SAFEGUARDING POLICY
The Tim Henman Foundation (THF)

1. Policy Statement

THF is committed to safeguarding and promoting the welfare of Children and Adults at Risk.

THF recognises its responsibility to take all reasonable steps to protect the health, wellbeing and human rights of Children and Adults at Risk, and enable them to engage in THF-supported programmes and activities free from harm, Abuse, and exploitation.

THF aims to:

- Create a safe and trusted environment for everyone involved with THF and its programmes such that their rights are protected.
- Protect Children and Adults at Risk from Abuse and/or Child Abuse and take all reasonable steps to do so.

This Policy sets out THF's commitment to safeguarding, the roles and responsibilities for keeping Children and Adults at Risk safe, and the action to take if a safeguarding concern arises.

2. Scope and Definitions

In this Policy, the following words have the corresponding meaning:

Abuse	Means the violation of an individual's human and civil rights, and may include physical abuse, emotional or psychological abuse, neglect, sexual abuse, or financial abuse. Abuse may be perpetrated as the result of deliberate intent, negligence, omission or ignorance. It may take place in any relationship, and may be repeated or occur on a singular instance.
Adult at Risk	Means a person who is 18 years of age or over who has specific needs for care and support, is at risk of Abuse or neglect and is unable to sufficiently protect themselves from those risks.
Child	Means a person under the age of 18 years.

Child Abuse	Means any form of Abuse that causes, or has the potential to cause, harm to a child.[1]
DBS	Means Disclosure and Barring Service.
Personnel	Means all those involved with THF, including trustees, employees, contractors, volunteers, partners, programme deliverers, and anyone acting on behalf of THF.

The Policy applies to Personnel at any time that they are involved with any activity organised and/or delivered by THF.

THF's safeguarding responsibilities relate primarily to Children and Adults at Risk who benefit from, or are engaged in, THF-supported programmes and activities. THF also seeks to ensure safe and respectful conduct in relation to:

- Trustees, employees, contractors, and volunteers.
- Coaches, teachers, mentors, and programme coordinators.
- Partners and those delivering activity on THF's behalf.
- Fundraisers and others representing THF.

Safeguarding concerns involving Personnel are managed fairly and proportionately and in collaboration with any organisation that THF works with to deliver THF-supported programmes and activities. Such concerns will also take account of any other relevant policies, whether of THF or the relevant organisation, such as health and safety, HR, and codes of conduct.

This Policy is to be read and considered in conjunction with all applicable laws and regulations in relation to safeguarding, and such law prevails to the extent of any inconsistency.

3. Safeguarding Roles and Governance

Trustee Safeguarding Lead: Tim Henman OBE
Appointed Safeguarding Person: Jamie Feaver (CEO)
Contact email: safeguarding@henmanfoundation.org
Contact number: 01372 849614

[1] For more information on child abuse, including examples and signs of different forms of abuse, please see the NSPCC guidance here: Definitions and signs of child abuse | NSPCC Learning

Both the Trustee Safeguarding Lead and the Appointed Safeguarding Person are trained in safeguarding and are responsible for receiving, recording, and responding to safeguarding concerns.

The Appointed Safeguarding Person will have operational responsibility for any safeguarding concerns.

4. Culture, Behaviour, and Expectations

All individuals working for or with THF have a responsibility to act if they are worried about the safety of a Child or Adult at Risk.

In order to implement this Policy, THF will ensure that:

- THF has a zero-tolerance approach to Abuse, exploitation, harassment, or neglect.
- The trustees of THF have overall responsibility for safeguarding within THF. Their role is primarily preventative, ensuring appropriate governance, policies, and practices are in place. Safeguarding is a standing agenda item at THF board meetings.
- Prior to any organisation or individual being appointed to deliver and/or receive a THF-supported programme, THF will undertake a reasonable level of due diligence to establish that the relevant organisation or individual is appropriately trained in safeguarding and qualified to create, and maintain, a safe environment for Children and Adults at Risk.
- Any allegations raised in relation to breaches of this Policy will be taken seriously and addressed properly and promptly, with the response centred around the safety, welfare and wellbeing of the relevant Child and/or Adult at Risk.

Personnel commit a breach of this Policy when they, either alone or in conjunction with others, engage in Abuse and/or Child Abuse. All Personnel are also expected to:

- Adopt and comply with this Policy.
- Comply with any safeguarding policy implemented by the organisations that they work for or do work with, through THF-supported programmes.
- Treat others with dignity and respect at all times.

- Maintain appropriate professional boundaries.
- Act in the best interests of Children and Adults at Risk.
- Be alert to signs of Abuse or neglect, and appropriately act on any concerns raised by Children and/or Adults at Risk (as set out in section 6 below).
- Raise concerns promptly and not attempt to investigate matters themselves.

5. Charitable Activity and Programme Delivery

THF works with host partners (such as schools, including specialist schools and hospital schools, and community organisations), delivery partners (including coaches, teachers and mentors), and programme coordinators to support the delivery of charitable activities. THF takes care to work with individuals and organisations that act as positive role models and share THF's commitment to safeguarding.

THF will ensure that:

- Programme deliverers and partners receive a programme overview and are directed to THF's policies, including this Policy.
- At the outset of each programme, THF carries out proportionate due diligence and seeks assurance that partners and those involved in delivery understand their safeguarding responsibilities and duty of care.
- All delivery partners (including coaches, teachers and mentors):
    - Are suitably qualified and experienced.
    - Hold an appropriate DBS check where required by applicable law and guidance.
    - Operate in safe and suitable environments.
- Mentors are expected to understand their role, maintain appropriate professional boundaries, respect confidentiality, and act in the best interests of the young people or adults they support, including Children and Adults at Risk. Where mentors are trained by partner organisations, THF seeks assurance that safeguarding expectations are addressed as part of that training.

- THF coordinates programmes directly and monitors delivery in line with agreed expectations. This may include progress updates and, where possible, visits to observe programme delivery.

- Appropriate consent is obtained for the use of images involving Children.

- Where a DBS check reveals a conviction or caution, THF will carry out a documented risk assessment to determine whether the individual can safely be involved, taking into account safeguarding considerations, the nature of the role, and relevant legislation.

6. Action to Take if a Safeguarding Concern Arises

Safeguarding concerns are most likely to be identified by coordinators, coaches, teachers, mentors, or partners delivering THF-supported programmes.

- Any safeguarding concern must be reported immediately to the THF Appointed Safeguarding Person, by email or phone, including when the individual reporting is unsure as to whether Abuse has taken place. A confidential record will be kept securely.

  The Appointed Safeguarding Person will assess the concern and decide on the appropriate steps to address the safeguarding concern, which may involve reporting to the police and/or the relevant child protection agency, undertaking an investigation on behalf of THF and/or liaising with the third parties it works with to assess who is best placed to address the safeguarding concern (in accordance with all applicable law and guidance).

- **<u>If a person is in immediate danger, emergency services or local authority social care must be contacted without delay.</u>**

- Where a safeguarding concern was sufficiently serious to require reporting to a third party, THF will report this to the Charity Commission in line with its Serious Incident Reporting guidance.

- THF will always prioritise the safety and wellbeing of those affected.

7. Whistleblowing

Anyone may raise a safeguarding concern relating to THF or its programmes without fear of reprisal.

Concerns can be raised confidentially or anonymously by contacting THF using the details above. Where appropriate, concerns may also be raised directly with external bodies such as the Charity Commission.

THF is committed to ensuring that no one who raises a genuine concern in good faith is subjected to disadvantage or retaliation.

8. Review

This Policy is reviewed at least annually, but may be reviewed more regularly when circumstances require, and approved by the Board of Trustees.

Last reviewed and approved: 30/09/2026
Next review due: 29/09/2027

Approval and Sign-off

This Policy has been approved and adopted by The Tim Henman Foundation.

Trustee Safeguarding Lead	**Appointed Safeguarding Person**
Name: Tim Henman OBE	Name: Jamie Feaver, CEO
Signature: Tim Henman (Sep 30, 2026 12:25:16 GMT+1)	Signature: James Feaver
Date: 30/09/26	Date: 30/09/2026

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