

## Wraparound and Clubs Safeguarding Policy

Date of policy approval: Monday 3<sup>rd</sup> February 2025

Reviewed: September 2026

Date of policy review: September 2027

Writer/reviewer of this policy: Dan Chapman, Managing Director

### Safeguarding Contacts

| CoachUnlimited Designated Safeguarding Leads |              |                                                                                                  |
|----------------------------------------------|--------------|--------------------------------------------------------------------------------------------------|
| Director (DSL)                               | Dan Chapman  | (01455) 393404<br><a href="mailto:dan@coach-unlimited.co.uk">dan@coach-unlimited.co.uk</a>       |
| Director (DDSL)                              | Teresa Hames | (01455) 393404<br><a href="mailto:teresa@coach-unlimited.co.uk">teresa@coach-unlimited.co.uk</a> |
| Wraparound and Clubs Lead (DDSL)             | Danny Bray   | (01455) 393404<br><a href="mailto:danny@coach-unlimited.co.uk">danny@coach-unlimited.co.uk</a>   |

Concerns and/or allegations regarding a member of staff should be reported to Dan Chapman or Teresa Hames (Directors). In the instance of the concern/allegation involving Dan Chapman or Teresa Hames, the LADO should be contacted.

| Leicestershire Local Authority Designated Officer (LADO) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| LADO/Allegations                                         | Allegations Referral Form, here: <a href="https://tinyurl.com/LADOcontact">https://tinyurl.com/LADOcontact</a><br><a href="mailto:CFS-LADO@leics.gov.uk">CFS-LADO@leics.gov.uk</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| First Response Duty Team                                 | An advice and guidance line is available for professionals seeking clarity around whether to make a referral. This line is for this purpose only and can be contacted on (0116) 305 500<br>First Response referral – if you suspect that a child has suffered or is likely to suffer significant harm, then refer this immediately by telephone to children’s social care on (0116) 305 005<br>If you are wanting to make a request for services to Leicestershire County Council, including Early Help or Social Care, you will need to complete the online multi agency referral form<br>(MARF): <a href="#">Multi Agency Referral Form</a> |

| Leicester City Local Authority Designated Officer (LADO) |                 |
|----------------------------------------------------------|-----------------|
| LADO/Allegations                                         | (0116) 454 2440 |



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|  |                                                                                                              |
|--|--------------------------------------------------------------------------------------------------------------|
|  | <a href="mailto:Lado-allegations-referrals@leicester.gov.uk">Lado-allegations-referrals@leicester.gov.uk</a> |
|--|--------------------------------------------------------------------------------------------------------------|

| Warwickshire Local Authority Designated Officer (LADO) |                                                                                          |
|--------------------------------------------------------|------------------------------------------------------------------------------------------|
| LADO/Allegations                                       | (01926) 745376<br><a href="mailto:lado@warwickshire.gov.uk">lado@warwickshire.gov.uk</a> |

The aim of the CoachUnlimited Safeguarding Policy is to promote good practice:

- Providing children and young people with appropriate safety and protection
- Allow all staff / volunteers to make informed and confident responses to specific child protection issues
- We aim to ensure that everyone in our care achieves success according to their needs, hopes and abilities
- We aim to provide a safe and positive environment and one where there is respect for self, for others and for the environment
- We aim to ensure active participation in lifelong learning opportunities, which are accessible

**CoachUnlimited is committed to safer recruitment processes and to safeguarding and promoting the welfare of children and expects all staff to share this commitment.**

A child is defined as a person under the age of 18 (The Children Act 1989).

## Principles

- 1.0 CoachUnlimited takes seriously its responsibility to protect and safeguard the welfare of the children and young people entrusted to its care.
- 1.1 As part of the ethos of CoachUnlimited, the staff and directors are committed to:



- encouraging and supporting parents/carers/guardians and working together in partnership with them.
- listening to, relating effectively with and valuing each individual child or young person in our care
- ensuring that all members of staff are properly trained and supported

1.2 We recognise that some children and young people today are the victims of neglect and/or physical, sexual or emotional abuse and that staff of CoachUnlimited, by virtue of their day-to-day contact with and knowledge of the children in their care, are well placed to identify such abuse and offer support to children in need. This includes wider safeguarding issues: [Prevent](#), [County Lines](#), [FGM](#), [CSE](#), [Online Safety](#), [Peer on Peer abuse](#).

Signs of abuse could include, but are not limited to:

- unexpected changes in behaviour, attitude or personality
- becoming withdrawn or seeming anxious
- appearing uncharacteristically aggressive
- knowledge of issues inappropriate for their age

**Responding to suspicions, allegations or evidence of abuse, including those made against a member of staff**

- 2.0 All action taken is in line with the Local Safeguarding Children's Board procedures, Education Act 2002, and the guidance entitled Safeguarding Children in Education.
- 2.1 Any member of staff who receives a disclosure of abuse or suspects that abuse may have occurred must report it as soon as possible to Dan Chapman, Director, who is the designated senior person for child protection issues. In the absence Dan Chapman, the matter should be brought to the attention of Teresa Hames, Director.



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- 2.2 If the suspicions in any way involve the designated director then the report should be made in the first instance to the LADO who will advise on an appropriate course of action.
- 2.3 You should not discuss the matter with anyone other than those mentioned in 2.1 and 2.2.

### **The role of the designated director**

- 3.0 The designated Director shall ensure that he/she is fully conversant with procedures and will coordinate action on child abuse within CoachUnlimited, ensuring that all staff are aware of their own responsibilities in relation to child protection. The DDSL will act as the DSL in the instance of the DSL not being available.
- 3.1 He/she is responsible for referring individual cases of suspected abuse to the Social Services Department, and for liaising with Social Services Department and other agencies on these and other general issues relating to child protection.
- 3.2 He/she also has responsibility for organising training on all aspects of child protection within CoachUnlimited and acts as a point of reference on child protection issues for other staff.
- 3.3 He/she will ensure that the company is kept up to date with relevant information regarding Child Protection.
- 3.4 He/she will also ensure that any recommendations made by the relevant authorities, are implemented.
- 3.5 Should the alleged perpetrator of abuse be a member of staff, he/she will consult the LADO. All action taken will be in line with Local Authority.

### **Working with other agencies**

- 4.0 CoachUnlimited recognises that it is an agent of referral and not investigation. It fully accepts that the investigation of child abuse is the



responsibility of the Social Services Department and the Police and will do everything possible to support and assist them in their task.

- 4.1 We will endeavour to build relationships with other agencies so that understanding, trust and confidence can be built which will help to secure effective cooperation in cases of actual or suspected abuse.

## Record keeping

- 5.0 Any member of staff receiving a disclosure of abuse from a child or young person, or noticing signs or symptoms of possible abuse in a child or young person, will make notes as soon as possible, writing down as exactly as possible, what was said or seen and putting the scene into context, time and location. Dates and times should be recorded as accurately as possible, together with a note of when the record was made.
- 5.1 All handwritten notes will be kept, even if they are subsequently typed up in a more formal report.
- 5.2 All records of a Child Protection nature should be handed to the designated director and will be kept securely by him/her. Access to these records is on a 'need to know' basis and decisions about access will be made by the designated director.
- 5.3 All DBS checks to be carried out by a director every 3 years. Records to be kept in secure central, locked filing cabinet.
- 5.4 Single Central Record master document kept by a director and to be held on a password protected company computer.

## Support for children/staff/families

- 6.0 For any child undergoing a child protection referral and investigation the need for support will be great and quite often such support will be limited to what the company can offer. We aim at least to provide a secure learning environment in which the child feels valued and protected.



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- 6.1 The designated member of staff will, whenever possible, make him/herself available to discuss individual children or situations with concerned members of staff.
- 6.2 CoachUnlimited will offer support, where needed, to the family of a child or children involved in a child protection investigation within the time and expertise constraints of its role and always remembering the limits of confidentiality on all members of staff and the fact that it is the welfare of the child that is paramount.

## Parental involvement

- 7.0 CoachUnlimited is committed to helping parents understand its responsibility for the welfare of all pupils.
- 7.1 Parents will be made aware of CoachUnlimited child protection policy via the Directors on demand.

## Coaching and instruction

- 8.0 Staff will involve themselves, where requested, in the elements of the school's curriculum to raise pupils' awareness and build confidence so that they have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others.
- 8.1 There are many links between this policy and other policy documents and curriculum guidelines produced by schools in which coaching is delivered. In particular there are links with:
  - PSHCE
  - RE
  - Sex Education
  - Bullying and Harassment
  - Equal Opportunities
  - Special Needs Education

## Training



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- 9.0 The designated Director and his/her deputies shall attend appropriate DSL training at least every two years.
- 9.1 All staff shall have access to appropriate training on a regular basis. This will cover both child safeguarding and staff safeguarding agendas.
- 9.2 All new members of staff will receive a copy of the Child Protection leaflet.

## Role of the directors

- 10.0 Dan Chapman, Director and DSL, will act as the nominated CoachUnlimited Director for Child Protection issues. In the absence of this Director, any urgent matter should be brought to the attention of Teresa Hames, Director and DDSL.
- 10.1 The Directors will receive annually a report on changes to child protection policy or procedures.
- 10.2 The nominated Director will ensure, that the company has a Child Protection policy and procedures in place, and which are known to all members of staff.
- 10.3 He/she will liaise when necessary and with due regard to issues of confidentiality with the other Directors, re. allegations of abuse.
- 10.4 The safeguarding lead has safeguarding training no older than two years and keeps a register about this.
- 10.5 Should a complaint be made to a director about action by contracted partners or a member of staff of a child protection nature it should be passed immediately to the nominated director who will seek advice from the Local Authority before any action is taken.

## Prevent

- 11.1 Prevent training will be given to all staff members.



- 11.2 Prevent policy will be displayed at all times in the company office.
- 11.3 Prevent policy and training will be reviewed annually, along with the safeguarding policy.

### Review

- 12.0 This policy shall be reviewed annually.



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