

# SWAY BOXING GYM

## Safeguarding Policy and Procedures Pack

Club Name: SWAY Boxing Gym

Address: 8C Sir Francis Ley Industrial Park, Derby, DE23 8XA

Email: swayboxing@gmail.com

Telephone: 07826 055820

Club Director: Nathan Ray James

Club Welfare Officer: Position Currently Being Appointed

Policy Status: Working safeguarding pack for club use and external review

Review Frequency: Annually, or sooner following any safeguarding incident, staffing change, or change in statutory guidance

This document should be read by all coaches, volunteers, apprentice coaches, parents, guardians and relevant club representatives.

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Important note: This pack is designed to set out SWAY Boxing Gym safeguarding practice, reporting routes, conduct expectations, behaviour management and complaints procedures. It should be supported by DBS evidence, safeguarding training records, incident logs and any additional guidance received from LADO, Derby City Council or relevant statutory agencies.

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## 1. Policy Statement

SWAY Boxing Gym is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults who participate in activities organised by the club.

The welfare of the child is paramount. All children and young people have the right to enjoy boxing, fitness and recreational activities in an environment that is safe, inclusive, respectful and free from abuse, neglect, bullying, discrimination and exploitation.

SWAY Boxing Gym recognises its responsibility to protect children and vulnerable adults and to respond appropriately where concerns arise. The club will work with parents, guardians, statutory agencies and safeguarding professionals when required.

This policy is intended to provide clear safeguarding expectations, procedures and standards for all people involved with SWAY Boxing Gym.

## 2. Club Information

Item	Details
Club Name	SWAY Boxing Gym
Address	8C Sir Francis Ley Industrial Park, Derby, DE23 8XA
Email	swayboxing@gmail.com
Telephone	07826 055820
Club Director	Nathan Ray James
Club Welfare Officer	Position Currently Being Appointed
Current junior age range	Children aged 5 and above currently attend junior sessions
Weekly junior attendance	Approximately 25-35 juniors weekly
Affiliation status	Not currently affiliated with England Boxing

## 3. Scope of the Policy

This policy applies to all activities delivered by SWAY Boxing Gym, including Boxafun, beginner classes, junior boxing, fitness sessions, adult sessions, community activities and any club-related events.

This policy applies to:

- Coaches
- Assistant coaches
- Apprentice coaches
- Volunteers
- Club leadership
- Parents and guardians
- Children and young people
- Adult members
- Visitors and external professionals involved in club activity

## 4. Safeguarding Principles

SWAY Boxing Gym will operate according to the following safeguarding principles:

- Children and young people have the right to feel safe, respected and listened to.
- The welfare of children and young people comes before performance, reputation or commercial interests.
- Concerns must be acted on promptly and appropriately.
- Coaches and volunteers must maintain professional boundaries.
- Children should know who they can speak to if they feel worried, unsafe or uncomfortable.

- Safeguarding concerns must be recorded and shared only with people who need to know in order to protect a child or young person.
- No coach, volunteer or club representative should investigate safeguarding concerns themselves.
- The club will cooperate with LADO, Children's Services, Police, probation services and other relevant agencies when required.

## 5. Roles and Responsibilities

### 5.1 Club Director

The Club Director is responsible for ensuring that safeguarding arrangements are implemented within the club and that coaches and volunteers understand their safeguarding responsibilities.

The Club Director is responsible for:

- Supporting and enforcing safeguarding procedures.
- Ensuring appropriate DBS checks and training records are maintained.
- Ensuring apprentice coaches and junior volunteers are supervised.
- Supporting the Club Welfare Officer once appointed.
- Ensuring concerns and complaints are recorded and handled properly.
- Ensuring the club cooperates with statutory agencies where required.

### 5.2 Club Welfare Officer

The Club Welfare Officer is the named person responsible for coordinating safeguarding practice within the club. SWAY Boxing Gym is currently appointing a Club Welfare Officer. Once appointed, the person's name, contact details and responsibilities will be added to this document and shared with staff, volunteers, parents, guardians and members.

For the purposes of this policy, the Club Welfare Officer role is the club safeguarding lead role. Their responsibilities include:

- Receiving safeguarding concerns from coaches, volunteers, parents, children or members.
- Ensuring concerns are recorded accurately and securely.
- Supporting referral decisions to statutory agencies where required.
- Liaising with LADO, Children's Services, Police or other agencies where appropriate.
- Promoting safeguarding awareness within the club.
- Ensuring safeguarding procedures remain up to date.
- Acting independently and in the best interests of children and young people.

### 5.3 Coaches and Volunteers

All coaches and volunteers must place the welfare of children first and follow this policy. Coaches and volunteers must not ignore, minimise or investigate concerns themselves.

All coaches and volunteers must:

- Read and follow this safeguarding policy.
- Maintain professional boundaries.
- Report concerns promptly.
- Record facts accurately.
- Avoid one-to-one closed-door situations with children.
- Use appropriate language and behaviour.
- Support positive behaviour and safe practice.

## 6. Coaching Team Structure

Name	Role	Safeguarding / DBS Position
Nathan Ray James	Club Director and Coach	DBS checked; DBS renewal being completed. Has completed appropriate safeguarding training relating to children and young people.
Daniel Piatkowski	Coach for Boxafun and beginner classes	Valid DBS check. Coaches children and young people.
Mason Brunski	Assistant Coach Apprentice, age 15	Always supervised by Nathan Ray James and/or Daniel Piatkowski. Not

Mason Brunski is listed transparently as an Assistant Coach Apprentice, not as an adult coach or safeguarding decision-maker.

## 7. Safer Recruitment, DBS and Training

SWAY Boxing Gym will take reasonable steps to ensure that people working with children are suitable for their role.

Safer recruitment and suitability checks may include:

- DBS checks for appropriate adult coaches and volunteers.
- Safeguarding training relevant to the role.
- Identity checks and contact records.
- Risk assessments where required.
- Supervision arrangements for apprentices and junior volunteers.
- External agency guidance where appropriate.

SWAY Boxing Gym is committed to ensuring that coaches, volunteers and staff receive appropriate safeguarding training relevant to their role. Evidence of individual training certificates and DBS information should be kept separately and securely rather than repeated in detail within this policy.

Where concerns exist about suitability to work with children, the club will take advice from relevant statutory agencies and may implement additional safeguarding measures.

## 8. Supervision of Apprentice and Junior Volunteers

Apprentice coaches and junior volunteers are valuable members of the club community, but they must be supported and supervised appropriately.

Apprentice coaches and junior volunteers must:

- Be supervised by DBS-checked adult coaches at all times.
- Never be left solely responsible for a child or group of children.
- Not manage safeguarding concerns independently.
- Report any concerns to an adult coach or the Club Welfare Officer.
- Follow the same behaviour expectations as staff and volunteers.

SWAY Boxing Gym recognises that apprentice coaches under 18 are also young people and must be safeguarded themselves.

## 9. Reporting Safeguarding Concerns

Any safeguarding concern must be taken seriously and acted upon promptly. Concerns may relate to events inside or outside the gym.

Examples of safeguarding concerns include:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Bullying or cyberbullying
- Online abuse or grooming
- Radicalisation or exploitation
- Self-harm or suicidal thoughts
- Inappropriate behaviour by a coach, volunteer, parent or member
- Concerns about a child's home environment
- Concerns about transport, changing, communication or boundaries

### 9.1 Reporting Flow

1. If a child is in immediate danger or requires urgent medical help, call 999.
2. If a concern is raised, listen calmly and take it seriously.
3. Do not promise confidentiality. Explain that information may need to be shared to keep the child safe.
4. Record the concern as soon as possible using the Safeguarding Concern Report Form.
5. Report the concern to the Club Welfare Officer as soon as possible.
6. If the Club Welfare Officer is unavailable, report the concern to the Club Director unless the concern relates to the Club Director.
7. If the concern relates to the Club Director, bypass the Club Director and contact the Club Welfare Officer, LADO, Children's Services or Police as appropriate.
8. Do not investigate, interview repeatedly, contact the alleged person of concern, or discuss the matter with people who do not need to know.
9. The Club Welfare Officer will assess next steps and refer to statutory agencies if required.

### 9.2 Concerns About a Coach, Volunteer or Adult

Any concern about the behaviour of a coach, volunteer, apprentice, parent, visitor or adult member must be taken seriously. This includes concerns that an adult may have behaved in a way that has harmed, may have harmed, or could pose a risk to a child.

Concerns about adults working with children should be referred to the Club Welfare Officer and, where appropriate, to LADO or statutory safeguarding services. If the concern involves the Club Director, the matter must not be handled solely by the Club Director.



## 10. Responding to a Disclosure

If a child discloses abuse or tells a coach something worrying, the coach should:

- Stay calm and listen carefully.
- Let the child speak in their own words.
- Reassure the child that they have done the right thing by speaking up.
- Avoid asking leading questions.
- Do not promise to keep secrets.
- Explain that the information may need to be shared with people who can help keep them safe.
- Write down exactly what was said as soon as possible.
- Report the concern through the safeguarding procedure.

The coach must not:

- Investigate the allegation.
- Ask repeated or leading questions.
- Contact the alleged person of concern.
- Discuss the disclosure with other gym members or parents who do not need to know.
- Delay reporting because they are unsure.

## 11. Allegations Against Staff, Coaches or Volunteers

Where an allegation or concern is raised about a coach, volunteer, apprentice or club representative, SWAY Boxing Gym will prioritise the safety and welfare of children and cooperate with relevant agencies.

This procedure applies where an adult or representative may have:

- Behaved in a way that has harmed a child or may have harmed a child.
- Possibly committed a criminal offence against or related to a child.
- Behaved towards a child or children in a way that indicates they may pose a risk.
- Behaved in a way that raises concerns about suitability to work with children.

Procedure:

10. Record the allegation or concern immediately and accurately.
11. Report the concern to the Club Welfare Officer.
12. If the allegation concerns the Club Welfare Officer, report it to the Club Director and/or directly to LADO or statutory services.
13. If the allegation concerns the Club Director, bypass the Club Director and refer to the Club Welfare Officer, LADO, Children's Services or Police as appropriate.
14. Do not inform the alleged person of concern unless advised by safeguarding professionals or statutory agencies.
15. Follow guidance from LADO, Children's Services, Police or relevant statutory agencies.
16. Implement interim safeguarding measures where necessary, such as supervision, role restriction or temporary suspension from duties while advice is obtained.

## 12. Behaviour Management Policy

SWAY Boxing Gym promotes discipline, respect, emotional control, positive effort and safe behaviour. Boxing requires trust and control, so behaviour standards must be clear.

Coaches will:

- Set clear expectations at the start of sessions.
- Use calm, respectful instructions.
- Recognise positive behaviour and effort.
- Challenge unsafe or disrespectful conduct quickly.

- Avoid humiliation, shouting as intimidation, ridicule or degrading treatment.
- Manage behaviour consistently and fairly.

Unacceptable behaviour includes:

- Bullying, intimidation or harassment.
- Racism, sexism, homophobia or discriminatory language.
- Deliberately hurting another participant.
- Unsafe sparring or ignoring coach instructions.
- Persistent disruption.
- Damaging equipment or property.
- Threatening behaviour towards coaches, children, parents or visitors.

Possible responses include:

17. Verbal reminder and coaching correction.
18. Formal warning.
19. Discussion with parent or guardian.
20. Temporary removal from activity to regain control and safety.
21. Session suspension or temporary exclusion.
22. Permanent removal from activities in serious or repeated cases.

Physical punishment, degrading treatment and humiliation are never permitted.

### **13. Code of Conduct for Coaches and Volunteers**

All coaches and volunteers must conduct themselves as positive role models.

Coaches and volunteers must:

- Place child welfare before performance or winning.
- Treat all participants fairly and respectfully.
- Use appropriate language.
- Maintain professional boundaries.
- Keep coaching in open and observable spaces wherever possible.
- Avoid unnecessary one-to-one situations.
- Use appropriate physical contact only where necessary for coaching, safety, first aid or technique correction.
- Explain physical contact where possible.
- Report safeguarding concerns immediately.
- Respect confidentiality.
- Follow club communication, transport, photography and changing policies.

Coaches and volunteers must not:

- Bully, intimidate, shame or humiliate participants.
- Use sexualised, abusive, discriminatory or degrading language.
- Form inappropriate personal relationships with children.
- Arrange secret meetings or private closed-door sessions with children.
- Engage in personal social messaging with under-18s.
- Share inappropriate content.
- Attend coaching duties under the influence of alcohol or drugs.
- Ignore safeguarding concerns.

### **14. Parent and Guardian Code of Conduct**

Parents and guardians are expected to help maintain a safe, respectful and positive environment.

Parents and guardians should:

- Support the values of the club.
- Encourage effort, respect and discipline.
- Treat coaches, volunteers, children and other parents with respect.
- Ensure contact details and emergency information are accurate.
- Inform the club of medical conditions, allergies, additional needs or welfare issues.
- Ensure children arrive and leave safely.
- Raise concerns through appropriate channels.
- Follow safeguarding and behaviour policies.

Parents and guardians must not:

- Use abusive, threatening or discriminatory language.
- Challenge coaches aggressively during sessions.
- Bully, intimidate or harass staff, volunteers, children or other parents.
- Encourage unsafe behaviour.
- Post inappropriate or harmful comments online about children, families, staff or the club.
- Attend sessions under the influence of alcohol or drugs.

## 15. Junior Member Code of Conduct

Junior members should understand the behaviour expected of them in simple, clear terms.

Junior members agree to:

- Listen to coaches and follow safety instructions.
- Treat everyone with respect.
- Be kind and supportive to other members.
- Try their best during training.
- Respect gym equipment and facilities.
- Tell a trusted adult if they feel worried, unsafe or bullied.
- Behave responsibly in person and online.

Junior members must not:

- Bully or intimidate others.
- Use offensive or discriminatory language.
- Deliberately hurt another participant.
- Damage gym equipment.
- Disrupt sessions repeatedly.
- Bring prohibited items to the gym.

## 16. Communication with Children and Young People

Communication with under-18s must be professional, necessary and transparent.

Preferred communication channels are:

- Parent or guardian contact details.
- Gymcatch messages.
- Official club communication channels.
- Parent WhatsApp groups where appropriate.

Direct communication with under-18s should only occur where essential for club administration or safeguarding reasons. Messages must be professional, relevant and not social or personal. Parents or guardians should be copied in wherever possible.

Coaches must not use direct messages to build personal relationships with children or young people.

## 17. Photography and Social Media Policy

SWAY Boxing Gym may occasionally take photographs or videos for coaching, promotion, club records or community updates. The club will only use images responsibly and with appropriate consent.

The club will:

- Obtain consent through Gymcatch or other suitable registration processes.
- Respect withdrawal of consent at any time.
- Avoid publishing personal details alongside images of children.
- Avoid images that could embarrass, exploit or place a child at risk.
- Remove images where a reasonable safeguarding concern is raised.
- Avoid live location posting where it could increase risk.

Parents and guardians should not take or share images that include other children without permission.

## 18. Transporting Children Policy

Coaches should avoid transporting children wherever possible. Parents and guardians are normally responsible for transport to and from the gym or events.

Where transport by a coach is necessary:

- Written or clearly recorded parental consent must be obtained.
- The parent or guardian must know who is transporting the child.
- The destination, timing and reason for transport must be clear.
- Journeys should be direct and appropriate.
- Coaches should avoid transporting a child alone wherever possible.
- Transport arrangements should be recorded where appropriate.
- Coaches must maintain professional boundaries at all times.

Children are not collected from home by the club as a standard practice.

## 19. Changing Facilities Policy

SWAY Boxing Gym does not operate designated changing rooms. The gym has male and female toilet facilities that participants may use individually if they need to change.

The club will:

- Respect privacy and dignity.
- Ensure children change individually where required.
- Ensure coaches do not enter toilet/changing areas while a child is changing, except in a genuine emergency.
- Ensure parents or guardians assist younger children where appropriate.
- Respond immediately to any concern about privacy, behaviour or safety in toilet areas.

## 20. Missing or Uncollected Child Procedure

Children must be collected by an authorised adult unless clear parental consent allows otherwise.

If a child is not collected:

23. Keep the child safe and supervised by an appropriate adult.
24. Attempt to contact the parent or guardian using the contact details provided.
25. Attempt to contact the emergency contact if the parent or guardian cannot be reached.
26. Do not leave the child alone or send them home with an unauthorised person.
27. If there are serious concerns or no contact can be made after a reasonable time, contact Children's Services or Police for advice.

28. Record the incident and action taken.

If a child goes missing during a session or club activity:

29. Check the immediate area while ensuring other children remain supervised.

30. Inform the Club Director or Welfare Officer immediately.

31. Contact the parent or guardian.

32. Contact Police if the child cannot be found quickly or there is any immediate concern for safety.

33. Record the incident and actions taken.

## 21. Complaints and Whistleblowing Procedure

SWAY Boxing Gym welcomes concerns being raised where someone believes a child, young person, vulnerable adult or member may be at risk, or where club practice falls below expected standards.

Concerns and complaints may be raised by children, parents, guardians, coaches, volunteers, members or members of the public.

Complaints may relate to:

- Safeguarding practice.
- Coach conduct.
- Behaviour management.
- Bullying or discrimination.
- Communication.
- Health and safety.
- Transport or supervision.
- Club management decisions.

### 21.1 How to Raise a Concern or Complaint

A concern or complaint can be raised with the Club Welfare Officer, Club Director or a trusted coach. If the complaint relates to the Club Director, it should be raised with the Club Welfare Officer or directly with the relevant external safeguarding agency where appropriate.

All complaints will be:

- Taken seriously.
- Recorded accurately.
- Handled fairly.
- Managed confidentially where possible.
- Escalated where safeguarding or criminal concerns arise.
- Responded to as promptly as possible.

### 21.2 Whistleblowing

Whistleblowing means raising a concern about unsafe, poor or inappropriate practice within the club. Staff, volunteers, parents and members should raise concerns if they believe safeguarding procedures are not being followed or children may be at risk.

No person should be disadvantaged for raising a concern in good faith.

## 22. Confidentiality, Records and Information Sharing

Safeguarding information must be handled carefully. Information should be shared only with those who need to know in order to protect a child or manage risk.

Safeguarding records should be:

- Factual and accurate.
- Written as soon as possible after the concern arises.
- Stored securely.
- Shared only with appropriate people or agencies.
- Kept separate from general membership records where possible.

Coaches must not discuss safeguarding concerns with other members, parents or children unless authorised and necessary to protect a child.

## 23. How Our Practice Is Regulated and Reviewed

SWAY Boxing Gym regulates and reviews safeguarding practice through a combination of written procedures, staff expectations, external agency guidance and regular review.

The club will maintain safeguarding standards through:

- Written safeguarding policies and procedures.
- A Club Welfare Officer role.
- DBS checks for relevant adults.
- Appropriate safeguarding training.
- Supervision of apprentice and junior volunteers.
- Parent consent and emergency contact processes through Gymcatch.
- Incident and concern reporting forms.
- Clear complaints and whistleblowing routes.
- Review following incidents, complaints or agency feedback.
- Annual policy review.

Where LADO, Derby City Council, Police, probation services, Children's Services or other statutory agencies provide guidance, SWAY Boxing Gym will take that guidance seriously and update practice where required.

## 24. Safeguarding Concern Report Form

This form must be completed as soon as possible after any safeguarding concern, disclosure, allegation or incident. It should be stored securely and treated as confidential.

Name of person completing form:

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Role:

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Date completed:

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Contact number:

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Child / young person full name:

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Age:

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Date of birth:

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Parent / guardian name:

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Emergency contact number:

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Date concern raised:

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Time concern raised:

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Location:

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Details of concern - record facts, words used, observations and actions. Do not include personal opinion:

Confidential safeguarding document - Review annually or sooner if circumstances change

Witnesses:

Immediate action taken:

Who was informed:

External agency contacted, if any:

Signature:

Date:

## 25. Policy Review and Sign-Off

This policy will be reviewed annually or sooner if there is a safeguarding concern, change in staffing, appointment of a Club Welfare Officer, change in legislation/guidance, or feedback from LADO, Derby City Council or another statutory agency.

Review Item	Details
Policy approved by	Nathan Ray James, Club Director
Club Welfare Officer	Position Currently Being Appointed
Date approved	_____
Next review date	_____
Version	Final working version

Signed by Club Director:

Print name: Nathan Ray James

Date:

Signed by Club Welfare Officer once appointed:

Print name:

Date: