



UKFP Safeguarding Policy

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Effective Date: [Insert Date]

Review Date: [Insert Date]

Policy Owner: UKFP Board]

Lead Implementer: Designated Safeguarding Lead (DSL)

Approved by: UKFP Board

1. Policy Statement

UKFP is committed to ensuring the safety and welfare of all participants, particularly children, young people, and vulnerable adults. All participants have a right to protection from abuse, exploitation, neglect, and discrimination. UKFP recognises its duty of care under the Children Act 1989, the Children Act 2004, and the Care Act 2014.

A **child** is defined as anyone under the age of 18. A **vulnerable adult** is defined as an individual aged 18 or over who may be unable to protect themselves from harm due to disability, illness, or social circumstances.

2. Scope

This policy applies to:

- Employees and contractors
- Coaches and volunteers

- Session leaders and trip organisers
 - Club members and parents
 - Visitors and any person associated with UKFP activities
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3. Policy Aims

- Provide a safe, respectful, and inclusive environment
 - Promote good practice among all personnel
 - Enable staff and volunteers to respond confidently and appropriately to safeguarding concerns
 - Ensure all suspicions or allegations of abuse are reported and handled effectively
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4. Good Practice Guidelines

UKFP expects all adults to model exemplary conduct, including:

- Working in open, observable environments
- Treating all participants with dignity and fairness
- Avoiding unnecessary physical contact
- Seeking consent from young people and parents before any manual support or transport
- Respecting privacy in changing areas and accommodation
- Using constructive, age-appropriate feedback
- Being an excellent role model in behaviour, language, and appearance
- Keeping accurate records of injuries, incidents, or medical interventions
- Obtaining written parental consent for travel, treatment, photography, and video use

5. Practices Never to Be Sanctioned

Staff and volunteers must never:

- Engage in inappropriate physical or sexual contact
- Make suggestive or demeaning comments
- Use discriminatory, bullying, or sexually explicit language
- Share rooms with children
- Invite children to stay in private accommodation
- Conduct tasks of a personal nature that a child can do for themselves
- Allow allegations or suspicions to go unrecorded or unacted upon

6. Safer Recruitment

UKFP will ensure all staff and volunteers:

- Complete an application form with disclosure of criminal history
- Provide two references (including one relating to work with children)
- Undergo an enhanced Disclosure and Barring Service (DBS) check
- Attend an induction covering safeguarding responsibilities
- Sign the UKFP Code of Conduct

7. Training Requirements

All safeguarding personnel must:

- Complete an NSPCC, British Fencing, or Sport England-approved safeguarding course

- Attend refresher training every three years
 - Receive clear guidelines on their safeguarding responsibilities
 - Complete first aid training as appropriate to their role
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8. Responding to Concerns

Anyone with a concern must:

1. Report it to the Designated Safeguarding Lead (DSL) immediately.
2. Complete the **UKFP Incident Report Form**.
3. If the child is in immediate danger, contact emergency services (999).
4. The DSL will liaise with:
 - Local Authority Designated Officer (LADO)
 - Police or social services
 - British Fencing Safeguarding Officer

If the DSL is implicated, the concern must be reported directly to the UKFP Board or British Fencing Safeguarding Officer.

9. Bullying and Online Abuse

UKFP will treat any form of bullying (verbal, physical, psychological, or online) as a safeguarding matter. Responses include:

- Immediate intervention to ensure the child is safe
- Engagement with both victim and alleged perpetrator
- Reporting to external agencies as required
- Keeping written records of all actions taken

10. Confidentiality and Record Keeping

- All concerns will be documented clearly, distinguishing between fact and opinion
 - Records will include names, dates, witnesses, and the nature of the concern
 - Information will be stored securely and shared only on a need-to-know basis
 - Records of allegations will be retained in accordance with data protection legislation
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11. Trips, Travel, and Chaperoning

- Children attending UKFP trips must be accompanied by a parent or a DBS-cleared chaperone
 - A minimum ratio of one chaperone per eight children per gender must be maintained
 - A named trip manager must hold full medical and contact details for all participants
 - No coach may act as sole chaperone for more than three children
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12. Whistleblowing

Concerns about the conduct of staff, volunteers, or coaches may be raised confidentially. Whistleblowers are protected under the **Public Interest Disclosure Act 1998**. Reports can be made to:

- The DSL
 - The UKFP Board
 - British Fencing's whistleblowing mechanism
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13. Allegations Against Staff or Volunteers

Allegations will trigger three potential investigations:

- Criminal (police)
- Safeguarding (social services)
- Disciplinary (UKFP internal)

Individuals may be suspended pending investigation. UKFP will base internal outcomes on the balance of probabilities, always prioritising the safety of participants.

14. Review and Policy Ownership

This policy will be reviewed annually or in response to:

- New legislation
- Safeguarding incidents
- Updates from British Fencing or government guidance

Policy reviewed by: **[DSL name]**

Next review date: **[Insert date]**