



Safeguarding & Child Protection Policy

Creating safe, inspiring spaces
where every child can play, learn,
and grow.



PLAY



CREATE



LEARN



GROW

Version: 1.0

Effective: June 2026

Review: Annually



OUR COMMITMENT

At Schoolz Out, safeguarding is at the heart of everything we do

Our Commitment to Keeping Children Safe

We believe every child deserves a safe, positive and inclusive environment where they can learn, grow and develop confidence. Everyone has a responsibility to protect children from harm and promote their welfare. Our commitment underpins everything we do at Schoolz Out.

Our commitment is to:

PROTECT

We protect children from harm and keep them safe.

LISTEN

We Listen and value their voices.

SUPPORT

We support every child's wellbeing and development

EMPOWER

We empower children to build confidence and reach their potential

Safeguarding is everyone's responsibility. By working together, we can create safe, inspiring spaces where every child can play, learn, and grow



ROLES & RESPONSIBILITIES

Everyone at Schoolz Out plays a part in keeping children safe.

DESIGNATED SAFEGUARDING LEAD (DSL)

The DSL leads safeguarding across Schoolz Out and supports staff with concerns.

- ✓ Manage safeguarding concerns
- ✓ Support coaches and staff
- ✓ Contact external agencies
- ✓ Maintain confidential records
- ✓ Ensure staff training is completed

ALL COACHES & STAFF

Every team member helps protect children and create safe, positive environments.

- ✓ Recognise possible concerns
- ✓ Listen and reassure children
- ✓ Report concerns to the DSL
- ✓ Follow safeguarding procedures
- ✓ Maintain professional standards

EVERYONE

Safeguarding is everyone's responsibility.

We all play a part in keeping children safe.

- ✓ Put children's welfare first
- ✓ Treat everyone with respect
- ✓ Speak up about concerns
- ✓ Promote kindness and inclusion
- ✓ Work together to keep children safe

THE SCHOOLZ OUT STANDARD

SAFE CHILDREN | TRUSTED COACHES | POSITIVE EXPERIENCES



RECOGNISING ABUSE & CONCERNS

Understanding when a child may need help or support.

RECOGNISING SIGNS OF HARM

At Schoolz Out, all staff are trained to notice changes that may suggest a child needs support.

Any concern, no matter how small, must always be shared with the Designated Safeguarding Lead.

PHYSICAL ABUSE

Physical abuse is when a child is deliberately hurt or injured.

Possible signs:

- ✓ Unexplained injuries
- ✓ Regular bruises or marks
- ✓ Fear or anxiety
- ✓ Changes in behaviour

EMOTIONAL ABUSE

Emotional abuse affects a child's confidence, feelings and wellbeing.

Possible signs:

- ✓ Low confidence
- ✓ Withdrawal from others
- ✓ Extreme behaviour changes
- ✓ Fear of mistakes

NEGLECT

Neglect happens when a child's basic needs are not consistently met.

Possible signs:

- ✓ Poor hygiene
- ✓ Regular hunger
- ✓ Unsuitable clothing
- ✓ Constant tiredness

SEXUAL ABUSE

Sexual abuse involves a child being forced or influenced into inappropriate situations.

Possible signs:

- ✓ Sudden emotional changes
- ✓ Anxiety or distress
- ✓ Age-inappropriate behaviour
- ✓ Avoiding certain situations

NOTICE | **LISTEN** | **RECORD** | **REPORT**



RESPONDING TO A CONCERN

How we respond when a child needs help.

OUR APPROACH

When a child shares a concern, our role is to listen, reassure and take the correct action.

Schoolz Out staff must respond calmly, record information accurately and report concerns to the Designated Safeguarding Lead.

STAFF SHOULD

- ✓ Stay calm
- ✓ Listen carefully
- ✓ Allow the child to speak freely
- ✓ Reassure them they did the right thing
- ✓ Explain what happens next
- ✓ Record information accurately
- ✓ Report concerns immediately

STAFF SHOULD NOT

- ✗ Promise confidentiality
- ✗ Ask leading questions
- ✗ Investigate concerns themselves
- ✗ Question or challenge the child's account
- ✗ Share information unnecessarily
- ✗ Delay reporting concerns

Your role is not to investigate.
Your role is to:

LISTEN | **RECORD** | **REPORT** | **SUPPORT**



REPORTING A CONCERN

The steps we follow to keep children safe.

OUR REPORTING PROCESS

Every concern matters at Schoolz Out.

Staff must follow the correct reporting process to make sure concerns are recorded, shared and acted on appropriately.

01 CONCERN IDENTIFIED

A staff member notices a concern or a child shares information.

02 LISTEN & REASSURE

The child is listened to calmly and reassured they have done the right thing.

03 RECORD INFORMATION

Details are recorded accurately using Schoolz Out procedures.

04 REPORT TO DSL

The concern is shared with the Designated Safeguarding Lead as soon as possible.

05 NEXT ACTIONS

The DSL reviews information and contacts external support services if required.

THE SCHOOLZ OUT STANDARD

SEE IT | SHARE IT | REPORT IT



SAFER RECRUITMENT

Ensuring the right people join the Schoolz Out team.

OUR RECRUITMENT COMMITMENT

Schoolz Out follows safer recruitment procedures to ensure all staff are suitable to work with children.

Every coach completes the required checks, training and induction before leading sessions independently.

01 APPLICATION

Staff complete an application process to review experience, qualifications and suitability.

02 INTERVIEW

Applicants complete an interview focused on coaching standards, values and safeguarding.

03 REFERENCES

References are requested and checked before employment begins.

04 DBS CHECK

Enhanced DBS checks are completed before staff work independently with children.

05 TRAINING

Staff complete required safeguarding and role-specific training.

06 INDUCTION

New staff learn the Schoolz Out standards, expectations and procedures.

CHECKED | TRAINED | READY



STAFF CODE OF CONDUCT

The standards expected from every Schoolz Out team member.

OUR STAFF EXPECTATIONS

Schoolz Out staff are trusted role models who create safe, positive and supportive environments.

All staff must act professionally, follow safeguarding procedures and represent Schoolz Out values.

STAFF SHOULD

- ✓ Treat every child with respect
- ✓ Use positive and appropriate language
- ✓ Encourage and support all children
- ✓ Maintain professional boundaries
- ✓ Follow all Schoolz Out policies
- ✓ Lead by example at all times

STAFF SHOULD NOT

- ✗ Use inappropriate language
- ✗ Treat children unfairly or differently
- ✗ Share personal contact details
- ✗ Contact children privately online
- ✗ Ignore safeguarding concerns
- ✗ Act outside professional boundaries

Every interaction is an opportunity to make a positive impact.

RESPECT | INSPIRE | PROTECT

Version:
1.0

Effective:
June 2026

Review:
Annually

Schoolz Out Policies & Procedures | 2026



ONLINE SAFETY & PHOTOGRAPHY

Keeping children safe when using technology.

OUR DIGITAL SAFETY APPROACH

Schoolz Out protects children's privacy and ensures technology is used safely and appropriately.

All staff must follow our procedures when using devices, taking photos or sharing information.

MOBILE PHONES

Personal devices must be managed safely to protect children and staff.

- ✓ Follow Schoolz Out procedures
- ✓ Keep personal devices secure
- ✓ Use approved devices when required
- ✓ Maintain professional boundaries

PHOTOS & VIDEOS

Images of children must only be taken and used with appropriate permission.

- ✓ Check photo permissions
- ✓ Use approved equipment
- ✓ Store images securely
- ✓ Never save images personally

ONLINE BEHAVIOUR

Staff must maintain professional standards when using digital platforms.

- ✓ Protect children's information
- ✓ Communicate professionally
- ✓ Respect privacy
- ✓ Represent Schoolz Out positively

THINK | PROTECT | RESPECT

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MANAGING INCIDENTS & EMERGENCIES

Responding safely when unexpected situations happen.

OUR SAFETY APPROACH

Schoolz Out staff follow clear procedures to keep children safe during incidents or emergencies.

All situations are managed calmly, recorded correctly and communicated with the appropriate people.

ACCIDENTS & FIRST AID

Staff respond quickly and calmly when a child requires first aid or support.

- ✓ Provide appropriate care
- ✓ Record accidents correctly
- ✓ Inform parents when required
- ✓ Review and reduce future risks

MISSING CHILD PROCEDURE

Immediate action is taken if a child cannot be located during a session.

- ✓ Alert the session leader immediately
- ✓ Check registers and agreed areas
- ✓ Follow missing child procedures
- ✓ Record all actions taken

EMERGENCY SITUATIONS

Staff follow agreed procedures to protect children during emergencies.

- ✓ Stay calm and reassure children
- ✓ Follow emergency action plans
- ✓ Maintain supervision
- ✓ Communicate clearly

STAY CALM | TAKE ACTION | KEEP SAFE

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ALLEGATIONS & WHISTLEBLOWING

Ensuring concerns are reported and managed correctly.

OUR SAFEGUARDING CULTURE

Schoolz Out promotes an open and honest culture where concerns can be shared safely.

Any concerns involving adults working with children are taken seriously and managed appropriately.

REPORTING CONCERNS

Staff have a responsibility to report concerns about unsafe practice.

- ✓ Report concerns promptly
- ✓ Share information appropriately
- ✓ Follow safeguarding procedures
- ✓ Maintain confidentiality

STAFF ALLEGATIONS

Concerns about adult behaviour are responded to quickly, fairly and following safeguarding procedures.

- ✓ Take all concerns seriously
- ✓ Record information accurately
- ✓ Seek appropriate guidance
- ✓ Follow correct procedures

SPEAKING UP

Staff are encouraged to speak up and report concerns without delay.

- ✓ Create a safe culture
- ✓ Support open communication
- ✓ Protect children from harm
- ✓ Put safeguarding first

SPEAK UP | ACT SAFELY | PROTECT CHILDREN



STAFF AGREEMENT & COMMITMENT

Our commitment to keeping children
safe.

OUR SAFEGUARDING PROMISE

Every Schoolz Out team member has a responsibility to keep children safe.

We create positive environments where every child can play, learn and grow.

I UNDERSTAND MY RESPONSIBILITY TO:

- ✓ Put children's safety first
- ✓ Follow Schoolz Out procedures
- ✓ Report safeguarding concerns
- ✓ Maintain professional standards
- ✓ Create positive and inclusive experiences
- ✓ Represent Schoolz Out values every day

THE SCHOOLZ OUT STANDARD

PLAY | CREATE | LEARN

STAFF CONFIRMATION

I confirm that I have read and understood the
Schoolz Out Safeguarding & Child
Protection Policy.

I agree to follow all procedures and
understand
my responsibility to help keep children
safe

Staff Name:

Role:

Signature:

Date:
