



Safeguarding Action Plan

2025-2026

The Herts Sport & Physical Activity Partnership (HSP) was established in 2003 as one of 43 Active Partnerships in England, as part of the long-term plan for delivering sport across the nation. It is led by a Board and has a core team of full and part-time sports professionals, all of whom are passionate about the Partnership's work.

VISION: More people, more active, more often.

MISSION: Working strategically and collaboratively to improve the lives of the people of Hertfordshire, by using the power of sport and physical activity to tackle inequality and disadvantage.

CORE VALUES: Proactive, Reliable, Inclusive, Collaborative, Environmentally Sustainable.

STRATEGIC OBJECTIVES: We will work with our partners to:

1. Community Sport & Physical Activity Sector - In partnership with schools, and those involved in community sport to provide opportunities for the people of Hertfordshire to start, continue and thrive in their chosen sport or physical activity.
2. Covid Recovery - Support the community sport and physical activity sector and individuals to recover from the impact of the Covid pandemic using sport and physical activity to improve health and wellbeing and community resilience.
3. Physical Activity for Health and Wellbeing - Positioning movement, sport, and physical activity at the heart of how we think about people's health and wellbeing in Hertfordshire.
4. Sport for Social Change - Use sport and physical activity to drive social change to enhance the lives of Hertfordshire's residents by supporting community cohesion, social inclusion, economic prosperity, crime and anti-social behaviour reduction, educational attainment, and employability.
5. Stronger Communities - Taking a place-based approach to tackling inequalities and reducing inactivity, by concentrating limited resources and empowering local communities from target areas, for maximum impact.
6. Active Environments - The development of inclusive and sustainable places and spaces to encourage participation in sport and physical activity for all our residents - particularly those from inactive and disadvantaged communities.

The following Enablers of Change, are threads running throughout the strategy that are key to driving transformational:

- Fit for purpose workforce - a diverse and welcoming workforce with the skills and behaviours to be able to offer fun, safe and progressive activities that attract and retain individuals in sport and physical activity.
- Fit for purpose organisation - robust governance with distributed leadership, a commitment to continuous improvement, equality, diversity and inclusion, and operational agility to respond to changing needs.
- Insight led - an in depth understanding of the factors influencing activity levels, inequalities and the impact of sport and physical activity, and using this insight to make customer-led and evidenced-based decisions.
- Systems change - understanding the key systems in place, coalescing around our shared purpose, and delivering interventions that will shift the conditions holding the problem (inactivity, inequality) in place.
- Embracing technology & innovation - creating the conditions where we are constantly exploring new ways to achieve our strategic objectives, using technology and innovation to improve impact and efficiency.

Actions	Outcomes	By whom	2025-2026 Targets	Completion date	Progress
The Board of HSP show commitment to safeguarding.	Safeguarding policies adopted for both children and adults.	LGS / JOC	Gain approval from HSP Board for newly rewritten Safeguarding Children & Young People Policy.	01/06/25	
		LGS / JOC	Gain approval from HSP Board for newly rewritten Safeguarding Adults Policy.	01/06/25	
		LGS / JOC	Share Safeguarding policies with the HSP Board annually to refresh their knowledge of these documents – outline any updates that have been added within this process.	01/06/26	
		LGS / JOC	Share safeguarding policies with any newly appointed HSP Board members as part of their induction.	As required	
		LGS / AL	Ensure HSP's EDI Action Plan is aligned with Safeguarding Policies and Action Plan.	01/07/25	
		LGS / JOC	Submit a safeguarding report to HSP Board. Reference changes to	01/06/25	

			policies, progress against last year's Implementation Plan and safeguarding priorities for the coming year within this report.		
	Safeguarding features on the Board agenda	LGS / JOC	Ensure safeguarding is a standing item on the agenda as part of the wider governance update at Board meetings, where updates shall be provided on progress against the Safeguarding Action Plan.	Ongoing from 01/06/25	
		JOC / MM	Keep the Board updated on national and local safeguarding announcements.	As required	
		LGS / MM	Board Champion and Safeguarding Lead to provide progress updates against Safeguarding Action Plan at Board meetings.	Ongoing	
	Provide appropriate training for all HSP Board members.	LGS / JOC / MM	Ensure new Board members undergo general safeguarding training as part of their induction.	As required	
		LGS	Ensure HSP Board receive bespoke safeguarding training for Active Partnership Boards from the CPSU/ACT every 3 years.	01/01/27	

	Safeguarding updates regularly given to the Board Champion outside of Board meetings	LGS / JOC MM	Board Champion and Safeguarding Leads to meet ahead of each Board meeting to share updates against Safeguarding Action Plan.	06/25, 09/25, 12/25, 03/26	
		LGS / MM /	Invite Board Champion to all Safeguarding Subgroup meetings.	Ongoing	
HSP to meet the safeguarding requirements outlined by Sport England funded System Partner.	Undertake the review process set out by CPSU and ACT to monitor our safeguarding processes for both safeguarding children and adults. Demonstrate that safeguarding is embedded at all levels of the organisation and that HSP are fit for purpose to safeguard and protect children and adults through all facets of our work.	TH / SSG / LGS / JOC LGS / SSG LGS LGS / JOC / SSG	Undertake the ACT Safeguarding Adults in Sport Framework. Regularly monitor progress against Safeguarding Action Plan – provide updates to HSP team and Board against progress. Convert Safeguarding Action Plan into a monthly task list, making it easy for all staff to know their expectations and when tasks should be completed by – circulate document to whole team and regularly refer to this. Prepare paperwork for annual CPSU review – provide updates on previous Action Plan, draft new plan for 2025 – 2026 and identify	01/09/25 Ongoing 01/06/25 01/03/26	.

		LGS / JOC	safeguarding priorities for coming year.		
		LGS / JOC	Submit paperwork to HSP Board ahead of CPSU review – gain approval of 25-26 Action Plan progress and plans for the coming year.	01/03/26	
		LGS / JOC	Undertake CPSU Annual Review.	01/06/26	
HSP promote safeguarding principles as good practice that should be embedded at all levels of sport.	Information for clubs, coaches and participants provided on the Herts Sport & Physical Activity Partnership website.	LGS / JG	Ensure Safeguarding webpages are maintained with relevant information for clubs, coaches, participants, and the wider sport sector.	01/08/25 and Ongoing	
		LGS / JG	Monitor updates on the partner websites we signpost to, such as ACT and CPSU, and make amendments as necessary to Safeguarding pages on HSP website – ensure all links work and we are signposting to up to date information.	01/08/25 and Ongoing	
	Safeguarding updates and good practice as part of HSP newsletters.	LGS / JG / BF	Include safeguarding updates in at least two 'general HSP' newsletters yearly. Additional safeguarding newsletters also to	01/10/25 / 01/03/26 and as required	

			be distributed if there is an identified need.		
	Local information provided to all participants at UK Coaching <i>Safeguarding and Protecting Children</i> workshops, ACT Safeguarding Adults in Sport etc.	CM / EC / BF / LGS	Provide local information to course tutors for safeguarding courses we coordinate. This should include reference to making referrals in Hertfordshire.	As required	
Safeguarding embedded within HSP projects and funded work, as part of a wider 'quality assurance' agenda	All Service Level Agreements and funding agreements state safeguarding as a condition of funding.	LGS / POs	Continue to embed use of safeguarding clause around minimum operating standards in grant award templates and within service level agreements, as a condition of funding.	As required	
		LGS	Continue to work with HCF to ensure all providers delivering on the HAPpy programme have adequate safeguarding policies in place as per a condition of them receiving funding.	Ongoing	
		LGS / POs	Project leads to conduct check and challenge visits to any funded projects to assess that the safeguarding procedures, as set out in contracts, are being met.	As required	

	Quality assurance monitored on projects HSP deliver/fund to maintain good standards.	LGS	Use a check & challenge audit process to assess standards at any HSP delivered projects.	As required	
	Quality assurance of the Holiday and Food activity programme.	LGS / POs	Check and challenge HAPpy deliverers' safeguarding procedures as part of mandatory sites visits.	07/25, 12/25, 04/26	
	Quality assurance of the wider sector in Hertfordshire.	BF	Conduct check & challenges through Sport Welfare work to support the sports clubs and community groups to develop their safeguarding processes.	01/07/25 and ongoing	
	Processing DBS checks and Risk Assessments.	LGS	Safeguarding Lead to complete the CPSU Risk Assessment training. Infiltrate knowledge gained from this to the wider team.	01/07/25	
		LGS / CS / DT	Appropriately process DBS checks through UH for any staff or volunteers directly employed by HSP working on delivery projects.	As required	
		LGS / DT	Work with UH to ensure all current and new HSP staff receive appropriate levels of DBS related to their role.	01/08/25 and as required	
		LGS / POs	All new HSP projects and events to have a risk assessment completed	As required	

		LGS / POs	and safeguarding to be considered within these – input from the DSO to be sought to ensure these are fit for purpose. For ongoing projects, ensure risk assessments to continue to be updated – at least annually or when changes deem necessary. POs to share updates with DSO	01/02/26 and as required	
Embed messaging around safeguarding within HSP communications to partners and the wider sector.	HSP safeguarding work incorporated into wider communications and regularly promoted to partners.	JG BF / JG LGS / JG	Create a safeguarding specific Communication Plan covering a 12-month period, outlining campaigns, newsletters and dates this information shall be shared to guide Marcomms for the coming year. Work with Sport Welfare Officer (SWO) to build in information for sports clubs and coaches into the annual Communication Plan. Continue to share content from Hertfordshire Safeguarding Children Partnership, Hertfordshire Safeguarding Adults Board Ann Craft Trust and CPSU within communications.	01/07/25 01/07/25 Ongoing	

		BF / JG	Share local and national content captured through SWO work including best practice, case studies, campaigns etc.	Ongoing	
		JG / LGS / BF / CM / EC	Promote training development opportunities run directly by HSP, as well as by partners (local and national) through our communication channels.	Ongoing	
Increase awareness and knowledge of safeguarding information relevant to the sport and physical activity sector.	Maintain connections with national and local safeguarding bodies to stay up to date on new legislation and any important safeguarding updates.	LGS	Attend CPSU / ACT Lead Safeguarding Officer Forums – share learning from sessions internally and through our communication channels.	As required	
		BF / CM	Attend SWO national/regional groups – use insights to guide communication to local sport clubs.	As required	
		LGS / BF / CM	Attend Hertfordshire Safeguarding Children Partnership and Hertfordshire Safeguarding Adults Board Learning Hubs when they run relevant sessions -	As required	

		MR / LGS	promote these learning opportunities to wider HSP team. Maintain membership and continue to input into the Hertfordshire Safeguarding Children Partnership Vulnerable Adolescents Strategic Group.	As required	
Internal and external staff at all levels will have clearly identified roles and responsibilities.	Develop individual team members' responsibilities within their projects. Accountabilities will be set out with all key projects, events and partnerships linked to effective risk assessments. Outreach staff - whether deployed directly or indirectly through partners - are aware of thresholds and procedures around referrals.	POs SOG / LGS LGS / PLs / POs LGS / PLs / POs	All Project Officers to keep project risk assessment up to date, ensuring safeguarding is considered within these. Safeguarding Subgroup to identify all projects that HSP deliver or commission – assign responsibility for check & challenge of these projects. Conduct checks to ensure any HSP contracted partners have up to date and correct safeguarding training, appropriate policy/procedures and valid DBS. Conduct check and challenge of HSP commissioned projects to ensure all delivery staff are aware of their organisation's	01/10/25 01/08/25 01/09/25 Check all projects by 01/12/25	

		LGS / POs	safeguarding policy/welfare plan and the procedures they should be working to for that specific project.		
			Welfare plans to be kept up to date and renewed at least yearly – DSO to then review welfare plans with relevant POs annually.	01/03/26	
		LGS / POs / PL	All events/new projects must have a welfare plan in place specific to the procedures that must be followed. All staff working on the events/projects must be familiar with the welfare plan and aware of these safeguarding procedures.	As required	
		LGS / AL / POs	Continue to use PID with inclusion of safeguarding section for any new projects – project leads to go through safeguarding section of PID with DSO prior to a project progressing.	As required	
There will be reviews of policy and practice with partners as part of service planning.	To develop partners' responsibilities within their projects and involvement in the Partnership's work.	LGS / CM	Provide safeguarding updates that come through from CPSU, ACT, Sport England, HSAB and HSCP at Local Authority Liaison meetings.	As required	

		LGS	Share HSP's newly developed annual Safeguarding Action Plan and safeguarding policies with Local Authorities to enable them to provide feedback and consider collaborative approaches to progressing this work.	01/07/25	
Staff to be annually surveyed for satisfaction around the support and training provided to them.	Provide annual training for staff around safeguarding policies and procedures.	TH / SSG	Circulate HSP Staff Safeguarding confidence survey (to be completed by all staff). Use the information to plan team safeguarding sessions and respond accordingly to any matters arising.	01/07/25	
Meet the training needs of Herts Sport & Physical Activity Partnership staff and the wider sport and physical activity sector in Hertfordshire.	Ensure all staff employed by HSP or delivering on funded projects have undertaken requisite safeguarding training.	LGS / JH	Ensure all HSP staff (including outreach staff) are up to date with their mandatory safeguarding training (that they must retake within every 3 years) and they have updated this in our internal training log. Any new staff members must complete training as part of their induction.	Check training log 01/10/25	
	All Herts Sport & Physical Activity Partnership team members have a basic understanding of safeguarding and what the local procedures are for reporting a concern.	LGS / SSG	Deliver team safeguarding sessions using a variety of learning methods – videos, scenarios, prompt sheets, etc. Content to be directed by staff safeguarding survey.	01/08/25	

	Provide access to relevant safeguarding training to the wider sector throughout Herts. Training to include induction training, initial and refresher safeguarding training, specialist training (e.g. risk assessment, Time to Listen) as appropriate.	EC / LGS LGS LGS / EC / CM / BF	Provide learning opportunities for HAPpy providers around capturing youth voice and involving CYP in decision making. All staff delivering on HSP projects must undertake relevant safeguarding training – directly delivered and commissioned. Deliver enough Safeguarding Adults, Safeguarding & Protecting Children and Time to Listen course throughout the year to meet local demand.	01/11/25 As required As required	
Continue to develop relationships with significant local partners, e.g. Hertfordshire County Council, schools, National Governing Bodies of Sport (NGBs)	Closer work with Partners around safeguarding. Work with local organisations in the county to explore potential common ground and local safeguarding issues.	CM / BF MR / LGS BF / CM / LGS	Work closely with NGB's to help develop the safeguarding practices within sports clubs in Herts – particularly through the work of the SWO. Work alongside HAF coordinating partners (HCC and HCF) to ensure high safeguarding standards are embedded through the project. Maintain strong relationship with LADO – including regular 'catch up' meetings.	Ongoing Ongoing Ongoing	.

Maintaining minimum operating standards.	Ensure standards of safeguarding are being met by partners.	LGS / POs / PLs	Continue to conduct check and challenge for: HAF programmes, HSP funded programmes, programmes HSP deliver and among groups/clubs we work with through Place Universal Offer.	Ongoing	
	Check & challenge HSP funded programmes to ensure at least minimum operating standards are being met.	PLs / POs / LGS	Conduct check and challenge of HSP commissioned partners to ensure they are working to the approved policies and procedures which meet the minimum operating standards as outlined in contracts.	Current projects to be visited by 01/09/25	
		PLs / POs / LGS	Ensure clear information/guidance about minimum safeguarding requirements is available and is provided to organisations commissioned or funded to provide programmes/activities for both children and adults on HSP's behalf.	Ongoing	
Promote good practice across the county and among other Active Partnerships.	Provide case studies of good practice for local partners. Communicate good practice as part of a wider communications strategy.	BF / CM / JG	Highlight good practice observed through SWO role – share this learning with other sports clubs and community organisations. Create at least one case study that can be well publicised.	01/09/25 and ongoing	

		LGS	Attend national Active Partnership safeguarding meetings and share best practice observed in Herts within these.	Ongoing	
		LGS / JG	Highlight any best practice of capturing youth voice observed among HAPpy delivers – create a case study to highlight this.	01/09/25	
		TH / ZM	Capture any best practice from mental health and physical activity steering group – create a case study to highlight this.	01/11/25	
		LGS / JG	Share best practice as part of communications, including campaigns and newsletters. Build this into communication plan.	01/07/25	
Advice and information from, e.g., ACT, CPSU, NWG, HSAB and HSCP to be signposted on website, publications, and social media.	All appropriate safeguarding communication to be made available to partners.	LGS / JG	Continue to signpost towards information the partner organisations share with us, both internally to the HSP team and to the wider sector.	Ongoing	
		LGS / JG	Support CPSU/ACT and other safeguarding partners' communication campaigns. Including Keeping Your Child Safe	As required	

		LGS / JG	in Sport, Anti-bullying Week and the Safeguarding Adults Week campaigns – promoting messaging around these on social media and through newsletters.		
		LGS / JG	Continue to promote any new materials/safeguarding updates circulated by CPSU, ACT, HSAB HSCP, NWG and Sport England to HSP team and wider sector.	As required	
		LGS / JG	Ensure new HSP website directs traffic to specialist agencies such as CPSU and ACT for guidance and relevant safeguarding materials – ensure these links are to the most up to date information and most appropriate sources.	01/09/26 and as required	
Review and maintain safeguarding checklist for safeguarding work	Establish procedures that gives consistency across Herts Sport & Physical Activity Partnership	LGS / JOC	Monitor for any changes in policy or advice and make changes to our procedures accordingly.	Ongoing	.
		LGS	Ensure this Safeguarding Action Plan progresses how the organisation embeds its approach to safeguarding.	Ongoing	

		LGS	Ensure all staff are aware of their responsibilities around safeguarding in line with this Action Plan.	Ongoing	
		LGS	Provide an introduction to HSP's responsibilities around safeguarding to all new staff as part of their induction, so they are clear about their expectations.	As required	
Establish, as part of a Quality Management System, an internal folder on the shared drive, holding all child protection / safeguarding procedures.	More streamlined approach to processes for all office / remote staff.	LGS / All	Maintain the use of Microsoft Teams Channels 'quick links' for important safeguarding documents all staff need to access – to include up to date Safeguarding Policies and Action Plan.	Ongoing	
		All	Utilise safeguarding folder on SharePoint, so all HSP staff can access relevant documents easily.	Ongoing	
		LGS / All	Ensure password protected files are used for documents containing sensitive information and sensitive data is stored in line with UH Data Policy.	As required	

Apply DBS procedures.	Defined accountability and responsibility throughout Herts Sport & Physical Activity Partnership and projects.	LGS / PLs	Project Leads to ensure all delivery staff directly employed by HSP have undertaken a DBS through UH prior to working on HSP projects.	Ongoing	
		PLs	Project Leads to ensure commissioned projects undertake DBS checks of their delivery staff.	Ongoing	
Extend safeguarding work to include additional vulnerable groups	Improved links and training with a greater range of vulnerable groups	TH / MR	Continue to work closely with the Ann Craft Trust to ensure our Safeguarding Adults policies and procedures are appropriate.	Ongoing	
		EC	Include courses around working with young people with additional vulnerabilities as part of the HAPpy training programme.	Ongoing	
		TH / RC	Provide a range of training opportunities for engaging those with a disability.	Ongoing	
		TH / ZM	Provide enough training and resources around engaging those with mental health conditions.	Ongoing	

		LGS / AL / EC / CM / BF	Provide a suite of training for the sector around additionally vulnerable groups.	Ongoing	
		AV	Include training around additional vulnerabilities through our 'Crime Reduction Through Sport' work.	Ongoing	
		LGS / JG	Include communication around additional vulnerabilities within Safeguarding Communications Plan and how training opportunities will be promoted. Include a newsletter article and social media posts around this subject.	01/07/25 and ongoing	
		LGS/ POs	Continue to work alongside partner organisations as part of the 'Crime Reduction Through Sport Group', 'Family First Meetings' and other relevant working groups to ensure HSP have the most appropriate policies and procedures in place. Ensure these consider relevant information about the nature of the additional vulnerabilities the	Ongoing	

		PLs	young people we are working with may have. Ensure all staff delivering on HSP projects have undertaken appropriate training to understand some of the challenges additionally vulnerable groups face and are confident managing any situation that may arise as a result.	Ongoing	
Have Codes of Conducts in place outlining expectations among staff and participants attending HSP projects.	Increase understanding by Herts Sport & Physical Activity Partnership staff and others of their responsibility within Codes of Conduct	LGS / SSG	Deliver a session for all HSP staff outlining newly adopted Codes of Conduct – helping to embed these for own staff and the children/parents on our programmes.	01/07/25	
		LGS/ SSG	Review Codes of Conducts ensuring these are still fit for purpose or making amendments as necessary.	01/03/26	
Identify alternative methods of consulting with young people about development of resources and messaging	Access to advice from young people re: what makes them feel safe, child friendly resources, website messages etc.	POs / LGS	Continue to distribute child friendly resources (a variety of age-appropriate material) both at our projects, to commissioned partners and as a resource on our website.	Ongoing	

		LGS / POs	Ensure relevant resources are readily available at all HSP projects to make participants aware of the numbers to contact if they have a safeguarding concern.	Ongoing	
		LGS / POs	Include consultation with CYP as part of HAPpy audits – feeding young people’s views into how we review the quality of delivery.	07/25, 12/25, 04/26	
		LGS / FL	Capture youth voice at Summer Parks project to understand what is important to make the young people attending feel safe and how this could be improved	07/25	
Engage with a Board Champion for Safeguarding	Board Champion for Safeguarding supports and adds value to the safeguarding self-assessment process.	LGS / MM	Provide regular updates to the Board Champion on progress against Safeguarding Action Plan – ensuring they can contribute to discussions around our safeguarding and identify priorities.	Ongoing	.
		LGS / MM	Continue to invite the Board Champion to all Safeguarding Subgroup meetings.	Ongoing	
		JOC / LGS / MM	Share information about national meetings for Board Champions –	Ongoing	

			encouraging their attendance at these.		
Include safeguarding as a discussion item in team meetings.	Reinforce strategic importance of safeguarding to Herts Sport & Physical Activity Partnership	JOC / LGS JOC / LGS / BF LGS	Maintain safeguarding as a standing agenda item on team meeting agendas. All team members to continue to be updated on safeguarding issues via internal communication and team briefings. Progress against Safeguarding Action Plan to be given within monthly team meetings.	Ongoing Ongoing Ongoing	
Adopt a communication strategy around advocacy and the positioning of Herts Sport & Physical Activity Partnership as a leader in the field of safeguarding work.	Communications plan promotes best practice and identifies key partner groups for safeguarding work and plan to engage these.	SSG / LGS / JG LGS / SSG / JG	As a Safeguarding Subgroup, review success of communication over the past year. Refine approach for 25-26 to design a communication plan for the coming year. Finalise the Safeguarding Communication Plan – circulate this to HSP team.	01/07/25 01/08/25	
Continue to use CPSU and Ann Craft Trust logos as part of branding of Herts Sport & Physical Activity Partnership, across	Greater promotion of meeting the safeguarding standards.	JG	Maintain CPSU and ACT branding on the HSP website where appropriate.	Ongoing	

projects and Partnership as a whole.	Demonstrate collaboration with key safeguarding in sport agencies.	LGS / JG	Use CPSU, ACT and wider safeguarding partners branding within our communication – particularly when support the campaigns these organisations run.	Ongoing	
		LGS / JG	Add ACT logo to HSP website once we have passed the Safeguarding Adults in Sport Framework.	01/10/25	
		LGS / JG	Highlight through our communication channels, achievement of CPSU Safeguarding Standards and ACT Safeguarding Adults in Sport Framework.	01/07/25 and 01/10/25	
		LGS / JG / BF	Include promotion of CPSU and ACT within the safeguarding messaging communicated to the wider sector.	Ongoing	
Identify and promote 'best practice' models for safeguarding inside and outside of sport.	Best practice is shared across Herts Sport & Physical Activity Partnership and with other partners.	LGS / JG	Continue to promote relevant campaigns (as per the Communication Plan) sharing safeguarding messages across the sporting landscape.	Ongoing	

		BF / JG	Share any best practice found through role of SWO to HSP team and wider sector.	Ongoing	
Gathering the views of young people in key stakeholders to guide future approach to safeguarding	Input by young people through use of feedback cards, project evaluation etc., for Herts Sport & Physical Activity Partnership projects, resources, and messaging.	LGS / CYP Team LGS TH/ LGS / RC / BF	Within the CYP Teams plans to capture additional youth voice 25-26 ensure safeguarding content is collected. Work with CPSU to formulate a plan for the best ways of capturing youth voice and how we get young people to input on safeguarding procedures. Consider how linked organisations (such as Herts Disability Sports Foundation) could integrate this further within their work and as part of the Year of Physical Activity 2026	Ongoing 01/07/25 Ongoing	
Continue to offer safeguarding and other relevant workshops (e.g. managing challenging behaviour, training in additional vulnerabilities etc.) as part of the comprehensive workshop programme.	Supply workshops to meet demand and provide the local information to trainers / participants. Offer a variety of training opportunities to partners.	CM / JG / LGS EC	Continue to offer a range of safeguarding courses throughout the year to meet sport club/community organisation demand including; <i>Time to Listen</i> , <i>Safeguarding Children</i> and <i>Safeguarding Adults</i> workshops. Include a variety of safeguarding and courses to support additional	Ongoing Ongoing	

		CM	vulnerabilities within HAPpy training programme to meet provider demand – where possible open these courses to wider physical activity sector.		
		CM	Include a variety of safeguarding themed courses as part of the annual Coach Education Week programme.	Ongoing	
		CM / BF / LGS	Through workforce Subgroup make sure safeguarding/welfare is built into the programme of training we are offering the workforce in Herts.	Ongoing	
		CM	Include training around ‘underserved’ groups and those that may typically be considered additionally vulnerable within workforce programme.	Ongoing	
Promote relevant safeguarding training and development opportunities for Hertfordshire through the HSP website.	Promote available safeguarding CPD to the sector in Hertfordshire.	CM / EC / JG / BF	Safeguarding training coordinated by HSP to continue to be promoted via website, newsletters, and social media.	Ongoing	

		LGS / JG / BF	Make sure safeguarding courses not run by HSP are promoted to the sector.	Ongoing	
		CM / BF / LGS	Continue to refer workshop requests from clubs and other relevant bodies directly to local Coaching UK training providers if we do not have appropriate courses running.	Ongoing	
Continue to develop staff training opportunities for Herts Sport & Physical Activity Partnership team.	Increased knowledge of safeguarding by Herts Sport & Physical Activity Partnership team.	LGS	All team members to be kept up to date on safeguarding issues via bespoke and bitesize training within team meetings.	01/09/25 and as required	
		LGS / BF	Promote any available training opportunities internally so HSP staff have the chance to develop their understanding.	Ongoing	

The Herts Sport & Physical Activity Partnership (HSP) staff member responsible for delivery of the plan:

MM - Mervyn Morgan - HSP Board Chair - Safeguarding Board Champion

HB - Hester Brierley - Deputy Safeguarding Board Champion

JOC - John O'Callaghan - Partnership Director & Deputy Designated Safeguarding Officer

LGS - Louise Gallagher-Smith - Designated Safeguarding Lead

BF - Bobs Fox - Sport Welfare Officer

SSG - Safeguarding Subgroup - Louise Gallagher-Smith, Tom Horey, Matt Rayner, Charlotte Bird, Charlie Mann, Joe Gamble, Matt Ridley, Chris Samways, Bobs Fox

AL - Adrian Ledbury - Strategic Lead Transformation (oversees governance)

ALOs - Active Local Officers

CM - Charlie Mann - Programmes Lead and Workforce (oversees work of Sport Welfare Officer)

CS - Claire Stratford - Active Local Team Lead

DT - Davina Thakkar - Governance and Finance

EC - Emma Catlin - HAF Training Lead

JG - Joe Gamble - Marcomms Lead

JH - Josh Hardy - Administration Assistant (monitors internal training log)

MR - Matt Rayner - Strategic Lead People, Places and Programmes

PL - Project Lead - Specific to a project

POs - Project Officers

RC - Ros Cramp - HSP Associate - Disability Sport Officer

TH - Tom Horey - Senior Project Officer Health

ZM - Zoe Mckeating - Project Officer Health