



ASM Sports (UK) Limited | Safeguarding & Child Protection Policy | September 2024

1. Key Contacts and Information

Policy Leader /Designated Safeguarding Lead	Nick Marren	01782 366332
Deputy Policy Leader/DSL	Kieran Oakes	01782 366332
Lead Person for PREVENT	Nick Marren	01782 366332
Senior Manager Staff Allegations	John Kendall	01782 366332
Managing Director	Alex Morris	01782 366332
Local Authority Designated Officer (LADO)	John Hanlon John.Hanlon@stoke.gov.uk or CHAD.Referrals@stoke.gov.uk	01782 235100
Early Help Coordinator		01782 231964/ 232200 early.help@stoke.gov.uk
Early intervention Advice and Access Team		01782232200 CW@stoke.gov.uk
Senior SW/Child Sexual Exploitation		101 Ext.3616 07769 238950
SOT Children's Social Care - Safeguarding Referral Team (SRT)		01782 235100



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Emergency Duty Team – after hours, weekends and public holidays	01782 234567
Staffordshire Children Social Care – for referrals First Response Police Non-emergency – 101 Emergency - 999	0800 1313126
Cheshire East Safeguarding Children's Partnership (CESCP) https://www.cescp.org.uk/	0300 123 5012
CHECS@cheshireeast.gov.uk 0300 123 5012/0300 123 5022 – Emergency Duty Team (Out of Hours)	
Cheshire East LADO: 01606 288931	
Cheshire East LADO Business Support Officer: 01270 685904 Email: LADO@cheshireeast.gcsx.gov.uk	
Prevent Education Officer m: 07900 135606 sarah.dyer@stoke.gov.uk	01782 233239
Safeguarding Education Development Officer dawn.casewell@Stoke.gov.uk	01782 235897
Stoke on Trent Cooperative Working Access Advice and Access Team	01782 232200
Education Lead - MASH amanda.clough@stoke.gov.uk	01782 236516
Social Care 'Better Together' Project kayleigh.harold@stoke.gov.uk	01782 232470



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Policy Approval Date	10 th May 2024
Frequency of Policy Review	Annually
Next Review Date	September 2025
Signature of Policy/Procedure Leader	Signature of Managing Director
Nick Marren	Alex Morris

2. Purpose & Aim of This Policy

ASM Sports Safeguarding & Child Protection Policy seeks to ensure the safety and wellbeing of all children, young people, and vulnerable adults and to protect them from abuse, or alleged abuse, when they engage in any activities conducted under the name of ASM Sports. This policy recognises all recent and relevant legislation and regulations at the date of publication. This policy is for use throughout the company and is to be observed by all who work with children and young people. Application of this policy is not discretionary.

All the requirements of the policy are obligatory and are to be enforced as indicated by the appropriate persons, in all cases where there are any instances of abuse or suspected/instances of abuse. It is through the application of this Safeguarding and Child Protection that ASM Sports will seek to ensure the safety and well-being of all children and young people and who are engaged in ASM Sports activities and equally the safety and security of those responsible for the activities involving children and young people.



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The updated Keeping Children Safe in Education 2022 and Keeping Children Safe in Education 2024 guidance makes it clear that being subjected to harassment, violence and or abuse, may breach children's rights, as set out in the Human Rights Act.

We believe that safeguarding and child protection requires everyone to take responsibility and that every child matter. We recognise that the care, protection, and welfare of children is paramount and that all children have the right to be protected from all types of harm. We also recognise that we have a fundamental duty of care towards all children where our programs and operations facilitate contact with children or have an impact on children.

- 1.1 These procedures aim to provide a framework which ensures that all practice in child protection is consistent with stated values and procedures that underpin all work with children and young people.
- 1.2 This document also seeks to make the professional responsibilities clear to all staff (teaching and non-teaching) governors and volunteers, temporary and supply staff to ensure that statutory and other duties are met in accordance with Staffordshire Safeguarding Children Board (for all Staffordshire delivery) and Cheshire East Safeguarding Children's Partnership (for all Cheshire East delivery) requirements and procedures.
- 1.3 This Safeguarding Policy and Child Protection will be reviewed annually by the company.
- 1.4 All members of staff receive identity checks ahead of commencing duties with the company. Within this procedure all relevant documentation relating to safeguarding and eligibility to work in the United Kingdom will be rigorously examined. Individuals are also required to corroborate that they possess the correct qualifications for the role that they are about to commence with.
- 1.5 The purpose of the policy is intended to protect children and young people who receive any service from us.
- 1.6 ASM Sports believes that no child or young person should experience any abuse or harm and are committed to the protection of children and young people and this policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to child protection and safeguarding.



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3. Policy Statement

- a. Every child who participates in a lesson/club/event that is delivered by ASM Sports should be able to take part in an enjoyable and safe environment and be protected from abuse. This is the responsibility of every member of staff.
- b. ASM Sports recognises its responsibility to safeguard the welfare of all children and young people by protecting them from physical, emotional, or sexual harm and from neglect or bullying.
- c. ASM Sports is committed to working to provide a safe environment for all children and young people to participate in the sport/activity to the best of their abilities for as long as they choose to do so.
- d. ASM Sports recognises that all children and young people have a right to be protected from abuse irrespective of their age, gender, culture, disability, race, faith, and religious belief.
- e. The child's welfare is paramount and will be prioritised as the single most important consideration.
- f. ASM Sports recognises that abuse and poor practice does take place in sport and that by raising awareness and understanding of the main forms of abuse and poor practice and by encouraging reporting if abuse or poor practice is suspected it may further safeguard children and young people who participating in activity.
- g. All staff engaged in any way in activities involving substantial and unaccompanied access to children and young people are required to have a Disclosure and Barring Service (DBS) and/or police checks under the Safeguarding Vulnerable Groups Act 2006. and will not be allowed to work unaccompanied until clearance has been received by Nick Marren or Kieran Oakes. (NB: It is a requirement that all staff undergo DBS checks at least once every three years).





4. The Risks to Children

Every child grows up in a safe and happy environment and it is important not to exaggerate or overestimate the dangers. Nevertheless, there are situations where protection including but not limited to:

- Sexual abuse,
- Grooming,
- Physical and emotional abuse and neglect,
- Domestic violence,
- Inappropriate supervision by staff or volunteers,
- Bullying, cyber bullying, acts of violence and aggression within our schools and campuses, filtering, and monitoring of internet usage
- Victimisation,
- Self-harm,
- Unsafe environments and activities,
- Crime, and Exploitation

5. Universality or Protection

ASM Sports recognises that:

- The welfare of the child is paramount,



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- All children regardless of race, gender, religious belief, disability, age, sexual orientation, or identity have a right to equal protection from harm,
- Some children are more vulnerable to harm because of their circumstances, prior experiences, communication needs or level of dependency, and,
- Working with children, young people, their parents and/or guardians, carers or other agencies is essential to protecting their wellbeing.
- absence, as well as missing, from education can be warning sign of a range of safeguarding concerns, including sexual abuse, sexual exploitation, or child criminal exploitation.

6. The management of safeguarding

Latest updates in 2022 emphasises that all management and stakeholders should receive appropriate safeguarding and child protection Level 1 training at induction, and then at regular intervals. Training should provide them with the knowledge to ensure their school's or organisations safeguarding policies and procedures are effective. All staff will work towards completing Level 2 within 6 months and then Level 3 within a year of being in the business.

7. The Role of the Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead (DSL's) for ASM Sports is Nick Marren (Operations Manager).

The role of the DSLs and deputy DSL is to be responsible for all strategic and operational decision relating to safeguarding. The DSLs are the focus people who company staff, and others, may come to if they have concerns about an individual child's safety or well-being, and they are the first point of contact for external agencies.

The DSLs are also the people who lead on concerns regarding extremism or radicalisation. Where there are concerns regarding extremism and radicalisation, the DSL will refer to ASM Sports Prevent





policy, consult with Stoke-on-Trent Chancel Coordinator, and make referrals where appropriate and if required.

It is also the role and responsibility of the DSL to ensure that education staff are aware of their role in relation to filtering and monitoring of children's internet usage whilst with ASM.

8. DBS Checks

In accordance with Keeping Children Safe in Education 2024 and the Safeguarding Vulnerable Groups Act 2006, it states the following in respect of any agency or third-party staff deployed in schools:

Schools and Colleges must obtain written notification from any agency, or third-party organisation they use that the ASM sports has carried out the checks on an individual who will be working at the school that the school would otherwise perform.

We can confirm in writing that we have undertaken all the necessary pre-employment checks required in accordance with Keeping Children Safe in Education 2024 and the Safeguarding Vulnerable Groups Act 2006, on all the staff we deploy to work in our partnership schools. The list of the names of the staff, and all the checks undertaken are listed on our DBS document. Information has been added to highlight that schools should consider online searches as part of their due diligence checks on shortlisted candidates.

Updated guidance states that ASM Sports will inform shortlisted candidates that online searches may be done as part of pre-recruitment checks.

9. Safeguarding Procedures

- a. Any allegation of abuse or suspected abuse must be reported to the DSL/Deputy DSL who will be responsible, in complete confidence, for any investigatory or other action taken. Action may include reference and reports to police or other agencies (e.g., NSPCC).
- b. ASM Sports Safeguarding Policy recognises the rights of all children regardless of differences including, but not limited to, race, culture, language, nationality, and





disability. The policy acknowledges the rights of parents or guardians, both mother and father, as indicated in legislation concerning parental rights and responsibilities.

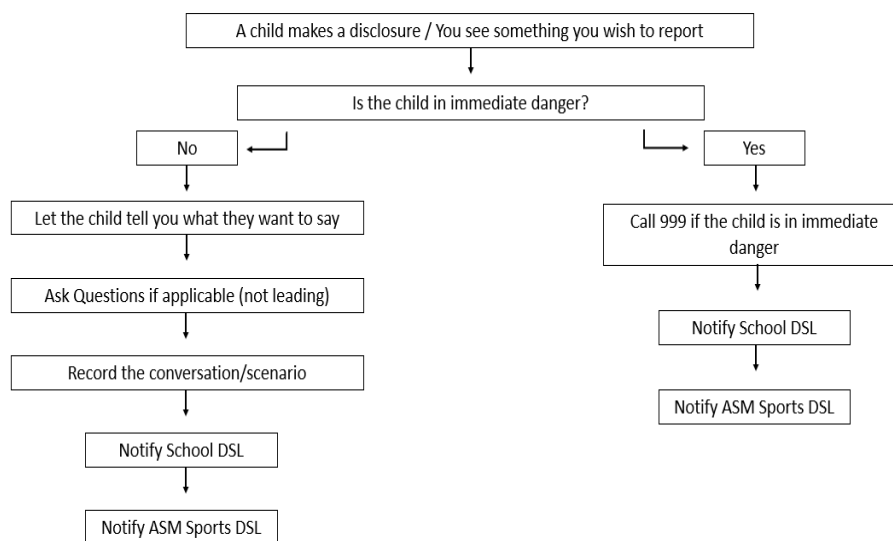
- c. This policy recognises that any person responsible for a child or young person, whether solely or jointly, is in a position of trust which requires behaviour to be in accordance with this policy.
- d. ASM Sports will use its best endeavours to ensure that no person with any conviction for any aspect of child abuse will be employed in a position which involves contact with children and young people.
- e. ASM Sports is committed to protecting children, young people and vulnerable adults and will take action to uphold this commitment. All information which is provided will be treated in strictest confidence and will be followed up or investigated thoroughly.
- f. Updated guidance from the DfE includes information on responding to allegations relating to incidents occurring when an individual or organisation uses a school's premises. As with all safeguarding allegations, schools and organisations should follow their safeguarding policies and procedures, including informing the Local Authority Designated Officer (LADO)



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NB: in the event of holiday club delivery periods staff will go directly to ASM Sports DSL who will then where possible liaise with the school DSL and or senior stake holders in the school.

If the incident/situation is of a more serious nature, then ASM Sports DSL will seek support from Staffordshire Safeguarding Children Board (for all Staffordshire delivery) and Cheshire East Safeguarding Children's Partnership (for all Cheshire East delivery) and ultimately if required the police.

10. Prevention of Bullying

ASM Sports, as previously stated will not tolerate the bullying of children either by adults or by other children. If any incidents of child-on-child bullying occur at any events that ASM Sports provide, then those involved will be separated immediately and the parents of the children involved will be asked to deal with the matter. ASM Sports will review all incidents relating to bullying and assess the future





risk to children. If appropriate and if necessary, ASM Sports will consider a review of the attendance of the child(ren) to the ASM Sports activities and events, but only in full and fair accordance of the rules and procedures of ASM Sports. Allegations of adults bullying children will be dealt with in accordance with this policy. (See the Allegations section of this policy).

11. Equality legislation

The guidance sets out the significance of the Equality Act 2010 to school safeguarding, including that schools and colleges:

- must not unlawfully discriminate against pupils because of their protected characteristics
- must consider how they are supporting pupils with protected characteristics
- must take positive action, where proportionate, to deal with the disadvantages these pupils face. For example, by making reasonable adjustments for disabled children and supporting girls if there is evidence they are being disproportionately subjected to sexual violence or harassment.

12. Photographing Children

It is acceptable to expect that photographs may be taken at ASM Sports events and activities, and we reserve the right to publish suitable photographs of those attending, at no point will the children's or young person's name be always used, and parental/guardian consent will have been sought prior to this. All children that have a protection order or cannot be featured due to social services involvement will be exempt from photography.





13. Confidentiality

- a. Confidentiality is an issue that needs to be understood by all those working with children, particularly in the context of child protection. This is a complex area and involves consideration of various legislation.
- b. You can never guarantee confidentiality to a child as some kinds of information may need to be shared with others.
- c. Professionals can only work together to safeguard children if there is an exchange of relevant information between them. This has been recognised in principle by the courts. However, any disclosure of personal information to others, included social service departments, must always have regard to both common and statute law.
- d. Normally, personal information should only be disclosed to third parties (including other agencies) with the consent of the subject of that information (Data Protection Act 1998 European Convention on Human Rights, Article 8). Wherever consent should be obtained before sharing personal information with third parties. In some circumstances, however, consent may not be possible or desirable, but the safety and welfare of the child dictate that the information should be shared.
- e. The law requires the disclosure of confidential information necessary to safeguard a child or children. Under Section 47 of the Children Act 1898 statutory agencies have a duty to co-operate. Therefore, if the Police or Social Care/Services are conducting a Section 47 investigation under the 1989 Children Act, staff must share requested information relevant to the investigation. Legal advice should be sought if in doubt from the County Legal Services Department.
- f. If a child chooses to disclose, you should:
 - be accessible and receptive.
 - listen carefully and uncritically at the child's pace.
 - take what is said seriously.
 - reassure the child that they are right to tell.





- tell the child that you must pass this information on.
 - Make a careful record of what was said after the conversation, not whilst they are speaking.
 - Fill in the subsequent forms relating to reporting and referral of any safeguarding concern.
- g. You should never:
- take photographs or examine an injury.
 - investigate, question or probe aiming to prove or disprove abuse – never ask leading questions.
 - make promises to children about confidentiality or keeping 'secrets'.
 - assume that someone else will take the necessary action.
 - jump to conclusions or react with shock, anger, or horror.
 - speculate or accuse anybody.
 - confront another person (adult or child) allegedly involved.
 - offer opinions about what is being said or about the persons allegedly involved.
 - forget to record what you have been told.
 - fail to pass the information on to the correct person.
 - Ask a child to sign a written copy of the disclosure.
- h. For noticeably young children or those with communication difficulties or who use alternative/augmented communication systems, you may need to take extra care to ensure that signs of abuse and neglect are identified and interpreted correctly, but concerns should be reported in the same manner as for other children.





- i. The updated guidance states that children may not feel ready or know how to tell someone they are being abused. In this case, the staff member should seek advice from the DSL, who then may need to take advice from the LADO or other relevant Stakeholders regarding safeguarding and child welfare.
- j. Records should:
 - state who was present, time, date, and place.
 - use the child's words wherever possible.
 - be factual/state exactly what was said.
 - differentiate clearly between fact, opinion, interpretation, observation and/or allegation.
 - be written in ink and signed by the recorder.
- k. Showering/Bathing/Personal Care Procedures Children are always entitled to respect and privacy and especially when in a state of undress, changing clothes, bathing/showering or undertaking any form of personal care.
- l. Staff must be vigilant about their own behaviour; ensure they follow agreed guidelines and be mindful of the needs of the Children with whom they work.
- m. This means that Staff should:
 - Avoid any physical contact when Children are in a state of undress.
 - Avoid any visually intrusive behaviour.
 - Where there are changing rooms, announce their intention of entering.
- n. This means that Staff should not:
 - Assist with any personal task which a Child can undertake themselves





- o. The updated guidance includes a new paragraph setting out that children may not feel ready or know how to tell someone they are being abused.

14. Online safety/ Filtering and monitor

Additions to the guidance state that ASM Sports should regularly review the effectiveness of school filters and monitoring systems. They should ensure that the leadership team and relevant staff are:

- aware of and understand the systems in place
- manage them effectively
- know how to escalate concerns when identified. Schools and colleges should use communications with parents and carers to reinforce the importance of children being safe online. ASM Sports should share information with parents/carers about:
 - what systems they have in place to filter and monitor online use
 - what they are asking children to do online, including the sites they will ask to access
 - who from the ASM Sports (if anyone) their child is going to be interacting with online.

15. Domestic abuse

Domestic abuse has been added to the list of safeguarding issues that all staff should be aware of. The guidance makes it clear that domestic abuse:

- can be psychological, physical, sexual, financial, or emotional





- can impact on children through seeing, hearing, or experiencing the effects of domestic abuse and/or experiencing it through their own intimate relationships.

16. LGBTQ pupils

Guidance now emphasises the importance of providing LGBTQ+ children with a safe space for them to speak out or share their concerns with members of staff, therefore if any of these children do speak to a member of staff, they must seek advice and guidance from the DSL or senior management to ensure they are compliant with the process. Prior training will be given to all staff both senior and junior.

17. Allegations

- a. You should seek to keep your personal contact with children under review and seek to minimise the risk of any situation arising in which misunderstandings can occur. The following sensible precautions are taken when working alone with children:
 - work in a room where there is a glass panel in the door or leave the door open.
 - make sure that other adults visit the room occasionally.
 - avoid working in isolation with children unless thought has been given to safeguarding.
 - must not give out personal mobile phone numbers or private e-mail addresses.
 - must not give individual pupils lifts home in your cars.
 - must not arrange to meet them outside of school hours.
 - must not chat to pupils on the social websites or refer to school/children on these sites.





- b. Under the Sexual Offences Act 2003 it is a criminal offence for anyone working in an education setting to have a sexual relationship with a pupil even when the pupil is over the age of consent but under 18 years of age.
- c. Any use of physical force or restraint against pupils will be conducted and documented in accordance with the relevant physical restraint policy and in accordance with received training. If it is necessary to use physical action to prevent a child from injury to themselves or others, parents will be informed. Children will not be punished by any form of hitting, slapping, shaking or other degrading treatment.

18. Allegations of abuse against a professional

- a. Children can be the victims of abuse by those who collaborate with them in any setting. All allegations of abuse of children conducted by any staff member or volunteer should therefore be taken seriously.
- b. If an allegation is received by ASM Sports, the following should be considered.
- c. Has the adult:
 - 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 s/he is unsuitable to work with children.
- d. Allegations of abuse made against staff, whether historical or contemporary, should be dealt with by either Nick Marren or Kieran Oakes and then it should be dealt with by the John Kendall (Development Manager). If the allegation is against either of the aforementioned, then the reporting procedure would be escalated upward to Alex Morris (Managing Director).





19. Whistleblowing and Complaints

- a. We cannot expect pupils to raise concerns in an environment where staff members fail to do so. Therefore, we will ensure that all staff members are aware of their duty to raise concerns, where they exist, about the management of safeguarding and child protection, which may include the attitude or actions of colleagues.
- b. If necessary, they will speak with the company director, DSL or with the Local Authority Designated Officer (LADO), Staffordshire Safeguarding Children Board (for all Staffordshire delivery) and Cheshire East Safeguarding Children's Partnership (for all Cheshire East delivery).
- c. We have a Whistle Blowing Policy which is available to all staff.
- d. We have a clear reporting procedure for children, parents, and other people to report concerns or complaints, including abusive or poor practice.
- e. We will actively seek the views of children, parents and carers and staff members on our child protection arrangements through surveys, questionnaires, and other means.

20. Learning lessons

- a. Updates guidance from Keeping Children Safe in Education 2024 makes it clear that learning lessons applies to all cases, not just those which are concluded and found to be substantiated. Low level concerns Information has been updated to make it clear that a low-level concerns policy should contain a clear procedure for confidentially sharing concerns. ASM Sports can then decide whether concerns are initially shared with the Designated Safeguarding Lead (DSL)/nominated person or directly with the Owner/Managing Director. The DSL and senior management should be informed of all low-level concerns and make the final decision on how to respond. Where appropriate this can be done in consultation with the DSL.
- b. Guidance also clarifies that low level concerns which are shared about supply staff and contractors should be notified to their employers; and schools and colleges should consult with their LADO if unsure whether low-level concerns shared about a member of staff meet the harm threshold.





21. Child Protection Policy

The British Council is the United Kingdom's international organisation for cultural relations and educational opportunities.

We believe that child protection requires everyone to take responsibility and that every child matter. We recognise that the care, protection, and welfare of children is paramount and that all children have the right to be protected from all types of harm. We also recognise that we have a fundamental duty of care towards all children where our programs and operations facilitate contact with children or have an impact on children. This includes a duty to protect children from harm or risk of harm because of:

- misconduct by our staff or partners
- poor practice the poor design or delivery of our programs and operations.

We aim to achieve this through compliance with the keeping children safe in education (KCSIE) (DfE, 2024), UK child protection laws and the relevant laws in each of the countries where we operate and by adhering to Article 19 of the United Nations Convention on the Rights of the Child (UNCRC) 1989.

A child is defined in the British Council as anyone who has not reached their 18th birthday (UNCRC 1989) irrespective of the age of majority in the country where the child is, or in their home country.

The British Council is committed to:

- valuing, respecting, and listening to children.
- ensuring all necessary checks are made when recruiting staff.
- maintaining strong child protection systems and procedures for staff.
- training its staff and providing a mutual understanding of child protection issues to inform planning and practice.



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- sharing information about child protection and good practice with children and parents/careers.
- sharing information about any concerns with the relevant agencies and involving parents and children appropriately
- providing effective management for staff through clear processes, supervision, and support.

We will provide adequate and appropriate resources to implement this policy and will ensure it is communicated and understood.

It is also paramount for anyone working with children and young people, to be aware of possible 'Sexual violence and sexual harassment between children (in schools and colleges)'. The DfE's advice on Sexual violence and sexual harassment between children in schools and colleges (DfE, 2021) has been merged into Keeping children safe in education 2022. As part of this merger, the term "child-on-child abuse" rather than "peer-on-peer abuse" is used throughout the updated guidance.

All staff should have the mindset that, 'It Can Happen Here'. It is important that Safeguarding policies refer to Keeping Children Safe in Education 2024.

22. Legal Framework

- a. This policy has been drawn up in accordance with all relevant and applicable legislation and guidance available to the charity in the jurisdictions it operates within the United Kingdom.

Chiefly, this policy operates in accordance with the:

- Children Act 1989
- United Nations Convention on the Rights of the Child
- Children Act 2004
- General Data Protection Regulation
- Data Protection Act 2018
- Safeguarding Vulnerable Groups Act 2006



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- Keeping Children Safe in Education 2024
- Working Together to Safeguard Children 2018: A Guide to Inter-Agency Working to Safeguard and Promote the Welfare of Children
- Information Sharing – Advice for practitioners providing safeguarding services to children, young people, parents, and carers (2018)
- What to do if You are Worried a Child is experiencing abuse – Please refer to Stoke on Trent and Staffordshire Local Safeguarding Children Board Procedures
- Home - Staffordshire Safeguarding Children Board (staffsscb.org.uk)
- Page not found - Staffordshire Safeguarding Children Board (staffsscb.org.uk)
- **Cheshire East Safeguarding Children's Partnership** ([About us \(cescp.org.uk\)](http://cescp.org.uk))

23. Quality Assurance

- a. We will ensure that systems are in place to monitor the implementation of and compliance with this policy and accompanying procedures. This will include periodic audits of child protection files and records by the DSL.
- b. We will complete a safeguarding audit of the school's safeguarding arrangements at frequencies specified by the Stoke-on-Trent and Staffordshire Safeguarding Children Board and using the audit tool provided by them for this purpose.
- c. The company's senior leadership team will ensure that action is taken to remedy without delay any deficiencies and weaknesses identified in child protection arrangements.

24. Lone Working and Staff Ratio's

- a. In most situations it is best practice to have at least two adults present when working with children and young people. At ASM Sports (UK) Limited we work in ratio, at our holiday clubs that does not exceed 1-12 (Adults-Children). (However, this number will





reduce depending on the makeup of the group, I.E. SEND, Behavioural needs or lower age groups).

- b. Occasionally it may be appropriate or necessary for an adult to have 1-1 contact with a child or supervise a small group of children on their own. This could happen in at times, for example if a child in your group becomes ill or asks to speak to a trusted adult alone or where we are working with situations that involves 1-1 mentoring or supervision.
- c. We may also be working alone with a child or small group of children if we are in the wrap around periods of our holiday club provision, however, at all times we aim to still operate at 2 adults – children on site. If the situation arises for example the coach on the day will discuss this with the parent and consent will be sort. Furthermore, at all times the Managing Director, DSL, deputy DSL, and operations managers will remain on call to provide support and if required on site assistance to support any situation that may arise.
- d. At ASM Sports (UK) Limited we are aware that it is our responsibility to protect the children and If we are working alone with children, we need to take steps to ensure they are safe as follows:
 - We will let all relevant people know before the session starts a discuss will be held with the child's parent or carer know and discuss any concerns. Also discuss what activities they will do and what will happen during sessions.
 - Let the child and parent or carer know what they can do if they have any concerns about the sessions.
 - Explain who you will share information with and when you may not be able to keep information confidential.





- The DSL and or person with safeguarding responsibility for the company on the day of delivery will be aware of all lone working situations at any venue. It is there responsibility to provide support and assistance if required.
- Consent and agreements will be sort through our booking process.
- Direct the parents or carers to MyASM.co.uk >> Policies and Procedures >> where they can view a copy of your safeguarding policy and risk assessments.
- If the child needs any extra support will discuss this with the child or young person parent or carer and appropriate arrangements will be made.
- Consider if it is appropriate to offer for a child's parent or carer or another trusted adult to be present. You could invite parents and carers to wait in a separate room during the session. If the child is happy for you to work alone, you will need to get consent from parents or carers and the child themselves.
- We will always seek to get written and or verbal consent before working alone with a child or young person. At the point of booking a consent form/account will be created to gather valuable information like emergency contact details and any medical conditions or disabilities that we need to be aware of.

25. Policy Review

- a. This policy the procedures is approved and robustly endorsed by ASM Sports and will be reviewed every academic year. All other linked policies will be reviewed in line with the policy review cycle. The DSL will ensure that staff members are made aware of any amendments to policies and procedures.

Signed: *Alex Morris*

Position: Managing Director



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