



Designated Safeguarding Lead (DSL) Procedure

1. Policy Statement

This Designated Safeguarding Lead (DSL) Procedure sets out the role, responsibilities, and procedures of the DSL at **Elite SF**. This procedure is written in line with safeguarding and welfare expectations consistent with Ofsted requirements, statutory guidance, and recognised best practice.

Elite SF is committed to ensuring that safeguarding concerns are identified promptly, managed appropriately, and acted upon effectively to protect children from harm.

2. Scope of the Procedure

This procedure applies to:

- The Designated Safeguarding Lead (DSL).
- Deputy Designated Safeguarding Leads (where appointed).
- All coaches, assistants, volunteers, young workers, and contractors.
- All children attending sessions, clubs, camps, and activities.

3. Definition of the DSL Role

The Designated Safeguarding Lead is the individual with overall responsibility for safeguarding and child protection within the business. The DSL has the authority, training, and responsibility to coordinate safeguarding responses and act as the main point of contact for safeguarding concerns.

A Deputy DSL will be appointed where possible to ensure cover during absence.

4. Key Principles

- The welfare of the child is paramount.
- Safeguarding concerns must be taken seriously and acted upon promptly.
- Confidentiality must be maintained on a need to know basis.
- Decisions must be made in the best interests of the child.

5. Appointment of the DSL

- The DSL will be a senior, suitable individual with appropriate authority.

- The DSL will have completed recognised safeguarding training.
- Contact details for the DSL and Deputy DSL will be made available to coaches and parents.

6. Responsibilities of the DSL

The DSL is responsible for:

- Receiving and responding to safeguarding concerns.
- Making referrals to children's social care or other agencies where required.
- Liaising with local safeguarding partners and external agencies.
- Ensuring accurate safeguarding records are kept securely.
- Providing advice and guidance to coaches and volunteers.
- Supporting coaches involved in safeguarding cases.

7. Responsibilities of Coaches and Volunteers

- All concerns must be reported immediately to the DSL.
- Coaches must not investigate concerns themselves.
- Written records must be completed promptly and accurately.
- Coaches must follow safeguarding policies and procedures.

8. Managing Safeguarding Concerns

When a concern is raised, the DSL will:

1. Listen carefully and take the concern seriously.
2. Record all relevant information accurately.
3. Assess the level of risk and immediate safety needs.
4. Seek advice where appropriate.
5. Make referrals to external agencies if required.
6. Ensure appropriate follow up and support.

9. Responding to Disclosures

- Children will be listened to calmly and without judgment.
- Children will not be promised confidentiality.
- Information will be shared only with those who need to know.

- Reassurance will be provided to the child.

10. Record Keeping and Confidentiality

- All safeguarding records will be kept securely and separately from general records.
- Records will be factual, dated, and signed.
- Access to records will be restricted to authorised individuals.

11. Allegations Against Coaches or Volunteers

- Allegations must be reported immediately to the DSL.
- The DSL will follow the Allegations Management Procedure.
- The Local Authority Designated Officer (LADO) will be contacted where required.
- Confidentiality will be maintained throughout the process.

12. Training and Awareness

- The DSL will undertake regular safeguarding training updates.
- Coaches and volunteers will receive safeguarding training during induction and regularly thereafter.
- Safeguarding updates will be shared as needed.

13. Monitoring and Review

- Safeguarding procedures will be monitored regularly.
- The DSL will review safeguarding practices and records.
- Learning from incidents will be shared appropriately.

14. Policy Review

This procedure will be reviewed annually or sooner if:

- Ofsted guidance or legislation changes.
- A safeguarding incident highlights the need for review.
- Operational changes occur.

15. Declaration

All coaches, volunteers, and contractors must read, understand, and agree to comply with this Designated Safeguarding Lead (DSL) Procedure.

16. 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