



Safeguarding Children and Vulnerable Adults Policy June 2025

Date this policy was formally adopted:	19th June 2025 Amended 9 th September 2025 by Mary Bond
Policy created by:	Mary Bond & Fenella Carcary
Date of next review:	18th June 2026 Or earlier if legislation dictates.

This policy should be read alongside these policies:

Health & Safety Policy

Anti-Bullying Policy

Online Safety and Social Media Policy Equalities Policy

Complaint's policy

Whistle Blowing Policy

These documents are available in the Safeguarding Toolkit

Luna Safeguarding Flowchart

Reporting a Safeguarding Concern form

Inter- Agency Referral Form (IARF) to be completed online Luna Safeguarding Body Map

Brooks Sexual Behaviours Traffic Light Tool

Safe Use of the Internet and Social media Contract

Child Exploitation Risk questionnaire 4 (CERQ4)

Child Exploitation Risk Assessment (CERAF)

Domestic Abuse Stalking Harassment (DASH) tool

Early Help Assessment

Female Genital Mutilation Toolkit

Health Domestic Violence & Abuse Screening Tool Neglect Toolkit

Working

Together to Safeguard Children 2023

Introduction

Luna Acrobatics and Aerial Arts is committed to and has a duty to ensure it makes arrangements to safeguard and promote the welfare for children, young people and adults at risk of abuse and neglect and expects all staff to share this commitment. Luna staff must ensure:

- The welfare of the child, young person or adult is paramount.
- All children, young people and at-risk adults whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All staff / team members working at Luna have a responsibility and are confident to report concerns to the appropriate officer.

Definitions used in this policy

Luna - refers to Luna Acrobatics and Aerial Arts.

Student - refers to anyone regardless of age participating in a class, workshop, practice session or other event at Luna.

Child / Children / Young person - refers to any person who has not reached the age of 18 years. For Luna this could refer to the child/young person we are working with directly, or of another person with whom we are in contact with in the course of our work. When concerns are raised about the child of an adult student, the needs of the youngest takes precedence. This policy will extend to visiting children and students from other establishments.

‘Adult at risk’ -is someone aged 18 years or over ‘who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation’(Department of Health No Secrets 2000).

Parent refers to birth parents and other adults in a parenting role for example adoptive parents, carers and foster carers.

Staff/Team refers to any person working in a paid, self-employed or voluntary capacity for Luna Acrobatics and Aerial Arts. It includes coaches, assistants, and event support workers.

Safeguarding is defined in the Children's Act 2004 as protecting from maltreatment; preventing impairment of health and development; ensuring that children grow up with

the provision of safe and effective care; and work in a way that gives the best life chances and transitions into adulthood.

Policy and procedures for responding to concerns

Legislation and guidance

The legislation and guidance relevant to safeguarding and promoting the welfare of children and adults at risk includes the following: The Children and Social Work Act(2017), The Children Act (1989 and 2004), Working Together to Safeguard Children (2023), No Secrets (2000), The Crime and Disorder Act (1998), The Health and Social Care Act (2008) and The Care Act (2014), What To Do If You're Worried A Child Is Being Abused (2018).

Policy Aims

Luna is committed to devising and implementing policies so that everyone within the organisation accepts their responsibilities for safeguarding children, young people and at-risk adults. This means following procedures to protect them and report any concerns about their welfare to the relevant authorities.

This policy and procedure will help us to achieve this by:

- Defining abuse and informing us what to do
- Ensuring we all work to the same policy and procedure
- Making sure we are accountable for what we do
- Being clear what roles and responsibilities we all have in safeguarding
- Saying what the staff can expect from Luna to help them work effectively
- Allowing staff to make informed and confident responses to specific safeguarding issues

Luna will respond promptly and appropriately to all incidents or concerns regarding the safety of a child or adult that may occur. Luna's procedures comply with all relevant legislation and with guidance issued by the Local Safeguarding Children Board (LSCB) and Local Safeguarding Adults Board.

Promoting Good Practice

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations including the home, school, and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. The team will have regular contact with children,

young people and at-risk adults and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

When a child enters the club having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the child's self-esteem. In such instances the club must work with the appropriate agencies to ensure the child receives the required support.

Promoting awareness among colleagues

Luna Acrobatics and Aerial Arts promotes awareness of abuse and neglect through its colleague training. Luna ensures that:

- The Designated Safeguarding Lead / Welfare officer has relevant experience and receives appropriate training and holds a DSL certification
- Safe recruitment practices are followed for all new coaches
- All coaches have a copy of this Safeguarding Policy, understand its contents and are vigilant to signs of abuse or neglect
- All coaches are aware of their statutory requirements with regards to the disclosure of information or discovery of child abuse
- All procedures are in line with the national guidance

Good practice guidelines

All coaches and volunteers should be encouraged to demonstrate exemplary behaviour in order to promote children's welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all young people/disabled adults equally, and with respect and dignity.
- Always putting the welfare of each young person first, before winning or achieving goals.
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process.
- Making activities fun, enjoyable and promoting fair play.
- Being an excellent role model – this includes not smoking, swearing or drinking alcohol in the company of young people.
- Giving enthusiastic and constructive feedback rather than negative criticism.

- Recognising the developmental needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.

Practices never to be sanctioned

The following should never be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay
- Allow or engage in any form of inappropriate touching
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Reduce a child to tears as a form of control
- Fail to act upon and record any allegations made by a child
- Do things of a personal nature for children or disabled adults, that they can do for themselves

There is always a designated safeguarding lead available or on call while the lessons are in session. This person coordinates child protection issues and liaises with external agencies. Luna Acrobatics and Aerial Arts **WILL** share information with other agencies in the best interests of the individual. Luna Acrobatics and Aerial Arts Designated Safeguarding Lead (DSL) is **Mary Bond** (telephone number 07909 923269 or welfare@lunaacro.com). The Deputy Safeguarding Lead (DDSL) is: **Fenella Carcary**.

	
Mary Bond	Fenella Carcary

Designated Safeguarding Lead (DSL)	Deputy Designated Safeguarding Lead (DDSL)
07909 923269	07496 880862
welfare@lunaacro.com	

Luna Acrobatics and Aerial Arts have a legal duty to recognise and respond appropriately to:

- Significant changes in the children's behaviour
- Deterioration in their general well-being
- Unexplained bruising, marks or signs of possible abuse
- Signs of neglect
- Comments children make which give cause for concern

If you recognise one of the above for a child, the severity and circumstance will dictate your actions. The important thing for you is to do something and not ignore it. We will create an environment to make the children be and feel safe. Any suspicions or allegations of abuse will be taken very seriously, and they will be acted on quickly and correctly by following the procedure set by the relevant Safeguarding Children Partnership.

Physical contact and young people in sport

In accordance with the NSPCC Child Protection in Sport Unit (CPSU) it is recognised that there may be many circumstances in a sports context when it is appropriate, necessary, and beneficial for an adult to make physical contact with a child, to aid with their safety and development.

Children should be frequently reminded that they have the right to say what level of contact they are comfortable with and should feel that this is always listened to and respected.

It is worth noting that sport can actually offer an opportunity to reaffirm children's right to decide how or if their body is touched and say no to touch that is uncomfortable.

When is physical contact appropriate in sport?

Adults in positions of responsibility should not make gratuitous or unnecessary physical contact with children and young people. Physical contact should always take place in the interests of and for the benefit of the child, rather than the adult involved. It should take place, only when necessary, to:

- develop sports skills or techniques
- treat an injury
- prevent an injury or accident from occurring
- meet the requirements of the sport – spotting when on the aerial equipment
- comfort a distressed child or to celebrate their success – adults should use their discretion to ensure that such contact does not become (or is not observed as) unnecessary or unjustified contact, particularly repeatedly with the same young person over a period of time.

Well-intentioned gestures (e.g. putting a hand on the shoulder or arm), can, if repeated regularly, lead to the possibility of questions being raised by observers, or make the young person feel uncomfortable.

Note: it is important to remind all parties that we all have different boundaries and preferences regarding physical space and touching.

Some sports or physical activities are more likely to require coaches or other adults involved in the sport to come to physical contact with children and young people from time to time during their duties. Many sports governing bodies have developed sport-specific guidance to assist coaches.

Physical contact best practices

Unless the situation is an emergency, adults working with children in sports should:

- Explain to the child the nature of and reason for the physical contact
- Ask for the child's consent to make the contact
- Encourage the child to voice any concerns they have if any physical contact makes them feel uncomfortable or threatened.

Note: By proactively seeking their feedback (e.g. “am I holding too tight?”, “is this still okay?”), children may be more likely to open up about when they are uncomfortable, feel hurt or have injuries.

Physical contact with young people should not:

- Involve touching genital areas, buttocks, breasts or any other part of the body that might cause a child distress or embarrassment

- Take place out of sight of others or in secret

Sports clubs and coaches should:

- Monitor contact between young people, where possible and appropriate
- Discuss and form guidance about contact between young people together with them
- Provide an induction for new young members and their parents that covers guidance about any physical contact that will be required as part of the activity

Children who need specific assistance due to disability or injury:

- In the case of a young person with a disability, specific support or assistance may be required. The following guidelines should be followed: Parents or their delegated care providers should be asked to undertake all intimate or personal care tasks for their child – this is not an appropriate role for coaches and others involved in leading activities
- Required assistance should be discussed with the child and their parents prior to taking part in the sport, and, where possible, children should be asked or their preferred way of being assisted
- When assisted, lifted, or otherwise manually supported, children should be treated with dignity and respect
- Adults who will be assisting should receive appropriate training to minimise the risk of injury to both parties. More information can be found in our Personal Care Responsibilities for Disabled Athletes factsheet.

Physical punishment:

Any form of physical punishment of children within sport or physical activity is unlawful, including any form of physical response to misbehaviour, unless it is by way of physical intervention to prevent a young person from harming themselves, others or damaging property.

Sports science and medical roles:

Sports science, medicine and some other roles within sport, may require physical contact in order for tasks to be carried out effectively. These roles should only be undertaken by properly trained and qualified practitioners. This guidance does not seek to replace the specific guidance and codes of practice developed for those professionals; reference should be made to the appropriate body for that discipline.

Forms of Child Abuse

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

- **Emotional abuse** is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Physical abuse** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.
- **Sexual abuse** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
- **Neglect** is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing, and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

Signs of possible abuse and neglect may include:

- significant changes in a child's behaviour
- deterioration in a child's general well-being
- unexplained bruising or marks
- comments made by a child which give cause for concern
- a child suddenly having expensive items and / or lots of money which they have previously not had
- a child having an intermit relationship with someone who is four years older or more than the age of the child
- reasons to suspect neglect or abuse outside the setting, eg in the child's home, or that a girl may have been subjected to (or is at risk of) female genital mutilation and/or
- inappropriate behaviour displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

If abuse is suspected or disclosed

When a child makes a disclosure to a coach, that coach will:

- reassure the child that they were not to blame and were right to speak out
- listen to the child but not question them
- give reassurance that the coach will take action
- Advise the child that we will have to disclose the information to people that need to know to keep the child safe
- record the incident as soon as possible.

If a coach witnesses or suspects abuse, they will record the matter straightaway using the 'Logging a concern form.' If a third-party expresses concern that a child is being abused, we will encourage them to contact Children's Services directly. If they will not do so, we will explain that Luna Acrobatics and Aerial Arts are obliged to, and the incident will be logged accordingly.

Peer-on-peer abuse

Children are vulnerable to abuse by their peers. Peer-on-peer abuse is taken seriously by coaches and will be subject to the same child protection procedures as other forms of abuse. Coaches are aware of the potential uses of information technology for bullying and abusive behaviour between young people.

Coaches will not dismiss abusive behaviour as normal between young people. The presence of one or more of the following in relationships between children should always trigger concern about the possibility of peer-on-peer abuse:

- Sexual activity, in children under the age of 16 years old, of any kind, including sexting
- One of the children is significantly more dominant than the other (eg, much older)
- One of the children is significantly more vulnerable than the other (eg, in terms of disability, confidence, physical strength)
- There has been some use of threats, bribes or coercion to ensure compliance or secrecy.

If peer-on-peer abuse is suspected or disclosed, we will follow the same procedures as set out above for responding to child abuse.

Extremism and radicalisation

All settings where children attend have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. All Coaches at Luna Acrobatics and Aerial

Arts Follows the guidance in the government document 'Prevent duty guidance for England and Wales 2015'

There are many reasons why a child might be vulnerable to radicalisation, eg:

- feeling alienated or alone
- seeking a sense of identity or individuality
- suffering from mental health issues such as depression
- desire for adventure or wanting to be part of a larger cause
- associating with others who hold extremist beliefs

Signs that a child might be at risk of radicalisation include:

- changes in behaviour, for example becoming withdrawn or aggressive
- claiming that terrorist attacks and violence are justified
- viewing violent extremist material online
- possessing or sharing violent extremist material

If a coach/ volunteer suspects that a child is at risk of becoming radicalised, they will record any relevant information or observations on a 'Logging a concern form' and refer the matter to **Mary Bond** the designated Safeguarding Lead (DSL).

Dealing with a Disclosure

All information about the suspected abuse or disclosure, or concern about radicalisation, will be recorded on the Logging a concern form as soon as possible after the event. The record should include:

- date of the disclosure, or the incident, or the observation causing concern
- date and time at which the record was made
- name and date of birth of the child involved
- a factual report of what happened. If recording a disclosure, you must use the child's own words
- name, signature and job title of the person making the record

Please see 'Logging a Concern Form in the Safeguarding toolkit.

The record will be given to **Mary Bond**, Designated safeguarding Lead (DSL) who will decide on the appropriate course of action. **Telephone: 07909 923269** or welfare@lunaacro.com.

For concerns about child abuse, we will contact our local Child Protection Officer and assist them in their investigations.

For minor concerns regarding radicalisation, we will contact the Local Safeguarding Children Board (LSCB). For more serious concerns we will contact the Police on the non-

emergency number (101), or the anti-terrorist hotline on 0800 789 321. For urgent concerns the Police will be contacted using 999.

If you have any concerns about a child's welfare at Luna Acrobatics and Aerial Arts, do not keep it to yourself. Write it down and take advice. Only speak to a member of the Luna Team or directly to **Mary Bond** Designated Safeguarding Lead.

If you are not satisfied with an outcome or anything related to how Luna Acrobatics and Aerial Arts have conducted themselves, you can contact the Local Authority Designated Officer (LADO) on **01962 876364** or [submit a form](#) to Hampshire County Council.

Transporting a child or young person in your car

In accordance with the NSPCC Child Protection in Sport Unit (CPSU) it is recognised that the issue of transporting children and young people to and from their sports activities safely can present challenges for sports clubs. It is widely known that without the goodwill of volunteers and other parents, some children might not be able to access their sporting activities. It is reasonable for clubs and activity organisers to place full responsibility on the parents for ensuring appropriate arrangements are made. However, where the activity provider, club or coach is organising transportation of its young members and asks or requires parents to transport other people's children on the clubs behalf, the organiser has a responsibility to take reasonable steps to safeguard these young people for whom they have a duty of care.

The Child Protection in Sport Unit (CPSU) encourages coaches or other volunteers or staff not to take children on journeys alone in their car. Most coaches and volunteers will help out through their genuine desire to see children and young people and their particular sport develop. Unfortunately, we must face the reality that a minority of others will join a sports club to gain access to children to harm them.

Key Considerations

Best practice is clearly to avoid transporting a child alone. If all alternatives have been exhausted and an adult has to transport a child, there are a number of safety measures that should be put in place to minimise risk:

- Establish the suitability of any driver - the driver like all coaches or volunteers who have unsupervised access to children in your organisation, should have agreed to a vetting check (where appropriate) and be carried out as part of the wider safer recruitment procedures (via Disclosure and Barring Service England and Wales).
- Parents should be informed of transport arrangements, including details of a person who is transporting their child, the reasons why and how long the journey will take.

- A person other than the main driver should talk to the child about transport arrangements to check that they are comfortable about the plans.
- Ensure that drivers representing the club have a valid car insurance, MOT and a driving license prior to carrying any passengers.
- The driver should check their cover with their own insurance company if they want to use their car as part of the paid volunteer role.
- Clubs should try to ensure there is more than one child in the car.
- When transporting children after an event or training session, coaches should alternate which child is dropped off last. Ideally two children would be dropped off at an agreed point such as one of their family homes.
- The person who returned the children to the agreed point, such as a family home, should be alternated; this would reduce the risk of any one individual frequently being alone with a child or group.
- The driver should have a point of contact, including one for each child they're transporting, and a mobile phone should they break down
- Ensure that children are aware of their rights to be safe and that they have someone to turn to or report any concerns they may have.
- Late collections can present clubs and coaches with difficulties. Parents should be provided with guidelines addressing the issue and outlining their responsibility and the consequences of late collections.
- Clubs should have contact numbers for parents and if possible, be provided with an alternative contact number too. Parents should have a contact number for the club of Coach to inform them of emergencies and possible late collections.

How Coaches can protect themselves

Part of safeguarding is also to protect yourself from allegations and to ensure your actions are not misinterpreted by anyone. Do this by observing the following:

- Avoid being alone with a child
- Take a register of which children are with you for each session, noting the time of the session.
- If you take a child somewhere e.g. an empty room, do not enter with them, wait outside. If you have to enter the room, **it's vital you keep all doors open.**
- Do not play-fight
- Children should not be encouraged to sit on your lap
- Challenge any child using 'bad' language
- Never let children touch themselves or others inappropriately in any form
- Never let a child's allegation go unchallenged, unrecorded or not acted on
- Never do personal things for children that they are capable of doing themselves. Encourage children to help each other.
- Do not build 'special' relationships with individual children

- You must not, before, during or after your employment make or accept any contact with a child or a friend of a child you know through your work with Luna Acrobatics and Aerial Arts or through social networking websites.
- Do not take or share any photographs of you (the coach) and a child student through any personal media platforms such as (but not exhaustive to) Facebook, WhatsApp, X, SnapChat etc.
- Do not tag any children into your personal social media accounts.
- All photographs must be taken with consent and any Luna under 18 year old student photographs must remain on the Luna social media pages only

Whistle Blowing

Luna Acrobatic and Aerial Arts will not accept or condone any behaviour by colleagues or other adults associated with Luna that is contrary to our Aims and Objectives, Policies and Procedures. We will actively encourage and fully support the reporting of such behaviour. We will do this by:

- Promoting an environment of mutual respect, trust, and open communication.
- Promoting an environment that is free from bullying, harassment, and discrimination.
- Treating everyone equally and fairly, with dignity and respect and by valuing individual differences.
- Ensuring that the quality of the work of each colleague/volunteer is effectively monitored as well as the work of the club as a whole.
- Ensure that procedures are in place for reporting unacceptable behaviours/practices.
- Actively supporting colleagues/volunteers that 'blow the whistle' both during the investigation and after, and in line with the relevant legislation.

Allegations against a person within Luna Acrobatics and Aerial Arts

If there is a serious allegation of abuse made against you, Luna Acrobatics and Aerial Arts will have to suspend you whilst the investigation is carried out. This is to protect all parties, including you. You should:

- Stay calm
- Follow Fenella Carcary's (Owner & Manager) instructions
- Cooperate with questions and enquiries
- Seek advice –citizens advice bureau.
- Not confront the accuser
- Not speak with your 'victim'
- Be supported through the process by a designated person at Luna Acrobatics and Aerial Arts.

Luna Acrobatics and Aerial Arts has a legal duty to inform the Disclosure and Barring Service of any suspicions of any allegations even if colleagues leave before an investigation is started or completed.

Local Authority Designated Officer (LADO)

If an allegation has been made against a person in a position of trust, Fenella Carcary must consider seeking advice from the Local Authority Designated Office (LADO).

1) When do follow the allegations procedure:

If an adult who is in a position of trust has:

- Behaved in has way that has harmed a child, or may have harmed a child
- Possibly committed a criminal offence against or related to a child or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children

Then allegations procedures must be followed and reported to the Local Authority Designated Office (LADO).

2) Role of the LADO

The LADO will follow [Allegations Against Staff or Volunteers](#) to ensure that the allegation is investigated thoroughly. The LADO will inform the police and / or children's social care if required.

If you have other concerns about a person in a position of trust that does not reach the level of an allegation you should follow the complaints process of the organisation where that adult works.

3) Report an allegation

For all initial contacts to the LADO services please submit an initial [enquiry form](#).

Allegations against an Adult Outside of Luna Acrobatics and Aerial Arts

If you have any concerns about an adult's behaviour, even if they do not work for Luna Acrobatics and Aerial Arts, for example a parent, you have a duty to report your concerns using our normal procedure of escalating to **Mary Bond** safeguarding lead.

Incidents that must be reported/recorded

If any of the following occur, you should report this immediately to **Mary Bond** (DSL) or **Fenella Carcary** DDSL) and record the incident. You should also ensure the parents of the child are informed:

- If you accidentally hurt a student
- If he/she seems distressed in any manner
- If a student appears to be sexually aroused by your actions
- If a student misunderstands or misinterprets something you have done.

Use of mobile phones and cameras

Please see our Smart Devices Policy for full details and guidance of the use of mobiles and cameras in Luna Acrobatics and Aerial Arts.

Security

Children are not allowed to leave the premises at any time. At the beginning of each lesson a safety talk is given to the children to understand barriers and exclusions of areas. Staff monitor entrances at all times. We ask all parents to ensure the children enter the building and are seen by a member of staff. Staff must complete the register.

Complaints

Please raise any concerns to Fenella Carcary or Mary Bond to be assessed should you have any concerns. If you feel that we have not dealt with your concern, please refer to our complaints' procedure.

If you are worried about sharing concerns about abuse with either Mary Bond (DSL) or Fenella Carcary (DDSL), you can contact:

Social care Team (Hampshire Safeguarding Children Partnership: 0300 555 1384 or out of hours on: 0300 555 1373

Police: 999

Anti-terrorist Hotline: 0800 789321

Services for Young Children: (SFYC): 01329 286750 **NSPCC Helpline:** 0808 800 500

Child line: 0800 1111