



SWEET SCIENCE FOUNDATION SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY AND PROCEDURES

September 2026

(subject to review no later than August 2027)

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1. Statement of Intent

Sweet Science Foundation recognises that protecting and safeguarding children and young people is a shared responsibility and depends upon effective joint working between agencies and professionals that have different roles and expertise. Sweet Science Foundation has a responsibility to protect and safeguard the welfare of children and young people they come into contact with. The need for guidelines and procedures is important to ensure that this is done with understanding and clarity.

Safeguarding is the action that is taken to promote the welfare of individuals and protect them from harm.

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

Sweet Science Foundation is committed to a safe and welcoming environment, where everyone is respected and valued, and we operate in a way that actively prevents harm, harassment, bullying, abuse and neglect.

Our safeguarding measures are designed to protect the health, well-being and human right of all staff, volunteers and participants connected to Sweet Science Foundation, with particular emphasis on children and young people.

Sweet Science Foundation will aim to protect and safeguard children and young people by;

- Ensuring that all staff/ volunteers are carefully selected, trained and supervised, references are checked and DBS cleared.
- All individuals with access to sensitive information are subject to Enhanced DBS check.
- Having a Safeguarding and Child Protection Policy and Procedure and regularly reviewing and updating this in line with national and local policy developments and holding regular meetings to address any changes to the policy.
- Ensuring that all staff and volunteers, including members of the Trustee board, are familiar with the Safeguarding and Child Protection Policy and Procedures.

- Ensuring that staff and volunteers attend appropriate Safeguarding Training. Basic Safeguarding Training (Level 1) as a requirement for all staff and volunteers. Advanced Safeguarding training (Level 2) required for members of staff and volunteers coming into contact with children and young people in one-to-one settings. Level 3 Safeguarding training will be required for the individuals who are first point of contact for the staff and those who have safeguarding concerns (e.g. Sweet Science Board Safeguarding Lead and Child Welfare Officer).
- Ensuring that Sweet Science Foundation has a designated Child Welfare Officer and Board Safeguarding Lead and that all staff and volunteers are aware of both and the process of reporting concerns to them.
- Assessing the risk that children and young people may encounter and taking steps to minimise and manage this by carrying out risk assessments before each session.
- Ensuring parents, carers, children, and young people are aware of the reporting procedure so they know how to raise concerns about a child, young person, staff member or volunteer.
- Ensuring that supervision ratios are appropriate at all times as per the England Boxing guidelines (1:8 for under-11s, 1:10 for older children, and at least two adults always present). Sessions delivered within a school settings might exceed above ratio due to session structures and school-led groupings. However, this is mitigated by the presence of school staff on-site or in the sessions, who share responsibility for supervision.

2. The Role of the Sweet Science Foundation Board Safeguarding Lead (BSL) and Child Welfare Officer (CWO)

Sweet Science Foundation Board Safeguarding Lead

Alongside their wider responsibilities as a Trustee, the principal role of the Board Safeguarding Lead is to support, advise and guide the board on safeguarding matters.

The safeguarding Lead is a non-paid role and is appointed by the Sweet Science Foundation Board of Trustees. The Board Safeguarding Lead role will be reviewed on an annual basis and elections will take place at the AGM.

The person in this role should have good understanding of Sweet Science Foundation safeguarding policy and procedures and an insight into safeguarding matters,

particularly those related to children, young people and adults at risk. This individual would be expected to have experience in roles related to Safeguarding Children and Young People.

Where there are concerns about the welfare of any child or young person all staff and volunteers have a duty to share those concerns with Sweet Science Foundation Board Safeguarding Lead (BSL).

The Sweet Science Foundation Board Safeguarding Lead (BSL) is responsible for:

Strategic

- Making sure the organisation's strategic plans reflect safeguarding legislation, regulations specific to our activities, statutory guidance, and the expectations of the Charity Commission and other regulators.
- Working with the CEO and the Child Welfare Officer to review whether the processes and the organisation has put in place are creating a safer culture and keeping people safe.
- Being aware of any external safeguarding assessments and, if applicable, support the process.
- Ensuring safeguarding issues are brought to the attention of the Board and help Trustees understand and help make decisions on such matters.

Effective Policy and practice

- Supporting Sweet Science Foundation in maintaining the highest safeguarding standards and embedding good practice.
- Ensuring there is an annual review of safeguarding policies and procedures and that this is reported to the Trustees.
- Working with the Chair, CEO and the Child Welfare Officer in order to manage all safeguarding processes.

Champion safeguarding throughout the organisation

- Supporting individuals in developing their individual and collective understanding of safeguarding.
- Keeping up to date with safeguarding messages, trends and priorities and when applicable, attend relevant safeguarding trainings and/or events.

Sweet Science Foundation Child Welfare Officer (CWO) responsibilities:

- Supporting Sweet Science Foundation Board Safeguarding Lead in promoting health, safety and well-being of all individuals connected to Sweet Science Foundation.
- Reporting to all staff and volunteers on all safeguarding matters including updating policy and procedures
- Monitoring and recording concerns about the wellbeing of a child or young person.
- Making referrals to the relevant Local Authority Children's Services.
- Liaising with other agencies.
- Supporting safe recruitment and selection of staff and volunteers
- Arranging training for staff and volunteers.

If the CWO receives a referral they will act on behalf of the Sweet Science Foundation in referring concerns or allegations of harm to the relevant Local Authority Multi-Agency Safeguarding Hub (MASH) or the Police.

The name of the child and family will be kept confidential at this stage and will be requested if the enquiry proceeds to a referral. The CWO may share limited information on a need-to-know basis amongst the staff and or management but will respect the need for confidentiality.

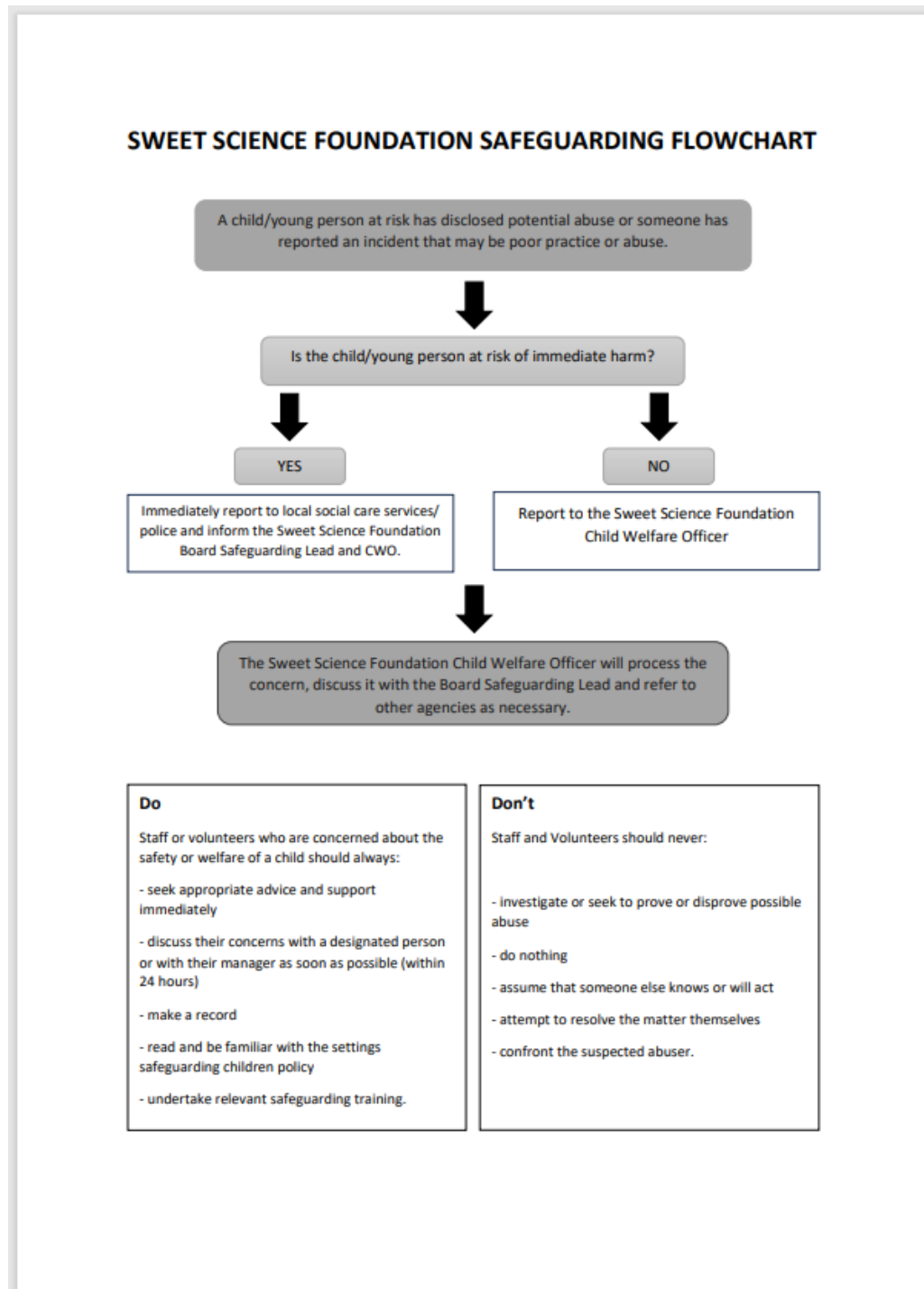
It is the role of the CWO not to undertake an investigation into the concerns or allegations made but to collate and clarify details of the concern or allegation and to provide this information to the appropriate Child Safeguarding Authorities.

3. Reporting Concerns or Allegations of Abuse

A member of staff or volunteer must report any concerns or allegation of harm immediately to the Sweet Science Foundation Child Welfare Officer (CWO). In the absence of the CWO the matter should be reported to the Sweet Science Foundation Board Safeguarding Lead (BSL). In the event of neither of these individuals being available the matter should be reported to the Local Authority Early Help and Safeguarding Team or Police. In the case of it being out of hours the Emergency Duty Team should be contacted.

Throughout this process person who raised the concern or the person to whom the concern was reported to by the child or young person is not to engage in

investigating the concern themselves. This would include (but not limited to) asking leading questions, making suggestions, gathering statements, or conducting interviews. At no point is this individual permitted to make any promises to keep the information secret and full transparency in terms of the process is to be offered.



4. Making a Referral

The Sweet Science Foundation Child Welfare Officer (CWO) should make the referral as appropriate. Where possible, the following information must be provided:

- The nature of the concerns / allegation.
- Whether the child will need immediate action to ensure their safety.
- Whether or not the parents are aware of the concerns? Whether consent for the referral has been sought. If not, the reasons for this.
- Factual information about the child and family, including other siblings.
- The nature of your involvement with the family.
- Whether you are aware of other professional's involvement with the family.
- The source of your referral, is it based on your own assessment of the needs of the child, a reported allegation or disclosure, if so who?
- The child's current whereabouts and when they were last seen.
- If you consider the child is suffering or at risk of suffering significant harm, who is the source of that harm and their current whereabouts?

All referrals made by telephone need to be followed up in writing within 48 hours.

5. Allegations against a Staff or Volunteer Member

The charity is committed to being open, honest and accountable. It encourages a free and open culture in its dealings between the Trustees and those working with the charity, both employees and volunteers.

It is written in the context of the Public Interest Disclosure Act 1998 which protects employees who 'blow the whistle' on malpractices within their organisation.

What type of concerns

The policy is intended to deal with serious or sensitive concerns about wrongdoings such as the following:

- a criminal offence
- a failure to comply with any legal obligation
- a failure in the protection of children or vulnerable adults

- a miscarriage of justice
- a health and safety risk to an individual
- damage to the environment
- or concealment of the above.

It is not necessary for individuals who raise the concern to prove the wrongdoing that is alleged to have occurred or is likely to occur.

However if an individual knowingly or maliciously makes an untrue allegation (eg: in order to cause disruption with The charity), The charity will take appropriate disciplinary action against them. It may constitute gross misconduct.

Individuals should note that they will not be protected from the consequences of making a disclosure if, by doing so, they commit a criminal offence.

This policy does not deal with any complaints staff may have about their employment. This should be dealt with through The charity's Grievance Procedure.

The charity's Bullying and Harassment policy offers protection to workers against harassment, bullying and discrimination.

How to raise a concern in the workplace

If a member of staff or volunteer has concerns about the behaviour or conduct towards a child by an individual working within the Sweet Science Foundation, they must report the nature of their concern to the Sweet Science Foundation Child Welfare Officer (CWO) immediately. (Contact details at end of the policy). The CWO will record said concerns and after consulting with the Sweet Science Foundation Board Safeguarding Lead, will report the matter to the appropriate authorities i.e. Local Multi-Agency Safeguarding Hub (MASH).

If the concern or allegation relates to the CWO, then you must raise your concern with the Sweet Science Foundation Board Safeguarding Lead directly (contact details at the end of the policy). In cases where there is an immediate risk to any child or young person, the information must be passed to Local Authority Early Help and Safeguarding Hub or the Police, as soon as possible.

If any individual is unsure whether to use this procedure or they want independent advice at any stage, they should contact:

- their trade union (if applicable), or
- the independent charity, Public Concern at Work's legal helpline on 020 7404 6609, email: helpline@pcaw.co.uk

Public Concern at Work will be able to advise on how and with whom to raise a concern about malpractice.

Disclosures made to a legal advisor in the course of obtaining legal advice will be protected under the Public Interest Disclosure Act.

If the individual reasonably believes that the matter relates wholly or mainly to the conduct of a person or body other than the charity or any other matter for which a person or body other than The charity has legal responsibility, the disclosure should be made to that other person or body.

Protecting the individual raising the concern

If an individual raises a concern which they believe to be true, The charity will take appropriate action to protect the individual from any harassment, victimisation or bullying. Employees who raise a genuine concern under this policy will not be at risk of losing their job, nor will it influence any unrelated disciplinary action or redundancy procedures.

The matter will be treated confidentially if the individual requests it and their name or position will not be revealed without their permission unless The charity has to do so by law. If in other circumstances the concern cannot be resolved without revealing the individual's identity, the Whistleblowing Officer will discuss with the individual whether and how to proceed.

Concerns raised anonymously tend to be far less effective but the Whistleblowing Officer will decide whether or not to consider the matter taking into account:

- the seriousness of the matter;
- whether the concern is believable;
- whether an investigation can be carried out based on the information provided.

How the charity will deal with the concern

How the concern will be dealt with, will depend on what it involves. It is likely that further enquiries and/or investigation will be necessary. The concern may be investigated by the charity's Whistleblowing Officer, the Trustees, through the disciplinary process or it may be referred to the police, other agencies such as Social Services, an external auditor or an independent investigator.

It may be necessary for the individual to give evidence in criminal or disciplinary proceedings.

The charity will give the individual feedback on the progress and outcome of any investigation wherever possible.

If the suspicions are not confirmed by an investigation, the matter will be closed. Staff will not be treated or regarded any differently for raising the concern, and their confidentiality will continue to be protected.

6. Complaints

Sweet Science Foundation aims to provide its members and service users with the best possible service. However, we recognise that from time to time there may be occasions when users of our services feel that the quality or level of service provided falls short of what they could reasonably expect.

Your continued goodwill is greatly valued by us and we would expect to resolve any day-to-day difficulties or complaints informally and as quickly as possible. In the first instance we would expect you to raise any complaint directly with the member of staff concerned.

The more formal procedure outlined below is intended for use by members and other users of our services, where informal communication has not resolved the problem.

This is what you should do:

The complaint should be made either in person, or by telephone, fax, letter or email to the Chief Executive Officer who will acknowledge, in writing within ten working days, the receipt of any complaint. If the complaint is about the Chief Executive Officer, the complaint should be addressed to the Chair (marked 'confidential'). At this, and any subsequent stage, the complainant may be accompanied or supported by a friend, but not a legal representative.

This is what Sweet Science Foundation will do:

The Chief Executive Officer (or Chair) will investigate the circumstances leading to the complaint and will communicate the results of the investigation to the complainant within a reasonable time – normally within 20 working days of the complaint being received. If the complaint is found to be justified, the Chief Executive Officer (or Chair) will agree any necessary further action with the complainant.

The complainant will have the right – if dissatisfied with the results of the enquiry – to put their case, in writing, to an appeal panel of two Trustee Board members, which will include at least one vice-chair.

If the appeal is found to be justified, the appeal panel will agree any necessary further action with the complainant. The decision of the appeal panel is final and no further appeal is possible.

The Chief Executive Officer (or Chair) will keep the Trustee Board informed of the number and nature of complaints, and the outcomes. S/he will report to the Board on this at least annually.

If you have a complaint, contact:

The Chief Executive Officer (or Chair) via details available in section 11 of this document.

Please also let us know if you are happy with Sweet Science Foundation's services.

7. Seeking Medical Attention

If Emergency medical attention is required, then this should be sought immediately by phoning for an ambulance. The matter should then be referred to the appropriate Local Authority Early Help and Multi-Agency Safeguarding Hub.

8. Staff & Volunteer Self Protection

In order to prevent coaches, staff and volunteers from being placed into situations where potentially false allegations can be made against you the following guidance should be followed:

- In the event of an injury to a child, accidental or not, ensure that it is recorded using appropriate form and reported to the CWO.
- Keep written records of any allegations a child makes against coaches, staff and volunteers and report the matter.
- If a child or young person touches a coach, staff member or volunteer inappropriately record what happened immediately and inform the Sweet Science Foundation Child Welfare Officer.
- Adhere to the Sweet Science “Code of conduct for coaches and volunteers”.

9. Staff and Volunteer Code of Conduct in relation to Safeguarding

Listed below are some examples of practice that coaches, staff, volunteers, and children should always adhere to:

- Take all allegations, suspicions or concerns about abuse that a child or young person makes seriously (including those made against coaches, staff, or volunteers) and report them through the above procedure.
- Provide an opportunity and environment for children and young people to talk to others about concerns they may have.
- Provide an environment that encourages children, young people and adults to feel comfortable and confident in challenging attitudes and behaviours that may discriminate against others.
- Treat everyone with dignity and respect.

Coaches / staff / volunteers / children should not:

- Permit or accept abusive or discriminatory behaviour.
- Engage in inappropriate behaviour or contact.
- Use inappropriate or insulting language.
- Show favouritism to anyone.
- Undermine or criticise others.

For further advice read the Sweet Science Foundation “Code of conduct for coaches and volunteers” and/or speak to the Sweet Science Foundation Child Welfare Officer.

10. Recruitment & Selection Process

When recruiting coaches, staff and volunteers into the Sweet Science Foundation, following recruitment policy will always be adhered to. Thus, ensuring potential coaches, staff and volunteers are screened for their suitability to work with children and young people. Therefore:

- Prior to appointment potential coaches, staff or volunteers will be interviewed for their suitability for the applied for post.
- Full screening process will take place for each individual working directly with children or having access to sensitive records and this will include obtaining character, employment and medical reference.

- All coaches, staff and volunteers with access to children or sensitive information relating to children will be required to undertake an enhanced DBS check.
- All coaches, staff and volunteers working directly with children or with access to sensitive information will be required to complete LSCB Child Protection Training.
- All coaches, staff and volunteers will be required to read the Safeguarding and Child Protection Policy.
- All coaches, staff and volunteers will be subject to a three-month probationary period during which time they will be supervised. Monthly contact will take place with their direct report to identify any concerns, training and support needs.

11. Contacts

Sweet Science Foundation Contact Details

Sweet Science Foundation Board Safeguarding Lead

Julie Callaghan

Email: julie@sweetsciencefoundation.org.uk

Sweet Science Foundation Child Welfare Officer

Ewa Kus-Nicholas

Email: admin@sweetsciencefoundation.org.uk

Sweet Science Foundation Board of Trustees Chairman

Lee Arnold

Email: lee@sweetsciencefoundation.org.uk

Sweet Science Foundation Chief Executive Officer

Antony Leroy Nicholas

Email: leroy@sweetsciencefoundation.org.uk

APPENDIX ONE



POLICY REGARDING PHOTOGRAPHY AND VIDEO

Sweet Science Foundation recognises that photography and video recording of children and young people participating in our activities is an essential element to the positive promotion of our programme, the following should be observed: [for the purposes of this section, photography will also mean video recording and telephone recording]

Sweet Science Foundation is committed to providing a safe environment for children and young people; to this end we shall ensure that all appropriate steps are taken to protect them from inappropriate use of their photographic or video images in the media, on the internet or elsewhere.

It should be borne in mind that photographic images can be a source of identifying children when they are accompanied with personal information for example, 'this is fifteen-year-old 'X' who is a member of the Abacus Club in Skelthorpe. He enjoys boxing, music and fishing'. This type of information is invaluable to a dedicated paedophile 'groomer'.

When assessing the risks of any situation where images are taken or intended to be taken, the primary factor is the potential for inappropriate use of such images.

All professional photographers (who charge a fee for any part of their operation or use the images for reproduction in any form) must be correctly registered with the DBS Umbrella Body and be in possession of a current Photographic License.

- All children and young people must be appropriately dressed when they are subject to photography;
- Officials at Sweet Science Foundation will ensure that such photography focuses primarily on the sporting activity as opposed to a specific individual;

- No photography shall be permitted in dressing rooms;
- Photography of an event should represent a broad range of children and young people taking part which might include, boys and girls and ethnic minorities;
- Always seek to have captured the most positive areas of our activity where participants clearly enjoy the activity;
- If any child or young person or parent or guardian object to any form of photography at Sweet Science Foundation they will not be filmed or photographed;
- Video recording is acknowledged as a legitimate coaching aid. However, if it is to be used Sweet Science Foundation will ensure that written parental consent has been obtained via Sweet Science Consent Form.
- These points are not intended to exclude appropriate photography by families and friends.
- In some circumstances photography and video recordings will be used to create Sweet Science Foundation social media content. However, if it is to be used Sweet Science Foundation will ensure that written parental consent has been obtained via Sweet Science Consent Form. This topic is further regulated by the Sweet Science Foundation Social Media Policy.

APPENDIX TWO



ON-LINE SAFETY AND SOCIAL MEDIA POLICY

Whilst social media provide excellent tools for helping to engage with club members and the wider public it can also present a number of risks particularly for young people. This policy provides guidance on how Sweet Science Foundation uses the internet and social media and the procedures for doing so. The policy outlines how we expect our coaches, volunteers and our programme participants to behave online.

AIMS

1. To protect all children and young people involved with Sweet Science Foundation and who make use of technology (eg mobile phones, internet) whilst in they are in our care.
2. To provide coaches and volunteers with information regarding online safety and inform them how to respond to incidents.
3. To ensure Sweet Science Foundation is operating within our stated values and within the law regarding online behaviour.

Understanding the online world

In using the internet and social media Sweet Science Foundation will:

- a) ensure coaches, volunteers and anyone working for Sweet Science Foundation, as well as children and parents/carers where appropriate, understand what is acceptable and unacceptable behaviour when using websites, social media, apps and other forms of digital communication;
- b) ensure adherence to relevant legislation and good practice guidelines when using social media platforms;
- c) regularly review our safeguarding and child protection policies and procedures to ensure online safeguarding issues are fully integrated including:
 - making sure concerns of abuse or disclosures that take place online are written into our reporting procedures;

- cyberbullying is integrated into our anti-bullying policy;
- provide relevant training to personnel responsible for maintaining Sweet Science Foundation online presence.

Managing our online presence

Sweet Science Foundation online presence will adhere to the following guidelines:

- the designated person managing the Sweet Science Foundation online presence will seek advice from the BSL to advise on safeguarding requirements;
- identifying details of children and young people such as names, addresses, contact details will not be posted on social media;
- consent will be asked of parents and carers for Sweet Science Foundation to communicate with their children through social media, or by another means of communication in line with Sweet Science Foundation policies;
- all accounts and email addresses will be appropriate and fit for purpose;

What we expect of coaches, volunteers and staff

- coaches, volunteers and anyone working for Sweet Science Foundation will be aware of this policy and behave in accordance with it;
- coaches, volunteers anyone working for Sweet Science Foundation should seek the advice of the designated safeguarding lead (or the CWO) if they have any concerns about the use of the internet or social media;
- coaches, volunteers anyone working for Sweet Science Foundation should not communicate, follow or befriend children or young people from personal accounts on social media;
- rather than communicate with parents through personal and social media accounts, whenever practically possible more formal means of communication should be used such as face to face, in writing or in an email;
- emails should be signed off in a professional and appropriate manner without the use of emojis or symbols;
- any disclosures of abuse reported through social media should be dealt with in the same way as face to face disclosure according to Sweet Science Foundation reporting procedures. See Sweet Science Foundation Safeguarding and Child Protection Policy.

- Coaches, volunteers and staff and young people must not engage in sexting or send pictures to anyone that are obscene, indecent or menacing. It is against the law to send any kind of sexual image or video to someone under 18. Any incidents will be dealt with according to the Sweet Science Foundation Safeguarding and Child Protection Policy including reporting to the Police. Childline.org.uk has a range of helpful resources for young people concerned about sexting.
- Smartphone users must respect the privacy of other adults and not take and distribute images without their consent.

What we expect of children and young people

- children and young people should be aware of this policy and agree to its terms;
- Sweet Science Foundation expects children and young people to follow the guidelines set out in Sweet Science Foundation Acceptable Use Statement for Internet and Social Media Use.

Using mobile phones or other digital technology to communicate

The following precautions will ensure children and young peoples' safety.

- Coaches and volunteers will avoid having children or young peoples' personal mobile numbers but will instead seek contact through their parent or carer. If direct contact with the child is required to maintain mentoring elements of the programme parental consent to do so will be obtained.
- Texts will be used to communicate information and not to engage in conversation unless this is directly linked with mentoring elements of the programme.
- If a young person misinterprets such communication and tries to engage the coach or volunteer in areas not related to the programme/mentoring the individual coach or volunteer should:
 - o end the conversation or stop replying;
 - o suggest discussing the issue at the next session;
 - o if concerned about the child's welfare follow the procedures as set out in Sweet Science Foundation Safeguarding and Child Protection Policy.

Related policies

- Sweet Science Foundation Safeguarding and Child Protection Policy
- Sweet Science Foundation Acceptable Use Statement for internet and social media use.

Further information on keeping children safe online

- www.cpsu.org.uk/help-advice/online-safety (Child Protection in Sport Unit)
- www.childline.org.uk
- NSPCC helpline 0808 800 5002

Reviewed – September 2026, Next Review – August 2027

APPENDIX THREE



ACCEPTABLE USE STATEMENT – ONLINE BEHAVIOUR

Here at Sweet Science Foundation, we understand the importance of online communication for children and young people's development. However, we recognise that relevant safeguards need to be put in place to ensure children and young people remain safe while online or using social media. We ask that as a parent or carer you spend a few minutes to read through and discuss this statement with your child.

- I will be responsible for my behaviour when using the internet and social media attending Sweet Science Foundation activities.
- I will not use social media or the internet to send anyone material that could be thought of as threatening, offensive, upsetting, bullying or that is illegal.
- I know that if I am experiencing bullying behaviour or abuse online I can talk to my parents, a coach or Sweet Science Foundation Child Welfare Officer.
- I understand that I should only use Sweet Science Foundation official social media or website communication channels to contact Sweet Science Foundation and should not seek out individual members of staff or coaches.
- I will not give out any of my personal information such as my name, age, address or telephone number online or that of anyone else.
- I will not share my passwords with anyone else.
- I will not arrange to meet someone that I have met online unless accompanied by a parent.
- I understand that these rules are designed to keep me safe, and if they are not followed my parents may be contacted.
- I will not use my mobile or smartphone during training sessions as I understand that it will have an impact on my safety and my opportunity to learn and achieve.
- I know I can contact Childline on 0800 11 11 if I have any worries about something I've seen or experienced online.

APPENDIX FOUR



CODE OF CONDUCT FOR COACHES AND VOLUNTEERS

Sweet Science Foundation is committed to fair play and equality. The code of conduct summarised below sets the highest standards of behaviour which is central to the culture of Sweet Science Foundation.

As a coach or volunteer we expect you to....

- ✓ Implement our safeguarding policy and procedures including Sweet Science Foundation online and social media safety policy.
- ✓ Consider your behaviour – do not engage in any behaviour that constitutes any form of abuse.
- ✓ Respect your position of trust and maintain appropriate boundaries and relationships with young people.
- ✓ Keep your coaching and safeguarding as well as other training up to date.
- ✓ Keep young people in your sessions safe by supervising appropriately, using safe methods and techniques and putting children's safety first.
- ✓ Make sure staffing ratios - including gender mix - are appropriate before you start each session.
- ✓ Ensure equipment is fit for purpose, safe to use and accessible.
- ✓ Respect the rights of children and young people whilst being open and honest with them.
- ✓ Stop the session if an injury occurs, administer first aid and call for assistance. Ensure health and safety procedures are followed and record each incident.
- ✓ Lead by example and be positive role model for children and young people at all times, by displaying consistently high standards of behaviour and appearance.

- ✓ Use constructive and positive methods of developing skills without humiliating or harming young people.
- ✓ Develop positive relations with parents and carers and keep them informed regularly about their children's development.
- ✓ Challenge and address instances of poor, negative, aggressive or bullying behaviour amongst young people.
- ✓ Champion everyone's right to take part and celebrate difference.
- ✓ Encourage Sweet Science Programme participants to value their performances and not just the results.
- ✓ Behave appropriately online in accordance with Sweet Science Foundation Online and Social Media Safety Policy and procedures.
- ✓ Promote enjoyment.
- ✓ Make Sweet Science Programme activities a welcoming and friendly place to be.

As a member of our coaching team or a volunteer you have a right to...

- ✓ Enjoy the time you spend at Sweet Science Programme activities and be supported in your role.
- ✓ Be informed of our safeguarding and reporting procedures and what to do if something isn't right.
- ✓ Be listened to.
- ✓ Be involved and contribute towards decisions within Sweet Science Programme activities.
- ✓ Feel welcomed.
- ✓ Be protected from physical or emotional abuse from children, their parents and be supported to resolve conflicts.

We expect coaches and volunteers to follow the behaviours set out in this code. If any coach or volunteer behaves in a way which contradicts any of the points set out above the problem will be addressed straight away with the aim of resolving the issue.

I have read, understood and agree to adhere to the code of conduct as set out above:

Signature of Coach or Volunteer: _____

Print name: _____

Date: _____

APPENDIX FIVE



CODE OF CONDUCT FOR PARENTS AND CARERS

This code of conduct for parents summarises the essence of good ethical conduct and practice within boxing. This applies not only to parents, but also to guardians, carers, families and spectators alike.

- ✓ Encourage your child to learn Non-contact Boxing International rules and participate within them.
- ✓ Discourage unfair play and teach your child to respect others.
- ✓ Help your child to recognise good performance.
- ✓ Never force your child to take part in boxing.
- ✓ Set a good example by recognising fair play.
- ✓ Treat everyone equally and sensitively, and do not discriminate on the grounds of age, gender, ethnic origin, religion, sexual orientation or disability.
- ✓ Never punish or belittle a child for losing or making mistakes.
- ✓ Show respect and trust the coaches working with your child.
- ✓ Always support your child's involvement and help them to enjoy their sport.
- ✓ Always use correct and proper language at all times.
- ✓ Encourage and guide your child to accept responsibility for their own performance and behaviour.

We thank you for your support and co-operation.

APPENDIX SIX



CHILDREN AND YOUNG PERSON'S CHARTER

Sweet Science Foundation aims to ensure that all children and young people within our organisation are treated with respect, valued and at all times 'safe' from all forms of abuse.

We want you

- to feel welcomed into a safe, caring sport with a happy and friendly atmosphere within Sweet Science Foundation;
- to be regarded as an individual, listened to, having your feelings respected and opinions valued;
- cared for by skilled, experienced staff and volunteers who understand the needs of children and young people;
- given praise and encouragement, opportunities to succeed and an environment where positive behaviour is promoted;
- encouraged to develop self-discipline and consideration for others;
- provided with opportunities to learn new skills, develop confidence and a positive self-image.

As a child or young person, you are the future of our sport and we are determined that you will thrive and achieve your goals and full potential in a friendly and safe environment.

All within Sweet Science Foundation must be committed to your welfare and there will be no shortage of adults that will be ready to listen and address your concerns.

The Sweet Science Foundation Child Welfare Officer, Ewa Kus-Nicholas

There may be times when you feel angry, unsafe, isolated, unhappy, uncomfortable or just worried. In these cases, you should always tell your parents or those who care for you. Please remember, there will always be someone who can help.

If you cannot or do not feel you want to speak to any of these people, you can contact any of the following people / organisations 24 hours a day who 'will' listen and do something to help you:

CHILD LINE www.childline.org.uk 0800 1111

NSPCC HELP LINE www.nspcc.org.uk 0808 800 5000

Alternatively, you'll find lots of practical information about feelings and problems here:

- If you are under 16 go to: <https://youngminds.org.uk>
- If you are over 16 go to : www.nhs.co.uk -> Moodzone