



SAFEGUARDING & CHILD PROTECTION POLICY

Fusion Activity Clubs | Academic Year 2026/27

Policy owner	Fusion Activity Clubs
Effective from	1 September 2026
Review date	August 2027, or earlier following statutory/guidance change or a safeguarding incident
Designated Safeguarding Lead (DSL)	Jack Brown
Deputy DSL / safeguarding contact	Marc May
Safeguarding email / telephone	contact@fusionactivityclubs.com / 07944 067 309
Applies to	All Fusion staff, coaches, contractors, volunteers and activities, including school-based sports clubs and wraparound care

1. Policy statement

Fusion Activity Clubs is committed to safeguarding and promoting the welfare of every child who attends our sports clubs, wraparound care or other activities. The welfare and best interests of the child are paramount. Safeguarding is everyone's responsibility.

Fusion recognises that children may be vulnerable to abuse, neglect, exploitation, discrimination and harm in their home, community, online or within organisations. We will provide a safe, inclusive culture in which children are listened to, concerns are acted upon, and staff understand that safeguarding concerns can arise anywhere and at any time.

Where Fusion operates on a school site, this policy must be read alongside the host school's or academy trust's safeguarding and child protection policy, staff code of conduct, behaviour procedures, emergency arrangements and local safeguarding partnership procedures. Where procedures differ, Fusion staff must follow the arrangement that provides the clearest and safest route for the child, including immediate referral to the school's DSL when on site.

2. Legal and statutory framework

This policy reflects the safeguarding framework in force or published for the 2026/27 academic year in England, including:

- Keeping Children Safe in Education 2026 (Department for Education), effective from 1 September 2026.
- Working Together to Safeguard Children 2026 (Department for Education).
- Out-of-school settings: safeguarding guidance for providers, updated February 2026.
- School-age childcare guidance for schools and trusts, 2026, where relevant to wraparound provision.
- The Children Acts 1989 and 2004.
- The Education Act 2002, where applicable to school safeguarding arrangements.
- The Childcare Act 2006 and relevant Childcare (Disqualification) Regulations, where applicable to childcare for children under 8.
- The Counter-Terrorism and Security Act 2015 and current Prevent duty guidance.
- The Equality Act 2010.
- UK GDPR and the Data Protection Act 2018, together with current safeguarding information-sharing requirements and guidance.
- Relevant local safeguarding partnership threshold documents, referral pathways and allegations-management procedures.

Fusion will update this policy if statutory guidance or legislation changes during the policy period.

3. Definitions

Safeguarding and promoting the welfare of children means protecting children from maltreatment; preventing impairment of children's mental and physical health or development; ensuring children grow up with safe and effective care; and taking action to enable all children to have the best outcomes.

A child is anyone under the age of 18.

Abuse may be physical, emotional or sexual, or take the form of neglect. Safeguarding concerns can also include child-on-child abuse, exploitation, domestic abuse, online harm, radicalisation, harmful practices and other contextual risks.

4. Roles and responsibilities

4.1 The Fusion Designated Safeguarding Lead

The Fusion DSL has lead responsibility for safeguarding within Fusion. The DSL will:

- act as the main safeguarding point of contact for Fusion staff and liaise with school DSLs, children's social care, police, the local authority designated officer (LADO) and other agencies as appropriate;
- ensure concerns and referrals are recorded, secure and followed up;
- ensure staff receive appropriate induction, safeguarding training and updates;
- maintain awareness of local safeguarding arrangements and thresholds;
- support safer recruitment and allegations/low-level concerns procedures;
- review safeguarding practice, incidents and this policy at least annually.

4.2 All staff, coaches and volunteers

Every adult working for or on behalf of Fusion must:

- maintain an attitude of 'it could happen here';
- read and understand this policy and the safeguarding arrangements of each host school;
- know who the Fusion DSL and host-school DSL are and how to contact them;
- act immediately on any concern about a child;
- never promise a child confidentiality;
- record concerns factually and promptly;
- follow professional boundaries and the Fusion code of conduct;
- report concerns about the conduct of another adult, including low-level concerns.

5. Recognising safeguarding concerns

Staff do not need to diagnose abuse or have proof before sharing a concern. Indicators may be physical, behavioural, emotional, developmental, online or contextual. A child may disclose directly, indirectly, through play or behaviour, or a concern may arise from an adult's conduct.

Particular safeguarding issues may include:

- physical abuse, emotional abuse, sexual abuse and neglect;
- domestic abuse and the impact of seeing, hearing or experiencing its effects;
- child-on-child abuse, including bullying, sexual violence, sexual harassment, abuse in intimate relationships, physical abuse, initiation/hazing and online abuse;
- child sexual exploitation and child criminal exploitation, including county lines;
- serious violence, gangs and exploitation;
- online abuse, grooming, coercion, harmful content, cyberbullying and technology-assisted abuse;
- radicalisation and extremist influence;

- female genital mutilation, forced marriage and so-called honour-based abuse;
- trafficking and modern slavery;
- children missing from education or repeatedly absent where this may indicate risk;
- mental health concerns where they may be an indicator that a child has suffered or is at risk of abuse, neglect or exploitation;
- risks outside the home, including community and peer contexts.

6. Responding to a child who discloses

If a child tells a member of staff that they have been harmed or are worried about something, the member of staff must:

1. Listen carefully and remain calm.
2. Take the child seriously and reassure them that they have done the right thing by speaking.
3. Do not promise to keep the information secret. Explain that it must be shared with people who can help.
4. Do not interrogate, investigate or ask leading questions. Use only minimal open prompts where necessary, such as 'Tell me what happened'.
5. Do not criticise the alleged perpetrator or make promises about what will happen next.
6. Record the child's words as accurately as possible, together with the date, time, context and any visible injuries or relevant observations.
7. Report the concern immediately to the host-school DSL and the Fusion DSL. If the child is in immediate danger, contact emergency services and/or children's social care without delay.
8. Continue to support the child appropriately and maintain confidentiality on a strict need-to-know basis.

7. Reporting and referral procedure

Safeguarding concerns must never be left until the end of a shift or session if this would cause avoidable delay.

- On a school site: report immediately to the school's DSL or deputy DSL and inform the Fusion DSL.
- For a Fusion-run activity away from a school: report immediately to the Fusion DSL, who will consider referral to children's social care, police or other agencies under local procedures.
- If the DSL is unavailable and a child is at immediate risk, staff must make the referral themselves. Safeguarding action must not be delayed because a particular person is unavailable.
- If there is immediate danger or a crime is in progress, call 999.
- Where a referral is made, Fusion will cooperate with statutory agencies and provide relevant information lawfully and promptly.

Any member of staff may make a direct referral if they believe this is necessary to protect a child. If a staff member feels their concern has not been acted upon appropriately, they must escalate it through the school's safeguarding route, Fusion DSL, children's social care, LADO or police as appropriate.

8. Child-on-child abuse

Fusion has a zero-tolerance approach to child-on-child abuse. It will never be dismissed as 'banter', 'part of growing up' or an inevitable part of sport. Staff must challenge inappropriate behaviour and report safeguarding concerns.

When incidents occur, Fusion will consider the needs and safety of all children involved, avoid victim-blaming, preserve evidence where relevant, and work with the host school and statutory agencies. Appropriate risk and safety planning will be used where children continue to attend the same provision.

9. Sexual violence and sexual harassment

Any report of sexual violence or sexual harassment will be taken seriously. Staff must not attempt to mediate serious safeguarding allegations between children. Reports will be passed immediately to the DSL, with the child's wishes and feelings considered while recognising that safeguarding action may still be required.

10. Online safety, phones, photography and social media

- Staff must use technology professionally and in accordance with Fusion and host-school procedures.
- Staff must not use personal social-media accounts to communicate privately with children.
- Personal phone numbers should not be exchanged with children except where an authorised operational system specifically requires it and safeguards are in place.
- Images or video of children may only be taken, stored and used through authorised Fusion/school arrangements and in line with permissions, data protection and safeguarding requirements.
- Staff must not take images of children on personal devices unless specifically authorised under an agreed procedure.
- Any online safeguarding concern, including grooming, harmful content or technology-assisted abuse, must be reported to the DSL.

11. Safe sports coaching and physical contact

Sport may involve demonstrations, spotting, first aid or physical guidance. Any physical contact must be necessary, proportionate, appropriate to the activity, explained where practicable, and never secretive or punitive.

- Coaches should use verbal instruction and demonstration before physical guidance wherever possible.
- Where physical support is required for safety or technique, the child should understand what is being done and why.
- Staff must remain alert to a child's discomfort and stop contact where appropriate.
- One-to-one situations should be avoided where they create unnecessary safeguarding risk. Where individual support is necessary, it should be observable or otherwise appropriately managed.
- Physical intervention or restraint may only be used when lawful, necessary and proportionate to prevent harm, and must be reported and recorded in line with the host school's procedure.

12. Wraparound care, collection and missing children

- Accurate registers must be maintained for children attending Fusion provision.
- There must be a clear handover into and out of the provision.
- Children will only be released to authorised adults or in accordance with agreed school/parent arrangements.
- Changes to collection arrangements must be verified appropriately.
- If a child is not collected, staff will follow the agreed late-collection procedure and will not leave a child unsupervised.
- If a child is missing, staff will act immediately under the host school's/Fusion missing-child procedure, including checking the site, informing senior staff/DSL, contacting parents where appropriate and involving police where necessary.
- Persistent unexplained absence or concerning patterns of non-attendance will be shared with the host school and DSL.

13. Younger children and EYFS / under-8 provision

Where Fusion provides childcare for reception-age children or other children within the scope of the Early Years Foundation Stage or childcare legislation, Fusion and the host school will ensure that the applicable safeguarding and welfare requirements, registration/exemption arrangements, staffing requirements and Childcare Act disqualification requirements are identified and met.

For later years childcare involving children under 8, Fusion will check whether Childcare Act 2006 disqualification requirements apply to relevant staff or managers and will work with the host school/Trust to ensure compliance.

14. Children with SEND, disabilities and additional vulnerabilities

Fusion recognises that children with SEND or disabilities may face additional safeguarding barriers, including assumptions that behaviour or communication relates only to disability, communication difficulties, increased isolation, dependency on adults, and greater exposure to bullying or abuse.

Staff will make reasonable adjustments, listen carefully to children's communication in all forms, avoid assumptions and share concerns promptly. Safeguarding information needed for safe participation should be shared on a lawful, need-to-know basis.

15. Equality, inclusion and anti-discriminatory practice

Fusion will create an inclusive environment in which discrimination, racism, harassment and prejudice are challenged. Staff must consider how protected characteristics, family circumstances, poverty, language, culture, disability or other factors may affect a child's experience or ability to seek help, without stereotyping or making assumptions.

16. Preventing radicalisation

Fusion will remain alert to concerns that a child may be vulnerable to radicalisation or extremist influence. Concerns will be discussed with the DSL and managed through the host school's/local Prevent procedures, including referral to relevant services where appropriate.

17. Safer recruitment, DBS and suitability

Fusion will use safer recruitment practices proportionate to the role and legal requirements. These include appropriate identity, employment history, references, qualifications and right-to-work checks, and DBS/barred-list checks where the role is eligible.

Fusion will ensure that adults are not permitted to undertake regulated activity where they are barred from doing so. Where staff provide relevant childcare for children under 8, applicable Childcare Act disqualification requirements will also be considered.

Recruitment decisions will be documented and safeguarding concerns arising during recruitment will be considered before appointment.

18. Staff induction, training and supervision

- All staff will receive safeguarding induction before or at the start of work with children.
- Staff will receive safeguarding and child-protection training appropriate to their role and regular updates thereafter.
- Staff working in schools will be briefed on the host school's DSL, reporting route, emergency arrangements and relevant safeguarding procedures.
- The DSL will maintain appropriate safeguarding knowledge and training for the role.
- Safeguarding practice will be discussed through supervision, team briefings or service reviews where appropriate.

19. Allegations against adults working with children

Any allegation that an adult working for or on behalf of Fusion has harmed a child, may have harmed a child, possibly committed a criminal offence against or related to a child, behaved towards a child in a way that indicates they may pose a risk of harm, or behaved in a way that may indicate they are unsuitable to work with children must be reported immediately.

Where the allegation concerns a Fusion employee, coach, contractor or volunteer, it must be reported to the Fusion safeguarding lead/manager and, when operating in a school, the headteacher or designated school lead in accordance with the school's procedure. The relevant local authority designated officer (LADO) procedures will be

followed. The subject of the allegation must not be informed or investigated by Fusion staff before advice is taken where this could compromise safeguarding or an external investigation.

20. Low-level concerns

Fusion promotes a culture in which concerns about adult behaviour are shared early, even where the behaviour does not meet the allegations threshold. A low-level concern is any concern that an adult may have acted in a way inconsistent with the staff code of conduct, including inappropriate conduct outside work that may be relevant to suitability.

Low-level concerns will be recorded, reviewed for patterns, handled proportionately and shared with the host school where relevant. Staff are encouraged to self-refer if they believe they may have inadvertently acted in a way that could be misinterpreted.

21. Whistleblowing

Staff must be able to raise safeguarding concerns about poor or unsafe practice without fear of reprisal. Concerns should normally be raised with the Fusion manager/DSL or host-school headteacher/DSL as appropriate. Where internal routes are inappropriate or ineffective, staff may use external safeguarding or whistleblowing routes available under law and local procedures.

22. First aid, intimate care and medical needs

First aid and medical support will be provided only by appropriately competent staff and in accordance with agreed school/Fusion procedures. Medication will only be administered under an authorised arrangement.

Where intimate or personal care is required, it must be planned, respectful, proportionate and consistent with the child's care plan and the host school's procedures. Staff must preserve dignity and avoid unnecessary one-to-one risk.

23. Behaviour management and reasonable boundaries

Behaviour management must be safe, respectful and non-humiliating. Corporal punishment, degrading treatment, intimidation, discriminatory sanctions and inappropriate physical contact are prohibited. Staff will use the host school's behaviour expectations where operating on a school site, alongside Fusion's own standards.

24. Information sharing, confidentiality and records

Safeguarding information will be recorded accurately, stored securely and shared on a need-to-know basis. Data protection law does not prevent the sharing of information where this is necessary and proportionate to safeguard a child.

- Records should distinguish fact, observation, allegation and professional opinion.
- Records should include dates, times, actions, decisions and reasons.
- Safeguarding records must not be stored casually in personal email accounts, messaging apps or personal devices.
- Relevant information will be shared promptly with the host-school DSL and statutory agencies where required.
- Safeguarding information will be retained and disposed of in accordance with legal, contractual and organisational requirements.

25. Partnership with schools, parents and carers

Fusion will work openly with schools, parents and carers wherever it is safe and appropriate to do so. Parents will normally be informed about concerns involving their child unless doing so could increase risk, prejudice an investigation, place another person at risk or conflict with advice from the DSL, children's social care or police.

26. Site security and visitors

Fusion will follow the host school's visitor, access and site-security procedures. Unauthorised adults must not have unsupervised access to children. Staff should challenge or report unknown adults in accordance with site procedures and must maintain appropriate supervision during arrival, activity, transitions and collection.

27. Trips, events and off-site activities

Off-site activities must be appropriately risk assessed and planned. Safeguarding arrangements, supervision, emergency contacts, medical information, transport, toilets/changing arrangements and collection procedures must be clear before the activity begins.

28. Changing rooms and toilets

Arrangements must balance safeguarding, privacy, dignity and supervision. Staff should avoid unnecessary presence in changing areas and should not change alongside children. Any supervision must be proportionate to age, need and risk, and should follow the host school's procedures.

29. Concerns about safeguarding practice

Fusion will review safeguarding incidents and near misses to identify learning. The DSL/management team may amend risk assessments, staffing, procedures or training where learning indicates that practice should change.

30. Policy review and staff acknowledgement

This policy is effective from 1 September 2026 and will be reviewed by August 2027. It will be reviewed earlier where there is a change in law or statutory guidance, a significant safeguarding incident, a change in Fusion's services, or learning from local or national safeguarding practice.

All staff, coaches, contractors and relevant volunteers must confirm that they have read, understood and will follow this policy.

Name	Jack Brown
Role	Owner
Signature	J. Brown
Date	1.9.26
Host school / setting (if applicable)	North Star Community Trust

Appendix 1 - Immediate safeguarding action guide

If you are worried about a child:

9. Is there immediate danger? If yes, take immediate protective action and contact emergency services where necessary.
10. Listen and reassure. Do not investigate.
11. Record what you saw, heard or were told.
12. Report immediately to the host-school DSL and Fusion DSL.
13. Follow the DSL's instructions and local referral pathway.
14. If no DSL is available and delay could place the child at risk, make the referral yourself.
15. Keep information confidential and only share with those who need it to safeguard the child.

Appendix 2 - Concerns about an adult

If the concern is about a Fusion member of staff, coach, contractor or volunteer:

- Do not confront the person or investigate the allegation yourself.
- Ensure the child is safe.
- Report immediately to the Fusion safeguarding lead/manager and, where on a school site, the headteacher or designated senior safeguarding contact.
- Follow local LADO procedures where the allegation threshold may be met.
- For conduct below the allegation threshold, follow the low-level concerns procedure.
- Make a factual record and preserve relevant evidence.

Appendix 3 - Key reference documents

- Department for Education: Keeping Children Safe in Education 2026.
- Department for Education: Working Together to Safeguard Children 2026.
- Department for Education: Out-of-school settings: safeguarding guidance for providers (updated 9 February 2026).
- Department for Education: School-age childcare guidance for schools and trusts (2026).
- Department for Education: Information sharing advice / statutory guidance applicable from September 2026.
- Department for Education: Disqualification under the Childcare Act 2006.
- Current Prevent duty guidance.
- Relevant local safeguarding children partnership procedures and threshold guidance.
- Host school / academy trust safeguarding and child protection policy.

Appendix 4 - Local and organisational contacts

Fusion DSL	Jack Brown
Fusion Deputy DSL	Marc May
Fusion senior manager / owner	Jack Brown
Host DSL	Zoe Kirby
Host school headteacher	Nicky Ross / Gemma Vincent / Stella Gannon
Local authority children's social care / MASH	childrensmash@enfield.gov.uk / 0208 379 5555
Local Authority Designated Officer (LADO)	Bruno Capela safeguardingservice@enfield.gov.uk 0208 379 2850