



Alconbury Recreation Field Charity (ARFC)

Safeguarding Children Policy and Procedure.

1. Policy Statement

ARFC is fully committed to safeguarding and promoting the welfare of all children. We acknowledge our duty of care and take all reasonable steps to ensure that children and young people have a positive, safe, and enjoyable experience when using ARFC facilities or participating in activities provided or supported by the ARFC.

This policy aligns with statutory responsibilities under the **Children Act 1989 and 2004, Working Together to Safeguard Children (2018)**, and follows best practices recommended by the NSPCC and other safeguarding authorities.

2. Policy Aims

This policy aims to:

- Ensure that the welfare of children and young people is paramount in all activities and decisions.
- Provide clear procedures and guidance to promote the safety and protection of children and young people.
- Create an inclusive environment where all children and young people, regardless of background or circumstances, are treated equally and with respect.
- Ensure children and young people:
 - Have a positive and safe experience when using ARFC facilities or services
 - Are protected from all forms of abuse, harm, or exploitation while involved in activities taking place on ARFC premises.

3. Scope of the Policy

This policy applies to the following groups in respect of contact with children or young people under the age of 18:

- ARFC trustees, staff, and volunteers
- Members, guests and staff of the Alconbury Sports and Social Club (ASSC) while using ARFC facilities.
- Coaches, managers, and volunteers of clubs or organisations hiring ARFC facilities.

Contractors, hirers, and visitors working on, visiting or using ARFC premises

4. Commitment to Safeguarding

ARFC recognises that some young people children may be particularly vulnerable, including those with disabilities or additional needs, from ethnic minority backgrounds, or experiencing other vulnerabilities. We are committed to taking reasonable and appropriate steps to ensure their welfare is prioritised.

As part of our safeguarding practice, the ARFC will:

- Promote and prioritise the safety, protection, and wellbeing of children.
- Ensure all individuals understand their safeguarding responsibilities and have access to appropriate training and information.
- Respond promptly and appropriately to all concerns, disclosures, or allegations.
- Provide appropriate support to individuals reporting or affected by safeguarding issues.
- Maintain accurate, confidential, and securely stored records of any safeguarding concerns or incidents.
- Require all clubs, coaches, and hirers to implement their own safeguarding arrangements and maintain valid DBS checks where eligible.
- Maintain robust safeguarding procedures and reporting mechanisms.

5. Safer Recruitment and DBS Checks

- ARFC trustees, staff, and volunteers in eligible roles will be subject to a Enhanced DBS Checks.
- Individuals undertaking regulated activity with children, including football or cricket coaches, managers, and volunteers, must hold a valid Enhanced DBS Check with Children's Barred List clearance.
- Affiliated Clubs and hirers using ARFC facilities are responsible for ensuring individuals in eligible roles maintain up-to-date DBS checks as a condition of their involvement.
- ARFC reserves the right to request evidence of compliance as part of hire or usage agreements.

6. Designated Safeguarding Lead

ARFC has appointed a Safeguarding Lead to oversee safeguarding arrangements:

Designated Safeguarding Lead (DSL):

Insert Name Here Damion Lewis damion@arfc.org.uk

The DSL will:

- Act as the main point of contact for safeguarding concerns.
- Provide guidance and support to ARFC trustees, volunteers and staff.
- Ensure safeguarding policies and procedures are effectively implemented and regularly reviewed.
- Liaise with affiliated clubs, ASSC and statutory authorities when necessary.
- Ensure all safeguarding concerns are properly recorded and reported.
- Promote a safeguarding culture within the ARFC.

7. Responsibilities of Staff, Volunteers, and Hirers

All individuals associated with ARFC activities must:

- Be familiar with and follow this safeguarding policy and procedures.
- Undertake relevant safeguarding training where required.
- Report any concerns or disclosures immediately to the DSL.
- Maintain professional boundaries and avoid being alone with children and young people unless necessary and appropriate.
- Always uphold a child-centred approach, ensuring children and young people feel heard, safe, and respected.

8. Responsibilities of Clubs, Hirers, and ASSC

- All clubs, hirers, and partner organisations using ARFC facilities must have their own safeguarding policies and processes.
- They must ensure that children are supervised by appropriately trained and vetted adults.
- All clubs, hirers, ASSC members, staff, and guests must comply with ARFC safeguarding principles when using ARFC premises.

9. Confidentiality and Information Sharing

All safeguarding concerns and disclosures will be treated sensitively, and Information will be shared with appropriate authorities on a need-to-know basis, in line with data protection law and safeguarding protocols. Confidentiality cannot be guaranteed where there is risk of harm.

9. Non-Compliance

Compliance with this policy is mandatory and any breach will be addressed promptly. Breaches may result in:

- Suspension or removal from volunteer roles
- Termination of facility hire or usage agreements
- Exclusion from ARFC facilities
- ASSC-related issues will be escalated to the ASSC committee for resolution, with ARFC reserving the right to restrict access to its premises if necessary
- Referral to statutory agencies if required.

10. Policy Review and Monitoring

This policy will be:

- Reviewed annually after development and then every **three years**, or:
 - In response to changes in legislation or government guidance.
 - Following advice or requirements from the Local Safeguarding Children Board, NSPCC, or relevant governing sports bodies.
 - After any significant safeguarding incident or organisational change.

Signed on behalf of the Trustees:

Name: C. Bodley

Role: Chair

Date: 22nd October 2025

Date Approved: 22nd October 2025

Review Due: October 2026 Revision No 1

Signed (Chair): C. Bodley