

MINDSET THROUGH SPORT

STRONGER MINDS. STRONGER TEAMS.

SAFEGUARDING & RISK ASSESSMENT PACK

Football + Cricket | Girls & Boys | Ages 7-16 | Wheaton Aston

Operational template for the launch and delivery of Mindset Through Sport. Complete all bracketed fields, adapt to the exact venue/staffing model and have the final policies reviewed before use.

Document owner: [NAME] **Designated Safeguarding Lead (DSL):** [NAME] **Deputy:** [NAME]

Version: 1.0 **Effective:** [DATE] **Review:** [DATE / at least annually and after any serious incident]

Emergency: 999 where a child is at immediate risk or urgent medical assistance is required.

1. Safeguarding Policy Statement

Mindset Through Sport is committed to providing a safe, inclusive and respectful environment for every child and young person. The welfare of the child is paramount. Safeguarding is everyone's responsibility and concerns will be taken seriously, recorded accurately and acted upon promptly.

The programme is open to girls and boys aged 7-16 and aims to provide equitable opportunities in football, cricket, confidence, resilience and leadership activities. Discrimination, bullying, harassment, sexualised behaviour, sexist language and abuse are not accepted.

Mindset Through Sport provides sports coaching, mentoring and wellbeing education. It is not a CAMHS service, therapy service, diagnostic service or emergency mental-health provision.

Core safeguarding principles:

- Listen to children and take their views seriously.
- Act in the child's best interests and respond proportionately to concerns.
- Never promise confidentiality when a safeguarding concern is disclosed.
- Share safeguarding information only with people who need it to protect the child.
- Maintain clear professional boundaries in person, online and through messaging.
- Recruit and supervise adults safely and check DBS eligibility for each role.
- Record facts promptly, distinguishing observation from opinion.
- Work inclusively and make reasonable adjustments where possible.
- Escalate concerns rather than attempting to investigate them independently.

2. Roles and Responsibilities

Role	Responsibilities
Business Lead	Overall governance, insurance, safer recruitment, policy review, resources, complaints and ensuring safeguarding arrangements are implemented.
Designated Safeguarding Lead (DSL)	Receives concerns; assesses immediate safety; records decisions; seeks safeguarding advice; makes/refers concerns to statutory services where required; maintains secure records.
Deputy DSL	Acts when DSL is unavailable and supports safeguarding processes.
Coaches / staff / volunteers	Maintain safe boundaries; follow code of conduct; report concerns immediately; do not investigate; follow attendance, collection and emergency procedures.
Parents / guardians	Provide accurate information, emergency contacts and relevant needs; follow collection arrangements; communicate concerns; support programme expectations.
Young people	Treat others respectfully, follow safety instructions, tell a trusted adult if worried and contribute to an inclusive environment.

3. Safer Recruitment and Suitability

- Define every role and whether it involves regulated activity / eligibility for DBS checks.
- Obtain the appropriate DBS check where eligible and record the check status securely; do not copy or publish unnecessary certificate data.
- Verify identity, qualifications and relevant coaching/first-aid credentials.
- Obtain references for staff, contractors and regular volunteers where appropriate.
- Explore unexplained employment/volunteering gaps relevant to suitability.
- Require safeguarding induction before unsupervised delivery.
- Provide the code of conduct, reporting route and professional-boundaries rules.
- Use appropriate supervision for new staff and review performance/concerns.
- Do not permit an adult to work outside the scope for which they were recruited, checked, trained and insured.

4. Staff Code of Conduct

Adults must:

- Use respectful, age-appropriate language and model positive behaviour.
- Keep physical contact necessary, appropriate, transparent and related to coaching/safety.
- Where possible avoid isolated one-to-one situations; use observable/open environments and agreed arrangements.
- Use official business communication channels with parents/guardians rather than private social-media contact with children.
- Never exchange sexual, romantic, suggestive or otherwise inappropriate messages/images with a young person.
- Never use humiliating, degrading, discriminatory, threatening or sexualised language.
- Never transport a child alone unless an exceptional, risk-assessed and parent-authorised arrangement is in place.
- Never provide alcohol, nicotine, illegal drugs or inappropriate medication.
- Never take photographs/video on personal devices unless explicitly authorised by the business process.
- Report boundary breaches, allegations and safeguarding concerns immediately.

5. Responding to a Disclosure or Concern

1	Stay calm and listen. Do not express shock or disbelief.
2	Take the child seriously. Do not ask leading or investigative questions.
3	Do not promise secrecy. Explain that you may need to tell someone who can help keep them safe.
4	If immediate danger or urgent medical need exists, call 999 and take reasonable immediate protective action.
5	Record the child's words as accurately as possible, plus date, time, context, observations and action taken.
6	Report immediately to the DSL/deputy. If the concern involves the DSL/business lead, use the alternative escalation route.
7	The DSL decides next safeguarding action, including seeking advice/referral to local children's social care, police or other appropriate statutory service.
8	Do not confront the alleged person, conduct your own investigation or discuss the matter widely.
9	Store the record securely and separately from routine coaching notes.

6. Allegations About an Adult

Any allegation that an adult working with children may have harmed a child, committed an offence against a child, behaved in a way indicating they may pose a risk, or behaved in a way that raises suitability concerns must be treated seriously.

The business lead/DSL should preserve evidence, protect children, avoid internal investigation beyond immediate fact gathering, and seek advice from the relevant local authority safeguarding/allegations arrangements and/or police as appropriate. If the allegation concerns the business lead/DSL, the deputy or another nominated independent safeguarding contact must act.

Internal contact: [ALTERNATIVE SAFEGUARDING CONTACT]

Local authority / allegations advice route: [INSERT VERIFIED LOCAL DETAILS BEFORE LAUNCH]

7. Missing Child / Uncollected Child

Missing child: stop activity, establish last known location, allocate adults to supervise the remaining group, search the immediate safe area without leaving other children unsupervised, contact parent/guardian and police promptly according to the circumstances. Preserve attendance/collection information and record the incident.

Uncollected child: keep the child supervised by appropriate adults, attempt all authorised contacts, do not take the child home, and follow the escalation procedure if collection cannot be arranged. Record all calls/actions.

Late collection escalation times: [INSERT VENUE/PROGRAMME PROCEDURE]

8. Online, Photography and Social Media

- Obtain separate parent/guardian photography/video consent.
- Respect a no-photo decision without disadvantaging participation.
- Use business-owned/approved devices and accounts where possible.
- Do not publish a child's full name alongside identifying images unless there is a specific lawful, consented reason.
- Do not tag children's personal accounts or encourage private direct messaging.
- Moderate comments and remove bullying, sexualised, discriminatory or identifying content.
- Any online coaching/meeting involving children must follow safeguarding, visibility and parent-awareness arrangements.

9. Inclusion, Bullying and Peer-on-Peer Harm

Bullying, sexist/racist/homophobic/disablist language, sexual harassment, coercion, hazing, unwanted touching and online abuse must be challenged and recorded where appropriate. Staff should distinguish ordinary conflict from patterns of harmful behaviour while responding to both.

Girls and boys should have equitable access to equipment, leadership, playing time/challenge and positive attention. Girls-only sessions may be offered to improve access or belonging without presenting mixed provision as a boys' environment.

10. Mental Health and Wellbeing Boundaries

Mindset activities can include confidence, resilience, coping with mistakes, emotional regulation, leadership and goal setting. Staff should not diagnose, provide therapy, undertake clinical risk assessments outside their professional/business remit, or imply that participation replaces healthcare.

If a young person appears distressed, provide calm immediate support, involve the parent/guardian where appropriate, follow safeguarding procedures where safety concerns arise, and encourage use of appropriate healthcare/statutory support according to the situation.

Any professional clinical role held outside Mindset Through Sport must remain clearly separate from the business.

11. Safeguarding Record Form

Date/time of concern	
Young person's name / DOB	
Person recording	
Activity/location	
What was seen/heard/disclosed (facts and exact words where possible)	
Immediate safety action	
DSL informed - name/time	
Parent/guardian contact and rationale	
External advice/referral and reference	
Decision / follow-up	
Signature/date	

12. Risk Assessment Method

Scoring: Likelihood (L) 1 Rare, 2 Unlikely, 3 Possible, 4 Likely, 5 Almost certain. Severity (S) 1 Minor, 2 Moderate, 3 Significant, 4 Major, 5 Catastrophic. Risk score = L x S.

Score	Action
1-4 Low	Maintain controls and monitor.
5-9 Medium	Improve controls where reasonably practicable; named person monitors.
10-15 High	Do not proceed until additional controls reduce risk.
16-25 Very High	Stop/prohibit activity until risk is substantially reduced.

Assessment: Confidence Through Sport - football and cricket sessions, ages 7-16. **Venue:** [VENUE]. **Assessor:** [NAME]. **Date:** [DATE]. **Review:** before first use, after material change/incident and periodically.

13. Core Activity Risk Assessment

Hazard	Potential harm	Who	L	S	Initial	Controls	L	S	Residual
Arrival / collection	Child leaves with unauthorised adult; road/parking risk	Children/parents	3	5	15	Register attendance; authorised collectors; clear handover point; late/missing-child procedure; supervise entry/exit; venue traffic controls.	1	5	5
Inadequate supervision	Injury, bullying, safeguarding incident	Children	3	5	15	Age-appropriate staffing; clear zones; headcounts; coaches positioned for visibility; no unsupervised changing; emergency cover plan.	1	5	5
Football collisions / falls	Sprains, fractures, head injury	Participants	3	3	9	Safe warm-up; suitable surface/footwear; progressive drills; space groups; enforce safe play; first aid; stop for suspected concussion/head injury.	2	3	6
Cricket ball / bat impact	Head/face/body injury	Participants/coaches	3	4	12	Age/ability-appropriate balls; controlled hitting zones; no swinging bats outside designated area; protective equipment where required; qualified/competent supervision; spacing and commands.	1	4	4
Equipment	Trips, defective equipment, goal collapse	All	3	4	12	Pre-session inspection; anchor goals where required; remove defective kit; equipment zones; cones/bags kept off playing areas.	1	4	4
Weather / heat / cold	Heat illness, dehydration, hypothermia, lightning	All	3	4	12	Check forecast; drinks/rest; shade/layers; modify/cancel in unsafe conditions; lightning procedure; communicate cancellations.	1	4	4
Slips / uneven surface	Falls and injury	All	3	3	9	Pre-use venue inspection; mark/avoid hazards; appropriate footwear; stop if surface unsafe.	1	3	3
Medical condition / allergy	Acute illness, anaphylaxis, asthma	Child	2	5	10	Collect current medical info; emergency contacts; agreed medication access; staff know emergency process; call emergency services when indicated.	1	5	5
First-aid emergency	Delay in treatment	All	2	5	10	Appropriate first-aid provision; accessible kit; charged phone; venue address/ambulance access known; accident record; emergency contact process.	1	5	5
Safeguarding / abuse	Physical/emotional/sexual harm	Children	2	5	10	Safeguarding policy; safer recruitment; DBS eligibility/checks; code of conduct; DSL; open/observable coaching; reporting and allegation procedures.	1	5	5
Bullying / discrimination	Emotional harm, exclusion, dropout	Children	3	3	9	Inclusion code; challenge harmful language; balanced opportunities for girls/boys; supervise peer interactions; record/review patterns; parent communication.	1	3	3

Hazard	Potential harm	Who	L	S	Initial	Controls	L	S	Residual
One-to-one situation	Boundary concern/allegation	Child/adult	2	5	10	Avoid isolation; remain visible/interruptible; parent aware; document planned 1:1 arrangements; no private home sessions unless specifically risk assessed.	1	5	5
Toilets / changing	Safeguarding/privacy concern	Children	2	5	10	Venue-specific plan; age/privacy arrangements; adults do not change with children; avoid lone adult/child situations; supervise access rather than cubicles.	1	5	5
Photography / social media	Privacy breach, inappropriate image use	Children	3	4	12	Separate consent; photo register; approved devices/accounts; no private messaging/tagging; secure storage/deletion; no photography in changing/toilet areas.	1	4	4
Lost child	Serious safeguarding harm	Child	2	5	10	Attendance/headcounts; boundaries explained; missing-child procedure; immediate search/escalation; police/parents as circumstances require.	1	5	5
Behaviour / aggression	Injury or emotional harm	All	3	4	12	Clear rules; de-escalation; separate unsafe participants; parent contact; behaviour plan; emergency services if serious threat.	1	4	4
Venue access / public	Unknown adult access, child wandering	Children	2	5	10	Define activity boundary; monitor entrances where practicable; staff challenge/report concerns; collection point; venue liaison.	1	5	5
Manual handling	Back/strain injury moving kit	Staff	2	3	6	Use manageable loads/trolleys/team lifts; store heavy kit safely; avoid unnecessary lifting.	1	3	3
Infection / illness	Transmission of illness	All	2	3	6	Hand hygiene; clean shared equipment as appropriate; do not attend when acutely unwell where relevant; follow current public-health guidance.	1	3	3
Data/privacy	Loss of medical/contact/safeguarding data	Children/families	2	4	8	Data minimisation; secure systems; restricted access; separate safeguarding records; retention/deletion rules; privacy notice.	1	4	4

14. Venue-Specific Pre-Session Dynamic Risk Check

- Playing surface checked for holes, glass, standing water, ice, animal fouling and other hazards.
- Goals/nets/boundaries/equipment stable and safe.
- Cricket hitting/bowling zones separated from waiting groups and public routes.
- Weather and temperature acceptable; cancellation/modification threshold considered.
- Toilets/changing/access arrangements confirmed.
- First-aid kit, phone, emergency contacts and venue address available.
- Emergency vehicle access known and unobstructed.
- Attendance register and authorised collection information available.
- Medical/allergy/emergency medication information accessible to authorised staff.
- Staffing sufficient for group size, ages and individual needs.
- Public/other venue users do not create an unmanaged safeguarding risk.
- Any new hazard has been controlled or the activity changed/stopped.

Session/date: _____ Venue: _____ Lead coach: _____

New hazards / action taken:

Safe to proceed? YES / NO Signature: _____

15. Emergency Action Plan

Emergency information	Complete before launch
Venue name/address	[FULL ADDRESS]
What3words / access detail if used	[DETAIL]
Ambulance access / gate	[DETAIL]
Nearest AED	[LOCATION / ACCESS]
First aider(s)	[NAMES]
First-aid kit location	[LOCATION]
Emergency phone	[NUMBER / DEVICE]
DSL / deputy	[CONTACTS]
Evacuation assembly point	[LOCATION]
Parent emergency contact records	[SECURE LOCATION]

16. Accident / Incident Form

Participant / person	
Date/time	
Venue/activity	
Nature of injury/incident	
What happened	
Immediate treatment/action	
First aider	
Parent/guardian informed - time/by whom	
Emergency services / further care	
Equipment/area quarantined?	
Follow-up / risk assessment change	
Completed by / date	

17. Pre-Launch Sign-Off

- Safeguarding policy completed with named DSL/deputy and verified local referral/allegation contacts.
- Appropriate DBS eligibility/checks confirmed.
- Insurance confirms football, cricket, wellbeing/mentoring, age groups, venues and delivery model.
- First-aid arrangements and emergency plan confirmed.
- Venue and activity risk assessments completed.
- Registration, medical, consent, privacy and collection processes live.
- Staff/volunteers inducted and code of conduct signed.
- Photography/social-media process live.
- Safeguarding and incident records have secure storage.
- Policies reviewed after any significant incident, change in venue/activity/staffing or safeguarding learning.

Business lead sign-off: _____ **Date:** _____

DSL sign-off: _____ **Date:** _____

This pack is a practical template, not a substitute for legal, safeguarding, insurance or regulatory advice. Local referral details, venue controls and the exact legal/registration requirements must be verified before delivery.