Staff Safeguarding Code of Conduct 2026-27

Challenge Sport and Education Ltd. This code sits alongside our Child Protection and Safeguarding Policy and our Managing Allegations, Low-Level Concerns and Whistleblowing Policy.

1. Why this code matters

Everyone who works with children holds a position of trust. Children and parents rely on us to keep children safe, and to behave in a way that never puts a child at risk or could be misunderstood. This code sets out the boundaries we expect. Following it protects children, and it also protects you from situations that could lead to a misunderstanding or an allegation.

This code applies to everyone who works for or on behalf of Challenge Sport and Education: employees, freelance coaches, volunteers and students, at every setting, school site and holiday course, and online.

Our performance code of conduct covers how we do our jobs. This code covers how we keep children safe. You must follow both. If you are ever unsure whether something is appropriate, don't do it, and ask the DSL.

The five principles

1. The welfare of the child always comes first.
2. Stay visible: never put yourself in a position where you are alone with a child, out of sight of others.
3. Keep professional boundaries, in person, by phone and online.
4. If you are worried about a child or an adult, report it the same day.
5. If you have done something that could be misunderstood, tell the DSL straight away.

2. Relationships and boundaries

Always

- treat every child fairly, with respect and without favourites
- stay in sight of other adults. If one-to-one time can't be avoided (for example, a child who is upset or injured), keep the door open, stay in view, and tell a colleague
- keep conversations with children appropriate to your role

Never

- give gifts, money or special treatment to individual children. Small rewards given openly to a whole group are fine
- invite a child to your home, or arrange to meet a child outside our sessions
- take a child somewhere alone, including in your car (see section 4)
- share personal information with a child, or let a child share secrets with you that you promise to keep
- have any romantic or sexual relationship with a child. With 16- and 17-year-olds you coach, this is also a criminal offence (abuse of a position of trust)

Contact with families outside work. If you know a family socially, or you are asked to babysit or provide private coaching, tell the DSL so it can be recorded. Never use contact details you have through work to contact a family privately.

3. Physical contact, toilets and behaviour

Physical contact. Some contact is part of coaching and caring for children. It must always be for the child's benefit, in view of others, and as little as needed.

Acceptable	Not acceptable
Demonstrating or supporting a technique (explain first and ask permission)	Touching a child in a way that could be seen as sexual or over-familiar
Helping a child who has fallen, or giving first aid	Tickling, play-fighting, horseplay, or carrying older children
Briefly comforting a distressed young child, in view of others	Lap-sitting with older children, or encouraging children to cling to you
High fives and similar praise	Any physical punishment

Restraint. Only use physical intervention to stop a child hurting themselves or others, using the least force for the shortest time. Tell the DSL and record it the same day.

Toilets and changing.

- Supervise toilets and changing areas from the doorway. Never go into a cubicle with a child.
- Never change or shower in the same area as children at the same time.
- We do not nappy change or toilet train. If a child needs help after a toileting accident, encourage them to do as much as they can themselves, respect their dignity, tell a colleague and record it.

Behaviour management. Use praise, clear rules and calm consequences. Never shout at, humiliate, use sarcasm towards, or threaten a child. Never use physical punishment or withhold food or drink.

4. Phones, photos, online and personal conduct

Mobile phones. Keep your personal phone out of children's areas. Only the lead person at each venue keeps a phone on them, for contacting head office about collections, bookings, first aid and register numbers.

Photos and video. Only take photos or video of children on a company device, only of children whose parents have given consent, and only for agreed purposes. Never take, store or share images of children on a personal device or account.

Social media and messaging. Never:

- contact a child privately by phone, text, messaging app, email or social media
- accept or send friend or follow requests to or from children, or parents of children you work with
- post anything about children you work with, or any image in which they could be identified
- post anything that could bring Challenge Sport and Education into disrepute

All contact about sessions goes through parents and our official channels.

Transport. Never drive a child in your own vehicle unless the DSL and the child's parents have agreed in writing in advance, and you have the right insurance.

Personal conduct.

- Wear your uniform and ID so children, parents and schools know who you are.
- Never use offensive, discriminatory or sexualised language, or swear in front of children.
- Never work under the influence of alcohol or drugs. Never smoke or vape in front of children or on site.
- Keep information about children and families confidential, and share it only with those who need it to keep a child safe.

Outside work. Tell the DSL before your next working day if anything happens that could affect your suitability to work with children: for example, being arrested, cautioned, charged or convicted, or a change

to who you live with. Remember that behaviour outside work, including online, can affect whether you can work with children.

5. Reporting concerns

- **About a child:** follow the "Worried about a child?" flowchart. Call 999 if a child is in immediate danger; otherwise tell your Setting Safeguarding Manager, the DSL or the Deputy the same day, and write it down.
- **About another adult:** tell the DSL, however small it seems. If it's about the DSL, contact the LADO (numbers on the poster and staff card).
- **About yourself:** if you've done something that could be misunderstood, or you found yourself in a difficult situation, self-report to the DSL. Self-reporting is encouraged and shows good practice.

The DSL is Doug Berlin. Contact numbers are on the staff contact card and the safeguarding poster at your venue.

6. If the code is not followed

Behaviour that does not follow this code is a low-level concern, and will be recorded and dealt with under our Managing Allegations, Low-Level Concerns and Whistleblowing Policy. Serious or repeated breaches, or any behaviour that meets the harm threshold, will be referred to the LADO and may lead to disciplinary action, including dismissal.

7. Signing this code

Everyone signs to confirm they have read and will follow this code on the Safeguarding Policy Acknowledgement Record: existing staff at the annual staff day, and new staff at induction before working with children. This code is reviewed every August with our safeguarding policies.

Approved by: Doug Berlin, owner and Designated Safeguarding Lead

Signed:

Doug Berlin

Doug Berlin, owner and DSL. Date: 30.10.26