

Ultimate Kids Ltd

Safeguarding and Child Protection Policy

Academic Year 2025/26



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1. Policy statement and scope

Ultimate Kids Ltd is committed to safeguarding and protecting every child and young person who engages with our services. We believe that every child has the right to feel safe, valued and supported. This policy outlines how we meet our legal and moral duties and how we create a culture where safeguarding is understood, prioritised and embedded in everything we do.

This policy applies to every adult who works for or on behalf of Ultimate Kids Ltd. This includes directors, staff members, freelance coaches, agency staff, trainees, volunteers and students aged sixteen or over. It also applies to any visitor who attends our camps or activity sessions.

All staff must read, understand and follow this policy before beginning work. This must be used alongside the Preventing Extremism and Radicalisation Policy, the Whistleblowing Policy, the Safer Recruitment Policy and the Staff Code of Conduct.

Ultimate Kids works closely with schools, nurseries and external partners. Staff must follow the procedures of the host setting as well as Ultimate Kids procedures. If the two differ, staff must always follow the procedure that provides the greatest level of protection to the child.

2. Principles of safeguarding

Ultimate Kids places the welfare of the child at the heart of every decision. We recognise that safeguarding is not a single action but a continuous approach to creating a safe culture.

We work from the principle that safeguarding is everyone's responsibility. Every adult must act promptly when concerns arise, must remain vigilant and must understand that early intervention can prevent harm.

We promote a child centred and trauma informed approach. We listen to children, take their views seriously and adapt our practice to meet their needs. We challenge discrimination and promote equality, recognising that children have different experiences and may face different vulnerabilities.

Safeguarding is a shared responsibility. We work with families, schools, social care, the police, health services and other partners to keep children safe.

3. Legislative and statutory framework

This policy reflects the key expectations set out in the following legislation and guidance.

The Children Act 1989 and 2004 guide our understanding of child welfare and the

duties placed on organisations.

Working Together to Safeguard Children provides national guidance for multi agency practice.

Keeping Children Safe in Education sets clear expectations for all staff who work with children.

Other important documents include the Prevent Duty Guidance, the Data Protection Act and UK General Data Protection Regulation, the Domestic Abuse Act, the Education Act and the Sexual Offences Act.

Ultimate Kids will update this policy whenever legislation or statutory guidance changes.

4. Definitions

Safeguarding means protecting children from harm, promoting their welfare and supporting their development. Child protection refers to the specific actions taken when a child is suffering or likely to suffer significant harm.

A child is anyone under the age of eighteen. Staff refers to any adult working for or on behalf of Ultimate Kids.

Significant harm refers to the level of concern that requires statutory intervention and may arise from a single event or a series of incidents.

5. Responsibilities

5.1 Board of Directors

The Board ensures that safeguarding duties are met across the organisation. Directors approve this policy, receive safeguarding reports and ensure that the Designated Safeguarding Lead has sufficient authority, training and time to fulfil their role.

5.2 Designated Safeguarding Lead

Designated Safeguarding Lead:

Chris Redman

Managing Director

Email: hello@ultimatekidsltd.co.uk

Telephone: 07383 826936

The Designated Safeguarding Lead oversees all safeguarding and child protection matters. This includes responding to concerns, making referrals to social care and other agencies, maintaining records, supporting staff and ensuring that safeguarding procedures remain robust and compliant.

5.3 Deputy Designated Safeguarding Leads

Deputy Designated Safeguarding Lead:

Liam McQueen

Director of Operations

Email: liam@ultimatekidsltd.co.uk

Deputy Designated Safeguarding Lead:

Emily Wood

Director of Marketing

Email: marketing@ultimatekidsltd.co.uk

The deputies support the Designated Safeguarding Lead and act in their absence. They are trained to the same standard and share responsibility for safeguarding leadership.

5.4 Responsibilities of all staff

Every adult working for Ultimate Kids must understand their safeguarding duties. Staff must remain alert to signs of abuse, act immediately on concerns, record information accurately and maintain professional boundaries at all times.

Staff must never assume that someone else will take action. Safeguarding concerns must be reported on the same day.

6. Safer recruitment

Ultimate Kids uses safer recruitment practices to ensure that only suitable adults work with children. All staff in regulated activity require an enhanced DBS check with barred list check where appropriate. Identity, right to work and qualifications must be verified. References are obtained and employment histories are examined carefully.

Online checks are completed for shortlisted applicants. Any applicant who is barred from working with children will not be employed in any capacity.

A single central record of checks is maintained.

Visitors must be identifiable and supervised unless adequate safeguarding assurances have been obtained from their employer.

7. Categories of abuse

Abuse can occur in many forms and staff must recognise its signs.

Physical abuse includes actions that cause physical harm or the fabrication of illness.

Emotional abuse includes persistent negative treatment that harms a child's emotional development. Exposure to domestic abuse is included within this category.

Sexual abuse involves any sexual activity with a child. This includes contact, non contact acts, grooming and online abuse.

Neglect occurs when a child's basic needs are not met. This may relate to supervision, health, education, nutrition, clothing or emotional support.

Staff must also understand specific safeguarding risks including child sexual exploitation, child criminal exploitation, harmful sexual behaviour, online abuse, radicalisation, forced marriage, female genital mutilation and children who go missing from arranged activities.

8. Supporting children with additional needs

Children with disability, special educational needs or health conditions may be more vulnerable. They may face barriers in communication and may be more likely to be isolated.

Ultimate Kids provides additional support to ensure these children feel heard, understood and safe. Staff must never assume that behaviour or injury is linked solely to a disability without considering the possibility of abuse.

All thresholds for intervention remain the same as for any other child.

9. Bullying and prejudice based incidents

Ultimate Kids expects all children and staff to treat each other with respect. Bullying, discrimination and prejudice based behaviour will always be taken seriously.

Child on child abuse can include physical aggression, online harassment, sexual harassment, sexual violence and harmful sexual behaviour. Staff must respond to these incidents in the same way they respond to other safeguarding concerns.

Incidents involving racism, homophobic, biphobic or transphobic language or discrimination against disability or faith will be recorded and addressed.

10. Online safety

Ultimate Kids recognises that online environments can present risks including grooming, exploitation, bullying and harmful content. We ensure that digital platforms used by staff and children are safe and monitored.

Children are supported to understand how to stay safe online and staff are trained to identify and respond to online concerns.

11. Prevent Duty

Ultimate Kids promotes fundamental British values and works to prevent children from being drawn into extremism or terrorism.

Staff are trained to identify concerns about radicalisation and know how to seek advice or make a referral to the appropriate Prevent or Channel processes.

When working in schools or other settings, staff follow the host organisation's procedures as well as Ultimate Kids guidance.

12. Procedures for responding to concerns

Any member of staff who is worried about a child must act without delay.

Concerns must be shared with the Designated Safeguarding Lead or a deputy as soon as possible and always on the same day.

If the child is in immediate danger, staff must call the police on 999.

If working in a host setting, staff must also inform the host setting's Designated Safeguarding Lead.

A clear and factual record must be made using the appropriate reporting channels.

If the Designated Safeguarding Lead or deputies are unavailable and the child may be at risk of harm, staff must contact the local authority MASH directly.

13. Responding to disclosures

Children may choose to disclose concerns to any trusted adult. Staff must respond calmly and respectfully. They must listen carefully, reassure the child and explain that information cannot be kept secret if someone is at risk.

Staff must not ask leading questions, attempt to investigate or confront anyone. A written record must be made in the child's own words and shared with the Designated Safeguarding Lead immediately.

14. Information sharing

Information is shared when necessary to protect a child. Ultimate Kids follows national guidance and data protection legislation when sharing information.

Concerns will normally be discussed with parents unless doing so places the child at increased risk. Decision making will always prioritise the safety of the child.

15. Allegations about staff

Concerns about the behaviour of any adult working for Ultimate Kids must be reported immediately to the Designated Safeguarding Lead or a senior leader.

Ultimate Kids will consult the Local Authority Designated Officer where the harm threshold may be met.

Low level concerns, which do not meet the harm threshold but indicate a potential breach of conduct, must also be shared. These are recorded, reviewed and addressed to prevent escalation.

Suspension may be used as a neutral act to protect children and staff while investigations take place.

16. Whistleblowing and self reporting

Staff must speak up when they believe that safeguarding concerns have not been managed correctly or when practice may place a child at risk. The Whistleblowing Policy outlines how staff can raise concerns.

Staff should also inform management if personal circumstances may affect their ability to carry out their role safely.

17. Staff conduct and operational expectations

Ultimate Kids has clear expectations for professional conduct to ensure safety and accountability.

17.1 Uniform and identification

All staff must wear full Ultimate Kids uniform during work. They must also wear an Ultimate Kids ID lanyard that remains clearly visible at all times so that children, parents and visitors can identify who is responsible for their safety.

Visitors must never wear Ultimate Kids uniform or ID.

17.2 Camps and high volume settings

During arrival and departure times staff must wear a hi vis vest. All staff must carry an Ultimate Kids walkie talkie that is charged, switched on and set to the correct channel.

Team leaders check that equipment is functioning and distributed correctly.

17.3 Incident reporting

All incidents including safeguarding concerns, behaviour issues, accidents, injuries and near misses must be reported using the Ultimate Kids incident reporting Google form on the same day.

Staff must provide clear factual information. The Designated Safeguarding Lead reviews these records, identifies patterns and ensures appropriate action is taken.

17.4 Supervision and boundaries

Staff must supervise children closely and position themselves where all children can be seen. Staff should avoid being alone with a child whenever possible and should follow safe working practices to maintain appropriate professional boundaries.

18. Children's voice and safeguarding education

Ultimate Kids supports children to understand how to stay safe. We encourage them to speak to trusted adults, and we remind them that adults cannot keep secrets where safety is concerned.

We reinforce safeguarding messages through activity, conversation and positive relationships. We work closely with schools to support their relationships and health education curriculum.

19. Training and supervision

All staff receive safeguarding and Prevent training at induction. Annual updates ensure that staff remain aware of emerging risks and changes to legislation.

The Designated Safeguarding Lead and deputies undertake advanced and refresher training. Regular supervision and team discussions strengthen practice and promote a culture of safeguarding awareness.

20. Record keeping

Safeguarding records must be accurate, timely and stored securely. Records are kept separately from general staff or participant information. Retention follows legal and organisational requirements.

When a child moves to another setting, safeguarding information may be shared securely in line with local guidance.

21. Monitoring and review

This policy is reviewed at least annually. It will be updated sooner if there are changes to legislation or statutory guidance or if safeguarding learning highlights the need for amendments.

Updates will be shared with all staff and partners where appropriate.

22. Appendix A: Local Authority MASH and safeguarding contact list

NAME	CONTACT
Multi-Agency Safeguarding Hub (MASH)	0151 934 4013 / 0151 934 4481
Early Help Gateway	0151 934 4037
Out of Hours Service	0151 934 3555
PREVENT (Single point of contact)- Steve Martlew	0151 934 3370
Dovetail Channel Coordinator – Claire	07394559107

Wright	
Merseyside Police	101 / Emergency 999
Local Authority Designated Officer- Tracey Holyhead	0151 934 3783
Education Safeguarding- Tracy McKeating	0151 934 3359
Children Missing Education Coordinator- Carole Blundell	0151 934 3181
CAMHS (single point of access)	0151 282 4527
Bully Busters	0800 169 6928
Sefton Women & Children's Aid (SWACA)	0151 922 8606
OPERATION ENCOMPASS - Lawry Simm	Lawrence.E.Simm@merseyside.police. uk
Independent domestic abuse advisors (IDVA)	0151 934 5142
VENUS	0151 474 4744
CATCH 22 CSE/CCE	0151 934 2535
Rape & Sexual Abuse Centre [RASA] Sefton	0151 558 1801
Parenting 2000	01704 380047 / 0151 932 1163
Housing Options	0151 934 3541
We Are With You (formerly Addiction)	0707983430995
LSCB Business Manager - Deb Hughes	0151 934 4706
LSCB Administrator- Donna Atkinson	0151 934 4706