Greygarth Boys Club — Safeguarding Policy 2026

Policy status

The trustees of the Greygarth Association approved this policy on 13 October 2026, and it is in force from that date.

Item	Detail
Version	2026.2
Prepared	September 2026
Replaces	Greygarth Association Safeguarding Young People Policy, September 2019
Modelled on	NEA Safeguarding Policy 2026, approved 22 June 2026
Approved by trustees	13 October 2026
Next review	September 2027, or sooner (see section 15)

It keeps the good practice of the 2019 policy, follows the structure of the Netherhall Educational Association's 2026 policy (the sister charity that runs Kelston Club), and adds the new duty to report child sexual abuse, which the NEA policy does not yet cover.

1. Policy statement

Greygarth Boys Club puts the safety and wellbeing of every boy first, in everything it does.

Greygarth Boys Club (Greygarth Club & Study Centre) meets at 1 Lower Park Road, Manchester M14 5RS, for boys from Year 5/6 to Year 9/10. It is run by the Greygarth Association, a registered charity (no. 268131). The club supports parents as the first educators of their children. Its spiritual activities are entrusted to the Prelature of Opus Dei.

We believe that:

- every child has an equal right to protection from harm, whatever their age, background, disability, race, religion or belief;
- keeping children safe is everyone's responsibility, and no concern is too small to share;
- parents are our partners, and we work openly with them;
- a child's welfare always comes before the reputation of the club or of any adult.

Every adult involved with the club must read this policy, follow it, and sign to say they have done so.

2. Scope

This policy applies to every adult who helps at the club, and to every club activity, on or off site.

People: trustees, the session leader, the club director, mentors, tutors and activity leaders (including university students from Greygarth Hall), visiting speakers, drivers, and parents or other adults who help at events.

Activities: Saturday sessions; Christian formation classes and guided prayer; personal mentoring; trips and outings; family events (BBQ, Bonfire night, Christmas Party, family walks, paella day); the monthly parents' coffee and father & sons club; and any online or phone contact with boys.

It also covers other children who come to family events, such as brothers and sisters. At family events, parents stay responsible for their own children (see section 10).

3. Law and guidance this policy follows

This policy follows the law and guidance in force in England in September 2026, including two important changes made this year.

Law or guidance	What it means for the club
Working Together to Safeguard Children 2026	Statutory guidance for all organisations working with children, charities included. It replaced the 2023 edition in March 2026 (summary of changes).
Crime and Policing Act 2026	A new duty for adults in regulated activity to report child sexual abuse they are made aware of, and a new offence of obstructing a report. Supervised roles also become eligible for barred-list checks. The duty is not yet in force; the club will follow it from the day it starts (section 12).
Children Act 1989 and 2004	The child's welfare comes first.
Equality Act 2010	Every boy has an equal right to protection, whatever his background.
Safeguarding Vulnerable Groups Act 2006	DBS checks, the children's barred list, and the duty to refer to the DBS.
Sexual Offences Act 2003	Defines sexual offences against children, including abuse of a position of trust.
Counter-Terrorism and Security Act 2015	The Prevent duty: noticing and reporting signs of radicalisation.
UK GDPR and Data Protection Act 2018	How safeguarding records are kept and shared.
Public Interest Disclosure Act 1998	Protects people who raise concerns in good faith (whistleblowing).
Charity Commission: Safeguarding and protecting people for charities and trustees	Trustees are responsible for safeguarding and must report serious incidents.
Keeping Children Safe in Education 2025, Part Four	Schools guidance, used here as good practice for handling allegations against adults, as the NEA policy does.

Law or guidance	What it means for the club
NSPCC Safeguarding Standards for the Voluntary and Community Sector	The benchmark for voluntary groups working with children.
Manchester Safeguarding Partnership procedures	Where and how to report concerns in Manchester.
Catholic Safeguarding Standards Agency (CSSA) standards	The eight national standards for Catholic Church bodies in England and Wales (mapped in Appendix D). The CSSA replaced the former NCSC and CSAS.
Opus Dei safeguarding policy for Britain	Applies to the spiritual activities entrusted to the Prelature. It confirms each charity keeps its own policy and safeguarding lead.

4. Roles and responsibilities

Safeguarding is everyone's job, but these named people are accountable for it.

Role	Name and contact	Main responsibilities
Board of Trustees, Greygarth Association	The trustees listed on the Charity Commission register	Overall responsibility. Adopt and review this policy every year, keep safeguarding as a standing item at every trustees' meeting, fund it properly, and report serious incidents to the Charity Commission.
Chair of Trustees	Patricio Serra, 0161 224 2582	Leads the trustees' oversight of safeguarding and carries out the annual safeguarding audit. Receives any concern about the DSL. Decides with the DSL on serious cases, including whether to report to the Charity Commission.
Designated Safeguarding Lead (DSL)	Warren Kwan, 07462 922 310	Independent of the club's day-to-day running. First contact for every concern: makes referrals, works with the LADO, keeps safeguarding records, the training log and the DBS record.
Deputy DSL	Daniel Mulhall, 07561 574 499	Trained to the same standard as the DSL and acts in their absence. The DSL or the deputy is reachable during every session and trip.
Session leader	Santiago Samayoa Mendoza, 07367 392 847	Runs every Saturday session: the register, adult numbers, risk assessments, and the induction of new helpers. Is in regulated activity and holds an enhanced DBS check with the barred list, and makes sure a first-aid trained adult is present at every session.

Role	Name and contact	Main responsibilities
Club director	Alfonso Escauriaza	Coordinates the team and is the link between the families and the club: welcomes new families, sends out the forms, payment details and the details of each outing, organises the monthly parents' coffee and helps at family events. Does not supervise the boys' activities, and is present only where parents are with their own children. Passes any concern a parent raises to the DSL the same day.
Every adult helping at the club	All	Follows this policy and the code of conduct, and reports any concern to the DSL the same day.

As in the 2019 policy, the DSL stands apart from those who run the club. Unlike the 2019 policy, no internal team ever assesses an allegation before it goes to the authorities: the DSL and the Chair decide together on serious cases, but never delay a referral.

5. Safer recruitment and DBS checks

No adult works with the boys until their checks are complete and the DSL has signed them off.

For every mentor, tutor, activity leader and regular helper:

1. A volunteering form, including a declaration of any criminal record or past safeguarding concern.
2. An interview with the session leader or the DSL that covers motivation and safeguarding.
3. Two references, at least one from someone who has seen them with young people, checked before they start.
4. An enhanced DBS check with the children's barred list, renewed at least every three years or checked through the DBS Update Service. The DSL records each certificate's number, date and status.
5. Volunteers who have lived abroad, such as international students at Greygarth Hall, also provide an equivalent police certificate from that country.
6. Proof of identity.
7. An induction on this policy and the code of conduct, plus safeguarding training (section 6), before any contact with boys.
8. A two-month probation alongside an experienced leader, after which the DSL or the deputy formally accepts the volunteer.

Every adult renews a signed declaration of suitability each September. Helpers under 18 never count as adults and are never in charge of a group.

Supervised helpers: under the Crime and Policing Act 2026, supervised volunteers who help on more than three days in any 30, or overnight between 2am and 6am, become eligible for the barred-list check. The club will check them as soon as this starts.

Occasional parent helpers at family events do not need a DBS check, but are never left alone with other people's children.

Duty to refer: if the club removes someone because they harmed, or might harm, a child, the trustees must refer them to the DBS.

6. Safeguarding training

Every adult is trained before their first session and attends a refresher every year, as both the 2019 and NEA policies require.

Who	Training	When
All adults	Induction: this policy, signs of abuse, handling a disclosure, the code of conduct, online safety, Prevent, and who the DSL is	Before their first session
All adults	Annual refresher prepared by the DSL: changes in the law, lessons from incidents, new risks	Every September
DSL and deputy	Inter-agency designated safeguarding lead training	Every two years, with updates at least yearly
Trustees	Safeguarding for charity trustees	On appointment, then at regular intervals
All adults	Briefing on the new duty to report child sexual abuse	When the duty comes into force
Where needed	Specialist topics such as exploitation, Prevent or disclosures	When the DSL decides

The DSL keeps a training log (date, content, attendees), which the Chair reviews in the annual audit.

7. Code of conduct for adults

Adults behave at all times in a way that keeps boys safe and would look right to any parent watching.

Numbers: at least two checked adults at every session and trip, and never fewer than the NSPCC minimum ratios: 1 adult to 8 boys aged 9 to 12, and 1 to 10 aged 13 and over. At least one adult present is first-aid trained. Helpers under 18 do not count.

Always:

- treat every boy with respect and fairness, without favourites;
- stay where other adults can see you, and keep doors open or rooms visible;
- keep physical contact to what is appropriate and public (a handshake, a high five, first aid);
- give first aid in view of others, with a second adult present where possible;
- have a clear role at every activity, since nobody should be present without a reason;
- use language you would use in front of the parents;
- step in at once to stop bullying, including online, and tell the DSL;
- tell the DSL straight away if something happens that could be misunderstood.

Never:

- be alone with a boy out of sight of others, or meet a boy one-to-one outside club activities;
- give a boy a lift alone, or take him to your room or home;
- join in horseplay or contact games that could be misread;
- give personal gifts or money, or ask a boy to keep a secret;
- keep the mobile number of a boy under 16 without his parents' consent;
- give medication unless trained to, and with the parents' consent;
- use alcohol, drugs or tobacco at club activities;
- use physical punishment, humiliate, shout at or threaten a boy;
- photograph boys on a personal device (see section 9).

Toilets: adults do not use the boys' toilets at the same time, and unchecked adults never take a boy to the toilet.

8. Personal mentoring and spiritual guidance

Mentoring is one-to-one by nature, so it follows the strictest rules in this policy: open, visible, and in partnership with parents.

Mentoring chats:

- happen only with the parents' written consent, and parents know who the mentor is;
- take place during club hours, on club premises, in a room with the door open (never behind a closed door, even one with a glass panel), or in view of other adults;
- never happen in a bedroom or private room of Greygarth Hall, or off site;
- are held by checked, trained adults, supported by the session leader.

Confidentiality has limits. A mentor never promises to keep a secret. If a boy says something that suggests he or someone else is at risk, the mentor tells the DSL the same day, and explains this to the boy kindly.

Parents come first. The mentor supports the way the parents have chosen to bring up their son, and encourages him to talk to them. Mentors do not start conversations about intimate or sexual matters. If a boy raises them, the mentor answers simply and points him to his parents.

Freedom in spiritual matters. Christian formation classes and guided prayer are offered, never forced. A boy can say no without any consequence, and parents may opt their son out on the membership form. No boy is ever pressed to make a religious or vocational commitment.

Clergy: priests who give talks or hear confessions follow the safeguarding policy of their diocese, as the Opus Dei policy for Britain requires.

9. Online contact, messaging and photographs

Contact with boys outside the club goes through parents or open club channels, never private one-to-one messages.

Messaging:

- Club news and arrangements go to parents, through the parents' WhatsApp group or by email, as each family chooses on the membership form.
- A boys' group chat is allowed only with parental consent, only if the app's minimum age allows it, and always with at least two leaders in it.
- Adults do not privately message, follow or befriend boys on social media or gaming platforms.
- If a boy messages an adult privately, the adult replies briefly, keeps a copy and tells the DSL.
- Leaders use club accounts and devices where possible.

Photographs and video:

- are taken only with parents' consent, given at registration and withdrawable at any time;
- are taken on club devices and stored securely, never kept on personal phones;
- never show a boy's full name, and are never taken of a boy who is changing, upset or injured.

At family events, families are asked not to post photos of other people's children online without permission.

Harmful images and online grooming: if an adult learns that a boy has sent or received a sexual image, they never view, copy or forward it, and tell the DSL straight away. The DSL can report online abuse to CEOP.

Online sessions (for example tutoring or mentoring by video call):

- at least two adults take part, or the session is logged with start and end times and the DSL is told;
- parents know the platform, the time and the content;
- private chat is switched off, and nothing is recorded without written consent;
- everyone uses their real name, and boys join from a shared room, not a bedroom;
- an attendance record is kept.

10. Club sessions, trips and family events

Every boy is signed in and out, and at family events parents stay responsible for their own children.

Saturday sessions:

- Every boy has a registration form (parents' contacts, medical needs, allergies, consents), renewed each September.
- Every activity has a clear start and finish time, told to parents in advance.
- A register is taken at every session. Boys leave with a parent or named adult, or alone only with written parental consent.
- If a boy is not collected, two adults stay with him until he is, and the DSL is told if no one can be reached.
- Allergies are checked before the snack and before any cooking activity.
- Visitors sign in and are never left alone with boys.
- Gates stay closed (not locked) during sessions and events.
- Accidents, incidents and near misses go in the accident log, which the DSL reviews.

Trips and outings:

- Written parental consent, a risk assessment approved by the session leader, and a head count at every move. The membership form gives consent for routine day outings, and parents are told the date, place, transport and return time of each one in advance. Overnight stays, adventurous activities and trips abroad need a separate trip consent form.
- Adult numbers as in section 7, a first-aid kit, and each boy's medical details.
- Drivers are checked adults with valid insurance. The NSPCC recommends one adult driving and another supervising; no adult drives a boy alone.
- Any overnight activity needs the trustees' approval and a risk assessment approved by the DSL. Adults' sleeping, washing and changing areas are always separate from the boys'. A named adult acts as on-site DSL, everyone gets a fire-safety briefing on arrival, and curfews and out-of-bounds areas are made clear.

Family events (BBQ, Bonfire night, Christmas Party, family walks, paella day, the parents' coffee and the father & sons club):

- Parents stay responsible for their own children throughout, including younger brothers and sisters. The NSPCC advises that parents at an activity should not supervise other children unless recruited, checked and trained.
- A named leader runs each event and has the DSL's number.
- Toilets are clearly signposted.
- Bonfires, barbecues and cooking are risk-assessed and supervised, with children kept at a safe distance.

11. Recognising abuse

Adults do not need to be sure that abuse is happening: they need to notice and report.

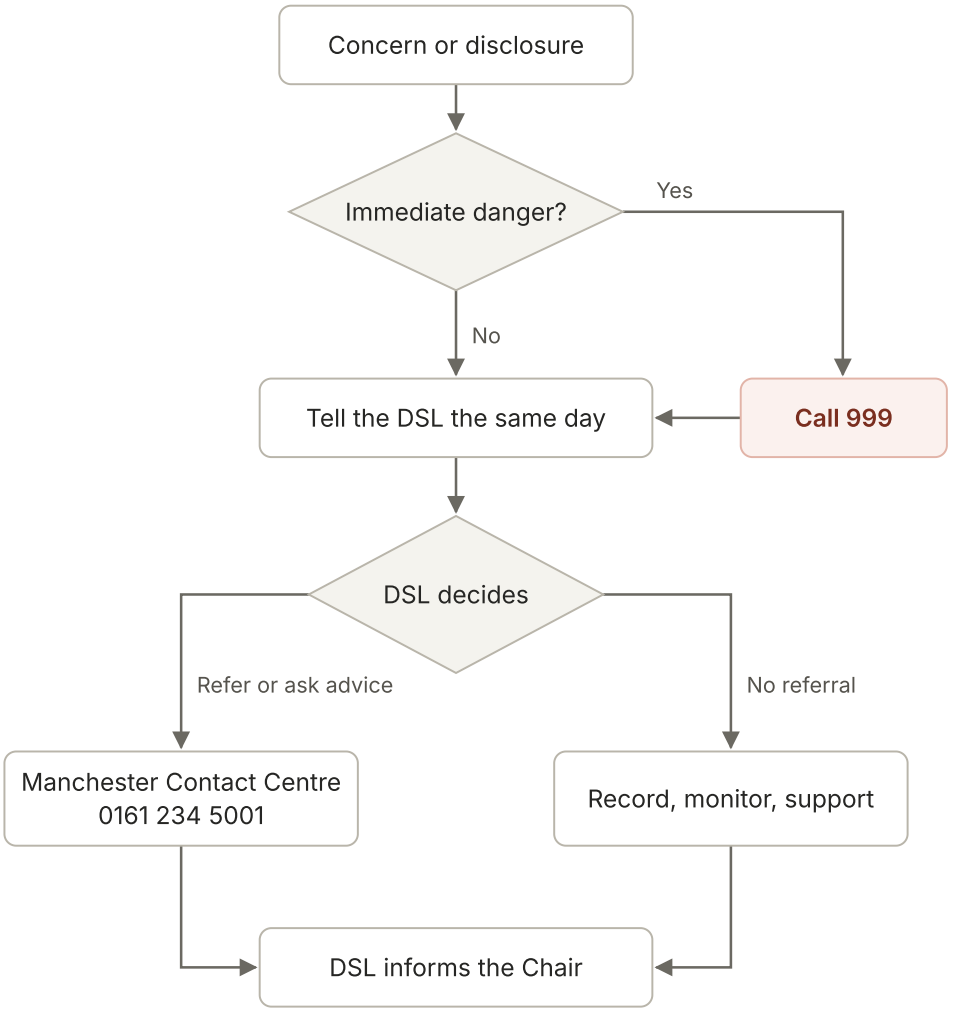
Type of harm	What it can look like
Physical abuse	Unexplained injuries, bruises in unusual places, flinching, reluctance to change
Emotional abuse	Low confidence, anxiety, sudden changes in behaviour
Sexual abuse	Sexual knowledge or behaviour unusual for his age, secrecy, gifts from an older person, fear of a particular adult
Neglect	Often hungry, dirty or tired, untreated medical problems
Criminal or sexual exploitation	New expensive things, going missing, older "friends", carrying things for others
Online harm	Secretive phone use, distress after being online, contact with unknown adults
Bullying and child-on-child abuse	Injuries, damaged belongings, isolation, being targeted in group chats
Radicalisation	Sudden extreme views, new contacts pushing hateful ideas
Domestic abuse at home	Anxiety about going home, talk of violence between adults

Type of harm	What it can look like
Abuse of trust, including spiritual abuse	An adult using religious authority, secrecy or pressure to control a boy

Worries about self-harm or a boy's mental health are also reported to the DSL.

12. Responding to a disclosure or concern

Any concern goes to the DSL the same day; if a child is in immediate danger, call 999 first.



If neither the DSL nor the deputy can be reached and a child may be at risk, any adult calls the Manchester Contact Centre directly.

If a boy tells you something:

1. Stay calm, listen, and let him talk at his own pace.
2. Do not promise to keep it secret. Explain that you will tell someone who can help.
3. Do not ask leading questions or investigate. "Tell me more" is enough.
4. Tell him he has done the right thing, and that it is not his fault.
5. Write down his exact words as soon as possible, with the date, time and your signature (Appendix B).

6. Tell the DSL the same day. Do not confront anyone or tell anyone else.

The DSL then:

1. Decides whether to refer to the Manchester Contact Centre or the police, taking advice if unsure.
2. Usually tells the parents, unless that could put the boy at risk; if so, takes advice first.
3. Informs the Chair of Trustees, and the Prelature's coordinator if the concern involves formation or spiritual activities.
4. Records every decision, action and reason.

Non-recent abuse: in line with Catholic Church policy, every allegation is reported to the statutory authorities, however long ago it happened.

The new duty to report child sexual abuse: once the Crime and Policing Act 2026 duty starts, any adult in regulated activity who is told of, or sees, child sexual abuse must make sure it is reported to the police or local authority as soon as reasonably practicable. Passing it to the DSL is enough only once the DSL confirms a report has been or will be made. Failing to report can lead to a DBS referral, and trying to stop someone reporting is a crime punishable by up to seven years in prison. The club follows this practice now, before the duty starts.

Child-on-child abuse (bullying, sexual harassment, sharing images, initiation games) is never dismissed as banter. The DSL puts an immediate safety plan in place, such as separating and supervising the boys, and refers to children's services or the police when the threshold is met. Both sets of parents are told unless that would put a child at risk. Sexual violence is always reported to the police, and both boys are offered support.

Extremism (Prevent): the DSL is the single point of contact for concerns about radicalisation, and refers them to Manchester's Prevent team at prevent@manchester.gov.uk, or to Counter Terrorism Policing North West on 0161 856 6362. Information about terrorism can also go to the Anti-Terrorism Hotline on 0800 789 321.

13. Allegations against an adult in the club

Any allegation about an adult connected with the club goes to the DSL at once, and to the Manchester LADO within one working day.

This applies when an adult may have harmed a child, committed an offence against a child, or behaved in a way that suggests they may not be safe to work with children. It applies to trustees, leaders, mentors, visitors and clergy alike.

1. Make the child safe.
2. Tell the DSL straight away. If the allegation is about the DSL, tell the Chair of Trustees, Patricio Serra. If it is about a trustee, the Chair is also told (or another trustee if it concerns the Chair), and the Charity Commission and LADO are informed.
3. The DSL contacts the Manchester LADO within one working day, using its contact form, before any internal enquiry.
4. If a crime may have been committed, the police are told.
5. The adult steps back from all contact with children while the matter is looked into. This is a neutral step, not a finding, and the reason is not made public.

6. The adult is treated fairly, kept informed as far as the LADO allows, and offered pastoral support and access to legal advice.
7. If the allegation is substantiated, the trustees act and refer the person to the DBS. If it proves false or malicious, the adult is reinstated and supported.
8. If the adult gives formation or spiritual guidance, the Prelature's Safeguarding Coordinator is also informed.
9. The DSL and the Chair decide whether this is a serious incident. If so, the trustees report it to the Charity Commission online within five working days of becoming aware, as the NEA policy sets out.

Low-level concerns: behaviour that breaks the code of conduct but does not meet the threshold (for example favouritism, over-familiarity, or photos on a personal phone) is still reported to the DSL, recorded and reviewed for patterns.

14. Records, confidentiality and whistleblowing

Safeguarding records are written promptly, kept securely and shared only with those who need to know.

- Concerns are written on the record form (Appendix B) the same day: facts, the child's own words, and what was done.
- The DSL keeps safeguarding records apart from other club files, locked or password-protected. Only the DSL, the deputy DSL and the Chair can open them.
- Information is shared with children's services, the police or the LADO whenever that is needed to protect a child. Data protection law never stops this.
- Records are kept for as long as they are needed to protect children, in line with national guidance and the club's privacy policy; records of allegations against adults are kept long-term.

Whistleblowing: anyone worried about how the club handles safeguarding can raise it with the Chair of Trustees, or with another trustee if it concerns the Chair. Nobody is penalised for raising a concern in good faith. If it is not resolved, they can call the NSPCC Whistleblowing Helpline on 0800 028 0285, or contact the Charity Commission or Manchester children's services directly.

15. Communicating and reviewing this policy

Every family and adult gets this policy, and the trustees review it at least once a year, next by 30 September 2027.

Sharing it:

- published on the Safeguarding page of the club website;
- given to parents with the registration form;
- posted on the club noticeboard with the DSL's name, photo and phone number;
- explained to the boys, in words suited to their age, so they know who they can talk to;
- read and signed by every adult at induction and each September.

Reviewing it sooner if the new duty to report child sexual abuse comes into force or its guidance is published, if national or Manchester guidance changes, after any serious incident, or when the club

starts a new kind of activity.

Checking it works: each year the Chair audits safeguarding and gives the Board a short dashboard: concerns raised and referrals made, DBS and training compliance, incidents and lessons learned, and whistleblowing reports. A written Safeguarding Implementation Plan is reviewed at the same time. Reviews involve the DSL and, where appropriate, parents, volunteers and the boys themselves, and every change is recorded in a version table.

Appendix A: Key contacts

Put this page on the noticeboard, and check every number each September.

Who	When to use	Contact
Emergency services	A child is in immediate danger	**999**
Designated Safeguarding Lead (DSL)	Any concern, first	Warren Kwan, 07462 922 310
Deputy DSL	If the DSL is away	Daniel Mulhall, 07561 574 499
Chair of Trustees	Concerns about the DSL or a trustee	Patricio Serra, 0161 224 2582
Manchester Contact Centre	Referrals and advice about a child	0161 234 5001
Manchester LADO	Allegations against an adult	LADO contact form
Manchester Prevent team	Concerns about radicalisation	prevent@manchester.gov.uk · 0161 856 6362 · advice line 0800 011 3764
Police, non-emergency	Possible crime, no immediate danger	101
Anti-Terrorism Hotline	Information about terrorism	0800 789 321
Opus Dei in Britain Safeguarding Coordinator	Concerns involving formation or spiritual guidance	Dr Michael Delany, 07905 997 420, mdelany8@gmail.com
Catholic Safeguarding Standards Agency	Church safeguarding advice	020 7901 1920, admin@catholicsafeguarding.org.uk
NSPCC Helpline	Any adult worried about a child	0808 800 5000
NSPCC Whistleblowing Helpline	Concerns not resolved inside the club	0800 028 0285
Childline	For the boys themselves	0800 1111
CEOP	Online grooming or sexual abuse	Online report
Charity Commission	Serious incident reports	0300 066 9197, or online
Disclosure and Barring Service	Referrals and DBS questions	0300 020 0190

Appendix B: Record of concern form

Fill this in the same day, stick to facts, and hand it to the DSL.

Field	Details
Boy's name and date of birth	
Date and time of the concern or disclosure	
Where it happened, and who was present	
What you saw or heard (his exact words, in quotes)	
Any visible injury (describe it; do not photograph)	
What you did, and when	
Passed to the DSL (name, date, time)	
Your name, role and signature	
DSL only: decision and reasons	
DSL only: referral made (to whom, when, reference)	
DSL only: parents informed? If not, why	

Appendix C: What is new in the 2026 version

Compared with the 2019 policy, the 2026 version makes these changes.

Change	Why
Allegations go to the LADO and the authorities first. The 2019 step where an internal team assessed an allegation before involving them is removed.	Current guidance and Church policy: every allegation goes to the statutory authorities
Names a DSL, a deputy DSL and the Chair of Trustees as the safeguarding contacts	CSSA Standard 1
Refers to Working Together to Safeguard Children 2026 (the 2019 policy cited the 2018 edition)	The 2026 edition replaced the 2023 one in March 2026
Adds the duty to report child sexual abuse, and the offence of obstructing a report	Crime and Policing Act 2026; not yet in the NEA policy

Change	Why
Enhanced DBS with barred list, renewed every three years; police certificates for international volunteers	NEA standard; supervised roles become eligible under the 2026 Act
Helpers under 18 no longer count as adults (the 2019 policy allowed helpers from 16)	NSPCC guidance
Adds child-on-child abuse, Prevent, online sessions and CEOP	NEA 2026 policy and current guidance
Adds serious incident reporting, whistleblowing, and a yearly audit and dashboard	Charity Commission expectations and CSSA Standard 8
Sets rules for mentoring and spiritual guidance (section 8)	One-to-one mentoring needs clear, visible boundaries
Covers family events, the parents' coffee and the father & sons club	Younger siblings and parents now attend
Updates the age range to Year 5/6 to Year 9/10	Matches the club today

Appendix D: CSSA National Safeguarding Standards

This policy covers all eight CSSA standards, as the NEA policy does.

CSSA standard	Where in this policy
1. Leadership, governance, ministry and culture	Sections 1 and 4
2. Communicating the safeguarding message	Section 15 and Appendix A
3. Engaging with and caring for those who report harm	Section 12
4. Effectively managing allegations and concerns	Sections 12 and 13
5. Managing and supporting respondents	Section 13
6. Robust human resource management	Section 5
7. Training and support	Section 6
8. Quality assurance and continuous improvement	Section 15

Sources

- Greygarth Association: Safeguarding Young People Policy, September 2019
- Netherhall Educational Association: Safeguarding Policy 2026
- Opus Dei: Safeguarding of children and vulnerable adults
- GOV.UK: Crime and Policing Act 2026, IICSA recommendations factsheet
- Salford CVS: Working Together to Safeguard Children guidance updated
- Catholic Bishops' Conference: The Catholic Safeguarding Standards Agency
- NSPCC Learning: Adult to child ratios for working with children
- Manchester Safeguarding Partnership: Children's safeguarding
- Manchester Safeguarding Partnership: Allegations against professionals (LADO)