
Safeguarding Sport and Physical Activity at City St George's Version 3

Policies superseded by this version

This document replaces version 2 of the policy, with effect from 1st August 2026.

Summary of changes to previous version

The policy has been updated to reflect the new institutional policy formatting, include revised job and Service titles, and acknowledge the rebrand of NSPCC Sport.

Table of contents

Section:	Heading:	Page number:
1	Introduction	1
2	Freedom of Speech and Academic Freedom	1
3	Equity, Diversity and Inclusion	2
4	Definitions	3
5	Policy	3
6	Procedure	5
7	Advice and Guidance	8
8	Failure to Comply	9
9	Review	10
10	Appendices	11

1 Introduction

This policy applies to City St George's, University of London student, staff, and public persons visiting university sport facilities or engaging in sport and physical activities delivered by, or in partnership with, the university.

The document denotes the Policy and Process documents for Safeguarding Children and Adults at Risk during City St George's, University of London sport, health and fitness, and physical activity across and beyond the campuses and, in particular, within the CitySport sports facility.

2 Freedom of Speech and Academic Freedom

- 2.1 City St George's, University of London, regards freedom of speech and academic freedom to be fundamental to delivering its mission as the University of business, practice and the professions. Its

values in this respect are set out in a code of practice on freedom of speech and academic freedom, which explains how the University will uphold, secure, and promote freedom of speech within the law: <https://www.citystgeorges.ac.uk/about/governance/policies/code-of-practice-on-freedom-of-speech>.

- 2.2 Nothing in this policy should be interpreted in any way that would be inconsistent with the code of practice and – in the event of any inconsistency – the provisions of the code will prevail.

3 Equity, Diversity and Inclusion

- 3.1 City St George's, University of London works to advance equity, diversity and inclusion in its activities, processes, and culture, for the whole University community, including staff, students and visitors.
- 3.2 The University will meet its obligations under the Equality Act 2010 in its policies and seek to eliminate discrimination on the basis of age, caring responsibilities, disability, gender identity, gender reassignment, marital status, neurodiversity, pregnancy, race, religion or belief, sex, sexual orientation, and socio-economic background.

4 Definitions

- 4.1 Sport and Physical Activity; collective term for any (un)structured sport, health and fitness, or movement-based activity.
- 4.2 Designated Safeguarding Lead (DSL); organisational lead and specialised in safeguarding. They are accountable for the management of child protection and at-risk adult concerns for an organisation.
- 4.3 Designated Safeguarding Officer (DSO); specially trained point of contact, responsible for handling child protection and at-risk adult concerns.
- 4.4 Safeguarding Officer (SO); trained individual, able to respond to safeguarding reports and escalate to DSOs.

5 Policy

- 5.1 Safeguarding for Sport and Physical Activity at City St George's should be read in conjunction with the university's overarching Safeguarding Policy (Safeguarding at City St George's).
- 5.2 The Safeguarding for Sport and Physical Activity at City St George's policy is aligned to the central university policy and its associated reporting and accountability structures, however, identifies specific risks associated with sport, health and fitness, and physical activity and facilities.
- 5.3 CitySport is the sports facility on the Clerkenwell campus, managed by the Sport and Wellness Service, which provides sport, health and fitness, and physical activity provision for students, staff, and public users and groups.

- 5.4 Robert Lowe Sports Centre is the sports facility on the Tooting campus, operated by City St George's Students' Union, which provides sport activities for students.
- 5.4.1 Activity organised through or delivered by the Students' Union at the Robert Lowe Sports Centre will abide by the Students' Union safeguarding procedures.
- 5.5 The university is committed to providing a safe and secure sports facilities for sport and leisure, learning, and working environments for all students, staff, and public visitors.
- 5.6 The policy supports all the regulations noted within Section 3 of the Safeguarding at City St George's Policy.
- 5.7 The policy follows guidance available from [NSPCC Sport](#), [Sport England](#), and [Chartered Institute for the Management of Sport and Physical Activity](#).
- 5.8 **Purpose**
- 5.9 City St George's recognises that CitySport and Robert Lowe Sports Centre are locations of increased risk due to the access for non-university persons, nature and management of activities, extended opening hours, and changing facilities.
- 5.10 All staff and users share the responsibility to prevent and minimise the risk of harm and must use the procedures noted when dealing with safeguarding concerns within sports facilities.
- 5.11 This Policy sets out the commitment to a proactive approach towards achieving the noted outcomes, through continued good practice, sound processes, and regular training and communication.
- 5.12 **Scope**
- 5.13 This policy applies to all aspects of child protection and safeguarding responsibilities within university sports facilities or and external sport and physical activity delivered by university staff.
- 5.14 The Safeguarding for Sport and Physical Activity at City St George's policy applies to all staff (contracted, casual, volunteers), students, and visitors who encounter children, young people, and adults at risk as part of City St George's or third-party activities.
- 5.15 City St George's also recognises that children and adults at risk may suffer harm from sources outside the university's control. Where signs of such harm are apparent, City St George's will ensure that there are mechanisms in place to provide appropriate advice and support and where required for concerns to be reported to the appropriate external agency. Organisations of relevance include:

5.15.1 Schools and colleges delivering physical education lessons or Higher Education ready sessions/open days

5.15.2 Affiliated sports clubs using the facilities for their training sessions

5.15.3 Children's activity providers delivering holiday camps

5.15.4 Under 18s within programmed activities

5.16 This policy establishes the process to provide all staff and third-party users with a framework to prevent and minimise the risk of harm and identify types and indicators of abuse (*see Safeguarding at City St George's Policy, Annex K*) to sport facility users, especially children and adults at risk.

5.17 Principles

5.18 Safeguarding is everyone's responsibility. All staff, students, and external – managed or hosted – sport and physical activity users have a duty of care to act if there is a cause for concern.

5.19 Roles and responsibilities

5.20 The following roles are responsible for safeguarding within CitySport. The staff contact details for each staff member are available in Section 7.

5.20.1 Sport and Wellness DSO: Head of Sport and Wellness

5.20.2 Sport and Wellness SO: Operations Manager and Duty Managers

5.20.3 City St George's DSLs: Head of Student Support Services and Student Safeguarding Manager

5.20.4 City St George's HR DSO: HR Safeguarding Lead

5.20.5 Security

5.21 The following roles are responsible for safeguarding within Robert Lowe Sports Centre. The staff contact details for each staff member are available in Section 7.

5.21.1 Robert Lowe Sports Centre DSO: Deputy Chief Executive

5.21.2 City St George's DSLs: Head of Student Support Services and Student Safeguarding Manager

5.21.3 City St George's HR DSO: HR Safeguarding Lead

5.21.4 Security

- 5.22 City St George's minimises the risk and prevent harm during any activities for children and young people delivered by Sport and Wellness staff in exclusive activity locations by ensuring there are at least two members of staff present.
- 5.23 To minimise risk and prevent harm during university associated activities organised and delivered by non-Sport and Wellness staff, the relevant department (for example: SU, Widening Participation, or Urdang School of Dance) will ensure all staff involved have undergone the relevant training and will provide a responsible person present at all times during the session(s).
- 5.24 To minimise risk and prevent harm during third-party hirers' scheduled activity, the organisation will ensure all staff involved have undergone the relevant training and there must be a responsible person present at all times during the session(s).
- 5.25 All external organisations organising and delivering sport and physical activity provision to children or adults at risk within City St George's sports facilities must share their safeguarding policy prior to the commencement of their booking.
- 5.26 In situations of activities or events involving more than one organisation, a bespoke event safeguarding plan must be shared which sets out minimum operating standards for all participating individuals and organisations and name the Event Safeguarding Coordinator.
- 5.27 The Safeguarding for Sport and Physical Activity at City St George's policy will be continuously available via the university websites and the policy will be shared with hirers as their booking is confirmed.
- 5.28 Sport and Wellness staff will request, read, and follow host Safeguarding Policies in situations in which they deliver activity in alternative locations, e.g., schools, care homes, youth clubs.
- 5.28.1 All staff delivering in these environments will have an up-to-date DBS with children's barred service check.

6 Procedure

- 6.1 The flowchart in Appendix A notes the process to be followed if concerns are raised about the welfare of a child.
- 6.2 The flowchart in Appendix B notes the process to be followed if concerns are raised about an adult at risk.
- 6.3 All safeguarding incidents/concerns are to be recorded using Form CP-A (Appendix C).
- 6.4 The sports facilities operate extended opening hours. Therefore, the DSOs should be the primary contact for safeguarding concerns, if they are uncontactable, the SOs will manage the incident in the first instance.
- 6.4.1 If required, Security are on hand to provide additional support.
- 6.5 If the concern relates to SU activity (e.g. club training) within CitySport, the incident may be shared with City St George's Students' Union DSO for further action if required.
- 6.6 If there are concerns relating to a DSO, the university's Designated Safeguarding Lead (DSL) should be contacted.
- 6.7 All allegations of abuse or potential abuse must be dealt with in a discrete and sensitive way that respects confidentiality and data protection requirements. Staff must only inform and discuss incidents with the appropriate colleagues and external agencies.
- 6.8 In instances of poor practice noted within third-party activity, the DSO will identify the external organisation's DSL and pass on concerns.
- 6.9 Signage is placed around CitySport and Robert Lowe Sports Centre sharing safeguarding guidance and details of who to speak to if a safeguarding concern have been noticed.
- 6.10 All sport and physical activity related risk assessments will reference any potential safeguarding risks during completion.
- 6.11 Children's Supervision**
- 6.11.1 Children under the age of 12 years old must be supervised at all times whilst within university sports facilities.
- 6.11.2 Children under the age of 12 attending sports courses/sessions must be dropped off and collected by a parent/guardian directly to/from the supervising member of staff.

6.11.3 Any child(ren) undertaking a student work experience placement with Sport and Wellness will be supervised at all times by a member of Sport and Wellness staff. Opportunities will be provided for students to experience new situations and obtain new skills, without being placed in situations which requires specific training or may cause distress.

6.11.4 The “Lost Child” procedure is noted within facility Emergency Action Plans.

6.12 Changing Room Rules

6.12.1 Changing Rooms are a high-risk area and therefore, the following rules are in effect:

6.12.1.1 Individual male and female self-identified gender changing rooms are available throughout CitySport and Robert Lowe Sports Centre.

6.12.1.2 Separate inclusive changing rooms are available within CitySport.

6.12.1.3 If third-party organisations request to book changing room facilities for children, the team changing rooms will be allocated, providing exclusive access to the organisation.

6.12.1.4 Staff should not watch children get changed. However, if organisations utilise changing room facilities, responsible adults must be within earshot of the changing rooms and, if necessary, enter – announcing that they are – and in pairs.

6.12.1.5 Children aged 10 and under must be supervised at all times in communal changing rooms, either by their parent/guardian or by two members of staff of the same gender as the child(ren).

6.12.1.6 Adults (university or third-party staff) working with children, must not change or shower at the same time using the same facility as those under the age of 16 years old.

6.12.1.7 Accessible changing facilities are available within the sports facilities for participants with a disability. They will then decide how their Carers, if applicable, will be involved in assisting them to change and ensure they provide full consent to any support or assistance required.

6.13 Communication with Children

6.13.1 There may be instances in which Sport and Wellness staff will directly communicate with a child(ren). To reduce risk, clear boundaries should be set between staff and child in regard to communication channels and the following must occur:

- 6.13.1.1 If meeting in person, it is recommended that an open, yet private, location is utilised.
- 6.13.1.2 If meeting via digital platforms, it is recommended that a private room is used and that thought is given in reference to what is viewable in the staff and child's backgrounds.
- 6.13.1.3 If communicating through digital platforms, City St George's systems and accounts (e.g. professional email and Teams calls) must be used at all times and personal communications (e.g. social media, direct phone number) must not be shared.
- 6.13.1.4 Parents/guardians must be copied into all written communications.

6.14 Photography/Videography

- 6.15 Photography/videography is allowed within the sports facilities under the [Photography/Videography Policy terms](#).
- 6.16 City St George's recognises that photographs of children and young people can pose direct or indirect risks to their subjects. Therefore, careful consideration will occur before using any images showing children and young people on our website, social media, or other publications.

7 Advice and guidance

7.1 Designated Safeguarding Staff Contacts

Safeguarding Responsibility	Name	Job Title	Email
Sport and Wellness DSO	Tom Edwards	Head of Sport and Wellness	tom.edwards@citystgeorges.ac.uk
Sport and Wellness SOs		Duty Managers	citysport@citystgeorges.ac.uk
City St George's Students' Union DSO	Hannah Roberts	Deputy Chief Executive	hannah.roberts.3@citystgeorges.ac.uk
City St George's DSL	Louise Jennings Dion Fricker	Head of Student Services Student Safeguarding Manager	safeguarding@citystgeorges.ac.uk
HR DSO	Paul Bonaer	Head of People Services	Paul.Bonaer@citystgeorges.ac.uk
Security Desk	Chris Saich Steve Porthouse	Security Manager Security Operations Manager	security@citystgeorges.ac.uk

7.2 Safer Recruitment and Selection

- 7.2.1 As part of its recruitment and selection processes, City St George's has robust systems in place to ensure pre-employment checks via the Disclosure and Barring Service (DBS) are undertaken where a role will involve regular one-to-one contact with children and young people under the age of 18, or with adults at risk (18 years and over). Further guidance is available on the Pre-Employment pages of City St George's Recruitment Guidance.
- 7.2.2 Where the role description of a staff member encompasses regular one-to-one contact with children, or with adults at risk, a DBS check may be required. The following roles, paid (contracted or casual) and volunteer, require Enhanced DBS checks:
- 7.2.2.1 Sport and Wellness staff with Duty Manager responsibilities
- 7.2.2.2 Sport and Wellness Fitness Instructors.
- 7.2.2.3 Sport and Wellness athlete support personnel.
- 7.2.2.4 Sport and Wellness and Students' Union sports staff, coaches, and activators, if under 18-year-olds are present in facilitated sessions.
- 7.2.3 Given their Position of Trust, instructors, support personnel, coaches, and managers will not engage in sexual relationships with under 18-year-olds within their care.

7.3 Training and Support

- 7.3.1 The University requires all staff members to complete the 'Safeguarding' and 'Prevent' online training modules.
- 7.3.2 DSOs will have completed the NSPCC Designated Safeguarding Officer Training (Advanced) and Designated Safeguarding Lead for Sport and Leisure Training. Refresher training is required every two years.
- 7.3.3 SOs will be trained to NSPCC Designated Safeguarding Officer Training (Core). Refresher training is required every two years.
- 7.3.4 All staff are encouraged to raise genuine concerns about possible illegal or dishonest behaviour or similar improprieties at the earliest opportunity through the procedures noted in Section 5. Reports of suspected wrongdoing will be taken seriously and investigated as appropriate and staff reporting such concerns, in good faith, will not receive reprisals if they turn out to be mistaken.

7.3.5 Staff seeking support on safeguarding matters should contact the relevant DSOs/DSLs. DSO/DSLs seeking additional support can contact the Local Authority Designated Officer.

8 Failure to comply

- 8.1 Sport and Physical Activity users failing to comply with the terms noted within this policy may be subject to action as requested within [CitySport's Terms and Conditions](#) and individuals and/or groups might be reported to relevant organisations and regulatory bodies.
- 8.2 Staff or student failure to comply with the policy may result in action being taken against individuals as per the university disciplinary procedures.
- 8.3 Institutional failure to comply may result in action taken by statutory bodies or partner governing bodies.

9 Review

- 9.1 The policy will be reviewed every 3 years, or as edits are required, by the Head of Sport and Wellness.
- 9.2 The Safeguarding and Prevent Steering Group are responsible for approval and ratification of the policy.
- 9.3 DSOs will attend the university's DSO meetings regularly and, if necessary to provide updates on recent incident(s), the Safeguarding and Prevent Steering Group.

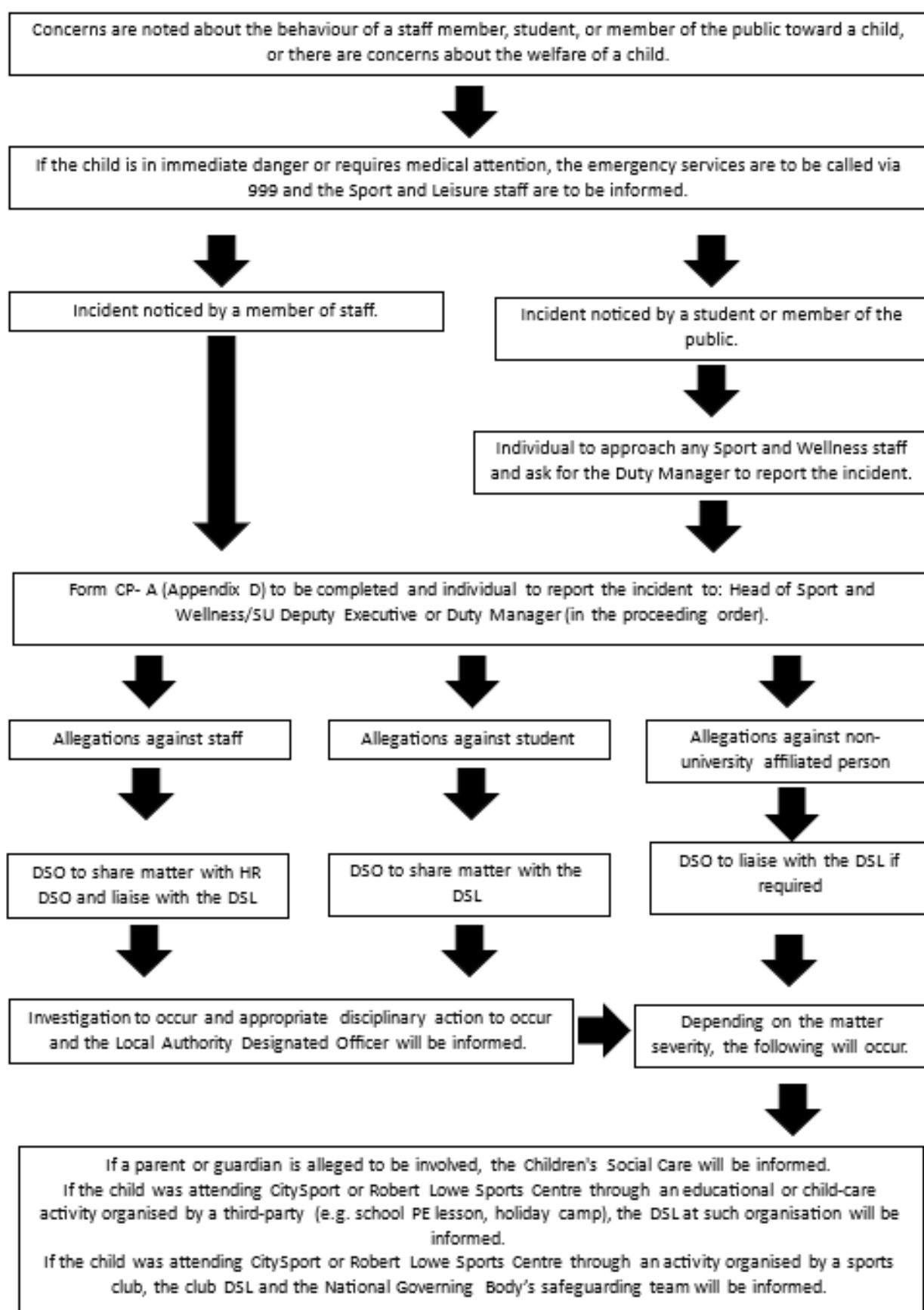
Policy information

Should you require further information regarding this policy or access to the policy in an alternative format, then please contact the Head of Sport and Wellness, tom.edwards@citystgeorges.ac.uk.

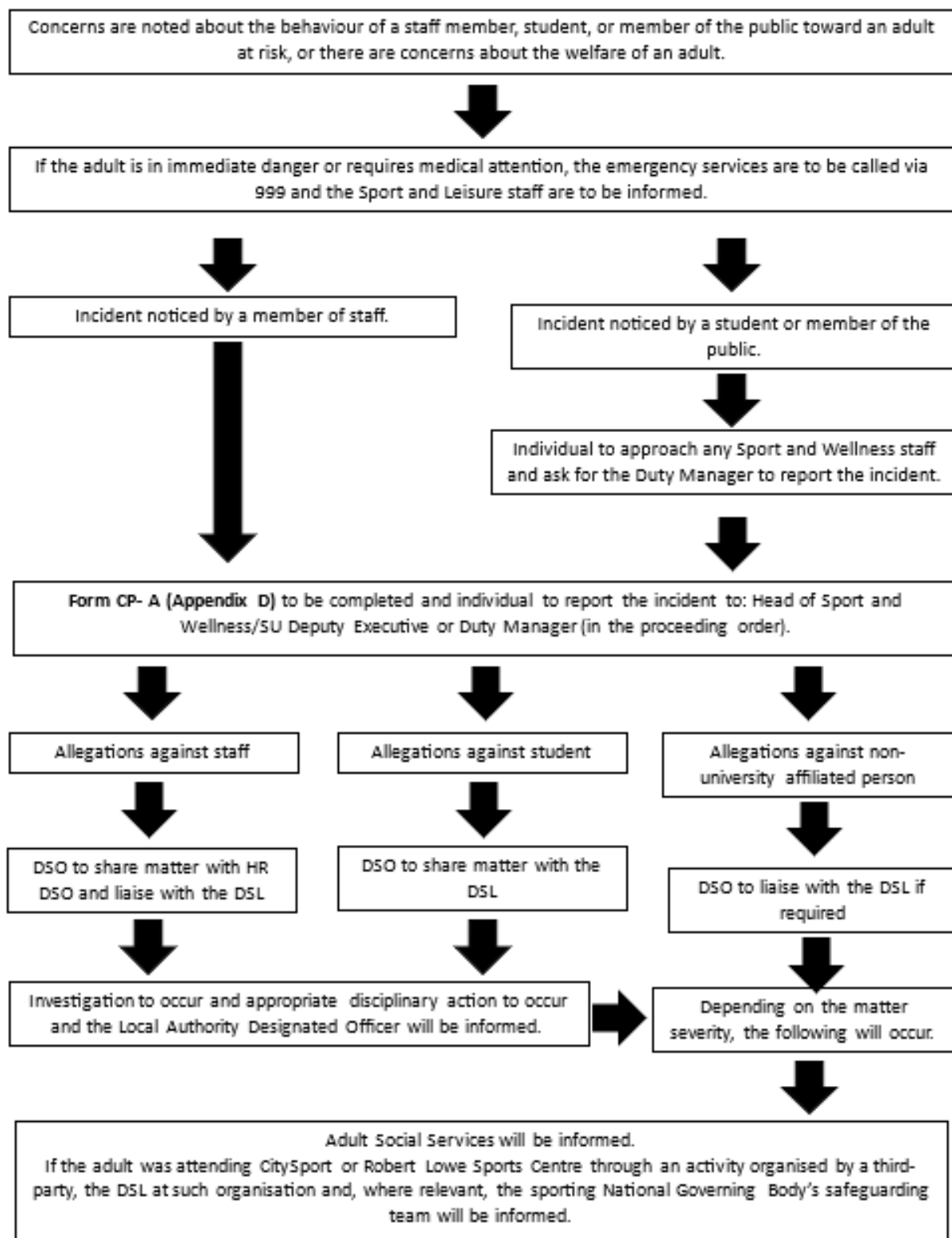
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Date of Review:	31 st July 2029

Appendix

Appendix A: Procedure workflow for Reporting Child Safeguarding Concerns



Appendix B: Procedure workflow for Reporting Adult at Risk Safeguarding Concerns



RECORD OF ALLEGATION/SUSPICION OF CHILD ABUSE

Date.....Time of Initial Call.....

To: Safeguarding Lead (Name).....

Name of Complainant	Name of Young Person and School (if applicable)	Place of Alleged Abuse

Name(s) of people present

Details of Allegation

The account of the allegation as given by the complainant, this should include any injuries observed

Name of Person reporting Incident (capitals).....

Signed..... **Date**.....

Designation.....

Department..... **Ext No**.....

Email Address.....