



Safeguarding Children and Vulnerable Adults Policy

Limitless Employment Foundation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults who come into contact with our organisation. We recognise our duty of care to ensure that all activities, whether delivered remotely or within community settings, are safe, inclusive and respectful.

1. Policy Statement

The Foundation adopts a zero-tolerance approach to abuse, neglect, exploitation or harm of any kind. We will take all reasonable steps to prevent harm, respond appropriately to concerns, and comply with relevant safeguarding legislation and guidance.

2. Scope

This policy applies to trustees, employees, disabled sports coaches, mentors, volunteers, contractors and anyone acting on behalf of the Foundation. It covers all online mentoring, remote work, fundraising activities and community-based sports or engagement sessions.

3. Definitions

Children: anyone under 18 years of age.

Vulnerable adults: individuals who may be unable to protect themselves due to disability, age, illness or other circumstances.

Safeguarding: protecting people's health, wellbeing and human rights and enabling them to live free from harm or abuse.

4. Responsibilities

Trustees

Provide oversight, ensure adequate safeguarding procedures, appoint a designated safeguarding lead, and review this policy annually.



Designated Safeguarding Lead (DSL)

Act as the main point of contact for safeguarding concerns, maintain records, liaise with external agencies, and ensure appropriate training and awareness.

Staff, Coaches, Mentors and Volunteers

Follow safeguarding procedures, maintain professional boundaries, report concerns promptly, and participate in required training.

5. Safer Recruitment

Appropriate recruitment practices will be followed, including identity checks, references and Disclosure and Barring Service (DBS) checks where required, to ensure suitability for working with children or vulnerable adults.

6. Safe Working Practices

Clear codes of conduct will guide behaviour. Staff and mentors must maintain appropriate boundaries, avoid unsupervised or inappropriate contact, and use only approved communication channels.

7. Online and Remote Safeguarding

As many services are delivered digitally, secure platforms will be used for mentoring and communication. Sessions should be professional, recorded where appropriate, and conducted in safe environments. Personal contact details should not be shared, and confidentiality must be respected.

8. Community Activities and Sports Delivery

Risk assessments will be completed for venues and activities. Adequate supervision ratios will be maintained and local safeguarding procedures followed. First aid and emergency arrangements must be in place.



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9. Recognising and Reporting Concerns

All concerns, disclosures or suspicions of abuse must be reported immediately to the Designated Safeguarding Lead. Accurate records should be kept. Where necessary, concerns will be referred to appropriate statutory authorities.

10. Confidentiality and Information Sharing

Information will be handled sensitively and shared only on a need-to-know basis in line with safeguarding and data protection requirements, prioritising the safety of the individual.

11. Training and Awareness

All trustees, staff and volunteers will receive appropriate safeguarding training and updates to ensure they understand their responsibilities and how to recognise and respond to risks.

12. Monitoring and Review

Safeguarding practices will be monitored regularly. This policy will be reviewed annually by the Trustees or sooner if required following legislative or organisational changes.

Approval

Approved by the Board of Trustees, Limitless Employment Foundation.

Review frequency: Annually