

Elite Kids Coaching is comprised of several different business units. For brevity within this and all policies, these business units shall be referred to "Elite Kids Coaching."  
The terms of this policy apply to all business units within the Elite organisation.

Elite Teaching Solutions aims to harness the power of teaching to engage and inspire, raise aspirations, and positively impact the lives of the people we work with. To achieve this, we work with local partners on a range of key outcomes including enhancing health and wellbeing; skill development, education, and training; and creating strong communities.

The purpose of this policy statement is to protect children and young people who receive Elite Teaching Solution services from harm. This includes the children of adults who use our services to 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.

This policy applies to anyone working on behalf of Elite Teaching Solutions including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

This policy has been drawn up based on 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).

**We believe that:**

- Children and young people should never experience abuse of any kind.
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

**We recognise that:**

- The welfare of children is paramount in all the work we do and in all the decisions we take.
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have 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.
- Working in partnership with children, young people, their parents, carers, and other agencies is essential in promoting young people's welfare.

**We will seek to keep children and young people safe by:**

- Valuing, listening to and respecting them.
- Appointing a nominated child protection lead for children and young people, a deputy, and a lead trustee/board member for safeguarding.
- Adopting child protection and safeguarding best practice through our policies, procedures, and code of conduct for staff and volunteers.
- Developing and implementing an effective online safety policy and related procedures.
- Providing effective management for staff and volunteers through supervision, support, training, and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures, and behaviour codes confidently and competently.
- Recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made.
- Recording, storing, and using information professionally and securely, in line with data protection legislation and guidance [more information about this is available from the Information Commissioner's Office: [ico.org.uk/for-organisations](http://ico.org.uk/for-organisations)].
- Sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions.
- Making sure that children, young people, and their families know where to go for help if they have a concern.
- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families, and carers appropriately.
- Using our procedures to manage any allegations against staff and volunteers appropriately.
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- Ensuring that we have effective complaints and whistleblowing measures in place.
- Ensuring that we provide a safe physical environment for our children, young people, staff, and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.
- Building a safeguarding culture where staff and volunteers, children, young people, and their families, treat each other with respect and are comfortable about sharing concerns.

### Recognising and responding to abuse:

- It's vital that children and young people can speak out and that whoever they tell takes them seriously and acts on what they've been told.

### Identifying concerns:

#### Disclosure:

- Disclosure is the process by which children and young people start to share their experiences of abuse with others.
- Children may disclose directly or indirectly and sometimes they may start sharing details of abuse before they are ready to put their thoughts and feelings in order.
- Not all disclosures will lead to a formal report of abuse, or a case being made, or a case being taken to court, but all disclosures should be taken seriously.

#### How disclosure happens:

Children and young people may disclose abuse in a variety of ways, including:

- Directly– making specific verbal statements about what's happened to them.
- Indirectly – making ambiguous verbal statements which suggest something is wrong.
- Behaviourally – displaying behaviour that signals something is wrong (this may or may not be deliberate)
- Non-verbally – writing letters, drawing pictures, or trying to communicate in other ways.

Children and young people may not always be aware that they are disclosing abuse through their actions and behaviour. Sometimes children and young people make partial disclosures of abuse. This means they give some details about what they've experienced, but not the whole picture. They may withhold some information because they:

- Are afraid they will get in trouble with or upset their family.
- Want to deflect blame in case of family difficulties because of the disclosure.
- Feel ashamed and/or guilty.
- Need to protect themselves from having to relive traumatic events.

## Responding to disclosures:

### Making notes:

It's important to keep accurate and detailed notes on any concerns you have about a child. You will need to share these with your nominated child protection lead.

### Include:

- The child's details (name, age, address).
- What the child said or did that gave you cause for concern (if the child made a verbal disclosure, write down their exact words).
- Any information the child has given you about the alleged abuser.

### Information sharing:

- Sharing information about a child's wellbeing helps professionals build a clearer picture of the child's life and gain a better understanding of any risks the child is facing.
- Information sharing helps to ensure that an individual receives the right services at the right time and prevents a need from becoming more acute and difficult to meet (DfE, 2018).

### When to share information:

- Timely information sharing is key to safeguarding and promoting the welfare of children.
- People who work with children, whether in a paid or voluntary role, may need to share information about the children and families they are involved with for a number of reasons. These include:
- You are making a referral to arrange additional support for someone in the family.
- Someone from another agency has asked for information about a child or family.
- Someone in the family has asked to be referred for further help.
- A statutory duty or court order requires information to be shared.
- You are concerned that a child or a member of their family may be at risk of significant harm.

- You think a serious crime may have been committed or is about to be committed which involves someone in the family.
- You must always have a clear and legitimate purpose for sharing a child's personal information. Keep a record of the reasons why you are sharing or requesting information about a child or their family.
- You should also make sure you are not putting a child's safety and wellbeing at risk by sharing information about them.

### **What information to share:**

- You need to decide what specific information is appropriate to share and who to share it with.
- Prioritise the safety and wellbeing of the child and anyone else who may be affected by the situation.
- Make sure you share the information quickly and securely. The sooner you report your concerns the better. This means the details will be fresh in your mind and action can be taken quickly.
- Identify how much information should be shared. This will depend on the reasons for sharing it.
- Use language that is clear and precise. Different agencies may use and understand terminology differently.
- Make sure the information you are sharing is accurate. Make it clear what information is factual and what is based on opinion (yours or other people's).

### **Seeking consent to share information:**

- Children should be given the opportunity to decide whether they agree to their personal information being shared. If a child doesn't have the capacity to make their own decisions, ask their parent or carer (unless doing so would put the child at risk of harm).

### **Sharing information without consent:**

- If consent is refused or if you're unable to seek consent, you can still share information with relevant professionals if this is in the public interest.

This includes protecting children from significant harm and promoting the welfare of children.

When deciding whether to share information without consent, you should consider each case individually.

- Decide if the need to share information is in the public interest and whether it outweighs the need to maintain confidentiality.
- Consider all the implications of sharing the information, for example if you are sharing sensitive details about a person's life.

If you're not sure what to do, contact the NSPCC helpline for advice.

### **Confidentiality:**

Never promise a child that you will keep the things they're telling you a secret. Explain that you need to share what they've told you with someone who will be able to help.

If a child or young person needs confidential help and advice direct them to Childline. Calls to 0800 1111 are free and children can also [contact Childline online](#).

### **Reporting concerns:**

If a child is suffering or at risk of suffering significant harm, you can share information with appropriate agencies or professionals without the child's or their parent's consent. If a child is in immediate danger, call the police on 999.

If a child is not in immediate danger:

Follow your organisation's safeguarding policies and procedures as soon as possible. These should provide clear guidelines on the steps you need to take if a child discloses abuse. They will state who in your organisation has responsibility for safeguarding or child protection and who you should report your concerns to.

Contact your local child protection services. Their contact details can be found on the website for the local authority the child lives in.

Contact the police. They will assess the situation and take the appropriate action to protect the child.

Contact the NSPCC Helpline on [0808 800 5000](tel:08088005000) or by emailing [help@nspcc.org.uk](mailto:help@nspcc.org.uk). Our trained professionals will talk through your concerns with you, give you expert advice and take action to protect the child as appropriate.

This may include making a referral to the local authority.

**Contact details:**

**Nominated child protection lead**

Ryan Hudson: [info@elitekidscoaching.com](mailto:info@elitekidscoaching.com) / 07540636936

**Deputy child protection lead**

Wayne Godwin: [businessmanager@elitekidscoaching.com](mailto:businessmanager@elitekidscoaching.com) / 07595520267

**NSPCC Helpline**

Call: 0808 800 5000

**Changes to our policy**

Elite Teaching Solutions keeps its privacy policy under regular review. This policy was last updated on 1<sup>st</sup> September 2023

Policy Governance

Responsibility for this policy rests with Thomas Slack – Head of Safeguarding, Policy & Recruitment.

Duties include, but are not limited to:

- Ensuring that all staff in scope and appropriate external parties have read and confirmed their acceptance of the latest version of this policy
- Monitoring for legal, regulatory or industry best practice developments in relation to this policy
- Coordinate with senior management, IT, and legal counsel to communicate and review issues related to this policy
- Review and update this policy at least every 12 months, in order that it remains fit for purpose

Exceptions to this policy shall be allowed only if approved by Ryan Hudson - Director.  
Wayne Godwin – Business Manager

This policy has been approved by senior management and is effective from Jan 2023