

CHILD PROTECTION & SAFEGUARDING POLICY

FOR DT COACHING SERVICES LIMITED



1 Introduction

- 1.1 DT Coaching Services Limited (13465839) (“**DT Coaching**”, “**we**”, “**the company**”) abides by the duty of care to safeguard and promote the welfare of children and young people and is committed to safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice requirements, to respond and provide appropriate support and signposting.
- 1.2 We recognise that:
- the welfare of children and young people is paramount in all the work we do and in all the decisions we take;
 - all children and young people, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation has an equal right to protection from all types of harm or abuse;
 - some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues; and
 - working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people’s welfare.
- 1.3 The management and oversight of all safeguarding matters is allocated to Rachel Tremaine (“**Designated Safeguarding Lead**”).

2 Purpose of this Policy

- 2.1 This policy is intended to:
- protect children and young people who receive the company’s services from harm. This includes the children of adults who use our services; and
 - provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection and safeguarding.
- 2.2 This policy applies to anyone working on behalf of DT Coaching, including senior managers and the board of directors, paid staff, volunteers, sessional workers, agency staff and students (“**Staff**”). Failure to comply with the policy and related procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

3 Definitions and Interpretations

- 3.1 The following definitions apply to this policy:

“Child”:	as defined in The Children Act 1989, being ‘anyone who has not yet reached their 18th birthday, even if they are
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living independently, are a member of the armed forces or is in hospital.

“Safeguarding Concern”: includes a disclosure, indicator or suspicion of abuse.

“Safeguarding and promoting the welfare of children”: means:

- 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;
- promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children;
- taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children’s Social Care National Framework.

3.2 This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from [nspcc.org.uk/learning](https://www.nspcc.org.uk/learning).

3.3 DT Coaching will review the policy and practise at least every year, with every change in legislation and after each incident.

4 Safeguarding Principles

4.1 Safeguarding and promoting the welfare of children, young people and adults at risk from harm and abuse is an essential responsibility for DT Coaching. We are committed to ensuring that any child, young people and adults at risk who comes into contact with our services is properly safeguarded.

4.2 DT Coaching’s Staff adopt the following responsibilities and codes of conduct:

- remain alert and aware of the possible safeguarding risks to children;
- guard children against harmful environments with appropriate actions;
- take positive steps to maintain the safety and wellbeing of children engaged with us;
- report concerns expeditiously and appropriately, in line with child protection procedures;
- understand the duty to report specific concerns;
- challenge any inappropriate or harmful behaviour of any other adult and reporting this accordingly;
- act appropriately in the presence of children;
- not to take any inappropriate risks;

- not to smoke, drink or take any form of illicit substances in the presence of children;
- respect the rights, dignity and worth of every child and treat everyone equally regardless of background or ability;
- encourage and guide children to accept and take responsibility for their own behaviour and performance;
- ensure that the activities they coach/provide are appropriate for the age, maturity and ability of the child;
- at the outset, clarify with the child (and where appropriate their parents or carers) exactly what is expected of them;
- must consistently promote positive aspects of the sport (e.g. fair play) and never condone rule violations, discriminatory, offensive, violent or general bad behaviour;
- must consistently display high standards of behaviour and appearance;
- ensure that volunteers / helpers are not placed in sole responsibility of children; and
- always seek the parents / carers consent of the child involved if they are very young/disabled and require help to go to the toilet or require assistance in the changing rooms.

5 Responding to a Safeguarding Concern

- 5.1 Where there is a Safeguarding Concern and a child is at immediate risk of serious harm, any adult present should call the Police. Thereafter, the Designated Safeguarding Lead should be contacted as soon as is reasonably practicable.
- 5.2 Where there is a Safeguarding Concern but no immediate risk of serious harm, the adult who has heard, witnessed or suspects the concern should consult with the Designated Safeguarding Lead as soon as practicable and by no later than the end of the same day.
- 5.3 Where any Child makes a disclosure relating to harm or abuse to an adult, it is important to:
 - listen calmly and carefully, showing that what they are disclosing to the adult is being taken seriously;
 - provide an appropriate and honest level of reassurance;
 - avoid interrogating the child and asking probing, intrusive and/or leading questions;
 - avoid making any false promises regarding secrets and confidentiality with the child in question (because any concern of abuse/harm must be shared disclosed with the Designated Safeguarding Lead and any subsequent safeguarding referral);
 - make a confidential written record of the discussions either during the discussion with the child or immediately afterwards. The record should include the key details of the disclosure together with any relevant times, dates, places and people concerned. Audio and video recordings of the child making a disclosure should be avoided.
- 5.4 Where there is a Safeguarding Concern, the following procedures should be followed:
 - do not discuss with the alleged perpetrator;
 - if the allegation is not against the Designated Safeguarding Lead pass the information onto them;
 - ensure maximum confidentiality;
 - if the allegation is against the Designated Safeguarding Lead contact the Multi Agency Referral Unit;

- if the information is passed to the Designated Safeguarding Lead keep a record of your own conversation with the person/child to whom the disclosures were made;
 - do not speak to parents before seeking advice;
 - should any other concern relating to safeguarding arise then seek advice, support and guidance in all situations;
 - it is not the role of staff to investigate or make personal judgements about situations; and
 - refer all relevant information to the Designated Safeguarding Lead as soon as practicable afterwards, and by no later than the end of the day. The company's Incident Report Form should be used for this purpose.
- 5.5 Upon receipt of any Safeguarding Concern, the Designated Safeguarding Lead shall consult with any other relevant persons (including the relevant school's designated safeguarding lead) and will make any appropriate referrals to the relevant authorities, such as the applicable Local Authority Children's Services department.
- 5.6 Following a Safeguarding Concern, the Company will review its practices and make any necessary changes to its policies and procedures and Quality Assurance Plans.

6 Reporting concerns about other adults within DT Coaching

- 6.1 Where any person has a concern regarding the conduct of an adult connected to the Company, which poses or may pose a safeguarding risk to children, this must be raised in the first instance with the Designated Safeguarding Lead so that the next appropriate step may be taken. We recognise that there could be circumstances where a person may need to report a matter that has taken place in a setting outside the person's engagement with the Company.
- 6.2 In most circumstances we will take the following steps after a safeguarding referral in respect of an individual connected to the Company:
- further initial enquiries;
 - escalation to the applicable Local Authority Children's Services department for assessment and/or the Police for investigation;
 - where the safeguarding referral is connected to the provision of Bikeability and is an allegation of significant harm, the Company shall notify the Bikeability Trust within 72 hours of the safeguarding referral.
 - instigation of any appropriate disciplinary, formal investigation processes and suspension of any person concerned within the Company; and
 - where appropriate, a referral to the Disclosure and Barring Services.

- 6.3 Any person within the Company who has allegations made against them shall be informed properly in a formal meeting of the particulars of the allegation and the relevant next steps that shall be taken. Such a meeting will be held by the Designated Safeguarding Lead. On certain occasions, such a meeting may not be held until this has been approved by any authorities involved.
- 6.4 Any person within the Company who has an allegation made against them shall be treated fairly. All enquiries, investigations and decisions taken shall be just and fair, with the safety of any child concerned taking priority throughout the process.
- 6.5 Any person within the Company who makes an allegation against another person from within the Company shall be listened to, taken seriously and shall be treated fairly and justly throughout the process.

7 Safe Recruitment & Selection

- 7.1 DT Coaching is committed to safe employment and safe recruitment practices, that reduce the risk of harm to children from people unsuitable to work with them or have contact with them.
- 7.2 DT Coaching has procedures that cover the recruitment of all employees, workers and volunteers (please refer to our Safe Recruitment Policy). All Staff employed by DT Coaching who have a significant level of contact with children are:
- subject to a satisfactory enhanced DBS check (including checks against barred lists for children). This will be re-checked every 3 years;
 - required to provide at least two satisfactory references for the job role;
 - required to provide evidence of all qualifications relating to the job role; and
 - required to attend a face-to-face interview.

A register of the above information will be kept by the company.

8 Training and Awareness

- 8.1 DT Coaching will ensure an appropriate level of safeguarding training is available to its Staff (including the Designated Safeguarding Lead) and any relevant persons linked to the company who requires it (e.g. contractors). All DT Coaching Staff complete in-house safeguarding and awareness training annually, to ensure they are up to date with any changes set out in Keeping Children Safe In Education (KCSIE) Guidance. Staff are also required to complete a Level 2 Child Safeguarding Course every 2 years. The Level 2 Child Safeguarding Course is also part of our induction process for any new members of staff. The company will keep a register of Staff safeguarding training.
- 8.2 For all Staff who are working or volunteering with children, this requires them as a minimum to have awareness training that enables them to:
- understand what safeguarding is and their role in Safeguarding and promoting the welfare of children;
 - recognise a child potentially in need of safeguarding and take action;
 - understand how to report a safeguarding concern;
 - understand dignity and respect when working with children; and
 - have knowledge of this Safeguarding Policy (and any subsequent changes made to it).

9 Safeguarding Children: Operating Standards

9.1 Responsibilities and Planning

- (a) Although the Designated Safeguarding Lead will have overall responsibility for overseeing the safety of children present at activities run by the company, all Staff must play an active role in ensuring the safety of children at all times.
- (b) Where a particular type of event or activity is taking place we may issue an additional code of conduct, policy or requirements/instructions which are specific to that occasion. Any such additional documentation will be made available to all those concerned in advance. They should be read carefully and adhered to.
- (c) Schedule 1 of this Policy contains supplemental procedures and practises relating to the delivery of Bikeability by the company.

9.2 Venues

The location of any events or activities run by the Company shall always be risk assessed properly in reference to the suitability and safety for children. Fire and safety procedures and precautions shall be made clear to all those involved.

9.3 First Aid

- (a) We will ensure that a first aider will be present at all times during any event, activity run by the Company.
- (b) Any accident or injury concerning a child should be brought to the attention of the first aider and should thereafter be formally reported to the Designated Safeguarding Lead.

9.4 Supervision

- (a) For most activities and events of which the Company has direct responsibility in running, the following ratio of Staff to children shall be adhered to: 1:15.
- (b) It is important to note that when Staff are working on a school site, the school may have a different policy on the staff to children ratio. Therefore, it is important to clarify this prior to delivery of services. The Staff member will be given the contact details of the safeguarding contact for the school at which they are delivering.

10 Managing Behaviour of Children

10.1 Whenever Staff are faced with challenging or inappropriate behaviour from a child or with conflict between children, they must:

- treat each child fairly and equally;
- approach the situation in a calm and neutral manner;
- only ever use physical restraint/intervention in order to protect the immediate safety of a person, for example to prevent injury or harm either to the child or others;
- wherever it is justified to physically restrain a child or to physically intervene, the amount of force used should be kept to the absolute minimum required taking into account the risk posed; and
- make a written record of the incident and ensure this is reported appropriately to the Designated Safeguarding Lead.

- 10.2 It is important for all Staff to recognise that children can face harm from their peers. This can commonly take the form of bullying. Bullying can be defined as behaviour which is:
- repeated; and
 - has the intention of hurting somebody either physically or emotionally.
- 10.3 Bullying can sometimes be motivated by prejudices based on certain groups, for example gender, race, religion or sexual orientation. Bullying can often include:
- physical harm perpetrated against another child;
 - name calling and threats; or
 - cyberbullying.
- 10.4 Any instances of bullying or concern relating to possible bullying between children at any event or activity arranged by DT Coaching will usually be dealt with:
- (a) in the first instance, by the adult speaking to each applicable child in turn to ascertain the facts. Where appropriate, children will receive a first warning and relevant support.
 - (b) Where any behaviour amounting to bullying continues following the first warning, the child or children found to be responsible for the persistent behaviour amounting to bullying shall be banned from attending the activity or event.
- 10.5 All steps in relation to the prevention of management of bullying should be taken in consultation with the Designated Safeguarding Lead.

11 Confidentiality and Information Sharing

- 11.1 DT Coaching expects all Staff to maintain confidentiality. Information will only be shared in line with the General Data Protection Regulations (GDPR) and Data Protection.
- 11.2 However, information should be shared with the Local Authority if a child is deemed to be at risk of harm or **contact the police if they are in immediate danger, or a crime has been committed**. For further guidance on information sharing and safeguarding see DT Coaching's Privacy Policy.

12 Recording and Record Keeping

- 12.1 A written record must be kept about any concern regarding safeguarding needs. This must include details of the person involved, the nature of the concern and the actions taken, decision made and why they were made.
- 12.2 All records must be signed and dated. All records must be securely and confidentially stored in line with General Data Protection Regulations (GDPR).

13 Use of Mobile Phones and other Digital Technology

- 13.1 All Staff should be aware of DT Coaching's policy and procedures regarding the use of mobile phones and any digital technology and understand that it is unlawful to photograph children and young people without the explicit consent of the person with parental responsibilities.
- 13.2 On some occasions, we may take photographs/videos featuring children. We recognise that photography/videography of children carries risks, such as:
- the potential for images to be re-used, shared or adapted in a damaging or inappropriate manner;
 - the general risk of sharing images and the impact this could have on a child's public image as they grow older.
- 13.3 In view of these risks, we will always:
- (a) ask for written permission from a child and their parent/guardian before taking and sharing any images of them;
 - (b) ensure that a child and their parent/guardian are fully informed of the purpose of the image and how the image will be used and shared;
 - (c) store photos/videos in accordance with Data Protection Legislation;
 - (d) ask members of the public that attend our events/activities to refrain from taking any photographs/videos.

14 Whistleblowing

- 14.1 It is important that people within DT Coaching have the confidence to come forward to speak or act if they are unhappy with anything. Whistle blowing occurs when a person raises a concern about dangerous or illegal activity, or any wrong-doing within their organisation. This includes concerns about another employee, worker or volunteer. There is also a requirement by DT Coaching to protect whistleblowers.
- 14.2 The following policy should be followed by Staff in relation to whistleblowing:
- nothing should be discussed with the alleged perpetrator;
 - if the allegation is not against the Designated Safeguarding Lead pass the information onto them;
 - ensure the maximum level of confidentiality is upheld;
 - if the allegation is against the Designated Safeguarding Lead contact the Multi Agency Referral Unit;
 - if the information is passed to the Designated Safeguarding Lead, to keep a record of their own conversation with the person/child to whom the disclosures were made;
 - not to speak to parents before seeking advice; and
 - it is not the role of Staff to investigate or make personal judgements about situation.

Policy last updated: 2nd August 2025

Next review and update: 1st August 2026

Rachel Tremaine

Director and Designated Safeguarding Lead,

For and on behalf of DT Coaching Services Limited

SCHEDULE 1

Bikeability

1 Data Handling and Data Protection

- 1.1 DT Coaching will be the 'data controller' of all Personal Data collected via the Bikeability Parental Consent Forms.
- 1.2 DT Coaching shall:
- hold a Parental Consent Form that asks for relevant medical conditions and additional or special educational needs that Bikeability Instructors need to take into consideration when planning and delivering a session.
 - collect Parental Consent Forms for each child rider via the LINK system.
 - share the Parental Consent Forms, medical conditions, additional and special educational needs of children with the Bikeability Instructors via the LINK system.
- 1.3 All Personal Data handled by DT Coaching will be collected, stored, used and disposed of in accordance with our Privacy Policy.

2 Delivery of Bikeability Provisions

- 2.1 It is the responsibility of DT Coaching:

For school based Provisions

- To give Bikeability Instructors a safeguarding contact for every school at which they deliver Bikeability.

For 1:1 Provisions

- To encourage parents/carers to attend the training if they prefer;
- To communicate the location of the training to all parties; and
- For training to take place in a public, open space, and never in an environment such as behind a closed door.

- 2.2 It is the responsibility of the Bikeability Instructors to:

- follow DT Coaching's Code of Conduct, which can be found in the company's Staff Portal; and
- for school based Provisions, to know the names and contact details of the school's safeguarding leads as noticed by the Designated Safeguard Lead.

SCHEDULE 2

Important Contacts:

Designated Safeguarding Lead for DT Coaching Services Limited:

Name: Rachel Tremaine

Email address: rachel@dtcoaching.co.uk

Telephone number: 07837 086852

Deputy Safeguarding Lead for DT Coaching Services Limited:

Name: David Tremaine

Email address: david@dtcoaching.co.uk

Telephone number: 07773 444632

Company Secretary for DT Coaching Services Limited:

Name: Rachel Tremaine

Email: rachel@dtcoaching.co.uk

Telephone Number: 07837 086852

Local Authority Designated Officer (LADO) for Cornwall:

Telephone: LADO Administrator on 01872 326536

Email: LADO@cornwall.gov.uk

Multi Agency Referral Unit – Cornwall:

Telephone: 0300 1231 116

Out of Hours: 01208 251300

Email: multiagencyreferralunit@cornwall.gov.uk

Police:

Emergency – 999

Non-emergency – 101

NSPCC Helpline:

0808 800 5000