

Safeguarding young people policy

For GK Fit Ltd



MARCH 2026

GK Fit Ltd (The Company) is a company run for the following purpose:

Sports and fitness

The Company is registered at:

1 Orchard Estate, Cambridge, CB1 3JW

Company Number: 15620240

The Company has adopted this Safeguarding young people policy and expects every adult working or helping at The Company to support it and comply with it. Consequently this policy shall apply to all staff, managers, trustees, directors, volunteers, students or anyone working on behalf of The Company.

Purpose of the policy

This policy is intended to protect young people who receive any service from us, including those who are the children of adults who may receive services from us. Under this policy, the terms 'child', 'children' 'young person' or 'young people' shall mean any person who is under eighteen years of age.

The Company believes that no child or young person should experience abuse or harm and is committed to the protection of children and young people. This policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to child protection and safeguarding.

The risks to children

Young people can be vulnerable to different forms of abuse and harm. It is important to recognise that abuse and harm of young people can cover a wide range of circumstances and behaviours. For example, young people can be at risk of:

- physical or emotional abuse
- neglect
- sexual abuse
- female genital mutilation (FGM)
- grooming and exploitation
- trafficking and modern slavery
- exposure to or infliction of domestic abuse
- bullying or cyber bullying
- exposure to other inappropriate content or behaviour, such as violence or criminal behaviour
- self-harm
- physical harm when engaging with activities without adequate supervision.

The causal factors of any such harm and/or abuse can also be wide-ranging. For example, young people can be placed at risk by family members or by members of the community.

Safeguarding principles

Safeguarding young people from harm and abuse is an essential responsibility for our Company. We are committed to ensuring that any young person who comes into contact with our services is properly safeguarded. Every person under this policy must ensure that they play an active role in ensuring that young people are properly safeguarded.

Every person under this policy holds responsibility for:

- remaining alert and aware of possible safeguarding risks to young people
- guarding young people against harmful environments with appropriate actions (for example, adequate supervision or ensuring safe environments)
- taking positive steps to maintain the safety and wellbeing of young people engaging with us as a Company
- reporting concerns expeditiously and appropriately, in line with child protection procedures
- understanding the duty to report specific concerns (and understanding how this interplays with confidentiality)
- challenging any inappropriate or harmful behaviour of any other adult and reporting this accordingly
- acting appropriately in the presence of young people
- not taking any inappropriate risks
- not smoking, drinking or taking any form of illicit substances in the presence of young people.

Safeguarding Officer

Any question, report or concern in relation to the safeguarding of young people should be shared with our Safeguarding Officer:

Name: Georgia Johnson

Email: info@gkfit.co.uk

Telephone: 07702 238141

Confidentiality and Data Protection

All personal information we may process relating to young people shall be processed and stored in accordance with our data protection privacy policy which can be viewed by emailing: info@gkfit.co.uk

Responding to a Safeguarding concern

Where a young person is at immediate risk of serious harm, any adult present should call 999. Thereafter, the Safeguarding Officer should be contacted as soon as is reasonably practicable.

Where there is a safeguarding concern but no immediate risk of serious harm, the adult who has heard or witnessed this concern should consult with the Safeguarding Officer as soon as practicable and by no later than the end of that same day.

Where any young person makes a disclosure relating to harm or abuse by an adult, it is important for that adult to:

- listen calmly and carefully, showing that their views are taken seriously
- provide an appropriate and honest level of reassurance
- avoid interrogating and asking probing, intrusive and/or leading questions
- avoid making false promises regarding secrets and confidentiality with the young person (because any concern of abuse/harm must be shared with the Safeguarding Officer and any subsequent safeguarding referral)

- make a confidential written record of the discussion either during the discussion or immediately afterwards. The record should include the key details of the disclosure together with any relevant times, dates, places and people concerned. Audio and video recordings of young people making disclosures should be avoided
- refer all relevant information to the Safeguarding Officer as soon as practicable afterwards, and by no later than the end of the day.

Upon receipt of any safeguarding concern, the Safeguarding Officer shall consult with any other relevant persons and will make any appropriate referrals to the relevant authorities, such as the applicable Local Authority Children's Services department.

Reporting concerns about other adults

Where any person has a concern regarding the conduct of an adult connected to The Company, which poses or may pose a safeguarding risk to young people such as:

- harming a young person either physically or emotionally
- exposing a young person to behaviour which may cause physical or emotional harm
- engaging in criminal activity concerning a young person.

This must be raised in the first instance with the Safeguarding Officer (or where this is not appropriate, a different senior member of the organisation) so that the next appropriate steps may be agreed and actioned. We recognise that there could be circumstances where a person may need to report a matter that has taken place in a setting outside of the person's engagement with The Company.

Usually, any appropriate steps following a safeguarding referral in respect of an individual connected to The Company will include either:

- further initial enquiries
- escalation to the applicable Local Authority Children's Services department for assessment and/or the police for investigation
- instigation of any appropriate disciplinary, formal investigation processes and suspension of any person concerned within The Company
- a referral to the Disclosure and Barring Service, or any other relevant regulatory bodies.

Any person within The Company who has allegations made against them shall be informed properly in a formal meeting of the particulars of the allegations and the relevant next steps which shall be taken. Such a meeting should ordinarily be held by the Safeguarding Officer. On certain occasions, such a meeting may not be convened until this has been approved by any authorities involved (such as the police or the relevant Local Authority).

Any person from within The Company who has allegations made against them shall be treated fairly. All enquires, investigations and decisions taken shall be just and fair, with the safety of any young person concerned at the heart of the process.

Any person from within The Company who makes an allegation against another person from within The Company shall be listened to, taken seriously and shall be treated fairly and justly throughout the process of enquiries, investigations and decision making.

Disclosure and Barring Service (DBS) checks and reporting

DBS checks under the appropriate legislation should be undertaken wherever required. The groups of people we will usually undertake DBS checks in relation to are:

All employees

Wherever we deem it is necessary and appropriate to remove any individual from a position of work in a activity which is regulated under the relevant legislation, we shall also be obliged to make a referral to the Disclosure and Barring Service.

Safeguarding children at events and activities

Responsibilities and planning

Typically, we may arrange the following types of events and/or activities which could involve children:

Sports and fitness sessions

The Safeguarding Officer shall hold ultimate responsibility for the safety and appropriateness of the event. They may however appoint a delegate for some responsibilities the purpose of a specific event.

Although the Safeguarding Officer and any appointed delegates will hold ultimate responsibility for overseeing the safety of events and activities, all individuals under this policy must also play an active role in ensuring the safety of young people at all times.

Appropriate background checking shall be undertaken for any adult engaged by us in connection with an event or activity involving young people, wherever this is required by law (see the relevant section above).

For certain types of events or activities, we may issue an additional code of conduct, policy, or some specific other requirements which is specific to that occasion. Any such additional documentation will be made available to all those concerned (staff members, parents, carers etc.) in advance. They should be read carefully and adhered to.

Venues

The location for any events or activities which are held by us shall be risk assessed properly in reference to the suitability and safety for young people. Fire and safety procedures and precautions shall be made clear to all those involved.

First aid

Any accident or injury concerning a young person should be brought to the attention of the nearest First Aider and should thereafter be formally reported to the Safeguarding Officer.

Consent forms

We shall always obtain written consent from a parent or carer for any event which takes place with young people in attendance without their responsible parent or carer present. Consent will be obtained via a secure booking form.

Consent forms will include emergency contact details and will set out any specific safety needs/ requirements for young people.

All consent forms will be kept secure and shall be stored in accordance with our data protection privacy policy.

Supervision

For most activities and events, our procedure for supervision of children is as follows:

One adult per group

Where we hold any events or activities whereby a child attends alongside their parent or carer, parents and carers should ensure that children are properly supervised.

Managing the behaviour of young people generally

Whenever any adult engaged by us is faced with challenging or inappropriate behaviour from a young person or with conflict between young people, they must:

- treat each young person fairly and equally
- approach the situation in a calm and neutral manner
- only ever use physical restraint/intervention in order to protect the immediate safety of a person, for example, to prevent an injury or harm either to the young person or others
- wherever it is justified to physically restrain a young person or to physically intervene, the amount of force used should be kept to the absolute minimum taking into account the risk posed
- make a written record of the incident and ensure this is reported appropriately to the Safeguarding Officer

Managing risks posed by other young people

It is important for all adults engaged by us to recognise that young people can face harm from their peers. This can commonly take the form of bullying. Bullying can be defined as any behaviour which is:

- repeated; and
- has the intention of hurting somebody either physically or emotionally.

Bullying can sometimes be motivated by prejudices based on certain groups, for example, gender, race, religion or sexual orientation. Bullying can often include:

- physical harm perpetrated against another young person
- name calling and threats
- cyberbullying (threats and abusive comments made via technology)

Any instance of bullying or concern relating to possible bullying between young people at any event or activity arranged by us will be reported to the parents / carers of all young people involved, as well as the Safeguarding Officer.

All steps in relation to the prevention or management of bullying should be taken in consultation with the Safeguarding Officer.

Photography

On some occasions, we may take photographs featuring young people. We recognise that photography of young people carries risks, such as:

- the potential for images to be re-used, shared or adapted in a damaging or inappropriate manner
- the general risk of sharing images and the impact this could have on young people's public image as they grow older

In view of these risks, we will:

- always ask for written permission from a young person and their parent/carer before taking and sharing any image of them
- always ensure that a young person and their parent/carer are properly informed how an image will be used and shared
- always ensure that a young person's identity is protected as far as is possible within any published material
- ask that parents, carers, young people and any other person connected to them who may wish to share any of our published images which features other young people, to refrain from doing so unless they have the permission of the other young people and their parents/carers
- always store photos in accordance with our data protection policy.

Members of the public

We do also recognise that members of the public may take photographs when they are attending our premises, events or activities.

We ask that any parents, carers and other members of the public take the following into consideration when taking photos at our premises, events or activities:

- images of young people should not be shared on social media without the permission of any young person who feature in the images (where ascertainable), together with the permission of the young person's parent/carer
- images which are shared on social media should be shared cautiously, with the appropriate privacy and security settings in place.

Other policies

We have referred within this document to the following other important policies which should be read in conjunction with this policy:

- Our privacy policy
- Our first aid policy

Legal framework

This policy has been drawn up in accordance with all relevant and applicable legislation and guidance available to The Company in the jurisdictions it operates within.

This policy is approved and robustly endorsed by GK Fit Ltd and is due for review every 12 months.

Signed:



Name: Georgia Johnson (Safeguarding Officer)

Date: 10 March 2026