



Policy Breach Procedure

Children's Sports Coaching Business (Self-Employed Coaches)

1. Purpose

This procedure outlines the actions to be taken where a coach, contractor, or self-employed individual working on behalf of Elite SF fails to adhere to company policies, procedures, or expected standards of conduct.

As coaches are self-employed, this procedure does not constitute an employment disciplinary process. Instead, it provides a structured and fair approach to managing concerns, maintaining standards, and protecting children and the reputation of the business.

2. Scope

This procedure applies to:

- All self-employed coaches
- Cover coaches
- Volunteers and contractors representing Elite SF
- Young Workers

Representing Elite SF.

This Policy applies to breaches of all of Elite SF company policies.

3. Key Principles

- The safety and welfare of children is the highest priority
- Concerns will be addressed promptly and proportionately
- All individuals will be treated fairly and given opportunity to respond
- Accurate records will be maintained
- Serious breaches may result in immediate termination of contracts

4. Types of Policy Breach

4.1 Minor Breaches

Examples include:

- Failure to follow administrative procedures
- Minor lateness or communication issues
- Incomplete session paperwork

4.2 Serious Breaches

Examples include:

- Failure to follow safeguarding procedures
- Leaving children unsupervised
- Inappropriate behaviour or language
- Failure to follow first aid procedures
- Breach of health and safety requirements

4.3 Gross Misconduct (Immediate Action)

Examples include:

- Safeguarding concerns or allegations
- Physical or emotional harm to a child
- Substance misuse during sessions
- Serious negligence putting children at risk

5. Procedure for Managing Breaches

5.1 Identification of Concern

A concern may be identified through:

- Observation by management
- Feedback from parents, venues, or coaches
- Incident reports

All concerns must be documented.

5.2 Initial Review

Management will:

- Review the concern and gather relevant information
- Assess the level of risk
- Determine whether immediate action is required (e.g. removal from session)

5.3 Informal Resolution (Minor Breaches)

Where appropriate:

- The coach will be informed of the concern
- Expectations will be clarified
- Support or guidance will be offered
- A record of the conversation will be kept

5.4 Formal Review (Serious or Repeated Breaches)

Where concerns are more serious or repeated:

- The coach will be invited to a formal meeting (in person or virtual)
- Details of the concern will be shared
- The coach will have opportunity to respond
- Outcomes may include:
 - Written warning
 - Additional training requirements
 - Increased supervision
 - Temporary suspension from delivering sessions

A written record of the outcome will be provided.

5.5 Immediate Action (Gross Misconduct)

In cases of gross misconduct:

- The coach may be immediately removed from sessions
- The contract may be terminated without notice
- Safeguarding procedures will be followed where applicable
- Referrals may be made to appropriate authorities (e.g. LADO, DBS)

6. Safeguarding Related Breaches

Any breach involving safeguarding will:

- Be managed in line with the Safeguarding Policy
- Be referred to the Designated Safeguarding Lead (DSL)
- Be escalated to external agencies where required (IFD/MASH or LADO)

These cases take precedence over all other procedures.

7. Outcomes and Contractual Action

As self-employed individuals are engaged under a service agreement:

- Continued engagement is conditional on adherence to company policies
- Failure to meet required standards may result in:
 - Removal from specific sessions
 - Reduction in work offered
 - Termination of contract

All decisions will be documented and justified.

8. Appeals Process

Coaches may submit a written appeal within 7 days of a formal outcome.

An independent manager (where possible) will:

- Review the decision
- Consider any new evidence
- Confirm or amend the outcome

The decision following appeal is final.

9. Record Keeping

Records will include:

- Nature of the breach
- Actions taken
- Communication with the coach
- Outcomes and decisions

Records will be stored securely in line with GDPR.

10. Monitoring and Review

This procedure will be reviewed annually or following:

- Significant incidents
- Changes in legislation or Ofsted guidance

11. Compliance Statement

Elite SF is committed to maintaining high standards of conduct and safeguarding. This procedure ensures that all individuals representing the organisation are held accountable while recognising their self-employed status.

12. Acknowledgement and Acceptance (BrightHR)

All self-employed coaches and contractors engaged by Elite SF are required to read and acknowledge this Policy Breach Procedure, along with all associated policies, via the BrightHR system (or equivalent compliance platform used by the business).

Acknowledgement via BrightHR constitutes confirmation that the individual:

- Has read and understood the contents of this procedure
- Agrees to adhere to all company policies and standards
- Understands the consequences of policy breaches as outlined

Failure to complete policy acknowledgement may result in:

- Suspension of work allocation
- Removal from scheduled sessions until compliance is confirmed

The business reserves the right to rely on digital acknowledgement records as evidence of acceptance of terms and expectations.

Adopted on: 29th December 2025

Signed on behalf of Elite SF: J. Bartram

Date for review: 29th December 2026