks

Unsupervised contact may increase the risk of abuse or misinterpretation, as there are no witnesses in the event of allegations, and it can be challenging to manage emergencies alone.

8.3.3 Actions for Stakeholders

Policy Development

Develop a comprehensive lone working policy that clearly outlines acceptable and prohibited scenarios, consent requirements, and conditions for supervision and visibility.

Risk Assessments

Conduct risk assessments before any lone working, considering the setting, time, and vulnerability of the individual. Establish emergency response procedures.

Supervision and Monitoring

Use visible spaces or rooms with windows. Utilise oversight tools such as CCTV or video check-ins where appropriate.

Emergency Protocols

Provide lone workers with emergency numbers and location trackers. Require regular check-ins during and after lone work sessions.

Training for Lone Workers

Offer specific training on lone working safety, conflict de-escalation, and reporting procedures.

8.4 Enforcement and Monitoring

8.4.1 Training and Certification

All staff and volunteers are required to complete training on safeguarding vulnerable adults. Annual refresher courses must include updates on legislation and case studies.

8.4.2 Safeguarding Audits

Conduct regular internal and external reviews of lone working, reporting, and individual safeguarding plans. Utilise audit results to enhance support and mitigate risk.

8.4.3 Incident Documentation and Review

Maintain a detailed safeguarding log with outcomes and follow-up. Analyse trends to inform policy updates.

8.4.4 Stakeholder Collaboration

Engage families, advocates and external professionals in developing and evaluating safeguarding measures. Share anonymised findings to build trust and transparency.

9.0 Security and Preparation

A secure environment is fundamental to safeguarding participants, staff, and visitors in the extracurricular activity sector. This section outlines the necessary steps to create, maintain, and halt security measures, ensuring preparedness for potential incidents. These measures align with legislation across England, Wales, Scotland, and Northern Ireland, clarifying the roles and responsibilities of all stakeholders.

9.1 Embedding a Security Culture

Purpose

To establish a proactive and collective approach to security where everyone understands their role and responsibility in maintaining safety.

9.1.1 Legal Framework

England

- Counter-Terrorism and Security Act 2015 places a duty on certain bodies, including schools and local authorities, to have due regard to the need to prevent people from being drawn into terrorism (known as the “Prevent duty”). It supports safeguarding by requiring risk assessments, staff training, and robust referral pathways where radicalisation is a concern.
- Equality Act 2010 provides protection against discrimination, harassment and victimisation across nine protected characteristics, including age, disability, race and religion. It underpins inclusive safeguarding practice and ensures that safeguarding environments are accessible and non-discriminatory.
- Health and Safety at Work. The 1974 Act outlines the general duties of employers to ensure, so far as is reasonably practicable, the health, safety, and welfare of employees and others who may be affected by their work activities.
- Terrorism (Protection of Premises) Act 2025 (Martyn’s Law) introduces new requirements for venues and organisers to assess and mitigate the risk of terrorist attacks, including obligations for emergency planning and staff training at cultural and sporting events.

Northern Ireland

- Counter-Terrorism and Security Act 2015 applies, including the Prevent duty for specified authorities.
- Protections exist under the Northern Ireland Act 1998 legislation.
- The Health and Safety at Work (Northern Ireland) Order 1978 provides equivalent protections to those in the 1974 UK Act.

- Martyn’s Law (Terrorism Protection of Premises Act 2025) is expected to apply or influence future NI regulations.

Scotland

- Counter-Terrorism and Security Act 2015 applies, requiring specified authorities to comply with the Prevent duty.
- Equality Act 2010 applies in full, ensuring safeguarding practice is inclusive and non-discriminatory.
- The Health and Safety at Work Act 1974 applies, including provisions relevant to lone working and safeguarding environments.
- Martyn’s Law applies UK-wide and introduces duties for venues and event organisers to manage terrorist threats.

Wales

- Counter-Terrorism and Security Act 2015 places the Prevent duty on schools, councils and other public bodies.
- Equality Act 2010 ensures protection from discrimination and supports inclusive safeguarding policy and practice.
- The Health and Safety at Work Act 1974 applies fully in Wales.
- Martyn’s Law (2025) applies to Welsh venues and events, requiring public safety risk assessments and planning.

9.1.2 Actions for Stakeholders

Leadership Commitment: Appoint a dedicated Security Coordinator to oversee security protocols and risk management. Develop a security charter outlining the organisation’s commitment to safety and security.

Staff Engagement: Incorporate security responsibilities into job descriptions and performance reviews to ensure effective management. Designate security champions to promote awareness and accountability across the organisation.

Training and Awareness: Provide mandatory training on recognising suspicious behaviour or items, handling emergencies (e.g., evacuations, lockdowns, fire drills), and counter-terrorism awareness (e.g., ACT Awareness, Prevent Duty training). Conduct refresher training annually or after policy updates.

Community Collaboration: Collaborate with local police, fire services, and community groups to identify risks and solutions. Participate in regional security initiatives and community safety workshops to strengthen preventative safeguarding and emergency response.

Staff and Participant Empowerment: Foster a "see something, say something" culture where concerns are reported without fear of reprisal. Provide anonymous reporting channels for sensitive security issues.

9.2 Protective Security Plans and Self-Assessments

Purpose

To create a structured and regularly reviewed approach to identifying vulnerabilities and implementing measures to mitigate risks.

9.2.1 Legal Framework

England

- Management of Health and Safety at Work Regulations 1999 require employers to assess risks to the health and safety of employees and others who may be affected by their activities. This includes planning for emergencies, assessing physical security threats and ensuring that adequate control measures are in place.
- Terrorism (Protection of Premises) Act 2025 (Martyn's Law) places legal duties on qualifying venues and event organisers to conduct terrorism risk assessments and implement proportionate protective security measures.
- The Regulatory Reform (Fire Safety) Order 2005 requires a responsible person to ensure that fire risks are assessed and addressed in all non-domestic premises.

Northern Ireland

- The Fire and Rescue Services (Northern Ireland) Order 2006 requires employers and premises managers to conduct fire risk assessments and put appropriate fire precautions in place.
- Terrorism (Protection of Premises) Act 2025 (Martyn's Law) applies or is expected to influence future regulations.
- Health and Safety at Work (Northern Ireland) Order 1978 provides duties for managing general safety risks in public-facing environments.

Scotland

- The Fire (Scotland) Act 2005 places duties on duty holders to carry out fire risk assessments and implement measures to ensure the safety of people on the premises.
- The Management of Health and Safety at Work Regulations 1999 apply, and Martyn's Law introduces new terrorism-related duties for qualifying venues and events.

Wales

- The Regulatory Reform (Fire Safety) Order 2005 requires a responsible person to ensure that fire risks are assessed and addressed in all non-domestic premises, including community, cultural and sports settings.
- The Management of Health and Safety at Work Regulations 1999 apply across Wales.
- Terrorism (Protection of Premises) Act 2025 (Martyn’s Law) introduces obligations for preparedness in publicly accessible venues.

9.2.2 Actions for Stakeholders

Developing Protective Security Plans

Include components such as access control (secure entry points, visitor sign-ins, controlled access systems), surveillance (install and monitor CCTV in compliance with UK GDPR), physical security (adequate lighting, secure storage, safety barriers), and emergency procedures (clear evacuation, lockdown, and shelter-in-place protocols).

Conducting Regular Self-Assessments

Use tools to assess risks in venue security (e.g., door locks, access protocols), procedural security (e.g., visitor management, staff supervision), and cybersecurity (e.g., secure communication platforms). Review assessments quarterly and after any incident that occurs.

Incorporating Inclusive Measures

Ensure that all security measures are accessible to individuals with disabilities or those with additional needs. Provide accessible signage, communication aids, and translation services as required.

Liaising with Authorities

Share security plans and assessment outcomes with relevant authorities, such as safeguarding boards, police, or fire services, as appropriate. Seek advice or audits from external security consultants where needed.

9.3 Communicating During Incidents

Purpose

To ensure clear, timely, and effective communication during emergencies, minimising harm and confusion while maintaining accountability.

9.3.1 Legal Framework

England

- The Civil Contingencies Act 2004 establishes duties for emergency preparedness, including the need for effective communication strategies during major incidents. It requires Category 1 responders (such as local authorities, police and NHS bodies) to develop and maintain emergency plans that include public information protocols.
- Equality Act 2010 requires emergency communication to be inclusive and accessible to individuals with protected characteristics. This includes making reasonable adjustments for individuals with disabilities or those who have language barriers during crisis planning and delivery.
- Health and Safety (Consultation with Employees) Regulations 1996 require employers to consult with employees about health and safety matters, including emergency communication systems.
- The Health and Safety at Work Act 1974 imposes a general duty to provide information, instruction and training to ensure safety at work, including during emergencies.
- Terrorism (Protection of Premises) Act 2025 (Martyn's Law) introduces requirements for qualifying premises to develop and rehearse emergency response plans, including procedures for handling communication during and after a terrorist incident.

Northern Ireland

- The Civil Contingencies framework is adapted under Northern Ireland's Emergency Planning Framework. The Department of Justice and the Northern Ireland Civil Contingencies Policy Branch oversee inter-agency communication planning.
- The above UK-wide legislation applies and informs operational procedures.

Scotland

- The Scottish Resilience Partnership coordinates emergency response, supporting multi-agency incident management and public information dissemination.
- All UK-wide legislation applies, including Martyn's Law, Civil Contingencies Act 2004, and relevant health and safety provisions.

Wales

- The Wales Resilience Forum ensures devolved authorities coordinate risk communication and emergency planning.
- UK-wide legislation applies, including the Civil Contingencies Act 2004, Equality Act 2010, and Martyn's Law.

9.3.2 Actions for Stakeholders

Emergency Communication Plans: Establish a clear communication hierarchy with designated roles, such as Incident Coordinator (responsible for on-site responses) and Media Liaison (responsible for external communications). Develop pre-scripted messages for key scenarios.

Multi-Channel Communication: Utilise multiple channels (such as PA systems, SMS alerts, emails, and social media) to enhance communication. Ensure communication methods are accessible for everyone.

Parental and Stakeholder Updates: Establish clear protocols for notifying parents, guardians, or caregivers. Provide regular updates to avoid misinformation.

Media Management: Designate a trained spokesperson for media inquiries. Avoid sharing speculative or sensitive information.

9.4 Post-Incident Reviews and Support

Purpose

To analyse incidents comprehensively, identify lessons learned, and provide support to those affected, fostering resilience and continuous improvement.

9.4.1 Legal Framework

UK-wide

Equality Act 2010

Provides protection from discrimination and promotes equal treatment, which underpins inclusive safeguarding practices.

Health and Safety at Work Act 1974

Establishes duties on employers and organisations to ensure the safety and welfare of staff, volunteers and service users.

Care Act 2014 (England) and equivalent legislation across the UK

Sets the standard for adult safeguarding in England and is mirrored in legislation in the devolved nations.

Data Protection Act 2018 and UK GDPR

Regulates the collection, use, and sharing of personal data, including the safeguarding of information. It permits lawful processing where it is necessary to protect individuals at risk.

Public Interest Disclosure Act 1998

Offers legal protection for whistleblowers who raise safeguarding concerns in the public interest.

England and Wales

Children Act 1989 and Children Act 2004

Provide the core statutory framework for safeguarding children, including the duties of local authorities, early help and child protection responsibilities.

Social Services and Well-being (Wales) Act 2014

Establishes adult and children's safeguarding duties in Wales, including assessment, intervention and protection obligations.

Scotland

Children (Scotland) Act 1995

Outlines the duties of local authorities and other bodies to safeguard and promote the welfare of children in Scotland.

Children and Young People (Scotland) Act 2014

Strengthens child protection through the "Named Person" and "Child's Plan" provisions, supporting early intervention and coordinated care.

Adult Support and Protection (Scotland) Act 2007

Provides legal duties and powers to identify, investigate and protect adults at risk of harm.

Northern Ireland

Children (Northern Ireland) Order 1995

Provides a comprehensive framework for safeguarding children, defining parental responsibility, welfare principles and duties of statutory agencies.

Adult Safeguarding: Prevention and Protection in Partnership (2015)

Establishes operational principles and guidance for protecting vulnerable adults.

9.4.2 Actions for Stakeholders

Incident Debriefs

Conduct debriefs within 48 hours of an incident. Use debriefs to identify root causes, assess the effectiveness of responses, and develop action plans for improvement.

Support for Affected Individuals

Provide immediate assistance (e.g., first aid, mental health support). Offer ongoing support such as counselling or referrals to specialist services. Engage advocacy services for vulnerable individuals as needed.

Updating Policies and Procedures

Revise security plans and training materials based on lessons learned and best practices. Share updates with staff and stakeholders to reinforce preparedness and ensure ongoing awareness.

Reporting and Accountability

Prepare formal reports summarising incidents, responses, and recommendations. Share findings with safeguarding boards, awarding bodies, or regulatory agencies where required.

9.5 Monitoring and Compliance

9.5.1 Audits and Drills

Conduct regular audits of protective security measures, including physical, procedural, and cyber risks. Schedule biannual drills for key scenarios (e.g., fire evacuations, lockdowns).

9.5.2 Stakeholder Engagement

Involve parents, staff, and participants in security reviews and feedback. Host security workshops to educate stakeholders on roles and expectations.

9.5.3 Sanctions for Non-Compliance

Apply disciplinary measures for breaches of security protocols. Report serious violations to the relevant regulatory authorities or law enforcement agencies.

10.0 Equality, Diversity and Inclusion (EDI)

Equality, diversity and inclusion are cornerstones of a safe and supportive environment in the extracurricular activity sector. This section provides a comprehensive framework for embedding EDI principles into safeguarding practices, ensuring compliance with legal obligations and addressing the diverse needs of participants, staff, and stakeholders. By fostering inclusivity, this framework seeks to create equitable opportunities and eliminate barriers to participation.

10.1 Legal Compliance (Equality Act 2010)

Purpose

To ensure safeguarding practices comply with the legal standards set out in the Equality Act 2010 and related legislation, promoting a culture of fairness and inclusion.

10.1.1 Legal Framework

UK-wide

- **Equality Act 2010**
Consolidates anti-discrimination laws and establishes duties on organisations and service providers to eliminate unlawful discrimination, advance equality of opportunity, and foster good relations between people with different protected characteristics.
- **Public Sector Equality Duty (PSED)**
As part of the Equality Act 2010, PSED requires public bodies and organisations carrying out public functions to have due regard to the need to address inequalities through inclusive practice and decision-making.

England and Wales

- **Children and Families Act 2014**
Mandates support for children and young people with special educational needs and disabilities (SEND), including assessment and the delivery of Education, Health and Care (EHC) plans in England, and equivalent frameworks in Wales before the implementation of new Additional Learning Needs (ALN) legislation. The ALN Act 2018 states that the views, wishes, and feelings of children, their parents, and young people must be considered.

Wales

- **Additional Learning Needs and Education Tribunal (Wales) Act 2018**
Establishes a new unified statutory framework to support learners with additional

learning needs (ALN), replacing previous special educational needs systems. The Act applies to all learners from 0 to 25 and promotes person-centred planning and inclusion.

Scotland

- **Education (Additional Support for Learning) (Scotland) Act 2004**
Requires education authorities to identify, provide and review additional support for children and young people who need extra help to benefit from education, for any reason. It applies to all learning environments and is underpinned by the principle of inclusive education.

Northern Ireland

- **Special Educational Needs and Disability (Northern Ireland) Act 2016**
Provides the legal framework for identifying and supporting children and young people with special educational needs (SEN). It places duties on education authorities and schools to deliver appropriate support and ensure that pupils are not disadvantaged.

10.1.2 Protected Characteristics under the Equality Act 2010

1. Age
2. Disability
3. Gender reassignment
4. Marriage and civil partnership
5. Pregnancy and maternity
6. Race (including colour, nationality, ethnicity, and national origins)
7. Religion or belief
8. Sex
9. Sexual orientation

10.1.3 Responsibilities

Eliminating Discrimination

Prohibit policies or practices that could result in direct or indirect discrimination. Ensure safeguarding policies and procedures are free from bias and barriers.

Advancing Opportunity

Proactively support individuals from underrepresented or marginalised groups to ensure equitable access to participation.

Fostering Good Relations

Promote a culture of respect, understanding, and collaboration between diverse groups.

10.1.4 Actions for Stakeholders

Equality Impact Assessments

Assess safeguarding policies and practices to identify potential disparities or unintended discrimination. Address issues promptly and effectively.

Training on Legal Obligations

Ensure all staff and volunteers understand their duties under the Equality Act 2010. Provide regular refresher training on EDI and its application in safeguarding.

Inclusive Recruitment

Implement inclusive recruitment processes to ensure diversity among staff and volunteers.

10.2 Promoting Diversity in Safeguarding Practices

Purpose

To ensure safeguarding practices are inclusive, representative, and responsive to the diverse needs of participants, staff, and stakeholders.

10.2.1 Key Principles

Cultural Competence

Recognise and respect cultural differences in communication, values, and expectations. Adapt safeguarding practices to reflect the cultural backgrounds of participants.

Representation in Leadership

Promote diverse representation among safeguarding leads, staff, and decision-makers. Encourage leadership opportunities for underrepresented groups.

Inclusive Language

Use neutral, inclusive, and respectful language in all safeguarding documentation and communication. Avoid stereotypes or assumptions about gender, family structures, or cultural practices.

10.2.2 Actions for Stakeholders

Diversity Action Plans

Develop action plans with measurable goals to improve diversity in staffing, leadership, and safeguarding practices.

Community Engagement

Partner with local organisations, cultural groups, and advocacy networks to understand and address the needs of diverse communities.

Regular Evaluation

Conduct surveys or focus groups to gather feedback on inclusivity and representation. Use findings to inform updates to policies and training programmes.

10.3 Adjustments for SEND and Other Needs

Purpose

To ensure that individuals with Special Educational Needs and Disabilities (SEND), additional support needs (ASN), or additional learning needs (ALN) can participate fully, safely, and equitably in extracurricular activities.

10.3.1 Legal Framework

UK-wide

- **Equality Act 2010**
Protects from discrimination on the grounds of disability, age, race, sex and other protected characteristics. It underpins inclusive practice and requires service providers to make reasonable adjustments to support equal access and participation.

England and Wales

- **Children and Families Act 2014**
Sets out duties for identifying and meeting the special educational needs and disabilities (SEND) of children and young people. It includes provisions for Education, Health and Care (EHC) plans in England, as well as similar systems in Wales, prior to the full implementation of ALN reforms.

Wales

- **Additional Learning Needs and Education Tribunal (Wales) Act 2018**
Establishes a single, unified framework to support learners with additional learning needs (ALN), replacing the former special educational needs (SEN) system. It applies to children and young people aged 0 to 25 and requires person-centred planning and multi-agency coordination.

Scotland

- **Education (Additional Support for Learning) (Scotland) Act 2004**
Requires education authorities to identify and provide for children and young people who need additional support to benefit from education, for reasons such as disability, learning difficulty, care experience or health conditions. It is supported by statutory and non-statutory guidance promoting inclusive education.

Northern Ireland

- **Special Educational Needs and Disability (Northern Ireland) Act 2016**
Provides the statutory framework for the assessment and support of children with SEN in schools. It ensures inclusive access to education and places duties on schools and education authorities to meet identified needs.

10.3.2 Key Adjustments

Physical Accessibility

Ensure venues are accessible, with ramps, lifts, and appropriate signage. Provide adapted equipment as necessary.

Communication Support

Use visual aids, large print materials, or assistive technologies. Provide translation services or sign language interpreters where needed.

Behavioural and Emotional Support

Train staff to recognise and manage behaviours associated with specific conditions (e.g., autism, ADHD). Develop individual behavioural support plans with parents, guardians or carers.

Flexible Programming

Adapt activity schedules or plans to accommodate individual needs, including shorter sessions or additional breaks.

10.3.3 Actions for Stakeholders

SEND/ASN/ALN Accessibility Audits

Conduct regular audits to identify barriers to participation and address them effectively. Implement necessary adjustments promptly.

Individual Support Plans

Collaborate with parents, guardians, carers, and specialist agencies to develop tailored support plans. Review and update plans regularly.

Specialist Training

Provide staff training on SEND, ASN, and ALN-related topics, including sensory processing, mental health, and positive behaviour management.

10.4 Equality, Diversity and Inclusivity

Purpose

To ensure EDI principles are consistently upheld, safeguarding practices remain inclusive, and improvements are continuously made.

10.4.1 Actions for Stakeholders

Training and Development

Deliver regular training on EDI principles and their application in safeguarding. Include modules on unconscious bias, anti-racism, and supporting individuals with SEND, ASN, or ALN.

Audits and Inspections

Conduct regular EDI audits of safeguarding policies and practices. Use external auditors or consultants for objective assessments and recommendations.

Feedback Mechanisms

Provide anonymous reporting channels for concerns related to EDI. Host regular feedback sessions with participants, parents, and staff to gather input and address concerns.

Transparency and Reporting

Publish annual reports on EDI initiatives, progress, and areas for further development. Share findings with awarding bodies, regulatory organisations, and stakeholders.

Digital safeguarding

Digital safeguarding tools must also comply with accessibility and inclusivity principles outlined in Section 10.3.

11.0 Monitoring and Evaluation

Monitoring and evaluation are foundational components of safeguarding, ensuring that policies and practices remain effective, compliant with relevant legislation, and aligned with the evolving needs of participants and stakeholders. This section outlines structured processes for regular policy reviews, inclusive feedback mechanisms, and safeguarding audits, creating a culture of continuous improvement and accountability.

11.1 Regular Policy Reviews

Purpose

To maintain up-to-date, effective safeguarding policies that comply with relevant legislation and respond to emerging risks.

Legal Framework

UK-wide

- Equality Act 2010 – Prohibits discrimination and mandates equal treatment across protected characteristics, forming the foundation for inclusive safeguarding practices.
- Health and Safety at Work Act 1974 – Places duties on employers and organisations to ensure the health, safety and welfare of employees and service users, including children and vulnerable adults.

England and Wales

- Care Act 2014 – Establishes the legal framework for adult safeguarding in England, placing duties on local authorities and care providers to prevent and respond to abuse and neglect.
- Children Act 1989 – Sets out the duty to safeguard and promote the welfare of children, including provisions for child protection investigations and care proceedings.
- Children Act 2004 – Builds on the 1989 Act by reinforcing multi-agency cooperation and the accountability of local authorities for safeguarding outcomes.

Scotland

- Adult Support and Protection (Scotland) Act 2007 – Provides powers and duties to identify, inquire into, and protect adults at risk of harm, including inter-agency cooperation requirements.

- Children (Scotland) Act 1995 and Children and Young People (Scotland) Act 2014 – Together define legal responsibilities to protect and promote the welfare of children and support coordinated service delivery.

Northern Ireland

- Adult Safeguarding: Prevention and Protection in Partnership (2015) – A regional policy framework outlining how statutory bodies must collaborate to prevent and respond to adult safeguarding concerns.
- Children (Northern Ireland) Order 1995 – A comprehensive legal framework for child protection, aligning with the welfare principles found in the UK's Children Acts.

Actions for Stakeholders

Conduct comprehensive policy reviews annually, or when:

- New legislation or statutory guidance is introduced
- Emerging risks (e.g. cyber threats) arise
- Serious safeguarding incidents reveal policy gaps
- Involve staff, parents, guardians, participants, and external safeguarding experts
- Engage with local safeguarding boards and adult protection committees
- Maintain detailed records of review processes and decisions
- Obtain formal approval from senior leadership before implementation
- Communicate changes clearly to all stakeholders
- Provide training for staff and volunteers on new policy elements

11.2 Feedback Mechanisms

Purpose

To provide accessible and inclusive channels for all stakeholders to share feedback on safeguarding policies and practices.

Legal Framework

UK-wide

- **Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)**
These legislative acts govern the lawful collection, use, sharing and storage of personal data across the UK. They include specific provisions that allow organisations to share safeguarding-related information where necessary to protect individuals at risk. The framework supports proportional, rights-respecting data processing, including for safeguarding, incident reporting, and safer recruitment.

- **Equality Act 2010**
This Act consolidates previous anti-discrimination legislation and applies across England, Wales and Scotland. It protects from discrimination based on protected characteristics, such as age, disability, sex, and race. It also places a duty on service providers to make reasonable adjustments, promoting inclusion and equity in all safeguarding practices.
- **Public Interest Disclosure Act 1998**
This legislation provides legal protection for workers who report malpractice, wrongdoing, or breaches of public interest safeguards. It ensures that whistleblowers are not subject to dismissal or detriment as a result of raising genuine concerns.

Application in the Devolved Nations

England

- All three Acts apply directly in full. Organisations must ensure lawful data handling, inclusive practice, and accessible whistleblowing procedures in all safeguarding environments.

Wales

- The Data Protection Act 2018, UK GDPR, and Public Interest Disclosure Act 1998 apply directly.
- The Equality Act 2010 also applies, alongside the Public Sector Equality Duty, which places further obligations on Welsh public authorities to promote equality proactively.

Scotland

- The Data Protection Act 2018 and UK GDPR apply in full.
- The Equality Act 2010 applies, with certain devolved variations handled by the Scottish Government, including specific guidance for Scottish public authorities.
- The Public Interest Disclosure Act 1998 applies in part. Additionally, the Public Interest Disclosure (Scotland) Order 2013 and the Whistleblowing Standards (Scotland) apply to NHS Scotland and other public services, thereby extending protection to workers.

Northern Ireland

- The Data Protection Act 2018 and UK GDPR apply directly.
- The Equality Act 2010 does not apply. Instead, equality protections are provided under the Northern Ireland Act 1998 and related legislation, which require public authorities to promote equality across nine protected categories.
- The Public Interest Disclosure (Northern Ireland) Order 1998 offers whistleblowing protections aligned with the 1998 Act but tailored to the Northern Irish legal context.

Actions for Stakeholders

Provide multiple feedback channels:

- Online forms with accessibility features
- Anonymous feedback boxes at activity settings
- Focus groups or forums
- Offer materials in alternative formats (e.g. large print, Braille, translations)
- Provide interpreters or sign language support as needed
- Foster an open environment where feedback is welcomed
- Emphasise that feedback will be considered and acted upon
- Acknowledge receipt promptly (within five working days)
- Address actionable items transparently
- Summarise key feedback and actions in annual safeguarding reports

11.3 Safeguarding Audits and Reporting

Purpose

To evaluate the effectiveness of safeguarding policies and practices through structured audits and ensure compliance with statutory and regulatory requirements.

Legal Framework

UK-wide

- **Civil Contingencies Act 2004**
Establishes the responsibilities of public bodies and emergency services for risk planning, preparedness and response to civil emergencies. It requires coordinated action, communication protocols and contingency planning relevant to safeguarding in crisis scenarios.
- **Health and Safety at Work Act 1974**
Places a duty on employers and service providers to ensure, as far as reasonably practicable, the health, safety and welfare of employees and service users, including children and adults at risk.

England and Wales

- **Care Act 2014**
Establishes adult safeguarding duties in England, requiring local authorities to prevent, identify and respond to abuse or neglect. While directly applicable in England, its principles influence practice across the UK.

- **Children Act 2004**
Reinforces earlier child protection legislation by placing a statutory duty on key agencies to work together to safeguard and promote the welfare of children.

Scotland

- **Adult Support and Protection (Scotland) Act 2007**
Provides legal powers for local authorities to identify, inquire into and protect adults at risk of harm. It mandates multi-agency cooperation and supports intervention when necessary.
- **Children (Scotland) Act 1995 and Children and Young People (Scotland) Act 2014**
Together, these Acts provide the core framework for child protection in Scotland, outlining the duties of public bodies and promoting children's rights, early intervention, and coordinated care.

Northern Ireland

- **Adult Safeguarding: Prevention and Protection in Partnership (2015)**
A policy framework that outlines principles for preventing abuse and protecting adults at risk. It promotes inter-agency coordination and proactive risk management.
- **Children (Northern Ireland) Order 1995**
Provides the foundation for child safeguarding in Northern Ireland, outlining welfare principles, statutory duties and thresholds for intervention where a child is at risk of significant harm.

Actions for Stakeholders

- Conduct internal safeguarding audits every six months.
- Engage external auditors annually

Focus audits on

- Recruitment and training processes
- Effectiveness of reporting and follow-up mechanisms
- Inclusivity and accessibility of safeguarding practices
- Security and safety of activity settings (physical and cyber risks)

Develop action plans to address weaknesses

- Assign responsibilities and set clear timelines

Prepare detailed annual reports covering

- Audit findings and implemented changes
- Number and nature of incidents reported
- Stakeholder feedback and actions taken
- Training completion rates and future planning
- Share reports with parents, participants, and regulatory bodies

11.4 Monitoring and Continuous Improvement

Purpose

To ensure that safeguarding measures are continuously monitored, adapted, and improved to meet evolving risks and challenges.

Actions for Stakeholders

- Assign a Designated Safeguarding Lead (DSL) to oversee daily safeguarding practices.
- Use digital tools to track and analyse safeguarding data
- Regularly review incident logs, audit results, and feedback
- Use insights to update policies, training, and risk assessments
- Collaborate with local safeguarding boards, adult protection committees, and external consultants
- Benchmark against sector standards and implement best practices
- Involve participants, parents, guardians, carers, and staff in safeguarding reviews
- Host workshops or forums to share updates and best practices

12.0 Information Sharing and Record Keeping

Effective safeguarding requires timely, accurate, and secure sharing of information, alongside robust record-keeping practices. This section provides a comprehensive framework for managing information in safeguarding contexts, aligning with the General Data Protection Regulation (GDPR), the Data Protection Act 2018, and safeguarding legislation across England, Wales, Scotland, and Northern Ireland. It emphasises balancing confidentiality with the duty to share information when necessary to protect individuals and prevent harm.

12.1 Importance of Timely and Accurate Information Sharing

Purpose

To ensure that safeguarding agencies, organisations, and professionals work collaboratively by sharing information to protect individuals from harm.

Legal Framework

UK-wide

- **Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)**
These provide the legal framework for the lawful collection, sharing and protection of personal data, including sensitive safeguarding information. Safeguarding-related data processing is permitted where it is necessary to protect individuals at risk or fulfil legal obligations.

England and Wales

- **Care Act 2014**
Establishes the legal duties for adult safeguarding in England, including a statutory obligation for local authorities to make enquiries if there is a concern that an adult may be at risk of abuse or neglect.
- **Children Act 1989**
Provides the foundation for child protection law in England and Wales, outlining the responsibilities of local authorities to safeguard and promote the welfare of children.
- **Children Act 2004**
Enhances multi-agency working through the creation of Local Safeguarding Children Boards and clarifies the accountability of agencies for child welfare.

Scotland

- **Adult Support and Protection (Scotland) Act 2007**
Establishes the duties of councils and other public bodies to protect adults at risk of harm. It includes provisions for inquiries, protection orders and multi-agency collaboration.
- **Children (Scotland) Act 1995 and Children and Young People (Scotland) Act 2014**
These Acts define the duties of public authorities in relation to safeguarding and the broader wellbeing of children, ensuring a rights-based approach and multi-agency coordination.

Northern Ireland

- **Adult Safeguarding: Prevention and Protection in Partnership (2015)**
A regional safeguarding policy that outlines strategic and operational responsibilities for protecting adults at risk, including preventative and protective actions.
- **Children (Northern Ireland) Order 1995**
The principal statute for child safeguarding in Northern Ireland outlines the responsibilities of authorities to intervene and protect children from harm, as well as provide family support.

Key Principles

- Share only the information required to protect individuals or prevent harm
- Avoid sharing irrelevant or excessive data
- Act without delay when sharing information is critical to protection
- Respond promptly to requests from safeguarding agencies
- Ensure shared information is factual, up-to-date, and documented appropriately
- Work with local safeguarding boards, child protection committees, and adult protection committees
- Follow protocols such as Working Together to Safeguard Children and Getting It Right for Every Child (GIRFEC)

Actions for Stakeholders

- Establish agreements with partner agencies, clarifying roles and processes to ensure effective collaboration.
- Ensure compliance with UK GDPR and local safeguarding requirements
- Train staff on lawful information sharing, including the "seven golden rules"

The Seven Golden Rules of Information Sharing

1. The Data Protection Act and UK GDPR are not barriers to sharing information.
 2. Be open and honest unless doing so would put the individual at risk.
 3. Seek advice if in doubt.
 4. Share with consent where appropriate, but do not delay if risk of harm exists.
 5. Consider the safety and well-being of the individual.
 6. Ensure information is necessary, proportionate, relevant, accurate, timely, and secure.
 7. Keep a record of your decision and actions.
- Share sensitive information via encrypted email, secure portals, or approved methods
 - Avoid personal devices or unsecured platforms

12.2 Protocols for Maintaining Confidentiality While Ensuring Safety

Purpose

To balance the need for confidentiality with the obligation to share information to protect individuals from harm.

Legal Framework

UK-wide

- **UK General Data Protection Regulation (UK GDPR)**
Article 6 (lawfulness of processing: vital interests) permits the sharing of personal data where necessary to protect the life or vital interests of an individual.
Article 9 permits the processing of special category data (e.g., health or safeguarding-related information) when necessary for the safeguarding of children or individuals at risk.
- **Human Rights Act 1998 – Article 8**
Establishes the right to respect for private and family life. This right may be lawfully limited in the interests of safeguarding, preventing harm, or protecting the rights and freedoms of others.

England and Wales

- **Children Act 1989**
Provides the legal foundation for safeguarding and promoting the welfare of children, including duties to investigate and intervene where a child is at risk of significant harm.

- **Children Act 2004**
Reinforces multi-agency cooperation and accountability across local authorities and statutory partners in safeguarding children.

Scotland

- **Adult Support and Protection (Scotland) Act 2007**
Imposes duties on local authorities to identify and support adults at risk of harm. It enables inquiries, risk assessments, and interventions to protect individuals in vulnerable circumstances.
- **Children (Scotland) Act 1995 and Children and Young People (Scotland) Act 2014**
Together, they form the statutory basis for child safeguarding in Scotland, with a strong emphasis on children's rights, early support, and coordinated protection.

Northern Ireland

- **Adult Safeguarding: Prevention and Protection in Partnership (2015)**
This policy framework outlines a collaborative approach to identifying, preventing, and responding to harm affecting adults at risk of harm.
- **Children (Northern Ireland) Order 1995**
Sets out legal duties to protect children in Northern Ireland, aligning with the welfare principle and mandating intervention when there is a risk of significant harm.

Key Principles

- Confidentiality can be overridden to prevent significant harm
- Welfare of the individual is the paramount consideration
- Seek informed consent where appropriate and safe
- Document the rationale for sharing without consent
- Use anonymised or pseudonymised data where possible
- Limit access to those directly involved in safeguarding

Actions for Stakeholders

- Develop clear policies on confidentiality and lawful information sharing
- Train staff on handling sensitive information and when confidentiality may be overridden
- Record all decisions to share or withhold information, including legal justification

12.3 Guidelines for Record-Keeping, Data Protection, and Access Controls

Purpose

Safeguarding records must be accurate, secure, and accessible only to authorised personnel.

Legal Framework

UK-wide

- **UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018**
Article 5 requires that all personal data is processed lawfully, fairly and in a transparent manner, and kept secure and accurate.
Article 30 mandates that organisations maintain detailed records of data processing activities, especially when handling sensitive safeguarding information.

England and Wales

- **Care Act 2014**
Establishes statutory duties for adult safeguarding in England, including data handling requirements for identifying, responding to and preventing abuse or neglect.
- **Children Act 1989**
Sets out the duty of local authorities and partner agencies to safeguard and promote the welfare of children, including the lawful sharing of information in safeguarding contexts.
- **Children Act 2004**
Reinforces inter-agency cooperation, accountability, and record-keeping practices about children's safeguarding.

Scotland

- **Adult Support and Protection (Scotland) Act 2007**
Requires local authorities to investigate the well-being of adults at risk, including maintaining accurate records of safeguarding concerns and actions taken.
- **Children (Scotland) Act 1995 and Children and Young People (Scotland) Act 2014**
Together, provide a statutory basis for child protection and wellbeing. Both Acts require agencies to share and record relevant information when a child is believed to be at risk of harm.

Northern Ireland

- **Adult Safeguarding: Prevention and Protection in Partnership (2015)**
Sets expectations for appropriate information handling and documentation in the

safeguarding of adults at risk, emphasising multi-agency record-keeping and accountability.

- **Children (Northern Ireland) Order 1995**
Provides a legal duty to maintain accurate records and share safeguarding information to protect children from harm.

Record-Keeping Requirements

- Record factual and objective information
- Include dates, times, locations, and direct quotes where relevant
- Retain children's records until age 25 or as legally required
- Retain adult records according to statutory and organisational guidelines
- Restrict access to the Designated Safeguarding Lead (DSL) and authorised personnel only
- Use secure digital systems and locked storage

Actions for Stakeholders

- Conduct Data Protection Impact Assessments DPIAs for safeguarding records
- Implement secure storage systems compliant with UK GDPR
- Periodically audit record-keeping practices

12.4 Alignment with National Standards and Policies for Safeguarding Roles and Competencies

Purpose

To align safeguarding roles and competencies with national standards and ensure consistent practices across the UK.

Legal Framework

UK-wide

- **Safeguarding Adults: Roles and Responsibilities in Health and Care Services**
This guidance, developed jointly by key UK regulators, outlines the responsibilities of health and care providers in identifying, responding to and preventing abuse or neglect of adults at risk. It supports consistent safeguarding standards across sectors and jurisdictions.

England

- **Working Together to Safeguard Children (2018)**
Statutory guidance setting out how organisations and practitioners must work together

to safeguard and promote the welfare of children. It places clear duties on local authorities, the health sector, education, and the voluntary sector to share information, assess risk, and act to protect children.

Scotland

- **National Guidance for Child Protection in Scotland (2021)**
Provides a national framework for child protection, outlining key principles, procedures and roles. It emphasises the child's voice, early intervention, and multi-agency collaboration.
- **Adult Support and Protection (Scotland) Act 2007**
Underpins adult safeguarding procedures and inter-agency responsibilities in identifying and addressing harm.

Northern Ireland

- **Adult Safeguarding: Prevention and Protection in Partnership (2015)**
This policy framework promotes shared accountability and sets out strategic and operational guidance for organisations safeguarding adults at risk.
- **Co-operating to Safeguard Children and Young People in Northern Ireland (2017)**
Details statutory responsibilities for child protection and encourages inter-agency cooperation across education, health, justice and social services.

Actions for Stakeholders

- Define safeguarding responsibilities, such as Designated Safeguarding Lead, in line with national standards
- Provide regular training and competency assessments
- Participate in inter-agency training to promote collaboration and consistency
- Ensure DSL has adequate time, authority, and support to carry out their responsibilities effectively

13.0 Multi-Agency Collaboration

Safeguarding requires coordinated efforts across multiple agencies to address complex risks and provide comprehensive support to vulnerable individuals. This section outlines the frameworks, procedures, and roles of key stakeholders in ensuring effective multi-agency collaboration, supported by legal obligations across England, Wales, Scotland, and Northern Ireland.

13.1 Frameworks for Working with Local Safeguarding Partners

Purpose

To create structured and legally compliant frameworks that enable agencies to collaborate effectively in safeguarding efforts.

Legal Framework

UK-wide

- **Domestic Violence Disclosure Scheme (Clare’s Law)**
Allows individuals to ask police whether a partner poses a risk of domestic abuse. It includes the ‘Right to Ask’ and ‘Right to Know’ pathways, supporting safeguarding by enabling informed decisions.
- **Children Act 1989 and 2004**
Core legislative instruments outlining child welfare responsibilities. The 1989 Act established the welfare principle and intervention thresholds, while the 2004 Act strengthened inter-agency collaboration and cooperation.

England and Wales

- **Care Act 2014**
Statutory guidance for safeguarding adults in England includes a duty for local authorities to make enquiries when an adult may be at risk of abuse or neglect. While not directly applicable in Wales, its principles remain influential.
- **Children Act 1989 and 2004**
Continue to apply in Wales with some amendments, supporting consistent child protection standards across both nations.

England

- **Working Together to Safeguard Children (2018)**
Sets out statutory responsibilities for local authorities and key agencies. It promotes a coordinated approach to early help, risk assessment and child protection procedures.

Wales

- **Working Together to Safeguard People**
Multi-volume statutory guidance aligned with the Social Services and Well-being (Wales) Act 2014. It outlines how practitioners and organisations must work together to protect both children and adults at risk.

Scotland

- **Getting It Right for Every Child (GIRFEC)**
A national approach to improving outcomes for children and young people. It provides the framework for assessing well-being and delivering early support.
- **Adult Support and Protection (Scotland) Act 2007**
Places duties on councils and health boards to identify and protect adults at risk of harm. It enables risk assessments, protection orders and multi-agency cooperation.

Northern Ireland

- **Co-operating to Safeguard Children and Young People in Northern Ireland (2017)**
Sets out the principles of effective safeguarding, the roles of statutory bodies and standards for inter-agency collaboration.
- **Children (Northern Ireland) Order 1995**
The principal statute governing child protection in Northern Ireland. It establishes the responsibilities of authorities to intervene and protect children at risk of significant harm.
- **Adult Safeguarding: Prevention and Protection in Partnership (2015)**
A regional framework for safeguarding adults that promotes prevention, early identification and inter-agency accountability.

Key Safeguarding Partners

- Local Authorities: Lead safeguarding efforts through children's services or adult social care
- Integrated Care Boards (ICBs) (England): Oversee NHS services and contribute to safeguarding
- Police: Investigate offences, manage offender risk, and provide protection

- Other Agencies: Activity providers, schools, community organisations, mental health services, housing providers

Actions for Stakeholders

- Develop formal agreements defining roles and responsibilities
- Ensure UK GDPR and safeguarding compliance
- Use national frameworks such as GIRFEC and Working Together to Safeguard Children
- Hold regular strategy meetings to review cases and agree on actions

13.2 Procedures for Joint Assessments and Interventions

Purpose

To streamline safeguarding responses through joint assessments and coordinated interventions.

Legal Framework

England and Wales

- **Children Act 1989 and Children Act 2004**
Establish the statutory duties to safeguard and promote the welfare of children. The 1989 Act introduces the welfare principle and care thresholds, while the 2004 Act strengthens multi-agency collaboration and accountability.
- **Care Act 2014**
Applies to England only. It outlines the statutory responsibilities of local authorities and partners to protect adults at risk of abuse or neglect, including duties to conduct safeguarding enquiries and support individuals in achieving personal outcomes.

Scotland

- **Adult Support and Protection (Scotland) Act 2007**
Provides local authorities with powers and duties to identify, assess and protect adults at risk of harm. It includes provisions for risk assessments, protection orders and multi-agency working.
- **Children (Scotland) Act 1995 and Children and Young People (Scotland) Act 2014**
Together, provide the legal foundation for safeguarding children and young people, emphasising wellbeing, children's rights and early intervention.

Northern Ireland

- **Children (Northern Ireland) Order 1995**
Forms the basis of child safeguarding law in Northern Ireland, establishing duties on health and social care services to act when a child is at risk of significant harm.
- **Adult Safeguarding: Prevention and Protection in Partnership (2015)**
A regional policy framework that guides statutory and non-statutory organisations in identifying, preventing and responding to harm affecting adults at risk.

Actions for Stakeholders

- Train staff on assessment tools and collaboration
- Use secure systems for sharing findings and plans
- Review action plans regularly

13.3 Engagement with Local Safeguarding Children Boards (LSCBs) and Safeguarding Adults Boards (SABs)

Purpose

To collaborate effectively with statutory safeguarding boards responsible for strategic oversight and quality assurance.

Legal Framework

England

- **Children and Social Work Act 2017**
Strengthens the statutory framework for looked-after children and care leavers, establishing new duties on local authorities and relevant agencies to safeguard children and promote their welfare.
- **Working Together to Safeguard Children (2018)**
Statutory guidance setting out the responsibilities of organisations and practitioners to safeguard and promote the welfare of children. It establishes principles for multi-agency collaboration, early intervention, and practical support.

Northern Ireland

- **Adult Safeguarding: Prevention and Protection in Partnership (2015)**
A regional framework outlining operational responsibilities and strategic coordination for the protection of adults at risk of harm or neglect. It promotes shared accountability across sectors.

- **Co-operating to Safeguard Children and Young People in Northern Ireland (2023)**
Provides the latest statutory guidance for inter-agency child safeguarding, with a focus on early identification, joint assessment, and proportionate intervention.

Scotland

- **National Guidance for Child Protection in Scotland (2021)**
National guidance outlines roles, responsibilities and expectations for all professionals involved in child protection. It promotes the GIRFEC (Getting It Right for Every Child) approach and sets standards for practice and collaboration.
- **Adult Support and Protection (Scotland) Act 2007**
Remains a key statutory basis for safeguarding adults at risk of harm, enabling protection orders, inquiries, and multi-agency coordination.

Wales

- **Social Services and Well-being (Wales) Act 2014**
Establishes a legal duty on public bodies to promote well-being and protect children and adults at risk. The Act underpins the *Working Together to Safeguard People* guidance series.
- **Working Together to Safeguard People – Volume 1: Introduction and Overview (2019)**
Provides statutory guidance for safeguarding arrangements, responsibilities of Designated Safeguarding Leads, and escalation processes for concerns.

Responsibilities of Safeguarding Boards

- **Strategic Leadership:** Develop local strategies and policies
- **Case Reviews:** Conduct Serious Case Reviews (SCRs)
- **Training and Resources:** Support workforce capacity and learning

Actions for Stakeholders

- Attend safeguarding board meetings
- Participate in SCR's and implement learning
- Use board-provided training and resources

13.4 Emphasis on the Importance of Multi-Agency Collaboration

Purpose

To highlight the critical role of multi-agency collaboration in safeguarding and achieving positive outcomes for vulnerable individuals.

Key Benefits

- **Holistic Understanding:** Broad view of the individual's situation
- **Enhanced Expertise:** Draw on cross-sectoral knowledge
- **Shared Accountability:** Distribute responsibility
- **Efficient Resource Use:** Avoid duplication and streamline responses

Actions for Stakeholders

- Promote trust and open communication through joint training
- Establish working groups for complex cases
- Evaluate multi-agency effectiveness with regular reviews

Coordinating Roles Across Agencies

- **Referral Process:** Designated Safeguarding Lead (DSL) to triage concerns
- **Strategy Development:** Convene partner meetings
- **Information Sharing:** Secure and proportionate exchange
- **Implementation of Plans:** Define and execute agency-specific actions
- **Ongoing Monitoring and Review:** Hold follow-up meetings

14.0 Legal Framework and Compliance

Safeguarding within the extracurricular activity sector must align with a complex and evolving legal framework. This section provides an in-depth overview of the relevant legislation, explains the responsibilities of stakeholders, and outlines the procedures required to achieve compliance. It emphasises the necessity for all individuals and organisations involved in extracurricular activities to understand and fulfil their legal obligations to create safe, inclusive, and accountable environments for all participants.

14.1 Overview of Relevant Legislation

Key Legislation in England and Wales

- Care Act 2014
- Children Act 1989
- Children Act 2004
- Domestic Violence Disclosure Scheme (Clare’s Law)
- Mental Capacity Act 2005
- Safeguarding Vulnerable Groups Act 2006
- Social Services and Well-being (Wales) Act 2014

Key Legislation in Scotland

- Adult Support and Protection (Scotland) Act 2007
- Children and Young People (Scotland) Act 2014
- Equally Safe Strategy (2016)
- Fire (Scotland) Act 2005
- National Guidance for Child Protection in Scotland (2021)
- Protection of Vulnerable Groups (Scotland) Act 2007

Key Legislation in Northern Ireland

- Adult Safeguarding: Prevention and Protection in Partnership (2015)
- Children (Northern Ireland) Order 1995
- Co-operating to Safeguard Children and Young People in Northern Ireland (2023)
- Rehabilitation of Offenders (Northern Ireland) Order 1978
- Safeguarding Vulnerable Groups (Northern Ireland) Order 2007

Cross-UK and UK-Wide Legislation

- Children and Young Persons Act 1933 (Section 37)
- Civil Contingencies Act 2004
- Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR)
- Equality Act 2010
- Health and Safety (First Aid) Regulations 1981

- Health and Safety at Work Act 1974
- Human Rights Act 1998
- Management of Health and Safety at Work Regulations 1999
- Prevent Duty – under the Counter-Terrorism and Security Act 2015
- Public Interest Disclosure Act 1998
- Terrorism (Protection of Premises) Act 2025 (Martyn’s Law)

14.2 Responsibilities Under the Prevent Strategy and Other National Policies

Preventative Strategy

- Safeguard individuals from radicalisation.
- Working Together to Safeguard Children (2018): This document emphasises the importance of collaboration and information sharing.
- GIRFEC (Scotland): A holistic framework for children's well-being.
- Co-operating to Safeguard Children and Young People in NI (2023): Multi-agency collaboration requirements.
- Safeguarding Adults: Roles and Responsibilities (2014): Best practice guidance.
- Clare’s Law: Training, reporting, and multi-agency response on domestic abuse.

Actions for Stakeholders

- Provide preventative training.
- Align policies with national guidance.
- Establish referral pathways for addressing safeguarding concerns.

14.3 Procedures for Ensuring Compliance with Statutory Duties

- Develop and maintain policies that are aligned with relevant legislation.
- Train all staff and provide specialist Designated Safeguarding Lead (DSL) training.
- Implement safer recruitment and vetting practices.
- Share information securely and keep accurate records.
- Conduct and review safeguarding risk assessments.

14.4 Key Legislation and National Policies Guiding Safeguarding Practices

- Use DBS, PVG, and AccessNI for vetting.
- Ensure compliance with the Equality Act 2010.
- Align data handling with UK GDPR.
- Promote collaboration with safeguarding boards.
- Address radicalisation risks through Prevent.

Implementation Across the Sector

- Disseminate accessible guidance and host training events.
- Require policy alignment and conduct audits.
- Provide a centralised online training hub.
- Build collaborative networks and evaluate regularly.

Compliance with the Online Safety Act 2023

- Platforms must meet new safety duties, including age assurance and content moderation. The Designated Safeguarding Lead (DSL) must monitor and ensure compliance.

Children’s Well-being and Schools Bill (Pending 2025)

- The framework supports anticipated legislation on mental health and well-being. Provides an early adoption pathway.

Data Use and Access Standards (Anticipated 2025)

- Secure data processing, retention, and access controls are mandatory. DSL must oversee reviews.

Children’s Risk Assessments in Digital Environments

- Identify online harms and establish protections, including supervision and consent protocols.

Regional Online Safety Requirements

- Adapt to devolved nation-specific online safety standards.

Online Reporting and Complaints

- Provide accessible online reporting channels. DSL must triage within 48 hours.

Accessible Digital Safeguarding Tools

- Ensure accessibility for children with disabilities. Conduct usability testing.

Transparency and Annual Safeguarding Reporting

- Publish anonymised summaries on safeguarding performance annually.

Adherence to the Age-Appropriate Design Code

- Ensure that all child-facing platforms comply with the ICO's guidelines on privacy and profiling.

Use of AI in Safeguarding

- AI moderation tools must be ethical, reviewed regularly, and subject to human oversight.

Legal Variation Across the UK

- Account for nation-specific safeguarding legislation and compliance expectations.

Preparing for Age Verification and Digital ID

- Prepare systems for safe, privacy-respecting age and ID verification.

15.0 Safer Recruitment and Workforce Monitoring

Creating a safe environment for children, young people, and vulnerable adults in the extracurricular activity sector begins with recruiting, vetting, and monitoring staff and volunteers who meet the highest standards of integrity and competence. This section outlines the procedures and legal requirements for safer recruitment, ongoing workforce monitoring, and the implementation of robust safeguards to deter, identify, and manage individuals who may pose a risk to the organisation.

15.1 Procedures for Vetting and Barring Unsuitable Individuals

Purpose

To prevent unsuitable individuals from gaining access to roles involving contact with vulnerable groups, it is essential to ensure the safety and well-being of all participants.

Legal Framework

England, Wales and Scotland

- **Rehabilitation of Offenders Act 1974**

Governs the circumstances under which criminal convictions become spent and may be exempt from disclosure, with exceptions for roles involving contact with children and vulnerable adults.

England and Wales

- **Care Act 2014**

Applies in England only. Establishes statutory duties for safeguarding adults at risk, including safeguarding enquiries and partnership responsibilities.

- **Safeguarding Vulnerable Groups Act 2006**

Introduces the barred list system, which governs the vetting and barring of individuals working with children or vulnerable adults in regulated activities in England and Wales.

Scotland

- **Children and Young People (Scotland) Act 2014**

Sets out duties on public services to promote children's wellbeing, based on the GIRFEC (Getting It Right for Every Child) model.

- **Protection of Vulnerable Groups (Scotland) Act 2007**

Governs the PVG Scheme and ensures individuals barred from working with vulnerable groups cannot be employed in regulated work.

Northern Ireland

- **Children (Northern Ireland) Order 1995**
Provides the statutory framework for the care and protection of children, aligning with principles of the Children Act 1989.
- **Rehabilitation of Offenders (Northern Ireland) Order 1978**
Regulates the disclosure of criminal records in Northern Ireland, including exemptions for safeguarding roles.
- **Safeguarding Vulnerable Groups (Northern Ireland) Order 2007**
Establishes the legal framework for vetting individuals working with children and adults at risk, including barred list provisions.

Actions for Stakeholders

- Conduct Enhanced DBS, PVG, or AccessNI checks.
- Check Barred Lists before appointment.
- Verify identity and right to work.
- Collect at least two references and address employment gaps.

15.2 Ongoing Monitoring and Supervision of Staff and Volunteers

Purpose

To ensure continued suitability and adherence to safeguarding policies throughout employment or volunteer tenure.

Legal Framework

UK-wide

- **Health and Safety at Work Act 1974**
Establishes the general duties of employers to ensure the health, safety and welfare of employees and those affected by their activities. It applies across all nations of the UK and underpins safe practice in extracurricular, educational and care settings.

England and Wales

- **Children Act 1989**
Provides the core legal framework for the care and protection of children. It introduces the concept of parental responsibility and establishes the threshold for intervention where a child is at risk of significant harm.

England

- **Care Act 2014**
Places a duty on local authorities to safeguard adults at risk of abuse or neglect and to promote individual wellbeing through prevention, protection and partnership.

Scotland

- **Children and Young People (Scotland) Act 2014**
Introduces statutory responsibilities for public bodies to promote the well-being of children and young people, including duties to cooperate, share information and provide a named person for every child.

Northern Ireland

- **Children (Northern Ireland) Order 1995**
Forms the primary legislation for child welfare and protection, reflecting the principles of the Children Act 1989 and defining the responsibilities of statutory agencies.
- **Adult Safeguarding: Prevention and Protection in Partnership (2015)**
Provides the regional policy framework for adult safeguarding, detailing roles and responsibilities of agencies in identifying, reporting and responding to harm.

Actions for Stakeholders

- Conduct regular supervision meetings.
- Carry out annual appraisals, including a safeguarding review.
- Maintain incident tracking logs.
- Implement clear whistleblowing procedures.

15.3 Training on Recognising Signs of Abuse and Appropriate Responses

Purpose

To equip staff and volunteers with the knowledge and skills to identify and respond to signs of abuse effectively.

Legal Framework

England and Wales

- **Prevent Duty – under the Counter-Terrorism and Security Act 2015**
Requires specified authorities, including education and care providers, to have due

regard to the need to prevent people from being drawn into terrorism. It forms part of the broader safeguarding approach in all extracurricular settings.

England

- **Working Together to Safeguard Children (2018)**
Statutory guidance that sets out the responsibilities of organisations to safeguard and promote the welfare of children. It emphasises inter-agency collaboration and early intervention in child protection.

Scotland

- **National Guidance for Child Protection in Scotland (2021)**
A comprehensive framework that supports professionals in identifying and responding to concerns about children at risk, it promotes coordinated, multi-agency approaches to child safeguarding.

Northern Ireland

- **Children (Northern Ireland) Order 1995**
The principal legislation governing the care and protection of children. It aligns with the Children Act 1989 and outlines the duties of health, education, and social care agencies.

Actions for Stakeholders

- Provide induction training covering types and indicators of abuse, online risks, and reporting procedures
- Offer refresher and specialist training
- Use scenario-based learning to enhance skills

- Ensure all staff and volunteers understand how to escalate concerns to the Designated Safeguarding Lead (DSL) and know how to use internal and online complaint mechanisms appropriately.

15.4 Implementation of Safer Recruitment Practices

Purpose

To deter and identify individuals who may pose a risk to children and vulnerable adults by embedding safeguarding measures into every stage of recruitment.

Legal Framework

England and Wales

- **Safeguarding Vulnerable Groups Act 2006**
Establishes the legal basis for the vetting and barring of individuals working with children and vulnerable adults. It created the Disclosure and Barring Service (DBS), which maintains the barred lists and conducts checks to prevent unsuitable individuals from working in regulated activity.

Scotland

- **Protection of Vulnerable Groups (Scotland) Act 2007**
Introduced the Protecting Vulnerable Groups (PVG) Scheme, which ensures that individuals barred from working with children or protected adults cannot undertake regulated work. The Act requires continuous updating of vetting information and includes duties on organisations to refer concerns.

Northern Ireland

- **Safeguarding Vulnerable Groups (Northern Ireland) Order 2007**
Mirrors the provisions of the 2006 Act in England and Wales, adapted for Northern Ireland. It governs the AccessNI system for conducting criminal record checks and maintaining barred lists for individuals working with children and vulnerable adults.

Actions for Stakeholders

- Include safeguarding responsibilities and checks in job descriptions and adverts.
- Utilise structured application forms and conduct structured interviews.
- Make conditional offers pending vetting.
- Monitor recruits during probation and provide feedback and training.

Rationale

- Protect vulnerable groups from harm.
- Build trust with families and communities.
- Fulfil legal obligations.
- Prevent unsuitable individuals from accessing children and vulnerable adults.

16.0 Responding to Incidents and Escalation Procedures

This section establishes clear, actionable steps for responding to safeguarding incidents, escalating concerns within and outside the organisation, and providing support for those affected. The aim is to create a transparent and consistent approach that ensures the safety of all participants in the extracurricular activity sector.

16.1 Clear Guidelines on Immediate Actions When Abuse Is Suspected

Purpose

When abuse is suspected, organisations must take immediate safeguarding action in line with their internal safeguarding procedures, escalation protocols, and those outlined in the National Activities Safeguarding Framework.

Actions for Stakeholders

- Ensure the immediate safety of the child or vulnerable adult.
- Report the concern to the Designated Safeguarding Lead (DSL).
- Document concerns factually and without delay.
- Escalate to local authorities, police, or referral agencies as appropriate.
- Follow the principle of “report, not investigate.”

16.2 Processes for Escalating Concerns Within the Organisation and to External Agencies

Purpose

Escalation ensures concerns are handled by those with the authority and expertise to act, preventing delays that could increase risk.

Internal Escalation

- Report all concerns to the DSL or, if unavailable or implicated, to the deputy DSL or Senior Leader.
- DSL to assess the concern and determine the need for external referral.
- Keep the original reporter informed as appropriate.

External Escalation

- **For children:** Refer to the local authority children’s social care, CPC (Scotland), or SBNI (NI).
- **For adults:** Refer to the adult safeguarding team or social services for assistance.

- **For staff:** Notify the LADO (England/Wales), Council Lead CPO (Scotland), or HSC Trust Designated Officer (NI).

Example Escalation Path

1. Concern reported to DSL.
2. DSL conducts an initial assessment.
3. DSL refers to the appropriate external agency.
4. The organisation cooperates with the investigation.

16.3 Support Mechanisms for Affected Individuals

Purpose

Safeguarding incidents can have a profound impact on victims, their families, and staff. Support is crucial for recovery and well-being.

Actions for Stakeholders

- **For victims:** provide reassurance, offer counselling, and involve them in decisions.
- **For families:** communicate where safe, signpost support.
- **For staff:** offer emotional support, debriefing, and peer support.

16.4 Emphasis on the Importance of Clear and Easy-to-Follow Procedures

Purpose

Clear procedures enable staff and volunteers to respond appropriately and confidently.

Actions for Stakeholders

- Provide step-by-step guidance, including flowcharts.
- Make procedures accessible in multiple formats.
- Deliver regular training sessions, utilising scenarios to reinforce learning.

Goals of This Section

- Protect individuals through prompt, effective action.
- Promote accountability and role clarity.
- Build trust in safeguarding processes.
- Ensure legal compliance with relevant UK safeguarding laws.

17.0 Monitoring, Evaluation and Continuous Improvement

This section outlines the processes for safeguarding policy review, evaluation, and continuous improvement to ensure the safety and well-being of children, young people, and vulnerable adults in the extracurricular activity sector. By outlining specific responsibilities and procedures, it ensures all stakeholders comply with their legal obligations while fostering a culture of accountability and proactive safeguarding.

17.1 Regular Audits of Safeguarding Practices

Purpose

To assess and ensure the effectiveness of safeguarding policies and practices, identify gaps or risks and verify compliance with legal and organisational standards.

Legal Framework

UK-wide

- **Health and Safety at Work Act 1974**
Establishes general duties for employers to protect the health, safety and welfare of staff and those affected by their activities, forming the backbone of safe practice in all nations and sectors.

England and Wales

- **Children Act 1989 and 2004**
Define the statutory duties of local authorities and other agencies to safeguard and promote the welfare of children, including the threshold for intervention and responsibilities around looked-after children.

England

- **Care Act 2014**
Establishes legal duties to protect adults with care and support needs from abuse or neglect, including safeguarding enquiries and local authority responsibilities.

Scotland

- **Adult Support and Protection (Scotland) Act 2007**
Provides legal powers for local authorities to investigate and intervene when an adult is at risk of harm, including the power to assess, remove, and issue protection orders.

- **Children and Young People (Scotland) Act 2014**
Sets out duties on public bodies to safeguard, promote well-being and cooperate under the GIRFEC (Getting It Right for Every Child) approach.

Northern Ireland

- **Children (Northern Ireland) Order 1995**
The principal legal framework for child protection is outlined in the Children Act 1989, which sets thresholds for statutory intervention and inter-agency cooperation.
- **Co-operating to Safeguard Children and Young People in Northern Ireland (2023)**
Statutory guidance for agencies on their responsibilities to identify, respond to and prevent child abuse and neglect.
- **Adult Safeguarding: Prevention and Protection in Partnership (2015)**
A regional policy framework setting out principles and procedures for safeguarding adults at risk across all relevant agencies.

Actions for Stakeholders

- Conduct internal audits quarterly or biannually covering recruitment, incident handling, training and risk assessments.
- Engage independent experts annually for external audits.
- Produce and share actionable reports.
- Assign accountability for follow-up and track progress.

17.2 Mechanisms for Learning from Incidents and Near Misses

Purpose

To analyse incidents systematically, extract lessons and implement preventive measures.

Legal Framework

Wales

- **Social Services and Well-being (Wales) Act 2014**
Focuses on protecting children's well-being through early intervention and collaboration between agencies. Policies should align with these principles to ensure effective safeguarding.

England

- **Care Act 2014**
Establishes statutory duties for safeguarding adults with care and support needs. It sets out the legal obligation for local authorities to make enquiries, coordinate safeguarding plans, and work in partnership to prevent abuse or neglect.
- **Working Together to Safeguard Children (2018)**
Statutory guidance outlining the responsibilities of organisations and agencies to safeguard and promote the welfare of children. It promotes a coordinated, multi-agency approach to early help and child protection.

Scotland

- **National Guidance for Child Protection in Scotland (2021)**
Provides a national framework for agencies and professionals to follow when identifying, assessing and responding to concerns about the well-being and safety of children. It supports GIRFEC principles and multi-agency working.

Northern Ireland

- **Children (Northern Ireland) Order 1995**
The foundational legal framework for safeguarding children in Northern Ireland. It aligns closely with the principles of the Children Act 1989 and sets out clear duties for statutory intervention and child protection procedures.
- **Adult Safeguarding: Prevention and Protection in Partnership (2015)**
A regional policy framework that sets out the roles and responsibilities of organisations in identifying and responding to the abuse, harm or exploitation of adults at risk.

Actions for Stakeholders

- Conduct debriefs and participate in Serious Case Reviews (SCRs).
- Use root cause analysis tools.
- Create feedback channels and communicate learnings.

17.3 Updating Policies and Procedures Based on Feedback and Legislative Changes

Purpose

To maintain effective and compliant safeguarding policies through regular updates.

Legal Framework

UK-wide

The following legislation and statutory duties apply across all four nations of the United Kingdom and underpin safeguarding responsibilities in extracurricular, educational, and community settings:

- **Health and Safety at Work Act 1974**
Establishes employers' duties to ensure the safety and welfare of employees and those affected by their operations.
- **Equality Act 2010**
Consolidates anti-discrimination laws and establishes the Public Sector Equality Duty (PSED), requiring organisations to promote equality and eliminate discrimination across all protected characteristics.
- **UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018**
Set the legal framework for the lawful processing of personal and special category data, including data shared for safeguarding purposes, with specific provisions under Articles 6 and 9 for protecting individuals at risk.
- **Human Rights Act 1998**
Embeds the European Convention on Human Rights into domestic law, including Article 8 (the right to respect for private and family life), which is balanced against the need to protect life and prevent harm.
- **Children and Young Persons Act 1933 (Section 37)**
Criminalises cruelty to children and supports legal intervention where a child is suffering or likely to suffer significant harm.
- **Terrorism (Protection of Premises) Act 2025 (Martyn's Law)**
Introduces legal requirements for venues and activity organisers to assess and mitigate terrorism-related risks through protective security planning.

Actions for Stakeholders

- Collect feedback through surveys, group discussions, and training sessions.
- Monitor legislative developments.
- Update policies annually or as needed, reflecting changes in training.
- Communicate updates widely.

17.4 Schedule for Regular Reviews of Safeguarding Policies and Procedures

Purpose

To establish a consistent review process for safeguarding policies.

Legal Framework

UK-wide

The following legislation forms the core statutory foundation for safeguarding across all four nations of the United Kingdom. It is applicable to all providers of extracurricular activities and supports the protection of children, young people, and adults at risk:

- **Equality Act 2010**
Consolidates previous anti-discrimination laws and introduces the Public Sector Equality Duty (PSED), requiring organisations to eliminate unlawful discrimination, advance equality of opportunity, and foster good relations between individuals with different protected characteristics.
- **Health and Safety at Work Act 1974**
Requires all employers and organisations to ensure, as far as is reasonably practicable, the health, safety, and welfare of employees, volunteers, service users, and the public.
- **UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018**
Provide the framework for the lawful processing and protection of personal and sensitive data. Articles 6 and 9 explicitly allow data sharing in the context of safeguarding, when it is necessary to protect a child or vulnerable adult from harm.
- **Human Rights Act 1998**
Embeds key protections from the European Convention on Human Rights into UK law. Article 8 (the right to private and family life) may be lawfully restricted to protect individuals from serious harm or danger.
- **Terrorism (Protection of Premises) Act 2025 (Martyn's Law)**
Places a duty on qualifying venues and event organisers to assess risks and implement proportionate measures to protect the public from acts of terrorism.

Actions for Stakeholders

- Conduct annual and interim reviews.
- Involve a wide range of stakeholders.
- Obtain formal approvals.
- Distribute updated policies clearly.
- Maintain a scheduled review calendar.

Responsibilities of All Stakeholders

- Participate actively in audits, feedback, and training.
- Review safeguarding responsibilities regularly.
- Implement and monitor improvements with accountability.

18.0 Collective Commitment and Next Steps

This safeguarding framework represents a significant step forward for the extracurricular activity sector. It outlines clear expectations, practical tools, and a shared vision of safety, inclusivity, and accountability.

While the British DanceSport Association has led the development of this framework, its success depends on the collective commitment of all stakeholders, including awarding bodies, providers, regulatory organisations, educators, families, and participants. This includes the UK Government, the Scottish Government, the Welsh Government, and the Northern Ireland Executive, whose leadership and coordination will be vital to ensuring consistent safeguarding standards across all jurisdictions.

Safeguarding is not a one-off obligation. It requires consistent attention, open collaboration, and a willingness to learn, adapt, and lead. Moving forward, we encourage stakeholders to:

- Embed safeguarding into their organisational culture
- Engage actively in training, audits, and reporting
- Collaborate across the sector and with external agencies
- Review and refine policies regularly to remain compliant and effective

This is a shared effort. By working together, we can ensure that extracurricular activities remain safe, inspiring, and accessible to everyone.

18.1 Commitment to Continuous Improvement

18.1.1 Ongoing Commitment to Safeguarding

Purpose

Safeguarding is not a task that can ever be fully completed; it is an ongoing process of learning, adapting and strengthening our practices. The dynamic nature of extracurricular activities requires a proactive approach that anticipates challenges, responds effectively to emerging risks and remains aligned with the highest legal and ethical standards.

Actions for Stakeholders

- Evaluate regularly using data, feedback and lessons learned.
- Adopt best practices informed by national and international research and innovation.
- Adapt swiftly to changes in legislation, participant needs, and stakeholder expectations.
- Embed safeguarding as a core value and cultural norm.

18.1.2 Encouragement for Stakeholder Collaboration

Purpose

Collaboration is the cornerstone of effective safeguarding. No single organisation or individual can achieve these goals in isolation.

Actions for Stakeholders

- Share expertise to strengthen sector-wide safeguarding.
- Engage actively in audits, training and improvement.
- Build trust through open communication and transparent responses to concerns.
- Collaborate with statutory and sector partners to maintain alignment and enhance support.

18.1.3 A Time for Responsibility

Purpose

This framework is a promise to those we serve, a commitment to uphold the highest standards and a clear path forward for all involved in extracurricular activities.

Actions for Stakeholders

- Take ownership of safeguarding responsibilities.
- Recognise the collective power of unified action.
- Contribute to a vigilant, inclusive and excellence-driven safeguarding culture.

18.1.4 Looking Forward

Purpose

This framework marks the beginning of a new chapter for the extracurricular activity sector.

Vision

Our collective effort will foster safer, more inclusive environments where children and vulnerable adults can thrive. Together, we will ensure extracurricular activities remain inspiring, inclusive and secure for all participants. Let us embrace this vision with purpose, unity and unwavering commitment.

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Appendix 1: Glossary of Terms

This glossary is provided to support all readers of the National Safeguarding Framework for Extracurricular Activities. It explains key terms, legal references and safeguarding concepts used throughout the framework. The aim is to ensure clarity, consistency, and accessibility for all stakeholders, including parents, guardians, caregivers, activity providers, staff, volunteers, local authorities, awarding bodies, and regulatory organisations. The glossary should be consulted when interpreting the requirements and expectations outlined in this framework.

Activity Leader / Instructor

An individual delivering instruction or leadership within extracurricular activities, whether employed, self-employed or volunteering.

Adult at Risk / Vulnerable Adult

An individual aged 18 or over who requires care or support due to age, disability, illness, or other circumstances and may be unable to protect themselves from harm or abuse.

Adult Safeguarding: Prevention and Protection in Partnership (2015), Northern Ireland

Framework for safeguarding adults at risk, with multi-agency partnership working under the Safeguarding Board for Northern Ireland (SBNI).

Adult Safeguarding Team

The local authority team responsible for protecting adults at risk of abuse or neglect, in line with the Care Act 2014 and equivalent legislation in devolved nations.

Adult Support and Protection (Scotland) Act 2007

Legislation in Scotland providing the framework for safeguarding adults at risk.

Awarding or Regulatory Body

An organisation accredited to provide qualifications, certifications, or regulatory oversight in extracurricular activities.

Care Act 2014

Legislation in England providing the framework for safeguarding adults at risk of abuse or neglect.

Child

Any person under the age of 18, in accordance with the Children Act 1989.

Child Protection Committee (CPC)

A multi-agency forum in Scotland responsible for child protection at local authority level.

Children Act 1989 and 2004 (England and Wales)

Key legislation defines the responsibilities for safeguarding children and promoting their welfare.

Children (Northern Ireland) Order 1995

Legislation setting out the framework for child protection in Northern Ireland.

Co-operating to Safeguard Children and Young People in Northern Ireland (2023)

Statutory guidance underpinned by the Children (Northern Ireland) Order 1995, requiring multi-agency child safeguarding arrangements through the Safeguarding Board for Northern Ireland (SBNI).

Data Protection Act 2018 / UK General Data Protection Regulation (UK GDPR)

Legislation governing the lawful and secure handling of personal data, including safeguarding records.

Designated Safeguarding Lead (DSL)

An individual appointed within an organisation to oversee safeguarding practices and act as the primary point of contact for safeguarding concerns.

Disclosure and Barring Service (DBS)

A service in England and Wales conducting criminal record checks and maintaining barred lists to help prevent unsuitable individuals from working with children and vulnerable adults.

Domestic Violence Disclosure Scheme (Clare's Law)

A scheme enabling individuals to request information about a partner's history of domestic abuse and allowing police to share such information when there is a risk of harm.

Emergency Protocol

A predefined procedure to be followed in response to safeguarding emergencies, such as an immediate risk of harm or the disappearance of participants.

Equality Act 2010

Legislation prohibiting discrimination and ensuring equality in safeguarding practices, particularly for individuals with protected characteristics.

Getting It Right for Every Child (GIRFEC)

A national policy in Scotland that promotes coordinated services to support children and young people.

Health and Safety at Work Act 1974

Primary legislation governing occupational health and safety across the UK.

Information Sharing Agreement

A formal agreement between organisations detailing how information will be shared lawfully and securely for safeguarding purposes.

Lone Working

Refers to situations where a staff member or volunteer works alone with a child or vulnerable adult. Specific risk assessment and control measures are required to ensure safety and accountability.

Local Authority Designated Officer (LADO)

An official in England who is responsible for overseeing the process of managing allegations against adults who work with children.

Local Safeguarding Children Partnership (LSCP)

A statutory multi-agency partnership in England responsible for coordinating safeguarding arrangements for children at local level.

Multi-Agency Collaboration

Joint working between organisations such as local authorities, police, healthcare providers and activity providers to protect children and vulnerable adults.

Multi-Agency Risk Assessment Conference (MARAC)

A meeting where agencies share information on high-risk domestic abuse cases to protect victims and manage the risk posed by perpetrators.

Parent

Refers to anyone with parental responsibility for a child, such as biological or adoptive parents, guardians, foster carers, care workers, or any other primary carers.

Parental Consent

Includes a formal agreement provided by a parent or guardian allowing their child to participate in activities and for specific uses of their data or images.

Parental Responsibility

Defined under law as the rights, duties, powers, responsibilities, and authority that a parent or other person may have over a child and their property. Includes biological parents, adoptive parents, legal guardians, carers, or others with formal responsibility.

Peer-on-Peer Abuse

Harmful behaviour perpetrated by children or young people against their peers, including bullying, harassment, sexual abuse or other exploitation.

Prevent Duty

A statutory duty on organisations to safeguard individuals from being drawn into terrorism or extremism.

Protecting Vulnerable Groups (PVG) Scheme

A membership scheme in Scotland managed by Disclosure Scotland to ensure that individuals who pose a risk to vulnerable groups cannot work with them.

Risk Assessment

A systematic process of identifying, evaluating and controlling risks associated with activities or settings.

Safeguarding

Measures and actions taken to promote the welfare of children, young people and vulnerable adults, and protect them from harm, abuse and exploitation.

Safeguarding Adults Board (SAB)

A statutory body in England responsible for safeguarding adults and ensuring practical multi-agency working.

Safeguarding Board for Northern Ireland (SBNI)

The statutory body responsible for coordinating and ensuring the effectiveness of multi-agency work to safeguard and promote the welfare of children in Northern Ireland.

Safeguarding Concern

Any suspicion, allegation or evidence of harm, abuse or risk to a child or vulnerable adult.

Safe Use of Images and Media

Practices that ensure images and recordings of children and vulnerable adults are captured and shared only with informed consent and appropriate safeguards.

SEND / ASN / ALN

Special Educational Needs and Disabilities (SEND), Additional Support Needs (ASN), or Additional Learning Needs (ALN) are terms used across the UK nations to describe the educational support required by some children and young people.

Serious Case Review (SCR)

A formal review is conducted after a child or vulnerable adult has died or been seriously harmed, where abuse or neglect is known or suspected, to identify lessons to improve safeguarding practice.

Vetting and Barring

Processes used to assess the suitability of individuals to work with children or vulnerable adults, including criminal record checks and barred list checks.

Whistleblowing

The process of reporting concerns about safeguarding or organisational practices, with legal protection for individuals who do so in the public interest.

Appendix 2 – Recommended Training Providers

1. NSPCC Learning

- **Topics:** Safeguarding children, online safety, child protection for volunteers, Prevent Duty
- **Cost:** Free and paid options
- **Link:** <https://learning.nspcc.org.uk>
- **Notes:** Widely trusted; excellent sector-specific courses

2. Ann Craft Trust (ACT)

- **Topics:** Safeguarding adults, safeguarding in sport, safer recruitment
- **Cost:** Free resources and paid training
- **Link:** <https://www.anncrafttrust.org>
- **Notes:** Strong focus on vulnerable adults and extracurricular sport

3. The Safeguarding Company

- **Topics:** DSL training, KCSIE compliance, incident reporting systems
- **Cost:** Paid
- **Link:** <https://www.thesafeguardingcompany.com>
- **Notes:** Also offers safeguarding compliance platforms

4. UK Coaching

- **Topics:** Safeguarding in sport, Safe to Practice, online safety
- **Cost:** Paid
- **Link:** [Coaching Courses - UK Coaching](#)
- **Notes:** Designed for coaches, clubs, and grassroots organisations

5. EduCare (by Tes)

- **Topics:** Child protection, Prevent Duty, GDPR, safer recruitment
- **Cost:** Low-cost; bundle options available
- **Link:** <https://www.tes.com/safeguarding-training>
- **Notes:** CPD-certified; widely used in schools and youth organisations

6. Local Safeguarding Children Partnerships (LSCPs)

- **Topics:** Core safeguarding, multi-agency working, neglect, early help
- **Cost:** Often free
- **Link:** Varies by local authority
- **Notes:** Visit your local council's website for region-specific offers

7. Prevent for Schools (P4S)

- **Topics:** Prevent Duty, online safety, anti-radicalisation
- **Cost:** Free
- **Link:** <https://simfinuk.com/resources/p4s-prevent-for-schools/>
- **Notes:** Home Office-commissioned training for youth settings

8. Social Care Institute for Excellence (SCIE)

- **Topics:** Safeguarding adults and children, multi-agency safeguarding
- **Cost:** Free and paid
- **Link:** [Social Care Institute for Excellence \(SCIE\)](#)
- **Notes:** High-quality e-learning and policy tools

A Framework by the



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Protecting Passion
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