



# Safeguarding Policy

## Introduction

The Excellent Performance Team is committed to providing a safe and secure environment for all individuals during the delivery of courses. We will ensure that there are appropriate arrangements in place to allow for a safe and secure environment and arrangements are in place to deal with any issues or concerns with suspected or reported abuse of children or vulnerable adults and ensuring all legal requirements are met.

This policy is in addition to any other safeguarding policies for Approved Training Centres issued by those umbrella organisations e.g. STA. Swim England etc.

## Policy aims and purpose

The Excellent Performance Team aims to maintain the highest possible standards which meet social, moral and legal obligations to protect and safeguard the welfare of children. Through promotion of this policy, The Excellent Performance Team will provide all its key stakeholders with guidance on managing safeguarding concerns effectively. Safeguarding and promoting the welfare of children is everyone's responsibility and you should consider, at all times, what is in the best interests of the child.

## Definition of safeguarding

There are many aspects that are considered within safeguarding. These are clearly defined in the following two statutory guidance documents.

- **Keeping Children Safe in Education**

- **Working Together to Safeguard Children**

These are available on line and the most recent documents must be viewed. These are updated by the government when there are changes to how safeguarding is to be managed effectively.

### To summarise safeguarding is:

- Where a child is suffering significant harm, or likely to do so, action should be taken to protect that child. (Section 47 and 44 of the Children Act 1989)

- Where action should be taken to promote the welfare of a child in need of additional support, even if they are not suffering harm or at immediate risk. (Section 17 of the Children Act 1989)

A child is defined as under the age of 18 years.

## Specific Safeguarding Concerns

Approval Date: August 2019  
Reviewed Date: November 2023  
Review Date: November 2024  
Version 3



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TEAM

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Specific safeguarding concerns are detailed within the following documents:

- **Keeping Children Safe in Education**
- **Working Together to Safeguard Children**

It is essential that all those that work with children are fully aware of these documents.

They list the responsibilities of the various key stakeholders, detailing who and what to do in the case of a safeguarding concern. Rather than replicate this in this policy document The Excellent Performance Team require all key stakeholders to ensure they meet the requirements of these statutory documents fully. This will be reviewed as part of the annual centre review process and at all other possible opportunities.

The specific safeguarding concerns noted in Keeping Children Safe in Education include:

- Bullying including cyberbullying
- Children missing education
- Child missing from home or care
  
- Child sexual exploitation (CSE) • Domestic violence
- Drugs
- Fabricated or induced illness
  
- Faith abuse
- Female genital mutilation (FGM)
- Forced marriage
- Gangs and youth violence
- Gender-based violence/violence against women and girls (VAWG) • Hate
- Mental health
- Missing children and adults
- Private fostering
- Preventing radicalisation
- Relationship abuse
- Sexting
- Trafficking

Approval Date: August 2019  
Reviewed Date: November 2023  
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## Further detail specific to The Excellent Performance Team Educators

All Educators must hold a current qualification / license. As part of the licensing scheme and relevant to safeguarding, the tutor/assessor will:

- Complete a Disclosure and Barring Service (DBS) check (previously referred to as a CRB) and update this every three years or sign up to the DBS update service
- Complete an approved safeguarding and protecting children in sport course and update this every three years
- Read, understand and abide by the Code of Ethics, Safeguarding Policy and Keeping Children Safe in Education.

## Training requirements

THE EXCELLENT PERFORMANCE TEAM is required to:

- Utilise Educators who hold a current qualification / license only
- Ensure all those involved understand their safeguarding responsibilities fully including

Code of Ethics, Safeguarding Policy and Keeping Children Safe in Education

- Provide a safe environment for learners.
- Have effective processes in place so all concerns, discussions and decisions made, and the reasons for those decisions, are recorded in writing.

Contacts if there is a concern whilst attending a The Excellent Performance Team course

## Designated Safeguarding Lead – Ellie Purvis

[ellie@theexcellentperformanceteam.co.uk](mailto:ellie@theexcellentperformanceteam.co.uk)

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## Monitoring and review

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Reviewed Date: November 2023  
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This policy and its procedures will be reviewed annually to ensure it remains fit for purpose and reflects the legal obligations for the safeguarding of children.

## Sources of Information

1. NSPCC Helpline 0808 800 5000 – <https://www.nspcc.org.uk/>
2. Swim England Wavepower
3. STA Safeguarding Policy
4. RLSS Safeguarding Policy
5. Keeping Children Safe in Education
6. Working together to Safeguard Children

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## Incident Report Involving A Child or Vulnerable Adult

The most senior non-implicated employee member in the vicinity must complete the following report

Date	
Name of person taking the report	
Name of child, young person or vulnerable adult	
Age	
Home address (if known)	
Date of Birth	
Name/s, address, telephone number and email of legal guardians (if known) Name/s, address, telephone number and email of person reporting the incident Relationship of person reporting the incident to individual involved (if any)	
Is the person making the report expressing their own concerns, or passing on those of someone else? Record details	
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What has prompted the concerns? Include dates, time of any specific incidents	
Has the child, young person or vulnerable adult been spoken to? If so, what was said?	
Has anybody been alleged to have abused or engaged in an appropriate way with the child, young person or vulnerable adult? If so, record details	
Who is this report being passed on to so that appropriate action is taken, both internal to The Excellent Performance Team and external authorities	
Has anyone else been consulted? If so, record details	
Describe the action taken to resolve the matter recorded in this report	

Approval Date: August 2019  
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## Managing safeguarding during courses

### Measures to protect against allegations of abuse

1. Work in an open environment where you can be seen by others
2. Avoid unaccompanied time with learners
3. Avoid unnecessary physical contact with learners unless this is to prevent a danger or accident to themselves or others
4. Avoid using suggestive remarks or comments or acting inappropriately with learners
5. Do not provide learners with personal contact details (eg home address or home phone number) or socialise with learners outside of the course
6. Report any potential concerns, allegations or abuse made by learners to the Safeguarding Officer

### Emergency Contact Information

1. Each learner is required to complete an Emergency Contact Form prior to commencement of the course. This will be sent out with the course booking confirmation.
2. For learners under the age of 18 this should be signed prior to submission by their parent or guardian.
3. The Emergency Contact information will be held by the tutor for the duration of the course for emergency use only. At the end of the course this information will be destroyed.

### Registration

1. Learners must sign in at the beginning of each day and out at the end of each day.
2. Where a learner is more than 30 minutes late or does not attend on any given day of the course the tutor should contact the learner using the contact details that have been provided.
3. Where the tutor is unable to contact the learner they should advise the centre Key Contact. The Key Contact will continue attempt to contact the learner.
4. Learners wishing to leave the training centre during their break must sign out and back in again once they return. Tutors will check to ensure that all learners have returned following a break.
5. Should any learner that has signed out not return more than 30 minutes after the designated time the tutor should contact the learner using the contact details that have been provided. Where the tutor is unable to contact the learner they should advise the centre Key Contact. The Key Contact will continue attempt to contact the learner.
6. The signing in/out sheet should be annotated with any or non attendance.
7. The signing in/out sheet(s) should be returned to the key contact at the end of the course.



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## Reporting Concerns

1. If you have any concerns about your health or safety or of anyone on your course this should initially be raised with your course tutor or trainer.
2. Where you are unable to do this you can raise any issues with the responsible Safeguarding Officer whose details are below
3. Alternatively you can contact any of the following organisations:
  - a. Swimline on 0808 100 4001
  - b. NSPCC Helpline on 0808 800 5000
  - c. Childline on 08001111

### Safeguarding Officer Details:

Mrs Ellie Purvis  
The Excellent Performance Team  
57 Deansway Avenue  
Sturry  
Kent  
CT2 0NL  
[courses@theexcellentperformanceteam.co.uk](mailto:courses@theexcellentperformanceteam.co.uk)

07939898510

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