

Safeguarding Policy

Graft House Gym Limited

Date of Issue: 5th August 2025

Next Review Date: 5th August 2026

Designated Safeguarding Lead (DSL): Mathew Davies

Contact: info@grafthousegym.co.uk

1. Purpose of this Policy

Graft House Gym Limited ("the Gym") is committed to providing a safe, supportive, and respectful environment for all members, staff, and visitors. This Safeguarding Policy outlines our approach to preventing and responding to any safeguarding concerns, including abuse, bullying, harassment, and injury, and ensuring the well-being of all individuals using our facilities.

2. Scope

This policy applies to:

- All staff, contractors, volunteers, and coaches
- All gym members and visitors
- All classes and activities held on the premises

3. Key Principles

- The welfare of all individuals, particularly children (under 18) and vulnerable adults, is paramount.
- Everyone has a right to feel safe and be treated with respect and dignity.
- All concerns and allegations will be taken seriously and responded to appropriately.
- We promote a culture of openness and accountability.

4. Definitions

Safeguarding: Protecting people's health, well-being, and human rights, and enabling them to live free from harm, abuse, and neglect.

Abuse: Includes physical, emotional, sexual, and neglect.

Bullying/Harassment: Repeated and unwanted behaviour that causes distress, intimidation or humiliation, including sexual harassment.

Vulnerable Adult: A person aged 18 or over who may be unable to protect themselves from harm or exploitation due to age, disability, or illness.

5. Types of Concerns Covered

This policy specifically addresses, but is not limited to:

- Sexual harassment
- Physical injury resulting from unsafe practices
- Bullying and intimidation
- Neglect or emotional abuse
- Any behaviour that puts someone at risk of harm

6. Roles and Responsibilities

All Staff & Coaches:

- Promote safe practices and model appropriate behaviour
- Report concerns or incidents promptly.
- Participate in safeguarding training where applicable.

Staff Member on Duty:

- Act as the first point of contact for safeguarding concerns.
- Ensure concerns are logged and passed on to the DSL (Mathew Davies).

Designated Safeguarding Lead – Mathew Davies:

- Oversee the implementation of this policy.
- Respond to safeguarding concerns and escalate as needed.
- Liaise with authorities and agencies where required.
- Maintain confidentiality and accurate records.

7. Reporting a Concern

If you experience or witness any safeguarding concern:

1. Immediately report it to the staff member on duty.
2. If the concern is serious, sensitive, or you are uncomfortable reporting to duty staff, contact Mathew Davies directly.

All reports will be handled sensitively and in confidence. False or malicious allegations will be taken seriously and may lead to disciplinary action.

8. Recording and Confidentiality

- All safeguarding concerns will be documented in a secure safeguarding incident log.

- Information will only be shared with those who need to know to protect individuals from harm.
- All records will be kept in line with data protection laws (GDPR).

9. Safer Recruitment

Graft House Gym Limited is committed to ensuring all staff and coaches:

- Undergo appropriate background checks (e.g., DBS if working with minors or vulnerable adults)
- Are trained or briefed in safeguarding practices.

10. Code of Conduct

All members, staff, and visitors are expected to:

- Treat others with respect and dignity.
- Use appropriate language and behaviour at all times.
- Report inappropriate or unsafe behaviour.
- Never tolerate, condone, or participate in abuse or harassment.

11. Managing Allegations Against Staff

- Allegations against staff will be handled with impartiality and urgency.
- The DSL will assess the situation and, if necessary, contact appropriate authorities.
- The staff member may be suspended pending investigation.

12. Training and Awareness

- All staff will receive safeguarding induction and refresher training where relevant.
- Signage and communication materials will be visible in the gym to promote awareness.

13. Policy Review

This policy will be reviewed annually or sooner if:

- There is a change in legislation
- A serious incident occurs
- Significant operational changes are made

14. Contact Details

- Mathew Davies (Designated Safeguarding Lead)
Email: info@grafthousegym.co.uk
- Emergency services: Dial 999 if someone is at immediate risk

Signed:

Mathew Davies

Managing Director / Designated Safeguarding Lead

Graft House Gym Limited
Date: 5th August 2025