



Child Safeguarding Policy

Registered charity number 1164222

Introduction

The welfare of children is everyone's responsibility, particularly when it comes to protecting them from abuse. This policy is based on the following principles:

- The welfare of children is the primary concern.
- All children, regardless of age, culture, disability, gender, language, racial origin, socio-economic status, religious belief, or sexual identity, have the right to protection from abuse.
- It is everyone's responsibility to report any concerns they may have regarding abuse.
- All incidents of alleged poor practice, misconduct, and abuse will be taken seriously and responded to swiftly and appropriately.

This policy is drawn up on the basis of law and guidance that seeks to protect children, namely:

Children Act 1989, Human Rights Act 1998, Sexual Offences Act 2003, Children Act 2004, Safeguarding Vulnerable Groups Act 2006, Data Protection Act 2018, Equality Act 2010, and Working Together to Safeguard Children (current statutory guidance).

Track Academy Responsibilities

Track Academy is responsible for ensuring that all staff, volunteers, and subcontracted personnel undergo an enhanced DBS check to confirm their suitability to work with children.

Any staff awaiting DBS clearance will not be permitted to deliver services directly to children until satisfactory results are received. Track Academy will adhere to any child protection policies and procedures of partner organisations or service contractors and will undertake training where required.

We will:

- Promote the health and welfare of children by providing safe opportunities to take part in our activities.
- Respect and promote the rights, wishes, and feelings of children.
- Implement appropriate procedures to safeguard the well-being of children and protect them from abuse.
- Recruit, train, support, and supervise staff and volunteers to adopt best practice to safeguard children and minimise risk.



- Require all staff and volunteers to adopt and abide by this Safeguarding Children Policy.
- Respond to any allegations of misconduct or abuse in line with this policy and implement relevant disciplinary and appeals procedures where necessary.
- Review and evaluate this policy and its procedures regularly (at least annually).

Designated Safeguarding Leads (DSLs)

The Designated Safeguarding Leads at Track Academy are responsible for managing any safeguarding issues that arise. They will:

- Deal appropriately with all concerns and maintain confidentiality for all parties involved.
- Report any allegations of child abuse that occur at Track Academy to Brent Children's Social Care Services and/or the Police Service as required.

If both DSLs are unavailable, the most senior person within Track Academy should be notified immediately.

DSL contact details (combined from both documents):

- **Yvonne Simpson** – Operations and Youth Manager
Mobile: 07956 715 052
Email: yvonne@trackacademy.co.uk
- **Erick Sanchez** – Education and Mentoring Coordinator
Mobile: 07399 229 665
Email: erick@trackacademy.co.uk

Reporting Concerns

If you think a child is in **immediate danger**, contact the police on **999** or the NSPCC immediately.

NSPCC Contact Details

Telephone: 0808 800 5000

Text: 88858

Email: help@nspcc.org.uk

Online: [nspcc.org.uk/reportconcern](https://www.nspcc.org.uk/reportconcern)

Brent Children's Social Care Services

020 8937 4300 (Office hours: 9am–5pm)

020 8863 5250 (Emergency Duty Team after hours)

If returning a child home would place them in immediate danger, seek advice from the NSPCC or the Local Authority's Children's Social Care team.



England Athletics Safeguarding Guidance

Who is responsible for safeguarding children?

Everyone is responsible for ensuring that all children are protected from any form of abuse.

What should you do if you suspect a child is being abused?

If a child displays signs of abuse and you have concerns, pass the information to the Designated Safeguarding Lead immediately. Do not investigate yourself, as this may compromise a later police inquiry.

Who should you report to?

Report any safeguarding concerns to the DSLs, who will assess the situation and involve relevant authorities. You should also inform the Director of Track Academy that a safeguarding concern has been raised.

If you are not satisfied with the response:

If you believe Track Academy has not taken appropriate action, contact Brent Social Services or the NSPCC Helpline (0808 800 5000) for further guidance.

Concerns about a colleague:

Report any concerns about a colleague's behaviour to the DSLs, who will liaise with appropriate safeguarding representatives.

Serious Incident Reporting to the Charity Commission

As a registered charity (1164222), Track Academy's trustees have a legal duty to report **serious incidents** to the Charity Commission. This includes specific safeguarding failures, such as:

- An allegation of abuse against a staff member, volunteer, or trustee.
- A safeguarding incident that has resulted in significant harm to a child.
- A police investigation involving the charity's activities.

Staff and volunteers must notify the Director or a trustee immediately if they become aware of any incident that may constitute a serious incident. The trustees will assess and report to the Charity Commission within 14 days where required.

Whistleblowing Statement

Track Academy is committed to the highest standards of openness and accountability. Any staff member, volunteer, or contractor who has a genuine concern about malpractice, risk, or wrongdoing (including safeguarding failures) is encouraged to speak up without fear of victimisation.

Concerns can be raised confidentially to the Director or a trustee. No one will be penalised for raising a genuine concern in good faith.



Managing Allegations Against Staff or Volunteers

If an allegation is made that a member of staff, volunteer, or contractor has:

- Behaved in a way that has harmed or may have harmed a child;
- Possibly committed a criminal offence against a child;
- Behaved towards a child in a way that indicates they are unsuitable to work with children;

then the matter will be referred immediately to the Local Authority Designated Officer (LADO) for Brent and, where appropriate, the police. The DSLs will not investigate independently but will follow statutory procedures under *Working Together to Safeguard Children*.

Protecting Yourself from Allegations (Code of Conduct)

To protect yourself and the children you work with:

- Never be alone with a child where you cannot be seen by others.
- Avoid encouraging dependence or forming personal attachments.
- Avoid physical contact that could be misunderstood.
- Do not give out personal contact details.
- Do not have "favourites."
- Never take children to your home.
- Avoid personal tasks children can do for themselves.

Social Media & Digital Boundaries

- Do not send friend/follow requests to children on personal social media accounts.
- Do not engage in one-to-one private messaging with children (use group/approved channels only).
- Maintain professional boundaries online at all times.

Unacceptable Practices

You must never:

- Engage in sexually provocative or rough games.
- Form intimate relationships with children.
- Allow or engage in inappropriate touching or sexualised behaviour.
- Use sexualised or abusive language.
- Dismiss or ignore allegations made by a child.
- Invite children to stay at your home.
- Engage in sexual activity with a child under 18 (you are in a position of trust).



If a Child Discloses Abuse

If a child tells you they are being abused ("disclosure"):

- Listen carefully and remain calm.
- Do not ask leading questions or attempt to investigate.
- Do not promise to keep it secret – explain that you must pass the information to the safeguarding lead.
- Reassure the child that they did the right thing in speaking up.
- Write down what was said, using the child's exact words, and include names, dates, and times.
- Report immediately to the Designated Safeguarding Lead.

Keeping Children and Young People Safe Online

Track Academy recognises the importance of keeping children safe in online spaces.

When engaging with children online:

- Ensure children are of the appropriate age for digital platforms (minimum 13 years old).
- Use only approved communication channels (e.g. group sessions via organisation-managed accounts).
- Maintain professional boundaries and avoid one-to-one private messaging.
- Ensure more than one adult is present in online sessions when possible.
- Use language and behaviour that is respectful, appropriate, and non-harassing.
- Do not share personal contact information.

AI and Emerging Technology

- Do not upload images, names, or personal details of children into generative AI tools (e.g. ChatGPT image generators, deepfake software) without explicit written consent and a clear safeguarding assessment.
- Be aware that AI-generated content can be used to create harmful or abusive material – report any such concerns immediately.

Filtering and Monitoring

- Track Academy will use appropriate filtering and monitoring systems on its devices and networks to reduce the risk of exposure to harmful content.
- Any online safeguarding incidents will be recorded and reported to the DSL.

Further guidance:

Laureus Safeguarding, NSPCC Learning, Thinkuknow, Internet Matters



Supporting Children's Mental Health

Track Academy is committed to promoting mental well-being among children and young people, especially during challenging times. If you are concerned about a child's mental health or emotional welfare, follow safeguarding procedures and contact appropriate support services.

Definitions of Child Abuse

- **Neglect** – Persistent failure to meet a child's basic physical and emotional needs.
- **Physical Abuse** – Physical harm or injury inflicted on a child.
- **Sexual Abuse** – Forcing or enticing a child to take part in sexual activities.
- **Emotional Abuse** – Persistent emotional maltreatment causing adverse effects on emotional development.

Policy Review

This policy will be reviewed **annually** or sooner if required by changes in legislation, guidance, or organisational need.

Last updated: April 2026

Signed by CEO of Track Academy:

Name: Patrik Ewe

Date signed: 10 April 2026