



The Swans Community Partnership - Safeguarding and Child Protection Policy

1. Purpose and Aim:

The Swans Community Partnership (TSCP) is a community-focused organisation committed to improving opportunities and wellbeing for children, young people, and families through sport, education, and community engagement.

We recognise our responsibility to safeguard the welfare of all children and young people who engage with our programmes, services, and activities. The purpose of this policy is to ensure that every child is safe, protected from harm, and able to thrive in an environment that promotes their wellbeing.

2. Scope of the Policy:

This policy applies to:

All Swans Community Partnership staff, directors, volunteers, and sessional workers.

Contractors, consultants, and partner organisations working on behalf of TSCP. Any activity delivered under the TSCP name where children and young people under the age of 18 are present.

It covers all programmes, events, projects, and services where TSCP has responsibility for the care, welfare, or supervision of children and young people.

3. Context:

This policy is underpinned by UK legislation and statutory guidance, including:

Children Act 1989 and 2004

Working Together to Safeguard Children (2023)

Keeping Children Safe in Education (2023)

Safeguarding Vulnerable Groups Act 2006

Equality Act 2010



Data Protection Act 2018 and UK GDPR

The policy reflects our role in promoting children's rights under the United Nations Convention on the Rights of the Child (UNCRC).

4. Policy Statement:

The Swans Community Partnership believes that:

The welfare of children is paramount.

All children have the right to equal protection from all forms of harm or abuse.

Safeguarding is everyone's responsibility.

Children and young people have the right to be listened to, valued, and respected.

We will create a safe environment where children and young people feel secure, can talk openly, and are confident they will be heard.

5. Roles and Responsibilities:

Designated Safeguarding Lead (DSL): James Badham 07824486400

james@swanscommunitypartnership.co.uk

Deputy Designated Safeguarding Lead (DDSL): Caroline Moran 07837988861

caroline@swanscommunitypartnership.co.uk

The DSL and DDSL are responsible for:

Acting as the first point of contact for safeguarding concerns.

Ensuring safeguarding procedures are followed.

Liaising with statutory agencies, including MASH and ESWT.

Maintaining safeguarding records securely.

Supporting staff and volunteers with safeguarding training.



6. Recognising Signs and Symptoms of Abuse:

Staff and volunteers must be alert to the 4 main categories of abuse:

Physical abuse – hitting, shaking, poisoning, burning, or otherwise causing harm.

Emotional abuse – persistent ill-treatment that causes severe adverse effects on emotional development.

Sexual abuse – forcing or enticing a child to take part in sexual activities.

Neglect – persistent failure to meet a child's basic physical and/or psychological needs.

7. Responding to Safeguarding Concerns:

If a child is at immediate risk of harm, dial 999.

Steps for staff and volunteers:

1. Remain calm and listen carefully.
2. Do not promise confidentiality – explain you may need to share concerns.
3. Record what you have seen, heard, or been told using the child's own words.
4. Report immediately to the DSL or DDSL.
5. The DSL / DDSL will contact Milton Keynes MASH (Multi-Agency Safeguarding Hub): 01908 253169 / 253170 or the Emergency Social Work Team (out of hours): 01908 265545.

8. Specific Safeguarding Risks:

Child Sexual Exploitation (CSE): Manipulation or coercion of a child into sexual activity, often in exchange for something.

Child Criminal Exploitation (CCE): Involvement of children in criminal activity such as county lines drug trafficking.

County Lines: Exploitation of children by gangs to move drugs/money across areas.

Female Genital Mutilation (FGM): Illegal practice of female genital cutting. Staff have a mandatory duty to report known cases of FGM on under 18s to the police.



9. Safer Recruitment:

We are committed to safe recruitment practices including:

Enhanced DBS checks for all eligible roles.

Verification of identity, references, and qualifications.

Clear safeguarding responsibilities in job descriptions.

Probation and supervision processes.

10. Management and Supervision:

All staff / volunteers receive safeguarding induction and annual refresher training.

Regular supervision ensures safe practice and early identification of concerns.

Safeguarding is a standing agenda item in team meetings.

11. Recording and Information Management:

All safeguarding concerns are recorded on the TSCP Safeguarding Form.

Records are factual, accurate, and stored securely.

Access is restricted to the DSL / DDSL.

12. Managing Allegations Against Staff / Volunteers:

Allegations will be taken seriously and acted upon immediately.

Concerns must be reported to the DSL / DDSL who will contact the Local

Authority Designated Officer (LADO): 01908 254307 / [lado@milton-](mailto:lado@milton-keynes.gov.uk)

[keynes.gov.uk](mailto:lado@milton-keynes.gov.uk).

Staff, parents, or young people can follow the TSCP Allegations Flowchart.

13. Whistleblowing:

Staff and volunteers must report any concern about unsafe practice or potential misconduct. Concerns can be reported:

To the DSL / DDSL.

To the Directors.

Directly to the NSPCC Whistleblowing Advice Line: 0800 028 0285.



14. Social Media Safeguarding:

The Swans Community Partnership recognises that social media can be a valuable tool for communication and promotion of our activities. However, inappropriate use can pose safeguarding risks and damage the reputation of both individuals and the organisation.

Personal Account Guidelines

Staff, volunteers, and directors must not accept or invite “friend” or “connection” requests from children, young people, or their families via personal social media accounts.

Personal accounts must not be used to communicate with service users under any circumstances.

Individuals are expected to apply appropriate privacy and security settings on their personal social media accounts.

Staff, volunteers, and trustees should avoid posting content that may bring The Swans Community Partnership into disrepute.

Association with the Organisation

When representing or being identifiable as part of The Swans Community Partnership, individuals are expected to act in a way that upholds the reputation of the organisation.

Content that could reasonably be viewed as discriminatory, offensive, or harmful must not be shared.

Any safeguarding concerns arising from social media must be reported immediately to the DSL or DDSL.

Organisational Account Guidelines

Only authorised staff / volunteers may post on behalf of The Swans Community Partnership.

All posts must respect confidentiality and never disclose personal or identifying information about service users.

Where service users are referred to, anonymity must be preserved unless explicit, informed consent has been obtained.



Professional, respectful etiquette must be always observed. Direct messaging with children or young people from organisational accounts is not permitted unless pre-approved and risk assessed.

Photo and Video Consent

Images or videos of children and young people will only be taken and shared with prior written consent from parents/carers.

Consent forms must specify the intended use (e.g., website, social media, printed material).

Photos and videos must not include identifying details such as full names, personal contact information, or school addresses.

Children and young people have the right to withdraw consent at any time, and the organisation will respect such requests promptly.

15. Reporting Flowcharts:

Two flowcharts are provided as appendices:

Staff / Volunteers Safeguarding Concern Process.

Managing Allegations Against Staff / Volunteers.

16. Monitoring and Review:

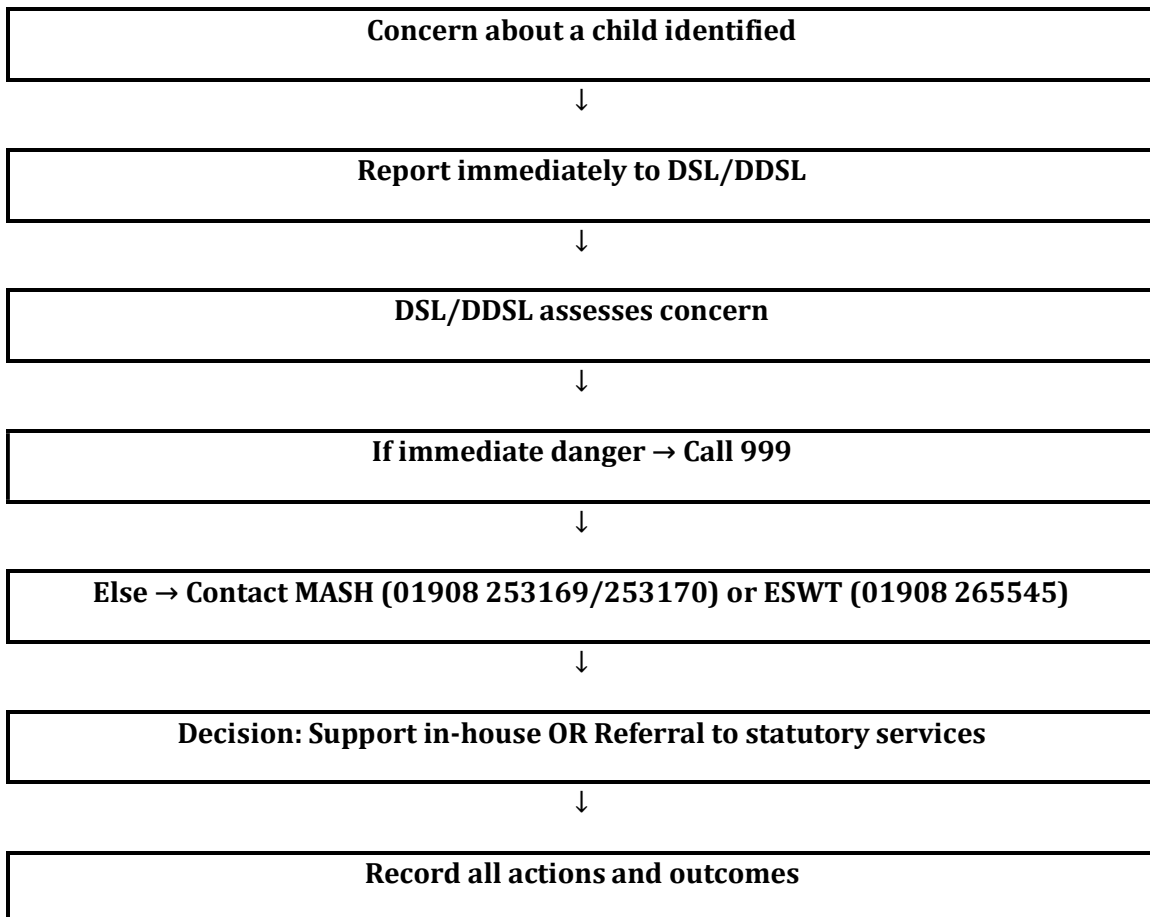
This policy will be reviewed annually, or sooner if legislation, guidance, or organisational need requires.

Policy Review Date: 25th September 2026

Policy Approved By: Board of Directors (*Caroline Moran, James Badham & Rosie Thurston*)

Next Review Due: 01st September 2026

Appendix 1: Safeguarding Concern Process (Staff/Volunteers):



Appendix 2: Managing Allegations Against Staff/Volunteers:

