



Brilliant Coaching and Development

Safeguarding Procedures

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1. Purpose

These procedures support the Brilliant Coaching and Development Safeguarding Policy and explain the steps all staff, tutors, coaches and associates must take if they have any safeguarding concerns.

The welfare of the child is always the first priority.

2. If You Have a Concern About a Child

A safeguarding concern may arise from:

- A disclosure by a child.
- Something you observe.
- A change in behaviour.
- Information from another person.
- Concerns about attendance, neglect or wellbeing.
- Online interactions or communications.

Never ignore concerns because they seem small. Several minor concerns may together indicate a child is at risk.

3. Responding to a Disclosure

If a child tells you they are being harmed:

DO

- Stay calm.
- Listen carefully.
- Allow the child to speak freely.
- Take what they say seriously.
- Reassure them they have done the right thing.
- Explain that you may need to share the information with people who can help.
- Record exactly what was said using the child's own words where possible.

DO NOT

- Promise confidentiality.
- Ask leading questions.
- Investigate the allegation yourself.

- Express shock or disbelief.
- Confront the alleged abuser.
- Delay reporting the concern.

4. Recording Concerns

All safeguarding concerns must be recorded as soon as possible, preferably on the same day.

Records should include:

- Date and time.
- Child's name.
- Location.
- Factual observations.
- Exact words spoken (where possible).
- Action taken.
- Your name and signature.

Only factual information should be recorded. Avoid opinions or assumptions.

Records must be stored securely and confidentially in accordance with UK GDPR and data protection legislation.

5. Reporting Concerns

Where the child attends school

Immediately report concerns to:

- The school's Designated Safeguarding Lead (DSL); or
- The school's Deputy DSL.

Follow the school's safeguarding procedures at all times.

Where Brilliant Coaching and Development is working independently

Report concerns immediately to the organisation's Designated Safeguarding Lead.

The DSL will decide whether referral to Children's Social Care, the Local Authority Designated Officer (LADO), Police or other agencies is required.

6. Immediate Risk

If you believe a child is in immediate danger:

- Contact emergency services (999).
- Take reasonable steps to keep the child safe without placing yourself at risk.
- Inform the Designated Safeguarding Lead as soon as possible afterwards.
- Complete a written safeguarding record.

Immediate safety always takes priority over internal reporting procedures.

7. Allegations Against Adults

Any allegation involving:

- a member of staff,

- tutor,
- volunteer,
- contractor, or
- another professional

must be reported immediately to the Designated Safeguarding Lead.

If the allegation concerns the DSL, it should be reported directly to the Director or appropriate safeguarding authority.

Staff must never investigate allegations themselves

8. Online Safeguarding

During online coaching or tutoring:

- Use approved platforms.
- Ensure professional dress and surroundings.
- Maintain professional boundaries.
- Never record sessions unless agreed in advance and compliant with data protection requirements.
- End the session immediately if safeguarding concerns arise.
- Report any inappropriate online behaviour immediately.

9. Professional Boundaries

Staff must never:

- Exchange personal social media details with children.
- Meet children privately outside agreed work.
- Accept inappropriate gifts.
- Communicate using personal messaging apps unless authorised by the organisation and agreed with parents or schools.
- Develop relationships outside their professional role.

10. Confidentiality

Safeguarding information is shared only with those who need to know in order to protect a child.

The child's welfare always takes precedence over confidentiality.

11. Whistleblowing

Any member of staff who believes safeguarding concerns are not being addressed appropriately has a duty to raise those concerns.

No member of staff will suffer detriment for reporting concerns in good faith.

12. Safer Working Practice Checklist

Before every session, staff should ensure that they:

- Have read the safeguarding policy.
- Hold the appropriate DBS clearance where required.
- Know who the school's DSL is (where applicable).
- Understand the reporting process.

- Maintain professional boundaries.
- Keep accurate records of safeguarding concerns.
- Report concerns immediately.

Safeguarding is everyone's responsibility.