



Safeguarding Policy

Top Sports Academy is committed to building a 'culture of safety' in which the children in our care are protected from abuse, harm, and radicalisation.

The Club will respond promptly and appropriately to all incidents or concerns regarding the safety of a child that may occur. The Club's child protection procedures comply with all relevant legislation and with guidance issued by the Local Safeguarding Children Board (LSCB).

The Club's designated Child Protection Officer (CPO) is Helen Walmsley. The CPO coordinates child protection issues and liaises with external agencies (e.g., Social Care, the LSCB and Ofsted).

Child abuse and neglect

Child abuse is any form of physical, emotional, or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

- **Emotional abuse** is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Physical abuse** can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.
- **Sexual abuse** involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.
- **Neglect** is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing, and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

Signs of child abuse and neglect

Signs of possible abuse and neglect may include:

- significant changes in a child's behaviour
- deterioration in a child's general well-being
- unexplained bruising or marks
- comments made by a child which give cause for concern.

- inappropriate behaviour displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

If abuse is suspected or disclosed

When a child makes a disclosure to a member of staff, that member of staff will:

- reassure the child that they were not to blame and were right to speak out.
- listen to the child but not question them.
- give reassurance that the staff member will take action.
- record the incident as soon as possible (see *Logging an incident* below).

If a member of staff witnesses or suspects abuse, they will record the incident straightaway. If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they do not do so, we will explain that the Club is obliged to, and the incident will be logged accordingly.

Extremism and radicalisation

All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation, including:

- feeling alienated or alone
- seeking a sense of identity or individuality
- suffering from mental health issues such as depression
- desire for adventure or wanting to be part of a larger cause.
- associating with others who hold extremist beliefs.

Signs of radicalisation

Signs that a child might be at risk of radicalisation include:

- changes in behaviour, for example becoming withdrawn or aggressive.
- claiming that terrorist attacks and violence are justified.
- viewing violent extremist material online
- possessing or sharing violent extremist material

If a member of staff suspects that a child is at risk of becoming radicalised, they will record any relevant information or observations on a **Logging a concern** form and refer the matter to the CPO.

Logging an incident

All information about the suspected abuse or disclosure, or concern about radicalisation, will be recorded on the **Logging a concern** form as soon as possible after the event. The record should include:

- date of the disclosure, or the incident, or the observation causing concern
- date and time at which the record was made.
- name and date of birth of the child involved.
- a factual report of what happened. If recording a disclosure, you must use the child's own words.
- name, signature, and job title of the person making the record.

The record will be given to the Club's CPO who will decide on the appropriate course of action.

For concerns about **child abuse**, the CPO will contact Social Care. The CPO will follow up all referrals to Social Care in writing within 48 hours. If a member of staff thinks that the incident has not been dealt with properly, they may contact Social Care directly.

For minor concerns regarding **radicalisation**, the CPO will contact the Local Safeguarding Children Board (LSCB). For more serious concerns the CPO will contact the Police on the non-emergency number (101), or the anti-terrorist hotline on 0800 789 321. For urgent concerns the CPO will contact the Police using 999.

Allegations against staff

If anyone makes an allegation of child abuse against a member of staff:

- The allegation will be recorded on an **Incident record** form. Any witnesses to the incident should sign and date the entry to confirm it.
- The allegation must be reported to the Local Authority Designated Officer (LADO) and to Ofsted. The LADO will advise if other agencies (e.g., police) should be informed, and the Club will act upon their advice. Any telephone reports to the LADO will be followed up in writing within 48 hours.
- Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation.
- If appropriate the Club will make a referral to the Disclosure and Barring Service.

Promoting awareness among staff

The Club promotes awareness of child abuse and the risk of radicalisation through its staff training. The Club ensures that:

- the designated CPO has relevant experience and receives appropriate training in safeguarding and the Prevent Duty and is aware of the Channel Programme and how to access it.
- safe recruitment practices are followed for all new staff.
- all staff have a copy of this Safeguarding Children policy, understand its contents and are vigilant to signs of abuse, neglect, or radicalisation.
- all staff are aware of their statutory duties with regard to the disclosure or discovery of child abuse, and concerns about radicalisation.
- all staff receive basic safeguarding training.
- all staff receive basic training in the Prevent Duty
- the Club's procedures are in line with the guidance in 'Working Together to Safeguard Children (2015)' and staff are familiar with the guidance in 'What To Do If You're Worried A Child Is Being Abused (2015)'.

Staff Induction, Responsibilities and Dismissal Procedures

All staff must complete a robust induction before working unsupervised, including clear instruction on accessing and completing registers and the safe dismissal of children. Staff will be informed of all relevant processes within each setting to ensure due care of each child with regards to behaviour and specific needs

All staff, including coaches working within wraparound and after-school provision, share a collective responsibility to safeguard and promote the welfare of children at all times. Staff must remain vigilant, maintain appropriate professional boundaries, and act in accordance with the setting's safeguarding policies and procedures. This includes accurate

register management, effective supervision, and strict adherence to collection and dismissal procedures. Dismissal is a critical safeguarding process; children must only be released to authorised individuals in line with setting procedures. Any concerns about a child’s welfare or safety must be reported immediately in accordance with safeguarding reporting procedures. Staff are expected to be fully familiar with these processes, seek immediate support if unsure, and work in partnership with school staff to ensure a consistent and safe environment. The provider will ensure ongoing supervision, training and monitoring to maintain compliance and safeguard children at all times.

Use of mobile phones and cameras

Photographs will only be taken of children with their parents’ permission. Only the club device will be used to take photographs of children at the Club, except with the express permission of the manager. Neither staff nor children may use their mobile phones to take photographs at the Club. Staff are provided with relevant policy at commencement of employment.

Contact numbers

Contact numbers.

Social Care: Enfield 0208 379 5212
Barnet 0208 359 4060
Social Care out of hours contact: Enfield 0208 379 1000
Barnet 0208 359 2000
LADO (Local Authority Designated Officer): Enfield 0202 379 2767
Barnet 0208 379 4066

Police: 101 (non-emergency) or 999 (emergency)
Anti-terrorist hotline: 0800 789 321
NSPCC: 0808 800 500
Ofsted: 0300 123 1231

This policy was adopted by: Top Sports	Date: 16/01/2026
To be reviewed: 16/01/2027	Signed: H.Walmsley

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare requirements: Child Protection [3.4-3.8] and Suitable People [3.9-3.13]*.