

Safeguarding Policy

For Clubs, Organisations & Individuals Hiring Facilities

This policy applies to all Lifestyle Fitness staff and to all organisations, clubs and individuals using facilities operated or managed by Lifestyle Fitness. The policy is communicated to relevant stakeholders and forms part of staff induction and ongoing training arrangements.

Purpose

The purpose of this safeguarding policy is to set out the principles, responsibilities and arrangements in place to safeguard and promote the welfare of children, young people and adults at risk who use facilities operated or managed by Lifestyle Fitness.

This policy aims to ensure that all community use, facility hire and school lettings activities take place in a safe, inclusive and well-managed environment, with clear accountability for safeguarding during hire periods. It also seeks to clarify the respective safeguarding responsibilities of Lifestyle Fitness, hirers and, where applicable, host schools or academy trusts, and to ensure that safeguarding concerns are recognised, reported and responded to appropriately in line with statutory guidance.

This policy is aligned with:

- Keeping Children Safe in Education (KCSIE) 2025
- Care Act 2014 (Adults at Risk)
- Working together to Safeguard Children 2023
- Academy Trust Handbook 2025
- Sport England – Safeguarding Code for Sports
- NSPCC / Child Protection in Sport Unit (CPSU) guidance

Key Definitions

In accordance with KCSIE 2025, Working Together 2023 and DfE Information sharing (May 2024), safeguarding and promoting the welfare of children means:

- Protecting children from maltreatment
- Preventing impairment of children’s mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes

A child is defined as anyone who has not yet reached their 18th birthday.

When applied to adults, safeguarding duties are defined by the Care Act 2014: Statutory Guidance for Implementation. These duties apply to adults at risk (previously referred to as vulnerable adults), meaning any adult who:

- has needs for care and support (whether or not the local authority is meeting any of those needs);
- is experiencing, or is at risk of, abuse or neglect; and
- as a result of those care and support needs, is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

Safeguarding is the proactive process of protecting children, young people and adults at risk from harm, abuse or neglect, preventing impairment of health or development, and creating safe environments in which individuals can live, learn and participate.

Protection is the specific action taken to respond to identified safeguarding concerns where an individual is experiencing, or is at risk of, harm, abuse or neglect, including reporting to and working with statutory agencies to ensure immediate safety.

Safeguarding Principles

Safeguarding is fundamental to ensuring that children, young people and adults at risk can access facilities safely, appropriately and without harm. The following principles apply:

Safeguarding is everyone's responsibility: *All organisations and individuals using the facilities share responsibility for keeping people safe during their period of use*

The welfare of the individual is paramount: *The safety and wellbeing of children, young people and adults at risk must take priority over all other considerations*

Clear responsibility during hire periods: *Hirers are responsible for safeguarding participants for the duration of their booking, with clear accountability and supervision in place*

Safe environments and appropriate supervision: *Facilities must be used safely, with appropriate supervision, access control and separation where required*

Listening and acting on concerns: *Safeguarding concerns must be taken seriously, recorded accurately and acted upon promptly*

Partnership working: *Effective safeguarding relies on cooperation between hirers, Lifestyle Fitness, schools or academy trusts and statutory agencies*

Information sharing to protect from harm: *Relevant information will be shared lawfully and proportionately where necessary to safeguard individuals*

Proportionate, preventative approach: *Risks should be identified and managed early to prevent harm before it occurs*

Responsibilities of Lifestyle Fitness

We will:

- Maintain safe, well-managed facilities and appropriate operating procedures for community use and school lettings
- Have a written Safeguarding Policy and appoint named Safeguarding Leads for children, young people and adults at risk
- Ensure staff are aware of safeguarding responsibilities, reporting routes and escalation procedures
- Promote a safeguarding culture where concerns are recognised, recorded and acted upon appropriately
- Respond to safeguarding concerns raised in connection with activities taking place on site, in line with statutory guidance
- Work in partnership with hirers, schools or academy trusts and statutory agencies to support effective safeguarding arrangements
- Cooperate fully with host schools or academy trusts to support them in meeting their safeguarding duties, aligning with the Academy Trust Handbook 2025, including information sharing with Designated Safeguarding Leads where required
- Take proportionate action where safeguarding standards are not met, including suspending or terminating facility use if necessary

Responsibilities of Hirers and Users

All organisations, clubs, groups and individuals hiring or using Lifestyle Fitness facilities are responsible for safeguarding participants for the duration of their booking. Hirers and users must:

- Take full responsibility for the safety, supervision and welfare of all participants during their period of use

- Have appropriate safeguarding policies and procedures in place where activities involve children, young people or adults at risk
- Complete appropriate risk assessments for activities involving children, young people or adults at risk. Lifestyle Fitness may request sight of risk assessments as part of its safeguarding assurance process but does not assume responsibility for the delivery
- Appoint a named Safeguarding or Welfare Officer where required by a National Governing Body or statutory guidance
- Ensure all staff, coaches and volunteers are suitable for their role and have appropriate safeguarding training and checks, including DBS checks where required
- Operate in line with the Sport England Safeguarding Code for Sports and any relevant National Governing Body safeguarding standards
- Ensure appropriate supervision ratios and safe practice at all times
- Use facilities only for the activities agreed at the time of booking and comply with all site rules and safeguarding requirements
- Manage access to facilities, including changing rooms and toilets, safely and appropriately. Guidance on this can be found here: [CPSU Changing Room Guidance](#) (*external source*)
- Promote an environment that is inclusive, respectful and free from abuse, bullying, harassment or discrimination
- Record and respond to safeguarding concerns promptly and report concerns to statutory agencies where required
- Notify Lifestyle Fitness of any safeguarding concerns, incidents or allegations arising in connection with their activities as soon as reasonably practicable
- Cooperate fully with any safeguarding enquiries, audits or information requests made by Lifestyle Fitness, schools, academy trusts or statutory authorities

Recognising and Reporting Safeguarding Concerns

Safeguarding concerns may arise in a number of ways, including but not limited to:

- A disclosure made by a child, young person or adult at risk
- Observations of behaviour, injury or changes in presentation
- Poor practice, unsafe behaviour or breaches of safeguarding standards
- Information shared by parents, carers, staff, volunteers or external agencies

All safeguarding concerns must be taken seriously and acted upon appropriately.

Recognising concerns

Anyone using or working within Lifestyle Fitness facilities should remain alert to signs of abuse, neglect, exploitation or poor practice. Concerns may relate to a single incident or a pattern of behaviour over time.

Reporting concerns

Where a safeguarding concern arises, the following principles apply:

- Concerns must be recorded factually and promptly, distinguishing between fact, opinion and hearsay
- Concerns should be reported without delay to the hirer's named Safeguarding or Welfare Officer, where applicable
- All safeguarding concerns must also be reported to Lifestyle Fitness's Designated Safeguarding Lead as soon as reasonably practicable

Where activities take place on a school or academy site, relevant concerns may also be shared with the host school's Designated Safeguarding Lead in line with agreed reporting routes.

Where there is an immediate risk of harm, emergency services must be contacted without delay.

Adults at risk

Where concerns relate to an adult at risk, safeguarding action will be taken in line with the Care Act 2014, recognising that adults may have capacity and the right to make decisions unless there is a risk of serious harm or others are at risk. Concerns relating to adults at risk may include physical, emotional, sexual or financial abuse, neglect, self-neglect, coercion or exploitation. Where appropriate, concerns relating to adults at risk may be reported to adult social care, the police or other relevant statutory agencies in line with local safeguarding arrangements.

Lifestyle Fitness and hirers will cooperate fully with statutory agencies and relevant partners to ensure that safeguarding concerns are managed appropriately and in the best interests of those affected.

Lifestyle Fitness Safeguarding Leads

Lifestyle Fitness has appointed designated Safeguarding Leads who are responsible for overseeing safeguarding matters across its facilities and acting as the primary escalation point for safeguarding concerns.

The Safeguarding Leads will:

- Act as the main point of contact for safeguarding concerns relating to activities taking place at Lifestyle Fitness facilities
- Receive, assess and respond to safeguarding reports from staff, hirers, clubs and members of the public
- Liaise with statutory agencies, local authorities, host schools or academy trusts, and relevant governing bodies where required
- Provide guidance to staff and hirers on safeguarding responsibilities, procedures and reporting routes
- Ensure safeguarding concerns are recorded, managed and retained appropriately in line with statutory guidance

Contact details for safeguarding matters

E-mail: safeguarding@lifestylefitness.co.uk

Designated Safeguarding Leads

Sam Pearce – Club Development Manager (Children and Young People)

Michael Bruce – National Operations Manager (Adults at Risk)

Designated Safeguarding Officer

Karen Wilson – Finance Director

Hirers and users are required to cooperate fully with the Safeguarding Leads and to provide information or documentation as reasonably requested in connection with safeguarding matters.

Where a Safeguarding Lead is unavailable, or where there is an immediate risk of harm, emergency services or the appropriate statutory authority must be contacted without delay.

Safer Recruitment and DBS

Lifestyle Fitness is committed to safer recruitment practices to help prevent unsuitable individuals from working with children, young people or adults at risk within its facilities.

Lifestyle Fitness will:

- Apply safer recruitment principles when recruiting staff, contractors or volunteers whose role involves working with, or having regular contact with, children or adults at risk
- Determine whether roles involve regulated activity or otherwise require an appropriate level of Disclosure and Barring Service (DBS) check, in line with relevant legislation and guidance
- Require Enhanced DBS checks, including barred list checks where applicable, for roles involving regulated activity, and Enhanced DBS checks for other relevant roles
- Ensure DBS checks are completed prior to unsupervised work commencing and are kept under review, including re-checks where required
- Take appropriate action where concerns arise regarding an individual's suitability, including restricting duties, increasing supervision or withdrawing engagement where necessary
- Ensure all staff receive safeguarding information as part of induction and ongoing training

Hirers, clubs and external organisations using Lifestyle Fitness facilities are responsible for ensuring that their own staff, coaches and volunteers are suitable for their role and have appropriate safeguarding training and DBS checks in place where required. Evidence of safer recruitment and DBS arrangements must be provided to Lifestyle Fitness upon request.

Lifestyle Fitness reserves the right to suspend or terminate facility use where safer recruitment or DBS requirements are not met, or where concerns arise regarding the suitability of individuals working with children or adults at risk.

Managing Allegations

An allegation is where a person in a position of trust has behaved in a way that has harmed, or may have harmed, a child, young person or adult at risk, or may pose a risk of harm.

Any allegation arising in connection with activities taking place at Lifestyle Fitness facilities will be taken seriously and managed sensitively. Allegations will be referred to the appropriate statutory agencies where thresholds are met.

Where activities take place on a school or academy trust site, allegations may also be referred through the host school or trust's Local Authority Designated Officer (LADO) process.

Lifestyle Fitness will not investigate allegations, but will fully cooperate with schools, academy trusts, local authorities, governing bodies, and statutory agencies.

Where necessary, Lifestyle Fitness may take proportionate interim measures, including suspending or terminating facility use, pending the outcome of any investigation.

Information Sharing

Effective safeguarding relies on appropriate information sharing between organisations and professionals to protect children, young people and adults at risk from harm.

Lifestyle Fitness and hirers recognise that data protection legislation is not a barrier to sharing information where there are safeguarding concerns. Information will be shared lawfully, proportionately and on a need-to-know basis in line with statutory guidance, including the DfE Information Sharing guidance (May 2024).

In relation to safeguarding matters:

- Information will be shared where it is necessary to protect an individual from harm or to support the prevention, detection or investigation of abuse or neglect
- Information sharing decisions will be guided by considerations of safety, necessity and proportionality

- Where appropriate and safe to do so, consent will be sought before sharing information; however, consent is not required where there is a risk of significant harm or where seeking consent would place an individual at further risk
- Information may be shared with statutory agencies, including children's or adult social care, the police, local authorities, host schools or academy trusts, and relevant governing bodies
- Records of safeguarding concerns and information sharing decisions will be recorded accurately and stored securely
- Decisions about when to notify host schools or academy trusts will be made based on the nature, seriousness and context of the safeguarding concern, including whether statutory thresholds are met, and in line with relevant guidance

Lifestyle Fitness and hirers will cooperate fully with statutory agencies and relevant partners to ensure that safeguarding concerns are managed effectively and in the best interests of those affected.

Whistleblowing

Lifestyle Fitness is committed to creating a culture where safeguarding concerns can be raised openly and safely. Anyone who has concerns about unsafe practice, misconduct or safeguarding failures is encouraged to report them without fear of reprisal.

Concerns may be raised by staff, hirers, volunteers, participants or members of the public and will be taken seriously and handled sensitively.

Lifestyle Fitness will ensure that:

- Concerns raised in good faith are treated confidentially, where possible
- Individuals who raise concerns in good faith will not suffer detriment or disadvantage as a result
- Appropriate action is taken in response to whistleblowing concerns, in line with safeguarding and statutory requirements

If a concern cannot be raised internally, or if an individual feels unable to do so, external advice and reporting can be sought through the [NSPCC Whistleblowing Advice Line](#) on **0800 028 0285** or by email at help@nspcc.org.uk.

Whistleblowing procedures do not protect individuals who deliberately make false, malicious or vexatious allegations.

Non-Compliance and Breach of Policy

Lifestyle Fitness expects all hirers, users and individuals working within its facilities to comply with this safeguarding policy and associated safeguarding requirements.

Where safeguarding standards are not met, or where a breach of this policy is identified, Lifestyle Fitness reserves the right to take appropriate and proportionate action. This may include:

- Requiring immediate remedial action or additional safeguarding assurances
- Suspending or terminating facility use or bookings
- Restricting access to facilities or removing individuals from site
- Refusing future bookings where safeguarding concerns remain unresolved
- Reporting serious safeguarding concerns or breaches to statutory agencies, local authorities, host schools or academy trusts, or relevant governing bodies where required

Any action taken will be proportionate to the nature and seriousness of the concern and will prioritise the safety and welfare of children, young people and adults at risk.

Review

This safeguarding policy will be reviewed regularly to ensure it remains effective, up to date and aligned with current legislation, statutory guidance and best practice.

The policy will be reviewed at least annually, and sooner where required in response to changes in legislation or guidance, learning from safeguarding incidents, or operational changes to facilities or services.

Any updates to this policy will be communicated to relevant stakeholders as appropriate.

Last reviewed: January 2026

Next review due: January 2027