

EALING TRAILFINDERS FOUNDATION

Safeguarding Policy

Version 2.0

Designated Safeguarding Lead (DSL)

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Emergency and Statutory Contacts

Organisation	Contact	Telephone
Ealing MASH (Children's Social Care)	mash@ealing.gov.uk	020 8825 5000
Ealing LADO	lado@ealing.gov.uk	020 8825 8930
NSPCC Helpline	help@nspcc.org.uk	0808 800 5000

If a child is in IMMEDIATE DANGER, call 999 without delay.

Date approved: May 2026 | **Next review:** May 2027



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Version: 2.0

Date approved: May 2026

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Policy owner: Foundation Safeguarding Lead

Introductory Statement

The Ealing Trailfinders Foundation (the "Foundation") is fully committed to safeguarding the welfare of all children and young people involved in its programmes, events, and activities. We recognise our moral and legal duty to protect and promote the welfare of every child who engages with us, whether as a participant, volunteer, or visitor.

We believe that participation in sport and physical activity should be a positive, enjoyable, and safe experience for children and young people, contributing to their physical, emotional, and social development. The Foundation is committed to providing an inclusive and welcoming environment where every child feels respected, valued, and secure.

Safeguarding children is a key priority for the Foundation, and we operate a zero-tolerance approach to all forms of abuse, neglect, and exploitation. This policy sets out clearly the procedures we follow to ensure the safety and welfare of children and equips all staff, trustees, and volunteers with the knowledge and confidence to recognise, respond to, and report safeguarding concerns.

We provide regular training and support to all individuals working or volunteering with children and young people at the Foundation, in line with current safeguarding guidance and legislation.

If you believe that a child or young person is in immediate danger or at risk of harm, contact the Police without delay by calling 999. Your swift action could make a crucial difference.

Tom Roberts

Chair of Trustees

Ealing Trailfinders Foundation

Contents

1. Policy Statement
 2. Scope
 3. Definitions
 4. Safeguarding Leads and Key Contacts
 5. Legislative and Regulatory Framework
 6. Roles and Responsibilities
 7. Recognising Abuse — The Four Rs
 8. Responding to Concerns
 9. Recording
 10. Reporting Procedures
 11. Working with Statutory Agencies
 12. Confidentiality and Information Sharing
 13. Safer Recruitment and Training
 14. Photography and Filming
 15. Online Safety
 16. Additional Vulnerabilities
 17. Third-Party and Partner Organisations
 18. Policy Review
- Appendix A — Safeguarding Reporting Flowchart
- Appendix B — Safeguarding Incident Report Form

1. Policy Statement

The purpose of this policy is to help create a safe environment for children and young people, to protect them from harm, to challenge practices that are harmful to children, and to ensure the Foundation's policies and procedures are aligned with its statutory responsibilities and safeguarding best practice.

The Foundation is an independent charitable organisation. It works closely with Ealing Trailfinders Rugby Club and its Community Department as a key delivery partner. However, this policy applies solely to the Ealing Trailfinders Foundation and all activities, programmes, and events organised under the Foundation's name.

All staff, trustees, volunteers, and contractors working for or on behalf of the Foundation are required to read, understand, and adhere to this policy. Compliance with this policy is a condition of engagement with the Foundation in any capacity.

2. Scope

This policy applies to all safeguarding concerns or incidents that arise during:

- Any programme, event, or activity organised or facilitated by the Ealing Trailfinders Foundation.
- Any situation where Foundation staff, volunteers, or contractors interact with children or young people in their capacity as representatives of the Foundation.
- Any third-party activity delivered on behalf of the Foundation, or where Foundation participants are present.

This policy applies to:

- All paid members of Foundation staff.
- All trustees of the Foundation.
- Volunteers working for the Foundation.
- Contractors and freelancers engaged by the Foundation.
- Partner organisation staff delivering on behalf of the Foundation.

For the purposes of this policy, a child or young person is defined as any individual under the age of 18 (The Children Act 1989 and 2004). The term "parent" throughout this document also refers to carers and guardians. The term "staff" refers to anyone in a paid or voluntary role with the Foundation.

3. Definitions

The following abbreviations and terms are used throughout this document:

CPSU — Child Protection in Sport Unit

DBS — Disclosure and Barring Service

DSL — Designated Safeguarding Lead

ETF / the Foundation — Ealing Trailfinders Foundation

LADO — Local Authority Designated Officer

LSCP — Local Safeguarding Children Partnership (formerly LSCB)

NGB — National Governing Body

NSPCC — National Society for the Prevention of Cruelty to Children

RFU — Rugby Football Union

CSC — Children's Social Care

4. Safeguarding Leads and Key Contacts

Safeguarding concerns should be reported to the appropriate lead as detailed below. If the concern involves the Designated Safeguarding Lead, it should be reported to the Board Safeguarding Lead or directly to statutory agencies.

Role	Name	Email Address	Telephone
Board Safeguarding Lead (Trustee)	Tom Roberts	tjproberts@hotmail.com	07879 605472
Foundation Designated Safeguarding Lead	Ian Isham	ian.isham@etprm.com	07599 712431
ETPRM Designated Safeguarding Lead (Deputy)	Lindsey Cottrell	lindsey.cottrell@etprm.com	07792 854787
Ealing LADO	The child protection administration team	lado@ealing.gov.uk	020 8825 8930
Children's Social Care (Ealing)	Multi-agency Safeguarding Hub (MASH)	mash@ealing.gov.uk	020 8825 5000
NSPCC Helpline	—	help@nspcc.org.uk	0808 800 5000

These contact details must be displayed prominently at all Foundation venues and made available to all staff, volunteers, and participants.

5. Legislative and Regulatory Framework

The Foundation's approach to safeguarding is underpinned by the following legislation, guidance, and regulatory frameworks:

- The Children Act 1989
- The Children Act 2004
- Children and Social Work Act 2017
- The Human Rights Act 1998
- The Protection of Children Act 1999
- The Safeguarding Vulnerable Groups Act 2006
- Working Together to Safeguard Children 2023 (statutory guidance)
- Every Child Matters 2004 (statutory guidance)
- Standards for Safeguarding and Protecting Children in Sport (CPSU)
- RFU Safeguarding Policy and Guidance
- UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018
- Keeping Children Safe in Education 2024 (for reference where applicable)

6. Roles and Responsibilities

6.1 All Staff, Trustees, and Volunteers

All individuals working for or on behalf of the Foundation must:

- Prioritise the welfare of children above all other considerations.
- Read, understand, and comply with this policy.
- Complete all mandatory safeguarding training as required by the Foundation.
- Report any safeguarding concerns immediately to the Designated Safeguarding Lead.
- Maintain appropriate boundaries with children and young people at all times.
- Not place themselves in a situation where an allegation could reasonably be made against them.
- Treat all safeguarding matters with the utmost confidentiality.

6.2 The Designated Safeguarding Lead (DSL)

The DSL is responsible for:

- Being the first point of contact for all safeguarding concerns within the Foundation.
- Assessing reported concerns and deciding on appropriate action.
- Making referrals to statutory agencies (CSC, LADO, Police) where necessary.
- Maintaining accurate and secure records of all safeguarding concerns and actions taken.
- Ensuring all staff and volunteers receive appropriate safeguarding training.
- Liaising with partner organisations and statutory agencies on safeguarding matters.
- Reviewing and updating this policy at least annually.
- Reporting on safeguarding matters to the Foundation's Board of Trustees.

6.3 The Board of Trustees

The Board of Trustees is responsible for:

- Ensuring the Foundation has an effective safeguarding policy and procedure in place.
- Appointing a named Board Safeguarding Lead (a trustee) with oversight responsibility.
- Ensuring adequate resources are allocated to safeguarding activities, including training.
- Receiving regular reports on safeguarding from the DSL.
- Approving the safeguarding policy and any significant amendments.

6.4 General Principles

- The welfare of the child is paramount.
- Children have a right to enjoy sport and physical activity, free from all forms of abuse and exploitation.
- All children have equal rights to protection from harm, regardless of age, disability, gender, race, religion, or sexual orientation.
- All children should be supported to fulfil their potential, and inequalities should be challenged.
- Everyone involved with the Foundation has a responsibility to support the care and protection of children and young people.
- All incidents of poor practice, suspicions of abuse, or allegations of abuse will be taken seriously and responded to promptly and appropriately.
- It is the responsibility of child protection experts and statutory agencies to determine whether abuse has occurred; it is everyone's responsibility to report concerns.
- Working in partnership with children, their parents or carers, and other agencies is essential for effective safeguarding.

7. Recognising Abuse — The Four Rs

This section helps staff, volunteers, and trustees to identify concerns of abuse or harm to children or young people, and explains the stages of recognition and response. The Foundation uses the Four Rs model: Recognition, Responding, Recording, and Reporting.

Abuse can occur in many settings — including the home, school, community, and sporting environment. Coaches, volunteers, and officials working regularly with young people are often well placed to identify cases where children may need protection. All suspected cases of poor practice or abuse must be reported in accordance with this policy.

7.1 What is Abuse?

The following categories of abuse are taken from the statutory guidance *Working Together to Safeguard Children* (2023). The list below is not exhaustive, and staff should be alert to any behaviour or situation that may cause harm to a child.

Physical Abuse: May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates or deliberately induces illness in a child.

Emotional Abuse: The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. This may include conveying to a child that they are worthless or unloved, age-inappropriate expectations, preventing normal social interaction, or severe bullying (including cyberbullying).

Sexual Abuse: Involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. This includes contact and non-contact activities, such as involving children in the production of sexual images or grooming (including online). Sexual abuse can be perpetrated by adults or other children.

Neglect: The persistent failure to meet a child's basic physical and psychological needs, likely to result in the serious impairment of the child's health or development. This includes failing to provide adequate food, clothing, shelter, supervision, protection from harm, or appropriate medical care.

Bullying and Cyberbullying: Unwanted, aggressive behaviour involving a real or perceived power imbalance, which is repeated or has the potential to be repeated. This includes physical, verbal, emotional, and sexual bullying, as well as bullying that takes place via electronic technology (cyberbullying). Both adults and young people can be perpetrators of bullying.

The Foundation also recognises that abuse may take additional forms, including but not limited to:

- Child criminal exploitation (including county lines)
- Child sexual exploitation
- Domestic abuse
- Fabricated or induced illness

- Faith-based abuse
- Female genital mutilation (FGM)
- Forced marriage
- Gangs and youth violence
- Radicalisation and extremism
- Sharing of nude or semi-nude images (consensual or non-consensual)
- "Honour-based" abuse
- Trafficking and modern slavery

7.2 Poor Practice

The following behaviours must be avoided by all Foundation staff and volunteers:

- Spending time alone with children away from others.
- Taking or dropping off a child alone at an event or activity.
- Allowing or engaging in any form of inappropriate touching.
- Allowing children to use inappropriate language or behaviour without challenge.
- Making sexually suggestive comments to a child, even if intended as a joke.
- Using humiliation or verbal aggression as a means of control.
- Failing to record or act upon allegations or concerns raised by a child.
- Doing things of a personal nature for children that they can do for themselves.
- Inviting or allowing children to stay in an adult's home without parental consent and appropriate supervision.
- Communicating with children and young people through personal social media accounts or private messaging without parental oversight.

Where any of the above situations are unavoidable (for example, in a medical emergency), they should be carried out with the full knowledge and consent of another member of staff or a parent/carer.

7.3 Signs and Indicators of Abuse

It is not the responsibility of Foundation staff or volunteers to determine whether abuse is occurring. However, all staff should be aware of possible signs and indicators, which may include one or more of the following:

- Unexplained changes in behaviour or personality.
- Becoming withdrawn, anxious, or uncharacteristically aggressive.
- Poor attendance or reluctance to participate in activities.
- Physical signs such as unexplained injuries, marks, or bruising.
- Appearing neglected — dirty, hungry, or wearing inappropriate clothing for the weather.
- Knowledge of adult issues inappropriate for the child's age.
- Running away, going missing, or being reluctant to return home.
- Consistently choosing to wear clothing that covers the body (potentially to conceal bruising).
- Seeming fearful of certain adults.
- Disclosing abuse directly or indirectly.

8. Responding to Concerns

Safeguarding concerns may arise through direct observation, third-party information, or through a child choosing to disclose abuse or harm directly to a member of staff or volunteer. A child may choose to disclose to any adult they trust; it is therefore essential that all Foundation staff and volunteers are prepared for this possibility.

8.1 Receiving a Disclosure

If a child discloses abuse or a concern, the following guidance should be followed:

You should:

- Stay calm and listen carefully without interrupting.
- Reassure the child that they have done the right thing by speaking up.
- Explain, gently and early, that you will need to share what they have told you with someone who can help.
- Ask questions only for clarification — do not use leading questions.
- Accept what the child says without expressing judgement or disbelief.
- Record the conversation in writing as soon as possible, using the child's own words wherever possible.
- Contact the DSL without delay.

You should not:

- React with panic, shock, or strong emotion.
- Ask leading questions or probe for more detail than the child volunteers.
- Make promises you cannot keep (including promising to keep a secret).
- Make negative comments about the alleged abuser.
- Attempt to investigate or resolve the matter yourself.
- Discuss the disclosure with individuals who do not need to know.
- Delay in reporting the concern to the DSL.

8.2 Barriers to Disclosure

Staff should be aware that children may find it difficult to disclose abuse. Common barriers include:

- Fear of not being believed.
- Fear of the consequences — for themselves or for the abuser.
- Shame or embarrassment.
- Dependency on the alleged abuser for care.
- Lack of understanding or vocabulary to describe what has happened.
- Believing that what is happening is normal.
- Fear of exclusion from the activity or programme.

9. Recording

Accurate and timely recording is essential in all safeguarding matters. All concerns — however minor they may appear — must be recorded using the Foundation's Safeguarding Incident Report Form (Appendix B), regardless of whether the concern is referred to a statutory agency.

Records must include:

- The full name of the person making the record, and the date and time it was written.
- The date, time, and location of the incident, concern, or disclosure.
- The full name, age, and any known impairment of the child or young person concerned.
- The names of any adults present or implicated.
- A factual account of what was said, seen, or done — using the child's words wherever possible.
- A clear distinction between facts and professional opinion.
- Whether consent has been given for information to be shared.
- Whether the DSL has been contacted, and if so, when and by whom.
- The immediate actions taken and any decisions made.
- Whether any statutory agency has been contacted.
- Any support offered to the child or young person, and to any staff member involved.

All records must be stored securely and confidentially. Physical records should be kept in a locked cabinet; digital records in a password-protected, access-controlled system. Records should be retained in line with the Foundation's data retention policy and relevant legislation. Safeguarding records are not subject to general data retention limits and should be retained securely for a minimum period as advised by the LSCP.

Records may ultimately be used as evidence in criminal proceedings or disciplinary processes. They must therefore be clear, factual, and contemporaneous.

10. Reporting Procedures

All safeguarding concerns must be reported to the Foundation's DSL as soon as possible. If the concern arises during an event or activity and the DSL is not immediately available, it must be reported to the most senior member of staff present, with the DSL contacted at the earliest opportunity.

10.1 Internal Reporting

1. Any individual who identifies a safeguarding concern should report it immediately to the Foundation DSL.
2. The DSL will assess the concern in consultation with relevant parties, which may include the ETPRM DSL.
3. If the concern involves suspected abuse, the DSL will contact the LADO, Children's Social Care, or the Police without delay.
4. A record of all actions and decisions will be maintained by the DSL.

10.2 External Referrals

Where a concern meets the threshold for statutory intervention, or where there is any doubt, the DSL will make a referral to the relevant statutory agency. The DSL will not allow doubt to delay appropriate action.

- Suspected abuse involving a child should be referred to Ealing Children's Social Care (MASH) on 020 8825 5000.
- If a child is in immediate danger, call 999.
- Where an allegation involves a person in a position of trust, the DSL will refer to the LADO without delay.
- The NSPCC Helpline (0808 800 5000) can provide advice and guidance where the appropriate course of action is uncertain.

10.3 Allegations Against Staff or Volunteers

Where an allegation is made against a member of the Foundation's staff, trustees, or volunteers, the following procedure will be followed:

5. The concern will be reported immediately to the Board Safeguarding Lead (trustee), who will take the lead in managing the response.
6. Where the allegation concerns the DSL, it will be reported directly to the Board Safeguarding Lead or directly to the LADO.
7. The LADO will be contacted immediately if the allegation is that a person in a position of trust has behaved in a way that has harmed (or may have harmed) a child, possibly committed a criminal offence against a child, or behaved in a way that indicates they are unsuitable to work with children.
8. The Foundation will cooperate fully with any investigation conducted by statutory agencies or the RFU.
9. The individual subject to the allegation may be suspended from their role as a precautionary measure, pending the outcome of any investigation.
10. A record of all actions, decisions, and communications will be maintained.

The Foundation's response to an allegation must balance the need to protect children with fairness to the individual. Suspension is a neutral act and does not imply guilt.

11. Working with Statutory Agencies

11.1 Children's Social Care (CSC)

Children's Social Care is a service that supports children and families where children require the support of a social worker. Under the Children Act 1989, the Local Authority has a statutory duty to investigate allegations of physical abuse, neglect, emotional abuse, and sexual abuse. The Foundation will cooperate fully with any CSC enquiry or investigation.

11.2 Local Authority Designated Officer (LADO)

The LADO is responsible for coordinating the response to allegations made against persons who work with children, whether in a paid or voluntary capacity. A referral to the LADO must be made where it is alleged that a person in a position of trust has:

- Behaved in a way that has harmed, or may have harmed, a child.
- Possibly committed a criminal offence against or related to a child.
- Behaved in a way that indicates they may not be suitable to work with children.

The Foundation will always contact the LADO before carrying out any internal investigation into an allegation against a member of staff or volunteer, to avoid compromising any subsequent statutory investigation.

11.3 Police

The Police have specialist units trained to investigate allegations of child abuse where a criminal offence may have been committed. They will work in partnership with Children's Social Care where there is a concern about a child. The Foundation will cooperate fully with any police investigation and will not take any action that could compromise it.

12. Confidentiality and Information Sharing

All safeguarding information will be handled in accordance with UK GDPR and the Data Protection Act 2018. Information will be shared on a strictly need-to-know basis to protect the welfare of children and ensure appropriate action is taken.

Staff and volunteers must understand that confidentiality in safeguarding does not mean keeping secrets. Where a child discloses abuse and asks for the information to be kept confidential, the member of staff must explain, sensitively, that they have a professional duty to share that information with someone who can help.

12.1 The Seven Golden Rules for Information Sharing

The following principles, drawn from government guidance, underpin the Foundation's approach to information sharing in safeguarding:

- 1. The Data Protection Act is not a barrier to sharing information.** It provides a framework for sharing information appropriately.
- 2. Be open and honest.** Where possible, be transparent with individuals about the fact that information may be shared and why.
- 3. Seek advice if in doubt.** Seek guidance from the DSL or a statutory agency before deciding whether or not to share.
- 4. Share information where appropriate.** Respect the wishes of those who do not consent, but share information where there is a risk to the welfare or safety of a child.
- 5. Consider safety and wellbeing.** Always prioritise the safety and wellbeing of the child when making decisions about sharing information.
- 6. Necessary, proportionate, relevant, accurate, timely, and secure.** Ensure that any information shared meets all of these criteria.
- 7. Keep a record.** Document all decisions and the reasons for them, including what was shared, with whom, and why.

13. Safer Recruitment and Training

13.1 Recruitment

Safeguarding is a key consideration at every stage of the recruitment and selection process for Foundation staff, volunteers, and contractors. The Foundation will:

- Ensure that all job descriptions and person specifications include reference to safeguarding responsibilities.
- Request and verify references for all staff and volunteers who will work with children.
- Verify the right to work in the UK for all paid staff.
- Obtain an enhanced DBS check (with barred list check where applicable) for all staff and volunteers who work in regulated activity with children, prior to or on commencement of their role.
- Not allow any individual to work unsupervised with children prior to the completion of a satisfactory DBS check.
- Maintain an up-to-date single central record of all checks undertaken.
- Take all reasonable steps to prevent unsuitable individuals from working with children.

13.2 Training

The Foundation will ensure that all staff, trustees, and volunteers:

- Complete a Foundation safeguarding induction prior to working with children.
- Complete recognised safeguarding training appropriate to their role (at a minimum, an RFU-approved or equivalent course) and refresh this at least every three years.
- Are made aware of this policy and their obligations under it.
- Are supported to develop their understanding of safeguarding through ongoing learning and development opportunities.

13.3 Induction

All new staff and volunteers must complete an induction that includes:

- A copy of the Foundation's Safeguarding Policy and confirmation of understanding.
- Copies of relevant qualifications (where applicable).
- Confirmation that they have read and agree to abide by the Foundation's Code of Conduct.
- Clarity on their role, responsibilities, and the expectations of the Foundation.
- Introduction to the DSL and reporting procedures.

14. Photography and Filming

The Foundation recognises that photography and film can be used positively in sport to celebrate success and as a coaching tool. However, we are equally aware of the potential for images of children to be misused. The following principles apply to all photography and filming at Foundation events and activities.

- The interests and welfare of children are paramount.
- Parents, carers, and children (where appropriate) have the right to decide whether images of children are taken and how they are used.
- Written consent must be obtained from a parent or carer before images of any child are taken or used by the Foundation.
- Images must not be taken in changing rooms, toilets, or any other private or intimate setting.
- Images must be appropriate, and care must be taken to avoid any image that could be misinterpreted or misused.
- Images used on the Foundation's website or social media must not include identifying personal information that could facilitate contact with a child.
- All images of children must be stored securely and in accordance with the Data Protection Act 2018.
- Where photography is used as a coaching aid, participants and their parents or carers must be informed in advance, their consent obtained, and the footage stored securely.
- Only authorised persons may take photographs or film footage at Foundation events.
- Unsupervised access to children for photographic purposes is not permitted under any circumstances.

Any member of staff or volunteer who has concerns about inappropriate photography or filming at a Foundation event must report those concerns immediately to the DSL.

15. Online Safety

The Foundation recognises the growing risks to children and young people online, including cyberbullying, grooming, online exploitation, and exposure to harmful content. The following principles apply to all online communications involving children.

- Foundation staff and volunteers must not communicate with children or young people through personal social media accounts or personal messaging applications.
- All communication with participants must be through official Foundation channels and, where possible, with parental oversight.
- Any concerns about a child's online safety, or about the online behaviour of a member of staff or volunteer, must be reported to the DSL immediately.
- The Foundation will take appropriate steps to ensure that any digital platforms used for its programmes are safe and appropriate for children.
- Staff and volunteers should be aware that online grooming is a form of abuse and should report any suspicious behaviour without delay.

16. Additional Vulnerabilities

The Foundation recognises that all children and young people deserve the same standard of safeguarding protection. However, certain groups may face additional vulnerabilities and barriers to accessing support. All Foundation staff and volunteers must be aware of these additional risks and respond accordingly.

16.1 Disabled Children

Disabled children may be additionally vulnerable to abuse and may face particular barriers to disclosing it, including:

- Increased dependency on others for personal care, which may create additional opportunities for abuse.
- Difficulty communicating concerns, particularly where there are speech or language needs.
- A greater likelihood of social isolation and fewer trusted adults outside the family.
- A risk that signs of abuse may be attributed to disability or medical need.
- Fear of losing support or activity provision if they raise concerns.

The Foundation is committed to ensuring that disabled children receive the same level of protection as all other children, in line with government guidance on safeguarding disabled children (DCSF, 2009).

16.2 Children from Black, Asian, and Ethnically Diverse Communities

Children from Black, Asian, and ethnically diverse communities may face additional barriers, including racism, language barriers, and cultural misunderstanding. The Foundation is committed to anti-discriminatory practice and will take positive steps to ensure these children receive the same level of care and protection as all others.

16.3 Reducing Vulnerability

The Foundation will take the following steps to reduce the potential for vulnerability and abuse:

- Ensuring coaching ratios are appropriate and that lone working or one-to-one contact with children is avoided wherever possible.
- Monitoring and evaluating programmes and maintaining regular communication with participants, families, and partners.
- Providing a culture in which staff and volunteers feel confident to raise concerns.
- Acknowledging and responding to the heightened vulnerability of specific individuals and groups.
- Implementing and enforcing procedures for the use of photography and filming.
- Encouraging a whole-organisation approach to safeguarding.

17. Third-Party and Partner Organisations

The Foundation works with a range of partner organisations, including Ealing Trailfinders Rugby Club (ETPRM) and its Community Department, as well as other delivery partners, contractors, and NGBs. Where partner organisations deliver activities on behalf of the Foundation, or where their staff or volunteers work alongside Foundation participants, the following procedure applies.

17.1 Concerns Involving Partner Organisation Staff

In line with CPSU guidance, where a safeguarding concern arises involving a member of staff or volunteer from a partner organisation, the following steps will be followed:

11. The concern is reported immediately to the Foundation DSL.
12. The DSL will assess the concern, in consultation with the ETPRM DSL where appropriate.
13. If the concern involves suspected abuse, the LADO, Children's Social Care, or the Police will be contacted without delay.
14. The DSL will notify the partner organisation's safeguarding lead, providing all relevant information.
15. A record of all agreed actions and decisions will be maintained.
16. If the partner organisation fails to respond appropriately, the Foundation DSL will escalate the concern directly to statutory agencies.
17. The Foundation will seek confirmation that the concern has been referred to the appropriate statutory body and will cooperate fully with any investigation.

17.2 Expectations of Partner Organisations

The Foundation expects all partner organisations delivering activities on its behalf to:

- Have their own current and compliant safeguarding policy.
- Ensure that all staff and volunteers working with children have a satisfactory enhanced DBS check.
- Provide evidence of relevant safeguarding training for their staff and volunteers.
- Report any safeguarding concerns involving Foundation participants to the Foundation DSL without delay.
- Cooperate fully with the Foundation and statutory agencies in any safeguarding investigation.

18. Policy Review

This policy will be reviewed at least annually, or earlier if required by:

- Changes to legislation or statutory guidance.
- Changes to safeguarding best practice, including CPSU or RFU guidance.
- A significant safeguarding incident involving the Foundation.
- Changes to the Foundation's structure, programmes, or delivery partnerships.

Policy approved by:	Tom Roberts
Date approved:	May 2026
Next review date:	May 2027
DSL:	Ian Isham
Version:	2.0

Appendix A — Safeguarding Reporting Flowchart

The following flowchart summarises the steps to follow when a safeguarding concern arises.

Step 1 CONCERN IDENTIFIED	A staff member, volunteer, or trustee identifies a safeguarding concern, receives a disclosure, or witnesses a safeguarding incident.
Step 2 IMMEDIATE ACTION	If a child is in immediate danger, call 999. Otherwise, ensure the child is safe and take any urgent steps necessary to protect them.
Step 3 REPORT TO DSL	Report the concern to the Foundation Designated Safeguarding Lead (Ian Isham, ian.isham@etprm.com , 07599 712431) as soon as possible. If the DSL is unavailable, report to the Board Safeguarding Lead.
Step 4 RECORD	Complete the Foundation's Safeguarding Incident Report Form (Appendix B) as soon as possible after the event, using the child's own words wherever possible.
Step 5 DSL ASSESSMENT	The DSL will assess the concern and determine the appropriate course of action, in consultation with the ETPRM DSL or statutory agencies as required.
Step 6 REFERRAL (if required)	If the concern meets the threshold for statutory intervention, the DSL will refer to Children's Social Care (Ealing MASH: 020 8825 5000), the LADO, or the Police as appropriate.
Step 7 FOLLOW UP	The DSL will ensure that any referral is confirmed, maintain records of all actions taken, and provide appropriate support to the child and any staff involved.
Step 8 REVIEW	The DSL will review the outcome and, where appropriate, identify learning to improve the Foundation's safeguarding practices.

Appendix B — Safeguarding Incident Report Form

This form must be completed as soon as possible following a safeguarding concern, disclosure, or incident. It should be submitted to the Foundation DSL. All information is strictly confidential and will be stored securely.

Section 1: Person Completing this Form

Full name:

Role / position:

Date and time form completed:

Contact telephone number:

Section 2: Child / Young Person Concerned

Full name of child:

Date of birth (or estimated age):

Any known additional needs or vulnerabilities:

Parent / guardian name and contact details:

Section 3: Details of the Concern

Date, time, and location of the incident / disclosure:

Description of what was said, seen, or done (use the child's words wherever possible — facts only, not interpretation):

Names of any other individuals present:

Names of any individuals implicated:

Has consent been given for information to be shared? If not, why not:

Section 4: Actions Taken

Has the DSL been notified? If yes, name and date/time of notification:

Has any statutory agency been contacted? If yes, which agency, who was spoken to, and what was the outcome:

Any other actions taken:

Support offered to the child or young person:

Support offered to any staff or volunteer involved:

Section 5: DSL Use Only

Date received by DSL:

DSL assessment and decision:

Referral made to (agency, date, and name of person spoken to):

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Further action required:

DSL signature and date: