



Chasing Sport

Child Protection & Safeguarding Policy

Rev.	Nature of Changes	Made By	Date	Signed By
1	Original Release	William Chaisty	08/09/2024	William Chaisty
2	Updated	William Chaisty	15/05/2025	William Chaisty
3	Annual Review and updated for HAF Provision	Louie Chaisty and William Chaisty	13/05/2026	Louie Chaisty / William Chaisty

1. Policy Statement

Chasing Sport is fully committed to safeguarding and promoting the welfare of all children and young people participating in its activities, programmes, events, coaching sessions, camps, and services.

We recognise our duty of care to take all reasonable steps to protect children from abuse, neglect, exploitation, discrimination, bullying, and harm.

Chasing Sport believes:

- The welfare of the child is paramount.
- Every child has the right to feel safe regardless of age, disability, gender, race, religion, culture, language, or sexual identity.
- All safeguarding concerns, disclosures, allegations, and suspicions must be taken seriously and responded to promptly.
- Safeguarding is everybody's responsibility.
- Staff, volunteers, coaches, and visitors must operate within clear professional boundaries.

This policy applies to:

- All employees
- Coaches and volunteers
- Contractors and visitors
- Parents/carers
- Participants attending Chasing Sport activities

This policy will be reviewed annually or sooner if legislation or safeguarding guidance changes.

2. Purpose of the Policy

The purpose of this policy is to:

- Protect children and young people involved in Chasing Sport activities.
- Ensure staff and volunteers understand their roles and responsibilities with safeguarding.
- Establish reporting pathways for safeguarding concerns.
- Promote safe recruitment and safe working practices.
- Ensure safeguarding concerns are managed consistently, confidentially, and effectively.
- Create a culture where children feel safe, listened to, and respected.

3. Legislative Framework

This policy has been developed in line with:

- Children Act 1989 and 2004
- Working Together to Safeguard Children
- Keeping Children Safe in Education
- The Prevent Duty Guidance
- NSPCC safeguarding guidance
- GDPR and Data Protection legislation
- Football Association Safeguarding Children guidance
- Local safeguarding partnership procedures

4. Roles and Responsibilities

The Designated Safeguarding Lead (DSL) is responsible for:

- Managing all safeguarding concerns, disclosures, and referrals in a timely and appropriate manner, including escalation to external agencies where required
- Assessing risk and making informed decisions about the level of concern and necessary safeguarding actions
- Maintaining accurate, secure, and confidential safeguarding records in line with legal and organisational requirements
- Ensuring all documentation is clear, factual, and properly stored with appropriate access controls
- Liaising with statutory agencies such as children's social care, the police, and the LADO to ensure coordinated safeguarding responses

- Acting as the main point of contact for safeguarding concerns both internally and externally
- Ensuring all safeguarding policies and procedures are implemented consistently across the organisation
- Reviewing and updating safeguarding practice in line with current legislation, guidance, and best practice
- Supporting staff and volunteers by providing advice, guidance, and clear decision-making in response to concerns
- Promoting a safeguarding-first culture where concerns are raised and acted upon appropriately
- Ensuring all staff and volunteers receive appropriate safeguarding training, and that refresher training is completed and kept up to date
- Monitoring training compliance and identifying any gaps in safeguarding knowledge or practice
- Ensuring safer recruitment procedures are followed and safeguarding considerations are embedded in staff onboarding and supervision

DSL Contact Information

Designated Safeguarding Lead: William Chaisty — Telephone: 07860 234113 — Email: will@chaisingsport.com

Deputy DSL

Deputy Safeguarding Lead: Louie Chaisty — Telephone: 07450 176166 — Email: louie@chaisingsport.com

If a child is in immediate danger, staff must contact emergency services on 999 immediately.

5. Responsibilities of Staff and Volunteers

All staff, coaches, and volunteers must:

- Complete safeguarding training before working with children.
- Prioritise the welfare and safety of children.
- Be aware of and understand Chaising Sport safeguarding policies, procedures, and guidelines.
- Understand the different categories of abuse and neglect, and how to recognise the signs.
- Recognise that some parents/carers may require additional support in raising their children, for example as a result of mental health issues, learning disabilities, substance misuse, or domestic abuse.
- Understand their responsibility to report any concerns that a child is experiencing, or at risk of experiencing, abuse or neglect, including any concerns regarding the behaviour of another staff member or volunteer.
- Maintain professional boundaries.
- Understand the line of accountability for reporting safeguarding concerns and be fully aware of the organisation's safeguarding lead and their role within the organisation.

- Treat all children with dignity and respect.

6. Recognising Abuse and Safeguarding Concerns

Physical Abuse

Deliberately causing physical harm to a child through actions such as hitting, shaking, burning, poisoning, or otherwise causing injury.

Signs of physical abuse in a child can include unexplained bruises, burns, or fractures, injuries with inconsistent or unlikely explanations, frequent injuries or a pattern of injuries at different healing stages, flinching or fear of being touched, wearing clothing to hide injuries, and being unusually withdrawn or fearful.

Emotional Abuse

Persistent emotional maltreatment that negatively impacts a child's emotional development, confidence, or self-worth.

Signs of a child experiencing emotional abuse can include sudden withdrawal or anxiety, low self-esteem, extreme fear of making mistakes, overly passive or aggressive behaviour, frequent emotional outbursts, regression in behaviour, and unusually strong attachment or fear of certain adults.

Sexual Abuse

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 online abuse. Sexual abuse is not solely perpetrated by adult males; women can also commit acts of sexual abuse, as can other children.

Signs of sexual abuse in a child can include sudden behavioural changes such as withdrawal, anxiety, or aggression, age-inappropriate sexual knowledge or behaviour, discomfort or fear around specific people or places, difficulty sitting or walking, unexplained pain, sleep disturbances or nightmares, and regression in behaviour like bedwetting.

Neglect

Persistent failure to meet a child's basic physical and emotional needs. This may occur at pregnancy as a result of substance abuse. Neglect is likely to result in the serious impairment of a child's development.

Signs of neglect include failing standards of nutrition, hygiene, or necessities, but should not be mistaken for childhood poverty or children from significantly disadvantaged backgrounds.

Bullying and Peer-on-Peer Abuse

Includes repeated behaviour intended to hurt, intimidate, humiliate, or isolate another child, both in person and online.

Signs could include a change in a child's behaviour (louder, quieter), being scared to take part in their usual activities, unexplained illness like stomach upsets and headaches, tiredness, injuries, and lost or stolen belongings.

Bullying is distinguished from banter when it picks up on a protected characteristic (e.g. gender, race, culture, or age) or if it feels very personal.

Child Criminal Exploitation (CCE)

Children being manipulated or coerced into criminal activity, including county lines activity.

Signs of child criminal exploitation can include unexplained money, phones, or new possessions, frequent absence from school, going missing or staying out late, associating with older or controlling individuals, sudden changes in behaviour or appearance, carrying weapons or drugs, and showing fear, secrecy, or reluctance to speak about where they have been or who they are with.

Child Sexual Exploitation (CSE)

A form of sexual abuse where children are exploited for power, status, money, or other gain.

Signs of child sexual exploitation can include sudden changes in mood, secrecy about relationships or whereabouts, unexplained gifts or money, going missing or returning home late, associating with older or controlling individuals, sexualised behaviour or language that is age-inappropriate, self-harm or substance use, and fearfulness or anxiety around certain people or places.

Radicalisation and 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 fundamental values, including the rule of law, individual liberty, and the mutual respect and tolerance of different faiths and beliefs. Calls for the death of members of the armed forces are also regarded as extremist.

Signs a child may be vulnerable to or affected by extremism can include sudden withdrawal from friends and family, expressing intolerant or hateful views, a strong fixation on extremist ideologies or symbols, secrecy about online activity, changes in behaviour or identity, rejection of previously held beliefs or authority figures, and association with individuals or groups promoting extremist views.

Female Genital Mutilation (FGM)

FGM is illegal in the UK and is recognised as a form of child abuse.

The FGM mandatory reporting duty is a legal duty requiring staff to report to the police 'known' cases of FGM in under-18s which they identify in the course of their professional work. Reports should be made using the non-emergency 101 telephone number.

'Known' cases are those where a girl informs the person that an act of FGM — however described — has been carried out on her. Reports under the duty should be made as soon as possible after a case is discovered.

Factors that may heighten a child's risk of FGM:

- Other family members have undergone FGM, or the child's father comes from a community known to practise FGM
- A family elder such as a grandmother is very influential within the family and is/will be involved in the care/bringing up of the girl, or the girl/family has a limited level of integration within the UK community
- Parents have limited access to information about FGM and do not know about the harmful effects of FGM or UK law, or a family repeatedly fails to attend or engage with health and welfare services

Indications that FGM may be about to take place:

- Parents state that they or a relative will be taking the girl abroad for a prolonged period, or a girl talks about a long holiday to her country of origin or another country where the practice is prevalent
- The family makes preparations for the child to take a holiday, e.g. arranging vaccinations, planning an absence from school
- A girl is withdrawn from PSHE lessons
- A girl talks about FGM in conversation

Indications that FGM may have already taken place:

- A girl asks for help or confides in a professional that FGM has taken place
- A mother/family member discloses that FGM has taken place
- A girl spends longer than normal in the bathroom or toilet, or away from the classroom with bladder/menstrual problems
- A girl finds it hard to sit still for long periods of time, and this was not a problem previously
- A girl displays increased emotional and physiological needs — for example, withdrawal or depression, or a significant change in behaviour
- A girl is reluctant to undergo any medical examinations
- A girl is avoiding physical exercise or requiring to be excused from PE lessons without a GP letter
- A girl has spoken about having been on a long holiday to her country of origin/another country where the practice is prevalent

Reporting FGM

- A Designated Safeguarding Lead (DSL) should treat any concern or disclosure of Female Genital Mutilation (FGM) as a serious safeguarding issue and act immediately in line with "Working Together to Safeguard Children" and local safeguarding procedures, ensuring the child is protected and the concern is escalated appropriately.
- Under statutory guidance in England and Wales — specifically the FGM mandatory reporting duty set out in the FGM Act 2003 (as amended by the Serious Crime Act 2015) and detailed in government procedural guidance — regulated professionals (including teachers, healthcare workers, and social workers) have a legal duty to report "known" cases of FGM in under-18s directly to the police (usually via 101, or 999 if there is immediate risk) when the child discloses FGM or it is identified.

7. Responding to a Disclosure

The purpose of this procedure is to establish comprehensive guidelines which empower staff members and volunteers to respond appropriately when an instance of abuse is disclosed.

If a child or young person discloses to you that abuse or inappropriate behaviour has, may, or is taking place, you should:

- 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. Ensure that the child is safe, comfortable, and not left alone.
- Remain calm. Be reassuring and supportive but try not to respond emotionally. Make no observable judgement.
- Do not ask leading questions. Only ask questions if you are seeking clarification about something they have said. Use TED — Tell, Explain, Describe.
- When you are able to, record the incident as soon as possible (see Recording Concerns below). Take 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. Ask the child to complete a body map if necessary, encouraging them to do so voluntarily and respecting their boundaries and privacy.
- Ask the child to clarify if they use a term you do not understand.
- Reassure the child that they did the right thing in telling someone and that you are glad they told you. Reassure the child that they have not done anything wrong.
- Do not promise to keep their disclosure a secret, but reassure the child that you will only share the information with the right people who will be able to help them. Explain what you will do next.
- At your earliest opportunity, speak to your Safeguarding Lead regarding the disclosure.
- If there is immediate risk of harm to a child, do not delay — ring 999.
- If the child is at risk from the person collecting them, they must be kept apart until a representative from the Safeguarding Board arrives.

8. Reporting and Recording Concerns

Reporting

The Designated Safeguarding Lead (DSL) holds overall responsibility for managing and coordinating responses to all safeguarding allegations against staff or volunteers, ensuring procedures are followed in line with statutory safeguarding guidance and local authority expectations. In all cases, the DSL must act promptly, professionally, and in a way that prioritises the safety and welfare of children.

The DSL must ensure that a clear and detailed written record is kept for every allegation, including the nature of the concern, how it was investigated, actions taken, outcomes, and any decisions regarding the individual's suitability to work with children. This information is also used to complete referral documentation to the Local Authority Designated Officer (LADO).

Where an allegation is made, the DSL must refer it to the LADO within one working day and before any internal investigation begins. They must carry out an immediate risk assessment and, where necessary, contact the police without delay. The DSL should not conduct their own investigation but should gather and preserve factual information and any relevant evidence.

Suspension of a staff member or volunteer is only considered where there is a clear risk of harm or the seriousness of the allegation may warrant dismissal. If suspension is necessary, it must be confirmed in writing within one working day alongside appropriate support for the individual. Relevant regulatory bodies (such as Ofsted, where applicable) must also be informed of any serious safeguarding allegations.

Recording

Safeguarding records should include:

- Date and time of concern
- Details of what was observed or disclosed
- Names of individuals involved
- Actions taken
- Name and signature of the person making the report

Staff must:

- Record facts, not opinions
- Maintain confidentiality
- Share information only with appropriate safeguarding personnel
- Store records securely

The Designated Safeguarding Lead (DSL) is responsible for the creation, maintenance, secure storage, and appropriate disposal of all safeguarding and abuse disclosure records, ensuring full compliance with legal, regulatory, and data protection requirements.

- Accurate record-keeping is essential to support safeguarding decisions, investigations, and future reference, and all procedures should be reviewed regularly to ensure effectiveness.
- All safeguarding records must be treated as highly confidential and stored securely in a dedicated child protection file for each child, kept separate from other records. Physical files must be stored in locked storage with restricted access, limited to the DSL and authorised safeguarding personnel, while any electronic records must be encrypted, securely stored, and regularly backed up.
- Retention periods should follow statutory guidance, typically up to six years after a child's last contact, with earlier review and disposal where appropriate, unless legal proceedings, ongoing safeguarding concerns, or specific statutory requirements justify longer retention.
- Where records are retained beyond standard timeframes, the reason must be clearly documented and the file marked accordingly. At the end of the retention period, all records must be securely destroyed, including shredding physical files and permanently deleting electronic versions, under the supervision of the DSL.

Responding

Once the Designated Safeguarding Lead has been notified and the Safeguarding Report Form completed, it is the responsibility of the DSL to assess the information and take appropriate safeguarding action in response.

During school-based sports sessions (such as curriculum support or lunchtime clubs), any safeguarding concerns identified must be promptly shared with the relevant school safeguarding team, along with a completed Safeguarding Report Form.

- A copy of the form must also be securely retained for organisational records, after which the school's safeguarding staff take responsibility for monitoring and managing the concern and deciding on any further action.
- All staff and volunteers must fully cooperate with any reasonable requests from the school for additional information or support in relation to safeguarding concerns, ensuring timely and accurate sharing of relevant details to support the ongoing protection and welfare of the child.

Chaising Sport operates various activities outside of the school day including breakfast clubs, after-school clubs, birthday parties, 1-1 coaching sessions, and holiday camps.

- In all these instances, and any others where payments for services are made directly to Chaising Sport, the Chaising Sport Safeguarding Lead assumes responsibility for taking appropriate action in response to any safeguarding concerns identified during sessions.
- The Safeguarding Lead is expected to review Safeguarding Report Forms and use their safeguarding training and professional judgement to determine the nature of the concern and the appropriate course of action based on the level of need. Where appropriate, the Safeguarding Lead is responsible for making a referral to Berkshire Children's Services First Response/MASH. If there is immediate risk of harm to a child, the police must be contacted without delay.
- If a safeguarding concern arises at an after-school club run by Chaising Sport on school premises for children attending that school, the Safeguarding Lead must liaise with the school's Safeguarding Lead

to determine whether concerns have already been identified during the school day or whether any safeguarding action is already underway.

- If the Safeguarding Lead is unsure whether a referral is required, they may still seek advice from Berkshire First Response/MASH or the NSPCC Child Protection Helpline.
- The Safeguarding Lead should refer to the Continuum of Need and Threshold Guidance to support consistent and appropriate decision-making.

Parents or carers of the child involved should be informed of any allegation and the safeguarding process being followed, unless doing so would compromise an investigation or disciplinary procedure. The Local Authority Designated Officer (LADO) can provide advice on whether and when parents should be informed, although in some cases immediate notification may be necessary, particularly where a child requires urgent medical attention. Parents and, where appropriate, the child should be supported to understand the safeguarding process and what is happening at each stage. At all times, the safety, welfare, and best interests of the child must take priority, with staff working transparently and supportively with families wherever it is safe and appropriate to do so.

9. Confidentiality and Information Sharing

This policy sets out expectations for maintaining strict confidentiality in all safeguarding-related matters, ensuring that child protection concerns, disclosures, and allegations are only shared on a need-to-know basis with the Designated Safeguarding Lead, Deputy DSL, or relevant safeguarding authorities such as MASH or the LADO.

Sensitive personal information about children must never be shared across the wider workforce, and any discussion with colleagues for professional support must be fully anonymised with no identifying details.

All safeguarding records and personal documentation must be stored securely and accessed only by authorised personnel, and concerns must never be reported through insecure channels. Where a child is at risk of harm, consent is not required for referral; however, where appropriate, consent considerations should be guided by safeguarding thresholds and statutory guidance.

Key principles for information sharing:

- Safeguarding concerns must always be shared promptly with the DSL and, where necessary, external agencies
- Information sharing must follow the "necessary, proportionate, relevant, accurate, timely, and secure" principle
- Decisions about sharing (or not sharing) information must be recorded, including reasons and outcomes
- Where possible, individuals/families should be informed about how information may be shared, unless doing so increases risk

- Confidential information must only be shared securely (e.g. encrypted electronic systems or private verbal communication)
- Staff should seek advice when unsure, without disclosing identifying details where possible
- All information sharing must prioritise the safety and welfare of the child above all other considerations

10. Allegations Against Staff or Volunteers

Despite safe recruitment procedures, concerns or disclosures about inappropriate behaviour by staff or volunteers may arise. Staff must recognise that all sports coaches are legally in a "position of trust" and must conduct themselves appropriately in line with the conditions established in the Staff Code of Conduct.

All staff must understand that those in positions of trust must maintain professional boundaries at all times and be alert to behaviours that could indicate grooming or abuse, such as:

- Giving preferential treatment
- Spending unnecessary time alone with a child
- Communicating outside professional settings
- Giving gifts
- Showing excessive affection
- Making inappropriate comments

Any concerns must be recorded clearly and reported immediately to the Designated Safeguarding Lead (DSL). The DSL will follow safeguarding procedures, carry out an initial risk assessment, and refer to the Local Authority Designated Officer (Royal Borough of Windsor and Maidenhead LADO — 07774 332675) within one working day where the threshold for an allegation is met. If the concern involves the DSL, it must be referred directly to the LADO. Where there is immediate risk, the police must also be contacted without delay.

All allegations must be handled confidentially, with secure record-keeping maintained in personnel files in line with data protection and safeguarding requirements. The DSL is responsible for managing records, ensuring appropriate information sharing only with safeguarding professionals, and retaining records in line with statutory guidance even if allegations are unsubstantiated or the individual leaves the organisation.

Chasing Sport will:

- Respond promptly and fairly
- Protect children involved
- Cooperate fully with investigations
- Maintain confidentiality
- Keep accurate records

Suspension may be considered where necessary to protect children, but may also be considered where the incident is not a violation of law, taking into account the following context:

- Was the incident a disproportionate or inappropriate response in the context of a challenging situation?
- Where the incident involved an inappropriate response to challenging behaviour, had the member of staff received training in managing this, and is training up to date?
- Does the member of staff understand that their behaviour was inappropriate and subject to review, and express a wish to behave differently in the future? For example, are they willing to undergo training, or can they demonstrate reflective skills?
- Does the child/young person, or family, want to report the incident to the police, or would they prefer the matter to be dealt with by the employer?
- Have similar allegations been made against the employee — is there a pattern developing?

11. Safer Recruitment

Chasing Sport is committed to safer recruitment practices, and to promoting equality, diversity, and inclusion in the workplace; we welcome applications from all backgrounds.

Recruitment and staffing align with NSPCC Safer Recruitment guidance (updated January 2021). Recruitment procedures include:

- Enhanced DBS checks
- Identity verification
- Right to work checks
- Reference checks
- Verification of qualifications and experience
- Safeguarding interview questions
- Safeguarding induction training
- No individual may begin regulated activity without appropriate safeguarding clearance

Following appointment, individuals are required to disclose any safeguarding concerns or relevant police or child protection involvement relating to themselves or their household, so that a risk assessment can be carried out to determine any potential impact on their suitability to work with children.

12. Safeguarding Training

All staff and volunteers of Chasing Sport must undergo comprehensive safeguarding training before working with children. Training requirements include:

- Safeguarding awareness training (Football Association safeguarding course or suitable alternative) as part of the induction process to Chasing Sport.
- When a staff member's safeguarding training is due to expire, they must re-complete the course before its expiry date. Training is outsourced to an online platform and funded by the company.
- Staff will be required to demonstrate that they have read and understood this Child Protection/Safeguarding Policy by signing a statement to confirm their understanding and compliance with the safeguarding training policy, and by correctly answering a sample of questions about its content.
- This training procedure shall be regularly monitored and reviewed by the Designated Safeguarding Leads to ensure its effectiveness and compliance with relevant legislation and best practice.

Designated Safeguarding Lead specialists maintain higher standards of safeguarding training (Safeguarding Children Advanced Level 2). Training records will be maintained by Chasing Sport.

13. Code of Conduct and Safe Working Practice

In order to prioritise child protection and maintain a safe environment, the company strictly adheres to the guideline of assigning one staff member for every 10 children. In cases where this ratio must increase to one staff member for every 15 children, appropriate action and senior coaches will be deployed.

The context behind these increased ratios includes:

- Experience and history of children participating in the session
- Location and accessibility of the venue
- Experience, age, and suitability of the coach to this particular session

Chasing Sport has firm values for the safety, enjoyment, activity, and participation of every child that participates in our sport or childcare. To ensure this, staff must:

- Act as positive role models by dressing appropriately, using manners and polite requests or language, and demonstrating good habits. This includes respectful language and appropriate uniform as per the Staff Uniform Policy.
- Maintain professional boundaries and encourage children to do their own personal tasks.
- Avoid unnecessary physical contact: staff are permitted and often expected to tie the laces of participants or help them put on bibs or sportswear. However, unless a child has a very particular need, staff should not accompany children into the toilet, as this and other similar activities could be misconstrued. Staff understand that touch should only be age appropriate, welcomed by the child, offer a sense of emotional wellbeing and security, reinforce a sense of positive self-esteem, support social interaction, encourage confidence and empowerment, or be in response to a health or welfare concern.
- Avoid favouritism and any form of coaching that may reduce a child's participation unfairly.

- Never engage in inappropriate communication or use language that a child would not be allowed to use in the classroom.
- Avoid being alone with a child wherever possible, and keep a door open if a member of staff happens to be alone with a child.
- Never exchange personal contact details with children.
- Demonstrate patient and controlled temper. Working with and being responsible for the safety of children can bring on frustration, but staff are expected to be patient and address poor behaviour through timeout, exclusion, or reporting to parents and schools.
- Recognise that while healthy mentor relationships often develop between staff and participants, staff must be mindful of how they speak to children — 'banter' or teasing, while sometimes light-hearted and well-intentioned, can be easily misinterpreted. It should be kept to a minimum and always conducted with sensitivity and respect for the child's feelings. Staff must be attentive to reactions and promptly cease any form of banter or teasing if it makes a child uncomfortable or if they express a desire to stop.

If a child initiates inappropriate physical contact with a member of staff, they must:

- Ask the child to stop, and politely and firmly communicate to them that it is not appropriate, explaining personal boundaries.
- Make a written record of the incident and inform management at the earliest opportunity.

One-to-One Safeguarding

At Chaising Sport, we aim to avoid situations where a coach is left alone with a child on a one-to-one basis wherever possible. In circumstances such as late collection following an after-school club or sports session, coaches will make every effort to remain in an open, public, and visible area while awaiting collection.

Parents/carers are expected to collect children promptly at the stated finish time and ensure emergency contact details are kept up to date.

If a child has not been collected, the lead coach will follow the organisation's late collection procedure, including attempting to contact parents/carers and emergency contacts.

Coaches must not transport children in personal vehicles in any case, unless they are personally related to the child and a parent has sent written consent beforehand.

Chaising Sport staff will always act professionally, maintain appropriate boundaries, and ensure that any unavoidable one-to-one situations are recorded and communicated appropriately to protect both the child and the coach.

Child Changing and Assistance

Chaising Sport recognises that some younger children may require limited assistance when preparing for sports sessions, particularly with items such as shoelaces, football boots, shin pads, or coats. Coaches may

provide appropriate support where necessary; however, staff will encourage children to maintain independence wherever possible.

Coaches will not assist children with changing clothing in private areas or engage in any form of intimate care. Any support provided will be minimal, age-appropriate, and carried out in an open and observable environment where possible. Chasing Sport staff will always maintain professional boundaries and act in a manner that protects the welfare of the child, themselves, and the wider coaching team at all times.

Any concerns about staff conduct must be reported immediately. Escalating these reports can be made to the emergency services (999 or 101) or Slough Children's First (01753 875362).

14. Behaviour Policy and Anti-Bullying

The Behaviour Policy sets out expectations for creating a safe, respectful, and structured environment where children can develop self-discipline, self-esteem, and positive relationships without fear of harm or disruption. Behaviour expectations apply consistently to all children and are designed to be age and development appropriate, with clear guidance shared with parents/carers.

Key principles include:

- Unacceptable behaviour includes actions that are dangerous, harmful, offensive, exclusionary, or that damage property.
- Positive behaviour is encouraged through clear rules, consistency, praise, and distraction/redirection strategies.
- Children are supported to understand that it is the behaviour that is wrong, not the child themselves.
- Physical punishment is strictly prohibited under all circumstances.
- Sanctions may include time out or loss of privileges, alongside reflection and discussion with the child.
- Parents/carers are informed of behaviour concerns, involved in discussions, and kept updated on any incidents or sanctions.
- All incidents and sanctions are recorded and monitored.

Behaviour management and escalation:

- Persistent or serious behaviour concerns may lead to suspension or exclusion if safety is at risk.
- Exclusion is a last resort and must be fair, consistent, and proportionate, taking into account the child's age, maturity, and individual circumstances.
- In cases of immediate serious risk, a child may be suspended straight away and parents/carers will be contacted to collect them.
- Decisions about suspension or exclusion must involve senior staff and cannot be made by individual staff members alone.
- Return to the setting after suspension involves a review meeting with staff, the child, and parents/carers, including agreed expectations for future behaviour.

- Staff must always work collaboratively with parents/carers to understand underlying causes and support improvement.

Chasing Sport promotes a respectful and inclusive environment. Bullying of any kind will not be tolerated.

Everyone involved in the club — staff, children, and parents/carers — will be made aware of the club's stance towards bullying. Such behaviour will not be tolerated or excused under any circumstances.

The club defines bullying as the repeated harassment of others through emotional, physical, verbal, or psychological abuse. Examples are:

- Emotional: being deliberately unkind, shunning or excluding another person from a group, or tormenting them — for example, forcing another person to be 'left out' of a game or activity, passing notes about others, or making fun of another person.
- Physical: pushing, scratching, spitting, kicking, hitting, biting, taking or damaging belongings, tripping up, punching, or using any other sort of violence against another person.
- Verbal: name-calling, put-downs, ridiculing, or using words to attack, threaten, or insult — for example, spreading rumours or making fun of another person's appearance.
- Psychological: behaviour likely to instil a sense of fear or anxiety in another person.

15. Online Safety and Social Media

Chasing Sport recognises the importance of online safety. Images or videos of children may only be used with parental consent.

The E-Safety Policy forms part of the organisation's safeguarding framework and sets out expectations for the safe and responsible use of technology, including internet use, social media, and electronic communication, to protect children and vulnerable individuals.

- Staff are prohibited from contacting children outside of organised sessions, and any exceptional communication must be agreed with and monitored by the Designated Safeguarding Lead (DSL).
- Staff should avoid using personal phone numbers, email addresses, or social media to contact parents or children, and must never use personal social media accounts to engage with children.
- Staff must ensure that no personal information about children or parents is shared online, and any public content involving children (such as names or ages) must only be posted with parental consent and for legitimate safeguarding-approved purposes.
- The organisation's official social media accounts are restricted to designated administrators, and all staff are expected to behave responsibly and professionally online at all times.

All concerns relating to online safety, inappropriate digital behaviour, or attempted contact from a child must be reported immediately to the DSL.

16. Photography and Video Use

Parental consent must be obtained before photographing or filming children. Parental consent is managed at the booking process, where parents can opt out at the stage of Class4Kids registration.

In sessions provided by Chaising Sport that do not use Class4Kids for registration, parental consent is gathered separately to photograph children.

Chaising Sport only ever uses photography for marketing, media, and educational or instructional purposes.

Chaising Sport follows strict guidelines that photography should:

- Be appropriate and respectful, e.g. not close-up or invasive
- Never compromise dignity or privacy
- Be used only for approved purposes
- Be securely stored

Authorised photographers should be made clear through the use of Chaising Sport uniform or badges.

Children's personal information must never be published alongside images without explicit consent.

17. Visitors and Contractors

The Safeguarding Code of Conduct sets out the expectations for all staff, volunteers, visitors, and contractors to ensure children and vulnerable individuals are protected and that all interactions prioritise safety, welfare, and professional boundaries. It reinforces that safeguarding is everyone's responsibility and that any concerns about a child's safety must be reported immediately to the Designated Safeguarding Lead or Deputy Safeguarding Lead.

Key expectations include:

- Never being alone with a child in a closed or isolated space; if unavoidable, ensure visibility (e.g. door open)
- Avoiding any form of inappropriate or unnecessary physical contact with children
- Not exchanging personal contact details or communicating privately with children outside of professional roles
- Reporting any concern about a child seeking inappropriate or boundary-crossing relationships with an adult
- Recording and reporting any unplanned or incidental contact with children outside normal duties where relevant

All adults are expected to maintain clear professional boundaries at all times and act in a way that protects both themselves and children from misunderstandings or risk.

All visitors and contractors must:

- Sign in when attending sessions or events
- Be supervised where appropriate

- Follow safeguarding expectations
- Report safeguarding concerns immediately

18. Whistleblowing

Chaising Sport is committed to integrity, transparency, and ethical conduct.

This Whistleblowing Policy provides a framework for employees, volunteers, contractors, and stakeholders to report any concerns about misconduct, wrongdoing, or safeguarding and child protection breaches within the organisation. It encourages individuals to raise concerns promptly through a designated safeguarding officer, senior staff member, written report, or anonymous reporting channel where available, and to include as much relevant detail as possible.

Concerns raised in good faith will:

- Be treated seriously
- Be protected from victimisation when reporting genuinely and in good faith, and may be kept informed of progress and outcomes where appropriate
- Have concerns investigated appropriately — however, false or malicious allegations may result in disciplinary action, and all individuals are expected to report concerns honestly

The policy is reviewed regularly, communicated to all relevant parties, and aligns with applicable whistleblowing and safeguarding legislation, with guidance available from the safeguarding lead where needed. Reports may be made directly to the DSL or senior leadership.

19. Health and Safety

Chaising Sport is committed to providing and maintaining a safe, healthy, and secure environment for all children, staff, volunteers, and visitors involved in its activities. The organisation recognises its duty of care to minimise risks, promote wellbeing, and ensure all activities are delivered in line with appropriate health and safety standards and legislation. To support this commitment, Chaising Sport will ensure that:

- Suitable and sufficient risk assessments are completed for all venues, activities, equipment, and events, with risks reviewed regularly and appropriate control measures implemented
- All sports equipment and facilities are checked routinely to ensure they are safe, fit for purpose, and free from hazards before use
- Appropriate staff-to-child supervision ratios are maintained at all times to ensure effective supervision and safe delivery of activities
- Clear emergency procedures are in place for incidents such as accidents, injuries, fire evacuations, missing children, or other emergencies, with staff trained to respond appropriately
- Qualified first aid provision is available during all activities, including access to first aid equipment and emergency contact information

- All accidents, injuries, incidents, and near misses are recorded, monitored, and reviewed to improve future safety practices
- Staff and volunteers receive appropriate health and safety guidance and understand their responsibilities for maintaining safe working practices
- Children are encouraged to behave safely, follow instructions, and use equipment appropriately during activities
- Any safeguarding or health and safety concerns identified during sessions are reported immediately to the appropriate member of staff

Chasing Sport will regularly review its health and safety procedures to ensure they remain effective, proportionate, and compliant with current legislation and best practice guidance. A full Health and Safety Policy sets out these procedures in further detail.

20. Policy Review

This policy will be reviewed annually to ensure it remains effective, up to date, and compliant with current safeguarding legislation and best practice guidance. Reviews may also take place sooner where necessary, including when:

- Relevant legislation or statutory guidance changes
- Safeguarding procedures or best practice recommendations are updated
- An incident, concern, or review identifies the need for amendments or improvements
- Organisational changes impact safeguarding arrangements or responsibilities

Any updates to the policy will be communicated to all relevant staff, volunteers, and authorities as appropriate.

External Safeguarding Contacts

- Slough Children's First — 01753 875362
- Royal Borough Windsor and Maidenhead Local Authority Designated Officer — 07774 332675
- NSPCC Child Protection Helpline — 0800 800 5000
- Royal Borough of Windsor and Maidenhead Multi Agency Safeguarding Hub — 01628 683150 — Email: mash@achievingforchildren.org.uk. Out of office Emergency Duty Team: 01344 351999
- Bracknell Forest Maidenhead Multi Agency Safeguarding Hub — 01344 352005 — Email: mash@bracknell-forest.gov.uk

Signed:

William Chaisty
Louie Chaisty

Position:

Director / Designated Safeguarding Lead

Date:

03/07/2026

