

MEM Academy CIC — Safeguarding & Child Protection

Umbrella safeguarding statement for the MEM Academy CIC lived-experience coaching programme. Coaches operating under the MEM Academy umbrella align their personal policy to this document.

1. Our commitment

MEM Academy CIC believes every child, young person and adult at risk has the right to take part in coaching, training and physical activity in an environment that is safe, respectful and free from harm. Safeguarding is the responsibility of every coach, volunteer, trustee and contractor working under the MEM Academy umbrella.

2. Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead for MEM Academy CIC is contactable on **safeguarding@memacademy.org** during all session hours. The DSL is responsible for receiving safeguarding concerns, making referrals to the Local Authority Designated Officer (LADO) or police where required, and maintaining the safeguarding log.

3. Scope

This statement applies to: (a) all coaches and volunteers delivering sessions branded MEM Academy; (b) lived-experience coaches operating self-employed under the MEM Academy umbrella; (c) all under-18s and adults at risk participating in our sessions; and (d) any third-party venue, school or referrer hosting our work.

4. DBS & vetting

Every coach delivering regulated activity with under-18s under the MEM Academy umbrella holds a current Enhanced DBS check with children's barred-list check, obtained via a registered Umbrella Body, and is signed up to the DBS Update Service. Lived-experience coaches with relevant convictions are reviewed at point of DBS issue and a written risk assessment is held on file. We do not operate blanket bans — decisions follow a strengths-based, case-by-case review consistent with Ministry of Justice and Unlock guidance.

5. Reporting a concern

Routine concern: contact the DSL at safeguarding@memacademy.org within 24 hours.

Immediate risk to a child or adult: call 999 first, then notify the DSL.

Concern about a coach or staff member: contact the DSL or, if the concern is about the DSL, the Chair of Trustees at chair@memacademy.org. Whistle-blowers are protected under the Public Interest Disclosure Act 1998.

6. Information sharing & data protection

Safeguarding records are held securely under the lawful basis of vital interests / public task (UK GDPR Art. 6(1)(d) and (e)) and special-category condition Sch.1 Pt.2 para.18 (safeguarding of children and individuals at risk). Records are retained for a minimum of 7 years after the young person's 18th birthday or, for adults, 7 years after the last contact, in line with IICSA recommendations.

7. Linked policies

This statement should be read alongside our Code of Conduct, Lone-Working Policy, Anti-Bullying Statement, Online Safety / Photography Policy and Whistle-blowing Policy. All are available on request from

safeguarding@memacademy.org.

8. Review

This statement is reviewed annually by the MEM Academy CIC board, and immediately following any safeguarding incident, change in legislation or change in DSL. Last review: May 2026. Next scheduled review: May 2027.

MEM Academy CIC is a Community Interest Company registered in England & Wales. This statement is published to support funders, referring agencies and self-employed lived-experience coaches operating under the MEM Academy umbrella. It is educational guidance, not legal advice — coaches working via a school, NHS trust or local authority must align to that organisation's safeguarding policy where it is stricter.