



THE
**CHANGE
FOUNDATION**

Safeguarding Policy

Ratified by Trustees on 25 June 2025
Next Review: June 2026

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1. Message from The Change Foundation CEO and Safeguarding Trustee



“As someone who knows first-hand the life-changing impact of being protected and believed, I understand that safeguarding isn’t just a policy, it’s a lifeline. At The Change Foundation, we work with some of the most vulnerable people and communities in the UK and beyond. Our commitment to keeping them safe is not a formality, it is the foundation of everything we do. Every decision, every programme, every conversation is shaped by our unwavering duty to protect and empower those in our care. Safeguarding is not only embedded in our culture, it defines it.”

Navjeet Sira, CEO of The Change Foundation



“As Safeguarding Trustee, I see it as both a responsibility and a privilege to ensure that every young person, coach, team member and volunteer at The Change Foundation is safe, heard, and valued. Safeguarding is not just about preventing harm, it’s about creating spaces where trust can grow, potential can thrive, and dignity is never compromised. Our culture of care is built on constant learning, listening, and leading with compassion. It’s a collective commitment, and I’m proud to be part of an organisation where safeguarding truly shapes who we are and how we work.”

Rachel Billsberry-Grass, Safeguarding Trustee of The Change Foundation



2. The Change Foundation commitment to safeguarding

At The Change Foundation (TCF), safeguarding is a fundamental expression of who we are. We are a values-led, purpose-driven charity using sport and physical activity to foster inclusion, belonging, and personal transformation. We strive to create a culture where every child, young person, and adult feels safe, respected, supported, and inspired to grow.

We are proud of our long-standing commitment to delivering targeted, long-term support through sport to hundreds of children, young people and adults each year. At the heart of this work is our dedication to creating welcoming, enjoyable environments where welfare is always our highest priority.

Everyone who works with or for TCF holds a position of trust. We take that responsibility seriously. Our staff, trustees, volunteers, and partners are expected to act in the best interests of those in their care at all times.

This safeguarding policy brings together current legislation and guidance, including the Children Acts 1989 and 2004, the Care Act 2014, and the 2023 *Working Together to Safeguard Children* framework. It sets out our shared responsibilities and the standards we expect across the charity.

Our commitment

Safeguarding is embedded into our culture and daily practice, not a standalone task. Guided by our culture and ethics, we are committed to creating safe, inclusive, and empowering environments for all. We believe everyone has the right to be safe, heard, and able to thrive.

Our approach is trauma-informed, values-based, preventative, and proactive. It reflects our core values and people-first practice. This policy outlines how we work to protect physical, emotional, and psychological safety, while actively challenging abuse, harm, and exploitation.

All TCF representatives, staff, trustees, volunteers, and delivery partners, must:

- Understand and apply this policy
- Undertake regular safeguarding training
- Embed safeguarding into all aspects of delivery and organisational decision-making

Living our values

This policy is a living document. It is regularly reviewed and updated in line with evolving legislation, best practice, and the changing needs of our participants and programmes.

As our charity grows, so too does our safeguarding practice, ensuring we remain responsive, robust, and rooted in the needs of the communities we serve.


We see safeguarding as a shared commitment. It's how we build trust, community, and lasting change, together.



How to Report a Concern

If you have any safeguarding concerns, questions, referrals, or complaints, please contact our Safeguarding Team:

 safeguarding@changefdn.org.uk

 020 8669 2177

Safeguarding Team contact details:

Name	Role	Email	Phone
Rae Tasyaka	Lead Safeguarding Officer (LSO)	raetasyaka@changefdn.org.uk	020 86692177
Daniel Mynott	Lead Safeguarding Officer (LSO)	danielmynott@changefdn.org.uk	020 86692177
Ryan Jones	Deputy Safeguarding Officer (DSO)	ryanjones@changefdn.org.uk	020 86692177
Rhianna Webb	Deputy Safeguarding Officer (DSO)	rhiannawebb@changefdn.org.uk	020 86692177
Rachel Billsberry-Grass	Safeguarding Trustee (ST)	rachelbillsberrygrass@changefdn.org.uk	020 86692177
Navjeet Sira	Chief Executive Officer	navjeetsira@changefdn.org.uk	020 86692177

If someone is in immediate danger, or if a crime has taken place, dial **999**.

Feedback and suggestions for improving our safeguarding practice are always welcome. Please contact the Safeguarding Team, who will respond within one working day.

If you have concerns about unsafe practices or failures in safeguarding and feel unable to report them directly, please refer to our **Whistleblowing Policy**. You can also contact the **NSPCC Whistleblowing Helpline** on **0808 800 5000**.

For more information about The Change Foundation, visit www.thechangefoundation.org.uk

3. Introduction

3.1 Introduction to Safeguarding Children

At The Change Foundation (TCF), safeguarding children means protecting those under 18 from harm, abuse, neglect, and exploitation. We recognise that children are uniquely vulnerable due to their developmental needs and reliance on adults. Our team are trained to identify signs of abuse and respond confidently to concerns, working closely with families and agencies to promote each child's welfare. Safeguarding is embedded across all activities to create safe, supportive environments where children can thrive, learn, and enjoy sport safely.

3.2 Introduction to Safeguarding Adults

Safeguarding adults, especially those vulnerable due to disability, mental health, or social isolation, focuses on protecting their rights and wellbeing while respecting their autonomy. TCF adopts a person-centred approach that supports adults to make informed decisions about their safety, dignity, and care. We recognise that safeguarding adults requires balancing protection with empowerment and that every adult has the right to live free from abuse, neglect, and exploitation. Our practices align with relevant legislation and promote autonomy alongside safeguarding.

3.3 Our Principles

TCF is committed to safeguarding based on these key principles:

- The welfare of children, young people, and vulnerable adults is paramount.
- Everyone has the right to be safe, regardless of age, disability, gender, ethnicity, religion, or identity.
- Participants have the right to enjoy sport in a secure and supportive environment.
- Safeguarding is everyone's responsibility, all concerns or disclosures must be reported promptly to the Lead Safeguarding Officer.
- We promote open, respectful relationships based on trust, guided by our Code of Ethics and Codes of Conduct.
- We respond fairly, swiftly, and appropriately to all safeguarding concerns and allegations.
- Confidentiality and data protection are maintained in all safeguarding matters.
- Safer recruitment and ongoing training ensure only suitable individuals work with participants.
- We collaborate with partner organisations and statutory agencies, recognising their safeguarding roles.

3.4 Definitions of Safeguarding (Children, Young People, Adults)

Safeguarding involves protecting individuals from abuse, neglect, and exploitation and promoting their health, development, and wellbeing. It covers:

- Protecting children and vulnerable adults from harm.
- Preventing impairment to their health or development.
- Ensuring safe, supportive care environments.
- Enabling them to achieve their full potential.

This policy aligns with safeguarding legislation and guidance across the UK, including the Children Acts, Care Act, and relevant regional laws. TCF applies these principles consistently, whether working locally or internationally.

3.5 Understanding Abuse

Abuse can take many forms and severely impact the wellbeing of children, young people, and vulnerable adults. Recognising the main types of abuse is essential for effective safeguarding.

Main types of abuse:

1. Physical Abuse
Deliberate physical harm or injury, such as hitting, shaking, poisoning, or misuse of medication.
2. Sexual Abuse
Forcing or enticing participation in sexual activities, including inappropriate touching, exploitation, grooming, or sexual activity with a child.
3. Emotional Abuse
Persistent emotional maltreatment affecting emotional development, including constant criticism, rejection, bullying, threats, humiliation, or intimidation.
4. Neglect
Persistent failure to meet basic physical or psychological needs, including:
 5. Physical neglect (food, clothing, shelter)
 6. Educational neglect (lack of schooling)
 7. Emotional neglect (lack of support or affection)
 8. Medical neglect (lack of necessary medical or mental health care)

Additional safeguarding concerns

Other critical risks include bullying and cyberbullying, child sexual exploitation (CSE), criminal exploitation (e.g., county lines), domestic violence, female genital mutilation (FGM), human trafficking, forced marriage, grooming (online and offline), radicalisation and extremism (Prevent Duty), mental health challenges, honour-based violence, self-harm, and suicidal ideation.

For detailed information on abuse types, signs, and responses, see the NSPCC resource: [NSPCC Types of Abuse](#).

Recognising the signs of abuse:

- Sudden behaviour or performance changes
- Withdrawal, anxiety, or aggression
- Fear of certain people or places
- Reluctance to go home or running away
- Inappropriate knowledge of adult matters
- Unexplained injuries or bruising
- Disclosures from participants or others
- Signs of neglect (malnutrition, poor hygiene)
- Evidence of financial exploitation or coercion
- Unsafe online behaviour or grooming
- Association with gangs or unexplained wealth

Vulnerability of participants with disabilities or additional needs

Participants with disabilities or additional needs may be more vulnerable due to:

- Misattributing signs of abuse to their condition without further investigation
- Increased risk of isolation, bullying, or prejudice-based abuse
- Less visible signs of distress or harm
- Communication barriers hindering disclosure or reporting
- Greater reliance on caregivers, which may increase risk

TCF is committed to recognising and responding to these signs with sensitivity and urgency to protect all participants.

3.6 Mental Health and Person-Centred Safeguarding

Mental health is integral to safeguarding across all age groups. TCF promotes a person-centred safeguarding approach that respects individuals' rights, dignity, and choices, including those with mental health challenges. We recognise that poor mental health can increase vulnerability and that strong wellbeing supports resilience and safety.

Our approach includes:

- Involving individuals fully in safeguarding decisions affecting them.
- Supporting autonomy and respecting unwise decisions when capacity is present.
- Providing clear, tailored communication and access to advocacy.
- Working with families and professionals to offer holistic support.
- Applying the Mental Capacity Act principles for adults lacking capacity.
- Integrating trauma-informed practice and Making Safeguarding Personal (MSP) principles to empower individuals.

3.7 Transitional Safeguarding

Safeguarding does not end at 18. Many young people (aged 16–25) continue to face risks as they transition to adulthood. TCF is committed to a transitional safeguarding approach that:

- Supports young people's developmental needs beyond childhood.
- Maintains trusted relationships and continuity of support without abrupt withdrawal.
- Recognises ongoing vulnerabilities such as exploitation, mental health struggles, or homelessness.
- Co-produces safeguarding plans with young people to respect their voice and choices.
- Works collaboratively with adult and children's services, mental health, housing, and other agencies to provide holistic support.

This approach ensures young people experience safety, respect, and empowerment during this critical phase.

4. Roles and Responsibilities

4.1 TCF's Safeguarding Responsibilities

TCF is committed to keeping children, young people, and vulnerable adults safe by:

- Valuing, listening to, and respecting all participants.
- Promoting a safeguarding culture where everyone treats each other with respect and feels able to raise concerns.
- Providing a safe environment through robust health and safety measures.
- Adopting best safeguarding practices through clear policies, procedures, and codes of conduct.
- Recruiting staff and volunteers safely, including necessary background checks.
- Ensuring effective complaints and whistleblowing procedures.
- Taking disciplinary action where safeguarding policies are breached.

4.2 Designated Safeguarding Officers and Trustees

- Lead Safeguarding Officer (LSO): Holds primary safeguarding responsibility.
- Deputy Lead Safeguarding Officer (DLSO): Supports and acts when LSO is unavailable.
- Safeguarding Trustee (ST): Oversees safeguarding at trustee level.
- A dedicated Safeguarding Review Team meets monthly to ensure consistent practice, monitoring, and policy development.

4.3 Monitoring and Reviewing the Policy

- The Board of Trustees approves and monitors the policy regularly.
- A full policy review takes place annually every June or sooner if triggered by:
 - Changes in legislation or safeguarding guidance.
 - Governance changes or significant safeguarding incidents.
- This policy complements other key documents, including codes of conduct, whistleblowing, anti-bullying, complaints, and equality policies.

4.4 Implementation of Safeguarding Procedures

- The Safeguarding Review Team, chaired by a senior leader, leads policy implementation.
- The policy is UK-wide, acknowledging legislative differences across nations while adhering to core safeguarding principles.
- TCF follows NSPCC CPSU Safeguarding Standards to meet core safeguarding duties.

4.5 Training, Induction, and Ongoing Support

- All staff, trustees, and regular volunteers receive annual safeguarding training.
- Staff working directly with participants get in-depth training and regular updates covering abuse, bullying, discrimination, e-safety, and local risks such as gang activity.
- Staff are trained to challenge inappropriate peer behaviours, recognise hidden signs of abuse, and respond appropriately.
- Safeguarding is a standing agenda item at Board of Trustees meetings, Risk, Audit, and Governance Committee meetings, Leadership Team meetings and all staff team meetings to ensure accountability and vigilance.

4.6 One-Off Volunteers and Safeguarding

- Occasional volunteers at events receive a briefing on safeguarding from an Event Safeguarding Lead Officer (ESLO).
- The ESLO ensures volunteers understand the **Top 5 Golden Rules**:
 1. Stay Alert — watch for signs of abuse.
 2. Stay Calm — listen without interrogation or promising secrecy.
 3. Report It — immediately inform the DSL/ESLO, do not investigate.
 4. Keep It Confidential — only share with safeguarding leads.
 5. Act Professionally — follow the Code of Conduct and prioritise safety.

4.7 Safeguarding Questions

Staff supporting participants, especially during mental health crises, should use sensitive, open-ended questions to check in, explore emotions, assess safety, encourage support, and empower choice, for example:

- “What’s making things feel particularly hard right now?”
- “What’s been going on for you today? You don’t seem quite yourself.”
- “Can you tell me about how safe you're feeling at the moment?”

Key points:

- Listen calmly and without judgment.
- Do not promise confidentiality if there is a safeguarding concern.
- Follow safeguarding procedures immediately if there is a risk of harm.

5. Responding to Abuse

5.1 How to Approach Conversations About Safety or Wellbeing

TCF staff often notice changes in participant behaviour due to the strong relationships they build. If a participant seems withdrawn, distressed, or unlike themselves, staff should check in gently and respectfully.

Use open, non-judgemental questions like:

- “How have things been for you lately?”
- “You don’t seem quite yourself today, how are you feeling?”

Remain calm, listen actively, and create a safe space. Do not make assumptions or promises of confidentiality, explain that any concerns about safety must be shared with the Lead Safeguarding Officer (LSO) or Deputy (DLSO) to keep the participant safe.

5.2 Handling Safeguarding Disclosures (Children and Adults)

When a participant discloses harm or abuse, whether physical, emotional, sexual, neglect, or exploitation, staff must:

- Never investigate or probe.
- Pass the information to the LSO or DLSO immediately.
- Complete the relevant Incident Report Form and submit it within 24 hours to:
safeguarding@changefdn.org.uk

For children (under 18):

- Always refer concerns, even without proof.
- Do not wait for the child’s permission, reporting is mandatory.
- If they are in immediate danger, call 999.

For vulnerable adults:

- Gain the adult's consent where possible before sharing their disclosure, unless they lack capacity or are at significant risk.
- Make sure you report accurately, using the adult's own words and clearly distinguishing between facts, observations, and opinions.

5.3 Responding to a Direct Disclosure

When someone discloses abuse directly:

Do:

- Listen calmly and without judgement.
- Let them speak at their own pace.
- Use clarification questions like:
 - "Tell me more about that..."
 - "Can you explain what happened?"
 - "Describe how that made you feel."
- Reassure them that they did the right thing by speaking up.
- Inform them you must share this with the LSO or DLSO.
- Ask what they would like to happen next and explain what you will do.

Don't:

- Promise confidentiality.
- Ask leading or investigative questions.
- Express opinions or take photos.
- Delay reporting.

Always:

- Make a detailed, factual written record.
- Submit to safeguarding@changeftn.org.uk within 24 hours.

5.4 What Happens Next?

After a concern is reported:

- The LSO or DLSO leads the safeguarding response and determines appropriate actions.
- They ensure the participant is safe and informed at every step, working with relevant partners (e.g. Local Authority, Police).
- Where necessary, TCF may restrict or remove individuals posing risk from participation in activities.
- Records are kept securely and confidentially, and outcomes are reviewed regularly with the participant (if safe to do so).

If a statutory agency is involved, TCF will:

- Cooperate fully and attend safeguarding strategy meetings.
- Take independent internal action if required (e.g. disciplinary processes), even if no criminal action is taken.

5.5 Signposting and Support for Children and Adults

Participants disclosing harm may be scared, anxious, or unsure about what happens next. TCF staff must:

- Help the person access external support services such as:
 - Police (999 in emergencies)
 - Domestic Abuse Helplines
 - Victim Support
 - Local Authority Safeguarding Teams
- Provide information about the safeguarding process in clear and sensitive language.
- Work with the LSO or DLSO to ensure any ongoing risk is addressed and the participant's emotional and practical needs are supported.

Note: Only share safeguarding information with those who need to know to protect the individual.

6. Reporting and Referral Procedures

6.1 Safeguarding Reporting Procedures

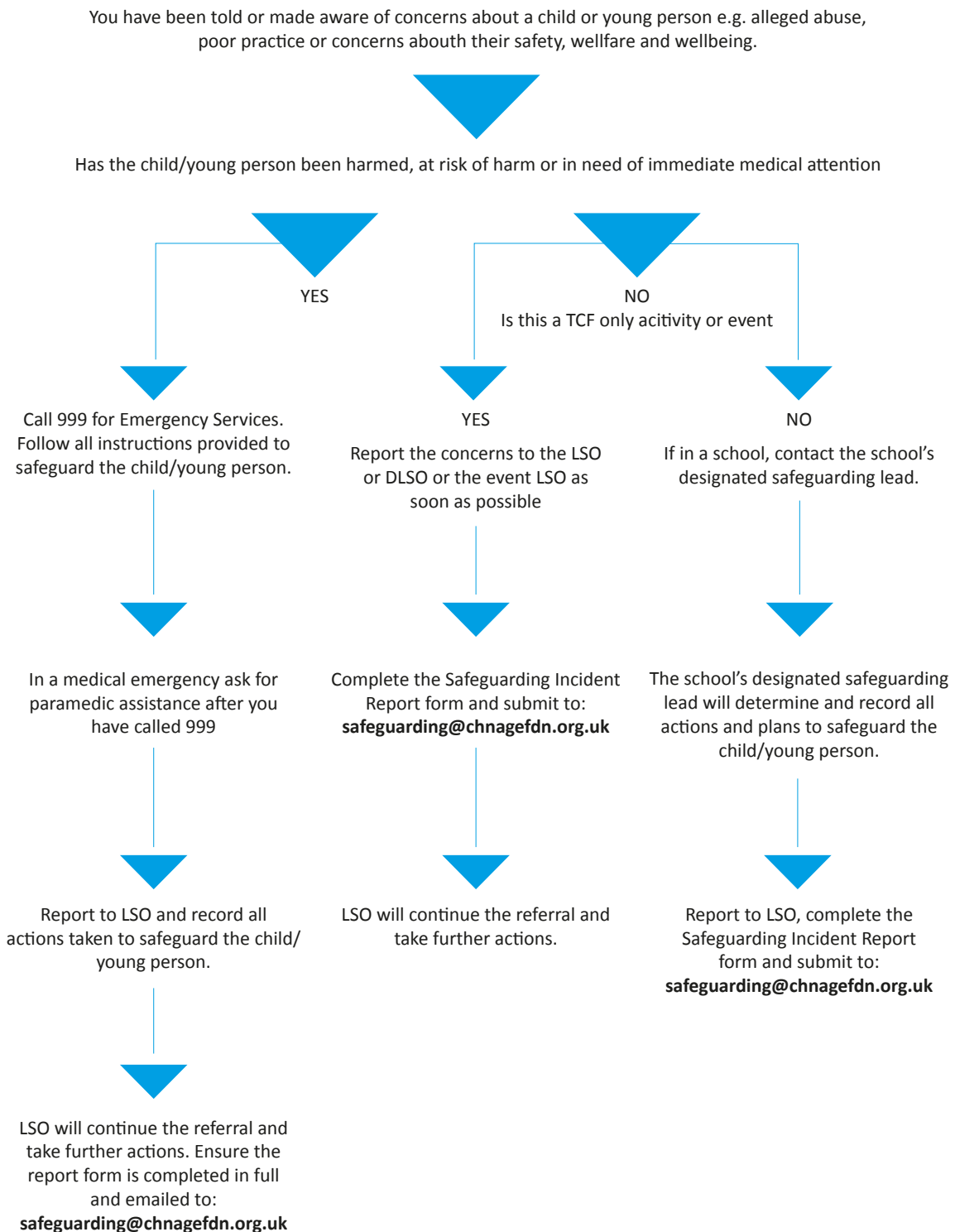
All safeguarding concerns must be reported promptly. If a concern arises during a session, follow the safeguarding procedures of the hosting organisation (e.g. school) and inform TCF's Lead Safeguarding Officer (LSO) or Deputy (DLSO). Submit a completed Incident Report Form via secure email within 24 hours.

6.2 Internal Reporting and Escalation

Always contact the LSO/DLSO first. They will determine the appropriate next steps, including referrals to statutory services. Where necessary, the LSO/DLSO will consult the CEO or Safeguarding Trustee.

6.3 Safeguarding Concerns Flowchart (Children)

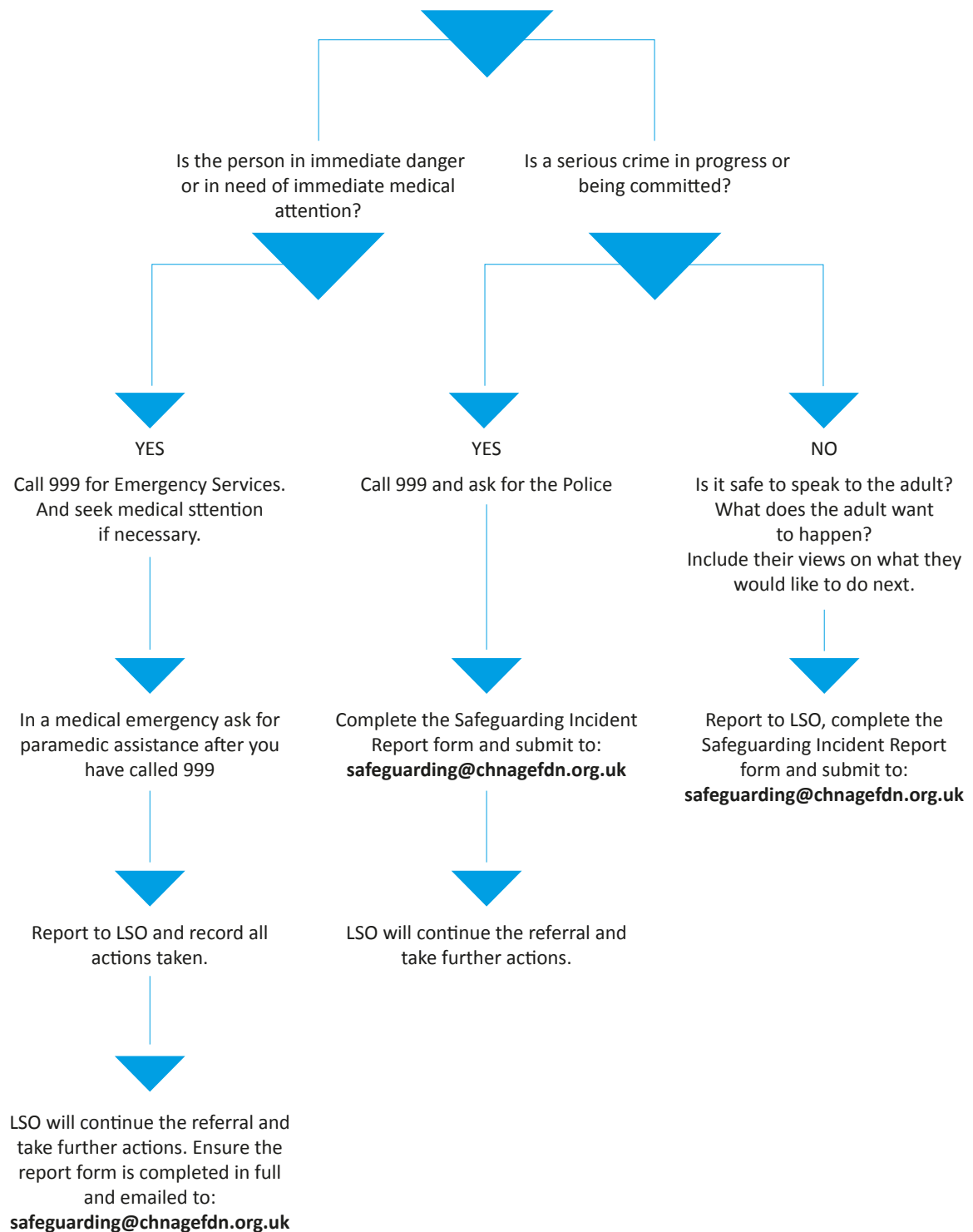
Safeguarding Child/Young Person Concerns Flowchart



6.4 Safeguarding Concerns Flowchart (Adults)

Safeguarding Adults Concerns Flowchart

You have concerns or have been told about, possible abuse of someone else, poor practice or concerns about their safety, welfare and wellbeing.

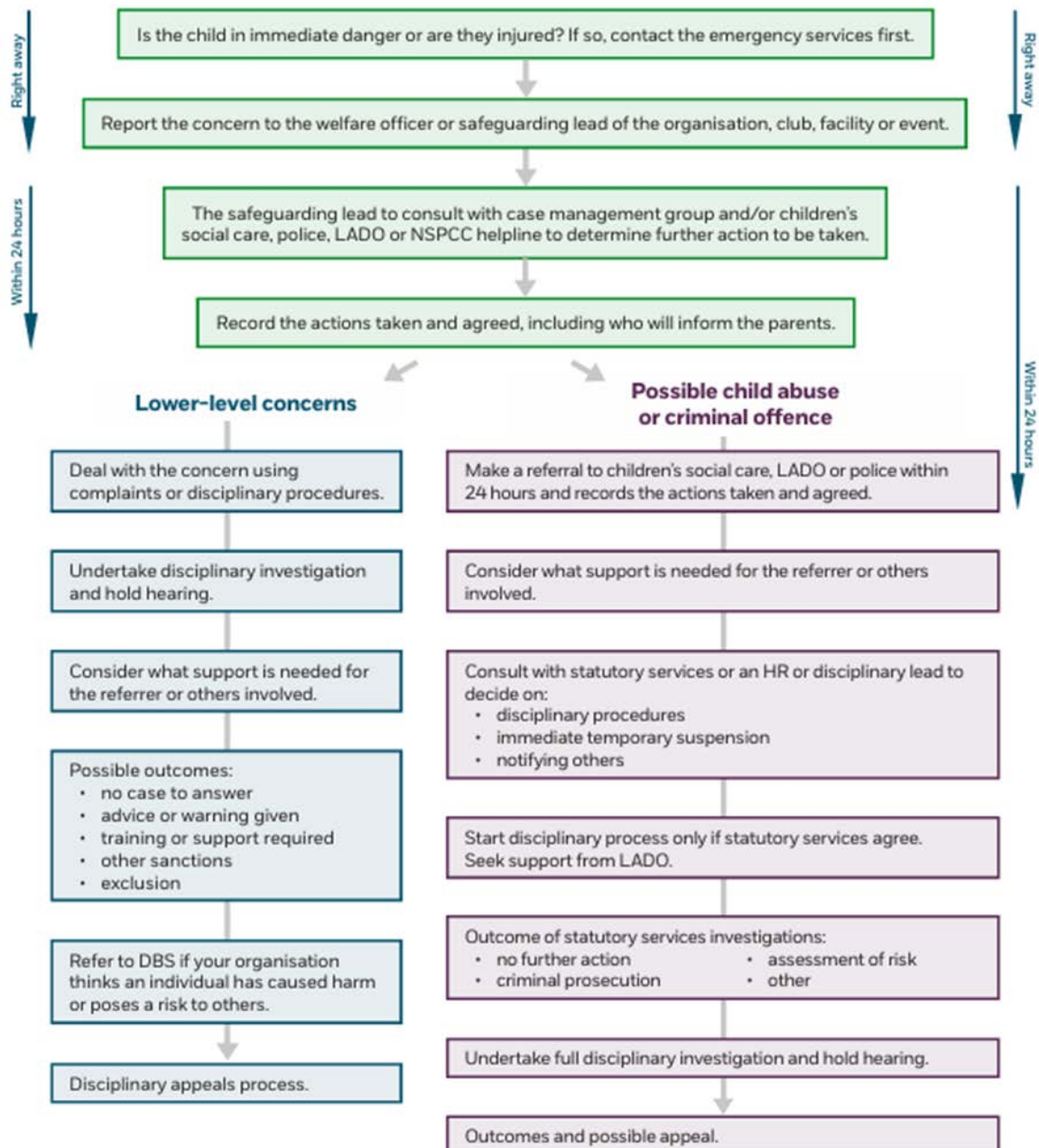


6.5 Safeguarding Within Your Sport – Reporting Flow

This NSPCC flowchart, developed by the CPSU, serves as a safeguarding guide for sports organisations. It outlines the steps to take if a concern arises about a child or young person during a TCF-led sporting activity, for example, an allegation involving the behaviour of a TCF representative. The term ‘Local Authority Designated Officer’ is often referred to by its former acronym, ‘LADO’.

Safeguarding reporting procedure for concerns within your sport

To be used when concerns arise about the behaviour of a member of staff, coach or volunteer within affiliated sports organisation towards a child or children (such as concerns about poor practice or allegations of abuse).





If you feel unsafe or at risk, contact the LSO via safeguarding@changeftn.org.uk. Alternatively, speak to another trusted staff member. If the concern involves the LSO or DLSO, report directly to the CEO. Always call 999 in an emergency.

6.7 Reporting Concerns About Others

If you suspect someone is at risk of harm:

- Contact the LSO/DLSO as soon as possible.
- In emergencies, call 999.
- Do not investigate or confront anyone involved.
- Maintain confidentiality.
- Complete and submit an Incident Report Form.

6.8 Social Care/Children's Services Involvement

Local Authority Children's Services must investigate all child safeguarding referrals. This may involve joint working with police. TCF will cooperate fully and ensure records are shared securely and promptly.

6.9 Safeguarding Adults Board

Referrals for adult safeguarding concerns must be made to the local Safeguarding Adults Board, in line with the Care Act 2014. Use the local authority's online form or call directly.

6.10 Contacting Emergency Services (999)

Always dial 999 if:

- A participant is in immediate danger.
- A serious crime has occurred.
- Urgent medical attention is needed.

6.11 Allegations Against a TCF Representative or Third Party

All allegations, including those from participants or external individuals, must be reported immediately to the LSO/DLSO. The LADO (Local Authority Designated Officer) will be informed. Suspension may be considered. All matters remain confidential during the process.

6.12 Action by The Change Foundation

The LSO/DLSO will coordinate with the CEO and/or Safeguarding Trustee. TCF will follow advice from the LADO and police, and where necessary suspend individuals. If allegations concern the CEO or Trustees, the Chair and Safeguarding Trustee will lead the response. The welfare of participants is always the top priority.

6.13 Referrals and Record-Keeping

Safeguarding records must be:

- Completed on official TCF forms.
- Password-protected and stored securely.
- Shared only on a need-to-know basis.
- Retained in line with legal and organisational requirements.

6.14 Sharing Concerns with Parents/Carers

Generally, concerns should be shared with parents/carers in partnership. However, if doing so may put the child at further risk (e.g. parental involvement in the harm), do not inform them without guidance from the LSO/DLSO.

7. Safeguarding in Practice

7.1 Online Safeguarding

TCF is committed to ensuring the safety of all young people and vulnerable adults engaging with our programmes online, including esports activities, gaming platforms, social media, and messaging services.

Objectives:

- Protect participants from cyberbullying, exploitation, and harmful content.
- Establish clear boundaries for digital communication between staff, volunteers, and participants.
- Ensure safe use of online platforms through consent, supervision, and oversight.

Key Principles:

- Communication must occur through approved, monitored platforms only.
- Staff must not use personal accounts or devices to contact participants.
- Group chats are preferred; if private messaging is necessary, parental/guardian consent must be secured.
- All media shared must be appropriate, with informed consent, and must not reveal identifying personal details.
- Social media contact with participants via personal accounts is strictly prohibited.

For Vulnerable Adults: Staff must adapt communication styles to support autonomy and mental capacity, while ensuring safeguarding principles are upheld. Decisions made by capable adults should be respected even when considered unwise, provided there is no immediate risk of harm.

7.2 Procedures for Managing Online Concerns

1. Immediate Action: Stop the online activity if harm or risk is suspected.
2. Report: Inform the Lead or Deputy Safeguarding Officer (LSO/DLSO) immediately.
3. Assess and Escalate: The LSO/DLSO will assess the situation and involve parents, carers, or relevant authorities if required.
4. Respond: Actions may include blocking users, reporting abuse to platforms, or alerting law enforcement.
5. Follow-up: Ongoing support will be provided to the individual concerned, and further steps will be taken to prevent recurrence.

Documentation (e.g., screenshots) must be preserved to support investigations.

7.3 Mobile Phone Use by Staff

To safeguard all programme participants:

General Use:

- Only TCF-issued work phones may be used during activities.
- Personal phones must be turned off and stored away during sessions.

Media Capture:

- Use only authorised charity devices.
- Obtain written consent from participants or guardians before taking photos/videos.
- Sharing on personal social media is strictly prohibited.

Communication:

- Contact with participants must occur only through official channels.
- Never privately message under-18s or vulnerable adults; always include a parent/carer or another staff member.
- In emergencies, use work phones to contact emergency services or the Safeguarding Lead.

Breaches of this policy may result in disciplinary action.

7.4 Physical Contact and Sports Coaching Guidance

TCF promotes safe, respectful physical contact in sports and coaching activities.

Permissible Contact:

- Must be purposeful (e.g. to demonstrate technique or prevent injury).
- Consent-based, minimal, age-appropriate, and explained clearly.
- Observable and conducted in open environments.



Examples: High-fives, guiding a limb with permission, or assisting with balance.

Unacceptable Contact:

- Any secretive, prolonged, or invasive touch.
- Contact involving intimate areas or excessive force.
- Use of physical touch for discipline or control.

All incidents must be reported immediately to the LSO/DLSO and documented.

7.5 Working with Partner Organisations

TCF works only with partners who meet our safeguarding standards.

Before Partnership:

- Conduct safeguarding due diligence.
- Assess and support safeguarding capacity if needed.

Partnership Agreements Must Include:

- Commitment to prevent harm and report concerns.
- Cooperation with safeguarding investigations.
- Secure sharing of safeguarding information.

International Work: We ensure UK safeguarding standards are upheld globally, considering local laws and risks.

Safeguarding performance is regularly monitored and reviewed.

7.6 Visitors and Media Representatives

All external visitors and media attending TCF events must adhere to strict safeguarding protocols.

Requirements:

- Disclaimer: Sign a Safeguarding Disclaimer Form before participating.
- Media Consent: Obtain written permission from participants or guardians before filming/photography.
- Privacy: No identifying information should accompany images.
- Supervision: Visitors must never be left alone with participants.
- Reporting: Any concerns must be reported to TCF staff immediately.

These measures protect the dignity, safety, and privacy of all individuals involved in our programmes.

8. Safe Recruitment and Workforce

8.1 Recruitment Process

TCF is committed to ensuring all staff, volunteers, trustees, and ambassadors are suitable and legally permitted to work with vulnerable groups. Recruitment processes are designed to comply with legal requirements and ensure proportional safeguarding measures are in place based on role-specific risks.

All staff appointments follow a stringent safer recruitment protocol, including:

- Clear job descriptions and person specifications
- Transparent advertising specifying work with vulnerable groups
- Requirement for enhanced DBS checks
- Completion of a detailed application form, self-declaration of convictions, and submission of two references
- Structured interviews to assess suitability
- Verification of ID, qualifications, and right to work in the UK

Applications are reviewed rigorously, and any concerns arising from the DBS check or self-declaration are risk assessed before proceeding.

We welcome applications from a diverse pool of candidates, including those with criminal records. Disclosure of a criminal record does not automatically disqualify applicants; each case is assessed on:

- Relevance and seriousness of the offence
- Time elapsed since the offence
- Whether the offence forms part of a pattern
- Applicant's explanation and changed circumstances

Where there are serious concerns or evidence of false information, or if an applicant is on the Barred List, TCF will report the matter to the DBS and/or police, in line with legal obligations.

8.2 Induction and Training for TCF Representatives

All newly appointed staff, trustees, and ambassadors undergo a structured induction and probation period. This includes safeguarding training, a review of the Safeguarding Policy, and clarity on their responsibilities in working with vulnerable individuals.

An Annual Suitability Declaration is required from all representatives to confirm they remain safe and eligible to work in their roles.

Volunteers are given clear guidance, including access to the Safeguarding Policy via the TCF website, and are never left alone with participants. Regular volunteers also undergo enhanced DBS checks.

8.3 Safer Recruitment Checks and Vetting

- Enhanced DBS checks are mandatory for all representatives who work directly with vulnerable individuals and are renewed every three years.
- From April 2025, all representatives must register with the DBS Update Service, funded by TCF, within one month of receiving their certificate ([DBS Update Service Link](#)).
- The DBS Update Service enables real-time checks on the continued suitability of individuals, including for schools and partner organisations.

Trustees are appointed by the Chair of Trustees through a formal recruitment process and are subject to enhanced DBS checks.

Volunteers are recruited on an ad hoc basis and receive guidance and supervision in line with safeguarding standards.





9. Forms, Tools & Appendices

9.1 The Change Foundation Safeguarding Children & Young Adults Incident Report Form

To be completed as fully as possible if you have concerns regarding any child (up to 18 years). Explain you have a duty to pass any concerns onto the Lead Safeguarding Officer (LSO). The LSO will then look at the information and start to plan a course of action.

Section 1 – Details of child (you have concerns about)

Name of child	
Address	
Date of Birth/ Age	
Contact number	
Parents contact details	

Section 2 – Details of the person completing this form/ Your details

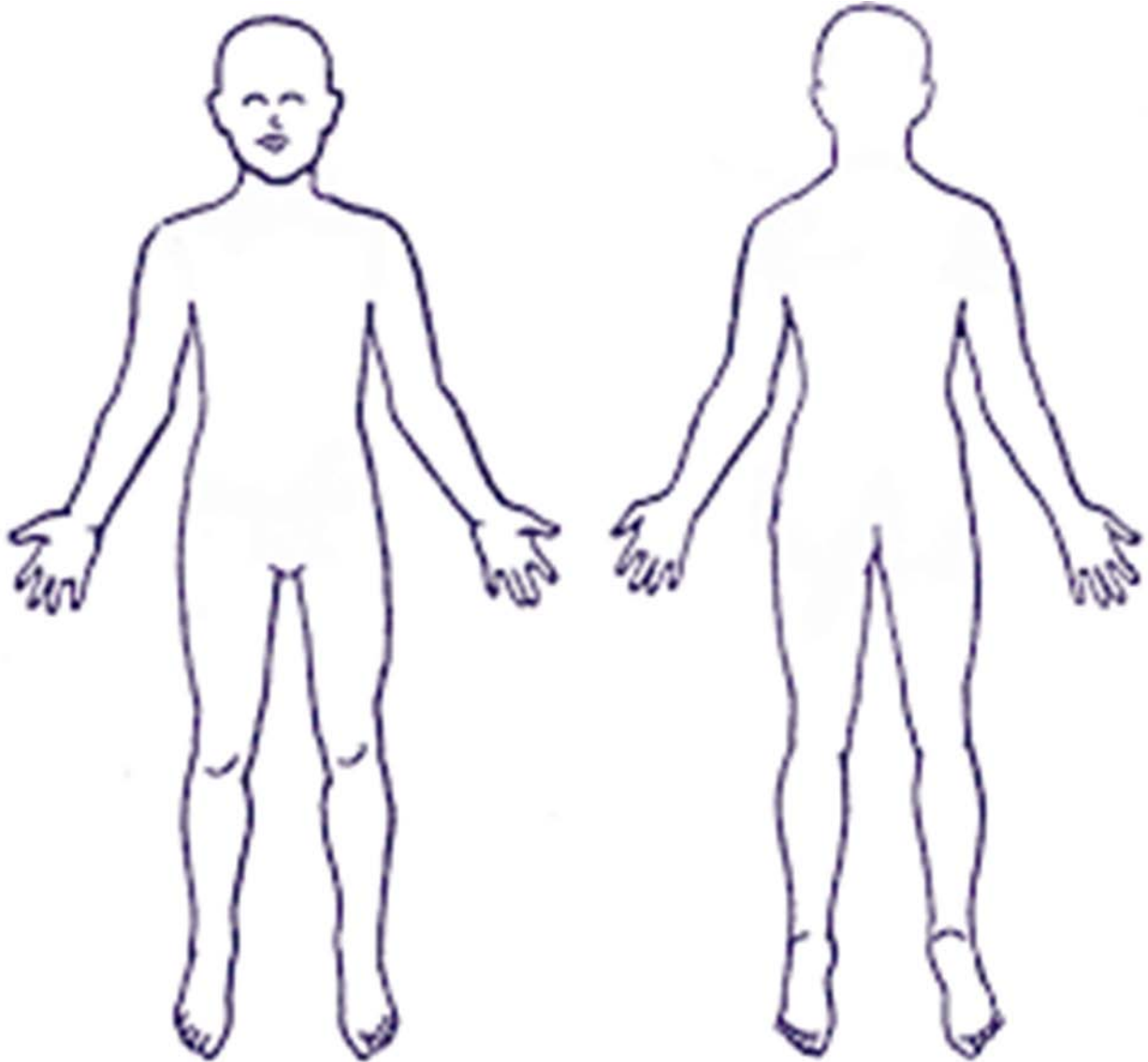
Name	
Contact phone number(s)	
Email address	
Line manager or alternative contact	
TCF programme name	
Your Role in organisation	Social Change Officer / Lead / Manager/ Head of

Section 3 – Details of concern or incident

Please explain why you are concerned. Please give details about what you have seen/been told/other that makes you believe the adult is at risk of harm or is being abused or neglected (include dates/times/evidence from records/photos etc.)

Date/ Time	What happened

Your observations (use body map to record):



Section 9: Other agencies contacted	Who contacted/reference number/contact details/advice gained/action being taken
Police	
MASH	

Other – please state who and why:

Section 10: Contact with Welfare Officer/others within the club

Who else has been informed of this issue? – and what was the reason for information sharing

Consultation with Lead Safeguarding Officer	Dates and times

Completed Form copied to Lead Safeguarding Officer; Date and time

Signed:

Date:

OFFICE USE ONLY

Section 11 – Sharing the concerns (To be completed by Lead Safeguarding Officer)

Details of your contact with the adult at risk of harm. Have they consented to information being shared outside of The Change Foundation?

Details of contact with the Local Authority Safeguarding Team/MASA where the child is at risk of harm lives – advice can be still sought.



Details of any other agencies contacted:

Details of the outcome of this concern:



9.2 The Change Foundation Safeguarding Adults Incident Report Form

To be completed as fully as possible if you have concerns regarding an adult.

If it is safe to do so, it is important to inform the adult about your concerns and that you have a duty to pass the information onto the Lead Safeguarding Officer (LSO). The LSO will then look at the information and start to plan a course of action.

Section 1 – Details of adult (you have concerns about)

Name of adult	
Address	
Date of Birth/ Age	
Contact number	
Emergency contact if known	
Consent to share information with emergency contact?	

Section 2 – Details of the person completing this form/ Your details

Name	
Contact phone number(s)	
Email address	
Line manager or alternative contact	
TCF programme name	
Your Role in organisation	Social Change Officer / Lead / Manager/ Head of

Section 3 – Details of concern

Please explain why you are concerned. Please give details about what you have seen/been told/other that makes you believe the adult is at risk of harm or is being abused or neglected (include dates/times/evidence from records/photos etc.)

Section 4 – Details of the person thought to be causing harm (if known)

Name	
Address	
Date of Birth/Age	
Relationship/connection to adult	
Role in organisation	
Do they have contact with other adults at risk in another capacity? E.g. in their work/family/as a volunteer	

Section 5 - Have you discussed your concerns with the adult? What are their views, What have they stated about what they want to happen and what outcomes they want?

Section 6 – Reasons for not discussing with the adult

Discussion would put the adult or others at risk. Please explain:

Adult appears to lack mental capacity. Please explain:

Adult unable to communicate their views. Please explain:

Section 7 – Risk to others

Are any other adults at risk Yes/No/Not known – delete as appropriate
If yes please fill in another form answering questions 1-6

Are any children at risk Yes/No/Not known Delete as appropriate
If yes please fill in a safeguarding children referral form and attach to this.

Section 8 – What action have you taken if any /agreed with the adult to reduce the risks?

Actions by club: e.g. person causing harm suspended, session times changed.

Section 9: Other agencies contacted

Who contacted/reference number/contact details/advice gained/action being taken

Police

Ambulance

Other – please state who and why:

Section 10: Contact with Welfare Officer/others within the club

Who else has been informed of this issue? – and what was the reason for information sharing

Consultation with Lead Safeguarding Officer

Dates and times

Completed Form copied to Lead Safeguarding Officer; Date and time

Signed:

Date:

OFFICE USE ONLY

Section 11 – Sharing the concerns (To be completed by Lead Safeguarding Officer)

Details of your contact with the adult at risk of harm. Have they consented to information being shared outside of The Change Foundation?

Details of contact with the Local Authority Safeguarding Team/MASH where the adult at risk of harm lives – advice can be still sought without giving personal details if you do not have consent for a referral.

Details of any other agencies contacted:

Details of the outcome of this concern:

9.3 Appendix 2: Signposting Directory

Mental Health and Emotional Support (UK-Wide)

- **Samaritans** – Free, 24/7 confidential support for anyone in distress
📞 Call **116 123** | 🌐 www.samaritans.org
- **SHOUT** – 24/7 mental health support via text message
📱 Text **85258** | 🌐 www.giveusashout.org
- **NHS 111** – For urgent mental health help and medical advice
📞 Call **111** or visit your local NHS website
- **Staying Safe** – Practical advice and tools to help keep you or others safe from suicide
🌐 www.stayingsafe.net
- **Hub of Hope** – A national database of mental health support services near you
🌐 www.hubofhope.co.uk
- **Chasing the Stigma** – Mental health education and support resources
🌐 www.chasingthestigma.co.uk
- **The Violet Project** – Youth-led mental health support and resources
🌐 www.violetproject.co.uk

Safeguarding Contacts

The Change Foundation (TCF) Safeguarding Team

For internal concerns or disclosures relating to safeguarding, contact:

- **Daniel Mynott** – Lead Safeguarding Officer
✉ danielmynott@changeftn.org.uk
- **Rae Tasyaka** – Lead Safeguarding Officer
✉ raetasyaka@changeftn.org.uk

For full safeguarding policies and procedures, visit:

🌐 www.thechangeftn.org.uk

Local Authority Safeguarding (London Borough of Sutton)

- To report adult safeguarding concerns:
✉ Email: referralpoint@sutton.gov.uk
🌐 Online: [Report abuse – Sutton SAB](#)
- Phone Support:
📞 Monday to Friday (9am–5pm): **020 8770 6770**
📞 Out of hours (evenings/weekends): **020 8770 5000**

If someone is in immediate danger or if a crime has been committed, call 999.




9.4 Appendix 3: Further Information and Useful Contacts

Abuse of Older People

Action on Elder Abuse

A national charity working to prevent the abuse of older people through awareness, education, research, and information.

 **020 8765 7000**


 enquiries@elderabuse.org.uk

 www.elderabuse.org.uk

Adult Safeguarding in Sport and Activity

Ann Craft Trust (ACT)

National support organisation with a dedicated team for safeguarding adults in sport and activity.

 **0115 951 5400**

 Ann-Craft-Trust@nottingham.ac.uk

 www.anncrafttrust.org

Domestic Abuse Support


Women's Aid

National charity supporting women and children affected by domestic violence, with online help services.

 www.womensaid.org.uk/information-support

Men's Advice Line

Support for male survivors of domestic abuse.

 **0808 801 0327**

 www.mensadviceline.org.uk

Galop – LGBT+ Domestic Abuse Helpline

Support for LGBT+ individuals facing domestic abuse.


 **0800 999 5428**

 help@galop.org.uk

 www.galop.org.uk

Karma Nirvana

Support for those affected by honour-based abuse and forced marriage.

 **0800 5999 247**

 www.karmanirvana.org.uk



24/7 National Domestic Abuse Helplines

- **England**
 0808 2000 247
 www.nationaldahelpline.org.uk/contact-us
- **Northern Ireland**
 0808 802 1414
 www.dsahelpline.org
[Twitter](#) | [Facebook](#)
- **Scotland**
 0800 027 1234
 helpline@sdafmh.org.uk
 www.sdafmh.org.uk
- **Wales – Live Fear Free Helpline (Byw Heb Ofn)**
 0808 8010 800
 Type Talk: 18001 0808 801 0800
 Text: 07860 077333
 www.livefearfree.gov.wales

Sexual Violence and Abuse

Rape Crisis (England & Wales)

National charity providing support and resources for survivors of rape and sexual abuse.

info@rapecrisis.co.uk
 www.rapecrisis.co.uk

Respond

Specialist support for people with learning disabilities affected by sexual abuse.

020 7383 0700 or 0808 808 0700 (Helpline)
 services@respond.org.uk
 www.respond.org.uk



Hate Crime

Stop Hate UK

24/7 support and reporting service for all forms of hate crime.

0800 138 1625

Web Chat: www.stophateuk.org/talk-to-us

talk@stophateuk.org

Text: 07717 989 025. Text Relay: 18001 0800 138 1625

PO Box 851, Leeds LS1 9QS

www.stophateuk.org

Personal Safety

Suzy Lamplugh Trust

Promotes personal safety and works to reduce aggression and violence.

020 8392 1839

info@suzylamplugh.org

www.suzylamplugh.org

Victim Support

Provides emotional and practical support for anyone affected by crime.

0808 168 9111

www.victimsupport.org.uk

Mental Health Support

Samaritans

Free, confidential emotional support.

116 123

jo@samaritans.org

www.samaritans.org

Mind

Information, advice, and advocacy on mental health issues.

0300 123 3393

www.mind.org.uk

Shout

24/7 crisis text support.

Text **85258**

info@giveusashout.org

www.giveusashout.org



The Mix

Support service for young people under 25.

☎ Text **85258**

✉ info@themix.org.uk

🌐 www.themix.org.uk

NHS Virtual Mental Health Referrals

Self-referral service for mental health care.

🌐 www.virtually.healthcare/services/mental-health

Knife Crime

Childline

Confidential service for children and young people.

☎ **0800 1111**

🌐 [Childline Knife Crime Info](#)

Crimestoppers

Anonymous reporting of crime.

☎ **0800 555 111**

🌐 www.crimestoppers-uk.org

Brave Space – Knife Crime Toolkit

Practical guide for addressing knife crime.

📄 [Download Toolkit](#)

Fraud & Cyber Crime

- **Report to Police:** ☎ **101**
- **Action Fraud** – UK's national reporting centre for fraud and cyber crime
☎ **0300 123 2040**
🌐 www.actionfraud.police.uk
- **The Cyber Helpline**
🌐 www.thecyberhelpline.com
- **National Cyber Security Centre (NCSC)**
Report a cyber incident
🌐 <https://report.ncsc.gov.uk>

Radicalisation & Extremism

- **Prevent Referrals – UK Government Guidance**
🌐 [Making a Referral to Prevent](#)
- **Channel – Prevent Strategy Support Programme**
🌐 www.educateagainsthate.com

A photograph of construction workers in safety gear (hard hats, high-visibility vests) working with concrete blocks and sand on a construction site. The image is overlaid with a blue geometric shape. The text 'THE CHANGE FOUNDATION' is in a blue box on the left. The text 'Thank you for helping us keep everyone safe.' is in white on the blue shape.

THE
CHANGE
FOUNDATION

Thank you for helping us
keep everyone safe.