WILFRIED ZAHA ACADEMY LTD

Safeguarding and Child Protection Policy

Company number: 13426512
Registered address: Kemp House, 160 City Road, London, United Kingdom, EC1V 2NX
Designated Safeguarding Lead (DSL): Dan Pringle
Telephone: 07552302330
Email: info@wzacademy.co.uk
Policy review date: 1 November 2026
Next review date: 1 November 2027

1. Policy statement

Wilfried Zaha Academy Ltd is committed to safeguarding and promoting the welfare of every child who participates in its football coaching sessions, weekly programmes and holiday camps.

Every child has the right to participate in football in a safe, supportive and positive environment, free from abuse, neglect, discrimination, bullying and exploitation.

The welfare of children is paramount and takes priority over sporting performance or any other consideration.

2. Scope

This policy applies to all activities organised or delivered by the Academy, including:

- Weekly football coaching sessions.
- Holiday camps and football programmes.
- Trials, events and tournaments.
- Any other activity involving children under the Academy's supervision.

It applies to employees, coaches, volunteers, contractors and anyone representing the Academy.

3. Types of abuse

All staff must understand that abuse can take different forms, including:

- **Physical abuse:** Hitting, shaking, deliberately hurting or otherwise physically harming a child.

- **Emotional abuse:** Threatening, humiliating, intimidating, rejecting or persistently criticising a child.
- **Sexual abuse:** Involving a child in sexual activity, including online exploitation.
- **Neglect:** Failing to meet a child's basic physical or emotional needs.
- **Bullying and peer-on-peer abuse:** Including physical, verbal, emotional, sexual or online bullying.
- **Online abuse:** Grooming, exploitation, harassment or inappropriate communication through digital platforms.

4. Designated Safeguarding Lead

The Academy's Designated Safeguarding Lead is:

Dan Pringle
Telephone: 07552302330
Email: info@wzacademy.co.uk

The DSL is responsible for:

- Receiving and responding to safeguarding concerns.
- Maintaining accurate and confidential safeguarding records.
- Referring concerns to the appropriate local authority or police where necessary.
- Supporting staff with safeguarding advice.
- Ensuring staff understand their safeguarding responsibilities.
- Reviewing safeguarding procedures.

A deputy should be appointed to cover the DSL's absence.

5. Reporting safeguarding concerns

Any member of staff who has a concern about a child's welfare must report it to the DSL as soon as possible.

Staff must:

1. Listen carefully and calmly if a child shares a concern.
2. Take the child seriously.
3. Reassure the child that they have done the right thing by speaking up.
4. Avoid promising confidentiality.
5. Avoid asking leading questions or conducting their own investigation.
6. Record the child's words as accurately as possible.
7. Report the concern to the DSL without delay.

If a child is in immediate danger, staff must contact emergency services on **999**. Staff must not delay emergency action while waiting for the DSL.

If a concern involves the DSL, it must be reported to an appropriate senior person or directly to the relevant local authority safeguarding service or police.

6. Staff responsibilities

All staff, coaches and volunteers must:

- Put children's welfare first.
- Maintain appropriate professional boundaries.
- Treat every child with dignity and respect.
- Never use physical punishment, intimidation or humiliating language.
- Never engage in inappropriate relationships or private communications with children.
- Avoid being alone with a child where this can reasonably be avoided.
- Follow the Academy's codes of conduct.
- Report concerns, allegations or inappropriate behaviour.

7. Safer recruitment

The Academy will take appropriate steps to ensure staff and volunteers are suitable to work with children.

This includes:

- Appropriate application and interview processes.
- Checking references where appropriate.
- Verifying identity and relevant qualifications.
- Assessing whether a role is eligible for an enhanced DBS check, including barred-list information where legally permitted and applicable.
- Providing safeguarding induction and training.
- Maintaining appropriate records.

DBS checks will be carried out in accordance with legal eligibility requirements. A DBS check does not replace supervision, training or ongoing suitability checks.

8. Supervision and safe working practices

The Academy will take reasonable steps to ensure children are appropriately supervised during sessions and camps.

Staff must:

- Follow session registers and attendance procedures.

- Know which children are in their care.
- Follow agreed collection and handover arrangements.
- Avoid unnecessary one-to-one situations.
- Use open and observable environments when coaching.
- Never leave children unsupervised.
- Report accidents, incidents and concerns promptly.

The Academy will establish appropriate coach-to-child ratios based on children's ages, activity, venue and risk assessments.

9. Photography, video and online safety

Photographs and videos of children must only be taken and used in accordance with the Academy's consent and privacy procedures.

Staff must not:

- Take personal photographs or videos of children without authorisation.
- Share children's images through personal social media accounts.
- Contact children privately through personal messaging or social media.
- Share identifying or sensitive information about children.

Any concerns about online contact, image sharing or inappropriate communications must be reported to the DSL.

10. Allegations against staff

Any allegation that a member of staff, coach or volunteer has harmed a child, behaved inappropriately or may pose a risk must be reported immediately to the DSL or an appropriate senior person.

The Academy will:

- Take all allegations seriously.
- Make an appropriate record.
- Take immediate steps to protect children where necessary.
- Contact the local authority designated officer (LADO) where the allegation meets the relevant threshold.
- Contact the police where a crime may have been committed.
- Follow advice from the relevant safeguarding authorities.

The Academy will not conduct an investigation that could interfere with a police or safeguarding investigation.

11. Confidentiality and record keeping

Safeguarding records will be:

- Accurate, factual and dated.
- Stored securely with access restricted to authorised individuals.
- Shared only where necessary to protect a child or meet legal obligations.
- Retained in accordance with the Academy's retention procedures and applicable data protection law.

Confidentiality must never prevent staff from sharing information necessary to protect a child.

12. Review

This policy will be reviewed at least annually and whenever there is a significant change in legislation, guidance or the Academy's activities.

Approved by: [Insert name and position]
Approval date: [Insert date]
Policy review date: 1 November 2026
Next review date: 1 November 2027