

TRAINING CAVE



Policy Title	Child Protection & Safeguarding Policy
Version	2.0
Original Effective Date	24.03.2026
Last Review Date	11.09.2026
Current Version Effective Date	11.09.2026
Next Review Date	24.03.2027
Approved By	Jack Sunderland Director Training Cave Club Ltd

1. Purpose and status

Training Cave Ltd is committed to safeguarding and promoting the welfare of every child who takes part in its boxing, fitness, mentoring, education and alternative provision activities. This policy explains how we prevent harm, recognise concerns, respond to disclosures, share information and work with commissioning schools, local authorities and safeguarding partners.

Training Cave is an independent provider of alternative provision and community sport. This policy does not claim that Training Cave is a registered school. A school or local authority that commissions a placement retains responsibility for oversight of that placement and must be satisfied that the provision is safe, suitable and able to meet the child's needs. Training Cave will cooperate fully with that oversight.

This policy has regard to the relevant principles and expectations in the current versions of:

- Keeping Children Safe in Education 2026
- Working Together to Safeguard Children
- Arranging Alternative Provision A Guide for Local Authorities and Schools
- Prevent Duty Guidance for England and Wales
- Information sharing advice for safeguarding practitioners
- England Boxing safeguarding requirements and guidance

2. Scope

This policy applies to:

- All children and young people under 18 who attend or engage with Training Cave
- All directors, employees, coaches, tutors, mentors, volunteers, agency workers, contractors and self-employed workers
- All activities delivered on Training Cave premises, at another venue, outdoors, during transport arranged by Training Cave through online or digital contact
- Visitors and organisations using Training Cave premises where their activity involves children

Safeguarding adults is addressed through separate arrangements. Where a person is aged under 18, this child protection policy applies even if the person is also treated as an adult for another purpose.

3. Safeguarding principles

Training Cave will:

- Put the child's best interests, wishes and feelings at the centre of decisions
- Provide help and support as soon as concerns or additional needs emerge
- Protect children from maltreatment within or outside the home, including online
- Prevent impairment of children's mental and physical health or development
- Promote safe and effective care and take action to help children achieve the best outcomes
- Maintain an inclusive culture in which discrimination, harassment, victimisation and abuse are recognised, challenged and addressed
- Never assume that somebody else will act or that a concern is too small to share

Safeguarding is everyone's responsibility. Concerns may relate to a child's experiences at home, in the community, at school, at Training Cave, online or in any relationship. Abuse can be committed by adults or by other children.

4. Safeguarding roles

Role	Named Person	Contact
Designated Safeguarding Lead	Jack Sunderland	Jack@trainingcave.co.uk
Deputy Designated Safeguarding Lead	Richard Atkinson	Richard@trainingcave.co.uk
General safeguarding Contact	Training Cave Ltd	Info@trainingcave.co.uk

4.1 Director and management responsibilities

- Approve and review this policy and make sure safeguarding arrangements are properly resourced
- Ensure that safer recruitment, staff conduct, allegations, low-level concerns and whistleblowing procedures operate effectively
- Make sure the DSL has sufficient authority, time, training and access to advice
- Ensure concerns about the DSL or a director can be handled independently and referred to the Local Authority Designated Officer when appropriate
- Monitor safeguarding themes, incidents, training and actions without accessing information that is not required for governance

4.2 DSL and DDSL responsibilities

- Receive, assess and act on safeguarding concerns without delay
- Make or support referrals to children's social care, the police, the LADO, Prevent or other relevant services
- Maintain secure, accurate and chronological safeguarding records
- Liaise with commissioning schools, local authorities, social workers and other agencies
- Ensure staff receive appropriate induction, training and safeguarding updates
- Consider the child's wishes, communication needs, vulnerabilities and desired outcomes
- Review safeguarding arrangements for activities, premises, visitors and individual placements

4.3 Responsibilities of all adults

- Read and follow this policy, the staff code of conduct and the current KCSIE Part One appropriate to their role
- Notice signs of abuse, neglect, exploitation or unmet need and act immediately
- Record and report concerns, disclosures, injuries, changes in presentation and unexplained absence
- Maintain professional boundaries and challenge unsafe or inappropriate practice
- Cooperate with safeguarding enquiries and keep information confidential on a need-to-know basis

5. Recognising safeguarding concerns

Staff must remain alert to indicators rather than waiting for proof. A child may communicate through words, behaviour, appearance, injury, absence, changes in engagement or information provided by another person. The four broad categories of abuse are physical abuse, emotional abuse, sexual abuse and neglect. Concerns may also include, but are not limited to:

- Domestic abuse and harm arising from adverse experiences at home
- Child sexual exploitation, child criminal exploitation, county lines, trafficking and modern slavery
- Child-on-child abuse, bullying, cyberbullying, harmful sexual behaviour, sexual harassment and sexual violence
- Online abuse, grooming, coercion, image sharing and technology-assisted abuse, including AI-generated or altered sexual imagery
- Female genital mutilation, forced marriage and honour-based abuse
- Radicalisation and susceptibility to extremist influence
- Serious violence, gang involvement, weapons, substance misuse and missing episodes
- Fabricated or induced illness, neglect of medical needs and unsafe caring responsibilities
- Mental health concerns where these may indicate, contribute to or result from abuse, neglect or exploitation

6. Children who may face additional barriers

Some children may be more vulnerable to harm or may experience additional barriers to telling somebody or being understood. This can include children with SEND, SEMH needs, communication differences, disabilities, health conditions, trauma, care experience, a social worker, disrupted education, English as an additional language or experiences of discrimination.

Staff must:

- Avoid assuming that behaviour, injury, distress or communication is explained solely by a diagnosis or additional need
- Use the child's agreed communication method and make reasonable adjustments
- Consider whether the child understands what has happened and how to seek help
- Share relevant information with the DSL and commissioner so that support and risk controls can be adjusted

7. Responding to a concern or disclosure

If a child discloses harm, or an adult becomes concerned, the adult must:

1. listen carefully, remain calm and take the child seriously
2. reassure the child that they have done the right thing by speaking and that the concern is not their fault
3. not promise confidentiality; explain that information will be shared only with people who need to help keep them safe
4. allow the child to speak freely and use open prompts only where necessary, such as 'tell me what happened'
5. not ask leading questions, investigate, confront an alleged perpetrator or attempt to establish proof
6. check whether the child is in immediate danger or needs urgent medical attention
7. report the concern immediately to the DSL or DDSL and make a written record as soon as possible

The record must be factual, dated, timed and signed or attributable. It should record the child's own words where possible, what was observed, what was asked, who was informed and what immediate action was taken. Distinguish fact, observation, allegation and professional opinion. Do not take photographs of injuries on a personal device.

8. Immediate danger direct referral and escalation

Safeguarding action must not be delayed because a named person is unavailable.

- Immediate risk or serious injury: call 999, arrange first aid or urgent medical help, then notify the DSL and commissioner as soon as it is safe.
- DSL unavailable: contact the DDSL. If neither is available and delay may place a child at risk, contact children's social care or the police directly and inform the DSL afterwards.
- Concern not acted upon: the person who raised it must escalate to the DDSL, director, commissioning school's DSL, children's social care or police as appropriate.
- Anyone can make a referral. Staff do not need permission from the DSL to contact statutory services where they believe a child may be at risk.
- If uncertain, seek advice. Uncertainty must not be used as a reason to do nothing.

9. Referrals, early help and multi-agency working

The DSL will consider the nature, seriousness and immediacy of each concern, the child's wishes and needs, previous information, the views of relevant professionals and local thresholds. Action may include internal support, discussion with the commissioning school, family help or early help, referral to children's social care, police, health services, LADO, Prevent or another specialist service.

Training Cave will contribute to assessments and plans, attend relevant meetings, provide requested information promptly and challenge decisions through local escalation procedures where there remains a concern about a child's safety.

10. Parents, carers and the child's voice

Children will be listened to and given information in a way they can understand. Their wishes and feelings will inform decisions, but Training Cave may still share information or make a referral where this is necessary to protect them or another person.

Parents or carers will normally be informed about concerns and referrals. They will not be informed before advice is obtained where doing so could increase risk, impede an investigation, lead to evidence being destroyed, place another person at risk or conflict with advice from children's social care or police.

11. Child-on-child abuse

Training Cave recognises that children can abuse other children and that abuse may occur inside or outside the setting and online. It will never be dismissed as banter, part of growing up or an inevitable feature of a sports environment. The absence of reports does not mean abuse is not happening.

Child-on-child abuse can include:

- Bullying, cyberbullying, prejudice-based or discriminatory abuse
- Physical abuse, threats, coercion, initiation or hazing-type behaviour
- Abuse within intimate personal relationships between children
- Sexual harassment, sexual violence and harmful sexual behaviour
- Sharing nude or semi-nude images, including altered or AI-generated images
- Upskirting and other non-consensual recording or distribution

Reports will be taken seriously and considered separately for each child involved. Immediate safety, separation where required, medical needs, evidence preservation, police or social care referral, communication with commissioners and parents, and ongoing support will be considered. A risk and needs assessment will be completed where appropriate. Victims will not be made to feel responsible for creating a problem by reporting.

12. Online safety, photography and communication

- Staff must use approved work accounts and communication channels and must not add or privately message learners through personal social media.
- Personal devices must not be used to photograph, film or store identifiable learner information. Images may be taken only on an authorised device, for an agreed purpose and with appropriate consent.
- Staff must not create, request, retain or forward sexual images of children. Incidents must be reported immediately and managed in line with current national guidance; devices or images must not be unnecessarily viewed or copied.
- Online sessions and digital contact must maintain the same professional boundaries, supervision and reporting arrangements as face-to-face work.
- Any filtering or monitoring arrangements used on Training Cave-controlled devices or networks will be proportionate to the risk and reviewed when technology or use changes.

13. Attendance and unexplained absence

Training Cave will maintain an accurate register for every AP session. Unexpected absence or failure to arrive will be reported promptly through the agreed placement procedure to the commissioning school or local authority. Training Cave will not assume that another organisation already knows where the child is.

Repeated, prolonged or unexplained absence, a child going missing during a session or a pattern linked to exploitation, family circumstances or unsafe travel will be treated as a potential safeguarding concern and referred to the DSL. Training Cave staff will not conduct unsafe searches or visit a child's home unless this is an expressly agreed and risk-assessed part of their role.

14. Prevent and radicalisation

Training Cave follows the safeguarding principles of the Prevent Duty and supports commissioning schools and local authorities in meeting their statutory responsibilities. Concerns about susceptibility to radicalisation will be reported to the DSL and considered using the same safeguarding approach as other concerns. The DSL may seek advice or make a referral through the local Prevent or Channel route. Immediate threats are reported to police.

Staff must not make assumptions based on religion, ethnicity, disability, political views or identity. Concerns must be based on observed behaviour, credible information and the child's individual circumstances.

15. Safe practice in boxing gym and AP activities

Training Cave will manage the safeguarding risks arising from physical activity and non-classroom education. In particular:

- Physical demonstrations and coaching contact must be necessary, proportionate, explained beforehand where practicable and stopped if the child is uncomfortable
- One-to-one work must be authorised, observable or interruptible where practicable, and conducted within agreed professional boundaries
- Changing and shower arrangements must protect privacy, dignity and safety; staff must not change, shower or undress with children
- Staff must not enter a changing area used by children unless required for an immediate safeguarding or safety reason, following an announcement where practicable
- Transport must be agreed, risk assessed and authorised, with appropriate consent, insurance, seatbelts and communication arrangements
- Session planning must account for age, ability, medical information, SEND, emotional regulation, protective equipment, supervision and suitability for contact activity
- Staff must avoid favouritism, gifts, secret arrangements, humiliating language, punitive exercise and any conduct that could sexualise, intimidate or exploit a child

16. Physical intervention

De-escalation, space, calm communication and removal of hazards are the preferred responses. Physical intervention must never be used as punishment, to secure compliance where there is no safety risk, or because an adult is frustrated.

Where physical intervention is necessary to prevent immediate harm, it must be the minimum reasonable and proportionate response for the shortest practicable time.

Trained staff should lead where possible. The child's known needs, health, trauma and communication must be considered. Every intervention must be reported immediately, recorded, communicated to the commissioner and parent or carer as appropriate, and reviewed for injuries, support needs and learning. Medical assistance must be obtained where required.

17. Concerns and allegations about adults

Any concern about the conduct of an adult working with children must be reported immediately. The person receiving the concern will distinguish between an allegation that may meet the harm threshold and a low-level concern. Staff must not investigate, question witnesses, alert the subject of the allegation or promise a particular outcome before advice is obtained.

17.1 Allegations that may meet the harm threshold

This includes information suggesting that an adult may have harmed a child, may have committed an offence against or related to a child, may pose a risk of harm, or may have behaved in a way that indicates they may not be suitable to work with children. The DSL or responsible senior person will contact the LADO without delay and follow their advice. Police or children's social care will also be contacted where appropriate.

17.2 Concerns about the DSL or a director

A concern about Jack Sunderland in his capacity as DSL or director must be reported to the DDSL and directly to the LADO where it may meet the harm threshold. The DDSL must not conduct an internal investigation before obtaining LADO advice. If the DDSL may have a conflict of interest, the person raising the concern should contact the LADO, children's social care or police directly.

17.3 Low level concerns

A low-level concern is behaviour that is inconsistent with the staff code of conduct, including inappropriate conduct outside work, but does not appear to meet the harm threshold. Examples may include over-familiarity, favouritism, inappropriate communication, taking photographs contrary to policy or humiliating a child. Low-level concerns must be reported to the DSL. A concern about the DSL must be reported to the DDSL. Concerns will be recorded, reviewed for patterns and managed fairly. The LADO will be consulted where there is doubt about the threshold.

18. Whistleblowing

Staff must raise concerns about unsafe practice, failures to follow this policy, concealment of information or inaction. Concerns should normally be raised with the DSL, DDSL or director. Where the concern involves those people, has not been addressed or cannot safely be raised internally, staff should contact the LADO, children's social care, police or the NSPCC Whistleblowing Advice Line. A person raising a genuine concern in good faith will not be subjected to detrimental treatment.

19. Safer recruitment and ongoing suitability

Training Cave will use proportionate safer recruitment procedures, including:

- A clear role description and safeguarding expectations
- Identity, right-to-work, employment history, gap and reference checks
- Enhanced DBS and children's barred-list checks where the role and law require them
- Qualification, professional status, overseas and prohibition checks where relevant
- Safeguarding-focused interview and documented selection decision
- Written confirmation of relevant checks for agency workers and contractors
- A maintained central record of checks and ongoing processes for reporting suitability concerns

No person will undertake unsupervised regulated activity until the required checks and risk decisions have been completed. A DBS certificate alone is not treated as proof of suitability.

20. Staff conduct, visitors and contractors

All adults must follow the staff code of conduct, including expectations for professional boundaries, communication, confidentiality, gifts, photography, social media, touch, one-to-one work and reporting concerns. Visitors and contractors will be identified, signed in, given relevant safeguarding information and supervised according to their role and checks.

When another organisation uses Training Cave premises, responsibilities for safeguarding, supervision, emergency response and reporting will be agreed in writing. Training Cave will respond immediately to any concern arising during third-party use.

21. Training induction and supervision

- All staff receive safeguarding and child protection induction, including online safety, the identity of the DSL and DDSL, reporting routes, staff conduct, whistleblowing and the response to absence.
- All staff read the current KCSIE Part One and confirm their understanding, with explanation and support appropriate to their role.

- Safeguarding knowledge is refreshed through regular updates and at least annual formal updating. Training is repeated sooner when guidance, risks or lessons change.
- The DSL and DDSL complete role-specific training at least every two years and refresh their knowledge regularly between formal courses.
- Staff receive role-appropriate training for Prevent, SEND, de-escalation, online safety, information sharing, first aid and physical intervention where applicable.
- Supervision, debrief and wellbeing support will be available following difficult incidents or disclosures, while maintaining confidentiality.

22. Alternative provision placements and commissioners

Before a placement begins, Training Cave and the commissioner will agree in writing:

- The child's needs, risks, strengths, communication, medical information and reasonable adjustments
- The intended outcomes, timetable, activities, duration and review arrangements
- Attendance and first-day absence reporting arrangements
- Emergency contacts and at least two responsible contacts where available
- The named safeguarding contacts in each organisation and how information will be exchanged
- Transport, collection, consent, medication and emergency arrangements
- Any restrictions, risk management measures and arrangements for reintegration or transition

Training Cave will notify the commissioner of safeguarding-relevant staff or operational changes and will provide written assurance that appropriate checks have been carried out. Placements will be reviewed at the agreed intervals and at least half-termly where the commissioner requires this. A placement will be reviewed immediately where safety or suitability concerns arise.

23. Information sharing, confidentiality and records

Safeguarding information is confidential but not secret. It will be shared lawfully, fairly, securely and only to the extent necessary to protect a child, support assessment or meet legal and contractual responsibilities. Data protection law is not a barrier to necessary safeguarding information sharing. Consent will be considered, but safeguarding information may be shared without consent where there is an appropriate lawful basis and this is necessary and proportionate.

- Safeguarding records are kept separately from routine learner records with access limited to authorised people.
- Records include the concern, context, decisions, reasons, action, referrals, outcomes and follow-up.

- Information is transferred securely to the commissioner or next provider where required, with confirmation of receipt.
- Retention and disposal follow Training Cave's retention schedule, contractual requirements and legal advice.
- Safeguarding information must not be stored in personal email, personal cloud storage or on an unauthorised device.

24. Complaints about safeguarding practice

A complaint about safeguarding practice will be considered under the complaints policy unless it concerns immediate risk, an allegation about an adult or possible criminal conduct, in which case the safeguarding, LADO or police procedure takes priority. Using the complaints process does not prevent anybody from contacting children's social care, the LADO, police or another regulator or commissioner directly.

25. Key safeguarding contacts

Service	Contact route	When to use
Emergency services	999	Immediate danger, serious injury or crime in progress
Police non-emergency	101	Police advice or non-emergency reporting
Kirklees children's social care	01484 456848 Mon-fri 9am-5pm 01484 414960 (24 hour line for professionals)	Concern that a child may need protection or statutory support
Kirklees emergency duty service	01484 414933	Urgent social care concern outside normal hours
Kirklees LADO	01484 221126 01484 226748 LADO.cases@kirklees.gov.uk Emergency duty team 01484 225161	Allegation or suitability concern about an adult that works with children
Kirklees Prevent	01924 483747 Prevent@kirklees.gov.uk	Concern about susceptibility to radicalisation
NSPCC Whistleblowing Advice Line	0800 028 0285 help@nspcc.org.uk	External advice about safeguarding concerns in an organisation

Training Cave safeguarding contacts

Jack Sunderland - DSL

jack@trainingcave.co.uk

Richard Atkinson - DDSL

Richard@trainingcave.co.uk

General

info@trainingcave.co.uk

26. Monitoring, approval and review

The DSL will monitor implementation through safeguarding records, attendance concerns, allegations and low-level concerns, staff training, placement reviews, feedback, incidents and lessons learned. Management will review themes and actions while protecting individual confidentiality.

This policy will be reviewed:

- At least annually
- When statutory or local guidance changes
- After a serious incident, allegation, complaint or safeguarding practice review
- When Training Cave's services, premises, staffing or commissioning arrangements materially change
- When monitoring identifies that procedures are unclear or ineffective

Appendix A Immediate response guide

Situation	Immediate Action
Immediate danger or serious injury	Call 999. Make the area safe without placing yourself at risk. Provide first aid within competence. Notify the DSL and commissioner when safe
Child discloses abuse	Listen, reassure, do not promise secrecy, do not investigate, record the child's own words and report immediately
Concern but no disclosure	Record the facts and report to the DSL or DDSL immediately. Do not wait for further evidence
DSL or DDSL unavailable	Contact children's social care or police directly if delay could increase risk. Inform the DSL afterwards
Concern about a staff member	Report to the DSL. Do not alert the person or investigate
Concern about the DSL or director	Report to the DDSL and contact LADO directly where the harm threshold may be met
Concern is not acted upon	Escalate to the DDSL, director, commissioner, children's social services, LADO or police as appropriate
Unexpected AP absence	Follow the agreed first-day process immediately and notify the commissioner. Escalate safeguarding patterns to the DSL

Appendix B Reference links

- [Keeping Children Safe in Education](#)
- [Arranging Alternative Provision](#)
- [Working Together to Safeguard Children](#)
- [Prevent Duty Guidance](#)
- [Information sharing advice for safeguarding practitioners](#)

