



# SAFEGUARDING POLICY PACK

Version: 1.3

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

Review due: Jan 2027



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[www.jonesbadmintonacademy.co.uk](http://www.jonesbadmintonacademy.co.uk)

## **Safeguarding and protecting children policy**

**Version: 1.3**

**Effective from: 1st January 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 - currently Samuel Jones (Director and Head Coach).
- Ensuring that all coaches are fully qualified and have the appropriate checks undertaken and up to date, such as a DBS with Badminton England.
- 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, as a minimum, hold a valid DBS check (for over 18's) and will always be supervised by a fully qualified coach. They will never be left alone with players.

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- 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. Prohibited conduct**

Individuals, 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.

## **6. 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.

## **6. Reporting and responding to safeguarding concerns**

- 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 Welfare Officer (Head Coach – Samuel Jones) in person or via:  
[safeguarding@jonesbadmintonacademy.co.uk](mailto:safeguarding@jonesbadmintonacademy.co.uk)
- Alternatively, you can contact Badminton England directly by email or phone:  
[safeguarding@badmintonengland.co.uk](mailto:safeguarding@badmintonengland.co.uk)
  - Safeguarding Manager: Victoria Brown: 07738890309
  - Safeguarding Case Officer: Angela Toon: 07901005320
  - Badminton England Head Office: 01908 268400

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Or the NSPCC Whistleblowing advice line can be contacted on 0800 028 0285 or by emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

## **7. Whistleblowing**

- 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 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).

## **8. 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.

## **9. 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.

## **10. 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



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## **Safeguarding concern report form**

**Version: 1.1**

**Effective from: 1st January 2026**

**Review date: January 2027**

### Your details

First name	Surname	Position in badminton
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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
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Home address

BE membership number (if known)	Date of birth	Gender
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Does the young person have a disability? If so, please give details



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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



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Please indicate their ethnic background

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

Please include dates, time, venue etc. of any and all specific incidents



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

If so, please give details of what was said and when. If not, please do not make contact as the JBA Club Welfare Officer will decide on the appropriate next steps.

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

If so, please give details of what was said and when; detailing parent contact details.

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



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Action taken so far

Any other relevant information



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Signed

Print name

Date

Signed	Print 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.**



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## Club Welfare Officer 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 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 Club Welfare Officer 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)