

*“Inspired to Inspire”*

*Self-Belief Commitment Respect Integrity Passion Teamwork*

## Primary Sports Stars Group Safeguarding Policy 2025/2026



### 1. Purpose and Commitment

The Primary Sports Stars Group is committed to providing a safe, positive, and nurturing environment for all children participating in our sports coaching programmes. We recognise our responsibility to safeguard and promote the welfare of every child we work with, and we take this duty extremely seriously.

As a provider working across multiple primary schools, we operate under two layers of safeguarding responsibility:

- Our own internal safeguarding policy, procedures, and training standards, and
- The safeguarding policies, reporting procedures, and expectations of each individual school we work with.

Wherever we deliver coaching, **the school’s safeguarding policy takes precedence for reporting pathways**, and our staff integrate fully into the school’s safeguarding culture.

### 2. Scope

This policy applies to:

- All employees, coaches, volunteers, and contractors representing the Primary Sports Stars Group
- All activities delivered on school premises or on behalf of a school
- All children and young people participating in our sessions
- Any safeguarding concern observed or disclosed during our work

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### 3. Safeguarding Principles

Our safeguarding approach is built on the following principles:

- Child welfare is paramount
- All children have the right to feel safe, valued, and respected
- Safeguarding is everyone’s responsibility
- Concerns must be reported immediately and appropriately
- We work collaboratively with schools and external agencies

### 4. Responsibilities

The Primary Sports Stars Group will:

- Maintain a robust internal safeguarding policy aligned with *Keeping Children Safe in Education (KCSIE)* and relevant statutory guidance
- Ensure all staff undergo enhanced DBS checks and regular safeguarding training
- Provide clear codes of conduct for behaviour, communication, and professional boundaries
- Maintain accurate records of safeguarding concerns raised by staff
- Ensure staff understand and follow each school’s safeguarding procedures as well as our own
- Review this policy annually or following significant changes in legislation or practice

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All staff must:

- Prioritise the safety and wellbeing of children
- Follow the safeguarding policy of the school they are working in as well as our own
- Immediately report concerns to the school’s Designated Safeguarding Lead (DSL)
- Inform the Primary Sports Stars Group internal Safeguarding Lead as well as the school we are working with
- Maintain confidentiality and share information only with appropriate professionals
- Model safe, respectful, and inclusive behaviour
- Never promise confidentiality to a child
- Record concerns factually and promptly

## 5. Working Within Schools’ Safeguarding Frameworks

Because we operate across multiple schools, our staff must:

- Familiarise themselves with each school’s safeguarding policy before delivering sessions
- Know the name and location of the school’s DSL and Deputy DSL
- Follow the school’s reporting procedures as the first point of action
- Adhere to school-specific expectations around sign-in, supervision, mobile phone use, and site safety
- Participate in school briefings or inductions where required

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If a school's policy differs from our internal procedures, the school's policy takes priority for reporting, but staff must still notify The Primary Sports Stars Group Safeguarding Lead.

## 6. Recognising Abuse and Concerns

Staff must be alert to signs of:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Bullying or cyberbullying
- Peer-on-peer abuse
- Extremism or radicalisation
- Online safety concerns
- Any behaviour that makes a child feel unsafe

Training ensures staff can recognise indicators and respond appropriately.

## 7. Reporting Procedures

If a child is at immediate risk, staff must alert the school's DSL or senior leader without delay.

Staff must follow the school's safeguarding reporting process, which may include:

- Speaking directly to the DSL
- Completing a written concern form

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- Logging concerns on the school’s safeguarding system (e.g., CPOMS, MyConcern)
- Where schools are closed such as holiday time sports camps the DSL of the school the child attends will still be notified directly where a safeguarding concern is raised as well as the Primary Sports Stars Group DSL. This is to encourage bigger picture practice.

After reporting to the school, staff must notify Primary Sports Stars Group Safeguarding Lead so that:

- Internal records can be updated
- Support can be provided
- Any follow-up actions can be coordinated

Records must be:

- Factual, accurate, and timely
- Stored securely
- Shared only with authorised safeguarding personnel

## 8. Professional Conduct and Safe Practice

Staff must:

- Maintain appropriate physical contact
- Use positive behaviour management strategies
- Avoid being alone with a child where possible
- Use only professional communication channels
- Wear appropriate clothing and ID
- Never transport children unless explicitly authorised by the school and company
- Report any breaches of conduct immediately

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## 9. Safer Recruitment

We follow safer recruitment practices including:

- Enhanced DBS checks
- Identity and right-to-work verification
- Employment history and reference checks
- Safeguarding interview questions
- Ongoing suitability monitoring

## 10. Training and Induction

All staff receive:

- Annual safeguarding training
- Induction covering both company and school-specific safeguarding expectations
- Updates on changes to legislation or best practice
- Additional training relevant to sports coaching (e.g., physical contact, managing injuries)

## 11. Partnership with Schools

We work collaboratively with schools to:

- Share relevant safeguarding information
- Support early intervention
- Align our practice with school policies
- Participate in safeguarding reviews when appropriate

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- Ensure consistent safeguarding standards across all settings

## 12. Policy Review

This policy is reviewed annually or sooner if:

- Legislation changes
- Best practice evolves
- Feedback from schools or staff indicates improvements are needed
- A safeguarding incident highlights a gap in practice