



The ATLAS Foundation

Child Protection and Safeguarding Policy

Policy date: December 2025

Introduction

The Atlas Foundation exists to help deprived and/or disadvantaged children by working with partners who provide them with the opportunities they need to have a chance at a better future. The Atlas Foundation enables local programmes in the UK and around the world to make a tangible impact on the daily lives of young people by providing our partners with funding, advocacy and networking opportunities. The partners of The Atlas Foundation use rugby initiatives to deliver health, education, and inclusion programmes.

Although The Atlas Foundation does not come into direct contact with any of the children or young people who are our beneficiaries, we recognise our role in safeguarding and protecting them.

The purpose of this policy

- to protect children and young people who receive services from our partners from harm. This includes the children who are indirectly involved with any of the programmes.
- to provide staff and volunteers with the overarching principles that guide our approach to child protection. This policy applies to anyone working on behalf of The Atlas Foundation, including senior managers and the board of trustees, paid staff and volunteers, and anyone working on behalf of the programmes that The Atlas Foundation supports.

Terms used

Child: anyone aged under 18-years.

Safeguarding: protecting vulnerable people from abuse and maltreatment.

Child abuse: all forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the child's health, survival, development or dignity.

Abuse: any action that causes harm to another person.

Partner: any organisation or group that receives funding or advocacy from The Atlas Foundation.

Programme: the work of a partner of The Atlas Foundation.



Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children internationally. The Atlas Foundation acknowledges and will ensure compliance with the key legislative and regulatory provisions and guidance documents that underpin the principles of child safeguarding and child protection, including but not limited to The Children Acts 1989 & 2004 and Working Together to Safeguard Children 2023. The Charity Commission has also published guidance in this area: [Safeguarding and Protecting People for Charities and Trustees](#).

Supporting documents

This policy statement should be read alongside our organisational policies, procedures, guidance:

- [Disciplinary and Grievance](#)
- [Code of conduct](#)
- [Data Protection](#)
- [Safer Recruitment](#)

And in connection with:

- UK Government statutory guidance document – [Working Together to Safeguard Children](#)
- The international safeguards for children in sport – [Child protection and safeguarding | sportanddev](#)
- [World Rugby safeguarding](#) guidance.

Safeguarding Training

The Atlas Foundation recognises the importance of ongoing training and development. The Atlas Foundation trustees and staff with a responsibility for safeguarding will undertake annual safeguarding training from the NSPCC website.

Trustees with responsibility for safeguarding will undertake the following training annually <https://learning.nspcc.org.uk/training/safeguarding-charity-trustees>

The induction training for staff and volunteers will cover:

- The Safeguarding and Child Protection Policy
- The Code of Conduct
- Information about the role and identity of the safeguarding lead and deputy
- How to record concerns

Secure records of training will be kept.

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- our responsibility is to safeguard the welfare of all children and young people with whom our partners work, and a commitment to practice which supports this
- the welfare of children is paramount in all the work we and our partners do and in all the decisions we take
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- extra safeguards may be needed to keep children, who are additionally vulnerable, safe from abuse

We will seek to keep children and young people safe by:

- appointing a nominated child protection lead for children and young people, a deputy, and a lead trustee/board member for safeguarding
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- developing and implementing an effective online safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance [more information about this is available from the Information Commissioner's Office: ico.org.uk/for-organisations]
- sharing information about safeguarding and good practice with our partners
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that our partners provide safe physical environments for their children, young people, staff and volunteers, by applying health and safety measures in accordance with the local law and local regulatory guidance
- building a safeguarding culture where staff and volunteers treat each other with respect and are comfortable about sharing concerns



Safeguarding with our partners

Through proportionate and reasonable due diligence, The Atlas Foundation seeks to ensure that all funded programmes take their safeguarding responsibilities seriously and have robust measures in place to protect from harm people who come into contact with them.

To be considered for funding, all organisations must have policies and procedures that:

1. Commit to protecting people from harm.
2. Ensure everyone in the organisation is aware of safeguarding.
3. Are publicly available, regularly reviewed and put into practice.
4. Enable people to raise safeguarding concerns.
5. Set out how to handle allegations and incidents and how to report to relevant authorities.
6. Details the safeguarding lead
7. Evidence regular safeguarding training and appropriate checks on Trustees, staff and volunteers in eligible roles.
8. Detail the steps that are in place to ensure everyone who works with children and young people are suitable for that role.

Reporting of safeguarding concerns by partners

We require our partners to report safeguarding concerns to us if they involve allegations of harm, abuse, or exploitation in relation to their trustees, staff (inc. consultants), volunteers, or beneficiaries, and this is included in our Grant Terms and Conditions. Through this reporting, our aim is to work with our partners to ensure lessons are learned and practice is improved.

It is the responsibility of the partner to respond to the safeguarding concern, including notifying relevant authorities and the regulator, and to manage the safeguarding process in line with their own safeguarding procedures.

If we have reason to believe that an issue has not been dealt with appropriately and/or if the investigation uncovers serious issues relating to the governance or management of the organisation, The Atlas Foundation may cease its funding to that organisation and may be required to follow the procedures listed below under Reporting of safeguarding concerns in relation to our partners.

Concerns must be logged via email to peter@theatlascharity.org and sally@theatlascharity.org.



Reporting of safeguarding concerns in relation to our partners

The Atlas Foundation commits to taking any safeguarding allegations against any of our partners seriously and keeps the safeguarding policies of each partner on file.

It is important to report any concern about a child, no matter how low level this may seem. In the first instance, report any concerns to a nominated child protection lead by calling them on their mobile telephone number (Peter Scott – +44 7715 047128 / Sally Hoddell – +44 7596 909530) as soon as possible.

In the second instance, log concerns via email to peter@theatlascharity.org and sally@theatlascharity.org.

The nominated child protection lead will follow the reporting steps laid out in the safeguarding policy which belongs to the partner who has had the concern raised about. It will be shared with the partners designated safeguarding lead and handled in line with the partner's safeguarding policy.

If the designated safeguarding lead is unavailable or if the concern is about the designated safeguarding lead, the concern will be shared with the lead safeguarding trustee, chair or director of the partner.

If this line of communication fails, The Atlas Foundation will report the concern to the relevant national [Rugby Member Union](#), or to [World Rugby](#), or to the relevant in country authority, or the Local Authority Designated Officer (LADO) in the UK, whichever is most suitable for the partner and the concern involved.

The LADO's contact details can be found by online search using the following term: LADO [name of local authority where the concern happened]

Reporting internal safeguarding concerns

If anyone has a concern over the behaviour or action of an Atlas Foundation staff member, volunteer or trustee, The Atlas Foundation commits to taking these concerns seriously. Concerns must be logged via email to at least one of the safeguarding leads: peter@theatlascharity.org or sally@theatlascharity.org, and will be dealt with in accordance with the [Disciplinary and Grievance Procedure](#).

If the concern is about the designated safeguarding lead, the concern must be shared with the Chair of The Atlas Foundation – Jason Leonard, info@theatlascharity.org

Recording Procedures

The Atlas Foundation staff will use the following procedure when recording Safeguarding concerns and incidents:

- All safeguarding incidents must be recorded in writing and submitted to the safeguarding lead.
- Incidents must be written factually with accuracy, objectivity, avoiding opinions and feelings, with clarity and in chronological order.
- Incident logs must include dates, times, locations and full names.
- Incident logs will be stored securely and safely in the 'Safeguarding' shared drive accessible to the safeguarding leads.

Dealing with a disclosure from a vulnerable person

Do:

- Always treat any disclosures extremely seriously and act as if you believe what the child, young person or vulnerable adult is saying.
- Tell the child or young person that they are right to disclose. (e.g. Thank you for telling me. You have done the right thing.)
- Reassure them that they are not to blame. (e.g. This is not your fault)
- Be honest about your own position – and about who you must tell and why you must report disclosures.
- Where possible, tell the child what you are doing and when and keep them informed of what is happening.
- Write down everything said and what was done. Keep a record of this and subsequent conversations, making sure any recorded information is factual and accurate. (e.g. I am going to write down what you say so that I don't forget)
- Seek medical attention if necessary.
- Inform parents or carers, unless there are grounds to believe they are involved in the abuse.
- Remain calm and remember this is likely to be a stressful situation for the child, young person, or vulnerable adult.

Don't:

- Make promises that you cannot keep, including a promise to keep secret.
- Interrogate the child. It is not your job to carry out an investigation. This will be up to the police or social services. (e.g. ask the child 'is there anything else you want to tell me?' rather than specific direct questions)
- Cast doubt on what the person has told you. Do not interrupt or change the subject.
- Say anything that makes the child, young person or vulnerable adult feel responsible for the abuse.
- Include your own opinion or interpretation in any written reports. It is important to make sure that what is written is an accurate reflection of what the child or young person has been telling you.
- Avoid showing emotions, such as distrust, anger, or disbelief, as this may stop an individual from talking or make them feel your negative feelings being directed at them



Contact details

Nominated safeguarding and child protection lead

Name: Peter Scott

Phone/email: +44 7715 047128 / peter@theatlascharity.org

Deputy safeguarding and child protection lead

Name(s): Sally Hoddell

Phone/email: +44 7596 909530 / sally@theatlascharity.org

Trustee lead for safeguarding and child protection

Name: Jason Leonard

Phone/email: +44 207 043 2232 / info@theatlascharity.org

We are committed to reviewing our policy annually.

Review date:	Changes/amendments	Additions	Who
March 2027			
March 2026	Entirely new policy to replace previous version.	Jason Leonard appointed as trustee lead for safeguarding	Trustees