



Safeguarding and Child Protection Policy (includes Safeguarding Code of Conduct for working in schools)

Date of last review: June 2025

Next review date: June 2026

Introduction:

This policy and code of conduct applies to all employees, Trustees, self-employed contractors (including freelancers) and volunteers working on behalf of The Outrunners Charity.

For the purposes of this policy, any reference to staff in this policy includes anyone working on behalf of The Outrunners Charity. This policy and code of conduct is related to our expectations of safeguarding best practice when working with children. We want to ensure that The Outrunners Charity carries out all its safeguarding responsibilities when providing the wide range of activities for children and young people.

This document outlines our expectations for anyone working on behalf of The Outrunners Charity. It outlines our expectations of your behaviour and also that of your colleagues. It explains your personal responsibility to act within the boundaries laid out, and your responsibility to report any safeguarding concerns about a child. It also outlines what to do if you have concerns regarding behaviour by school staff / youth provision staff or anyone working on behalf of The Outrunners Charity.

We will ensure you have access to this policy at the earliest opportunity but no later than your induction period.

Definition of Safeguarding:

Safeguarding is defined as protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes. Children includes everyone under the age of 18. (Keeping Children Safe in Education, September 2019).

The main areas of child abuse are:

- Physical abuse

Signs of Physical abuse

Most children will collect cuts and bruises as part of the rough-and-tumble of daily life. Injuries should always be interpreted in light of the child's medical and social



history. Most accidental bruises are seen over bony parts of the body e.g. elbows, knees, shins and are often on the front of the body.

Some children, however, will have bruising that is more likely to be inflicted rather than accidental. Indicators of physical abuse could include bruises or injuries that are either unexplained or inconsistent with the explanation given, or visible on the 'soft' parts of the body where accidental injuries are unlikely, this could be on their cheeks, abdomen, back and buttocks. Physical abuse may involve hitting, shaking, throwing, drowning, burning or scalding, poisoning, suffocating, or otherwise causing physical harm to a child or failing to protect a child from that harm. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

- Emotional abuse

Signs of Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe adverse effects on the child's health and emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

Emotional abuse can be difficult to measure, as there are often no outward physical signs. Indicators of emotional abuse may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child from interacting socially with other children or adults. It could involve rejecting or ignoring a child completely, using degrading language or behaviour towards them, threatening or bullying them and encouraging them to develop behaviours that are self-destructive.

Emotional abuse also includes radicalising a child or young person who may be subsequently drawn into terrorist-related activity. People, who work in specified occupations, including health and education, must report it if they suspect someone is being drawn into terrorism

- Sexual Abuse

Signs of Sexual abuse



Sexual abuse involves someone forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. In fact, the majority of children who are sexually abused by a carer will have no visible signs at all, due to the attacker not wanting to leave evidence, amongst many other reasons in the grooming process.

Sexual abuse is not solely perpetrated by adult males; women can also commit acts of sexual abuse, as can other children. The activities may involve physical contact including both penetrative and non-penetrative acts such as masturbation, kissing, rubbing and touching the outside of clothing.

They may also include non-contact activities, such as watching sexual activities, encouraging children to behave in sexually inappropriate ways, involving children in looking at, or in the production of, sexual images and grooming a child in preparation for abuse (including via the internet).

- Neglect

Signs of Neglect

Neglect can be a difficult form of abuse to recognise, yet it can have some of the most lasting and damaging effects on children. One in 10 children have experienced neglect* and neglect is a factor in 60 percent of serious case reviews**.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. The physical signs of neglect may include constant hunger, sometimes stealing food from other children constantly dirty or 'smelly', loss of weight, or being constantly underweight and inappropriate clothing for the conditions.

The following changes in behaviour in a child or young person may indicate neglect and these include complaining of being tired all the time, not requesting medical assistance and/or failing to attend appointments, having few friends and mentioning being left alone or unsupervised.

These definitions and indicators are not meant to be definitive, but to be viewed as guidance. It is important to remember that many children may exhibit some of these indicators at some time and that the presence of one or more should not be taken solely as proof that abuse is occurring. There are many kinds of support available to children and young people who have experienced abuse once it has been disclosed or identified.



Please see the Government publication - Keeping Children Safe in Education, September 2022 for further information on the categories of abuse:
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Everyone who comes into contact with children and their families has a role to play in safeguarding children.

The work of The Outrunners Charity is usually undertaken in community spaces.

ONLINE ABUSE

Online abuse can happen across any device that is connected to the internet, such as computers, tablets and mobile phones. It can happen anywhere online, including: social media, text messages and messaging apps, emails, online chats, online gaming, live-streaming sites.

Children can be at risk of online abuse from people they know or strangers. It might be part of other abuse that is taking place offline, like bullying or grooming. Or the abuse might only happen online.

Types of online abuse:

- Cyberbullying or online bullying: any type of bullying that happens online. Online bullying can follow the child wherever they go, and it can sometimes feel like there is no escape or safe space.
- Emotional abuse (online context): any type of abuse that involves the continual emotional mistreatment of a child in an online space.
- Grooming (online context): when someone builds a relationship with a child online in order to sexually abuse, exploit or traffic them. Children and young people can be groomed online by a stranger or by someone they know.
- Sexting: when someone shares sexual, naked or semi-naked images or videos of themselves or others, or sends sexual messages. It is considered online abuse if a child or young person is pressured or coerced into creating or sending such images. Sexting is also known as Youth Produced Sexual Imagery (YPSI).
- Sexual abuse (online context): when a child or young person is forced or tricked into sexual activities. Sexual abuse can happen online – for example, a child could be forced to make, view or share child abuse images or videos, or take part in sexual activities on conversations online.
- Sexual exploitation (online context): when a child is sexually exploited online, they may be persuaded or forced to create or send sexually explicit photos or videos, or have sexual conversations.

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A child or young person experiencing abuse online might: spend a lot more or less time than usual online, texting, gaming or using social media; seem distant, upset or angry after using the internet or texting; be secretive about who they're talking to and what they're doing online or on their mobile phone; have lots of new phone numbers, texts or email addresses on their mobile phone, laptop or tablet.

CORPORATE PARTNERS

When working with corporate partners who may be offering shorter term opportunities such as workshops, taster sessions or visits, a partnership agreement must be completed. DBS checks may not be necessary due to the short-term delivery, but young people must not be left unsupervised with corporate partners, who should be explicitly told not share personal contact details with young people. Staff members at Corporate Partners must complete a risk assessment for each visit including who is responsible for first aid on site. The Outrunners will provide a risk assessment template.

Legal background

Where a person aged 18 or over is in a position of trust with a child under 18, it is an offence under the Children Act 1989 for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity.

Where a person aged 18 or over is in a position of trust with a pupil who has already reached the age of 18, any attempt to engage in sexual activity with that person will be treated as a breach of trust and will be treated as gross misconduct.

Where a person aged 18 or over is in a position of trust established with a person who has only recently left the school, any attempt to engage in sexual activity with that person will be a cause for concern and may be treated as a breach of trust established in that prior relationship and could be regarded as gross misconduct.

This means that staff must not:

- Use their position to gain access to information about children/pupils for their own advantage
- Use their power to intimidate, threaten, coerce or undermine children/pupils.
- Use their status and standing to form or promote a relationship with a child or pupil of a school, which is of a sexual nature.

There are occasions when adults embark on a course of behaviour known as 'grooming' where the sole purpose is to gain the trust of the child and manipulate that relationship so sexual abuse can take place. This is an offence and The Outrunners Charity or the school will take immediate action with the relevant authorities.



Any sexual behaviour by a representative of The Outrunners Charity with or towards a child/pupil is both inappropriate and illegal. Children/pupils are protected by the same laws as adults in relation to non-consensual sexual behaviour. They are additionally protected by specific legal provisions regardless of whether the child or young person consents or not. This includes the prohibition on adults in a position of trust.

Power and positions of trust

All adults working with young people in youth settings are in positions of trust in relation to the young people in their care. A relationship between a member of staff and a young person cannot be a relationship between equals, therefore staff have a responsibility to ensure that an unequal balance of power is not used for personal advantage or gratification.

Although not a permanent member of staff in the schools or community centres you visit, when working on The Outrunners Charity programmes in schools (or in other locations), you will be viewed by the young people you are working with as someone in a position of power and trust like their teachers and other school staff. School staff must always maintain appropriate professionalism and wherever possible they must avoid behaviour which might be misinterpreted by others, and report and record any incident with this potential. We therefore have a similar expectation in the standard of conduct we would expect from you and want to ensure you are fully aware of this best practice to prevent any misinterpretation of your actions.

All employees, freelancers, volunteers and anyone connected with The Outrunners Charity must always recognise their responsibilities to act in a professional and responsible manner and to interact appropriately with the children and young people with whom we work.

Anyone working on behalf of The Outrunners Charity will endeavour to safeguard children and young people by:

- Reading and implementing this Policy
- Reading and understanding the government guidance – [Keeping Children Safe in Education \(September 2019\)](#)
- Reading and understanding the government guidance – [Working together to Safeguard Children \(July 2018\)](#)
- Sharing information about child protection and good practice with other
- representatives of The Outrunners Charity
- Ensuring that safeguarding information is requested from school staff and/ or parents/ guardians at the start of the visit (or programme) to ensure that they have awareness of any relevant information relating to the young people that they will be working with



- Sharing information about any safeguarding concerns with designated school staff
- Disclosing information to The Outrunners Charity which might affect their work with children in particular with reference to any disqualification from working with children.
- Following carefully the procedures for recruitment and selection of employees, Trustees, freelancers and volunteers.
- Comply with the duty to disclose / whistle blow if they witness anything which raises concern following The Outrunners Charity Whistleblowing policy.

Senior Management of The Outrunners Charity will review this policy and good practice at regular intervals and communicate any changes to The Outrunners Charity Board and anyone else working on behalf of The Outrunners Charity as appropriate.

Code of Conduct

Representatives of The Outrunners Charity must be committed to creating a safe environment in which young people can feel comfortable and secure while engaged in any of The Outrunners Charity's programmes, training events, trips or workshops.

People representing The Outrunners Charity should at all times show respect and understanding for an individual's rights, safety and welfare, and conduct themselves in a way that reflects the ethos and principles of The Outrunners Charity.

People representing The Outrunners Charity must be committed to:

- Treating young people with respect and dignity
- Always listening to what a young person is saying
- Valuing each young person
- Recognising the unique contribution each individual can make
- Encouraging and praising each young person in an appropriate manner
- Using appropriate language with young people and referring any inappropriate language used by a young person or child to the relevant school staff member.

Non DBS checked adults representing The Outrunners Charity should never be left unaccompanied with any children at any time. DBS checked adults must never meet with a child or young person in a space that is not public.

People representing The Outrunners Charity must never:

- Engage in sexually provocative or rough physical games, including horseplay
- Perform inappropriate behaviours towards a child or young person, for example, buying them personal gifts, taking photos of the child on their personal phone, doing favours for the young person. If a young person requests help with personal



matters, volunteers and The Outrunners Charity representatives must seek a member of The Outrunners Charity staff to deal with such an incident.

- Allow, or engage in, inappropriate touching of any kind.
- Drive young people in their personal vehicles

Physical contact

It is not expected The Outrunners Charity staff will need to have any level of physical contact with any child/young person in the course of their work for The Outrunners Charity. However, if physical contact is made with a child, this should be in response to their needs at the time, of limited duration and appropriate. Staff should use their professional judgement at all times about the appropriateness of any physical contact.

In general staff must:

- Be aware that even well-intentioned physical contact may be misconstrued by the child or an observer or by anyone to whom this action is described
- Consider alternatives where it is anticipated that a child might misinterpret any such contact, perhaps involving another member of staff, or a less vulnerable pupil in a demonstration
- Always explain to a child the reason why contact is necessary and what form that contact will take unless their safety is at immediate risk
- Never touch a child in a way which may be considered indecent
- Always be prepared to explain actions and accept that all physical contact will be open to scrutiny.

People representing The Outrunners Charity should:

- Be aware that any actions may be misinterpreted no matter how well intentioned
- Never draw any conclusions about others without checking the facts
- Never allow themselves to be drawn into inappropriate attention seeking situations
- Never exaggerate or trivialise child abuse issues or make suggestive remarks or gestures about, or to a child or young person, even in fun
- Never give their personal information or contact details to children or young people or make contact with them for personal reasons
- Not become 'friends' with or 'follow' children or young people on social media
- Not make images of children/young people available on the internet without permission from parents, the school's Senior Leadership Team or The Outrunners Charity
- Not discuss own personal relationships with or in the presence of children
- Not discuss a child's personal relationships
- Dress appropriately for working with young people and avoid wearing revealing clothing. No aspect of dress or appearance should be politically motivated, sexually provocative, discriminatory, insensitive or offensive



- Never allow volunteers from supporting organisations to be unsupervised with children or young people
- Ensure confidentiality: Staff may be privy to personal information relating to children and their families during their work in schools. This information should not be shared other than with relevant members of staff in the school and/or within The Outrunners Charity, only on a need to know basis.

What to do if you have a concern about a child or young person:

Each school and youth provision will have a 'Designated Safeguarding Lead'. This person/people will be responsible for matters relating to safeguarding in the school. If anyone representing The Outrunners Charity has concerns about a young person or suspects that a young person is being abused, they should ask to speak to the Designated Safeguarding Lead if possible and voice their concerns. If this is not possible then the representative must tell a member of the relevant school / youth provision staff as soon as possible. Regard should be given to the confidential nature of such circumstances and concerns must not be discussed with anyone else apart from the school / youth provision staff member to whom the referral is made.

What to do if a young person makes a disclosure to you:

If a young person makes a disclosure to a representative of The Outrunners Charity however should this situation occur then:

- Don't ignore them or tell them to go away because you're busy – they may have been building up to telling someone for some time
- Advise them to speak to a youth worker, teacher or other member of the school staff in the first instance. If you ever advise a young person to do this, tell the Designated Safeguarding Lead at the school / youth provision or the relevant teacher as soon as possible so that this can be followed up if necessary
- If the young person is insistent on talking to you, at the outset you must explain to them that you cannot promise to keep what they may tell you secret. You can promise that only those who need to know will be told and that they will be the people who can help to protect the young person. Do not make any other promises – you may not be able to keep them and trust will have been destroyed
- Stay calm and reassuring. Listen carefully, as you will need to record in detail what has been shared but do not press for details. It is better that if further investigation is necessary that the young person has not had to repeat the details. Do not ask leading questions.
- The situation may cause you to react emotionally try not to show this to the young person
- Tell the young person that they were right to tell that they are not to blame for what has happened. Let them know that you understand how difficult it is for them to talk about their experiences. Thank them for telling you.



- Many victims of child abuse say that having the first person they disclosed to being supportive was the first step in recovering from their experience. Let them know that you are going to do everything you can to help them and explain that you must now share the information with Designated Safeguarding Leads who in turn will meet with them
- As soon as possible afterwards and on the same day, record, in writing, your conversation with the young person. Try to remember exact words and record your statements with the young person. Do not use your own words in case you have misconstrued what the young person was trying to say. If you record opinions, ensure that these cannot be confused with facts
- Then pass all this information to the Designated Safeguarding Lead at the school.
- If you feel that the child is in any immediate risk then call the police (999) or The Hackney on- call social worker/ child protection officer : 9am - 5pm (0208 356 5500) or the emergency duty team can be contacted on (0208 356 2710) out of office hours.

What to do if you have a concern about the behaviour of a colleague, member of school staff, volunteer or other adult in your context of your work for The Outrunners Charity:

Record in writing any concerns then contact the relevant Programme Manager, Director, or CEO at The Outrunners Charity as soon as possible (within 24 hours) and report these.

What to do if you have an allegation of abuse made against you:

If an allegation of abuse is made against you, it will be reported to the Local Authority Designated Officer (LADO) in the Local Authority where the concern was made about you. Allegations management procedures will be followed.

These come from 'Working Together to Safeguard Children' 2018 and are used in all cases where a person who works or volunteers with children is alleged to have:

- Behaved in a way that has harmed or may have harmed a child
- Possibly committed a criminal offence against, or related to, a child
- Behaved towards a child or children in a way that indicates they are unsuitable to work with children or in a way that indicates they would pose a risk of harm if working regularly or closely with children.

There are 3 potential outcomes from the allegation:

- No further action after initial consideration
- Criminal investigation
- Disciplinary investigation



A strategy meeting involving Children's Social Care, Police, Health, The Outrunners Charity as the organisation who contracted your services, and the LADO, will be convened if it meets the threshold for this type of meeting.

The meeting will consider any employment or voluntary work you undertake with children and if you have, or care for children yourself and have behaved in a way that would raise concerns about your suitability to work with them or care for them, and whether there are any risks to them.

If the allegation is serious enough, suspension of your contract may be considered by The Outrunners Charity, depending on the outcome of an investigation. The case may move between criminal and disciplinary processes, depending on the information arising from the investigation.

The threshold for criminal conviction is 'beyond all reasonable doubt'.

The threshold for disciplinary action is 'on the balance of probabilities'.

If you are dealt with through a disciplinary process, then this will be through The Outrunners Charity's Disciplinary Policy which can be found in the Volunteer Handbook. Although you may be a volunteer and not an employee, the Trust has a legal duty to report anyone who they have recruited to work with children; paid or unpaid, employee or volunteer, consultant or agency worker, who they remove from their register.

If you are dismissed from a post because of a concern about behaviour towards children (regardless of whether there is a criminal conviction) the Trust will refer you to the Disclosure and Barring Service (DBS) who will consider whether you can continue to work with children in any capacity, and a referral will be made to your professional body if applicable, to consider whether your registration with them will be terminated.

Things you can do:

- Ensure you have the contact details of the senior person within The Outrunners Charity who will provide you with regular updates about the investigation
- Ensure you give your side of things, either during criminal investigation to the police or during disciplinary investigation to ourselves as your employer
- Take up any offer of support from your GP
- Seek the support of your Union, if you have one

Hopefully none of the above accusations against a member of the team will happen, especially if the Code of Conduct is followed. It is there to protect everyone on the team, and to protect any child or pupil we come into contact with.



Safeguarding of Youth Coaches

Our youth coaches (16-18 years old) receive AQA accredited safeguarding training. They are never left alone with children or young people unless they have been DBS checked.

Safeguarding guidance for mentors on Outrunners group mentoring programmes or adults supporting employment programmes (Run Your Career and Sprint Programmes)

Everyone who comes into contact with children and their families has a role to play in safeguarding children. The definition of safeguarding and types of abuse and neglect are outlined in this policy, above.

In the event that a young person you are mentoring tells you something which makes you concerned about their safety or wellbeing or if their behaviour leads you to be concerned, follow these steps:

1. Let them know that they did the right thing by telling you and explain that you will have to share the information with the Outrunners Charity Designated Safeguarding Leads. You can explain that you are only telling those people who need to know in order to help protect them.
2. As soon as possible and on the same day, record in writing your conversation with the young person. Try to remember exact words and record your statements with the young person. Do not use your own words in case you have misconstrued what the young person was trying to say. If you record opinions, ensure that these cannot be confused with facts
3. Immediately (and within the same day), report your concerns to:

Tyler Williams-Green (Chief Executive of The Outrunners Charity):
0774319073

or if you are unable to contact him:

Sangeeta Bhopal (Youth Programme manager): 07562517308

Or if you are unable to contact her, contact Laura Murphy 07545248009

In the extreme unlikelihood of none of these numbers working please contact Tyler Williams - Green on 07729949448. If there is immediate risk of harm then contact the police.

Keep a record of the actions you have taken

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4. Someone from The Outrunners Charity will then act on your concerns. They may contact the police or local children's services in relation to your concerns.

If at any point you feel that you need advice on safeguarding issues, contact the NSPCC Helpline on: 0808 800 5000

Remember, if you are concerned that there is an **immediate risk of harm** to a child, please contact the emergency services without delay on **999**.

Online Safeguarding

Some of The Outrunners Charity youth work involves online contact between young people and staff/volunteers.

In recognition of the fact that contact between children and adults online presents risks for abuse, the The Outrunners Charity safeguarding policy stipulates the following guidance for safeguarding children online:

- All staff / volunteers involved in programmes in which young people may be contacted online will have current enhanced DBS certificates.
- The consent of a young person's parents is necessary before any online contact is facilitated
- Parents, volunteers / staff, and young people will have a clear understanding of the timing, nature, duration and frequency of any online contact sessions. This will be outlined in writing in advance of the sessions.
- Any digital material shared between young people and adults in the production of creative projects will be stored in a shared location, with access granted to the The Outrunners Charity Safeguarding Leads and parents on request.
- Volunteers/staff will adhere to the broader The Outrunners Charity safeguarding policy in relation to social media
- Volunteers / staff and young people should not exchange personal telephone numbers

Prevent:

The Outrunners Charity has a zero tolerance of extremist behaviour and ensures that our work, care and guidance empowers young people to reject violent or extremist behaviour.

The Home Office's definition of extremism: "Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect



and tolerance of different faiths and beliefs. Also calls for the death of members of our armed forces whether in this country or overseas.”

The Outrunners Charity acknowledges that protection from radicalisation and extremist is a safeguarding issue. “Safeguarding vulnerable people from radicalisation is no different from safeguarding them from other forms of harm.” *Home Office – The Prevent Strategy*.

Exposure of children to extremist ideology can hinder their social development and educational attainment alongside posing a very real risk that they could support or partake in an act of violence.

Since 2012, it has been required by law for teachers “not to undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.”

Teachers must not promote partisan political views in the teaching of any subject and are required to ensure that whenever political issues are brought to the attention of students a balanced presentation of the opposing views is offered. This requirement applies not only during scheduled lessons but in all other contexts.

Anyone working on behalf of The Outrunners Charity must comply with the above.

Training:

The Outrunners Charity employees are required to undertake online NSPCC Training and mandatory in house training

The NSPCC provides online training which we would recommend to anyone working on behalf of The Outrunners Charity and is required for all employees and volunteers that deliver programmes with young people.

<https://learning.nspcc.org.uk/training>

DBS Checks:

All staff, volunteers and mentors working on the behalf of The Outrunners Charity and have contact with young people must have a current clear Enhanced DBS check in place.

Procedures for recruitment & selection of employees and volunteers:

The Outrunners Charity will undertake appropriate pre-engagement checks on all new employees, freelancers and Trustees. Priority is given to issues relating to child protection. Anyone working for The Outrunners Charity who routinely comes into direct



contact with young people will be required to undertake an Enhanced Disclosure & Barring Service check.

Anyone working on behalf of The Outrunners Charity will be given access to this policy and be asked to make sure that they read, understand and implement this into their working practices as appropriate.

**Volunteers & External facilitators :**

The Outrunners Charity works with a number of organisations who provide volunteers & External facilitators to assist with the delivery of specific programmes. These programmes are designed to ensure that volunteers are never in a position to be left in solitary contact with a young person but are overseen by either a member of the school's teaching staff and/or a DBS-checked member of The Outrunners Charity team while in contact with any young people.

Safeguarding contact leads:

Tyler Williams-Green (Chief Executive and Head of Safeguarding) 07743190734
Sangeeta Bhopal (Youth Programme manager) : 07562517308

This policy has been approved and authorised by:

Name: Tyler Williams-Green
Position: Chief Executive

Tyler Williams Green
23rd June 2025