



ANGLIAN  
LEISURE

## Safeguarding policy

Anglian Learning is committed to ensuring the protection and welfare of all members of all its communities. All pupils, staff, trustees, governors and visitors have an equal right to a safe environment in which to learn, teach and visit regardless of age, gender, ability, culture, socioeconomic status, race, language, religion or sexual identity.

This Anglian Leisure Safeguarding Policy is to be used alongside the Anglian Learning Safeguarding Policy.

### Clubs / Groups

All instructor or coach-led clubs / groups for under 18's **must** provide the following documentation:

1. Names of instructors / coaches attending each day
2. Name and contact details for each of their appointed DSLs
3. Letter of assurance on headed paper to confirm that all staff / volunteers coming on to site have followed their safeguarding procedures / training and that they have received the following documentation from their staff / volunteers:
  - a. Disclosure and Barring Service Check
  - b. Checks against barring lists
  - c. Certificate of Good Conduct (where applicable)
  - d. Medical clearance (where available / applicable)
  - e. Three verifications of identity (where available / applicable)
  - f. Two satisfactory references (where available / applicable)
4. Booking form
5. Insurance
6. Risk assessment

Details about how we process your personal data can be found in our [Privacy Notice](#)

In the event that the paperwork above has not been provided, Anglian Leisure staff **must** inform the club / group that access will not be granted until it has been provided.

Clubs / groups **should** be advised to display who the coaches are on a large noticeboard together with the name of the Designated Safeguarding Lead (DSL) for the club.

All clubs / groups **must** be made aware that children **must** not be permitted to wander around the site unaccompanied, either to get water from the water fountain or to attend the toilets; it is the club / group's responsibility to manage this process. With respect to the toilets, it is important that toilets are allocated for specific clubs / groups and each club / group manages access to these toilets appropriately for children given the possibility of other users.

All clubs / groups using changing facilities **must** ensure the safeguarding of children at all times in these areas.

Booking forms and documentation **must** be shared with Central HR so that bookers can be added to the Single Central Record.

### **Anglian Leisure Designated Safeguarding Lead**

Michelle Wilson - General Manager, Anglian Leisure  
Adam Wilson - Sports Centre Manager - Sawston and Joyce Frankland  
Fleur Harrower - Sports Centre Assistant Manager - Sawston  
Harry Bubb - Sports Centre Manager - Bottisham  
Jennifer Jamieson - Sports Centre Assistant Manager - Bottisham  
Laurence Miceli - Sports Centre Manager - Netherhall  
Toby Peters - Sports Centre Assistant Manager - Linton  
Oliver Hubbard - Sports Centre Duty Manager - Joyce Frankland

### **Fire evacuation**

Clear fire procedure posters **must** be displayed in all areas. For those centres where clubs / groups are responsible for the evacuation of their individual club / group they **must** be trained in procedures.

### **Lanyards**

Lanyards and ID cards play a key role in keeping members of our communities safe. Anglian Leisure's use of lanyards and ID cards allows the observer to ascertain swiftly, at a glance, whether an individual on site is a checked member of the Anglian Learning or Leisure community.

The wearing of the lanyard and ID card is compulsory and **must** be worn at all times whilst on school premises. The lanyard should be worn around the neck, on the front of the body and on the outermost piece of clothing, ensuring that Health and Safety precautions are also considered. The ID **must** be visible and not covered.

The purple lanyards are for Anglian Leisure staff or those Anglian Learning staff who are on the Trust-wide SCR.

The yellow lanyards are for visitors on-site who are approved to run a session and have the relevant safeguarding checks in place on the SCR via a letter of assurance. This includes instructors who are not staff and group leaders for block bookings if they are onsite running a session and have completed all of the required checks. Centres **must** keep records to track the issuing of yellow lanyards which should be numbered and logged. Visitors **must** sign in to be issued with a lanyard and sign out and return the lanyard at the end of a session. A drop box will be provided at the Sports Centre Reception for ease of returning the lanyards. Clubs / groups will be issued with a letter advising that lanyards **must** be returned within a maximum of 24 hours or a charge will be made.

## Appendix 1

### Letter of Assurance for Anglian Leisure Customers

I write to confirm that **(Club / group name)** maintains records of the safeguarding checks undertaken for all employees / volunteers visiting Anglian Leisure centres.

To aid you in your Single Central Record requirements, I can confirm that the following named person is an employee / volunteer of **(Club / group name)** and that the appropriate checks have been carried out due to their role involving regular contact with children.

The checks conducted by **(Club / group name)** are as follows:

- Disclosure and Barring Service Check (previously CRB)
- Checks against barring lists
- Certificate of Good Conduct (where applicable)
- Medical clearance (where available / applicable)
- Three verifications of identity (where available / applicable)
- Two satisfactory references (where available / applicable)

We also provide safeguarding training to all members of staff / volunteers which is updated on a regular basis and at least in line with our regulatory body. We understand that Anglian Leisure can offer safeguarding training where required.

For each employee / volunteer working within your centre, we will provide a letter verifying the checks that have been undertaken.

Yours sincerely

Name

Position in the club / group