



# SAFEGUARDING POLICY PACK

Version: 1.5  
Effective from: 6th March  
2026  
Review due: Jan 2027



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**The table below lists the current set of policies held within this Safeguarding Policy Pack:**

<b>Policy</b>	<b>Version</b>	<b>Approved</b>	<b>Review due</b>
Safeguarding and protecting children policy	1.4	16 <sup>th</sup> February 2026	Jan 2027
Safeguarding concern report form	1.2	16 <sup>th</sup> February 2026	Jan 2027
Club Welfare Officer/Designated Safeguarding Lead role and responsibilities	1.2	1 <sup>st</sup> January 2026	Jan 2027
Social media policy and statement	1.2	16 <sup>th</sup> February 2026	Jan 2027
Photography and video policy	1.2	16 <sup>th</sup> February 2026	Jan 2027
Behaviour management policy	1.0	16 <sup>th</sup> February 2026	Jan 2027

**Any questions regarding the contents of this document should be directed to Samuel Jones (Director and Head Coach)**

**[sam@jonesbadmintonacademy.co.uk](mailto:sam@jonesbadmintonacademy.co.uk)**

# Safeguarding and protecting children policy

**Version: 1.4**

**Effective from: 16th February 2026**

**Review date: Jan 2027**

Our policy should be read in conjunction with the Badminton England Safeguarding and Protecting Young People Policy, which all of our coaches and players must adhere to, through their membership to Badminton England.

Children and young people are defined as those aged under 18 years.

## **1. Scope:**

The following policy applies to all staff, coaches, helpers, volunteers, players, parents and guardians involved with JBA activities.

## **2. Policy statement:**

JBA is committed to safeguarding the welfare of all children and young people involved in our academy by ensuring that our staff, coaches, volunteers and workforce are fully supported, trained and committed to a safe and inclusive environment; we are also committed to making sure all participants and third parties are fully aware of and compliant with our safeguarding standards and procedures.

## **3. Principles:**

- Jones Badminton Academy (JBA) is committed to creating and maintaining a safe and positive environment for everyone to enjoy badminton.
- We acknowledge our responsibility to safeguard the welfare of all children and young people and protect them from poor practice, abuse and bullying.
- Everyone in badminton has a responsibility to safeguard and protect children and young people within the sport, to act appropriately, and to report any concerns at the earliest opportunity.
- The rights and values of all young people should be respected at all times.
- JBA recognises the importance of working together with parents to keep children and young people safe.
- Any allegations raised will be dealt with in line with Badminton England's procedures and acted on swiftly.
- JBA recognises that all children and young people, regardless of background, identity, ethnicity or ability, have the right to enjoy badminton in an environment that is free from abuse and discrimination.
- JBA is committed to promoting a culture where players, parents and coaches feel confident to raise concerns or share ideas about their experience.

## **4. JBA will support children and young people by:**

- Setting clear priorities for safeguarding and promoting the welfare of children and young people, through the provision and use of training, education, policies and procedures.
- Having a named and fully trained Badminton England registered Club Welfare Officer and Designated Safeguarding Lead - currently Samuel Jones (Director and Head Coach; sam@jonesbadmintonacademy.co.uk).
- Ensuring that all coaches are fully qualified and have the appropriate checks undertaken and up to date, such as a Disclosure and Barring Service check (DBS).
- Ensuring that coaches have had safeguarding training at least every three years and understand their role in safeguarding all players at JBA.
- Utilising coaching helpers, volunteers or trainee coaches who may be in the process of completing their qualifications. In such cases, they will always be supervised by a fully qualified coach. They will never be left alone with players/children.
- Ensuring that any volunteers at JBA are recruited in line with Badminton England Guidelines.
- Adopting the Badminton England Codes of Conduct for players, parents and coaches.

## **5. Signs and symptoms of abuse**

The Children Act 1989 established Significant Harm as the key threshold for intervention with the main categories of abuse recognised being listed below:

- **Physical abuse:**

- Deliberately hurting or injuring a child, or failing to act to prevent harm. This could be caused by hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or other physical harm and can leave more than physical marks on a body.

- **Neglect**

- Ongoing failure to meet a child's basic needs. This could be caused by being left hungry or dirty, without proper clothing, shelter, supervision or health care.

- **Sexual abuse**

- Forcing or enticing a child or young person to take part in sexual activities which may include physical contact in a sexual manner, a child looking at or being involved in the production of sexual images or encouraging a child to behave in inappropriate ways or grooming a child in preparation for abuse (including via the internet).

- **Emotional abuse**

- Hostile or indifferent behaviour towards a child or young person which damages a child's self-esteem, degrades a sense of achievement, diminishes a sense of belonging and prevents healthy development of a child's well-being including exposure to domestic violence.

Further information regarding the indicators of abuse are listed in **Appendix 1**.

## **6. Prohibited conduct**

Coaches, staff and volunteers, neither paid nor unpaid, should not:

- Transport a young person or vulnerable adult in a car alone.
- Spend time with a young person or vulnerable adult away from others.
- Invite a young person or vulnerable adult to their home.
- Engage in rough, physically or sexually provocative games with a young person or vulnerable adult.
- Use or allow young people or vulnerable adults to use inappropriate language.
- Share a room with a child or young person.
- Make sexually suggestive comments to a young person or vulnerable adult.
- Allow allegations made by a young person or vulnerable adult to go unchallenged, unrecorded or not acted upon.
- Leave children unattended before, during or after a session or tournament where the volunteer or coach has ultimate responsibility.
- Do anything that will cause a young person or vulnerable adult to be undermined, embarrassed or humiliated.
- Treat individuals more favourably than others.
- Create a dependent relationship between themselves and the young person or vulnerable adult.
- Send or receive private texts, social network messages or emails to a young person without the parents'/carer's knowledge or consent.
- All communication should be made in line with our adopted Codes of Conduct and Badminton England Safeguarding Policy.

## **7. Positions of trust**

- An adult, aged 18 or older, in a position of authority or responsibility over a child or young person is in a position of trust. This is defined by the activity that they carry out in relation to the child, namely, coaching, teaching, training, supervising or instructing, whether in a paid role or as a volunteer. This relationship can be described as one where the adult is in a position of power and influence by virtue of their role.
- It is a criminal offence for any person in a position of trust to have a sexual or intimate relationship with a child or young person under 18 years old, even if the relationship is deemed to be consensual.
- JBA will report any sexual activity, including online activity, between someone in a position of trust and a child or young person to Badminton England and/or any other relevant authorities.

## **8. Reporting and responding**

JBA's **Designated Safeguarding Lead (DSL)** and Badminton England registered Club Welfare Officer (CWO) is **Samuel Jones - Director and Head Coach**. Sam can be contacted in person at sessions or via email: **sam@jonesbadmintonacademy.co.uk** or **safeguarding@jonesbadmintonacademy.co.uk**

JBA's **Deputy Designated Safeguarding Lead (DDSL)** is **Emily Collinson**. Emily can be contacted in person at sessions or via email: **safeguarding@jonesbadmintonacademy.co.uk**

- Everyone at JBA should feel confident to raise a concern, no matter how small.
- JBA believe that sharing concerns, taking them seriously and dealing with them swiftly, when they occur, supports a proactive safeguarding culture.
- JBA will ensure that any confidential information relating to safeguarding matters is shared appropriately and only with those who need to know. Information may need to be shared with the County Welfare Officer, Badminton England or local agencies with statutory responsibility for safeguarding. If we are unsure, JBA will seek advice from Badminton England.
- If you or your child is in any doubt, please report your concerns to:
  - The **JBA Designated Safeguarding Lead and BE Club Welfare Officer (Head Coach/Director – Samuel Jones)** in person or via: **sam@jonesbadmintonacademy.co.uk** or **safeguarding@jonesbadmintonacademy.co.uk**
  - The **JBA Deputy Designated Safeguarding Lead (Emily Collinson)** in person or via: **safeguarding@jonesbadmintonacademy.co.uk**
- Alternatively, you can contact **Badminton England** directly by email or phone:  
**safeguarding@badmintonengland.co.uk**
  - **Safeguarding Manager: Victoria Brown: 07738890309**
  - **Safeguarding Case Officer: Angela Toon: 07901005320**
  - **Badminton England Head Office: 01908 268400**
- Alternatively, the following external agencies can be contacted for support:
  - **NSPCC Whistleblowing advice line**
    - **0800 028 0285**
    - **help@nspcc.org.uk**
  - **Multi-Agency Safeguarding Hub (MASH)**
    - 9am-5pm Mon-Thurs and 9am-4:30pm on Fri
    - **01908 253169** or **01908 253170**
    - **children@milton-keynes.gov.uk**
    - Outside of these hours contact the **Emergency Social Work Team (ESWT)** on **01908 265545**.
    - Multi-Agency Referral Form on the Multi Agency Safeguarding Hub (MASH) page:
      - <https://www.milton-keynes.gov.uk/children-young-people-and-families/milton-keynes-multi-agency-safeguarding-hub-mash>
  - **Local Area Designated Officer (LADO)**
    - **01908 254307**
    - **LADO@milton-keynes.gov.uk**

#### **When reporting a concern all coaches should:**

A member of staff who is approached by a child should maintain a positive attitude and try to reassure them. They should not promise complete confidentiality and should explain that they may need to pass information to other professionals to help keep the child or other children safe. The degree of confidentiality should always be governed by the need to protect the child.

#### **Guiding principles when reporting a concern and how to respond**

The seven R's:

##### **Receive**

- Listen to what is being said, without displaying shock or disbelief.
- Accept what is said and take it seriously.
- Make a note of what has been said as soon as practicable.

##### **Reassure**

- Reassure the child, but only so far as is honest and reliable.
- Don't make promises you may not be able to keep e.g. 'I'll stay with you' or 'Everything will be alright now' or 'I'll keep this confidential'.
- Do reassure e.g. you could say: 'I believe you', 'I am glad you came to me', 'I am sorry this has happened', 'We are going to do something together to get help'.

## Respond

- Respond to the player only as far as is necessary for you to establish whether or not you need to refer this matter, but do not interrogate for full details.
- Do not ask 'leading' questions i.e. 'Did he touch your private parts?' or 'Did she hurt you?' Such questions may invalidate your evidence (and the child's) in any later prosecution in court.
- Do not ask the child why something has happened.
- Do not criticise the alleged perpetrator; the child may care about him/her, and reconciliation may be possible.
- Do not ask the player to repeat it all for another member of staff. Explain what you have to do next and to whom you need to talk. Reassure the player that it will be a senior member of staff in confidence.

## Report

- Share concerns with the DSL as soon as possible.
- If you are not able to contact your DSL or the Deputy, and the child is at risk of immediate harm, contact the children's services social care department directly.

## Record

- If possible, make some very brief notes at the time, and write them up as soon as possible.
- Keep your original notes on file.
- Record the date, time, place, child's present and noticeable nonverbal behaviour, and the words used by the child. If the child uses sexual 'pet' words, record the actual words used, rather than translating them into 'proper' words.
- Complete a body map to indicate the position of any noticeable bruising or marks.
- Record facts and observable things, rather than your 'interpretations' or 'assumptions'.

## Remember

- Support the child: listen, reassure, and be available.
- Complete confidentiality is essential. Share your knowledge only with appropriate professional colleagues.
- Try to get some support for yourself if you need it.
- All staff should be aware that children may not feel ready or know how to tell somebody that they are being abused, exploited or neglected and/or they may not recognise their experiences as harmful.

## Review (led by DSL)

- Has the action taken provided good outcomes for the child?
- Did the procedure work?
- Were any deficiencies or weaknesses identified in the procedure? Have these been remedied?
- Is further training required?

## 9. Whistleblowing

- Whistleblowing is for coaches and staff within JBA as well as for supporting children. If a coach has a concern about another coach at JBA they must contact the **Head Coach/Director (Designated Safeguarding Lead and Club Welfare Officer), Samuel Jones or the Deputy Designated Safeguarding Lead, Emily Collinson.**
- In the first instance, staff, coaches, volunteers etc. should refer to the standalone JBA Whistleblowing Policy for further information (available on JBA website).
- All suspicions and allegations must be taken seriously and appropriately reported.
- It is recognised that strong emotions can be aroused, particularly in cases where any form of abuse or poor practice is suspected or where there is loyalty, sometimes misplaced, to a colleague or someone who is known to you.
- Individuals may not express concerns because they fear harassment or victimisation. In these circumstances, it is important to understand these feelings but not to allow them to interfere with the need to ensure that concerns are reported appropriately.
- Not acting is not an option and in certain circumstances, non-reporting of a concern may be considered a disciplinary issue.
- JBA is committed to the highest possible standards of openness, honesty and accountability.
- In line with that commitment, all members are encouraged to come forward and share any concerns.
- It is recognised that certain cases will have to proceed on a confidential basis until the point where this

information needs to be shared more widely in order to resolve the situation – i.e. Badminton England Safeguarding Team or the police.

- JBA will support any individual who reports any concerns relating to the welfare of children and young people
- All concerns will be taken seriously and managed in line with the JBA Whistleblowing policy and Badminton England's policies and procedures.
- Where an individual feels unable to report concerns with JBA or Badminton England, the NSPCC whistleblowing advice line can be contacted on 0800 028 0285 or by emailing: [help@nspcc.org.uk](mailto:help@nspcc.org.uk). Further details on external organisations which can provide support are listed in **Section 8. Reporting and responding**

## 10. Consequences

- JBA understands that it shall be a ground for action to be taken where an organisation/person over whom Badminton England has jurisdiction is found to have harmed the safety and/or welfare of a child or young person, or whose conduct (whether in badminton or not) is deemed to pose an actual or potential risk of harm to the safety and/or welfare of a child or young person in badminton.

## 11. Safer recruitment/management of coaches/volunteers

JBA is committed to ensuring that all coaches, staff and volunteers engaged to work with children and young people are recruited safely and responsibly. Safer recruitment is a fundamental part of our safeguarding framework and is essential in creating a safe and positive environment for our players, parents and community. It helps to deter unsuitable individuals from applying for roles, identify those who are committed to the welfare of young people and assure players, parents and the wider community that safeguarding is central to JBA's operations.

These procedures apply to all coaches and any other individuals who may have direct contact with children or young people through JBA activities.

### Recruitment and appointment process

All coaches engaged by JBA are required to enter into a Coach Agreement prior to commencing work. As part of this agreement, individuals must complete a formal self-declaration confirming whether they have any convictions, cautions, reprimands, warnings or other relevant information that may affect their suitability to work with children. Failure to disclose relevant information may result in withdrawal of an offer of engagement or termination of the agreement.

Selection decisions are made by the JBA Director and Head Coach, who conducts all interviews and suitability assessments. This process includes discussion of previous experience, motivation for working with children and understanding of safeguarding responsibilities. Qualifications and coaching credentials are verified before any appointment is confirmed.

### Safeguarding Checks – DBS

Where a role meets the criteria for regulated activity with children, JBA requires an appropriate Disclosure and Barring Service (DBS) check before an individual undertakes unsupervised work with young people.

- All coaches who have regular contact with under-18s must hold an Enhanced DBS check, including children's barred-list information where applicable.
- Coaches are expected to maintain DBS clearance through Badminton England membership or an equivalent recognised route, with periodic renewal in line with national guidance.
- Individuals who have lived overseas for significant periods may be asked to provide equivalent criminal record checks where available.

DBS checks form an important part of safer recruitment but do not replace wider safeguarding measures. Engagement is only confirmed once all required checks and documentation have been satisfactorily completed.

### Induction, Support, and Ongoing Development

JBA's induction process is supportive and proportionate to the role. All coaches are provided with copies of

JBA safeguarding policies, codes of conduct, and operational procedures. They are given guidance and support to understand these documents, embed safeguarding principles into their coaching practice, and ask questions as needed.

Coaches are encouraged to engage in continuing professional development (CPD), including safeguarding training and sport-specific education. JBA supports ongoing learning through discussion, mentoring, and signposting to relevant development opportunities.

Safeguarding expectations are reinforced through regular communication, observation, and feedback, ensuring that safe practice remains an active and continuous process rather than a one-off requirement.

### **Record Keeping and Review**

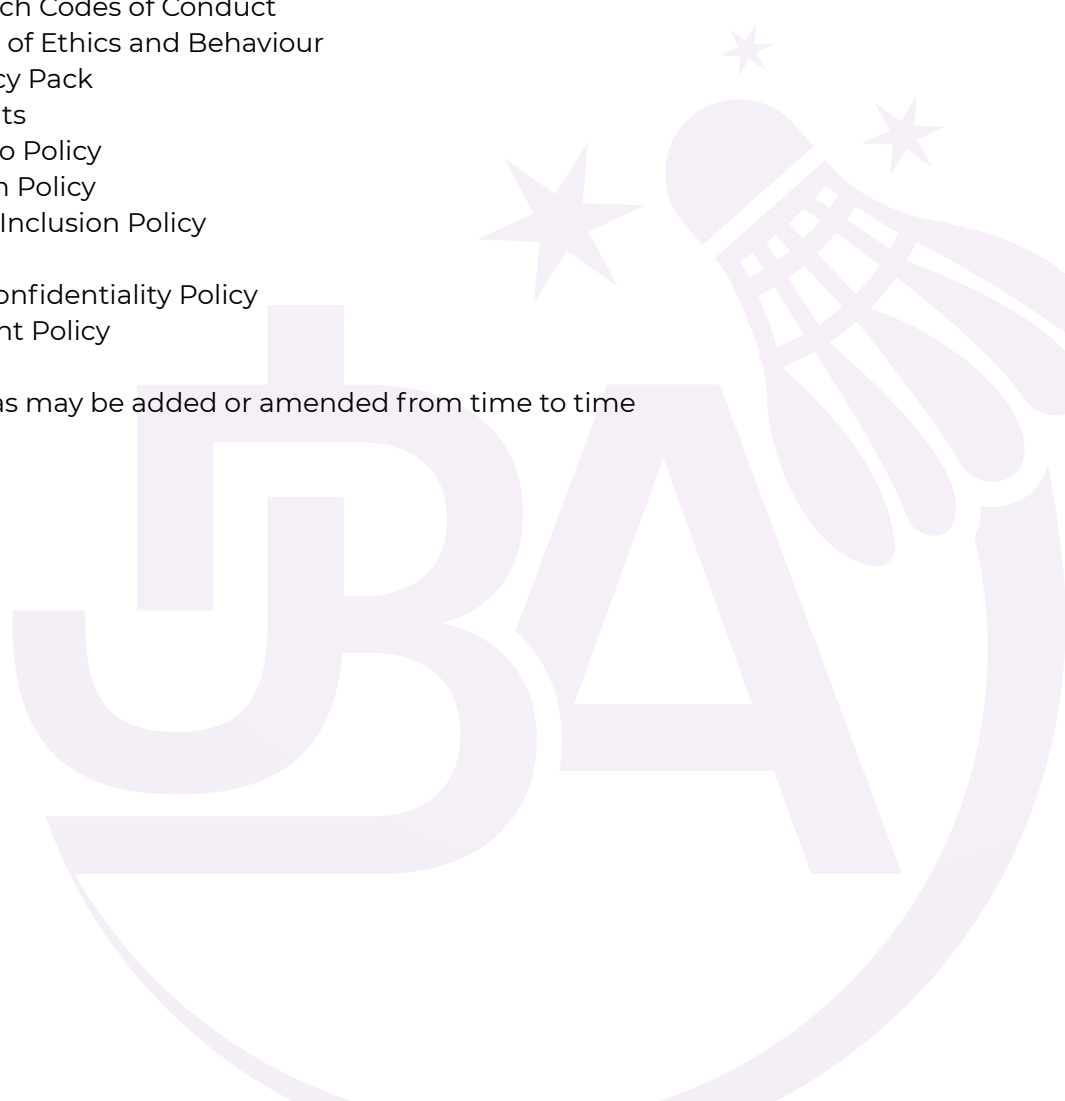
JBA maintains secure records of recruitment documentation, DBS status, and self-declarations in line with data protection legislation (UK GDPR). These records are reviewed periodically to ensure continued compliance.

### **12. Monitoring and review**

- This policy has been developed based on the principles contained within UK and international legislation, government guidance, Badminton England guidance and to complement Local Safeguarding Children Boards' procedures.
- This policy will be reviewed annually, or whenever there is a major change in legislation, statutory guidance or significant organisational change.

### **13. Further information**

- This policy is supported by the following documents
  - Badminton England Safeguarding and Protecting Children and Young People Policy
  - Badminton England Disciplinary Regulations
  - JBA Player, Parent and Coach Codes of Conduct
  - Badminton England Codes of Ethics and Behaviour
  - JBA Health and Safety Policy Pack
  - JBA Venue Risk Assessments
  - JBA Photography and Video Policy
  - JBA Drop-off and Collection Policy
  - JBA Equality, Diversity and Inclusion Policy
  - JBA Privacy Notice
  - JBA Data Protection and Confidentiality Policy
  - JBA Behaviour Management Policy
  - JBA Complaints Policy
  - Other policies/procedures as may be added or amended from time to time



## Appendix 1 - Indicators of abuse

### Neglect

#### **The nature of neglect**

Neglect is a lack of parental care but poverty and lack of information or adequate services can be contributory factors.

#### **Neglect can include parents or carers failing to:**

- provide adequate food, clothing and shelter
- protect a child from physical and emotional harm or danger
- ensure adequate supervision or stimulation
- ensure access to appropriate medical care or treatment

#### **Indicators of neglect**

The following is a summary of some of the indicators that may suggest a child is being abused or is at risk of harm.

- Physical indicators of neglect
  - Constant hunger and stealing food
  - Poor personal hygiene - unkempt, dirty or smelly
  - Underweight
  - Dress unsuitable for weather
  - Poor state of clothing
  - Illness or injury untreated
- Behavioural indicators of neglect
  - Constant tiredness
  - Frequent absence or lateness
  - Isolated among peers
  - Frequently unsupervised

### Emotional abuse

#### **The nature of emotional abuse**

All kinds of abuse and neglect have emotional effects although emotional abuse can occur by itself. Children can be harmed by witnessing someone harming another person – as in domestic violence.

It is sometimes possible to spot emotionally abusive behaviour from parents and carers to their children, by the way that the adults are speaking to, or behaving towards children. An appropriate challenge or intervention could affect positive change and prevent more intensive work being carried out later on.

#### **Indicators of emotional abuse**

- Developmental issues
  - Delays in physical, mental and emotional development
  - Speech disorders, particularly sudden disorders or changes.
- Behaviour
  - Acceptance of punishment which appears excessive
  - Over-reaction to mistakes
  - Continual self-deprecation (I'm stupid, ugly, worthless etc)
  - Neurotic behaviour (such as rocking, hair-twisting, thumb-sucking)
  - Self-mutilation
  - Running away
  - Compulsive stealing, scavenging
  - Acting out
  - Poor trust in significant adults
  - Destructive tendencies
- Social issues
  - Withdrawal from physical contact

- Withdrawal from social interaction
- Over-compliant behaviour
- Insecure, clinging behaviour
- Poor social relationships.
- Emotional responses
  - Extreme fear of new situations
  - Inappropriate emotional responses to painful situations (“I deserve this”)
  - Fear of parents being contacted
  - Self-disgust
  - Low self-esteem
  - Unusually fearful with adults
  - Lack of concentration, restlessness, aimlessness
  - Extremes of passivity or aggression

## **Physical abuse**

### **The nature of physical abuse**

Most children collect cuts and bruises quite routinely as part of the rough and tumble of daily life. Clearly, it is not necessary to be concerned about most of these minor injuries. However, accidental injuries normally occur on the bony prominences – e.g., shins. Injuries on the soft areas of the body are more likely to be inflicted intentionally and should therefore make us more alert to other concerning factors that may be present.

### **Indicators of physical abuse / factors that should increase concern**

- Multiple bruising or bruises and scratches (especially on the head and face)
- Clusters of bruises – e.g., fingertip bruising (caused by being grasped)
- Bruises around the neck and behind the ears – the most common abusive injuries are to the head
- Bruises on the back, chest, buttocks, or on the inside of the thighs
- Marks indicating injury by an instrument – e.g., linear bruising (stick), parallel bruising (belt), marks of a buckle
- Bite marks
- Deliberate burning may also be indicated by the pattern of an instrument or object – e.g., electric fire, cooker, cigarette
- Scalds with upward splash marks or tide marks
- Untreated injuries
- Recurrent injuries or burns
- Bald patches

### **Concern should be increased when:**

- the explanation given does not match the injury
- the explanation uses words or phrases that do not match the vocabulary of the child (adult words)
- no explanation is forthcoming
- the child (or the parent/carer) is secretive or evasive
- the injury is accompanied by allegations of abuse or assault.

### **You should be concerned if the child or young person:**

- is reluctant to have parents/carers contacted
- runs away or shows fear of going home
- is aggressive towards themselves or others
- flinches when approached or touched
- is reluctant to undress to change clothing for sport
- wears long sleeves during hot weather
- is unnaturally compliant in the presence of parents/carers
- has a fear of medical help or attention
- admits to a punishment that appears excessive

## **Sexual abuse**

### **The nature of sexual abuse**

Sexual abuse is often perpetrated by people who are known and trusted by the child – e.g., relatives, family friends, neighbours, babysitters, people working with the child in school, faith settings, clubs or activities. Children can also be subject to child sexual exploitation.

Sexual exploitation is seen as a separate category of sexual abuse.

### **Characteristics of child sexual abuse:**

- it is often planned and systematic – people do not sexually abuse children by accident, though sexual abuse can be opportunistic
- grooming the child – people who abuse children take care to choose a vulnerable child and often spend time making them dependent
- grooming the child's environment – abusers try to ensure that potential adult protectors (parents and other carers especially) are not suspicious of their motives

Most people who sexually abuse children are men, but some women sexually abuse too.

### **Indicators of sexual abuse**

- Physical observations
  - Damage to genitalia, anus or mouth
  - Sexually transmitted diseases
  - Unexpected pregnancy, especially in very young girls
  - Soreness in genital area, anus or mouth and other medical problems such as chronic itching
  - Unexplained recurrent urinary tract infections and discharges or abdominal pain.
- Behavioural observations
  - Sexual knowledge inappropriate for age
  - Sexualised behaviour or affection inappropriate for age
  - Sexually provocative behaviour/promiscuity
  - Hinting at sexual activity
  - Inexplicable decline in school performance
  - Depression or other sudden apparent changes in personality as becoming insecure or clinging
  - Lack of concentration, restlessness, aimlessness
  - Socially isolated or withdrawn
  - Overly-compliant behaviour
  - Acting out, aggressive behaviour
  - Poor trust or fear concerning significant adults
  - Regressive behaviour
  - Onset of wetting, by day or night; nightmares
  - Onset of insecure, clinging behaviour
  - Arriving early at school, leaving late, running away from home
  - Suicide attempts, self-mutilation, self-disgust
  - Suddenly drawing sexually explicit pictures
  - Eating disorders or sudden loss of appetite or compulsive eating
  - Regressing to younger behaviour patterns such as thumb sucking or bringing out discarded cuddly toys
  - Become worried about clothing being removed
  - Trying to be 'ultra-good' or perfect; overreacting to criticism

### **Other important safeguarding definitions:**

#### **Child Sexual Exploitation (CSE)**

CSE is a form of child sexual abuse. It can include sexual abuse or non-contact activities which can be a precursor for abuse including via the internet.

CSE can occur over time or be a one-off occurrence, and may happen without the child's immediate knowledge e.g. through others sharing videos or images of them on social media.

Indicators a child may be at risk of CSE include:

- regularly missing school
- appearing with unexplained gifts or new possessions
- mood swings or changes in emotional wellbeing
- drug and alcohol misuse
- displaying inappropriate sexualised behaviour

CSE can happen to a child of any age, gender, ability or social status. Often the victim of CSE is not aware that they are being exploited and do not see themselves as a victim.

### **Child Criminal Exploitation (including county lines)**

Child Criminal Exploitation (CCE) is defined as: 'where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity.'

A current trend in criminal exploitation of children and young people is 'county lines' which refer to a 'phone line through which drug deals can be made.

Indicators that a child may be criminally exploited include:

- Increase in Missing episodes
- Having unexplained amounts of money, new high-cost items and multiple mobile phones
- Increased social media and phone/text use, almost always secretly
- Having injuries that are unexplained and being unwilling to have them looked at
- Increase in aggression
- Parent concerns and significant changes in behaviour that affect emotional wellbeing

### **Female Genital Mutilation (FGM)**

Female Genital Mutilation (FGM) refers to procedures that intentionally alter, injure or remove parts of the female genital organs for non-medical reasons. FGM is illegal in the United Kingdom and is recognised as a serious form of child abuse and violence against women and girls.

FGM is often carried out on girls between infancy and age 15 and may be associated with certain cultural, religious or social practices. It can cause severe physical, emotional and psychological harm.

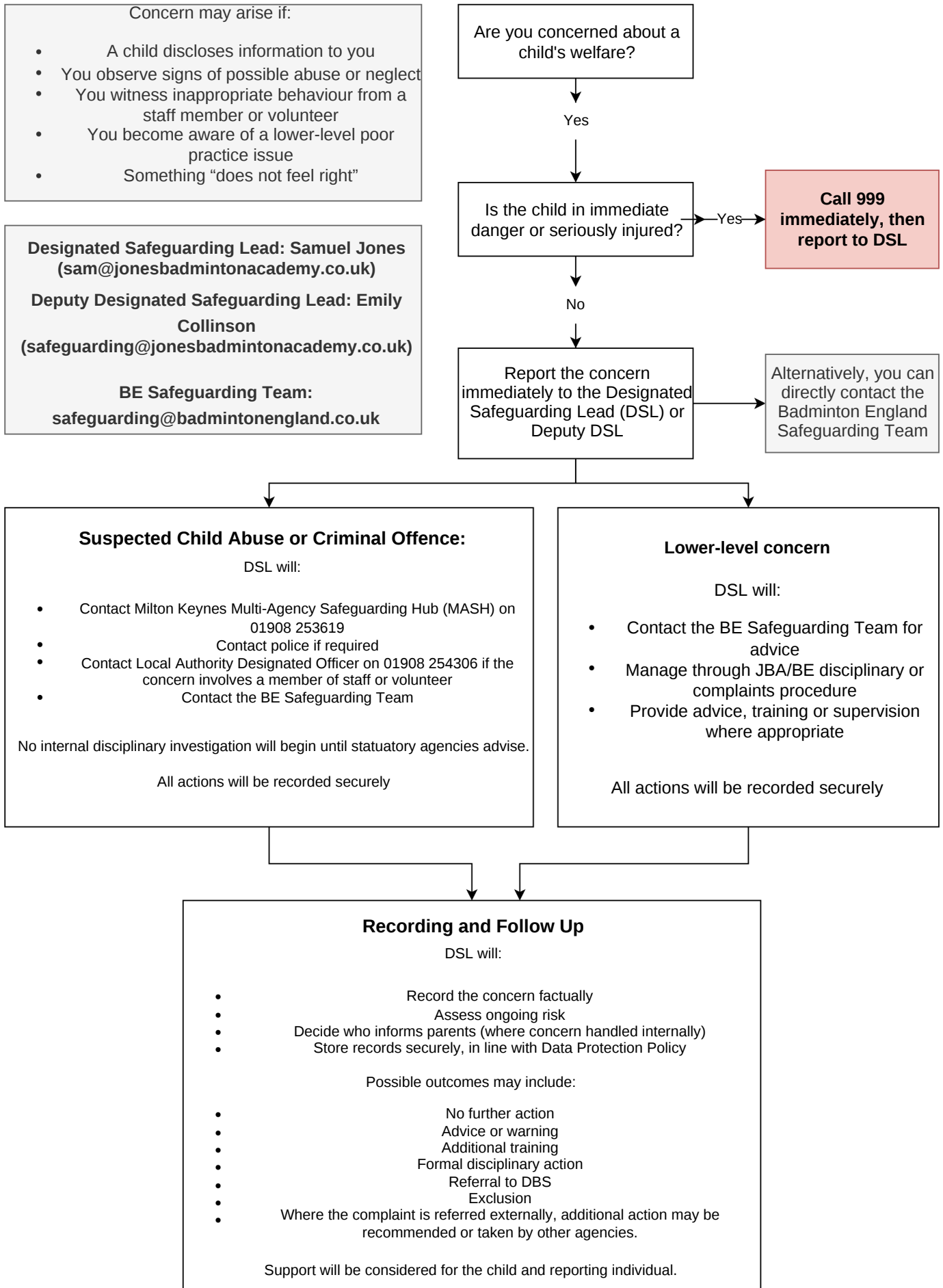
Indicators that a child may be at risk of, or have experienced, FGM include:

- A family planning extended travel to a country where FGM is practised
- A girl discussing a "special ceremony" or "becoming a woman"
- Withdrawal, anxiety or behavioural change following travel abroad
- Difficulty walking, sitting or standing
- Spending longer periods of time in the toilet or frequent toilet visits
- Complaints of abdominal pain
- Reluctance to participate in physical activity
- Sudden emotional distress without clear explanation

FGM is a mandatory reporting offence. If a regulated professional (including a coach working in a regulated role with children) becomes aware that FGM has been carried out on a girl under 18, they have a legal duty to report this to the police.

Any concerns about FGM must be reported immediately to the Designated Safeguarding Lead (DSL). The DSL will consult with Milton Keynes MASH and/or the police as appropriate. Staff must not attempt to investigate or question the child in depth.

# Safeguarding Reporting Procedure - Staff, Coaches, Volunteers, Parents/Guardians and other adults



# Safeguarding Reporting Procedure - Children and Young People

Being worried could mean:

- You feel unsafe
- A coach or adult has behaved inappropriately
- You have seen something concerning
- Something just doesn't feel right

You can find a trusted adult at:

- JBA sessions
- By emailing:  
safeguarding@jonesbadmintonacademy.co.uk
- At School

The coaches, staff and adults at JBA are here to protect you.

You will not get in trouble for speaking to us.

Are you worried about something you have seen?  
Have you seen inappropriate behaviour?

Tell a trusted adult straight away:

- Head Coach Sam
- Coach Emily
- Another JBA Coach
- Your parent/guardian
- A teacher at school
- Another trusted adult

- We will listen carefully and take you seriously
- We may need to share information to help keep you safe
- We will record what you tell us
- You will not get in trouble for speaking to us

Your trusted adult will take steps to ensure you remain safe

Trusted adult will follow the JBA Safeguarding Policy and relevant reporting procedure. In the first instance, contact the JBA Designated Safeguarding Lead

# Safeguarding concern report form

Version: 1.2

Effective from: 16th January 2026

Review date: January 2027

## Your details

First name	Surname	Position in badminton
		Coach / player /other (please state)

Home address

--

BE membership number (if known)

Contact phone number

Email address

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## Young person's details

First name	Surname	Parent / legal guardian's name

Home address

BE membership number (if known)

Date of birth

Gender

Does the young person have a disability? If so, please give details

Ethnic origin (if known)

**Details of the person whose behaviour you have concerns about**

First name

Surname

Position in badminton

Home address

Phone number

BE membership number

Email address

Ethnic origin (if known)

### Incident / concern details

Are you reporting your own concerns or passing on those of someone else? Please specify and give details.

Please give a brief description of what has given you cause for concern

Have you spoken to the young person(s) involved?

Have you spoken to the parent / guardian of the young person(s) involved?

What is the relationship between the young person and the accused?

Action taken so far

Any other relevant information?

Signed

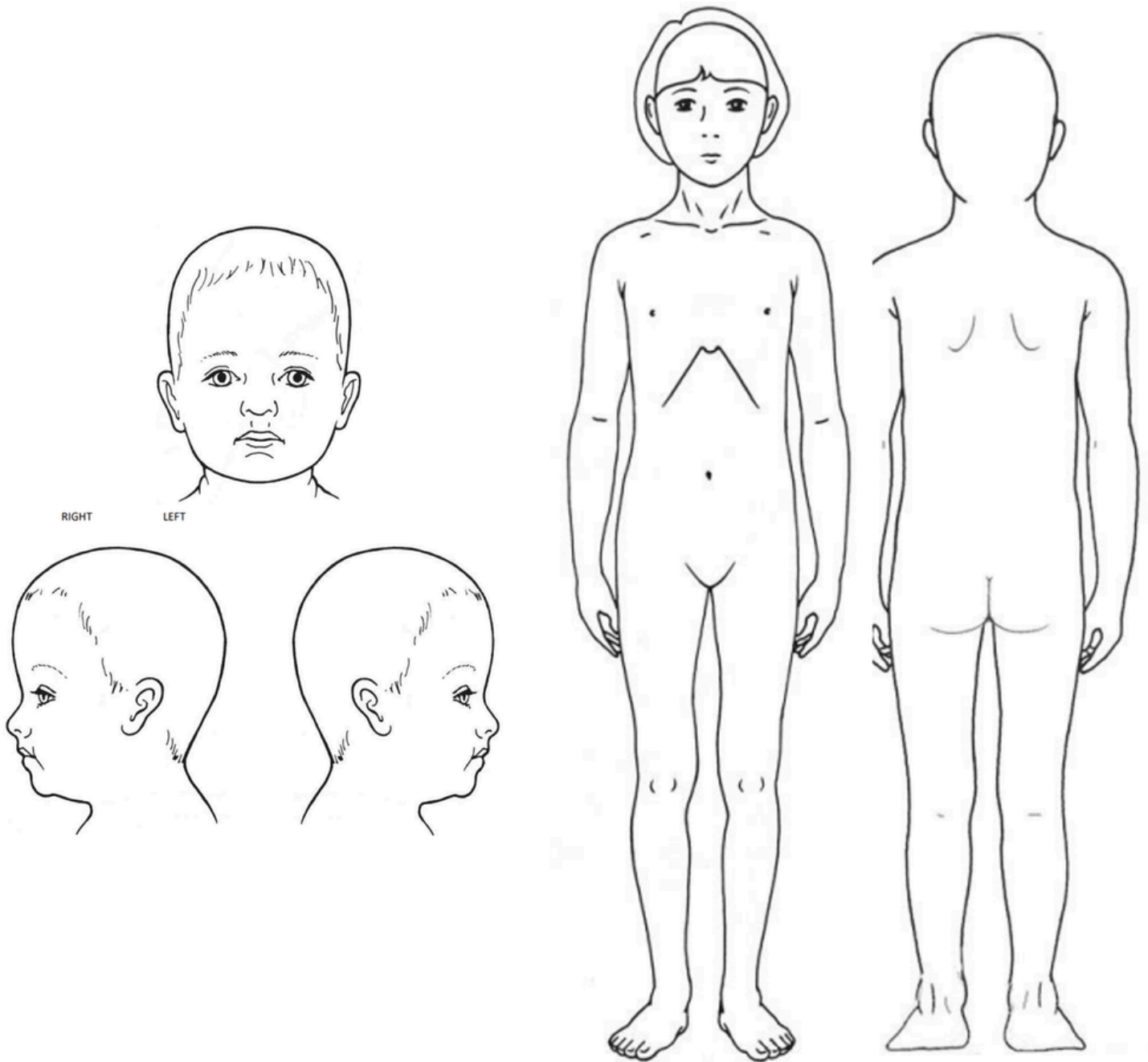
Name

Date

**Remember that in order to maintain confidentiality, you should only disclose information if it will protect the child. Do not discuss this incident with anyone other than those who need to know.**

# Body map for recording any visible signs of injury

Coach to record any visible injuries and any areas of injury reported by the child.



# Club Welfare Officer and Designated Safeguarding Lead role and responsibilities

**Version: 1.1**

**Effective from: 1<sup>st</sup> January 2026**

**Review date: January 2027**

## **JBA Club Welfare Officer**

Our club welfare officer is, Samuel Jones - Head Coach and Director of JBA. He can be contacted via: [safeguarding@jonesbadmintonacademy.co.uk](mailto:safeguarding@jonesbadmintonacademy.co.uk)

## **Role**

JBA's Club Welfare Officer and Designated Safeguarding Lead is responsible for:

- Being familiar with the Badminton England Safeguarding and Protecting Children Policy and striving to ensure that JBA staff and parents of children are also aware of the policy and that all parties abide by it.
- Responding to any concerns or issues that arise for children and young people in a confidential and sensitive manner.
- Contacting the Badminton England Safeguarding Team to discuss any concerns that have been raised in situations or circumstances that cannot be resolved internally or necessitate onward referral.
- Ensuring that JBA staff, coaches and volunteers are adequately trained and qualified to deal with safeguarding concerns.
- Ensuring that only suitably qualified coaches are employed at JBA. All coaches must hold a current and valid Badminton England coaching qualification, Badminton England membership and associated public liability and professional indemnity insurance, DBS check and Safeguarding and Protecting Children Qualifications.
- Ensure that safeguarding policies and practices are regularly reviewed and implemented across all JBA activities.

## **In line with the County Welfare Officer, JBA's CWO and DSL will also:**

- Act as the first point of contact for coaches, volunteers, parents and young people where concerns about children's welfare, poor practice or abuse are identified.
- Maintain contact details for Children's social care, including the Local Area Designated Officer (LADO), the Police and the Local Children's Safeguarding Board.
- Ensure confidentiality is maintained
- Ensure that incidents are recorded correctly using Badminton England's reporting procedures.
- Ensure that all staff, coaches and volunteers within JBA, have a DBS date every 3 years.
- Promote and actively endorse Badminton England Codes of Conduct for all adults working alongside young people.

## **Training completed**

- UK Coaching Safeguarding and Protecting Children in Sport (CWO and all coaches)
- Badminton England DBS check (CWO and all coaches)
- Badminton England Club Welfare Officer training (CWO)
- Designated Safeguarding Lead training (DSL)

## **Review**

This policy will be reviewed annually or sooner if guidance or organisational needs change.

# Social Media Policy & Statement

**Version: 1.2**

**Effective from: 16th February 2026**

**Review date: January 2027**

## 1. Purpose

This policy sets out expectations for the safe and appropriate use of social media by all coaches, volunteers, and anyone representing Jones Badminton Academy (JBA). It aims to protect children and young people, safeguard staff, and uphold the reputation and values of JBA.

## 2. Scope

This policy applies to both:

- Personal social media accounts used by individuals connected to JBA
- Official JBA social media accounts

JBA recognises that social media can be a positive tool for communication and promotion when used responsibly.

## 3. Personal Social Media Use:

All JBA staff and coaches are expected to maintain clear professional boundaries online.

Individuals must:

- Not “friend”, follow, message, or otherwise connect with JBA players (under 18) or their families on personal social media accounts.
- Avoid private or direct messaging with service users or parents/carers via personal platforms.
- Ensure appropriate privacy and security settings are in place on personal accounts.
- Never share confidential or sensitive information relating to JBA, its players, families, or staff.
- Avoid posting content that could be viewed as inappropriate, offensive, discriminatory, or inconsistent with JBA values.

Staff should be aware that even personal posts may be associated with JBA if they identify themselves as a coach or are publicly linked to the organisation. Content that could damage the reputation of JBA, or undermine trust with families, may be treated as a conduct concern.

## 4. Association with JBA and Reputational Responsibility

Anyone working with or representing JBA should be mindful that their online presence may reflect on the organisation.

Staff and coaches must not:

- Make negative or defamatory comments about players, parents, colleagues, venues, or partner organisations.
- Share internal matters, disputes, or safeguarding-related information online.
- Present personal opinions as official JBA views.

JBA reserves the right to review online conduct where this impacts safeguarding, professionalism, or organisational reputation.

## 5. Organisational Social Media Accounts

Only authorised individuals may post on official JBA social media platforms.

When using JBA accounts:

- Communication must remain professional, respectful, and age-appropriate
- Confidentiality must be maintained at all times
- Children and families must not be identifiable by name unless explicit consent has been obtained
- Direct messaging should be limited, purposeful, and transparent wherever possible
- No safeguarding concerns should ever be discussed via social media

Comments or messages raising welfare concerns should be redirected to appropriate safeguarding channels immediately.

## **6. Photography, Video, and Consent**

JBA operates a separate Photography and Video Policy which sets out:

- How consent is obtained
- How images and footage are stored and used
- How families can withdraw consent

No photos or videos of players may be posted on JBA platforms or personal accounts unless this policy has been followed and appropriate consent is in place.

Staff and coaches must not take or share images of players on personal devices or accounts. If images are taken on personal devices for sharing on JBA organisational accounts, the images must be deleted immediately after sharing.

## **7. Breaches of This Policy**

Failure to follow this policy may result in action under JBA's safeguarding procedures and may lead to suspension or termination of engagement.

Any concerns regarding social media conduct should be reported directly to the JBA Director/Head Coach .

## **8. Review**

This policy will be reviewed annually or sooner if guidance or organisational needs change.



# Photography and Video Policy

**Version: 1.2**

**Effective from: 16th February 2026**

**Review date: January 2027**

## 1. Purpose

This policy sets out how Jones Badminton Academy (JBA) manages the use of photography and videography in order to safeguard children and young people and protect their safety, dignity, and privacy.

JBA recognises that photography and video can be positive tools for celebration, promotion, learning, and coach development. However, their use must always prioritise the welfare of children and align with safeguarding principles and data protection legislation, including the Data Protection Act 2018.

This policy should be read alongside JBA's Safeguarding Policy Pack and Social Media Policy & Statement.

## 2. Scope

This policy applies to:

- All JBA training sessions, camps, competitions, festivals, and events
- All staff, coaches, volunteers, and contractors
- Parents, carers, and spectators
- Any third-party media or photographers authorised by JBA

It covers all forms of photography and video, including images captured on mobile phones, tablets, cameras, and other recording devices.

## 3. Key Principles

- The welfare of children is the paramount consideration when using images.
- Images and footage must be used in a responsible, appropriate, and respectful manner.
- Written parental/carer consent must be obtained before any child is photographed or filmed for JBA purposes.
- Children and young people have the right to decline photography and must never be pressured to participate.
- JBA will not permit photography or video where it may cause distress, embarrassment, or increase the risk of harm.
- Images will not be used in a way that could make a child vulnerable or identifiable in a safeguarding context.

## 4. Consent

JBA will:

- Request photography and video consent from parents/carers at the point of registration.
- Clearly explain how images may be used (e.g. website, social media, marketing materials, internal coach education).
- Keep accurate records of each participant's consent status.
- Respect and uphold the wishes of families who decline or withdraw consent.

Consent may be withdrawn at any time in writing. JBA will take reasonable steps to remove future use of images where consent is withdrawn, though previously published material may not always be retractable.

## 5. Appropriate Use of Images

Where consent is in place, JBA may use images for purposes including:

- Promoting JBA on its website, social media platforms, and marketing materials
- Celebrating achievements and events
- Coach development and training purposes (e.g. group-based video analysis)

JBA will:

- Avoid using full names alongside images unless separate, explicit consent has been provided

- Avoid including personal information such as school name, home location, or contact details
- Ensure images are positive, suitable, and representative of safe sporting environments

Images will not be used for any purpose unrelated to JBA activities.

## **6. Who May Take Photos or Video**

Photography or video at JBA activities is only permitted when authorised by JBA.

This may include:

- Designated JBA staff or coaches
- Parents/carers, where permission has been granted
- Approved media representatives or third-party photographers (with prior agreement and confirmed consent)

JBA reserves the right to restrict or prohibit photography at any session or event if necessary for safeguarding reasons.

## **7. Expectations for Parents, Carers, and Spectators**

Where photography is permitted:

- Images must be for personal use only.
- Content must not be shared publicly (including on social media) without JBA's approval.
- Individuals must not photograph children other than their own without consent.

Any concerns regarding photography or image sharing must be reported to JBA immediately.

## **8. Storage and Security**

Images and videos taken by JBA staff or coaches will be:

- Stored securely on password-protected devices or secure cloud platforms
- Accessible only to authorised individuals
- Managed in accordance with JBA's Data Protection procedures

Images will be retained only for as long as necessary for their intended purpose. They may be deleted upon request unless required for safeguarding, legal, or insurance purposes.

Staff must not store JBA images on personal devices indefinitely or transfer them to personal accounts.

## **9. Reporting Concerns**

Any concerns regarding the use, storage, or sharing of images should be reported immediately to:

Samuel Jones

JBA Director, Head Coach, Designated Safeguarding Lead and Club Welfare Officer

sam@jonesbadmintonacademy.co.uk

All concerns will be taken seriously and managed in line with JBA safeguarding procedures.

## **10. Review**

This policy will be reviewed annually, or sooner if legislation, safeguarding guidance, or organisational practice changes.

# Behaviour Management Policy

**Version: 1.0**

**Effective from: 16th February 2026**

**Review date: Jan 2027**

## 1. Purpose

The purpose of this policy is to outline how JBA coaches support children and young people in developing positive behaviour during academy sessions.

JBA is committed to a consistent, supportive approach to behaviour management at all times, based on mutual respect and encouragement of positive behaviour.

We promote positive behaviour to ensure that all players feel safe, valued, and able to enjoy their badminton in a welcoming environment.

This policy applies to all players, coaches, volunteers, and parents/carers involved in JBA activities.

## 2. Principles

JBA believes in:

- Creating a positive environment where children feel safe, valued, and supported
- Promoting positive behaviour through clear expectations, consistent routines, and positive reinforcement
- Recognising that challenging behaviour is often a form of communication and seeking to understand underlying causes
- Supporting children based on their individual needs and circumstances
- Encouraging children to develop self-regulation skills and make positive choices

## 3. Supporting positive behaviour

JBA coaches support positive behaviour through the following approaches:

- Building Positive Relationships - establishing strong, trusting relationships with children to foster a sense of belonging and security.
- Setting Clear Expectations - communicating expectations clearly, positively, and in an age-appropriate way.
- Positive Language - encouraging and praising positive behaviour to reinforce desired actions.
- Choices and Boundaries - offering children appropriate choices within clear boundaries to support social development and responsibility.
- Offering Support - where undesired or inappropriate behaviour occurs, staff will support the child and help them make better choices.
- Leading by Example - coaches consistently model respectful behaviour, calm communication, and positive attitudes.
- Praise and Encouragement - children are praised for good effort, kindness, teamwork, and perseverance. Certificates and verbal recognition may be used to reinforce positive behaviour.
- Clear Directions - coaches give clear instructions so players understand expectations and session structure, helping reduce uncertainty or anxiety.
- Modelling Positive Behaviour - staff demonstrate active listening, respectful communication, and problem-solving skills and encourage players to do the same.

## 4. Managing challenging behaviour

JBA's primary aim is to ensure all players feel safe, valued, and included.

Challenging behaviour may include (but is not limited to):

- Not following instructions
- Disrupting activities
- Refusing to participate
- Calling out or distracting others
- Minor inappropriate language
- Difficulty regulating emotions

JBA recognises that such behaviour is often a form of communication. Coaches will respond in a calm, consistent, and supportive manner, taking into account the child's age, needs, and circumstances.

If undesired behaviour occurs, coaches will respond in a calm, consistent, and supportive manner:

- The coach will speak quietly to the player and clarify expectations.
- Positive behaviour will be acknowledged and praised.
- If behaviour continues, the player may be offered a short "cool-down" period (for example, quietly watching the next activity while remaining included in the group).
- If behaviour escalates or becomes unsafe for the player or others, the child may be asked to sit to the side of the session while a coach discusses positive behaviour expectations. This will only be used in exceptional circumstances or where a child needs time to calm before returning safely.
- Parents/carers will be spoken to or contacted where negative behaviour persists or there are concerns about the welfare of the player or others. This will always be approached in a supportive and collaborative way.

At all stages, JBA aims to help children understand expectations and develop positive behaviours, rather than applying punishment.

#### **4A. Unacceptable behaviour**

Certain behaviours are considered unacceptable at JBA and will result in immediate action.

These include, but are not limited to:

- Swearing or abusive language
- Aggressive behaviour (verbal or physical)
- Bullying, intimidation, or deliberate exclusion of others
- Damage to property or equipment
- Discriminatory language or behaviour
- Any behaviour that puts the child or others at risk

Where unacceptable behaviour occurs, coaches may:

- Immediately remove the child from activities and ask them to sit out
- Speak with the child to reinforce behaviour expectations
- Contact parents/carers during or after the session
- Escalate concerns to the Director/Head Coach

Responses will always be proportionate, context-dependent, and focused on safety and learning. However, children must understand that clear limits exist and that unsafe or abusive behaviour will not be tolerated. Repeated or serious incidents may result in temporary suspension from sessions or further action in line with JBA safeguarding and conduct procedures.

#### **5. Safeguarding and welfare**

Any behaviour that raises safeguarding concerns (including violence, bullying, or persistent distress) will be managed in line with JBA's Safeguarding Policy. The welfare of the child and others will always take priority.

#### **6. Partnership with parents and carers**

JBA recognises the importance of working in partnership with families. Open communication is encouraged, and parents/carers will be involved where ongoing behaviour support is required.

#### **7. Review**

This policy will be reviewed annually or sooner if required to reflect changes in guidance or organisational practice.