



SAFEGUARDING CHILDREN AND YOUNG PEOPLE PROCEDURES

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Introduction

CIMSPA is committed to providing a safe environment for everyone to participate in our organisation and its activities. We are also committed to setting a strong example for the sector, fostering an environment where every individual is protected, respected, and encouraged to thrive.

These procedures must be followed in any circumstances where a child or young person is, or could be, at risk of harm. They should be implemented with reference to CIMSPA's Safeguarding Children and Young People Policy.

These procedures detail the steps to be taken in responding to any concern that a child or young person is at risk of or is experiencing harm.

The procedures have two main sections:

Section 1: Reporting concerns - **For everyone**

Section 2: What happens next – **For Safeguarding Leads and organisational response**

1 Reporting Concerns

Before following any of the processes below, please read the following:

If anyone is in immediate danger or needs immediate medical attention, or if a serious crime is in progress or has been committed, contact the emergency services on 999 without delay.

Remember - It is not your responsibility to prove or decide whether someone has been harmed or abused. It is, however, everyone's responsibility to report any concerns they have.

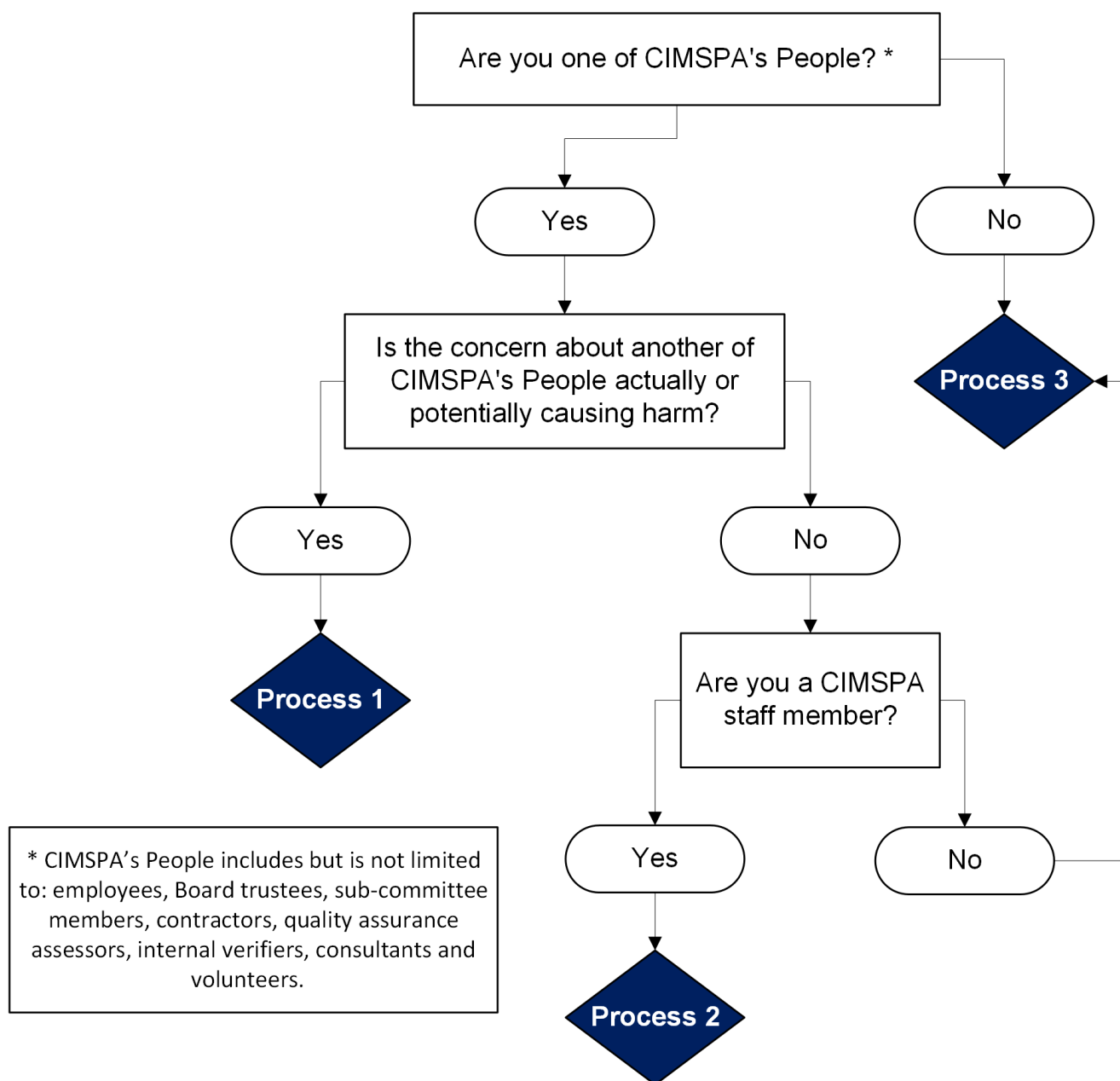
The Crime and Policing Act 2026 introduces a new statutory duty for anyone taking part in regulated activity with children in England (whether paid or voluntary), which requires them to make a report to the police or local authority if they:

- **are told about child sexual abuse, either by a child or an adult involved or who witnessed the abuse**
- **witness child sexual abuse in person**
- **see or hear it in the form of images, videos or audio recordings.**

At the time of writing, a timescale for implementation of the above was not available.

Regardless of whether you have contacted the emergency services as above, please now follow the relevant process below:

Which process do I follow?



CIMSPA's People includes but is not limited to: employees, Board trustees, sub-committee members, contractors, quality assurance assessors, internal verifiers, consultants and volunteers.

1.1 Process One: If you are one of CIMSPA's People and have a concern about another of CIMSPA's People potentially or actually causing harm:

You may be concerned about another of CIMSPA's People potentially or actually causing harm to a child or young person because of something you have seen or heard, information you have been told by others or because someone has confided in you about things that are happening or have happened to them.

If it is practicable and safe to do so, engage with the child or young person and/or their parent(s) or carer(s), and explain who you intend to share information with, what information you will be sharing and why. You are not required to inform them if you have reason to believe that doing so may put the child at increased risk of harm (e.g., because the parent or carer may harm the child or react violently to anyone seeking to intervene, or because the child might withhold information or withdraw from services). **Do not confront the person thought to be causing the harm.**

Report your concerns to one of the CIMSPA Safeguarding Leads as soon as you can. Details of the current Leads are listed on CIMSPA's intranet or can be provided by emailing compliance@cimspa.co.uk

If one of the Safeguarding Leads is implicated or you think has a conflict of interest, then you can contact one of the other Safeguarding Leads or the Deputy Chief Executive Officer. If any of CIMSPA's People are implicated, you also have the option of reporting via our Whistleblowing Policy, which can be found on the Intranet / in the Board and Committee Member Handbook.

The Safeguarding Lead may ask you to complete and submit a [Safeguarding Report Form](#)

1.2 Process Two: If you are a CIMSPA staff member and receive a report of a safeguarding concern NOT relating to one of CIMSPA's People potentially or actually causing harm:

Please follow the process in the [Dealing with Safeguarding Concerns Received by Email or Phone guidance](#)

1.3 Process Three: If you are a CIMSPA member, CIMSPA partner or member of the public and want to report a concern

You may be concerned about harm to a child or young person because of something you have seen or heard, information you have been told by others or because someone has confided in you about things that are happening or have happened to them.

If it is practicable and safe to do so, engage with the child or young person and/or their parent(s) or carer(s), and explain who you intend to share information with, what information you will be sharing and why. You are not required to inform them if you have reason to believe that doing so may put the child at increased risk of harm (e.g., because the parent or carer may harm the child or react violently to anyone seeking to intervene, or because the child might withhold information or withdraw from services). **Do not confront the person thought to be causing the harm.**

Complete a [Safeguarding Report Form](#) as soon as you can.

1.4 Responding to a Direct Disclosure

If a child or young person tells you that they are being harmed or abused, or someone is reporting a concern that a child or young person is being harmed or abused, you should:

- Take it seriously
- Stay calm
- Listen carefully to what is said, allowing the child or young person to continue at their own pace
- Be sensitive
- Keep questions to a minimum, only ask questions if you need to clarify what the child or young person is telling you
- Reassure the child or young person that they have done the right thing in revealing the information
- Explain that you will have to share the information with a CIMSPA Safeguarding Lead
- Help them to contact other organisations for support if appropriate (e.g. Childline - see Appendix 1).
-
- Act swiftly to report and carry out any relevant actions
- Record in writing what was said using the child or young person's own words as soon as possible

It is important **not** to:

- Dismiss or ignore the concern
- Panic, or allow shock or distaste to show
- Make negative comments about the alleged perpetrator
- Make assumptions or speculate
- Come to your own conclusions



- Probe for more information than is offered
- Promise to keep the information secret, or make any other promises which cannot be kept
- Conduct an investigation of the case
- Confront the person thought to be causing harm
- Take sole responsibility
- Tell everyone

1.5 Completing a Safeguarding Report Form

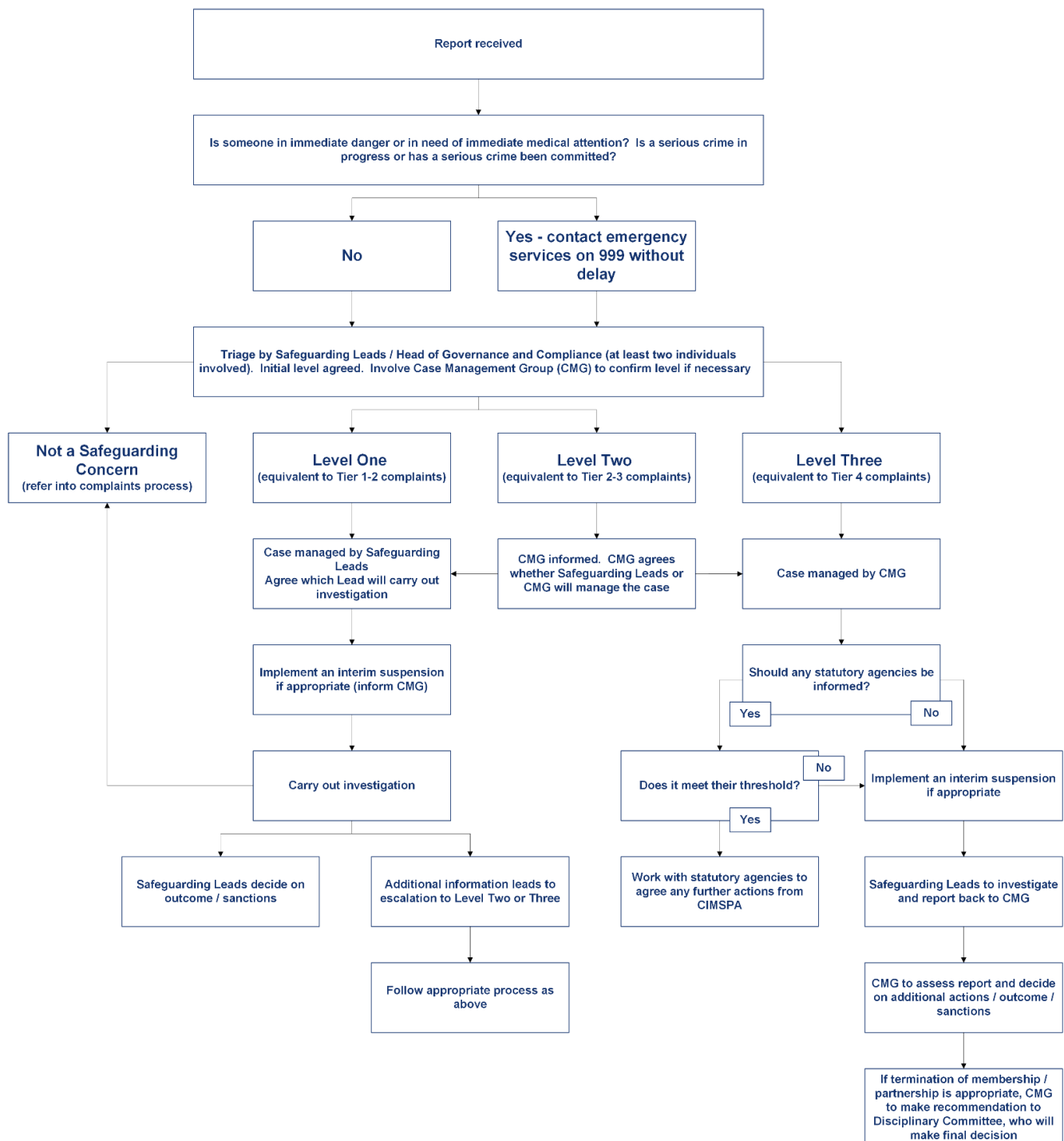
- The form can be completed and submitted online [here](#)
- Describe the circumstances in which the concern came about and what action you took / advice you gave.
- It is important to distinguish between things that are facts, things that have been observed or overheard and opinions, in order to ensure that information is as accurate as possible.
- If someone has told you about the harm or abuse, use the words the person themselves used. If someone has written to you (including by email, message) include a copy with the form.

Be mindful of the need to be confidential at all times. This information must only be shared with the Safeguarding Lead(s) and others that have a need to know, e.g. to keep the person safe whilst waiting for action to be taken.

2 Procedure for Safeguarding Leads

2.1 Process Overview

This flowchart summarises the process which the Safeguarding Leads will follow upon receipt of a report. Further details regarding each stage can be found below.



2.2 Reports which fall outside of CIMSPA's jurisdiction

CIMSPA has a responsibility to respond to concerns relating to the following:

- Any of CIMSPA's people:
 - Actually or potentially experiencing harm or abuse
 - Actually or potentially causing harm or abuse to an individual
- Any CIMSPA member actually or potentially breaching CIMSPA's [Member Code of Conduct](#) by failing to 'promote and undertake practices that reduce the potential for harm to occur, including discrimination, abuse or physical harm / injury', or any other breach of the Code relating to safeguarding children and young people.
- Any CIMSPA member actually or potentially 'failing to work within... safeguarding guidelines', as outlined in [CIMSPA's Malpractice or Maladministration of CIMSPA Members Policy](#)
- Any CIMSPA member actually or potentially breaching safeguarding guidelines, as outlined in [CIMSPA's Disciplinary Policy and Procedure for CIMSPA Members](#)
- Any CIMSPA partner actually or potentially breaching CIMSPA's [Partner Code of Conduct](#) by not 'providing sufficient safeguarding arrangements in accordance with relevant safeguarding guidelines', or any other breach of the Code relating to safeguarding children and young people.
- Any CIMSPA partner actually or potentially 'failing to work with integrity, inclusivity or within ethical and safeguarding guidelines', as outlined in [CIMSPA's Malpractice or Maladministration of CIMSPA Partners Policy](#)
- Any CIMSPA partner actually or potentially breaching safeguarding guidelines, as outlined in [CIMSPA's Disciplinary Policy and Procedure for CIMSPA Partners](#)

The above flowchart assumes that the concern falls under CIMSPA's jurisdiction. If a concern falls outside of the above list, CIMSPA will always endeavour to provide advice and signposting to the person making the report. This may include signposting to statutory agencies, the relevant Sports Governing Body, the employer or other organisations which can provide support.

CIMSPA will also take appropriate action if we feel this is justified to protect the safety and welfare of an individual. This would normally be if the report is judged to be a Level 3 concern (see Section 2.6 below) where we believe the statutory agencies should be informed. If this is the case and we are not confident they have already been informed, we may make a report or seek advice from them.

2.3 Documenting the case and sharing information

The Safeguarding Lead will document details of the case on an ongoing basis, including any decisions made and the reasons for these, using the [Safeguarding Report Response Template](#).

Information will only be shared within CIMSPA on a 'need to know' basis and will be stored securely in line with CIMSPA's [Privacy Notice and Data Retention Schedule](#). When considering whether any information needs to be shared with external organisations, the Safeguarding Lead will use the guidance the Department for Education has produced

2.4 First actions upon receipt of a safeguarding report

The Safeguarding Lead will contact emergency services without delay if someone is in immediate danger or in need of immediate medical attention, or if a serious crime is in progress or has been committed.

They will also ensure that they have taken any other immediate actions necessary to safeguard anyone at risk.

If the risk is potentially or actually due to the behaviour of one of CIMSPA's People and if the Safeguarding Lead who received the report is not the Head of People and Culture, they will refer it to the Head of People and Culture. The Head of People and Culture will usually use the relevant procedures (e.g. breach of contract, disciplinary or grievance procedures) to prevent that person making contact with the child or young person being harmed. They will also inform the Chief Executive Officer or the Deputy Chief Executive Officer of the report, and will be the lead for the case.

If the Safeguarding Lead has been sent a Safeguarding Report Form they will check that they can understand what is written and that all the necessary parts have been completed to enable triaging to take place. If this is not the case, the Safeguarding Lead may decide to request further information, but this should not delay the triage process, particularly in the case of potential Level 2 or 3 reports (see Section 2.6 below for thresholds)

If the Safeguarding Lead has been contacted directly by a member of CIMSPA's People the Lead will usually request that they complete and submit a Safeguarding Report Form if they have not already done so, as soon as possible.

If the Safeguarding Lead received the report directly other than via a Safeguarding Report Form, they will fill in the Safeguarding Report Form themselves to ensure that a written record is held. They will also inform, reassure and advise the person making the report, e.g. what to do / what not to do, what will happen next etc.

2.5 Triage

The Safeguarding Lead will liaise with another of the Safeguarding Leads or the Head of Governance and Compliance. They will consider what is known about the situation, what the potential or actual risks are and what is known of the views of the child or young person and / or their parent(s) or carer(s).

Using the Thresholds guidance in Section 2.6 below, they will jointly decide on the level of the concern based on the information available at this point (reports may be escalated or de-escalated to a different level at any point if new information is received). The Case Management Group may be involved in this decision if necessary, for example if the Safeguarding Leads deem the report to be on the threshold between two levels.

If they decide that the report is not a safeguarding concern, it will be referred into CIMSPA's complaints process and be managed through that.

2.6 Thresholds

CIMSPA has adopted and adapted the NSPCC Sport case management thresholds guidance.

It can be helpful to think of all safeguarding concerns as existing on a scale. At one end of this scale are what are sometimes referred to as lower-level concerns – this is when small rules are broken.

At the opposite end of the scale is abuse, persistent poor practice or serious breaches of the code of conduct. A situation may initially sit at one point on the scale of concern but can move when further investigation or action is taken, or additional information is received.

Initial classification will be carried out by the Safeguarding Leads and / or the Head of Governance and Compliance, with at least two individuals involved in the decision. All decisions and the reasons for those decisions will be documented.

Levels of Safeguarding Concerns		
Lower-level concerns Serious concerns		
Level 1	Level 2	Level 3
Safeguarding or more general welfare concern, or minor breach of code of conduct.	Breach of a code of conduct, other behaviour, or other information that may identify a safeguarding issue or concern.	Breach of code of conduct, other behaviour, or other information that raises concerns about the safety of an individual or the suitability of a person to be involved in the sport. OR Child protection concerns that meet the statutory threshold for referral to social services or the police.

The following lists are not exhaustive and are only designed as examples to support the classification process. Regardless of the level the case is managed at, all actions and decisions will be documented, along with reasons for such actions and decisions.

Level 1 safeguarding concerns

Characteristics

- Safeguarding or more general welfare concern, or minor breach of the code of conduct – if in doubt, consult with the case management group
- Usually managed internally by the Safeguarding Leads, unlikely to be overseen by the Case Management Group
- Case Management Group to be informed during regular reporting process

Examples of safeguarding issues

- Complaint from an individual about a CIMSPA member, partner, employee or volunteer regarding minor behaviour concerns
- Minor breaches of the code of conduct by a CIMSPA member or partner

Possible actions

- Safeguarding Leads to request further information and evidence
- Safeguarding Leads to manage / investigate the case and decide on outcome
- After further information is obtained, escalation to Level 2 or 3 may need to be considered

Level 2 safeguarding concerns

Characteristics

- Moderate breach of the code of conduct, other behaviour, or other information that may identify a safeguarding issue or concern – if in doubt, consult with the Case Management Group
- Case Management Group to decide whether they need to oversee the case or whether it can be managed by the Safeguarding Leads

Examples of safeguarding issues

- Working / volunteering while under the influence of drugs or alcohol
- Using inappropriate or intimidating language, particularly if with a child / young person at risk
- Single incident of unnecessary physical contact during training session (contravening NGB guidance if relevant) – may move to level 3 depending on severity and impact

Possible actions

- Actions as per Level 1
- Consider, once full history is known, whether a referral to statutory agencies and / or escalation to Level 3 is appropriate

Level 3 safeguarding concerns

Characteristics

- Serious breach of the code of conduct, other behaviour, or other information that raises concerns about the safety of an individual or the suitability of a person to be involved in the sector
- Safeguarding or child protection concerns that meet the statutory threshold for referral to social services or the police
- Likely to be overseen by the Case Management Group

- Discussion or decision by Case Management Group to establish if consultation with, or referral to, a statutory agency (including local authority designated officer in England) is required
- In emergency situations the Safeguarding Leads, or other CIMSPA staff, may need to seek urgent medical support or report to statutory agencies immediately. If this occurs, the Case Management Group will be informed at the first opportunity

Examples of safeguarding issues

- Persistent or serious abuse by an individual
- Information accessed through a criminal records check (e.g. DBS) indicates a relevant offence that requires a risk assessment
- Any allegation of assault on a child / young person
- Individual is alleged to be in an intimate relationship with a child or young person who is under 18
- Information comes to light that an individual is subject to an allegation, investigation or prosecution for criminal activity involving potential offences of a sexual, violent, or drug-related nature, whether these arise within or outside the sector
- Report from another sports organisation or similar, indicating that an individual is subject to a safeguarding investigation or sanction

Possible actions

- Consult with statutory agencies (including Local Authority Designated Officer, England only, for concerns about those in positions of trust). Ascertain which agency will take the primary lead and agree initial actions
- Case Management Group to proceed with decisions around investigation and risk assessment in line with the above discussions

2.7 Procedure for Level One concerns

Where the concern relates to misconduct, or potential misconduct, of a CIMSPA employee the case will be managed under CIMSPA's internal Disciplinary Policy and Procedure

The case will be managed by a nominated Safeguarding Lead. They will carry out an investigation based on the CIMSPA Tier 1 and 2 complaints investigation process (see [CIMSPA's Disciplinary Policy and Procedure for Members](#) or [CIMSPA's Disciplinary Policy and Procedure for Partners](#) for further information).

As part of this investigation they will:

- Consider whether it is appropriate to implement an interim suspension of one or more members or partners implicated in the concerns, while the investigation is carried out. If this is the case, the Safeguarding Lead will inform the Case Management Group. The arrangements made must respect the rights of the person / people who may be causing

harm and must be consistent with the relevant policy and procedures.

- Consider what is known about the situation, what the potential or actual risks are and what is known of the views of the child or young person and / or their parent(s) or carer(s)
- If it is practicable and safe to do so, engage with the child or young person and/or their parent(s) or carer(s), and explain who they intend to share information with, what information they will be sharing and why. The Safeguarding Lead is not required to inform them if they have reason to believe that doing so may put the child at increased risk of harm (e.g., because the parent or carer may harm the child or react violently to anyone seeking to intervene, or because the child might withhold information or withdraw from services).
- Decide if they need to contact the person who made the report to get more information, or explain what actions CIMSPA needs to take.
- Unless advised not to by the Police or Local Authority, and only if there is a safe way to do so, the Safeguarding Lead or another nominated individual will maintain contact with the parent / carer of the child or young person, to consult with them, keep them informed and make sure they are receiving the support they need.

If, at any point, additional information is received which leads to the case being re-classified as Level 2 or 3, the case will be managed from that point onwards as per the procedures below.

If, at any point, additional information is received which leads to the case being re-classified as not being a safeguarding concern, the case will be managed from that point onwards through CIMSPA's complaints and disciplinary processes.

Once the investigation is completed, the Safeguarding Lead will decide on the outcome and any appropriate sanctions, following CIMSPA's [Sanctions Policy for CIMSPA Members](#) or CIMSPA's [Sanctions Policy for CIMSPA Partners](#).

2.8 Procedure for Level Two concerns

The Safeguarding Lead will convene a meeting of the Case Management Group as per the Case Management Group Terms of Reference. The Case Management Group will be provided with a summary of the information held at that point and will make a decision whether the case will be managed by a Safeguarding Lead as per Level One concerns, or by the Case Management Group, as per Level Three concerns.

This decision will be made by considering what is known about the situation, what the potential or actual risks are and what is known of the views of the child or young person and / or their parent(s) or carer(s).

2.9 Procedure for Level Three concerns

The case will be managed by the Case Management Group (CMG). The Safeguarding Lead will convene a CMG meeting at the earliest opportunity, based on the CMG Terms of Reference.

The CMG will decide whether any statutory agencies should be informed. They will consider what is known about the situation, what the potential or actual risks are and what is known of the views of the child or young person and / or their parent(s) or carer(s).

Based on this they may::

1. Contact the police (where the crime took place) if:

- a serious crime has been committed.
- a crime has been committed against someone without the mental capacity to contact the police themselves.
- someone has asked CIMSPA to make a report to the Police on their behalf because they are unable to themselves.

2. Make a referral/report to the appropriate Local Authority Designated Officer (LADO) (usually where the child or young person lives) if:

- they believe there may be a child or young person at risk of significant harm.
- they believe that someone who works with children (paid or unpaid) has harmed or may harm a child or young person.

3. Decide the statutory agencies do not need to be involved

- In which case the case will be investigated as per the procedure below.

Before making a referral / report, the CMG may decide to take advice by contacting the Local Authority Safeguarding Team/Multi-agency Safeguarding Hub and discuss the situation with them without disclosing the identity of the child / young person or the person who may be causing harm.

If the case meets the threshold for the statutory agency(ies) to be involved, the CMG and the Safeguarding Lead will work with them to agree the next steps, and will comply with any advice or requests e.g. the Police may need to interview an employee before a disciplinary investigation is conducted. The Safeguarding Lead or another appropriate CIMSPA representative will attend and contribute to any safeguarding case meetings that are called by the Local Authority.

If the case does not meet the threshold for the statutory agency(ies) to be involved, the CMG will ensure the following takes place:

- **Where the concern relates to misconduct, or potential misconduct, of a CIMSPA employee the case will be managed under CIMSPA's internal Disciplinary Policy and Procedure.**
- The CMG will consider whether it is appropriate to implement an interim suspension of one or more members or partners implicated in the concerns, while the investigation is carried out. The arrangements made must respect the rights of the

person / people who may be causing harm and must be consistent with the relevant policy and procedures.

- A nominated Safeguarding Lead will carry out an investigation based on the CIMSPA Tier 3 and 4 complaints investigation process (see [CIMSPA's Disciplinary Policy and Procedure for Members](#) or [CIMSPA's Disciplinary Policy and Procedure for Partners](#) for further information) and the guidance provided in Section 2.8 of this document.
- Unless advised not to by the Police or Local Authority, and only if there is a safe way to do so, the Safeguarding Lead or another nominated individual will maintain contact with the parent / carer of the child or young person, to consult with them, keep them informed and make sure they are receiving the support they need.
- The Safeguarding Lead will report back to the CMG once the investigation is completed.
- The CMG will consider the investigation findings and will decide on the outcome and any appropriate sanctions, following CIMSPA's [Sanctions Policy for CIMSPA Members](#) or CIMSPA's [Sanctions Policy for CIMSPA Partners](#). This will normally involve conducting a disciplinary hearing as per CIMSPA's Disciplinary Policy and Procedure for Members or Partners (see link above).
- A referral will be made to the Disclosure and Barring Service if necessary, following current guidance (which can be found [here](#)).
- Minutes of all CMG meetings will be taken so that decision making is transparent, and actions agreed are followed.

3 Further Information

For CIMSPA employees, policies, procedures and supporting information are available on CIMSPA's intranet. This also lists the current Safeguarding Leads.

For members, partners and members of the public, policies, procedures and supporting information are available on the [CIMSPA website](#).

4 Review

These Safeguarding Children and Young People Procedures will be reviewed by the Safeguarding Leads prior to being presented to the Board of Trustees for approval in August



2027, unless changes in legislation, government guidance, CIMSPA policy, governance or other circumstances require a review prior to this date. It will then be reviewed at least annually in accordance with the Board's annual plan.

5 Appendices

Appendix 1: Sources of Information and Support

NSPCC

Help for children and young people

Childline 0800 1111 (24/7)

Web: childline.org.uk

Help for adults concerned about a child

Tel: 0808 800 5000

Email: help@nspcc.org.uk

NSPCC Sport

Tel: 0116 366 5580

Email: sport@nspcc.org.uk

Web: <https://sport.nspcc.org.uk/>

National Bullying Helpline

Provides assistance to individuals struggling with bullying issues, whatever the nature of the abuse

Tel: 0300 323 0169 or 0845 2255787

Young Minds

Advice and support for young people worried about their mental health, and for parents and carers concerned about their child or young person's mental health

Parent Helpline Tel: 0808 802 5544

Web: www.youngminds.org.uk

Kidscape

Advice and support for parents and carers who are concerned about a child or young person because they are being bullied or may be involved in bullying others

Parent Helpline Tel: 0300 102 4481 / WhatsApp: 07496 682785

Email: parentsupport@kidscape.org.uk



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