



Safeguarding and Child Protection Policy 2025

Ratification

Role	Name	Signature	Date
Managing Director	James Sellick	<i>J.Sellick</i>	26/02/2025
Managing Director	Corey Smith	<i>C.Smith</i>	26/02/2025

Kickstart Coaching UK LTD

Kickstart Coaching UK LTD acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all students. For the purpose of the Kickstart Coaching UK LTD safeguarding policy, a child is referring to anyone under the age of 18. This document is written in line with the Keeping Children Safe in Education statutory guidance, as issued by the Department for Education on 2nd September 2024. Some references are made to the Keeping Children Safe in Education of 2023, but these have been highlighted where relevant.

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1.1 Definitions

Safeguarding is defined in Keeping Children Safe in Education (2024) as:

- Providing help and support to meet the needs of children as soon as problems emerge.
- Protecting children from maltreatment, whether that is within or outside the home, including online.
- Preventing impairment of children's mental and physical health or development.
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.

Child Protection refers to the situation where a child is suffering significant harm or is likely to do so, and action is required to protect that child (KCSIE, 2023). Kickstart Coaching UK LTD may have 'vulnerable adults' under their provision, such as parents/carers, siblings, visitors, etc. Where this is the case, all the principles and reporting procedures relating to Child Protection also apply to this group. 'Vulnerable adults' are defined as those 'over the age of 18 years who may be unable to protect themselves from abuse, harm or exploitation, which may be by reason of illness, age, mental illness, disability or other types of physical or mental impairment'. This definition is available to view at the Hanwell Health Centre website (see Appendices).

1.2 Introduction

At Kickstart Coaching UK LTD

- Safeguarding and promoting the welfare of children is everyone's responsibility. This includes everyone who comes into contact with children, including but not limited to: all members of Kickstart Coaching UK LTD management, those employed by Kickstart Coaching UK LTD, all staff members employed by our partners, and families and carers.
- Everyone who does come into contact with children has a role to play in identifying concerns, sharing information, and taking prompt action.
- To fulfil the responsibility effectively, all staff members should ensure that their approach to work is child-centred; consideration of what is in the best interests of the child should be paramount.
- We ensure to foster a culture of listening to children and taking into account what they are saying. Victims of harm should never be led to believe that they are causing problems by reporting abuse, sexual violence, or sexual harassment, nor should they ever be made to feel ashamed for making a report.
- We take an 'it can happen here' approach in regard to safeguarding concerns.

Kickstart Coaching UK LTD is committed to safeguarding and promoting the welfare of children by:

- The provision of a safe environment in which children can learn.
- Acting on concerns about a child's welfare immediately.
- Fulfilling our legal responsibilities to identify children who may need early help or who are suffering, or are likely to suffer, significant harm.

All action taken by Kickstart Coaching UK LTD will be in accordance with:

- **Statutory, national, and local guidance which includes:**

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- **Working Together to Safeguard Children (2023)** which details the multi-agency working arrangements used to safeguard and promote the welfare of children and young people and protect them from harm, as well as describing the statutory roles and responsibilities of schools.
- **Keeping Children Safe in Education (2023)** (NOTE: the safeguarding and child protection policy of Kickstart Coaching UK LTD predominantly draws on guidance from the updated guide of 2024, but some relevant references to the guide of 2023 have been made).
- **Keeping Children Safe in Education (2024)** which is statutory guidance issued by the Department of Education which all schools and colleges must have with regards to the carrying out of their duties to safeguard and promote the welfare of children.

- **Local guidance from the Local Safeguarding Partnership (Bristol City Council and South Gloucestershire Council)**. Guidance from Bristol City Council can be found on the Keeping Bristol Safe Partnership website. Guidance from South Gloucestershire Council can be found on the South Gloucestershire Children's Partnership website. Details for both websites can be found in the Appendices.

The Kickstart Coaching UK LTD management team will ensure that guidance taken from the above resources is closely followed and understood by all staff members, as well as making it easily accessible to them.

1.3 Equalities and Rights Statement

With regards to safeguarding, the staff of Kickstart Coaching UK LTD will consider our duties under both the Equality Act 2010 and the Public Sector Equality Duty (2011). Examples of these general duties include:

1. To eliminate discrimination, harassment, victimisation, and other conduct that is prohibited by the Equality Act 2010.
2. To advance equality of opportunity between people who share a protected characteristic and people who do not share it.
3. To develop good relations across all protected characteristics between people who share a protected characteristic and people who do not share it.

Kickstart Coaching UK LTD adheres to the equality policies of Bristol City Council and South Gloucestershire Council. Details of these policies can be found on the relevant websites which are detailed in the Appendices. Those working at Kickstart Coaching UK LTD are aware of the additional barriers to recognising abuse and neglect in children with Special Educational Needs and Disabilities (SEND).

1.4 Overall Aims

This policy will contribute to the safeguarding of children under the care of Kickstart Coaching UK LTD by:

- Ensuring the safety and wellbeing of all children under our care by providing a secure, nurturing, and supportive environment in which they feel valued, listened to, and respected.
- Ensuring that all employees of Kickstart Coaching UK LTD and sites belonging to our partners (along with those used for extracurricular activities) understand their roles and responsibilities in identifying, reporting, and responding to safeguarding concerns.
- Ensuring that any child who may have been abused is appropriately supported.

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- Ensuring that any complaint or suspicion of abuse either from within or outside the locations that Kickstart Coaching UK LTD operates in, is taken seriously and in all proper circumstances is referred promptly to appropriate external agencies.
- Ensuring that if an allegation of abuse is made against a member of staff of Kickstart Coaching UK LTD, the matter is referred to the appropriate external agency.
- Ensuring that employees of Kickstart Coaching UK LTD foster a safe and inclusive environment that is safe from discrimination, bullying, and harassment.
- Ensuring that members of Kickstart Coaching UK LTD management are regularly raising awareness of safeguarding issues with staff.
- Ensuring all children under our care are aware of who they can talk to if they do not feel safe or have a safeguarding concern by providing clear lines of communication between themselves and trusted adults.
- Ensuring that Kickstart Coaching UK LTD supports each child's development in ways that strengthen their independence, confidence, and self-esteem.
- Ensuring that working relationships between Kickstart Coaching UK LTD and partnering schools are strong so that communication about the safeguarding of children is effective whenever necessary.
- Ensuring that employees of Kickstart Coaching UK LTD are provided with regular and current safeguarding training.
- Ensuring that online safety is promoted.
- Ensuring that Kickstart Coaching UK LTD is operating in a physically safe environment, through appropriate health and safety measures, risk assessments, and emergency procedures.
- Ensuring that reasonable measures are taken to ensure that the practice of safer recruitment is in place when checking the suitability of staff to work with children and young people.

1.5 Professional Expectations, Roles, and Responsibilities

1.5.1 Role of Staff

- All staff will read and understand the statutory guidance described in 'Part one: Safeguarding information for all staff' of Keeping Children Safe in Education (2024).
- All staff will be able to identify vulnerable students and take action to keep them safe. Information or concerns about learners will be shared with members of the senior management team where it includes those:
 - who may need a social worker and may be experiencing abuse or neglect
 - requiring mental health support
 - who may benefit from early intervention
 - where there is a radicalisation concern
 - where a crime may have been committed
- All staff will be involved where appropriate, in the implementation of individual plans to further safeguard vulnerable learners and understand their academic progress and attainment, and maintain a culture of high aspirations.
- All staff will record concerns appropriately and in a timely manner.
- All staff will be aware of the need to raise concerns to the senior management team about any safeguarding practices within sessions run by Kickstart Coaching UK LTD. Senior

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management may take reports to the corresponding DSL (designated safeguarding lead) at partnering schools, where necessary.

1.5.2 Safeguarding Training for Staff

- Kickstart Coaching UK LTD's senior management team will ensure that all staff members undergo safeguarding and child protection training at induction.
- Staff members employed by Kickstart Coaching UK LTD will receive appropriate safeguarding and child protection refresher training at least annually, via formal training, staff meetings, etc.
- Staff members employed by Kickstart Coaching UK LTD must complete PREVENT awareness training, which can be provided by the Home Office e-learning tool (see Appendices).
- Staff members employed by Kickstart Coaching UK LTD must complete the Safeguarding in Sport awareness course provided by High Speed Training. The completion of this is to be monitored and recorded by senior management staff.
- Staff training includes clear guidance for escalating concerns.

1.6 Safer Recruitment

Kickstart Coaching UK LTD pays full regard to the safer recruitment practices detailed in 'Keeping Children Safe in Education' (2024, Part 3). This includes:

- Scrutinising applicants, verifying their identity, and academic or vocational qualifications, and checking full employment history, including reasons for any gaps.
- Obtaining suitable professional and character references, with any concerns being resolved satisfactorily before the appointment is confirmed.
- Ensuring that a candidate has the health and physical capacity for the job.
- Undertaking appropriate checks through the Disclosure and Barring Service (DBS).

1.7 Key Safeguarding Areas

The following topics are themes that can have an impact on children and families.

- Child abduction and community safety incidents.
- Child Criminal Exploitation (CCE) and Child Sexual Exploitation (CSE).
- County lines.
- Children and the court system.
- Children missing from education.
- Children with family members in prison.
- Cybercrime.
- Online safety.
- Domestic abuse.
- Homelessness.
- Mental health.
- Modern Slavery.
- Serious Violence.
- So-called 'honour'-based abuse, including Female Genital Mutilation (FGM) and Forced Marriage.

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- Preventing radicalisation and the Prevent duty.
- Child-on-child harm:
 - Bullying, including cyberbullying, prejudice-based, and discriminatory bullying.
 - Abuse in intimate personal relationships between children.
 - Physical abuse such as hitting, kicking, hair pulling, or otherwise causing physical harm. This may include an online element that facilitates, threatens, and/or encourages physical abuse.
 - Sexual violence, such as rape, assault by penetration, and sexual assault. This may include an online element that facilitates, threatens, and/or encourages sexual violence.
 - Sexual harassment, such as sexual comments, jokes, and online sexual harassment, which may be standalone or part of a broader pattern of abuse.
 - Causing someone to engage in sexual activity without consent.
 - Consensual and non-consensual sharing of nudes and semi-nude images and or videos.
 - Upskirting, which typically involves taking a picture under a person's clothing without their permission in order to obtain sexual gratification, or to 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.

Further information about key safeguarding areas can also be found in Keeping Children Safe in Education (Annex B, 2024). Staff at Kickstart Coaching UK LTD are aware of these specific forms of abuse and safeguarding issues. If any of the staff have any concerns about a child's welfare they know how to act on them and who to report any concerns to both internally at their partnering schools and externally to the relevant organisations.

PART 2: Procedures

2.1 Reporting Concerns

- All Kickstart Coaching UK LTD staff are clear and confident about recording and reporting concerns to senior management in a timely way. In the case that the child is in immediate danger, staff should call the police.
- All staff are aware of and follow the escalation procedures when they are concerned about a child.
- All staff will read the Kickstart Coaching UK LTD Safeguarding and Child Protection Policy and have access to it whenever necessary.
- All staff will be able to identify vulnerable learners and take action to keep them safe. Any information or concerns will be shared with senior management who will report any concerns, both internally at their partnering schools and externally to the relevant organisations, where relevant. 'Vulnerable learners' include (but are not limited to) those: who may need a social worker and may be experiencing abuse or neglect, requiring mental health support, may benefit from early intervention, where there is a radicalisation concern, and where a crime may have been committed.
- If there is an immediate risk of harm, the police should be contacted via 999. If non-urgent you should report a crime via 101. Access to guidance from the National Police Chiefs' Council, surrounding when to contact the police regarding concerns of criminality can be found in the Appendices.

2.2 Information Sharing

Kickstart Coaching UK LTD is committed to adhering to relevant data protection principles as provided by the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. As outlined on GOV.UK (see Appendices), government regulations detail that anyone responsible for using personal data must make sure the information is:

- Used fairly, lawfully and transparently.
- Used for specified, explicit purposes.
- Used in a way that is adequate, relevant and limited to only what is necessary.
- Accurate and, where necessary, kept up to date.
- Kept for no longer than is necessary.
- Handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage.

Staff at Kickstart Coaching UK LTD will seek consent to share data where possible in line with Information Sharing for Safeguarding Practitioners 2024. However, there may be times when it is necessary to share information without consent for reasons including:

- Gaining consent would place the child at risk.
- Gaining consent would compromise a criminal investigation.
- It cannot be reasonably expected that a practitioner gains consent.
- It is not possible to gain consent but by sharing information, the safeguarding of a child in a timely manner is enhanced.

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The UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 do not prevent the sharing of information for the purpose of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to safeguard and promote the welfare and protect the safety of children.

2.3 Visitors

Kickstart Coaching UK LTD will put in place arrangements to ensure that all visitors to sessions are monitored for safeguarding purposes. Visitors who do not provide evidence of a DBS and/or photographic identification will not be left unsupervised.

2.4 Children Missing from Education

A child missing from education is a potential indicator of abuse or neglect, or perhaps an indicator of the need for early intervention and support. Kickstart Coaching UK LTD will report any absences from sessions to the appropriate staff within their partnering schools.

2.5 End of Session Protocol

All Kickstart Coaching UK LTD staff will record and be aware of which children have permission to walk home and will oversee the collection of all others. In the instance that a child isn't collected by a parent or guardian, staff will wait until they arrive or will contact them via telephone.

2.6 Responding to Incidents of Child-on-Child Harm

All staff should recognise that children can harm other children, including online. It should also be recognised that child-on-child harm can happen inside and outside the sessions and the premises of partnering schools or online. At Kickstart Coaching UK LTD staff:

- Have a zero-tolerance approach to abuse and all incidents are taken seriously. Teasing can and should be acknowledged and recognised as bullying and may require intervention.
- Take steps to educate children and ensure to mitigate the risk of contributing to a culture of unacceptable behaviours or a culture that normalises abuse.
- Understand that child-on-child harm may reflect equality issues.
- Identify vulnerability to child-on-child harm by reviewing attendance and behaviour regularly.
- Ensure that children are aware and feel comfortable reporting their concerns to all members of staff, by fostering an accepting and inclusive environment.

Kickstart Coaching UK LTD will handle initial reports of harm by:

- Securing the immediate safety of children involved in an incident and seeking out support for others affected.
- Communicating with the relevant staff (including the DSL) within partnering schools.
- Listening to the child, being non-judgemental, being clear about how the report will be progressed, and not asking leading questions and only prompting the child where necessary with open questions.
- Ensuring that victims will never be given the impression that they are creating a problem by reporting any form of abuse, neglect, or violence. They will never be made to feel ashamed for making a report.

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- Ensuring that all staff are aware that children may not feel ready or know how to tell someone what has happened. They may also not recognise their experiences as harmful.
- Building trusted relationships with children which facilitates communication.
- Ensuring that the child's wishes are taken into consideration in any intervention.
- Not promising confidentiality as it is highly likely that information will need to be shared with other professionals and staff members within partnering schools.

In the event of an incident of sexual violence or sexual harassment, Kickstart Coaching UK LTD will take protective action by ensuring the child's immediate safety and communicating with the relevant staff (including the DSL) within partnering schools.

Kickstart Coaching UK LTD will minimise the risk of child-on-child harm by taking a contextual approach to safeguarding by increasing safety in and around our sessions. Following any incidents of child-on-child harm, the senior management team will review and consider whether any practice or environmental changes can be made. This can include making changes to staffing and supervision and making changes to the physical environment.

2.7 Mental Health and Wellbeing

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, and may require support. If Kickstart Coaching UK LTD staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken and they should speak to a member of senior management who will report concerns to the relevant staff (including the DSL) within partnering schools. Kickstart Coaching UK LTD will also commit to undertake the following:

- Identifying vulnerability to mental health problems at an early stage by reviewing attendance and behaviour regularly.
- Ensuring that children can report and share concerns.
- Ensuring the immediate health and safety of a child who is displaying acute mental health distress. This may require support from emergency services via 999 if the child is at risk of immediate harm.
- Fostering a culture and an environment that promotes mental health and wellbeing.
- Ensuring that pupils and staff are aware of and able to access a range of mental health services.
- Supporting staff wellbeing.

2.8 Online Safety

Kickstart Coaching UK LTD is committed to promoting online safety and acknowledges that child-on-child harm can happen via mobile and smart technology between individuals and groups.

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Appendices

In some instances, the senior management team may record and report safeguarding concerns to staff members (including the DSL) within partnering schools via a safeguarding concern form.

Student Name	
Staff Name	
Date and Time	
Summary of Report	
Safeguarding Concern (Details of Information, Dates, Time, Names)	
Actions (DSL)	

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Resources

For more information on Kickstart Coaching UK LTD	https://www.kickstartcoachinguk.org/
For access to Keeping Children Safe in Education 2024	https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf
For access to Keeping Children Safe in Education 2023	https://enlutc.co.uk/wp-content/uploads/2023/11/Keeping_children_safe_in_education_2023.pdf
For an overview of child protection legislation in England as of 03.05.24	https://researchbriefings.files.parliament.uk/documents/SN06787/SN06787.pdf
For more information on safeguarding from the Keeping Bristol Safe Partnership	https://bristolsafeguarding.org/children
For more information on safeguarding from South Gloucestershire Children's Partnership	https://sites.southglos.gov.uk/safeguarding/category/children/safeguarding-children-board/
For more information on safeguarding vulnerable adults	https://www.hanwellhealthcentre.nhs.uk/policies/vulnerable-adults/
For access to Working Together to Safeguard Children 2023	https://assets.publishing.service.gov.uk/media/669e7501ab418ab055592a7b/Working_together_to_safeguard_children_2023.pdf
For more information on the Equality Act 2010	https://www.legislation.gov.uk/ukpga/2010/15/contents
For more information on the Public Sector Equality Duty 2011	https://www.gov.uk/government/publications/public-sector-equality-duty
For access to the Bristol City Council Equality Charter	https://www.bristolonecity.com/wp-content/uploads/2021/03/Bristol-Equality-Charter.pdf
For access to the Bristol City Council Children's Charter	https://www.bristolonecity.com/wp-content/uploads/2021/03/Bristol-Children-Charter.pdf
For more information on the South Gloucestershire Council Equality Policy	https://beta.southglos.gov.uk/equality-policy/
For access to the Home Office e-learning Prevent duty training courses	https://www.gov.uk/guidance/prevent-duty-training
For access to the Safeguarding in Sport awareness course provided by High Speed Training	https://www.highspeedtraining.co.uk/courses/safeguarding/?_gl=1*1ak18bm*_up*MQ..*_gs*MQ..&gclid=CjwKCAiAIPu9BhAjEiwA5NDSAaw1eiSyL_Cvflnp3lxfSGNeXeAPX4gdTOsTy6fX9aiSiajKu7NdbG0RoCaEQQAvD_BwE
For more information on the Data Protection Act 2018	https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted

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For more general information on the UK's data protection legislation	https://www.gov.uk/data-protection
For access to Information Sharing for Safeguarding Practitioners 2024	https://assets.publishing.service.gov.uk/media/6320b06c084007696fca731/Info_sharing_advice_content_May_2024.pdf
For access to guidance from the National Police Chiefs' Council, surrounding when to contact the police regarding concerns of criminality	https://www.npcc.police.uk/SysSiteAssets/media/downloads/publications/publications-log/2020/when-to-call-the-police--guidance-for-schools-and-colleges.pdf
For access to NSPCC online resources that explain the different types of abuse	https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/

For Education Safeguarding Contacts for Bristol 2024-25 please refer to the following link: <https://www.bristolsafeguardingineducation.org/local-safeguarding-services/>. All Kickstart Coaching UK LTD staff are aware of and have access to this resource.

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Further Information for Staff

Dealing with a Disclosure of Abuse

When a child tells me about abuse they have suffered, what must I remember?

- Stay calm.
- Do not communicate shock, anger, or embarrassment.
- Reassure the child. Tell them you are pleased that they are speaking to you.
- Never promise confidentiality. Assure them that you will try to help but let the child know that you may have to tell other people to do this. State who this will be and why.
- Encourage the child to talk but do not ask leading questions or press them for information. Use 'Tell me, Explain to me, Describe to me' (TED) questioning.
- Listen and remember.
- Check that you have understood correctly what the child is trying to tell you.
- Praise the child for telling you. Communicate that they have a right to be safe and protected.
- It is inappropriate to make any comments about the alleged perpetrator.
- Be aware that the child may retract what they have told you. It is essential to record all you have heard.
- At the end of the conversation, tell the child again who you are going to tell and why that person or those people need to know.
- As soon as you can afterwards, make a detailed record of the conversation using the child's own language. Include any questions you have asked but do not add any opinions or interpretations.
- Use the five 'R's. These are helpful in understanding what a professional's duties are in relation to responding to an incident:

Recognise - Respond - Reassure - Refer - Record