



COMMUNITY
SPORTS
FOUNDATION

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SAFEGUARDING CHILDREN POLICY

Date of Next Update June 2026

Policy Purpose

The purpose of this policy statement is to detail our commitment to child safeguarding by ensuring that children and young people attending Norwich City Community Sports Foundation environments or participating in our activities are protected from harm.

Scope

This policy applies to all Norwich City Community Sports Foundation ("Foundation") and The Nest's – Norfolk's Community Hub (The Nest) colleagues, including those on temporary contracts or who have been working at the Foundation through a recruitment agency for more than 12 weeks. It does not apply to agency workers who have worked at the Foundation or The Nest for less than 12 weeks, consultants or self-employed contractors.

This policy supersedes any previous guides prior to its issue date.

Legal Framework

This policy has been based on legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from <https://learning.nspcc.org.uk/child-protection-system>

Definition

A child or young person is defined as anyone who has not yet reached their 18th birthday. Child protection guidance points out that even if a child has reached 16 years of age and is:

- living independently
- in further education
- a member of the armed forces
- in hospital; or
- in custody in the secure estate

They are still legally children and should be given the same protection and entitlements as any other child. (Department for Education, 2018a).

Safeguarding and promoting the welfare of children is defined in Working Together 2023 as:

- Providing help and support to meet the needs of children as soon as problems emerge.
- Protecting children from maltreatment, whether that is within or outside the home, including online.

- Preventing impairment of children's mental and physical health of development.
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- Promoting the upbringing of children with their birth parents, or otherwise their family network through kinship care arrangement, whenever possible and where this is in the best interests of the children.
- Taking action to enable all children have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework.

Persons Affected

This policy applies to everyone working/ volunteering on behalf of Norwich City Community Sports Foundation, including the board of Trustee's, paid staff, volunteers, sessional workers, contractors and agency staff.

We believe

- children and young people should never experience abuse of any kind
- the rights of children are paramount and are embedded throughout our work and underpin the decisions we take
- we have a responsibility to protect children and ensure that they feel safe from harm
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation, or pregnancy and maternal status have an equal right to protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experience, level of dependency, communication need or other factors
- extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse or harm.
- working in partnership with children, their parents, carers, and other relevant agencies is essential to effective safeguarding.

We will seek to keep children safe by

- valuing them and respecting their rights.
- ensuring that their views are heard and acted upon.
- building a 'home for everyone' where people treat each other with respect
- ensuring that safeguarding is consistently embedded across the organisation through effective leadership and governance.

- ensuring we have effective safeguarding and related policies and procedures which are approved through the governance framework.
- ensuring that safeguarding policies and procedures are consistently implemented, publicised, regularly reviewed and improved where necessary.
- creating a culture where everyone takes responsibility for safeguarding and feel confident in raising concerns.
- ensuring our onboarding process are robust and meet industry safer recruitment standards
- ensuring that our workforce is equipped with the necessary knowledge and skills to protect children through awareness and safe practice
- adequately resourcing our safeguarding commitment
- sharing safeguarding information with children, families, and carers to promote awareness and build confidence
- working in partnership with children, families or carers and other stakeholders to protect their safety through supportive and solution-based approaches.
- ensuring colleagues and contractors adhere to the Foundation Safeguarding Code of Conduct and meet our Safer Sport Standards.
- providing physically safe environments through accountable health and safety standards.
- recording, storing, and using information professionally and securely, in line with data protection legislation and guidance
- Ensuring that we are compliant with the most up to date Keeping Children Safe in Education guidance and ensuring that staff who work within the education setting are aware of their duties by having read part one of the guidance.
- Ensuring a senior board trustee lead takes leadership responsibility for the organisation's safeguarding arrangements.

We will respect the ability of children to make decisions by

- considering their age, maturity and mental capacity when assessing their capacity to consent.
- checking their understanding of the issue and what it involves – including advantages, disadvantages, and potential long-term impact.
- confirming their understanding of the risks, implications and consequences that may arise from their decision.
- checking how well they understand any advice or information they have been given
- gaining their understanding of any alternative options, if available.
- considering their ability to explain a rationale around their reasoning and decision making.

- remembering that consent is not valid if a young person is being pressured or influenced by someone else.
- Understanding capacity to consent may be affected by stress, mental health conditions and other complexities.
- If we don't think a child is competent to make decisions or there are inconsistencies in their understanding, we will seek consent from their parents or carers before proceeding.

Please note that this policy relates to all of Norwich City Community Sports Foundation programmes, including the ETC programme.

Associated Policies

Safeguarding Responding to and Managing allegations
Safeguarding Code of Conduct

Responsibility and Key Contacts

Safeguarding & Compliance manager

This policy is approved by the Chief Executive Officer, who holds ultimate responsibility for its implementation and effectiveness. Operational responsibility for the policy content rests with the relevant Head of Department. The Compliance and People teams are jointly responsible for ensuring the policy remains up to date, aligns with current employment legislation, and reflects the values of both the Foundation and The Nest.

Line Managers are responsible for ensuring that all new employees read this policy and complete any associated training in place at the time as part of their induction.

Employees are responsible for ensuring that they understand and comply with this policy.

For contact details of the key contacts referred to in this policy, please ask your Line Manager.

Policy Issue Date: June 2025

Last review Date:

Date of Next Update: June 2026

This policy is next due for a general review on the above date. It may however be reviewed and updated earlier, in the event of a change in Foundation or The Nest requirements, or relevant legislation.

