



Safeguarding Policy

Sports Focus Coaching Ltd is fully committed to safeguarding and protecting the welfare of all children. We recognise our responsibilities to take all reasonable steps to promote safe practice and to protect children from harm, abuse and neglect.

Sports Focus Coaching acknowledges its duty to act appropriately with regards to any allegations towards a member of staff, volunteer or work experience student, or towards any disclosures or suspicion of abuse.

Sports Focus Coaching recognises its duty of care to safeguard children as detailed under the Children Acts' 1989 and 2004 and Working Together to Safeguard Children 2018.

We Believe that:

The welfare of all children is paramount. All children, whatever their age, culture, ability, gender, language, ethnicity, religious or spiritual beliefs and/or sexual identity, have the right to protection from abuse.

All allegations, reports or suspicions of abuse should be taken seriously and responded to in a swift and appropriate manner.

We will ensure that:

All children will be treated equally and with respect and dignity. The welfare of each child will always be of highest priority.

Bullying (in any form) is neither accepted nor condoned.

Action will be taken to stop any inappropriate verbal or physical behaviour.

There is a clear line of accountability with regards to safeguarding concerns.

Staff and volunteers will be kept updated with regards to changes in legislation and policies for the protection of children and young people.

Staff and volunteers will undertake relevant and appropriate development and training in relation to safeguarding children.

All staff and volunteers within the organisation are fully aware of their responsibilities to safeguarding and their duty to the children and young people in their care, and that they fully understand the correct process for reporting concerns.

Sports Focus Coaching behaviour management strategy has been designed so children are kept safe and happy within our settings and there is mutual respect between staff and children.

This policy has been developed in accordance with the principles established by the Children's Act 1989 and 2004 and in line with the following:

Working Together to Safeguard Children

What to do if you are worried a child is being abused 2018

Keeping Children Safe in Education 2021 (if you are an educational establishment)

The Companies Designated Safeguard Lead is Oliver Kanner ollie@sportsfocusuk.co.uk 07946007937

If neither the Safeguarding Leads are available, advice should be immediately sought from: The relevant First Response Teams depending on areas of UK, all the Boroughs and Counties information can be found at the bottom of this document.



All Sports Focus Coaching Ltd team members are fully DBS checked new staff members and volunteers will only be allowed to work *unsupervised* with children when we have had full sight of a satisfactory DBS certificate for them

Child abuse and neglect

Abuse: A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Physical Abuse: A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional Abuse: The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capacity, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual Abuse: Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex), or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect: The persistent failure to meet a child's basic physical and / or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance misuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers) or



- Ensure access to appropriate medical care or treatment It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Child Sexual Exploitation: This is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity: (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Female genital mutilation: Female genital mutilation (FGM) is a procedure where the female genitals are deliberately cut, injured or changed, but there's no medical reason for this to be done. It's also known as female circumcision or cutting, and by other terms, such as sunna, gudniin, halalays, tahur, megrez and khitan, among others.

It is a criminal offence: To excise, infibulate or otherwise mutilate the whole or any part of a girl or woman's labia majora, labia minora or clitoris in accordance with the Serious Crime act 2015.

Child Criminal Exploitation: As set out in the Serious Violence Strategy, published by the Home Office, where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity: (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.

Modern Slavery: Entire are committed to protecting and respecting human rights and have a zero-tolerance approach to slavery and human trafficking in all its forms. We recognise that modern slavery is a significant global human rights issue and includes human trafficking, sexual exploitation, forced and bonded labour, some forms of child labour and domestic servitude.

Our commitment starts from protecting and respecting human rights and taking action to prevent slavery and human trafficking in all its forms. We will act ethically and with integrity in all our relationships, and use all reasonable endeavours to take action within our direct operations and our wider sphere of influence to ensure slavery and human trafficking are not taking place. We are committed to continue researching, teaching and raising awareness on modern slavery issues.

Extremism: Extremism goes beyond terrorism and includes people who target the vulnerable - including the young - by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Extremism is defined in the Counter Extremism Strategy 2015 as "the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for death of members of our armed forces as extremist."

County Lines: As set out in the Serious Violence Strategy, published by the Home Office, County Lines is a term used to describe gangs and organised criminal networks involved in exporting illegal



drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other forms of 'deal line'. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

Covid 19: What is recommended to do to reduce the risk of COVID-19 in the workplace?

Keeping workplaces clean reduces the risk of infection and can reduce sickness in a workforce. It's especially important to clean surfaces that people touch a lot.

Staff can be supported to maintain a clean working environment by providing them with cleaning products, soap and hot water, and/or sanitiser. If worse comes to worse and an outbreak happens all staff will be given the appropriate step by step guide to safeguarding children and themselves. If a parent requires their child to wear a face covering for protection all club settings will support this decision.

Signs of child abuse and neglect

Signs of possible abuse and neglect may include:

significant changes in a child's behaviour

deterioration in a child's general well-being

unexplained bruising or marks

comments made by a child which give cause for concern

reasons to suspect neglect or abuse outside the setting, eg in the child's home, or that a girl may have been subjected to (or is at risk of) female genital mutilation, or that the child may have witnessed domestic abuse

inappropriate behaviour displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

Signs of radicalisation

Signs that a child might be at risk of radicalisation include:

changes in behaviour, for example becoming withdrawn or aggressive

claiming that terrorist attacks and violence are justified

viewing violent extremist material online

possessing or sharing violent extremist material

If a member of staff suspects that a child is at risk of becoming radicalised, they will record any relevant information or observations on a Logging a concern form, and refer the matter to the DSL



If abuse is suspected or disclosed

When a child makes a disclosure to a member of staff, that member of staff will:

Listen to the child. Allow them to tell you what has happened in their own way, and at their own pace. Do not interrupt a child who is freely recalling significant events.

Remain calm. Be reassuring and supportive but try not to respond emotionally.

Do not ask leading questions. Only ask questions if you are seeking clarification about something they have said. Use TED; Tell, Explain, Describe.

reassure the child that they were not to blame and were right to speak out

listen to the child but not question them → give reassurance that the staff member will take action

record the incident as soon as possible (see Logging an incident below), taking care to note any times, dates or locations mentioned. Use the child's own words where possible. Do not substitute anatomically correct names for body part names used by the child.

If a member of staff witnesses or suspects abuse, they will record the matter straightaway using the Logging a concern form. If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that the Club is obliged to and the incident will be logged accordingly.

Logging a concern

All information about the suspected abuse or disclosure, or concern about radicalisation, will be recorded on the Logging a concern form as soon as possible after the event. The record should include:

date of the disclosure, or the incident, or the observation causing concern

date and time at which the record was made

name and date of birth of the child involved

a factual report of what happened. If recording a disclosure, you must use the child's own words

name, signature and job title of the person making the record.

The record will be logged and the Club's DSL who will decide on the appropriate course of action. For concerns about child abuse, the DSL will contact Social Care. The DSL will follow up all referrals to Social Care in writing within 48 hours. If a member of staff thinks that the incident has not been dealt with properly, they may contact Social Care directly. For minor concerns regarding radicalisation, the DSL will contact the Local Safeguarding Children Board (LSCB) or Local Authority Prevent Co-ordinator.

For more serious concerns the DSL will contact the Police on the non-emergency number (101), or the anti-terrorist hotline on 0800 789 321. For urgent concerns the DSL will contact the Police using 999.



Allegations against staff

If anyone makes an allegation of child abuse against a member of staff:

The allegation will be recorded on an Incident record form. Any witnesses to the incident should sign and date the entry to confirm it.

The allegation must be reported to the Local Authority Designated Officer (LADO) and to Ofsted. The LADO will advise if other agencies (e.g. police) should be informed, and the Club will act upon their advice. Any telephone reports to the LADO will be followed up in writing within 48 hours.

Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation.

If appropriate, the Club will make a referral to the Disclosure and Barring Service.

Promoting awareness among staff

We can confirm that all staff have read and understood Keeping Children Safe in Education 2026 – Part One, understand their safeguarding responsibilities, know how to report a concern and know who the Designated Safeguarding Lead/Deputy DSL is.

The Club promotes awareness of child abuse and the risk of radicalisation through its staff training. The Club ensures that:

The DSL has relevant experience and receives appropriate training in safeguarding and the Prevent Duty, and is aware of the Channel Programme and how to access it

Designated person training is refreshed every two/three years

Safe recruitment practices are followed for all new staff

All staff have a copy of this Safeguarding policy, understand its contents and are vigilant to signs of abuse, neglect or radicalisation

All staff are aware of their statutory duties with regard to the disclosure or discovery of child abuse, and concerns about radicalisation

All staff receive basic safeguarding training, and safeguarding is a permanent agenda item at all staff meetings

All staff receive basic training in the Prevent Duty

Staff are familiar with the Safeguarding Policy

The Club's procedures are in line with the guidance in 'Working Together to Safeguard Children (2018)' and staff are familiar with 'What To Do If You're Worried A Child Is Being Abused (2015)'.

Promoting British Values

Celebrating and marking British occasions and festivals



Teaching children to listen to each other and wait before speaking, how to have a conversation

Kindness, helpful, respectful of others

Table manners

Being polite, saying please and thank you

Teaching empathy and understanding

Appropriate behaviour and learning right from wrong

Taking turns and sharing

Making friends and friendship

Tolerating others and mutual respect

Cooking, eating and learning about traditional British food

Celebrating British authors and illustrators

Use of mobile phones and cameras

Photographs will only be taken of children with their parents' permission. Only the club camera phone will be used to take photographs of children at the Club, except with the permission of the manager. Neither staff nor children nor visitors may use their mobile phones to take photographs at the Club.

Good Habits:

E-safety depends on effective practice at a number of levels;

Responsible ICT use by staff and children

Restrictions placed by effective management of content filtering, no access to email or social media

Prevention of gaining unauthorised content

Reporting of any inappropriate content

More information can be found in our E-Safety Policy.

Whistleblowing

Whistleblowing is when an employee of an organisation passes on information that they reasonably believe shows wrongdoing or a cover up by that organisation. This might be about activity that is:

- illegal,
- risks others' health and safety,
- is about poor practice or leadership,
- failure to meet statutory requirements



All staff, students and volunteers have the right to raise concerns about perceived unacceptable practice or behaviour.

The Whistle-blower should address their concerns in writing, however if they feel uncomfortable doing this, they can arrange a meeting or telephone call with a member of the management team,

The setting will do its best to protect a whistle-blower's identity when he/she raises a concern and does not want his/her name to be disclosed. However, if the concern raised needs to be addressed through another procedure, e.g. disciplinary procedure, the worker may be required to provide a signed statement as part of the evidence.

In some circumstances the setting may have to disclose the identity of the worker without his/her consent, although this will be discussed with the worker first.

Appropriate advice and support will be made available to staff, students and volunteers who raise concerns. Those who raise concerns will be kept informed of the progress and outcome of any investigation.

Concerns are taken seriously and dealt with quickly and appropriately. Staff and volunteers are reassured that they will be protected from reprisals or victimisation for whistle-blowing in good faith.

More information can be found in our Whistle-blowing policy.

Visitors

All visitors must sign the visitor log at the front desk of the Sports Focus Coaching setting. They will be notified that mobile phones must not be used and professionals must show their IDs in order to be checked by a member of staff.

Record Keeping and retention

Staff will record any welfare concern that they have about a child on the setting's safeguarding incident/concern form (with a body map if injuries have been observed) and pass them without delay to the DSL. Records will be completed as soon as possible after the incident/event, using the child's words and will be signed and dated by the member of staff.

All safeguarding concerns, discussions and decisions (and justifications for those decisions) will be recorded in writing. If members of staff are in any doubt about recording requirements, they should discuss their concerns with DSL.

Incident/Welfare concern forms are kept in the setting's safeguarding folder.

Safeguarding records are kept for individual children and are maintained separately from all other records relating to the child in the setting. Safeguarding records are kept in accordance with data protection legislation and are retained centrally and securely by the DSL. Safeguarding records are shared with staff on a 'need to know' basis only.

Confidentiality

Personal information about children and families held by professionals and agencies is subject to a legal duty of confidentiality (Data Protection Act 1998) and should not normally be disclosed without the consent of the family. The law does however permit the disclosure of confidential information without permission if it is necessary to safeguard a child or children; this includes cases of Safeguarding.



At Sports Focus Coaching:

We recognise that all matters relating to child protection are confidential.

All suspicions and investigations are kept confidential and shared only with those who need to know. The people most commonly involved will be the member of staff/playleader and the Designated Safeguarding Lead.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or well-being or that of another.

When discussing concerns we may have with our local safeguarding board we understand that if they then ask for a name we will disclose those details and it will become a referral.

When sharing the information it should be:

Necessary and proportionate-When making decisions about what information to share, you should consider how much information you need to release. Not sharing more data than is necessary to be of use is a key element of the GDPR and Data Protection Act 2018, and you should consider the impact of disclosing information on the information subject and any third parties. Information must be proportionate to the need and level of risk.

Relevant-Only information that is relevant to the purposes should be shared with those who need it. This allows others to do their job effectively and make informed decisions.

Adequate-Information should be adequate for its purpose. Information should be of the right quality to ensure that it can be understood and relied upon.

Accurate-Information should be accurate and up to date and should clearly distinguish between fact and opinion. If the information is historical then this should be explained.

Timely -Information should be shared in a timely fashion to reduce the risk of missed opportunities to offer support and protection to a child. Timeliness is key in emergency situations and it may not be appropriate to seek consent for information sharing if it could cause delays and therefore place a child or young person at increased risk of harm.

Secure— Wherever possible, information should be shared in an appropriate, secure way.

Recorded— Information sharing decisions should be recorded, whether or not the decision is taken to share. If the decision is to share, reasons should be cited including what information has been shared and with whom, in line with organisational procedures. If the decision is not to share, it is good practice to record the reasons for this decision and discuss them with the requester.



Police: 101 (non-emergency) or 999 (emergency)

Anti-terrorist hotline: 0800 789 321

NSPCC: 0808 800 500

Ofsted: 0300 123 1231

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

<https://www.wandsworth.gov.uk/health-and-social-care/children-and-families/report-a-concernabout-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

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

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

For people with hearing or speech impairments:

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

Merton Safeguarding Children Partnership

Requests should be made by completing the Children and Family Hub Request for Service form and emailing to candfhub@merton.gov.uk

If you would like to discuss a possible referral or seek advice and guidance you can contact the Children and Families Hub for consultation on:

Tel: 020 8545 4226 or 020 8545 4227 (out of hours: 020 8770 5000)

Fax: 020 8545 4204

You do not have to give your name and your conversation will be treated confidentially.

In an emergency contact the police by telephone on 999

Children and Families Hub

Children, Schools and Families Department

12th Floor, Merton Civic Centre

London Road

Morden

SM4 5DX

Royal Borough of Kensington and Chelsea

How to get support

Refer yourself or a child:

- telephone 020 7361 3013 9am to 5pm weekdays
- Emergency Duty team outside these hours,
- or ask a professional you are working with to help.

We will need to talk to you and your family to find out what your needs are and what we can offer you and agree a way forward.

Southwark Safeguarding Children Partnership

Sports Focus Coaching Ltd



You'll find a variety of information on the official Southwark Safeguarding Children Board (SSCB) website.

If you have any questions about the work of the safeguarding partnership, visit our website.

MASH

If you're concerned about a child who may be suffering harm, contact the Multi-Agency Safeguarding

Hub (MASH) to make a referral on 020 7525 1921. For an out of hours social worker, phone 020 7525

5000.

NSPCC information on types of 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>

This policy was last reviewed

Date: 01/09/2026

To be reviewed next: 01/09/2027

Authors – Sports Focus Coaching Ltd Director Oliver Kanner

Written in accordance with:

The Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare requirements: Child Protection [3.4-3.8] and Suitable People [3.9-3.13].

BSCP Children protection toolkit