



The Active Body Studio Ltd

Safeguarding Policy

If you believe any individual to be in immediate danger and/or requiring medical attention you should call the emergency services on 999

Policy Owner and Safeguarding Lead: Ela Burningham

Date of Policy: November 2023

Next Policy Review Date: November 2024



Mission Statement and Introduction to The Active Body Studio Ltd (ABS)

ABS was founded in 2011 and is owned and run by Ela Burningham, who is a qualified fitness trainer. ABS offers a selection of group classes and personal training to promote and support physical activity for children and adults – all of which are run solely by Ela. Ela believes that staying active will help individuals stay strong mentally and physically and assist them in leading a healthy and independent lifestyle.

Ela holds numerous qualifications, a full list of which can be found on her website <http://www.activebodystudio.co.uk/index.html> - this includes training in safeguarding.

Ela has also undertaken an Enhanced DBS (Disclosure and Barring Service) check.

ABS Company Details

Registered in England No: 07443374

Member of FitPro No: FP44329327

Policy Statement

Ela believes that everyone has the right to exercise and lead a healthy lifestyle and to do this in a safe environment. Ela welcomes everyone to ABS and has a zero tolerance towards any form of discrimination, harassment or abuse.

Scope

This policy applies to everyone who attends a group class or personal training session with ABS.

Purpose

This policy covers:

- A high level overview of what safeguarding is.
- ABS's commitment, role and responsibility for safeguarding those who attend Ela's exercise classes/training sessions and what to do/who to speak to if someone has a concern relating to their welfare or wellbeing.

Implementation

ABS will endeavour to achieve the aims of this policy by recognising and responding to safeguarding concerns where risks arise to those who use ABS's services. All new attendees are asked to complete a Health Questionnaire and this is updated annually.

A copy of this policy will be available on ABS's website. New attendees will be sign-posted to the website and existing students will be reminded of this policy's existence within e-mail communications about term dates and prices at the start of each year.

What is safeguarding and why is this policy important?

The welfare of those that attend and use ABS's services is paramount. Abuse is a term used to describe ways in which individuals are harmed, often by people they know and trust, and



refers to the damage done to their physical and/or mental health. Abuse can occur within or outside the family, including in places of learning or training.

Safeguarding in sport and fitness is the process of protecting individuals from harm by providing a safe space for them to participate in exercise and be active.

Key for safeguarding children and vulnerable people is spreading the message about keeping them safe and ensuring a culture of always acting in their best interests. For adults, as well as focusing on creating safeguarding processes, it is important to remember they can make their own decisions so need to be kept well informed and consulted on decisions that affect them.

In order for safeguarding to have an impact, it must be the responsibility of everyone to actively make the environment a safe and secure place for all.

Key legislation and guidance applying to this policy

- Child Safeguarding Legislation and Guidance
 - The Children Act 1989 (as amended)
 - The Children and Social Work Act 2017
 - Working Together to Safeguard Children 2020
 - Sport England/Child Protection in Sport Unit Standards (2018)
- Safeguarding Adults at Risk Legislation
 - The Care Act 2014
 - Care & Support Statutory Guidance 2021
 - Safeguarding Vulnerable Groups Act 2006

Raising a concern

If you believe any individual to be in immediate danger and/or requiring medical attention you should call the emergency services on 999. It is important to remember that it is not up to you to decide whether or not a person has or is being abused but to report concerns appropriately – with adults whilst it is important to try and discuss concerns and potential actions with them only do so where possible and if it is safe to do so and without incurring further harm.

Non-emergency concerns can be raised with Ela in person or via:

Mobile phone: 07969 315113 (messages can be left if the call cannot be taken at the time)

E-mail: studio@activebodystudio.co.uk

Responding to a concern

All concerns raised to ABS will be reviewed promptly on a case-by-case basis and appropriate action taken. It is not possible to list all potential scenarios in this document and, for confidentiality and/or legal reasons, it may not always be possible or appropriate to update the person who raises a concern (unless they are the individual in question themselves) on the action taken. In some instances, it may be appropriate to involve relevant external agencies, such as the emergency services.



We commit to:

- Reassuring the individual who has raised the concern that they have done the right thing by telling us about it.
- Listening carefully and making sure we understand what is being said.
- Using non-judgemental language.
- Explaining what we will do next and that they will need to speak to other people who can help.
- Treating all information given with care and storing this confidentially.
- Contacting the emergency services if someone is believed to be in immediate danger from harm.
- Reporting the incident to the Police if it is alleged or believed to be a criminal matter.

Whistleblowing

If you have a safeguarding concern about Ela or ABS, Kent County Council (KCC) has staff available for you to talk to 24 hours a day, 7 days a week – you can contact them via:

- If you have concerns about an adult
 - Call 03000 41 61 61
 - Or see website <https://www.kent.gov.uk/social-care-and-health/report-abuse>
- If you have concerns about a child
 - Call 03000 41 11 11
 - Or see website <https://www.kent.gov.uk/social-care-and-health/report-abuse>

Recording and Sharing Information

At all times, relevant General Data Protection Regulation (GDPR) will be taken into account and confidentiality ensured by discussions and communications being limited only to those who can assist with providing resolution to the concern raised.

A written note may be taken of concerns raised and follow up action taken. Such notes, as well as any e-mail communications, will be password protected and stored on Ela's personal laptop in accordance with Data Protection principles.

Sources of Information and Support

Action on Elder Abuse

A national organisation based in London. It aims to prevent the abuse of older people by raising awareness, encouraging education, promoting research and collecting and disseminating information.

Telephone: 020 8765 7000

E-mail: enquiries@elderabuse.org.uk

Website: www.elderabuse.org.uk



Ann Craft Trust

A national organisation providing information and advice about adult safeguarding. The Ann Craft Trust has a specialist Safeguarding Adults in Sport and Activity team to support the sector.

Telephone: 0115 951 5400

E-mail: Ann-Craft-Trust@nottingham.ac.uk

Website: www.anncrafttrust.org

National 24Hour Freephone Domestic Abuse Helpline – England

Telephone: 0808 2000 247

Website: www.nationaldahelpline.org.uk/Contact-us

Stop Hate Crime

Works to challenge all forms of Hate Crime and discrimination, based on any aspect of an individual's identity. Stop Hate UK provides independent, confidential and accessible reporting and support for victims, witnesses and third parties.

24 hours service:

Telephone: 0800 138 1625

Web Chat: www.stophateuk.org/talk-to-us/

E-mail: talk@stophateuk.org

Text: 07717 989 025

Text relay: 18001 0800 138 1625

By post: PO Box 851, Leeds LS1 9QS

Susy Lamplugh Trust

The Trust is a leading authority on personal safety. Its role is to minimise the damage caused to individuals and to society by aggression in all its forms – physical, verbal and psychological.

Telephone: 020 83921839

E-mail: info@suzylamplugh.org

Website: www.suzylamplugh.org

Victim Support

Provides practical advice and help, emotional support and reassurance to those who have suffered the effects of a crime.

Telephone: 0808 168 9111

Website: www.victimsupport.com