



**Fiesta Sports  
Coaching Ltd  
Safeguarding Policy  
2025-  
2026**

[www.fiestasportscoaching.co.uk](http://www.fiestasportscoaching.co.uk)

## Document provenance

This policy was approved by as follows –

Fiesta Sports Coaching Ltd Directors Date: January 2025

Frequency of review:

*Unless there are legislative or regulatory changes in the interim, this policy will be reviewed annually. Should no substantive changes be required at that point, the policy will move to the next review cycle.*

### Related policies:

- Behaviour and Bullying Policy
- Whistleblowing Policy
- Staff Code of Conduct Policy
- Complaints and Concerns Policy
- Health and Safety Policy
- Attendance Policy
- Online Safety Policy
- Relationship and Sex Education Policies
- Support students with medical needs Policy
- Information and Records Retention Policy

The appendices are based on the Department for Education (DfE 2025) statutory guidance, *Keeping Children Safe in Education*:

[https://assets.publishing.service.gov.uk/media/68add931969253904d155860/Keeping\\_children\\_safe\\_in\\_education\\_from\\_1\\_September\\_2025.pdf](https://assets.publishing.service.gov.uk/media/68add931969253904d155860/Keeping_children_safe_in_education_from_1_September_2025.pdf)

<b>Name of organisation:</b>	Fiesta Sports Coaching Ltd
<b>Name and role on the senior team of the Designated Safeguarding Lead (DSL): Single Point of Contact (SPOC):</b>	John Mulholland- Director Vicky Gallagher- Director
<b>Name and role of the Deputy/Deputies Safeguarding Lead/s (DDSL):</b>	Georgia Coulson

<p><b>Regional Safeguarding System Leader:</b></p>	<p>Multi Agency Safeguarding Hub (MASH), Police (cases where a crime may have been committed) and to the Channel programme where there is a radicalisation concern. Safeguarding Referrals must be made in one of the following ways:</p> <p>By telephone contact to the Multi-Agency Safeguarding Hub (MASH): 0300 126 1000 (Option 1) North Northamptonshire By e-mail to: MASH@northamptonshire.gcsx.gov.uk</p> <p>By using the online referral form found at: <a href="http://www.northamptonshirescb.org.uk/more/borough-and-district-councils/how-to-make-an-online-referral/">http://www.northamptonshirescb.org.uk/more/borough-and-district-councils/how-to-make-an-online-referral/</a></p> <p>Or 0116 305 0005 for leicestershire first response duty team By using the online referral form found at: <a href="https://www.leicestershire.gov.uk/leicestershire-county-council-self-service/achieveservice.com">LSCB Multi-agency Referral Form - Type and consent - Leicestershire County Council Self Service (achieveservice.com)</a></p>
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## Child Protection and Safeguarding Policy

### Definitions

**Safeguarding and promoting the welfare of children means:**

- Protecting children from maltreatment
- Preventing impairment of children’s health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care<sup>3</sup>
- Taking action to enable all children to have the best outcomes.



**Child protection** is part of this definition and refers to activities undertaken to prevent children suffering, or being likely to suffer, significant harm.

**Abuse** is a form of maltreatment of a child and may involve inflicting harm or failing to act to prevent harm. Appendix 1 explains the different types of abuse.

**Neglect** is a form of abuse and 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. Appendix 1 defines neglect in more detail.

**Sharing of nudes and semi-nudes** (also known as sexting or youth-produced sexual imagery) is where children share nude or semi-nude images, videos or live streams.

**Children** includes everyone under the age of 18.

### 1. Introduction and purpose

1.1. Fiesta Sports Coaching Ltd aims to ensure that:

- Appropriate action is taken in a timely manner to safeguard and promote children's welfare.
- All staff are aware of and understand fully their statutory responsibilities with respect to safeguarding; staff are properly trained in recognising and reporting safeguarding issues.

## 2. Scope

2.1. Safeguarding and child protection is **everyone's** responsibility. This policy applies to the company Directors, coaches, support staff and volunteers, and is consistent with the procedures of the Local Safeguarding Partners. Our policy and procedures also apply to extended company off-site activities given that we work with a range of schools. We also have a Crisis Management Policy in place.

## 3. Legislation and regulation

3.1. This policy is based on the Department for Education's (DfE) statutory guidance, [https://assets.publishing.service.gov.uk/media/68add931969253904d155860/Keeping\\_children\\_safe\\_in\\_education\\_from\\_1\\_September\\_2025.pdf](https://assets.publishing.service.gov.uk/media/68add931969253904d155860/Keeping_children_safe_in_education_from_1_September_2025.pdf) and [Working Together to Safeguard Children<sup>1</sup>](#), and the Department for Education (DfE) [Governance Handbook](#). We comply with this guidance and the procedures set out by our local safeguarding partners (see local circumstances Appendix 6 for further information).

3.2. This policy meets requirements relating to safeguarding and welfare in the [statutory framework for the Early Years Foundation Stage](#).

### 3.3. **This policy is also based on the following legislation:**

- Section 175 of the [Education Act 2002](#), which places a duty on schools and local authorities to safeguard and promote the welfare of pupils.
- [The School Staffing \(England\) Regulations 2009](#), which set out what must be recorded on the single central record and the requirement for at least one person on a school interview/appointment panel to be trained in safer recruitment techniques.
- [Children and Social Work Act 2017 \(legislation.gov.uk\)](#)
- [Equality Act 2010: guidance - GOV.UK \(www.gov.uk\)](#) which makes it unlawful to discriminate against people regarding particular protected characteristics (including disability, sex, sexual orientation, gender reassignment and race).
- [What to do if you are worried about abuse 2015 Stat guidance template \(publishing.service.gov.uk\)](#)
- [After-school clubs, community activities and tuition: safeguarding guidance for providers - GOV.UK \(www.gov.uk\)](#)
- [The Children Act 1989](#) (and [2004 amendment](#)), which provides a framework for the care and protection of children.
- Section 5B(11) of the Female Genital Mutilation Act 2003, as inserted by section 74 of the [Serious Crime Act 2015](#), which places a statutory duty on teachers to report to the police where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18.
- [Statutory guidance on FGM](#), which sets out responsibilities with regards to safeguarding and supporting girls affected by FGM.
- [The Rehabilitation of Offenders Act 1974](#), which outlines when people with criminal convictions can work with children.

- Schedule 4 of the [Safeguarding Vulnerable Groups Act 2006](#), which defines what 'regulated activity' is in relation to children.
- Statutory [Prevent duty guidance: England and Wales \(2023\) - GOV.UK \(www.gov.uk\)](#), which explains schools' duties under the Counter-Terrorism and Security Act 2015 with respect to protecting people from the risk of radicalisation and extremism.

#### **4. Policy statement**

4.1. Some children have an increased risk of abuse, and additional barriers can exist for some children with respect to recognising or disclosing it.

4.2. We are committed to anti-discriminatory practice and recognise children's diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face.

4.3. We give special consideration to students who:

- Have special educational needs and/or disabilities
- Are young carers;
- May experience discrimination due to their race, ethnicity, faith and belief or no faith, age, gender identification, sexuality
- Are pregnant or in receipt of paternity/maternity leave
- Are married or in a civil partnership
- Have English as an additional language.
- Are known to be living in difficult situations – for example, temporary accommodation or where there are issues such as substance abuse or domestic violence
- Are at risk of FGM, sexual exploitation, forced marriage, or radicalisation
- Are asylum seekers.
- Are looked after or who have been previously looked after.

#### **Mental Health**

41. All staff should be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

42. Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. Education staff, however, are well placed to observe children day-to-day and identify those whose behaviour suggests that they may be experiencing a mental health problem or be at risk of developing one.

43. Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that staff are aware of how these children's experiences, can impact on their mental health, behaviour, and education.

44. Schools and colleges can access a range of advice to help them identify children in need of extra mental health support, this includes working with external agencies. More information can be found in the mental health and behaviour in schools' guidance, colleges may also wish to follow this guidance as best practice. Public Health England has produced a range of resources to support secondary school teachers to promote positive health, wellbeing and resilience among children. See Rise Above for links to all materials and lesson plans.

7 Under section 5B(11) (a) of the Female Genital Mutilation Act 2003, “teacher” means, in relation to England, a person within section 141A(1) of the Education Act 2002 (persons employed or engaged to carry out teaching work at schools and other institutions in England).

45. If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken, following their child protection policy, and speaking to the designated safeguarding lead or a deputy.

## **5. Recognising abuse and taking action**

5.1. Fiesta Sports Coaching Ltd Directors, coaching staff, administrative staff and volunteers must follow the procedures set out below in the event of a safeguarding issue.

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 3055500 Leicestershire county council**

### **If a child is in immediate danger:**

5.2. Make a referral to children’s social care and/or the police **immediately** if a child is in immediate danger or at risk of harm. **Anyone can make a referral.**

- Tell the Designated Safeguarding Lead (DSL) as soon as possible if you make a referral directly.
- We work in partnership with other agencies in the best interests of the children. Fiesta Sports Coaching will, where necessary, liaise with the school, nurse and doctor, police and make referrals to children’s social care. Referrals should be made by the DSL to the Multi- Agency Safeguarding Hub (MASH). Where the child already has a safeguarding social worker, the request for service should go immediately to the social worker involved, or in their absence to their team manager.
- The following link provides additional guidance for reporting child abuse to your local council:  
<https://www.gov.uk/report-child-abuse-to-local-council>

### **If a child makes a disclosure to any Fiesta Sports Coaching Staff please follow these guidelines:**

5.3. If a child discloses a safeguarding issue to you, you should:

- Listen to and believe them.
- Allow them time to talk freely, ask open questions only and do not ask leading questions.
- Stay calm and do not show that you are shocked or upset; tell the child they have done the right thing in telling you.
- Do not tell them they should have told you sooner.
- Explain what will happen next and that you will have to pass this information on.
- Do not promise to keep it a secret.
- Speak directly to the DSL/Deputy DSL immediately in the school where the child is. Please contact a member of the leadership team if you are unable to find a member of the safeguarding team. Record the disclosure on a fiesta Sports Coaching safeguarding form. Be factual and include as much information as possible, word for word.

- If at an external club/ event refer to Fiesta sports coaching DSL immediately after writing down the concern as above. If you feel the DSL is not acting on your concern then refer to Multi Agency Safeguarding Hub (MASH), Police (cases where a crime may have been committed) and to the Channel programme where there is a radicalisation concern.

Safeguarding Referrals must be made in one of the following ways:

By telephone contact to the Multi-Agency Safeguarding Hub (MASH): 0300 126 7000 (Option 1) North Northamptonshire

By e-mail to: [MASH@northamptonshire.gcsx.gov.uk](mailto:MASH@northamptonshire.gcsx.gov.uk)

By using the online referral form found at:

<http://www.northamptonshirescb.org.uk/more/borough-and-district-councils/how-to-make-an-online-referral/>

Or 0116 305 0005 for leicestershire first response duty team

By using the online referral form found at:

[LSCB Multi-agency Referral Form - Type and consent - Leicestershire County Council Self Service \(achieveservice.com\)](#)

### **If you discover that FGM has taken place or a pupil is at risk of FGM**

5.4. The Department for Education's (DfE 2021) *Keeping Children Safe in Education* explains that FGM comprises "all procedures involving partial or total removal of the external female genitalia, or other injury to the female genital organs".

- **FGM** is illegal in the UK and a form of child abuse with long-lasting, harmful consequences. It is also known as 'female genital cutting', 'circumcision' or 'initiation'.
- **Possible** indicators that a pupil has already been subjected to FGM, and factors that suggest a pupil may be at risk, are set out in section 5.6 below.
- **Any teacher** or coach who discovers that an act of FGM appears to have been carried out on a **pupil under 18**, must immediately report this to the police, personally. This is a statutory duty, and teachers will face disciplinary sanctions for failing to meet it.
- **The duty above does not apply** in cases where a pupil is *at risk* of FGM or FGM is suspected but is not known to have been carried out. Staff must inform the DSL if they have any concerns that a pupil may be having FGM surgery in the future in the UK but also abroad. Staff must not examine pupils.
- **Any other member of staff** who discovers that an act of FGM appears to have been carried out on a **pupil under 18** must speak to the DSL and follow the Academy local safeguarding procedures (see Appendix 6).

5.5. The DSL will make sure that staff have access to appropriate training to equip them to be alert to children affected by FGM or at risk of FGM. Indicators that FGM has already occurred include:

- A pupil confiding in a professional that FGM has taken place
- A mother/family member disclosing that FGM has been carried out
- A family/pupil already being known to social services in relation to other safeguarding issues
- Having unusual difficulty walking, sitting or standing, or looking uncomfortable
- Finding it hard to sit still for long periods of time (where this was not a problem previously)
- Spending longer than normal in the bathroom or toilet due to difficulties urinating
- Having frequent urinary, menstrual or stomach problems; avoiding physical exercise or missing PE
- Being repeatedly absent from school, or absent for a prolonged period

- Demonstrating increased emotional and psychological needs – for example, withdrawal or depression, or significant change in behaviour; being reluctant to undergo any medical examinations
- Asking for help, but not being explicit about the problem; talking about pain or discomfort between her legs.

5.6. Potential signs that a pupil may be at risk of FGM include:

- The girl's family having a history of practising FGM (this is the biggest risk factor to consider)
- FGM being known to be practised in the girl's community or country of origin
- A parent or family member expressing concern that FGM may be carried out
- A family not engaging with professionals (health, education or other) or already being known to social care in relation to other safeguarding issues
- Unexpected holiday abroad and rumours of surgery or rituals or traditions abroad; having a mother, older sibling or cousin who has undergone FGM
- Having limited level of integration within UK society; confiding to a professional that she is to have a "special procedure" or to attend a special occasion to "become a woman"
- Talking about a long holiday to her country of origin or another country where the practice is prevalent, or parents stating that they or a relative will take the girl out of the country for a prolonged period
- Requesting help from a teacher or another adult because she is aware or suspects that she is at immediate risk of FGM
- Talking about FGM in conversation – for example, a girl may tell other children about it (although it is important to take into account the context of the discussion)
- Being unexpectedly absent from school or visiting a surgeon from another country who is visiting the UK. Having sections missing from her 'red book' (child health record) and/or attending a travel clinic or equivalent for vaccinations/anti-malarial medication.

5.7. The above indicators and risk factors are not intended to be exhaustive.

### **Child-on-Child abuse**

46. All staff should be aware that children can abuse other children (often referred to as child-on-child abuse). And that it can happen both inside and outside of school or college and online. It is important that all staff recognise the indicators and signs of child-on-child abuse and know how to identify it and respond to reports.
47. All staff should understand, that even if there are no reports in their schools or colleges it does not mean it is not happening, it may be the case that it is just not being reported. As such it is important if staff have any concerns regarding child-on-child abuse they should speak to their designated safeguarding lead (or deputy).
48. It is essential that all staff understand the importance of challenging inappropriate behaviours between peers, many of which are listed below, that are actually abusive in nature. Downplaying certain behaviours, for example dismissing sexual harassment as "just banter", "just having a laugh", "part of growing up" or "boys being boys" can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it.

49. Child on child abuse is most likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying);
- abuse in intimate personal relationships between peers
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse)
- sexual violence, such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence)
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse. For further information about sexual violence see Annex.

9 For further information about sexual harassment see Annex. 13

- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
- consensual and non-consensual sharing of nude and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery)
- upskirting,<sup>11</sup> which typically involves taking a picture under a person's clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm
- initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

50. All staff should be clear as to the school's or college's policy and procedures with regard to child-on-child abuse and the important role they have to play in preventing it and responding where they believe a child may be at risk from it.

### **If you have concerns about extremism and radicalisation**

5.8. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. Extremism is vocal or active opposition to fundamental British values, such as democracy, the rule of law, individual liberty, and mutual respect and tolerance of different faiths and beliefs.

5.9. Organisations such as Fiesta Sports Coaching Ltd who are working with young people have a duty to prevent children from being drawn into terrorism. The DSL in schools will undertake Prevent awareness training and make sure that all staff have access to appropriate training to equip them to identify children at risk.

5.10. The DSL in schools will assess the risk of children in each school being drawn into terrorism and may share this with Fiesta Sports Coaching. This assessment will be based on an understanding of the potential risk in our local area, in collaboration with our Local Safeguarding Partners.

5.11. If a child is not at immediate risk of harm, where possible, speak to the DSL first to agree a course of action. Alternatively, make a referral to the local

authority children's social care directly if appropriate (see 'Referral' above).

5.12. Where there is a concern, the DSL will consider the level of risk and decide which agency to make a referral. This could include [Channel](#), the government's programme for identifying and supporting individuals at risk of being drawn into terrorism, or the local authority children's social care team.

5.13. The Department for Education also has a dedicated telephone helpline, 020 7340 7264, that academy staff and regional teams can call to raise concerns about extremism with respect to a pupil. You can also email [counter.extremism@education.gov.uk](mailto:counter.extremism@education.gov.uk). Note that this is not for use in emergency situations.

5.14. In an emergency, call 999 or the confidential anti-terrorist hotline on 0800 789 321 if you:

- Think someone is in immediate danger
- Think someone may be planning to travel to join an extremist group
- See or hear something that may be terrorist-related.

5.15. As a company we do not have direct responsibility to ensure that suitable internet filtering is in place as this will be a duty for each school/ academy. Nevertheless, all Fiesta Sports Coaching members of staff have a duty to be vigilant to ensure all pupils stay safe online at their school/academy and at home. If a member of Fiesta Sports Coaching staff has concerns about what a pupil is accessing on their screen, they should pass this concern on to a member of school staff or to the DSL if it is a safeguarding issue.

5.16. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. Radicalisation can occur quickly or over a long period. Staff will be alert to changes in pupils' behaviour.

5.17. The government website Educate Against Hate <https://educateagainsthate.com/> and charity NSPCC say that signs that a pupil is being radicalised can include:

- Refusal to engage with, or becoming abusive to, peers who are different from themselves
- Becoming susceptible to conspiracy theories and feelings of persecution
- Changes in friendship groups and appearance

12

- Rejecting activities they used to enjoy
- Converting to a new religion
- Isolating themselves from family and friends
- Talking as if from a scripted speech
- An unwillingness or inability to discuss their views
- A sudden disrespectful attitude towards others
- Increased levels of anger
- Increased secretiveness, especially around internet use
- Expressions of sympathy for extremist ideologies and groups, or justification of their actions

- Accessing extremist material online, including via social media platforms
- Possessing extremist literature
- Being in contact with extremist recruiters and joining, or seeking to join, extremist organisations.

5.18. Children who are at risk of radicalisation may have low self-esteem or be victims of bullying or discrimination. It is important to note that these signs can also be part of normal teenage behaviour – staff should have confidence in their instincts and seek advice if something feels wrong.

5.19. Staff must always take action if they are worried.

### **Forced marriage**

5.20. Forcing a person into marriage is a crime. A forced marriage is one entered into without the full and free consent of one or both parties and where violence, threats, or any other form of coercion is used to cause a person to enter into a marriage. Threats can be physical or emotional and psychological and can come from parents and other family members or elders in a particular religion.

5.21. Fiesta Sports Coaching staff will receive training around forced marriage and the presenting symptoms. We are aware of the ‘one chance’ rule, i.e. we may only have one chance to speak to the potential victim and only one chance to save them. If a member of staff suspects that a pupil is being forced into marriage, they will speak to the pupil about their concerns in a secure and private place. They will then report this to the DSL.

5.22. The DSL will:

- Speak to the pupil about the concerns in a secure and private place
- Activate the local safeguarding procedures and refer the case to the local authority’s designated officer;
- Seek advice from the Forced Marriage Unit on 020 7008 0151 or [fm@fco.gov.uk](mailto:fm@fco.gov.uk); refer the pupil to an education welfare officer, pastoral tutor, learning mentor, or school counsellor, as appropriate.

### **Breast ironing**

5.23. Breast Ironing is practised in some African countries, notably Cameroon. Girls aged between 9 and 15 have hot pestles, stones or other implements rubbed on their developing breast to stop them growing further. In the vast majority of cases breast ironing is carried out by mothers or grandmothers and the men in the family are unaware. Estimates range between 25% and 50% of girls in Cameroon are affected by breast ironing, affecting up to 3.8 million women across Africa.

5.24. The practice of breast ironing is seen as a protection to girls by making them seem ‘child-like’ for longer and reduce the likelihood of pregnancy. Breast ironing is more prevalent in cities. Cameroon has one of the highest rates of literacy in Africa and ensuring that girls remain in education is seen as an

important outcome of breast ironing.

5.25. Breast ironing is a form of physical abuse that has been condemned by the United Nations and identified as Gender-based Violence. *Keeping Children Safe in Education* (DfE 2023) mentions breast ironing as part of so-called 'Honour Violence'.

5.26. Staff worried about the risk of breast ironing in their academy should speak to the Designated Safeguarding Lead as soon as possible.

## **Serious violence**

5.27. As included in KCSIE 2022, all staff should be aware of indicators, which may signal children are at risk from, or are involved with serious violent crime.

These may include:

- increased absence from school
- a change in friendships or relationships with older individuals or groups
- a significant decline in performance
- signs of self-harm or significant change in well-being
- signs of assault or unexplained injuries
- unexplained gifts or new possessions.

5.28. These could indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs.

5.29. All staff should be aware of the associated risks and understand the measures in place to manage these. Further advice can be provided in the Home Office's 2018 guidance documents: <sup>3</sup>*Preventing Youth Violence and Gang Involvement* and <sup>4</sup>*Criminal exploitation of children and vulnerable adults: county lines* guidance.

## **Child sexual exploitation**

5.30. Child sexual exploitation (CSE) is a form of sexual abuse where children are sexually exploited for money, power or status. This can involve violent, humiliating and degrading sexual assaults, but does not always involve physical contact and can happen online. For example, young people may be persuaded or forced to share sexually explicit images of themselves, have sexual conversations by text, or take part in sexual activities using a webcam.

5.31. Children or young people who are being sexually exploited may not understand that they are being abused. They often trust their abuser and may be tricked into believing they are in a loving, consensual relationship. If a member of staff suspects CSE, they will discuss this with the DSL. The DSL will trigger the local safeguarding procedures, including a referral to the local authority's children's social care team and the police, if appropriate.

5.32. Indicators of sexual exploitation can include a child:

- Appearing with unexplained gifts or new possessions
- Associating with other young people involved in exploitation
- Having older boyfriends or girlfriends
- Suffering from sexually transmitted infections or becoming pregnant
- Displaying inappropriate sexualised behaviour
- Suffering from changes in emotional wellbeing
- Misusing drugs and/or alcohol
- Going missing for periods of time, or regularly coming home late
- Regularly missing school or education, or not taking part in education.

### **Domestic Abuse**

43. Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial or emotional. Children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All of which can have a detrimental and long-term impact on their health, well-being, development, and ability to learn.

### **Online Safety**

5.33. The prevalence of issues arising through children's access to the online world is significant and all staff should be aware of associated risks and signs/symptoms. These are categorised within KCSIE 2023 as:

- Content
- Contact
- Conduct

5.34. This includes non-age-appropriate content, self-harm and suicide, sexting, cyberbullying, grooming, radicalisation and gaming (now identified by the World Health Organisation as a disorder). Specific reference to safeguarding in relation to access online can be found in the Trust's Online Safety Policy.

### **Contextual Safeguarding**

5.35. Safeguarding concerns can be associated with factors outside the home environment and all staff (but especially safeguarding teams) should be aware of the context that such concerns can occur. This includes issues that arise in an academy, between peers, within the local community or online. This is known as **contextual safeguarding**.

**5.36. Generative Artificial Intelligence (AI):** Staff must be vigilant regarding the risks of AI-generated content, including "deepfakes" and AI-generated child sexual abuse material (CSAM). Any company-used AI tools must effectively prevent access to harmful content and maintain robust activity logs.

**5.37. Information Threats:** Staff must recognize that **misinformation, disinformation, and conspiracy theories** are now viewed as specific safeguarding harms. We will equip children with critical thinking skills to

challenge online narratives and protect themselves from manipulation.

## 6. Concerns or allegations of abuse

### Concerns about a staff member or volunteer

6.1. Members of Fiesta Sports Coaching staff must comply with the requirements of the Department for Education (DfE) Teachers' Standards:

<https://www.gov.uk/government/publications/teachers-standards>

6.2. All members of Fiesta Sports Coaching staff should recognise that they are in a professional position and must not become too informal with pupils. This means for example, not including them as Facebook or social media friends, not texting or swapping photographs, or arrange to meet out of the academy. Any of these aspects could constitute misconduct.

6.3. If you have concerns about a member of Fiesta Sports Coaching staff or volunteer, speak to the Operations Manager - Georgia Coulson

If you have concerns about the Operations Manager, please speak to a Director - Vicky or John.

If you have concerns about Vicky or John, please contact the Designated Officer (DO) - Northamptonshire 01604 362993, **OR FOR Leicestershire** [LSCP | Local Authority Designated Officer \(L.A.D.O.\)](#) ([lcitylscb.org](http://lcitylscb.org)) **Contact us form:** this is a venue or advice request. This short form allows you to share information with LADO without providing the adults details. This form is used to:

- seek advice on if a matter met threshold
- request information
- for venue advice and consultation
- to report general information
- for all initial contacts

Please note that without the requested information, LADO will be unable to progress your request.

Once completed, please return your form marked **'For the Attention of the LADO'** via secure email to: CFS-LADO@leics.gov.uk

**Allegations Referral form:** This is required when you are completing a formal referral about a named adult(s). When you make a referral it's important to consider the four LADO criteria below. If you believe the person is already known to LADO and/or Leicestershire County Council, then this form maybe appropriate.

#### **When to refer:**

You should make a referral or contact Leicestershire LADO if there is **reasonable cause** to believe that **a person who works with or has responsibility for children**, in connection with his/her employment or voluntary activity, **has:**

- Behaved in a way that has harmed, or may have harmed, a child
- Possibly committed a criminal offence against, or related to, a child; or
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work

with children

- Behaved or may have behaved in a way that indicates they may be unsuitable to work with children (KCIS Guidance 2023)

If the allegation meets any of the above criteria, the employer or agency should report it to the LADO within 1 working day – Contacts and Referrals should not be delayed while obtaining further information

Once completed, please return your form marked **'For the Attention of the LADO'** via secure email to: CFS-LADO@leics.gov.uk

If you have a concern about a member of school staff, please talk to the school head teacher. If you have a concern regarding the Head Teacher, please speak to the school's chair of governors.

### **Allegations of abuse made against other pupils (child-on- child abuse)**

6.6. We recognise that children are capable of abusing their peers. Abuse will never be tolerated or passed off as “banter” or “part of growing up”.

6.7. Most cases of pupils hurting other pupils will be dealt with under our academy behaviour policy, but this Child Protection and Safeguarding Policy will apply to any allegations that raise safeguarding concerns. This might include where the alleged behaviour:

- Is serious, and potentially a criminal offence
- Could put pupils in the school at risk
- Is violent
- Involves pupils being forced/coerced into drugs or alcohol; • Involves sexual exploitation or sexual abuse, such as indecent exposure, sexual assault, or sexually inappropriate pictures or videos (including sexting).

6.8. Fiesta Sports Coaching staff are made aware of the importance of making clear that sexual violence and sexual harassment is not acceptable, will never be tolerated and is not an inevitable part of growing up; not tolerating or dismissing sexual violence or sexual harassment as “banter”, “part of growing up”, “just having a laugh” or “boys being boys”; challenging Behaviours (potentially criminal in nature), such as grabbing bottoms, breasts and genitalia, flicking bras and up skirting (as per KCSIE 2021); dismissing or tolerating such behaviours risks normalising them.

6.9. Up skirting typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm. It is now a criminal offence.

6.10. When referring to sexual harassment we mean 'unwanted conduct of a sexual nature' that can occur online and offline. When we reference sexual harassment, we do so in the context of child-on-child sexual harassment. Sexual harassment is likely to: violate a child's dignity, and/or make them feel

intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment.

6.11. Whilst not intended to be an exhaustive list, sexual harassment can include: sexual comments, such as: telling sexual stories, making lewd comments, making sexual remarks about clothes and appearance and calling someone sexualised names:

- Sexual “jokes” or taunting
- Physical behaviour, such as: deliberately brushing against someone, interfering with someone’s clothes and displaying pictures, photos or drawings of a sexual nature; and online sexual harassment; non-consensual sharing of sexual images and videos

17

- Sexualised online bullying
- Unwanted sexual comments and messages, including, on social media
- And sexual exploitation; coercion and threat.

**If a pupil makes an allegation of abuse against another pupil:**

- You must tell the DSL and record the allegation, but do not investigate it
- The DSL will contact the local authority children’s social care team and follow its advice, as well as the police if the allegation involves a potential criminal offence
- The DSL will put a risk assessment and support plan into place for all children involved – both the victim(s) and the child(ren) against whom the allegation has been made – with a named person they can talk to if needed; the DSL will contact the children and adolescent mental health services (CAMHS), if appropriate.

6.12. We will minimise the risk of child-on-child abuse by: challenging any form of derogatory or sexualised language or behaviour; being vigilant to issues that particularly affect different genders – for example, sexualised or aggressive touching or grabbing towards female pupils, and initiation or hazing type violence with respect to boys; ensuring our curriculum helps to educate pupils

about appropriate behaviour and consent, ensuring pupils know they can talk to staff confidentially; ensuring staff are trained to understand that a pupil harming a peer could be a sign that the child is being abused themselves, and that this would fall under the scope of this policy.

**If you have concerns about a child (as opposed to a child being in immediate danger)**

6.13. Figure 1 illustrates the procedure to follow if you have concerns about a child’s welfare and the child is not in immediate danger.

- 6.14. Where possible, speak to the DSL first to agree a course of action.  
Alternatively, make a referral to local authority children's social care directly (see 'Referral' below).
- 6.15. You can also contact the charity NSPCC on 0808 800 5000 if you need advice on the appropriate action.

### **Early help**

18

- 6.16. If early help is appropriate, the DSL will support you in liaising with other agencies and setting up an inter-agency assessment as appropriate.
- 6.17. The DSL will keep the case under constant review and the school will consider a referral to local authority children's social care if the situation does not seem to be improving. Timelines of interventions will be monitored and reviewed.

[Multi-Agency Referral Form for Early Help and Social Care services \(MARF\) | Leicestershire County Council Professional Services Portal](#)

[Report a concern or request support | Northampton Children's Trust \(nctrust.co.uk\)](#)

### **Referral**

- 6.18. If it is appropriate to refer the case to local authority children's social care or the police, the DSL will make the referral or support you to do so.
- 6.19. If you make a referral directly, you must tell the DSL as soon as possible.
- 6.20. The local authority will make a decision within 1 working day of a referral about what course of action to take and will let the person who made the referral know the outcome. The DSL or person who made the referral must follow up with the local authority if this information is not made available and ensure outcomes are properly recorded.
- 6.21. If the child's situation does not seem to be improving after the referral, the DSL or person who made the referral must contact the local authority and make sure the case is reconsidered to ensure the concerns have been addressed and the child's situation improves.

## **Allegations and/or Complaints against Fiesta Sports Coaching staff**

**6.22. Use of Restrictive Intervention:** From **April 1, 2026**, a new legal duty requires that any significant use of force, seclusion, or non-force related restraint must be:

- **Recorded:** A written record must be made as soon as practicable and **no later than the same day**.
- **Reported:** Parents/carers must be informed in writing **no later than the same day** of the incident.
- **Minimalist:** Restrictive interventions must never be used as punishment or to enforce compliance; they are a last resort to prevent harm.

- **Supportive:** We will prioritise de-escalation strategies and trauma-informed practice to minimize the need for force.

## **Other complaints**

- 6.23. If concerns are raised by parents/carers that relate to a possible safeguarding issue, the matter will be referred to the Designated Safeguarding Lead on Directors and will be handled in line with this Child Protection and Safeguarding Policy.
- 6.24. In the EYFS, there is a written procedure for dealing with concerns and complaints from parents and/or carers, and will keep a written record of any complaints, and their outcome.
- 6.25. Primary schools will investigate written complaints relating to their fulfilment of the EYFS requirements and notify complainants of the outcome of the investigation within 28 days of having received the complaint.
- 6.26. Early years providers will make available to parents and/or carers details about how to contact Ofsted if they believe the provider is not meeting the EYFS requirements. Parents and /or carers will be made aware if they are to be inspected by Ofsted. A copy of the report will be issued to parents and/or carers of children attending on a regular basis.

## **Whistle-blowing**

- 6.27. Fiesta Sports Coaching has a separate whistle-blowing policy that covers concerns regarding the way the company safeguards pupils – including poor or unsafe practice, or potential failures.

Ofsted: [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk) / NSPCC: 08000280285

**6.28. Gender Questioning:** We follow a cautious, case-by-case safeguarding approach when a child questions their gender.

- **Parental Involvement:** Parents will be involved in any decisions regarding "social transition" (e.g., changes to names or pronouns) unless doing so poses a significant risk of harm to the child.
- **Safety First:** No "social transition" steps will be taken in haste; we will prioritize documented risk assessments that consider the best interests of the individual child and their peers.

## **7. Training**

### **All staff**

- 7.1. All Fiesta Sports Coaching staff members will undertake safeguarding and child protection training at induction, including on whistle-blowing procedures, to ensure they understand the company's safeguarding systems and their

responsibilities, and can identify signs of possible abuse or neglect. This training will be annually updated and will be in line with advice from our Local Safeguarding Partners.

- 7.2. All staff are responsible for ensuring that their individual understanding of safeguarding is always up to date. Staff must be aware who they should approach with concerns or questions.
- 7.3. All staff will have training on the government's anti-radicalisation strategy, Prevent, to enable them to identify children at risk of being drawn into terrorism and to challenge extremist ideas.
- 7.4. Staff will also receive regular safeguarding and child protection updates (for example, through emails, e-bulletins and staff meetings) as required, but at least annually.

### **The Designated Safeguarding Lead and Deputy/Deputies**

- 7.5. The Directors will undertake child protection and safeguarding training at least every two years.
- 7.6. In addition, they will update their knowledge and skills at regular intervals and at least annually (for example, through e-bulletins, meeting other DSLs, or taking time to read and digest safeguarding policy documents and national updates).
- 7.7. They will also undertake Prevent awareness training.

### **8. Recruitment - interview/appointment panels**

- 8.1. At least one person on any interview/appointment panel for a post at the academy will have undertaken safer recruitment training. This will cover, as a minimum, the contents of the Department for Education's (DfE) statutory guidance, *Keeping Children Safe in Education* September 2019 and be in line with local safeguarding procedures.

### **9. Fiesta Sports Coaching staff who have contact with pupils and families**

- 9.1. All Fiesta Sports Coaching staff who have contact with children and families will have supervisions which will provide them with support, coaching and training, promote the interests of children and allow for confidential discussions of sensitive issues.
- 9.2. When Fiesta Sports Coaching acts as an Alternative Provider or uses third-party services, we will ensure a two-way flow of safeguarding information. We will provide schools with confirmation of our **Safer Recruitment checks** (DBS, Barred List, Right to Work) before any staff member begins work on their site.

## 10. Responsibilities

### All staff

10.1. All staff should read Part 1 and Annex A of the Department for Education's (DfE 2025) statutory safeguarding guidance, [Keeping Children Safe in Education](#), and **review this guidance at least annually.**

10.2. All Fiesta Sports Coaching staff will be aware of:

- Our systems which support safeguarding, including the staff code of conduct policy, the role of the Designated Safeguarding Lead (DSL), the behaviour policy, and the safeguarding response to children

who go missing from education

- The early help process (sometimes known as the common assessment framework) and their role in it, including identifying emerging problems, liaising with the DSL, and sharing information with other professionals to support early identification and assessment; the process for making referrals to local authority children's social care and for statutory assessments that may follow a referral, including the role they might be expected to play

21

- What to do if they identify a safeguarding issue or a child tells them they are being abused or neglected, including statutory duties such as reporting FGM, and how to maintain an appropriate level of

confidentiality while liaising with relevant professionals

- The signs of different types of abuse and neglect, as well as specific safeguarding issues, such as child sexual exploitation (CSE), FGM and radicalisation.

**10.3. Attendance Oversight:** In line with the statutory "**Working Together to Improve School Attendance**" guidance, staff must treat poor or unexplained attendance as a potential safeguarding red flag for neglect, abuse, or exploitation.

### The Designated Safeguarding Lead (DSL)

11.3. The Directors of Fiesta Sports Coaching /DSL takes lead responsibility for child protection and wider safeguarding.

11.4. During term time, the Directors will be available during school hours for staff to discuss any safeguarding concerns.

11.5. The contact details of the Directors/ DSL be found at the front of this

policy. 11.6. When the Directors/ DSL are absent, the deputy/deputies will act as

cover.

## **Governance**

11.10. The Directors of Fiesta Sports Coaching will approve this policy at each review.

### **The Fiesta Sports Coaching Directors**

11.15. The Directors, or where appropriate her/his deputy, is responsible for the implementation of this policy, including:

- Ensuring that staff (including temporary staff) and volunteers are informed of this policy as part of their induction; communicating this policy to parents when their child joins the academy and via the Fiesta Sports Coaching website: [www.fiestasportscoaching.co.uk](http://www.fiestasportscoaching.co.uk)

## **Confidentiality**

11.16. Fiesta Sports Coaching Ltd has a separate policy with respect to Privacy, GDPR and data protection. This includes a list of guidelines for staff to follow to avoid breaching confidentiality and to comply with GDPR. All staff must be aware that:

- Timely information sharing is essential to effective safeguarding

22

- Information must only be shared on a 'need-to-know' basis, but you do not need consent to share information if a child is suffering, or at risk of, serious harm
- Staff should never promise a child that they will not tell anyone about an allegation, as this may not be in the child's best interests

## **12. Notifying parents**

12.1. Where appropriate, we will discuss any concerns about a child with the child's parents. The Directors/ DSL may do this in the event of a suspicion or disclosure but would take advice from a safeguarding agency like MASH first.

12.2. Other staff will only talk to parents about any such concerns following consultation with the Directors.

12.3. If we believe that notifying the parents would increase the risk to the child, we will discuss this with the local authority children's social care team and/ or MASH before doing so.

12.4. In the case of allegations of abuse made against other children, we will take advice from safeguarding agencies such as MASH before notifying the parents of all the children involved.

## **13. Mobile phones and cameras**

13.2. Staff are allowed to bring their personal phones when working for Fiesta

Sports Coaching for their own use but will limit such use to non-contact time when pupils are not present. Staff members' personal phones will remain in their bags or zip pockets during contact time with pupils. The only exceptions to this would be if there was a medical emergency and it was then necessary to call for an ambulance. Alternatively, if a parent was late to collect a child from an after-school club and it was then necessary to phone the parent to ascertain their whereabouts.

13.3. Staff will not take pictures or recordings of pupils on their personal phones or cameras at after school clubs. At holiday camps, we may take GROUP photos of those children whose parents have given permission for us to take photos. This will be on a company iPad or camera NOT on staff's own devices.

13.4. We will follow the General Data Protection Regulation<sup>4</sup> which formed the Data Protection Act 2018 when taking and storing photos and recordings for our flyers, our website and social media- e.g. Twitter, Instagram, Facebook.

13.5 Where permission for photos has been given at Fiesta Holiday camps, we will not make specific reference to any child's name such that they can be identified from a group of children in photos (unless the parent has given us explicit permission to do so).

## **14. Monitoring and compliance**

14.1. The Department for Education (DfE 2025) *Keeping Children Safe in Education* requires schools and colleges in England to "ensure appropriate filters and appropriate monitoring systems are in place. There is additional guidance on how to teach pupils to be safe online on the DfE guidance. Fiesta Sports Coaching will comply with individual academies policies on this issue.

14.2. Children should not be able to access harmful or inappropriate material and all Fiesta Sports Coaching Staff need to remain vigilant on this. However, schools will need to "be careful that "over blocking" does not lead to unreasonable restrictions as to what children can be taught with regards to online teaching and safeguarding."

14.3. We recognise that no filter can be guaranteed to be 100% effective. The headteacher of individual schools along with the Regional Operations Director (ROD), will check that the academy is satisfied that their filtering system manages the following content (and web search). The filtering will have regard to:

Discrimination – a web search that promotes the unjust or prejudicial treatment of people on the grounds of race, religion, age, sexuality, gender identity, disability; drugs/substance abuse - displays or promotes the illegal use of drugs or substances

• Extremism - promotes terrorism and terrorist ideologies, violence or intolerance; malware/hacking - promotes the compromising of

systems including anonymous browsing and other filter bypass tools as well as sites hosting malicious content

• Pornography - displays sexual acts or explicit images; piracy and copyright theft - includes illegal provision of copyrighted material

- Self-harm - promotes or displays deliberate self-harm (including suicide and eating disorders); violence - displays or promotes the use of physical force intended to hurt or kill.

14.4. Fiesta Sports Coaching will work with individual academies to make sure that their filtering system meets the following principles:

- Age appropriate, differentiated filtering – includes the ability to vary filtering strength appropriate to age and role; has the ability and ease of use that allows academies to control the filter themselves to permit or deny access to specific content
- The filtering provider publishes a rationale that details their approach to filtering with classification and categorisation as well as over blocking
- The filtering system has the ability to identify users
- Mobile and App content – mobile and app content is often delivered in entirely different mechanisms from that delivered through a traditional web browser. To what extent does the filter system block inappropriate content via mobile and app technologies (beyond typical web browser delivered content)
- Multiple language support – the ability for the system to manage relevant languages. Network level filtering should be applied at 'network level' i.e., not reliant on any software on user devices
- Reporting mechanism – the ability to report inappropriate content for access or blocking. Reports – the system offers clear historical information on the websites visited by your users.

25

14.5. We recognise that no monitoring can guarantee 100% effectiveness. The academy will make sure that there are appropriate monitoring systems in place to check for:

- Content that is illegal, for example child abuse images and terrorist content
- The repeated use of force, threat or coercion to abuse, intimidate or aggressively dominate others
- Encouraging the child into a coercive/manipulative sexual relationship. This may include encouragement to meet
- Promotes the unjust or prejudicial treatment of people on the grounds of race, religion, age, sex, sexuality, disability or gender identity
- Displays or promotes the illegal use of drugs or substances
- Promotes terrorism and terrorist ideologies, violence or intolerance
- Displays sexual acts or explicit images
- Promotes or displays deliberate self-harm; promotes the use of physical force intended to hurt or kill; suggest the user is considering suicide.

14.6. Fiesta Sports Coaching Ltd makes sure that the content on any resources we use is age appropriate.

### **Record-keeping**

14.8. Fiesta Sports Coaching will hold records in line with our Privacy and Data Protection Policy and data protection legislation.

14.9. All safeguarding concerns, discussions, decisions made and the reasons for those decisions, must be recorded on CPOMs. Staff can choose to upload a hand-written record on CPOMs if required. If you are in any doubt about whether to record something, discuss it with the DSL. Non-confidential records will be easily accessible and available. Confidential information and records will be held securely and only available to those who have a right or professional need to see them.

14.10. Safeguarding records relating to individual children will be retained for a reasonable period of time after they have left the Fiesta Sports Coaching and will then be deleted.

14.11. Fiesta Sports Coaching Ltd will only share information with other agencies and when this is appropriate, in line with your local safeguarding procedures, e.g. a password protected register sent to school offices to inform them of which pupils are attending an after-school club.

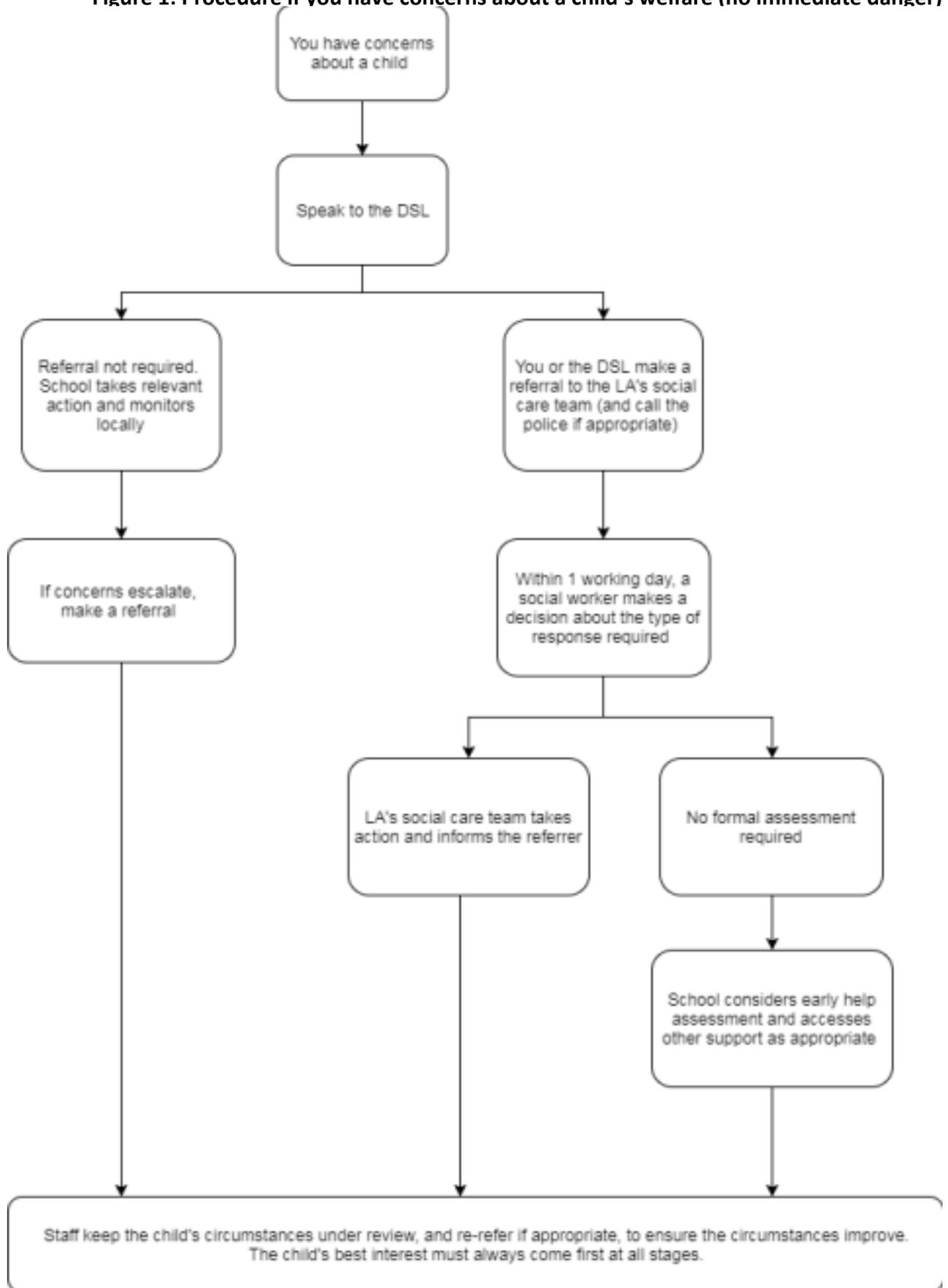
14.12. Appendix 2 sets our recruitment and pre-employment checks.

14.13. Appendix 3 sets out our policy respect to allegations of abuse made against staff.

## **15. Policy Review**

This policy will be reviewed **annually**. At every review, it will be approved by the Fiesta Sports Coaching Directors and Senior Fiesta Sports Coaching staff. All staff must sign to confirm they have read the latest KCSIE policy.

Figure 1: Procedure if you have concerns about a child's welfare (no immediate danger)



## Appendix 1: types of abuse

Abuse, including neglect, and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap.

**Physical abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse** is the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Emotional abuse may involve:

- Conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person
- Not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- Age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction
- Seeing or hearing the ill-treatment of another
- Serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

**Sexual abuse** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. 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.
- 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 (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other 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. Neglect may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger

- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## **Appendix 2: Safer Recruitment and DBS checks – policy and procedures**

We will record all information on the checks carried out in the academy's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

### **Appointing new staff**

When appointing new staff, we will:

- Verify their identity
- Obtain (via the applicant) an enhanced Disclosure and Barring Service (DBS) certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will not keep a copy of this for longer than 6 months
- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- Verify their professional qualifications, as appropriate
- Ensure they are not subject to a prohibition order if they are employed to be a teacher
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK, including (where relevant) any teacher sanctions or restrictions imposed by a European Economic Area professional regulating authority, and criminal records checks or their equivalent
- Check that candidates taking up a management position are not subject to a prohibition from management (section 128) direction made by the secretary of state
- Ask for written information about previous employment history and check that information is not contradictory or incomplete.

We will seek references on all short-listed candidates, including internal candidates, before the interview. We will scrutinise these and resolve any concerns before confirming appointments.

**Regulated activity** means a person who will be:

- Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children

32

- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not.

### **Existing staff**

If we have concerns about an existing member of Fiesta Sports Coaching staff's suitability to work with

children, we will carry out all the relevant checks as if the individual was a new member of staff. We will also do this if an individual moves from a post that is not regulated activity to one that is. We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult:

- Where the 'harm test' is satisfied in respect of the individual (i.e. that no action or inaction occurred but the present risk that it could was significant)
- Where the individual has received a caution or conviction for a relevant offence
- If there is reason to believe that the individual has committed a listed relevant offence, under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#)
- If the individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

## **Agency and third-party staff**

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

## **Apprentices/ Trainee/student teachers**

Where applicants for apprentices or teacher trainees are salaried by us, we will ensure that all necessary checks are carried out, as detailed in appointing new staff.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children. Fiesta Sports Coaching has a separate risk assessment for U18s.

### **Volunteers We will:**

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Obtain an enhanced DBS check without barred list information for all volunteers who are not in regulated activity, but who have an opportunity to come into contact with children on a regular basis, for example, supervised volunteers
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check for any volunteers not engaging in regulated activity.

## **Governance**

- Directors and all members of Fiesta Sports Coaching staff will have an enhanced DBS check without barred list information and section 128 check. They will have an enhanced DBS check with barred list information if working in regulated activity.

## **Appendix 3: allegations of abuse made against staff**

This section of this policy applies to all cases in which it is alleged that a current member of staff or

volunteer has:

- Behaved in a way that has harmed a child, or may have harmed a child, or
- Possibly committed a criminal offence against or related to a child, or
- Behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children.

It applies regardless of whether the alleged abuse took place in the school. Allegations against a teacher who is no longer teaching and historical allegations of abuse will be referred to the police. We will deal with any allegation of abuse against a member of staff or volunteer very quickly, in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

Our procedures for dealing with allegations will be applied with common sense and fair judgment.

## Suspension

Suspension of Fiesta Sports Coaching staff may be considered in cases where there is reason to suspect that a child or other children is/are at risk of harm, or the case is so serious that it might be grounds for dismissal. In such cases, we will only suspend an individual if we have considered all other options available and there is no reasonable alternative.

## Definitions for outcomes of allegation investigations

- **Substantiated:** there is sufficient evidence to prove the allegation
- **Malicious:** there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive
- **False:** there is sufficient evidence to disprove the allegation
- **Unsubstantiated:** there is insufficient evidence to either prove or disprove the allegation (this does not imply guilt or innocence)
- **Unfounded:** to reflect cases where there is no evidence or proper basis which supports the allegation being made.

## Procedure for dealing with allegations

In the event of an allegation that meets the criteria above, Fiesta Sports Coaching Ltd Directors will take the following steps:

- Immediately discuss the allegation with the school leadership team if at a school club or with the designated officer at the local authority if at a holiday camp. This is to consider the nature, content and context of the allegation and agree on a course of action, including whether further enquiries are necessary to enable a decision on how to proceed, and whether it is necessary to involve the police and/or children's social care services. (The case manager may, on occasion, consider it necessary to involve the police *before* consulting the designated officer – for example, if the accused individual is deemed to be an immediate risk to children or there is evidence of a possible criminal offence. In such cases, the case manager will notify the designated officer as soon as practicably possible after contacting the police)
- Inform the accused individual of the concerns or allegations and likely course of action as soon as possible after speaking to the designated officer (and the police or children's social care services, where necessary). Where the police and/or children's social care services are involved, the case manager will only share such information with the individual as has been agreed with those agencies
- Where appropriate (in the circumstances described above), carefully consider whether suspension of the individual from contact with children at the academy is justified or whether alternative arrangements such as

those outlined above can be put in place. Advice will be sought from the designated officer, police and/or children's social care services, as appropriate.

- **If immediate suspension is considered necessary**, agree and record the rationale for this with the designated officer. The record will include information about the alternatives to suspension that have been considered, and why they were rejected. Written confirmation of the suspension will be provided to the individual facing the allegation or concern within 1 working day, and the individual will be given a named contact at Fiesta Sports Coaching and their contact details.

- **If it is decided that no further action is to be taken** in regard to the subject of the allegation or concern, record this decision and the justification for it and agree with the designated officer what information should be put in writing to the individual and by whom, as well as what action should follow both in respect of the individual and those who made the initial allegation. This may sometimes result in further action being taken if there are concerns regarding the conduct of the member of staff.

- **If it is decided that further action is needed**, take steps as agreed with the designated officer to initiate the appropriate action in the company and/or liaise with the police and/or children's social care services as appropriate.

**Fiesta Sports Coaching Ltd will:**

- Provide effective support for the individual facing the allegation or concern, including appointing a named representative to keep them informed of the progress of the case and consider what other support is appropriate. The trust provides external and confidential support for all employees 'Employer Assistance Programme'. The contact number is 08000305182.

- Inform the parents or carers of the child/children involved about the allegation as soon as possible if they do not already know (following agreement with children's social care services and/or the police, if applicable). The case manager will also inform the parents or carers of the requirement to maintain confidentiality about any allegations made against teachers (where this

35

applies) while investigations are ongoing. Any parent or carer who wishes to have the confidentiality restrictions removed in respect of a coach/ teacher will be advised to seek legal advice.

- Keep the parents or carers of the child/children involved informed of the progress of the case and the outcome, where there is not a criminal prosecution, including the outcome of any disciplinary process (in confidence).

- Make a referral to the DBS where it is thought that the individual facing the allegation or concern has engaged in conduct that harmed or is likely to harm a child, or if the individual otherwise poses a risk of harm to a child.

Reviewed January 2026

Next review January 2027

Coach declaration

I have read and understood the contents of this policy:

NAME: \_ John Mulholland SIGNATURE: J.P. Mulholland (Director)

