



SPORTS ELITE LIMITED

SAFEGUARDING AND CHILD PROTECTION POLICY

Effective from: 1 September 2026

Approved by: Sports Elite Limited Director

Review date: 1 September 2027

1. Policy Statement

Sports Elite Limited is committed to safeguarding and promoting the welfare of children and expects everyone working for or on behalf of the organisation to share this responsibility.

Sports Elite Limited recognises that safeguarding is everyone's responsibility and that concerns about a child's welfare must be taken seriously, acted upon promptly and recorded appropriately.

The organisation operates primarily across Surrey and Kent and provides sports coaching and related activities involving children in schools, clubs, venues, holiday programmes and other settings.

Sports Elite Limited adopts an "it could happen here" approach to safeguarding. The organisation will maintain arrangements designed to prevent harm, recognise concerns at the earliest opportunity and respond appropriately when concerns arise.

The welfare and safety of children will always be a central consideration in decisions affecting them.

2. Scope

This policy applies to:

- all Sports Elite Limited employees;
- managers and directors;

- coaches and other employees working directly with children;
- employees working in schools or other education settings;
- employees involved in holiday camps, clubs, events and activities;
- employees involved in transporting children;
- employees working in administrative or support roles where safeguarding responsibilities may arise.

Sports Elite Limited operates an employee-only staffing model. The organisation does not routinely use self-employed or freelance coaches.

Where Sports Elite Limited works within a school, venue or other organisation, employees must also comply with the safeguarding procedures and requirements of that setting.

3. Definition of a Child

For the purposes of this policy, a child is anyone under the age of 18.

Safeguarding responsibilities apply regardless of a child's age, gender, disability, race, ethnicity, religion or belief, sexual orientation, gender identity or background.

4. Safeguarding Principles

Sports Elite Limited will:

- place children's safety and welfare at the centre of its safeguarding arrangements;
- take all concerns seriously;
- act promptly when concerns arise;
- promote a culture in which safeguarding concerns can be raised without fear of criticism or reprisal;
- recognise that children may experience multiple forms of harm at the same time;
- recognise that some children may be more vulnerable because of disability, additional needs, family circumstances, previous experiences or other factors;
- promote equality, inclusion and an anti-discriminatory culture;
- maintain appropriate professional boundaries;
- work with schools, parents, carers, local authorities, safeguarding partners, police and other agencies where appropriate;
- share information when necessary to protect a child;
- maintain appropriate safeguarding records;
- learn from safeguarding incidents, concerns and allegations;
- ensure employees receive safeguarding information and training appropriate to their roles.

No employee should assume that someone else will report a concern.

5. Safeguarding Leadership

Sports Elite Limited has a designated Safeguarding Officer who has overall responsibility for coordinating the organisation's safeguarding arrangements.

Safeguarding Officer:

Jack Drummey

The Safeguarding Officer will:

- provide advice and support to employees;
- oversee safeguarding concerns reported to Sports Elite Limited;
- ensure appropriate records are maintained;
- support appropriate referrals and information sharing;
- liaise with schools, safeguarding professionals and relevant external agencies;
- oversee safeguarding training and awareness;
- ensure safeguarding policies and procedures remain appropriate and current;
- support the organisation in responding to allegations or concerns involving employees.

Alternative Senior Safeguarding Contact

Where the Safeguarding Officer is unavailable or cannot be reached, employees must contact:

Kieran Woodley – Alternative Senior Safeguarding Contact

Employees must not delay reporting a safeguarding concern because Jack is unavailable.

Where appropriate, employees must also follow the safeguarding procedures of the school or venue in which they are working.

If a concern requires immediate external intervention, employees may contact children's social care or the police directly. In an emergency or where a child is in immediate danger, employees must call 999.

Concerns about the Safeguarding Officer

Where a concern, allegation or low-level concern relates to Jack Drummey, employees must not report the matter to Jack.

The concern must instead be reported to:

Kieran Woodley – Alternative Senior Safeguarding Contact

Kieran will consider the appropriate next steps, including seeking advice or making an external referral where required.

If Kieran is unavailable, employees should follow the appropriate school safeguarding procedure and may contact children's social care or the police directly where necessary.

In an emergency, call 999.

6. Working in Schools and Education Settings

When working within a school or education setting, Sports Elite employees must follow the school's safeguarding arrangements.

Where a safeguarding concern arises in a school, employees must:

1. follow the school's safeguarding reporting procedure without delay;
2. report the concern to the school's Designated Safeguarding Lead (DSL) or designated safeguarding contact;
3. ensure the concern is also reported through Sports Elite Limited's safeguarding arrangements, where required by the school's procedure or Sports Elite's internal arrangements;
4. record the concern appropriately.

Employees must familiarise themselves with the safeguarding arrangements of each school or setting in which they work.

If the concern relates to a Sports Elite employee, both the school's relevant safeguarding procedure and Sports Elite's allegations procedure must be followed.

Nothing in this policy prevents an employee from contacting children's social care or the police directly where circumstances require immediate external intervention.

7. Everyone's Responsibility

Every Sports Elite employee has a responsibility to safeguard children.

Employees must:

- remain alert to possible signs of abuse or neglect;
- listen to children and take what they say seriously;
- report concerns promptly;
- maintain appropriate professional boundaries;
- follow safeguarding procedures;
- attend required safeguarding training;
- maintain appropriate confidentiality;
- record concerns accurately;
- cooperate with safeguarding enquiries or investigations.

Employees must never:

- ignore a concern;
- promise a child complete confidentiality;

- investigate a safeguarding allegation themselves;
- ask leading or unnecessary questions;
- attempt to determine whether abuse has occurred;
- contact parents or carers about a safeguarding concern unless directed to do so by the appropriate safeguarding professional or procedure.

8. Recognising Safeguarding Concerns

Abuse and neglect can take many forms, including:

- physical abuse;
- emotional or psychological abuse;
- sexual abuse;
- neglect;
- domestic abuse;
- child sexual exploitation;
- criminal exploitation;
- county lines activity;
- trafficking;
- online abuse or exploitation;
- bullying and cyberbullying;
- child-on-child abuse;
- harmful sexual behaviour;
- coercive or controlling behaviour;
- teenage relationship abuse;
- radicalisation or extremist influence;
- honour-based abuse;
- forced marriage;
- female genital mutilation;
- self-harm or significant mental health concerns;
- discrimination or abuse relating to a child's identity or characteristics.

Signs of concern may include changes in behaviour, mood, attendance, appearance, relationships, performance or communication.

A child may not directly disclose abuse.

Employees should consider the child's circumstances as a whole and should not assume that an individual sign or incident is insignificant.

9. Responding to a Disclosure

If a child discloses a safeguarding concern, employees should:

- remain calm;
- listen carefully;

- allow the child to speak in their own words;
- take the child seriously;
- reassure them that they have done the right thing by speaking;
- explain that the information may need to be shared with people who can help keep them safe;
- avoid making promises of secrecy;
- avoid leading questions;
- avoid investigating the allegation;
- report the concern without delay;
- make an accurate written record as soon as reasonably practicable.

Employees should not confront an alleged perpetrator or attempt to resolve the matter themselves.

10. Reporting, Recording and Information Sharing

Safeguarding concerns must be reported without delay through the appropriate safeguarding arrangements.

Employees should provide sufficient information to allow the concern to be understood and acted upon.

Records should include, where known:

- the child's name and relevant identifying information;
- the date, time and location of the concern;
- what was observed or reported;
- the child's own words where possible;
- who was present;
- any immediate action taken;
- who the concern was reported or referred to;
- advice received;
- decisions made;
- the rationale for decisions;
- the outcome and any subsequent action.

Records should distinguish between:

- facts;
- direct reports or statements;
- observations;
- professional or personal opinion.

Employees should not add speculation or assumptions to safeguarding records.

Information relating to safeguarding must be shared on a need-to-know basis and in accordance with applicable data protection and safeguarding requirements.

Data protection must not be used as a reason to withhold information where sharing is necessary to protect a child.

11. Early Help

Not every safeguarding concern will meet the threshold for statutory child protection intervention.

Employees should remain alert to children and families who may benefit from additional support at an early stage.

Where appropriate, concerns should be shared through the relevant school, local authority or safeguarding arrangements so that suitable support can be considered.

Employees should not attempt to assess or manage complex family or safeguarding circumstances themselves.

12. Child-on-Child Abuse

Sports Elite recognises that children can cause harm to other children.

This may include:

- bullying;
- physical violence;
- sexual harassment;
- sexual violence;
- harmful sexual behaviour;
- sharing sexual images;
- online abuse;
- coercion;
- intimidation;
- exploitation;
- discriminatory abuse.

Concerns involving child-on-child abuse must be taken seriously and reported through the appropriate safeguarding arrangements.

Employees must not dismiss such behaviour as “banter”, “part of growing up” or normal behaviour between children.

13. Bullying

Sports Elite does not tolerate bullying.

Bullying may be:

- physical;
- verbal;
- emotional;
- social;
- discriminatory;
- sexual;
- online or cyber-based.

Employees must report concerns and follow the relevant school, venue or Sports Elite procedure.

14. Online Safety and Digital Communication

Employees must maintain appropriate professional boundaries when communicating digitally with children.

Employees must:

- use approved communication channels where available;
- comply with Sports Elite and school rules concerning electronic communication;
- avoid unnecessary private communication with children;
- avoid communicating with children through personal social media accounts;
- maintain appropriate records where safeguarding concerns arise online;
- report online safeguarding concerns promptly.

Employees should remain alert to risks including online grooming, exploitation, bullying, harmful content, sexual harassment, image sharing and other online harms.

15. Photography and Video

Photography and filming involving children must comply with the relevant Sports Elite, school, venue, consent and data protection arrangements.

Employees must not:

- take inappropriate photographs or videos of children;
- use personal devices where prohibited by the relevant procedure;
- share images outside approved arrangements;
- upload images involving children to personal social media accounts.

Any concern regarding inappropriate photography or filming must be reported immediately.

16. Professional Boundaries

Employees must maintain professional boundaries with children at all times.

Employees must not:

- develop inappropriate personal relationships with children;
- communicate privately with children unnecessarily;
- meet children privately outside authorised activities;
- use inappropriate language;
- make sexualised or discriminatory comments;
- engage in inappropriate physical contact;
- favour individual children;
- exchange inappropriate gifts;
- behave in a way that could reasonably be perceived as grooming or otherwise inappropriate.

Employees should consider how their behaviour may be perceived as well as their intention.

17. Physical Contact in Sports Coaching

Physical contact may sometimes be appropriate or necessary in sports coaching, including for instruction, demonstration, safety, injury prevention or emergency intervention.

Any physical contact must be:

- appropriate to the child's age and circumstances;
- necessary and proportionate;
- professional;
- explained where appropriate;
- consistent with the sport and coaching requirements.

Employees must avoid unnecessary or inappropriate physical contact.

Any physical intervention required to prevent immediate harm must be reasonable and proportionate to the circumstances and must be reported in accordance with the relevant procedure.

18. Changing Rooms and Toileting

Employees must respect children's privacy and dignity when dealing with changing rooms, toilets and other personal care situations.

Employees should:

- follow the school's or venue's arrangements;

- avoid entering changing or toilet areas unless necessary;
- follow relevant supervision arrangements;
- maintain appropriate boundaries;
- ensure any assistance is appropriate and proportionate.

Where an incident requires an employee to enter an area where children are changing or using facilities, the employee should follow the relevant safeguarding procedure.

19. Children Who Do Not Arrive at a Session

Where a child is expected to attend a session but does not arrive, employees must follow the relevant school, venue or Sports Elite attendance and safeguarding arrangements.

Employees must not assume that a child is simply absent without following the required procedure.

Where there is a safeguarding concern regarding the child's whereabouts, this must be reported without delay.

20. Children Who Go Missing During a Session

If a child goes missing during a session, employees must immediately follow the relevant missing-child procedure.

This should include:

- alerting the appropriate responsible person;
- checking the immediate area;
- following school or venue arrangements;
- contacting emergency services where appropriate;
- taking account of the child's age, vulnerabilities and circumstances;
- recording the incident;
- reporting the matter through the appropriate safeguarding arrangements.

If the child is believed to be in immediate danger, 999 must be called without delay.

21. Medical Conditions, Allergies and Injuries

Employees must follow Sports Elite and venue/school procedures relating to:

- medical conditions;
- allergies;
- medication;
- first aid;

- injuries;
- emergencies.

Medical or welfare information must be handled confidentially and shared with those who need the information to keep the child safe.

Any injury or medical incident that raises a safeguarding concern must also be reported through safeguarding arrangements.

22. Transporting Children

Employees transporting children must comply with Sports Elite's transport arrangements and relevant risk assessments.

Where practicable:

- transport arrangements should be authorised in advance;
- employees should avoid unnecessary one-to-one journeys;
- appropriate safeguarding and vehicle requirements must be followed;
- journeys should be recorded where required;
- employees must maintain professional boundaries.

Any incident or concern arising during transport must be reported.

23. Gifts, Rewards and Favouritism

Employees must not give children inappropriate gifts, money or personal rewards.

Sports Elite recognises that legitimate coaching rewards may be appropriate where they are consistent, transparent and approved through the relevant arrangements.

Employees must not show favouritism or create an inappropriate sense of special relationship with an individual child.

Any concern about gifts, rewards or favouritism should be reported as a safeguarding or low-level concern as appropriate.

24. Safer Recruitment

Sports Elite Limited is committed to safer recruitment.

Recruitment procedures will include appropriate:

- application and selection processes;
- identity checks;

- references;
- employment history checks;
- qualification checks where relevant;
- right-to-work checks;
- safeguarding suitability considerations;
- DBS checks where legally required or appropriate.

Sports Elite Limited will assess DBS eligibility for each role based on the duties actually undertaken and current DBS eligibility guidance.

Where a role is eligible for a DBS check, the appropriate level of check will be obtained before the employee undertakes relevant duties, subject to applicable rules and circumstances.

Recruitment decisions will take account of safeguarding considerations and any relevant concerns identified during the recruitment process.

25. Safeguarding Training

All employees working with children must complete safeguarding training appropriate to their role.

Training and safeguarding information will be maintained in accordance with Sports Elite's training arrangements and current safeguarding requirements.

Training should enable employees to understand:

- their safeguarding responsibilities;
- how to recognise abuse and neglect;
- how to respond to disclosures;
- how to report concerns;
- online safeguarding;
- child-on-child abuse;
- professional boundaries;
- low-level concerns;
- allegations against staff;
- information sharing;
- local safeguarding arrangements.

Employees must keep their safeguarding knowledge up to date.

26. Low-Level Concerns

Sports Elite Limited recognises that behaviour which does not meet the threshold for an allegation may still be relevant to safeguarding.

A low-level concern may involve behaviour which:

- is inconsistent with the organisation's professional standards or code of conduct;
- causes unease or a "nagging doubt";
- could indicate a wider safeguarding risk;
- may, if repeated or combined with other information, become more serious.

Examples may include:

- inappropriate language;
- unnecessary physical contact;
- inappropriate communication with a child;
- excessive favouritism;
- poor professional boundaries;
- inappropriate jokes or comments;
- conduct that could reasonably be perceived as grooming behaviour.

Employees must report low-level concerns in accordance with Sports Elite's reporting arrangements.

Low-level concerns must be recorded appropriately, including:

- the nature of the concern;
- relevant information considered;
- decisions made;
- the rationale for decisions;
- action taken.

The organisation will consider whether further action, monitoring, advice, training or escalation is appropriate.

A pattern of low-level concerns may indicate a wider safeguarding issue and must be considered accordingly.

Where the concern relates to the Safeguarding Officer, the reporting arrangements in Section 5 must be followed.

27. Allegations or Concerns About Sports Elite Employees

Any allegation or concern about an employee must be taken seriously.

This includes circumstances where an employee:

- may have harmed a child or may have harmed a child;
- may have committed a criminal offence against or related to a child;
- has behaved towards a child or children in a way that indicates they may pose a risk of harm;
- has behaved in a way that indicates they may not be suitable to work with children.

Where such concerns arise, Sports Elite Limited will seek appropriate advice and, where required, refer the matter to the relevant Local Authority Designated Officer (LADO) or other appropriate safeguarding authority.

Where the employee works within a school, the school's safeguarding and allegations procedures must also be followed.

Sports Elite Limited will cooperate with any safeguarding enquiry or investigation.

Employees must not conduct their own investigation into an allegation where doing so could interfere with a safeguarding, social care or police process.

Suspension or other temporary measures may be considered where appropriate and will be managed in accordance with employment and safeguarding requirements.

28. Whistleblowing

Sports Elite Limited encourages employees to raise safeguarding concerns where they believe a child may be at risk or where safeguarding procedures are not being followed.

Employees may raise concerns about:

- another employee;
- management;
- safeguarding practices;
- organisational culture;
- failures to act on safeguarding concerns;
- inappropriate conduct;
- attempts to discourage reporting.

Employees who raise genuine safeguarding concerns in good faith will not be disadvantaged for doing so.

Where an employee believes that internal arrangements have failed or that a child remains at risk, they may seek advice from or report directly to an appropriate external safeguarding authority.

29. Radicalisation and Extremism

Sports Elite Limited recognises that children may be vulnerable to radicalisation and extremist influence.

Employees should report concerns including:

- significant changes in behaviour or views;
- exposure to extremist material;

- expressions of support for extremist ideologies;
- concerns about grooming or exploitation;
- attempts to isolate or influence a child.

Employees must follow relevant school, local authority and Prevent arrangements where applicable.

Where there is an immediate risk of harm, the police should be contacted.

30. Inclusion and Additional Vulnerabilities

Sports Elite recognises that some children may face additional safeguarding vulnerabilities.

This may include children who:

- have disabilities or additional needs;
- have communication difficulties;
- are experiencing domestic abuse;
- are experiencing mental health difficulties;
- are being exploited;
- are missing from education;
- are experiencing poverty or family difficulties;
- are involved with social care;
- are affected by discrimination;
- are experiencing relationship abuse;
- have previously experienced trauma or abuse.

Employees should consider individual circumstances when identifying and responding to concerns.

Additional needs must never be used as a reason to dismiss a safeguarding concern.

31. Working With Parents and Carers

Sports Elite Limited recognises the importance of working appropriately with parents and carers.

However, employees must not contact or provide information to parents or carers about a safeguarding concern unless:

- they are directed to do so by the appropriate safeguarding professional;
- the relevant school or venue procedure requires it; or
- doing so is otherwise appropriate within agreed safeguarding arrangements.

This is because informing a parent or carer in some circumstances could increase risk to a child or interfere with a safeguarding response.

32. Safeguarding Records

Safeguarding records must be:

- accurate;
- factual;
- dated;
- appropriately detailed;
- securely stored;
- accessible only to those who need access;
- retained in accordance with applicable requirements.

Records should demonstrate what happened, what information was considered, what action was taken, who made decisions and why.

Safeguarding records must not be altered in a way that obscures the original information.

33. Allegations Against Other People

Where a safeguarding concern relates to a person outside Sports Elite Limited, including a parent, carer, volunteer, contractor, member of the public or another professional, the concern must be reported through the appropriate safeguarding arrangements.

Sports Elite will seek appropriate advice and make referrals where necessary.

Where the person works within a school or education setting, the school's safeguarding procedures must also be followed.

Employees must not investigate allegations themselves.

34. Emergency Safeguarding Action

Where a child is in immediate danger or requires urgent protection:

Call 999.

Employees should prioritise the immediate safety of the child.

Once immediate safety has been addressed, the employee must notify the appropriate safeguarding contacts as soon as reasonably practicable, unless doing so would place the child or another person at greater risk or interfere with the emergency response.

Employees must not delay emergency action while attempting to contact Sports Elite's internal safeguarding contacts.

35. Safeguarding Contact Arrangements

Sports Elite Limited

Safeguarding Officer:

Jack Drummey

Alternative Senior Safeguarding Contact:

Kieran Woodley

Safeguarding email:

Safeguarding@sportseliteltd.co.uk

Safeguarding telephone:

+44 7710 570547

External Safeguarding Contacts

Sports Elite Limited will maintain a current safeguarding contacts directory covering the areas in which it operates, including relevant:

- children's social care contacts;
- Local Authority Designated Officer (LADO) arrangements;
- police contacts;
- safeguarding partnership arrangements;
- Prevent arrangements where relevant.

Employees must use the current version of the safeguarding contacts directory when an external referral is required.

For immediate danger or an emergency, call 999.

36. Policy Review and Related Procedures

This policy will be reviewed at least annually and sooner where there are significant changes to:

- legislation;
- statutory guidance;
- safeguarding arrangements;
- Sports Elite's activities;
- local authority procedures;
- school or venue requirements;

- identified safeguarding risks.

Sports Elite Limited will ensure this policy is supported by appropriate operational procedures, which may include:

- Safeguarding Concern/Incident Reporting Procedure;
- Missing Child Procedure;
- Child Not Collected Procedure;
- Allegations Against Staff Procedure;
- Low-Level Concerns Procedure;
- Whistleblowing Procedure;
- Staff Code of Conduct;
- Online and Digital Communication Procedure;
- Photography and Filming Procedure;
- Physical Intervention Procedure;
- First Aid and Medical Procedure;
- Transport and Risk Assessment Procedure;
- Safer Recruitment and DBS Procedure;
- Holiday Camp Safeguarding Procedure;
- Data Protection and Record Retention arrangements.

Employees must follow the relevant procedure in addition to this policy.

37. Staff Declaration

All employees are expected to:

- read and understand this Safeguarding and Child Protection Policy;
- complete safeguarding training appropriate to their role;
- follow Sports Elite Limited's safeguarding procedures;
- report safeguarding concerns promptly;
- maintain professional boundaries;
- cooperate with safeguarding enquiries and investigations;
- understand who to contact when a concern arises.

Failure to comply with safeguarding responsibilities may result in further action under Sports Elite Limited's employment procedures.

RELEVANT GUIDANCE AND LEGAL FRAMEWORK

Sports Elite Limited has regard to Keeping Children Safe in Education 2026 (KCSIE) where it operates within education settings and requires its employees to comply with the safeguarding arrangements of the schools and education settings in which they work.

The organisation will implement this policy alongside:

- Working Together to Safeguard Children 2026;
- applicable safeguarding legislation and regulations;
- current Disclosure and Barring Service (DBS) eligibility guidance;
- relevant local authority safeguarding procedures;
- relevant Local Authority Designated Officer (LADO) arrangements;
- relevant safeguarding partnership arrangements;
- relevant school and venue safeguarding policies and procedures.

Working Together to Safeguard Children 2026 recognises sports clubs and organisations as part of the wider safeguarding system and emphasises the importance of appropriate safeguarding arrangements and effective collaboration where concerns arise.

Where Sports Elite Limited provides services within schools, employees must comply with the school's safeguarding arrangements in addition to this policy.

This policy will be updated where legislation, statutory guidance or local safeguarding arrangements change.

I confirm that I have read and understood the organisation's Safeguarding and Child Protection Policy. I understand my responsibilities for safeguarding and know how and to whom I should report a safeguarding concern. I agree to follow the policy and related safeguarding procedures.

Name:

Signature:

Date:

Role: