



## **HOOPSFIX FOUNDATION SAFEGUARDING POLICY**

*Last updated 01.02.26*

# Hoopsfix Foundation Safeguarding Policy

**Last reviewed:** February 2026

**Next review due:** February 2028

**Safeguarding contact:** team@hoopsfixfoundation.org

## 1. Policy statement

Hoopsfix Foundation is committed to safeguarding and promoting the welfare of all children, young people and adults at risk who engage with our activities. We recognise our duty of care to ensure that everyone can participate in basketball and related activities in a safe, inclusive and supportive environment, free from harm, abuse or neglect.

We adopt a zero-tolerance approach to abuse or maltreatment in any form. All safeguarding concerns, no matter how small they may appear, will be taken seriously and acted upon promptly and appropriately.

This policy applies to all trustees, staff, volunteers, coaches, contractors and anyone acting on behalf of the Hoopsfix Foundation.

## 2. Scope and alignment

This policy applies to all Hoopsfix Foundation activities, including but not limited to:

- Community basketball sessions
- Events and activations
- Education and workforce development programmes
- Digital and media activity involving under 18s

The policy is aligned with and informed by:

- Basketball England Safeguarding Children Policy (December 2024)
- Basketball England Safeguarding Adults Policy (July 2025)
- Working Together to Safeguard Children (2023)
- The Children Act 1989 and 2004
- The Care Act 2014
- The Equality Act 2010
- The Data Protection Act 2018 and UK GDPR

Where Hoopsfix Foundation is delivering activity under the jurisdiction of Basketball England or in partnership with another organisation (for example schools or local authorities), the relevant safeguarding procedures will apply alongside this policy.

### 3. Definitions

- **Child or young person:** Anyone under the age of 18.
- **Adult at risk:** An individual aged 18 or over who has needs for care and support, is experiencing or at risk of abuse or neglect, and is unable to protect themselves as a result of those needs.
- **Safeguarding:** Protecting children, young people and adults at risk from abuse, neglect, harm and poor practice.

### 4. Principles

Hoopsfix Foundation is guided by the following principles:

- Safeguarding is everyone's responsibility
- The welfare of the child or adult at risk is paramount
- The voice of the participant should be heard and respected
- All individuals have the right to be protected regardless of age, gender, ethnicity, disability, religion, sexual orientation or background
- Concerns will be responded to fairly, proportionately and in line with natural justice
- Confidentiality will be maintained and information shared only on a need-to-know basis

### 5. Roles and responsibilities

#### Board of trustees

The Board has overall accountability for safeguarding within the Hoopsfix Foundation and will ensure that appropriate policies, procedures and resources are in place.

#### Designated safeguarding lead

The Hoopsfix Foundation Designated Safeguarding Lead is responsible for:

- Acting as the first point of contact for safeguarding concerns
- Liaising with Basketball England, statutory agencies and partner organisations
- Ensuring concerns are recorded, stored securely and reported appropriately
- Overseeing safeguarding training and compliance

Safeguarding concerns should be reported to: **[team@hoopsfixfoundation.org](mailto:team@hoopsfixfoundation.org)**

#### Staff, volunteers and contractors

All individuals involved in Hoopsfix Foundation activity have a responsibility to:

- Act in the best interests of children, young people and adults at risk

- Follow this safeguarding policy and associated procedures
- Report concerns immediately
- Maintain appropriate professional boundaries

## **6. Safer recruitment**

Hoopsfix Foundation is committed to safer recruitment practices, including:

- Role descriptions that outline safeguarding responsibilities
- Appropriate DBS checks for eligible roles, verified prior to activity commencing
- References and identity checks where applicable
- Completion of safeguarding training appropriate to the role

No individual will be permitted to work unsupervised with children or adults at risk until all safeguarding requirements are met.

## **7. Codes of conduct and professional boundaries**

All staff and volunteers must:

- Treat participants with dignity and respect
- Avoid being alone with a child or adult at risk where possible
- Not engage in inappropriate physical contact, language or behaviour
- Not form inappropriate relationships or engage in private communication outside approved channels

Physical contact in coaching or delivery must always be:

- Necessary for the activity
- Explained in advance
- Consented to by the participant
- In an open and observable environment

## **8. Communication and digital safeguarding**

Hoopsfix Foundation follows Basketball England guidance on appropriate communication with young people.

Personal mobile numbers must not be shared with children or young people.

All communication with under 18s must:

- Use official Hoopsfix Foundation email addresses or approved platforms
- Relate solely to legitimate organisational activity
- Be professional in tone and content
- Be transparent and open to scrutiny

One-to-one private messaging with under 18s is not permitted. Where individual communication is necessary, a parent or carer must be included, or communication must take place via an approved group platform.

Consent must be obtained before collecting or using contact details. For under 16s, parental consent is required. For those aged 16 to 18, the young person's consent must be obtained and parents made aware.

Photography, video and live streaming involving under 18s will only take place with informed consent from both the child and their parent or carer.

Hoopsfix Foundation follows Basketball England guidance on appropriate communication with young people, including:

- Using official organisational email addresses and platforms
- Avoiding one-to-one private messaging with under 18s
- Obtaining parental consent where required
- Ensuring transparency in all digital communication

Photography, video and live streaming involving under 18s will only take place with informed consent from both the child and their parent or carer.

## **9. Safeguarding children**

Hoopsfix Foundation recognises all forms of abuse, including physical, emotional, sexual abuse and neglect, as well as:

- Child sexual exploitation
- Child-on-child abuse
- Bullying and cyberbullying
- Radicalisation and extremism
- Female genital mutilation
- Self-harm

All concerns will be acted upon in line with reporting procedures.

## **10. Safeguarding adults at risk**

We are committed to safeguarding adults at risk in line with the Care Act 2014 and the principles of empowerment, proportionality, protection and partnership.

Adults will be supported to:

- Be involved in decisions affecting them
- Express their wishes and desired outcomes
- Have their dignity and autonomy respected

Where consent cannot be obtained, or where there is risk to others or a serious crime, information may be shared without consent in line with legal requirements.

## 11. Late collection of children

Hoopsfix Foundation recognises that the late collection of children can present safeguarding risks. Parents and carers are responsible for ensuring that children are collected promptly at the end of sessions, activities or events.

Where late collection occurs, staff and volunteers should follow these principles:

- Children should never be left unattended
- Children should not be taken home by staff or volunteers
- Staff should avoid being alone with a child wherever possible and ensure at least two adults are present

Procedure:

- Attempt to contact the parent or carer using the contact details provided
- Use any emergency or alternative contact where necessary
- Wait with the child in a safe, public area of the venue
- If a child is not collected within 30 minutes of the scheduled end time and no contact can be made, the Designated Safeguarding Lead should be informed to determine whether further action is required, including contacting Children's Social Care

Persistent late collection will be logged and may result in further action being taken.

## 12. Reporting concerns

All safeguarding concerns must be reported immediately.

### If there is immediate danger

- Call the police on 999 or emergency services
- Then inform the Hoopsfix Foundation safeguarding lead

### Non-emergency concerns

- Report to **team@hoopsfixfoundation.org** as soon as possible
- Record concerns factually and accurately
- Do not investigate or attempt to resolve matters yourself

Where appropriate, concerns will be referred to:

- Basketball England Safeguarding Team
- Children's Social Care

- Local Authority Designated Officer (LADO)
- Police

## **12. Recording and confidentiality**

All safeguarding records will:

- Be accurate, factual and dated
- Be stored securely with restricted access
- Be retained in line with data protection requirements

Confidentiality will be maintained unless sharing information is necessary to protect an individual from harm.

## **13. Whistleblowing and escalation**

Anyone who believes a safeguarding concern has not been handled appropriately is encouraged to escalate the matter. Concerns may be raised with:

- Basketball England Safeguarding Team
- Local Authority safeguarding services
- NSPCC Child Protection in Sport Unit

## **14. Training**

All relevant staff and volunteers must complete safeguarding training appropriate to their role. Training will be refreshed regularly and recorded.

## **15. Review**

This policy will be reviewed every two years or sooner if there are changes in legislation, guidance or organisational activity.