



KIKO SPORTS COACHING

Safeguarding Policy

Kiko Soccer Schools · Kiko Football Club · Kiko Sports Coaching

Document Control

Field	Details
Policy title	Safeguarding Policy
Applies to	All trading names of Kiko Sports Coaching Ltd: Kiko Soccer Schools, Kiko Football Club and Kiko Sports Coaching
Policy owner	The Kiko Group (Kiko Sports Coaching Ltd)
Status	Approved by DSL
Designated Safeguarding Lead (DSL)	Frank Gomez
Deputy Designated Safeguarding Lead (DDSL)	Jack Rossi
Reviewed by	Jack Rossi - Director
Date of this review	01 August 2026
Next review date	01 August 2027, or sooner if legislation, statutory guidance or circumstances require

Overview

At The Kiko Group, we recognise our moral and statutory responsibility to safeguard and promote the welfare of all players. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. Child protection forms part of the company's safeguarding responsibilities.

The Kiko Group fully recognises our moral and statutory responsibility to safeguard and promote the welfare of all children in our care. This Safeguarding Policy is one of a range of documents which set out the safeguarding responsibilities of the company. We wish to create a safe, welcoming, and vigilant environment for children where they feel valued and are respected.

Wherever the word "staff" is used, it covers all Kiko staff on site, including full time, part time or self-employed staff. It seeks to set out the principles and procedures we operate to protect children from harm. This policy provides information regarding our safeguarding responsibilities and details how these responsibilities should be carried out.

Aims of the Policy

This policy aims to demonstrate to children, parents and other partners, The Kiko Group's commitment to safeguarding and child protection.

The welfare of children within our care is paramount. All children, regardless of age, gender, culture, language, race, ability, sexual identity or religion have equal rights to protection, safeguarding and opportunities.

We recognise that all adults working for The Kiko Group have a full and active part to play in protecting our pupils from harm and have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm.

Our company is committed to providing an environment in which children and young people feel safe, secure, valued, and respected and which promotes their social, physical and moral development.

This policy is used in conjunction with staff training and continued professional development to:

- raise staff awareness of the need to safeguard children and their responsibilities in identifying and reporting possible cases of abuse
- provide a systematic means of monitoring children known or thought to be at risk of harm and ensure a safe environment
- emphasise the need for good levels of communication between all members of staff and develop and promote effective working relationships with other agencies, especially Achieving for Children (AfC) and the police
- develop a structured procedure within the company which will be followed by all staff in cases of suspected abuse; ensure that the structured procedure is followed by staff in cases of suspected abuse

Children and staff involved in child protection issues will receive appropriate support.

Terminology

- **Safeguarding and promoting the welfare of children** refers to the process of protecting children from maltreatment, preventing the impairment of health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care and taking action to enable all children to have the best outcomes.
- **Child protection** refers to the processes undertaken to protect children who have been identified as suffering, or being at risk of suffering, significant harm.
- **Abuse** is a form of maltreatment. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused by an adult or adults, or another child or children.
- **Neglect** is 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.
- **Peer-on-peer abuse** is abuse of one child by another child or children, including online, and is taken as seriously as abuse by an adult.
- **Staff** refers to all those working for or on behalf of The Kiko Group, full time or part time, temporary or permanent, in either a paid or voluntary capacity.
- **Child** includes everyone under the age of 18.
- **Parent** refers to birth parents and other adults who are in a parenting role, for example step-parents, foster carers and adoptive parents.

Legislative Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England and Wales. The key frameworks include:

- Children Act 1989 & 2004
- Working Together to Safeguard Children (latest statutory government guidance)
- Keeping Children Safe in Education 2024
- Sexual Offences Act 2003
- Protection of Freedoms Act 2012
- The Prevent Duty (Counter-Terrorism and Security Act 2015)
- Online Safety Act 2023
- Equality Act 2010

- Relevant legislation related to data protection (UK GDPR / Data Protection Act 2018)

Key Contacts

Should you have any concerns, please contact our Safeguarding Team:

Role	Contact details
Designated Safeguarding Lead (DSL)	Frank Gomez — 07980 834030 — safeguarding@kikosports.com
Deputy Designated Safeguarding Lead (DDSL)	Jack Rossi — 07842 245214 — safeguarding@kikosports.com
Local Authority Designated Officer (LADO)	0300 123 1650* or lado@surreycc.gov.uk
The FA Safeguarding Team	0800 169 1863 or Safeguarding@TheFA.com
NSPCC 24-hour Helpline	0808 800 5000, text 88858, or help@nspcc.org.uk
Police / Children's Social Care (emergency)	999 (emergency) or 101 (non-emergency)

Roles and Responsibilities

The Designated Safeguarding Lead (DSL) will:

- Hold ultimate responsibility for safeguarding and child protection in The Kiko Group. This responsibility will not be delegated.
- Act as a source of support and expertise for the whole company community in regard to our safeguarding duties.
- Encourage a culture of listening to children and taking account of their wishes and feelings.
- Undertake safeguarding training with updates every two years and refresh their knowledge and skills at regular intervals, but at least annually.
- Refer a child if there are concerns about possible abuse, to Achieving for Children's Single Point of Access (SPA) and/or the local authority where the child resides, and act as a focal point for staff to discuss concerns.
- Keep detailed, accurate records, either written or using appropriate online software, of all concerns about a child even if there is no need to make an immediate referral.
- Ensure that all such records are kept confidential, stored securely and are separate from the pupil's general file.
- Ensure that an indication of the existence of the additional safeguarding and child protection file is marked on the pupil's general file.
- Ensure that a copy of the safeguarding and child protection file is retained until such a time that is deemed appropriate by the company or upon receipt of the original file. The copy will then be shredded.
- Liaise with the local authority and work with other agencies and professionals in line with Working Together to Safeguard Children.
- Ensure that all staff sign to say they have read, understood and agree to work within the company's safeguarding and child protection policy, staff behaviour policy (code of conduct) and Keeping Children Safe in Education, and ensure that the policies are used appropriately.
- Organise child protection and safeguarding induction, and regularly updated training.
- Undertake an annual audit of Kiko safeguarding policies, procedures and practices.
- Recognise the additional risks that children with SEN and disabilities (SEND) face online, for example from online bullying, grooming and radicalisation.
- Ensure that the names of the designated safeguarding lead and deputies are clearly advertised at sessions and on the website.
- Ensure that they, or a deputy, are available during sessions for staff to discuss any safeguarding concerns.

All staff and volunteers will:

- Read, understand and follow this policy and the staff behaviour policy (code of conduct).
- Attend safeguarding induction training before starting work with children, and refresh their knowledge at least every three years or sooner if directed by the DSL.
- Know who the DSL and DDSL are, and how to contact them.
- Report any concern about a child's welfare promptly, following the reporting procedure set out in this policy — no action is not an option.
- Never investigate a concern themselves, and never promise a child confidentiality.
- Maintain professional boundaries with children and young people at all times.

Details

The Kiko Group acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of 18 engaged in any club activity. We subscribe to the National Governing Body's Safeguarding Children Policy and Procedures and endorse and adopt the Policy Statement contained in that document.

The key principles of the Safeguarding Children Policy are that:

- The child's welfare is, and must always be, the paramount consideration.
- All children and young people have a right to be protected from abuse regardless of their age, gender, disability, race, sexual orientation, faith or belief.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- Working in partnership with other organisations, children and young people and their parents/carers is essential.

We acknowledge that every child or young person who plays or participates in sport should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse. The Kiko Group recognises that this is the responsibility of every adult involved in our company.

The Kiko Group has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. This applies to everyone in sport whether in a paid or voluntary capacity — whether you are a volunteer, match official, helper on club tours, sports coach, club official or medical staff.

Recruitment

We endorse and adopt The FA's Responsible Recruitment guidelines for recruiting volunteers and staff, and we will:

- Specify what the role is and what tasks it involves.
- Request identification documents.
- As a minimum, meet and chat with the applicant(s) and where possible interview people before appointing them.
- Ask for and follow up with two references before appointing someone.
- Where eligible, require an accepted Enhanced Criminal Record Check (DBS) with Barring List Check in line with current policy and regulations.

All current Kiko Group members working in eligible roles with children and young people — such as managers and coaches — are required to hold an in-date, accepted Enhanced DBS with Barring List check as part of responsible recruitment practice.

If there are concerns regarding the appropriateness of an individual who is already involved, or who has approached us to become part of The Kiko Group, guidance will be sought from the LADO or National Sporting Governing Body.

It is noted and accepted that the National Sporting Governing Body will consider the relevance and significance of the information obtained via the DBS process and that all suitability decisions will be made in accordance with legislation and in the best interests of children and young people. The Sporting Governing Body aims to prevent people with a history of relevant and significant offending from having contact with children or young people, and the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children and to minimise the risk of 'grooming' within sport.

Codes of Conduct

We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our company. If bullying does occur, all players or parents/carers should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the DSL; in cases of serious bullying, the LADO may be contacted.

Codes of conduct for Players, Parents/Spectators, Officials and Coaches have been implemented. In order to validate these codes of conduct, the company has clear actions it will take regarding repeated or serious misconduct and acknowledges the possibility of potential sanctions.

Online Safety and Use of Technology

The Kiko Group recognises that children can be at risk of harm online as well as in person, including from grooming, bullying, and exposure to inappropriate content.

- Staff must not contact children or young people, or accept contact from them, via personal social media, personal messaging apps or personal phone numbers.
- Any communication with parents/carers about a child should use official Kiko Group channels (company email, company phone, or official group messaging platforms) and, where possible, should copy in another member of staff or the DSL.
- Staff must not share their personal contact details with children, or request a child's personal contact details.
- Concerns about a child's online safety, or about the online conduct of a member of staff, should be reported to the DSL immediately.
- The DSL will consider the additional risks that children with SEND face online, for example from online bullying, grooming and radicalisation, and the increasing role that the internet and social media play in the Prevent agenda.

Photography and Filming

- Written parental/carer consent will be obtained before any child is photographed or filmed for Kiko Group coaching, promotional or social media purposes.
- Personal devices should not be used to photograph or film children; only Kiko-approved devices or accounts should be used.
- Images will be stored securely and only used for the purpose for which consent was given, in line with our data protection obligations.
- Parents/carers may withdraw consent at any time by contacting the DSL.

Physical Contact and One-to-One Coaching

- Physical contact should only be used when necessary — for example, to demonstrate a technique, ensure safety, or administer first aid — and should always be appropriate, proportionate, and with the child's understanding wherever possible.
- Wherever possible, one-to-one coaching sessions should take place in view of other adults, or be openly communicated to parents/carers in advance.
- Staff should avoid being alone with a single child in a closed or private space.

Peer-on-Peer Abuse

- The Kiko Group recognises that children can be harmed by other children, including through bullying, physical or sexual abuse, and abuse that takes place online.
- All allegations of peer-on-peer abuse will be taken as seriously as those made against adults, and reported to the DSL, who will follow the reporting procedures set out in this policy.
- The Kiko Group will never dismiss abusive behaviour between children as 'banter', 'part of growing up', or 'just having a laugh'.

Allegations Against Staff or Volunteers

- Any allegation or concern about the behaviour of a member of staff or volunteer towards a child must be reported immediately to the DSL, or to the DDSL if the DSL is unavailable or is the subject of the concern.
- The DSL will contact the LADO for advice, normally within one working day, in line with Working Together to Safeguard Children.
- The Kiko Group will follow the guidance of the LADO regarding any investigation and will not carry out its own investigation into an allegation that could constitute a criminal offence.
- Confidentiality will be maintained on a need-to-know basis throughout any process, and the member of staff will be treated fairly while any concern is looked into.

Missing Child and Late Collection

- Registers will be taken at the start and end of every session.
- If a child goes missing during a session, staff will immediately search the immediate area, inform the DSL, and contact the child's parents/carers; the police will be contacted if the child is not found within a reasonable time.
- If a child is not collected at the end of a session, staff will attempt to contact the parent/carer and follow the company's late collection procedure. Children will never be left unsupervised or taken to a member of staff's home.

Reporting

Reporting your concerns about the welfare of a child or young person. Safeguarding is everyone's responsibility — if you are worried about a child, it is important that you report your concerns. No action is not an option.

- If you are worried about a child, you need to report your concerns to the DSL.
- If the issue is one of poor practice, the DSL will either deal with the matter themselves or seek advice from the CFA Welfare Officer or LADO.
- If the concern is more serious — possible child abuse — where possible, contact the LADO first, then immediately contact the Police or Children's Social Care.
- If the child needs immediate medical treatment, take them to a hospital or call an ambulance and tell them this is a child protection concern. Let your DSL know what action you have taken; they will in turn inform the CFA Welfare Officer and LADO.
- If at any time you are not able to contact your DSL, or the matter is clearly serious, you can:
 - Contact your DDSL
 - Contact the LADO — 0300 123 1650* or lado@surreycc.gov.uk
 - Contact The FA Safeguarding Team on 0800 169 1863 or Safeguarding@TheFA.com if through football
 - Contact the Police or Children's Social Care
 - Call the NSPCC 24-hour Helpline for advice on 0808 800 5000, text 88858, or email help@nspcc.org.uk

Confidentiality and Information Sharing

- Information about safeguarding concerns will be shared only on a need-to-know basis, in line with UK GDPR and the Data Protection Act 2018.
- Safeguarding records will be kept confidential, stored securely, and separately from a child's general file, in line with the DSL's responsibilities set out above.
- Staff should never guarantee confidentiality to a child who discloses a concern; they should explain gently that the information will need to be shared with the DSL in order to keep the child safe.
- Where a child's safety is at risk, information will be shared with the relevant agencies (for example the LADO, Children's Social Care or Police) without delay, and data protection is never a barrier to sharing information to keep a child safe.

Training

- All staff and volunteers receive safeguarding induction training before starting work with children.
- The DSL and DDSL undertake safeguarding training that is updated at least every two years, refreshing their knowledge and skills at least annually.
- All other staff refresh their safeguarding knowledge at least every three years, or sooner if guidance changes significantly or a need is identified through the annual safeguarding audit.

FA Whistleblowing Policy

The Kiko Group supports The FA's Whistleblowing Policy. Any adult or young person with concerns about an adult in a position of trust with football can 'whistle blow' by contacting The FA Safeguarding Team on 0800 169 1863, by writing to The FA Case Manager at The Football Association, Wembley Stadium, PO Box 1966, London SW1P 9EQ, by emailing Safeguarding@TheFA.com, or alternatively by going direct to the Police, Children's Social Care or the NSPCC. The Kiko Group encourages everyone to know about The FA's Whistleblowing Policy and to utilise it if necessary.

Safeguarding Lead

The Kiko Group has appointed a Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL) in line with best practice. The post holder will be involved with Welfare Officer training provided by The FA and/or County FA. The DSL is the first point of contact for all club members regarding concerns about the welfare of any child or young person. The Company DSL will liaise directly with the LADO and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing awareness of the Prevent Programme, Respect, poor practice and abuse amongst club members.

Related Policies

- Staff Behaviour Policy (Code of Conduct)
- Anti-Bullying Policy
- Online Safety and Acceptable Use Policy
- Photography and Image Consent Policy
- Recruitment and Safer Recruitment Policy
- Health and Safety Policy
- Data Protection Policy

About This Policy

Should you have any concerns or questions in regard to this policy, please contact our Safeguarding Team:

Designated Safeguarding Lead (DSL): Frank Gomez — 07980 834030 — safeguarding@kikosports.com

Deputy Safeguarding Lead (DDSL): Jack Rossi — 07842 245214 — safeguarding@kikosports.com

This policy was reviewed on 01 August 2026 and is due for its next review on 01 August 2027, or sooner if there is a change in legislation, statutory guidance, or an incident that highlights the need for immediate review.