



Inspiring a healthy community, investing in learning

AYLSHAM SPORTS HUB LIMITED (ASH) SAFEGUARDING POLICY STATEMENT

Review Frequency: Annually

Next Review Date: 01.04.2026

Ratified by the Business Director on:

Our Statement

Aylsham Sports Hub Limited (ASH) acknowledges the duty of care to safeguard and promote the welfare of children and vulnerable adults and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and relevant regulatory bodies.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability, or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children and vulnerable adults:

- Have a positive and enjoyable experience of using the facilities and taking part in activities at ASH in a safe and child centred environment
- Are protected from abuse whilst participating in activities at ASH or outside of the activity

We acknowledge that some children and vulnerable adults, including disabled children or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept responsibility to take reasonable and appropriate steps to ensure their welfare.

We believe that:

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practice in a way that protects them.

We recognise that:

- The welfare of children is paramount in all the work we do and in all the decisions we take
- Working in partnership with children, young people, their families and other agencies is essential in promoting young people's welfare
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse



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Our Policy

What we will do

As part of our safeguarding policy we will:

- Promote and prioritise the safety and wellbeing of children and vulnerable adults
- Value, listen to and respect children and vulnerable adults
- Ensure robust safeguarding arrangements and procedures are in operation by appointing a Designated Safeguarding lead for children and young people, and a deputy lead with a key focus on safeguarding.
- Adopt safeguarding and best practice through our policies, procedures and code of conduct for staff and volunteers
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate opportunities to recognise and identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and vulnerable adults
- Provide effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about our policies, procedures and behaviour codes and follow them confidently and competently.
- Ensure appropriate action is taken in the event of incidents or concerns of abuse and support provided to the individual(s) who raise or disclose the concern
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- Record and store information securely, in line with data protection legislation and guidance
- Prevent the employment or deployment of unsuitable individuals by recruiting and selecting staff via safer recruitment practices, ensuring all checks are made
- Appoint a Designated safeguarding lead for children and vulnerable adults, a deputy and a director to oversee safeguarding
- Use our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, and families appropriately.
- Use our procedures to manage any allegations against staff and volunteers appropriately
- Create and maintain an anti-bullying environment and ensure that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensure that we have effective complaints and whistleblowing measures in place
- Ensure that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- Build a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.
- Share information about safeguarding and good practice with visitors to ASH via leaflets, posters and discussions where relevant
- Make sure that children and vulnerable adults know where to go to for help if they have a concern



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1. How to raise a concern:

If you have a concern please contact either our safeguarding and child protection lead – Laura Killington or our deputy child protection lead – Darren Neale. Their contact details are below.

Alternatively, you can contact the Local Authority Duty Desk on 01603 307797. NSPCC whistleblowing helpline is also available if you do not feel able to raise a concern internally. Call: 0800 028 0285 – line is available from 8:00am to 8:00pm, Monday to Friday or via e-mail: help@nspcc.org.uk.

Contact Details

Our Safeguarding Lead

Name: Darren Neale
Role: Gym Manager
Tel: 01263 738966
Email: darren@aylshamsportshub.co.uk

Our Deputy Safeguarding Lead

Name: Laura Killington
Role: Swim school & activities Manager
Tel: 01263 738966
Email: laura@aylshamsportshub.co.uk

Our Safeguarding Director

Name: Jo Tuttle
Role: Director
Tel: 01263 733270
Email: jtuttle@aylshamhigh.norfolk.sch.uk

This policy and procedures will be widely promoted and are mandatory for everyone involved with ASH. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal or exclusion from the organisation.

Monitoring

This policy will be reviewed on an annual basis, or in the following circumstances;

- Changes in legislation and/or government guidance
- As required by the local safeguarding partnership or other regulatory body
- As a result of any other significant change or event

Everyone involved in providing activities for children and vulnerable adults will be given access to appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and vulnerable adults. This training will be given on staff or volunteer induction and on an annual basis thereafter.

In a safeguarding emergency, where a young person or vulnerable adult is at immediate risk of harm, call 999