




**Believe and Achieve Sports**  
Inspiring Children Through Sport

 [info@believeandachievesports.co.uk](mailto:info@believeandachievesports.co.uk)  
 [www.believeandachievesports.co.uk](http://www.believeandachievesports.co.uk)  
 01604 986031



---

# **BELIEVE AND ACHIEVE SPORTS**

## **SAFEGUARDING & COMPLIANCE PACK**

**Prepared for Schools, Trusts and Education Partners**

**Version:** June 2026

**Prepared by:** Stefan Gordon, Director

---



---

## Contents

1. Recent Organisational Improvements
  2. Compliance Dashboard
  3. Company Overview
  4. Our Commitment to Safeguarding
  5. Safeguarding Leadership
  6. Safer Recruitment
  7. Staff Training & Qualifications
  8. DBS Compliance
  9. Child Protection Procedures
  10. Online Safety
  11. Managing Allegations Against Staff
  12. Health & Safety
  13. Equality, Diversity & Inclusion
  14. Data Protection & GDPR
  15. Insurance
  16. Compliance Summary
  17. Supporting Documentation
  18. Organisational Structure
-



---

# 1. Recent Organisational Improvements

As part of our commitment to continuous improvement and providing the highest standards of service to schools, Believe and Achieve Sports has recently undertaken several key organisational developments.

## Administrative Capacity

To strengthen operational efficiency and support future growth, Believe and Achieve Sports has recently appointed a dedicated Administrative Assistant.

This role supports administration, compliance monitoring, communication management, document control and operational processes, enabling the organisation to provide a more responsive and professional service to schools and education partners.

## Safeguarding & Compliance Review

A comprehensive review of safeguarding and compliance procedures has been undertaken to ensure all policies, procedures and systems reflect current best practice and statutory guidance.

This has included:

- Review and updating of safeguarding procedures
- Development of a dedicated Safeguarding & Compliance Pack
- Review of safer recruitment processes
- Strengthening of staff training and compliance monitoring
- Review of online safety procedures
- Consolidation of compliance documentation



---

## Future Development

Believe and Achieve Sports is currently expanding its Due Diligence Framework to further strengthen governance, compliance and operational systems.

Current developments include:

- Enhanced compliance monitoring
- Centralised document management
- Staff training records and qualification tracking
- Due diligence documentation for schools and trusts
- Service quality assurance processes

These improvements reflect our ongoing commitment to providing safe, professional and high-quality services for schools, children and young people.

---



---

## 2. Compliance Dashboard

### Compliance Overview

Compliance Area	Status
Safeguarding & Child Protection Policy	✓ In Place
Designated Safeguarding Lead (DSL)	✓ In Place
Safer Recruitment Procedures	✓ In Place
Enhanced DBS Checks	✓ In Place
Safeguarding Training	✓ In Place
Prevent Duty Awareness Training	✓ In Place
Online Safety Policy	✓ In Place
Health & Safety Policy	✓ In Place






---

Risk Assessment Procedures	✓ In Place
Equality, Diversity & Inclusion Policy	✓ In Place
Data Protection & GDPR Policy	✓ In Place
Public Liability Insurance	✓ In Place
Employers Liability Insurance	✓ In Place
Accident & Incident Reporting Procedures	✓ In Place
Staff Code of Conduct	✓ In Place

## Compliance Commitment

Believe and Achieve Sports is committed to maintaining robust safeguarding, health and safety and governance arrangements. Compliance documentation is reviewed regularly and updated in line with legislative requirements and best practice guidance.

**Believe and Achieve Sports**  
Inspiring Children Through Sport

 [info@believeandachievesports.co.uk](mailto:info@believeandachievesports.co.uk)  
 [www.believeandachievesports.co.uk](http://www.believeandachievesports.co.uk)  
 01604 986031



---

## 3. Company Overview

Believe and Achieve Sports delivers high-quality sports coaching, PE provision, enrichment activities, holiday programmes and wellbeing initiatives for children and young people.

Our mission is to create positive experiences through sport that support physical development, confidence, wellbeing and personal growth.

We work closely with schools, trusts, local authorities and community partners to provide safe, engaging and inclusive opportunities for all children.

---



---

## 4. Our Commitment to Safeguarding

Believe and Achieve Sports recognises its responsibility to safeguard and promote the welfare of all children and young people.

Safeguarding is embedded throughout our organisation and underpins every aspect of our delivery.

We are committed to:

- Providing a safe environment for all children
- Acting on any concerns regarding welfare or safety
- Following statutory safeguarding guidance
- Ensuring all staff understand their safeguarding responsibilities
- Maintaining clear reporting and escalation procedures
- Working collaboratively with schools, parents and safeguarding agencies

The welfare of the child is always paramount.

---



---

## 5. Safeguarding Leadership

The Designated Safeguarding Lead (DSL) is responsible for overseeing safeguarding arrangements and ensuring concerns are managed appropriately.

### Designated Safeguarding Lead

**Name:** Stefan Gordon

**Role:** Director

**Email:** stefan@believeandachievesports.com

**Telephone:** 07500 480959

### Responsibilities

- Managing safeguarding concerns
  - Liaising with schools and external agencies
  - Maintaining safeguarding records
  - Ensuring policy compliance
  - Supporting staff training and development
-



---

## 6. Safer Recruitment

Believe and Achieve Sports operates safer recruitment practices to ensure suitable individuals work with children.

Our recruitment procedures include:

- Enhanced DBS checks
- Identity verification
- Right to Work checks
- Reference checks
- Qualification verification
- Safeguarding suitability assessments

No individual may work unsupervised with children until all required checks have been completed.

---



---

## 7. Staff Training & Qualifications

All staff are expected to maintain current safeguarding knowledge and professional standards.

Training includes:

- Safeguarding Children
- Prevent Duty Awareness
- Online Safety
- Health and Safety
- Emergency Procedures
- First Aid (where applicable)

Training records are monitored and reviewed regularly.

---



---

## 8. DBS Compliance

All staff delivering services within schools hold Enhanced DBS clearance appropriate to their role.

A central record is maintained containing:

- DBS status
- DBS issue dates
- Qualification records
- Safeguarding training status
- First Aid qualifications

This information can be provided to schools upon request.

---



---

## 9. Child Protection Procedures

Any safeguarding concern is treated seriously and reported immediately.

Staff are trained to recognise indicators of:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect
- Child exploitation
- Radicalisation
- Online harm

Concerns are recorded and referred through appropriate safeguarding channels in accordance with school and statutory procedures.

---



---

## 10. Online Safety

Believe and Achieve Sports recognises the importance of protecting children in digital environments.

Staff are expected to:

- Use professional communication methods
- Follow acceptable use guidance
- Maintain professional boundaries
- Report online safety concerns
- Promote safe use of technology

Online safety forms part of safeguarding training and organisational procedures.

---



---

## 11. Managing Allegations Against Staff

Any allegation made against a member of staff is taken seriously.

We follow recognised safeguarding procedures and will:

- Protect the welfare of children
  - Report concerns appropriately
  - Cooperate fully with investigations
  - Maintain confidentiality
  - Liaise with schools and relevant authorities
-



---

## 12. Health & Safety

The organisation is committed to maintaining safe environments for children, staff and visitors.

Procedures include:

- Risk assessments
- Dynamic risk management
- Accident reporting
- First aid provision
- Emergency procedures
- Equipment inspections

Health and safety responsibilities are shared across all staff.

---



---

## 13. Equality, Diversity & Inclusion

Believe and Achieve Sports is committed to providing opportunities for all children regardless of:

- Gender
- Race
- Disability
- Religion
- Sexual orientation
- Socio-economic background

We actively promote inclusion, respect and equality in all activities.

---



---




## 14. Data Protection & GDPR

We handle personal information responsibly and in accordance with UK GDPR requirements.

Measures include:

- Secure storage of records
  - Controlled access to data
  - Confidential handling of safeguarding information
  - Staff awareness of data protection responsibilities
-

**Believe and Achieve Sports**  
Inspiring Children Through Sport

 [info@believeandachievesports.co.uk](mailto:info@believeandachievesports.co.uk)  
 [www.believeandachievesports.co.uk](http://www.believeandachievesports.co.uk)  
 01604 986031



---

## 15. Insurance

Believe and Achieve Sports maintains appropriate insurance cover including:

- Public Liability Insurance
- Employers Liability Insurance
- Professional Indemnity Insurance (where applicable)

Current certificates are available upon request.

---



---

## 16. Compliance Summary

Believe and Achieve Sports maintains:

- ✓ Safeguarding Policy
  - ✓ Child Protection Procedures
  - ✓ Online Safety Policy
  - ✓ Safer Recruitment Procedures
  - ✓ Allegations Against Staff Procedure
  - ✓ Health & Safety Policy
  - ✓ Equality Policy
  - ✓ Data Protection Policy
  - ✓ Enhanced DBS Checked Staff
  - ✓ Safeguarding Trained Staff
  - ✓ Prevent Awareness Training
  - ✓ Insurance Cover
  - ✓ Risk Assessment Procedures
-



---

## 17. Supporting Documentation

The following documents are available upon request or attached separately:

- Safeguarding & Child Protection Policy
  - Online Safety Policy
  - Allegations Against Staff Procedure
  - Health & Safety Policy
  - Equality Policy
  - Data Protection Policy
  - Insurance Certificates
  - Staff Qualification Matrix
  - DBS Register Summary
  - Training Certificates
  - Risk Assessment Examples
-



## 18. Organisational Structure

