GS BOXING ACADEMY CIC

Safeguarding and Child Protection Policy

Version: 2.0

Original approval: August 2026

Updated version authorised: 19 November 2026

Next review: August 2027

Policy owner: Gabar Singh, Founder and Head Coach

1. Our commitment

Every child should be able to enjoy boxing in a safe, welcoming and supportive environment. GS Boxing Academy CIC puts children's welfare first. We listen to children, take concerns seriously and act promptly when someone may be at risk.

This policy applies to all directors, coaches, session assistants, volunteers, parents, carers and participants. A child is anyone under 18. It covers our sessions, events, communications and online activity. It must be read alongside our Code of Conduct and the relevant England Boxing safeguarding procedures.

Our children's sessions currently serve ages 5–16. We also deliver adult boxing fitness sessions. New venues, activities and partnerships must be assessed before delivery, with safeguarding arrangements agreed in advance.

2. Where we operate

Oaks Park High School
45–65 Oaks Lane, Newbury Park
Ilford, IG2 7PQ

This is our current delivery venue. The academy remains responsible for safeguarding during its activities. Hiring a school hall does not transfer that responsibility to the school.

Immediate danger: call **999**. Do not wait for a club contact to reply. The contacts on the next page are not an emergency service.

3. Who to contact

Daljinder Kaur - Club Welfare Officer
Email: d.anil@sky.com
Telephone: 07766 745868

Daljinder is the first contact for safeguarding and welfare concerns. She owns a nursery and works with children and holds an enhanced DBS certificate. The academy must check and record the suitability of existing certificates for the academy role and any required welfare training.

Jas Panesar - Chair and alternative safeguarding contact
Email: jas.k.panesar05@gmail.com

Jas works in a senior teaching role in a school and holds an enhanced DBS certificate and safeguarding training. Role-specific checks and training must be recorded by the academy.

• **Concerns about Gabar Singh or Daljinder Kaur:** report directly to Jas Panesar.

• **Concerns about Jas Panesar:** report directly to Daljinder Kaur.

• If a contact is unavailable, implicated or unable to act independently, use the external routes below. Anyone may contact statutory services directly. An internal report must never delay protection or a referral.

4. External safeguarding contacts

Police / ambulance emergency: 999

Redbridge Child Protection and Assessment Team (CPAT)
020 8708 3885 - Monday to Friday, 9am–5pm
CPAT.Referrals@redbridge.gov.uk
Children's services out of hours: 020 8708 5897 (after 5pm and weekends)

Redbridge Local Authority Designated Officer (LADO)
For allegations concerning adults working with children
020 8708 5350 | Lado@redbridge.gov.uk

England Boxing safeguarding team
07590 600 001 | safeguarding@englandboxing.org
Office-hours contact; do not wait for a response in an emergency.

Adult safeguarding concerns: Redbridge Council, 020 8708 5927 (Monday to Friday, 9am–5pm). Call 999 for immediate danger.

5. Responsibilities and safe recruitment

The directors are responsible for putting this policy into practice, providing suitable resources and checking that concerns are acted on. Gabar oversees safe day-to-day delivery. Daljinder coordinates welfare reporting and secure records. Jas provides an alternative route and oversight where appropriate. No person manages an allegation about themselves.

Before staff or volunteers take up duties, the academy must confirm identity, suitability, relevant experience, qualifications and references appropriate to the role. It must obtain the level of DBS and barred-list checks for which the role is eligible and which the role requires. A certificate from a nursery or school is not automatically sufficient for a club appointment.

The academy keeps a private record of checks, training and renewal requirements. Existing certificates must be checked for identity, workforce, level and suitability; Update Service checks require permission. Anyone awaiting required checks must not be given unsupervised responsibility for children. Under-18 helpers remain children and must be supervised.

All staff receive an induction covering this policy, reporting, boundaries and the Code of Conduct. Welfare officers and coaches must meet the relevant role-specific training and governing-body requirements. Staff must report new information affecting their suitability.

6. Safe sessions

• Record attendance at each session, including arrivals and collection arrangements. Hold current parent/carer contacts, relevant medical details and emergency information securely.

• Assess the venue, equipment, activities and supervision before delivery. Set group sizes and staffing according to children’s ages, needs and activities. Provide suitable first aid and emergency arrangements.

• Deliver only activities within the coach’s qualification, competence, insurance and relevant governing-body conditions. Session assistants work within agreed responsibilities and supervision.

• Keep coaching visible and avoid isolated one-to-one situations. Arrange individual support in an open setting with another appropriate adult aware of the arrangement.

• Explain any necessary physical demonstration or contact, seek the child’s agreement and respect refusal. Contact must be appropriate, proportionate and for a clear coaching or safety purpose.

• Release children according to agreed collection arrangements. If a child is missing or uncollected, keep appropriate supervision, contact the parent/carer and escalate promptly according to risk. Never leave a child alone or send them with an unauthorised person.

• Respect privacy in toilets and changing areas. Do not take photographs there. Any transport or off-site activity requires separately agreed consent, supervision and risk assessment.

7. Conduct and boundaries

Adults must treat children fairly, use respectful language and model positive behaviour. Bullying, racism, discrimination, humiliation, threats, physical punishment, sexual behaviour and inappropriate contact are unacceptable. Staff must not favour children through secret gifts or relationships, exchange sexual or inappropriate messages, or use their position to exploit a child.

Coaching communications with children must be through agreed club channels with a parent/carer included where appropriate. No secret messages, disappearing messages or private social relationships with children. Concerns about conduct must be recorded and passed on, even if they appear minor. Staff must follow the academy's separate Code of Conduct.

8. Recognising concerns

Safeguarding concerns may involve physical, emotional or sexual abuse, neglect, bullying, abuse between children, online harm, exploitation, grooming, domestic abuse or discriminatory behaviour. Harm can occur in sport, at home, at school or elsewhere. A child does not need to make a direct disclosure before action is taken.

Changes in behaviour, unexplained injuries, fear of an adult or another child, withdrawal or concerning messages may need attention. These signs do not prove abuse. Staff must record what they observe and seek advice rather than investigate or make assumptions. Children with disabilities or communication needs may need additional support to be heard.

9. If a child tells you something

• Listen calmly. Take the child seriously and let them speak in their own words. Reassure them that telling someone was the right thing to do and that abuse is not their fault.

• Do not promise secrecy. Explain simply that you need to tell someone who can help keep them safe.

• Do not interrogate, ask leading questions, confront the person named or try to establish whether abuse occurred. Ask only what is needed to understand immediate safety.

• Record the child's words as accurately as possible, together with the date, time, context, people present and any immediate action. Distinguish facts, observations and opinions. Sign and date the record.

• Pass the concern immediately to the appropriate contact. If there is immediate danger or urgent medical need, call 999 first.

When children harm other children, protect and support those affected, assess ongoing risks and seek safeguarding advice. Do not dismiss harmful behaviour as banter or an ordinary part of growing up.

10. Reporting and referrals

Report concerns immediately and record them the same day wherever possible. The receiving welfare contact must assess immediate safety, obtain advice and arrange appropriate referral without delay. Club officers do not decide whether abuse has happened and do not carry out their own child protection investigation.

Report concerns to England Boxing promptly and follow its safeguarding procedures. England Boxing manages its statutory referral process, with the club supporting it. This must never prevent anyone contacting police or children's services directly when safety requires it, when contacts cannot be reached or when a concern has not been acted on.

For a Redbridge child, contact CPAT for advice or referral. For a child living elsewhere, use the relevant local authority; CPAT can advise where needed. Confirm urgent verbal referrals in writing as requested. Record who was contacted, when, advice received, decisions, reasons and follow-up. Chase an unanswered referral and escalate if risk remains.

Normally involve parents/carers, unless this could increase risk, compromise an investigation or place someone in danger. Seek advice from statutory services before contacting a parent or person named in an allegation where this may be unsafe. Share information that is necessary, relevant and proportionate; lack of parental consent must not prevent a necessary protective referral.

11. Allegations about adults and speaking up

Any concern that an adult working with children has harmed or may have harmed a child, committed an offence involving a child, or may pose a risk must go promptly to the appropriate independent club contact and the LADO. Contact the Redbridge LADO within one working day. Contact police immediately where required and notify England Boxing promptly.

Follow LADO and police advice on informing the person concerned, parents and others. Do not interview witnesses or the child, confront the adult or begin a parallel investigation. Consider protective measures, including adjusted duties or suspension where appropriate; this is a protective decision, not a finding of guilt.

Record lower-level concerns about boundaries or practice, seek advice where thresholds are unclear and review patterns. Staff and volunteers may raise concerns directly with Jas, Daljinder, England Boxing or statutory services without going through the person involved. The academy will not penalise anyone for raising a genuine concern.

Where legal referral conditions are met, the academy must make the required referral to the Disclosure and Barring Service and any relevant regulator. Leaving the academy or resigning does not remove a referral duty.

12. Confidential records

Safeguarding records are kept separately from routine membership and payment records, with access limited to those who need them. Use secure, password-protected storage and locked storage for paper records. Do not keep case records in general WhatsApp groups, open folders or personal photo libraries.

Keep an accurate account of the concern, disclosures, actions, referrals and decisions. Share records securely with authorised agencies. Daljinder, or Jas where there is a conflict, oversees access and retention decisions in line with current safeguarding, data protection and governing-body guidance. Record the retention basis, review date and secure disposal decision. Do not delete records while an investigation or legal hold is active. DBS certificate details must not appear in the public policy.

13. Photographs, video and online safety

Obtain and record parent/carer permission and consider the child's wishes before taking or publishing identifiable images. Explain where images will appear. A child may decline without losing access to sessions. Respect withdrawal for future use and remove academy-controlled material where reasonably possible.

Use appropriate activity images. Do not publish children's contact details, sensitive personal information, safeguarding history or free-place status. Do not identify a child as receiving financial support without specific, informed permission. Do not photograph in changing or toilet areas. Ask spectators to respect other families' privacy and report inappropriate photography.

Use approved devices and secure transfer/storage arrangements. Limit access, avoid unnecessary personal copies and delete images according to the academy's documented retention arrangements. Report online grooming, threatening messages or inappropriate sharing through the same safeguarding routes.

14. Inclusion and adult welfare

Listen to individual needs and make reasonable adjustments to communication and participation. Disability, additional needs, language or financial circumstances must not prevent a concern being heard. Adult participants must not be left responsible for children without appropriate checks and an agreed role.

Take adult safeguarding concerns seriously, listen to the adult's wishes and seek appropriate advice. Contact adult social care or police where necessary. Do not assume that a child-protection process alone addresses an adult's needs.

15. Working with the school and partners

Agree safeguarding responsibilities, emergency access, incident reporting and information-sharing arrangements with the venue or delivery partner. Notify the school's designated safeguarding lead where relevant, without delaying statutory referrals. School-based workshops require agreed referral, support and supervision arrangements before they start.

16. Approval and review

Authorised by Gabar Singh, Founder and Head Coach. Original policy approved August 2026; version 2.0 authorised 19 November 2026. Next scheduled review: August 2027, or earlier following a serious incident, changed guidance or a change in the academy's activities. The directors oversee review with Daljinder Kaur and Jas Panesar. Staff and volunteers must be made aware of updates.

Reference guidance and reporting links

Use the current guidance and forms at the links below. External contact details were checked on 19 November 2026 and should be checked again at each policy review.

England Boxing: safeguarding reporting and procedures
https://www.englandboxing.org/clubs/child-protection-and-safeguarding/what-to-do-if-you-have-concerns/

England Boxing: safeguarding documents
https://www.englandboxing.org/clubs/child-protection-and-safeguarding/policies-and-procedures/

Redbridge: concerns about a child
https://www.redbridgescp.org.uk/professionals/

Redbridge: allegations about staff and volunteers / LADO
https://www.redbridgescp.org.uk/professionals/managing-allegations-against-staff/

Redbridge Council: contact details, including adult safeguarding
https://www.redbridge.gov.uk/contact-us/

DBS: checks guidance for employers and voluntary organisations
https://www.gov.uk/guidance/dbs-check-requests-guidance-for-employers

A quick reminder for everyone

Listen. Record. Report.
You do not need proof before raising a concern. If a child is in immediate danger, call 999. If you are worried and cannot reach a club contact, use the external reporting routes on page 2.