

REPORT FOR EDLC BOARD	
<b>Report Title:</b>	Safeguarding Policy
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<b>Date:</b>	18 March 2026
<b>Agenda Item No:</b>	3
<b>Report No:</b>	EDLCT/129/26/FT

## 1. INTRODUCTION

- 1.1 The purpose of this report is to consider the adoption of a new EDLCT Child Safeguarding Policy for all services across the Trust.

## 2. BACKGROUND

2.1 The policy has been developed in partnership with the EDC Child Protection Officer and adhering to national guidance and good practice. It aims to:

- highlight the Trust's on-going commitment to Child Wellbeing and Protection practice across services.
- provide clear update guidelines for employees on process, particular reporting guidance and available support.
- develop in house practice that reflects the work of teams, responding to their feedback.

2.2 The policy was piloted as part of the new Community Sport Coaches Code of Practice, with a consultation process taken place via three employee training sessions. Feedback was also sought across Leisure and Cultural Services Operational Managers and Team Leaders. This has guided the development of the policy statement, new reporting templates and flowcharts. The new Incident Recording Form has been provided as an example (Appendix A)

2.3 To support the adoption of the policy statement it is recommended a series of training opportunities be provided across the Trust for all those who work directly with children and young people, or design and manage programmes that impact on those groups. The recommendations would be:

- training to be delivered to the EDLCT Board that focuses on the role of Directors in upholding Safeguarding policy and practice
- roll out of annual in-house training to be provided across all identified services.

## 3. RECOMMENDATIONS

3.1 It is recommended that the Board:-

- a) Approves the new policy statement.
- b) Approves a roll out of training for Board members, Service Managers and Teams.



ED LEISURE+CULTURE

# Child Safeguarding Policy 2026



# EDLCT Child Safeguarding Policy

## Introduction

East Dunbartonshire Leisure and Culture Trust's (EDLCT) Child Safeguarding Policy outlines our commitment to put the wellbeing of children and young people first across our services. The policy underpins all work with children and young people within the Trust and lays the foundation for service procedures which have our duty of care at the heart of our practice.

In accordance with the United Nations Convention on the Rights of the Child (UNCRC), we will use a 'child's rights' approach in all our practice to ensure we meet the 4 General Principles of the UNCRC. These are:

- Non discrimination (Article 2)
- Best interests of the child (Article 3)
- Survival and development (Article 6)
- Right to be heard (Article 12)

This Child Safeguarding Policy has been informed by [Child Protection Procedures](#) and guidance from East Dunbartonshire Council Child Protection Committee and the following partners/ sources:

- [Guidance from Child Wellbeing and Protection in Sport | Children First](#)
- [Child-friendly UNCRC Poster leaflet - Play Scotland](#)
- [Child protection and vulnerable adults guidance - East Dunbartonshire Council](#)
- [Child wellbeing and protection - sportscotland the national agency for sport in Scotland](#)

EDLCT Service Managers will provide a Code of Practice for employees and volunteers that define the expected behaviours to ensure a safe environment for children and young people who access and use our services. This Code of Practice can be adapted depending on the needs of the service but will be guided by the principles detailed within this policy.

## Child Safeguarding Policy

EDLCT is fully committed to safeguarding the wellbeing of all children and young people in its care. We recognise our responsibility to promote wellbeing and safe practice and to protect children from harm, abuse and exploitation. For the purposes of this policy and associated procedures a child is recognised as someone under the age of 18 years.

Our employees and volunteers will work together to embrace difference and diversity and respect the rights of children and young people.

**Our commitment to protecting children and young people is based on the following principles:**

- The wellbeing of children and young people is the primary concern.
- All children and young people, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.
- Child wellbeing and protection is everyone's responsibility.
- Children and young people have the right to express views on all matters which affect them.
- EDLCT will work in partnership together with children and young people and parents/carers to promote the wellbeing, health and development of children and young people using our venues or participating in the services we provide.

**We will:**

- Promote the health and wellbeing of children and young people by providing opportunities for them to take part in our services safely.
- Respect and promote the rights, wishes and feelings of children and young people.
- Promote and implement appropriate procedures to safeguard the wellbeing of children and young people and protect them from abuse.
- Recruit, train, support and supervise employees and volunteers to adopt best practice to safeguard and protect children and young people from abuse and to reduce risk.
- Require employees and volunteers to adopt and abide by this Child Wellbeing and Protection Policy Statement and the relevant Code of Practice for their service.
- Respond to any allegations of misconduct or abuse of children and young people in line East Dunbartonshire Council's [Child Protection Procedures](#) as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Regularly monitor and evaluate the implementation of this policy and these procedures.

**We will regularly review this policy and associated procedures:**

- In accordance with changes in legislation and guidance on the protection of children and young people. Or following any changes within East Dunbartonshire Leisure and Culture Trust.
  - Following any issues or concerns raised about the wellbeing and protection of children and young people within East Dunbartonshire Leisure and Culture Trust.
  - In all other circumstances, at least every three years.
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## Appendix A

### Incident Recording Form

Please use this form to record information on any incident causes concern about a child. Seek advice from your Line Manager or Service Manager if you are unsure how to use this form or require further support.

Things to consider:

- Use the child's words wherever possible
- Don't lead conversations, just record what you hear or see after any conversation with a child
- Pass on any concerns to your line manager unless the flowchart indicates otherwise

#### Part A: Your contact details

<b>Name:</b>	<b>Position/Role:</b>
<b>Address:</b>	<b>Tel No:</b>
<b>Postcode:</b>	

#### PART B: Information about the incident

##### 1. Child's Details:

<b>Name:</b>	<b>Date of Birth:</b>
<b>Parent/Carer Name:</b>	<b>Tel No:</b>

**2. What happened?** (including date, time, location, nature of concern, who, what, where, when, why):

- **What raised your concern?**
- **What did the child say, using their words**
- **What did you say?**

**Please remember you must not lead or probe a child for additional information. Just tell us what you saw.**

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**3. Details of any witnesses/other people involved** (including names, addresses and telephone contacts):

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4. Details of any action taken (e.g who did you refer it to? Did you talk to anyone else about it?)

Remember: only tell people who need to know to keep the child safe.

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Part D: Line Manager/ Service Manager Information

Name:	Position/Role:
Address:	Tel No:
Postcode:	

6. Details of any action taken:

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7. Have any other persons/ agencies been contacted?

- YES
- NO

If YES record details of other persons/agencies contacted (including date, time, name of person contacted and advice received):

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11. Have the child's parents/carers been informed?

- YES
- NO

If yes, record details/ If no, please state why not:

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