Young Workers Policy

1. Policy Statement

This Young Workers Policy sets out how **Elite SF** supports, safeguards, and manages young workers within the business. The policy is written in line with safeguarding, welfare, and coach expectations consistent with Ofsted requirements, health and safety legislation, and recognised best practice for organisations working with children and young people.

A young worker is entitled to additional protections due to their age and level of experience. **Elite SF** is committed to providing a safe, supportive, and positive working environment while ensuring that children attending sessions remain fully safeguarded.

2. Scope of the Policy

This policy applies to:

- Young workers employed by the business
- Apprentices and trainees under the age of 18
- Coaches responsible for supervising or managing young workers

3. Definition of a Young Worker

A young worker is defined as:

- Any person under the age of 18 who is employed, apprenticed, or undertaking paid work with the business

Young workers are not considered fully qualified coaches and must not be left in sole charge of children.

4. Key Principles

- The safety and welfare of children is paramount
- Young workers require additional supervision and support
- Legal working time and task restrictions must be followed
- Clear boundaries and safeguarding expectations must be maintained

5. Recruitment and Suitability

The recruitment of young workers will include:

- An application process appropriate to the role
- Verification of age and right to work
- Consideration of maturity, experience, and suitability
- Parental consent where required

Young workers will not be in roles that place them or children at risk.

6. Safeguarding and DBS Checks

- Young workers may be required to undertake a DBS check where appropriate
- Young workers will not be left unsupervised with children
- Safeguarding responsibilities apply equally to young workers

7. Induction and Training

All young workers will receive an induction with emphasis on:

- Safeguarding and child protection awareness
- Health and safety training
- Behaviour management expectations
- Mobile phone and professional boundaries guidance
- Clear explanation of role limitations

Ongoing training and support will be provided.

8. Supervision and Support

- Young workers must always work under the direct supervision of a coach 18 years old or older.
- They must not be counted in coach-to-child ratios
- Supervision arrangements will be clearly defined
- Regular check-ins and feedback will be provided

9. Roles and Responsibilities

Young Worker Responsibilities

Young workers are expected to:

- Follow all policies and procedures
- Work within agreed role boundaries
- Report concerns or incidents immediately
- Maintain professional conduct at all times

Management Responsibilities

Management must:

- Provide appropriate supervision and mentoring
- Ensure risk assessments are in place
- Monitor wellbeing and workload

10. Safeguarding Expectations

Young workers must:

- Follow the Safeguarding and Child Protection Policy
- Avoid one to one situations with children
- Never take photographs or videos of children
- Maintain appropriate physical and professional boundaries

Any safeguarding concern must be reported immediately to the Designated Safeguarding Lead (DSL).

11. Health and Safety

- Tasks allocated to young workers will be risk assessed
- Young workers will not undertake high risk activities without appropriate training and supervision
- Working hours and rest breaks will comply with legal requirements

12. Working Hours and Breaks

- Young workers will not work excessive hours
- Legal limits on working time and night work will be followed
- Adequate rest breaks will be provided

13. Use of Mobile Phones and Electronic Devices

- Young workers must follow the Mobile Phone and Electronic Device Policy
- Personal phones must not be used during sessions except where authorised

- Phones must not distract from supervision or duties

14. Professional Boundaries and Conduct

Young workers must not:

- Be left in sole charge of children
- Transport children or take them home
- Engage in inappropriate language or behaviour
- Form inappropriate relationships with children

15. Allegations and Concerns

- Any allegation involving a young worker will be taken seriously
- Procedures will follow safeguarding and breach of contract or policy procedures
- Additional support will be provided due to the young worker's age

16. Training, Development, and Support

- Young workers will be supported in developing skills and confidence
- Training will be age appropriate and structured
- Feedback and mentoring will be provided

17. Policy Review

This policy will be reviewed annually or sooner if:

- Legislation or Ofsted guidance changes
- An incident highlights the need for review
- Operational changes occur

18. Declaration

All young workers and supervising coaches must read, understand, and agree to comply with this Young Workers Policy.

19. 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