



Allegation Management Procedure

1. Policy Statement

Elite Skills & Fitness is committed to safeguarding and promoting the welfare of children. This Allegation Management Procedure outlines how concerns or allegations against coaches, volunteers, or any adult working with children will be managed.

This procedure is written in line with safeguarding legislation, Working Together to Safeguard Children, and Ofsted requirements.

2. Scope

This procedure applies to:

- All coaches, volunteers, and contractors.
- Any adult working on behalf of Elite Skills & Fitness.
- All allegations involving harm or risk to children.

3. Definition of an Allegation

An allegation may include situations where an individual has:

- Behaved in a way that has harmed or may have harmed a child.
- Possibly committed a criminal offence against or related to a child.
- Behaved in a way that indicates they may pose a risk to children.

4. Key Principles

- The safety and welfare of the child is paramount.
- Allegations must be taken seriously and acted upon immediately.
- All actions must be fair, consistent, and confidential.
- The rights of both the child and the adult must be respected.

5. Responsibilities

Management Responsibilities

- Ensure all coaches understand this procedure.

- Act immediately upon receiving an allegation.
- Liaise with the Local Authority Designated Officer (LADO) if necessary upon investigation.
- Maintain confidentiality and accurate records.

Coach Responsibilities

- Report any concerns or allegations immediately.
- Do not investigate or question the child beyond initial clarification.
- Maintain confidentiality.

6. Procedure for Managing Allegations

1. Immediate Action

- Ensure the child is safe.
- Seek medical attention if required.

2. Report the Concern

- Report immediately to the Designated Safeguarding Lead (DSL).
- If the concern involves the DSL, report to senior management to investigate and LADO if necessary.

3. Do Not Investigate

- Coaches must not attempt to investigate the allegation.

4. Record the Information

- Record details accurately, including date, time, and individuals involved.

5. Contact LADO

- The DSL / management will contact the Local Authority Designated Officer within 1 working day if necessary after investigation.

6. Follow Guidance

- Follow advice from LADO, police, or safeguarding authorities if necessary.

7. Suspension & Risk Management

- Elite SF may suspend or redeploy coaches where necessary to protect children.
- Decisions will be made in consultation with LADO if necessary.
- Suspension is a neutral act and not an assumption of guilt.

8. Confidentiality

- Information will be shared on a need to know basis only.
- Records will be stored securely.
- Coaches must not discuss allegations outside official processes.

9. Support for those Involved

- Children will be supported appropriately.
- Coaches subject to allegations will be treated fairly and offered support.
- Parents/carers will be kept informed where appropriate.

10. Outcomes

Possible outcomes may include:

- No further action.
- Internal disciplinary procedures.
- Referral to DBS or professional bodies.
- Criminal investigation.

11. Record Keeping

- All records will be clear, factual, and securely stored.
- Records will be retained in line with safeguarding guidance.

12. Training

- Coaches will receive safeguarding and allegation management training.
- Procedures will be covered during induction.

13. Policy Review

This procedure will be reviewed annually or sooner if:

- Legislation changes.
- Incidents occur.
- Operational updates are required.

14. Declaration

All coaches and volunteers must read, understand, and comply with this Allegation Management Procedure.

15. 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