



CHILD PROTECTION POLICY

Purpose

The purpose of this Child Protection Policy is to:

- Safeguard and promote the welfare of children.
- Protect children from maltreatment, abuse, neglect, exploitation, and harm.
- Provide clear procedures for reporting and responding to concerns.
- Ensure all staff and volunteers understand their responsibilities.

This organisation recognises that safeguarding and promoting the welfare of children is everyone's responsibility.

Scope

This policy applies to:

- All staff (paid and unpaid)
- Volunteers
- Trustees/Board members
- Contractors and consultants
- Anyone working on behalf of the organisation

This policy applies to all children under the age of 18.

Definitions

Child: Any person under 18 years of age.

Child Protection: Activity undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.

Abuse may include:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Exploitation (including online exploitation)



Our Commitment

We are committed to:

- Treating children with respect and dignity.
- Listening to children and taking their concerns seriously.
- Creating a safe environment.
- Acting immediately on any safeguarding concern.
- Working in partnership with parents, carers, and statutory agencies.

Roles and Responsibilities

The Designated Safeguarding Lead (DSL) Will:

- Act as the main point of contact for child protection concerns.
- Receive and record safeguarding concerns.
- Refer cases to relevant authorities when necessary.
- Maintain confidential safeguarding records.
- Ensure staff receive appropriate training.
- Review the policy annually.

All Staff and Volunteers Must:

- Read and understand this policy.
- Report any safeguarding concerns immediately.
- Maintain professional boundaries.
- Never promise confidentiality to a child.
- Participate in safeguarding training.

Recognising Signs of Abuse

Indicators may include (but are not limited to):

- Unexplained injuries
- Sudden behavioural changes
- Fear of certain individuals
- Inappropriate sexual behaviour or knowledge
- Persistent neglect of hygiene or health
- Withdrawal, anxiety, or depression

Staff must not investigate concerns themselves.

Unit 15 Watchmoor Trade Centre, Camberley, GU15 3AJ **t: 01276 26558 (freephone)**

w: www.completecoaching.org.uk e: info@completecoaching.org.uk

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Responding to a Disclosure

If a child discloses abuse:

1. Stay calm.
2. Listen carefully.
3. Do not ask leading questions.
4. Reassure the child they have done the right thing.
5. Do not promise confidentiality.
6. Record the information immediately using the child's words.
7. Report to the DSL without delay.

If the child is in immediate danger, contact emergency services immediately.

Reporting Procedure

All concerns must be reported to the DSL within the same working day.

The DSL will:

- Assess the information.
- Seek advice if necessary.
- Make a referral to children's social care or law enforcement when required.
- Record all actions taken.

Confidentiality and Information Sharing

Information will be shared only on a need-to-know basis to protect the child.

Records will be:

- Securely stored
- Password protected (if digital)
- Retained in accordance with data protection laws

Safer Recruitment

We commit to:

- Conducting appropriate background checks.
- Obtaining references.
- Verifying identity and qualifications.
- Providing safeguarding training during induction.

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Code of Conduct for Adults

Adults must:

- Avoid being alone with a child where possible.
- Avoid inappropriate physical contact.
- Communicate appropriately (including online).
- Not exchange personal contact details without permission.
- Never engage in behaviour that could be interpreted as grooming.

Online Safety

We will:

- Monitor digital communication where appropriate.
- Provide guidance on safe internet use.
- Act on any online safeguarding concerns.

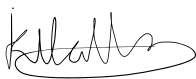
Allegations Against Staff

Any allegation against staff must be reported immediately to:

- The DSL, and
- The senior leadership or governing body (as appropriate)

If the allegation concerns the DSL, it must be reported directly to senior leadership or trustees.

External authorities will be informed where required.

This policy is adopted by Complete Coaching Associates Ltd			
Date	01.09.2025	To be reviewed	01.09.2026
 Kris Hatton Director		 Katie Mawer Director	

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