



## **Sports Focus Coaching Limited's Safeguarding Document**

### **The purpose and scope of this policy statement**

Sports Focus Coaching Limited works with children and families as part of its activities. These include: Holiday camps and afterschool clubs and PE delivery for children aged 4-11. Safeguarding the children we care for is of paramount importance to everyone that represents our company.

### **The purpose of this statement is:**

- To protect children and young people who receive Sports Focus Coaching Limited's services. This included the children and adults who use our services.
- Clearly outline roles and responsibilities and explain our procedures for preventing, responding, reporting and managing safeguarding matters.
- To provide children parents and staff with the overarching principles that guide our approach to child protection.

This policy statement applies to anyone working on behalf of Sports Focus Coaching Limited.

### **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 work in a way that protects them.

### **We recognise that:**

- The welfare of children is paramount alongside children's adults who look after them. We understand families trust us and as a result may disclose sensitive information to us regarding safeguarding issues such as domestic violence for example.
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal 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
- Working in partnership with children, young people, their parents, carer's and other agencies is essential in promoting young people's welfare
- People may try to infiltrate our organisation to commit acts against children and we need to vet each member of staff/volunteer. Everyone who works for us must have an enhanced DBS check carried out and contact made with a previous employer/representative to establish a back round before interview stages commence. Our interview process involves our company director and DSL (Oliver Kanner) having a telephone interview, a face to face interview and then if successful a trial session at one of our schools.



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

- Valuing, listening to and respecting them
- Appointing a nominated child protection safeguarding lead (Oliver Kanner)
- Developing child protection and safeguarding policies and procedures which reflect best practice
- Using our "Reporting safeguarding checklist" document to share concerns and relevant information with agencies or local authorities who need to be made aware of safeguarding concerns or incidents involving children, parents, families and carer's
- 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
- Sharing information about child protection and safeguarding best practice with children, their families, staff via leaflets, posters and one to one discussions if needed
- Recruiting staff safely, ensuring all necessary checks are made (enhanced DBS checks for all staff)
- Providing effective management for staff through supervision, support, training and quality assurance measures
- Implementing a code of conduct for staff
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe environment for our children, and staff, by applying health and safety measures in accordance with law and regulatory guidance
- Recording and storing information professionally and securely

**Roles and Responsibilities of DSL (Oliver Kanner) and Deputy DSL (Scarlett Kelly)**

- To ensure children and staff are safe when in our care.
- To ensure staff know how to report a safeguarding concern.
- To provide information and documentation to make it easy for staff to report safeguarding issues and concerns.
- Be someone that children, staff and adults trust.
- Ensure child protection files are up to date.



### **Procedures for responding to concerns about a child or young persons wellbeing**

- If this happens during a PE lesson or after – school club at one of our schools we work in our member of staff will report his/her concern to the designated DSL at the school and have the incident logged on CPOMS if required. The incident will also be reported to Oliver Kanner/Scarlett Kelly (DSL and deputy DSL) and one of our recording safeguarding concerns forms will be completed. If required we also make contact with the relevant point of contact with the local authority/parent/carer and report/discuss in more detail.
- If this happens during one of our holiday camps, the member of staff will report it to the site manger immediately who will then contact Oliver Kanner/Scarlett Kelly for further action. A safeguarding concerns form will be filled out and local authority/parent/carer will be informed.
- If we feel a child is in immediate danger will notify the police, authority and parent/carer immediately.

### **Dealing with allegations of abuse against a child or young person**

- Staff will inform our site manager and Oliver Kanner/Scarlett Kelly immediately.
- DSL will then find out local authority to contact based on child/young persons address and make contact for further advise along with informing police if in immediate danger.

### **Day – Day pro active behavior**

- During our holiday camps all staff have 2 mandatory and compulsory daily meetings. The first is in the morning which includes discussions around the children we have on site that day and how best we can support and safeguard them. If we have notes from a child's registration pack that are relevant to uphold our safeguarding standards we will share and use. For example if we have a child who has a social worker we can pay extra attention to them as their individual needs may be higher than others. If sensitive information is provided to us by a school or HAF representative we will also use this and share this amongst staff. Afternoon meetings are in place to discuss any safeguarding issues/concerns that have arisen from the day.

### **Related policies**

This policy should be read alongside our organisational policies and procedures including:

- Procedures for responding to concerns about a child or young persons wellbeing
- Dealing with allegations of abuse against a child or young person
- Role of the designated safeguarding officer
- Managing allegations against staff
- Safer recruitment policy and procedures



- Adult to child supervision ratios
- Code of conduct for staff
- Anti-bullying policy and procedures
- Photography and image sharing guidance
- Child protection records retention and storage policies

#### **Contact details**

- DSL (Oliver Kanner)  
07946007937 [ollie@sportsfocusuk.co.uk](mailto:ollie@sportsfocusuk.co.uk)
- Deputy DSL (Scarlett Kelly)  
07847315655 [bookings@sportsfocusuk.co.uk](mailto:bookings@sportsfocusuk.co.uk)

#### **Borough of Wandsworth**

Telephone: 020 8871 7899 Telephone outside of normal office hours (after 5pm weekdays or on weekends): 020 8871 6000 [mash@wandsworth.gov.uk](mailto:mash@wandsworth.gov.uk)

<https://www.wandsworth.gov.uk/health-and-social-care/children-and-families/report-a-concern-about-a-child/>

#### **Borough of Richmond and Kingston**

Concerned about a child in Kingston or Richmond?

If you have any safeguarding concerns please make a referral to our Single Point of Access through using the following link [SPA referral form](#) or contact SPA on 020 8547 5008 or 020 8770 5000 (out of hours)

If you think a child is in immediate danger you should call 999.

If you would like to contact the Kingston and Richmond Safeguarding Children Partnership you can do so via:

Tel: 07834 386459

Email: [lscb-support@kingrichlscb.org.uk](mailto:lscb-support@kingrichlscb.org.uk)



## Surrey County Council

If you are a child or young person being abused or neglected, or an adult who is concerned about a child or young person's safety and wellbeing, you can contact the Children's Services 'Single Point of Access' between 9am to 5pm on Monday to Friday.

- **Phone:** 0300 470 9100
- **Email:** [cspa@surreycc.gov.uk](mailto:cspa@surreycc.gov.uk)

For people with hearing or speech impairments:

- **Text line:** 07527 182861
- [Sign Language Video Relay Service](#)

During evenings, weekends and bank holidays, the [Emergency Duty Team](#) is available:

- **Phone:** 01483 517898
- **Email:** [edt.ssd@surreycc.gov.uk](mailto:edt.ssd@surreycc.gov.uk)

For people with hearing or speech impairments:

- **Text line:** 07800 000388
- **Text relay** (a speech-to-text translation service): 18001 01483 517898

## NSPCC information on types or abuse and managing allegations

<https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>

<https://learning.nspcc.org.uk/safeguarding-child-protection/managing-allegations-made-against-a-child#skip-to-content>

We are committed to reviewing our policy and good practice. This policy was last reviewed on: 1<sup>st</sup> January 2023