

Safeguarding Children and Young People Policy



A Charitable Incorporated Organisation

Registered Charity No. 1195780

Muslim Sports Foundation (MSF)

Safeguarding Children and Young People Policy

1. Policy Statement

Muslim Sports Foundation (MSF) is committed to safeguarding and promoting the welfare of children and young people and to protecting them from harm, abuse, neglect and exploitation.

MSF believes that all children and young people have the right to be safe, listened to and treated with dignity and respect. Safeguarding is central to MSF's mission and values and is informed by Islamic principles of compassion, trust, justice, accountability and the protection of life and wellbeing.

The welfare of the child is always paramount. All safeguarding concerns will be taken seriously and acted upon promptly, proportionately and appropriately.

2. Legal and Regulatory Framework

This policy is informed by and aligned with relevant UK legislation, statutory guidance and recognised good practice, including:

- Children Act 1989
- Children Act 2004
- Working Together to Safeguard Children (HM Government)
- Charity Commission guidance: Safeguarding and protecting people for charities and Trustees
- Sport England safeguarding requirements
- Child Protection in Sport Unit (CPSU) safeguarding standards and guidance
- United Nations Convention on the Rights of the Child

MSF recognises its responsibility to take all reasonable steps to safeguard children from harm connected to its activities, funding, partnerships and governance arrangements.

3. Organisational Context

Muslim Sports Foundation is a UK Charitable Incorporated Organisation (CIO). It is a small strategic charity that:

- MSF does not directly employ staff. All individuals working with MSF do so as contractors, service providers or in a governance capacity. References to "staff" within this policy should be understood to include contractors and individuals acting on behalf of MSF
- does not usually deliver activities directly
- works through partners, affiliates, external coaches and service providers

MSF's safeguarding responsibilities are therefore governance, assurance and partnership-focused, rather than operational.

Responsibility for frontline safeguarding, including supervision, safer recruitment, training and day-to-day safeguarding practice, rests with delivery organisations.

MSF discharges its safeguarding responsibilities through:

- Trustee oversight and accountability
- appointment of a Trustee Safeguarding Lead
- appointment of an Operational Safeguarding Contact
- safeguarding expectations embedded within funding, partnership and service agreements
- proportionate safeguarding due diligence when engaging partners or contractors
- monitoring, challenge and escalation where concerns arise

MSF does not provide direct supervision of children or young people and does not manage safeguarding casework. Operational safeguarding responsibility sits with delivery organisations. MSF's role is to provide governance oversight, assurance and escalation where safeguarding concerns arise.

MSF does not undertake safer recruitment or DBS checks directly. These responsibilities sit with delivery partners responsible for frontline activity. MSF seeks assurance that appropriate safeguarding checks and processes are in place.

4. Scope

This policy applies to safeguarding concerns relating to children and young people connected to:

- activities funded, supported or associated with MSF
- MSF Trustees
- consultants or service providers acting on behalf of MSF
- partner organisations delivering MSF-funded or MSF-associated activities

This policy does not replace the statutory safeguarding responsibilities of delivery organisations, local authorities or other public bodies.

5. Definition of Safeguarding Children

Safeguarding children means:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring children grow up in circumstances consistent with safe and effective care
- taking action to enable children to have the best outcomes

A child is defined as anyone under the age of 18.

Safeguarding concerns may relate to actual, suspected or potential harm and may involve past, present or future risk.

6. Cultural Sensitivity and Values

MSF works within Muslim communities and wider society. Safeguarding practice must be culturally sensitive, inclusive and accessible, while remaining fully consistent with UK law and statutory guidance.

Cultural or religious considerations must never be used to justify inaction, minimise harm,

discourage reporting or prevent appropriate safeguarding responses.

MSF promotes safeguarding practice rooted in dignity, respect, fairness and compassion, reflecting both Islamic ethical principles and universal human rights.

7. Types of Abuse and Safeguarding Concerns

Safeguarding concerns may include, but are not limited to:

- physical abuse
- sexual abuse
- emotional or psychological abuse
- neglect
- bullying or cyberbullying
- exploitation
- discriminatory abuse
- abuse linked to faith, culture or honour-based harm

Indicators of abuse may include unexplained injuries, changes in behaviour, withdrawal, anxiety, fear of particular individuals or disclosures by the child.

Indicators do not in themselves prove abuse but must always be taken seriously and reported.

8. Safeguarding Principles

MSF's safeguarding approach is underpinned by the following principles:

- the welfare of the child is paramount
- safeguarding is everyone's responsibility
- children have the right to be heard and believed
- concerns must be reported and acted upon promptly
- safeguarding responses must be proportionate to risk and organisational role
- information is shared lawfully and on a need-to-know basis

9. Relationship to Other Policies

This Safeguarding Children and Young People Policy forms part of MSF's wider safeguarding and governance framework and should be read in conjunction with the following policies and documents:

- MSF Safeguarding Adults Policy
- MSF Code of Conduct for Coaches, Contractors, Volunteers and Participants
- MSF Whistleblowing (Disclosure of Malpractice) Policy
- MSF Anti-Bullying, Harassment and Discrimination Policy
- MSF Equality, Diversity and Inclusion (EDI) Policy
- MSF Safeguarding Reporting and Response Procedures

Together, these documents set out MSF's approach to safeguarding, accountability, reporting and assurance across its governance, partnerships and funded activities.

10. Roles and Responsibilities

Board of Trustees

The Board of Trustees holds collective responsibility for safeguarding and for ensuring appropriate policies, procedures and oversight arrangements are in place.

Trustee Safeguarding Lead

MSF has appointed a Trustee Safeguarding Lead to oversee safeguarding at a governance level.

Name: Lynne Northcott

Role: Trustee Safeguarding Lead

Contact: safeguarding@muslimsports.org.uk

If concerns cannot be raised via this route, they may be escalated to the Chair of Trustees or directly to statutory authorities.

Operational Safeguarding Contact

The Head of Business and Governance acts as the Operational Safeguarding Contact for the organisation.

Contact: safeguarding@muslimsports.org.uk (marked for the attention of the Head of Business and Governance)

This role is responsible for:

- receiving safeguarding concerns
- recording safeguarding information appropriately
- ensuring concerns are signposted or escalated to the appropriate delivery organisation or statutory authority
- informing the Trustee Safeguarding Lead where appropriate

MSF does not investigate safeguarding concerns but ensures that concerns are escalated appropriately.

Individuals Acting on Behalf of MSF

All individuals associated with MSF must remain alert to safeguarding risks and report concerns promptly. They must not investigate concerns themselves.

Partner Organisations

Partner organisations retain responsibility for frontline safeguarding arrangements, including:

- safer recruitment
- safeguarding training
- supervision of staff and volunteers
- reporting to statutory authorities

Partners must cooperate fully with MSF's safeguarding expectations and assurance processes.

11. Prevention and Risk Management

MSF seeks to prevent harm by:

- embedding safeguarding expectations in funding and partnership agreements
- undertaking proportionate safeguarding due diligence when engaging partners or contractors
- monitoring safeguarding practice and raising challenge where required
- promoting a culture of openness, accountability and learning

MSF also promotes safeguarding awareness, learning and good practice through engagement with partner organisations and relevant national safeguarding initiatives.

All relevant policies are shared with Trustees, contractors and individuals acting on behalf of MSF as part of induction, are accessible at all times and are published on the MSF website where appropriate.

As a non-delivery organisation, MSF aligns its safeguarding approach with the CPSU Influencing Standards and supports partner organisations to apply appropriate safeguarding practices.

MSF applies its photography, filming and online safety guidance across all events communications and partner-delivered activity, ensuring that safeguarding expectations are upheld consistently.

MSF aligns its safeguarding training approach with CPSU core training materials where appropriate and engages with relevant safeguarding learning and development opportunities and forums.

12. Reporting Safeguarding Concerns

Safeguarding concerns should be reported without delay. Where available, the Safeguarding Concern Reporting Form should be used. However, concerns can be raised verbally or in writing and must not be delayed if a form is not available.

MSF does not investigate safeguarding concerns. Where concerns arise, MSF will:

- record the concern appropriately
- seek assurance from the relevant delivery organisation
- require appropriate safeguarding action to be taken
- escalate concerns to statutory authorities where necessary

If a child is at immediate risk of harm, emergency services must be contacted immediately by calling 999.

Concerns that meet the threshold for statutory intervention will be referred or escalated to the relevant local authority children's social care service and, where appropriate, the police.

MSF will not delay referral to statutory authorities where there is a risk of harm.

13. Responding to Concerns and Allegations

MSF will prioritise the safety and wellbeing of the child.

Where concerns arise, MSF will:

- consider whether the concern indicates immediate risk
- ensure statutory agencies are informed where required
- liaise with delivery organisations to seek assurance that safeguarding procedures have been followed
- consider governance, funding or partnership implications

Where allegations involve individuals working for or on behalf of partner organisations, responsibility for managing the allegation rests with that organisation, including liaison with the Local Authority Designated Officer (LADO) where applicable. MSF will seek confirmation that appropriate action has been taken.

14. Confidentiality and Information Sharing

Safeguarding information will be handled sensitively and in accordance with data protection legislation.

Information will only be shared with those who need to know in order to:

- protect a child from harm
- fulfil legal or regulatory duties
- support appropriate safeguarding action

Consent will be sought where appropriate, unless doing so would place a child at further risk.

15. External Support and Advice

Concerns may also be raised directly with external agencies, including:

NSPCC Helpline: 0808 800 5000

Childline (for children and young people): 0800 1111

Local Authority Children's Social Care: via the relevant local council

16. Monitoring, Learning and Improvement

MSF is committed to continuous improvement in safeguarding practice.

Learning from safeguarding concerns, feedback from partners and changes in legislation or guidance will be used to:

- review safeguarding policies and procedures
- strengthen governance oversight
- improve safeguarding assurance arrangements

17. Policy Review

This policy will be reviewed every two years, or sooner if:

- legislation or statutory guidance changes
- a serious safeguarding incident occurs

- learning from safeguarding concerns indicates a need for review

The policy is approved by the Board of Trustees, who retain oversight of safeguarding arrangements

Policy Approval

Policy title	Safeguarding Children and Young People
Approved by	Board of Trustees, Muslim Sports Foundation
Date approved	26 March 2026
Review cycle	Every two years, or sooner if required due to changes in legislation, guidance or following a safeguarding incident
Next review due	25 March 2025
Policy owner	Trustee Safeguarding Lead
Responsible officer	Head of Business and Governance

Appendix 1: Safeguarding Concern Reporting Form

Date of concern or incident:

Location / event (if applicable):

Description of concern or incident (what happened, who was involved, context):

Who was affected?

- Child or young person (name if known):
- Group
- Myself
- Prefer not to say

Has this concern been raised elsewhere?

- Yes
- No

Details (if yes):

Would you like to be contacted?

- Yes
- No

Name (optional):

Email / phone:

Additional information:

This concern will be handled in line with MSF's Safeguarding Children and Young People Policy.

Appendix 2: Photography and Filming Consent Form

This form may be used where MSF hosts or organises events directly.

Participant name:

Date of birth:

Event / activity:

Parent / Guardian Consent

- I give permission for photographs/video to be taken
- I understand images may be used for MSF communications
- My child will not be named without further consent
- I do not give permission

Name:

Signature:

Date:

Young Person Consent (13–17)

- I give consent
- I do not give consent

Name:

Signature:

Date:

Consent may be withdrawn at any time.

Appendix 3: Emergency Contact and Medical Information Form

This form may be used where MSF hosts or organises activities or events directly.

Child's name:

Date of birth:

Parent / guardian name(s):

Emergency contact number(s):

Alternative contact (name, relationship, number):

Medical conditions / allergies / medication:

Yes (details):

No

Consent for emergency medical treatment:

Yes

Signed:

Print name:

Relationship:

Date:

Appendix 4: Code of Conduct (Child-Facing Roles)

All individuals must:

- treat children with dignity and respect
- maintain professional boundaries
- avoid being alone with a child
- report concerns immediately
- comply with MSF safeguarding policies

Breaches may result in removal from activities and referral to statutory authorities.