



just play **sports**

SAFEGUARDING POLICY

1. Introduction

We are committed to safeguarding and promoting the welfare of all children and young people in our coaching sessions. This policy ensures:

1. Safe recruitment and supervision of staff
2. Clear safeguarding responsibilities
3. A culture where children feel safe, listened to, and supported
4. Clear procedures for reporting concerns
5. Effective partnership with parents, carers, and safeguarding agencies
6. A safe environment for learning and development

2. Safeguarding Leadership

Designated Safeguarding Lead (DSL)

Jack Dillon

Assistant DSL

Jake Meade – acts in the DSL's absence and is the point of contact for concerns about the DSL.

3. Reporting a Safeguarding Concern

3.1 General Principle

All concerns must be reported immediately. Staff must not wait or attempt to manage concerns alone.

3.2 If you are concerned about a child

1. Notify **Jack Dillon (DSL)** as soon as possible.
2. If unavailable, contact **Jake Meade (Assistant DSL)**.
3. The DSL/Assistant DSL will provide a link to the **online Incident Report Form** to complete.
4. If a child is in immediate danger, call **999**.

3.3 If you are concerned about a staff member or volunteer

1. Inform the DSL or Assistant DSL immediately.
2. Complete the online form **only after receiving the link** from the DSL/Assistant DSL.
3. The DSL/Assistant DSL will refer to the **LADO** as appropriate.

3.4 Concerns about the DSL (Jack Dillon)

- **Do NOT use the online incident system.**
- Report directly to **Jake Meade (Assistant DSL)** or contact the **relevant LADO**.

3.5 Concerns about both the DSL and Assistant DSL

- Report **directly to the relevant LADO**.

4. External Safeguarding Contacts

Wokingham

- **LADO:** LADO@wokingham.gov.uk
- **Children's Social Care (Referral & Assessment):** 0118 908 8002 | triage@wokingham.gov.uk
- **Emergency Duty Team (Out of hours):** 01344 351 999

Bracknell Forest

- **LADO:** 01344 351 572 | LADO@bracknell-forest.gov.uk
- **MASH:** 01344 352 005
- **Out of hours:** 01344 351 999

Emergency Services

- **999** – immediate danger

- **101** – non-emergency police

5. Staff Responsibilities

All staff and volunteers must:

- Maintain a child-centred approach
- Recognise signs of abuse and act immediately
- Report concerns to the DSL/Assistant DSL promptly
- Complete online reporting forms **only when sent by the DSL/Assistant DSL**
- Maintain professional boundaries and safe communication
- Attend safeguarding training every three years, with additional updates as required
- **Complete monthly safeguarding quizzes** to reinforce knowledge
- Receive **important updates via staff group chat**
- Remain aware of **policy changes** (safeguarding, behaviour, health & safety)
- Promote a safe, positive coaching environment

6. Safe Recruitment

Staff are carefully recruited, trained, and supervised to ensure children's safety, including:

- Enhanced DBS checks
- Verification of references and employment history
- Safeguarding induction
- Ongoing supervision and monitoring

7. Code of Conduct

Staff must:

- Maintain professionalism at all times
- Avoid one-to-one situations unless risk-assessed
- Use appropriate physical contact only when necessary
- Not use personal devices for communication or recording of children

- Avoid gifts of substantial value, favouritism, or out-of-session meetings
- Never make sexual, suggestive, or inappropriate comments
- Report unsafe behaviour by colleagues
- Follow organisation-approved procedures for accidents, incidents, and safeguarding reports

8. Use of Devices (Phones, iPads, Smart Watches)

8.1 Approved Uses

Staff may carry **phones and iPads** for:

- Emergencies
- Safeguarding issues
- Accident/incident reporting
- Completing administering medication forms

8.2 Restrictions

- No photography or video on personal devices
- No storing sensitive information on personal apps
- Devices must only be used for professional purposes

8.3 Smart Watches

- May be worn but **cannot record or communicate privately with children**

9. Use of Images

- Written parental/carer consent required before photos/videos
- Organisation-approved devices only
- Secure storage of all images for legitimate purposes

10. Responding to Disclosures (TED Method)

If a child discloses harm:

Use TED questioning:

- **T – Tell me what happened...**
- **E – Explain what you mean...**
- **D – Describe that to me...**

Staff must:

- Stay calm and listen
- Avoid interrupting
- Use child's own words
- Avoid leading questions
- Reassure the child they did the right thing
- **Never promise confidentiality**
- Report to the DSL/Assistant DSL immediately
- Complete the online form **only when DSL/Assistant DSL sends the link**

11. Confidentiality

- Information shared on a **need-to-know basis only**
- Parents informed unless this increases risk or a crime is suspected
- Staff have a professional duty to share information with safeguarding agencies
- Records stored securely and separately from other files

12. Types of Abuse

Staff must understand:

- **Physical Abuse**
- **Emotional Abuse**
- **Sexual Abuse**
- **Neglect**
- **Child Sexual Exploitation (CSE)**
- **Child-on-Child Abuse / Harmful Sexual Behaviour**

- **Online Abuse**
- **Female Genital Mutilation (FGM)** – mandatory reporting duty

13. Supporting Children

We support children through:

- A positive, inclusive environment
- Listening to and valuing children
- Liaising with parents and safeguarding agencies
- Challenging bullying and unsafe behaviour
- Providing predictable routines and safe relationships

14. Policy Review

This policy is reviewed annually or sooner if:

- Legislation or safeguarding guidance changes
- Learning from incidents requires amendments

Additionally:

- Staff are informed of **policy changes** via group communication
- **Training updates** are scheduled as needed
- **Monthly quizzes** reinforce safeguarding awareness

Policy Written: 28th November 2025

Reviewed: 28th November 2026

Name: Jack Dillon

Position: Director

Signed: *Jack Dillon*