HEALTH & SAFETY POLICY

Coolsportz is strongly committed to encouraging our participants to take part, but the health, well-being and safety of each individual is always our paramount concern. We recommend levels of training dependent on age and ability and expect our junior athletes to participate within these boundaries.

HEALTH & SAFETY POLICY:

To support our Health & Safety policy statement we are committed to the following duties:

- Undertake regular, recorded risk assessment of all premises and all activities undertaken by Coolsportz
- Create a safe environment by putting health & safety measures in place as identified by the assessment
- Ensure that all participants are given the appropriate level of training and competition by regularly assessing individual ability dependant on age, maturity and development
- Ensure that all participants who take part as part of a members club are aware of, understand and follow the club's health & safety policy
- Ensure that normal operating procedures and emergency operating procedures are in place at sports clubs and known by all members
- Provide access to adequate first aid facilities, telephone and qualified first aider at all times
- Report any injuries or accidents sustained during any sessions in the accident/incident report book.
- Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.

AS A PARTICIPANT YOU HAVE A DUTY TO:

- Take reasonable care for your own health & safety and that of others who may be affected by what you do or not do
- Co-operate with Coolsportz and the venue on health & safety issues
- Correctly use all equipment provided by Coolsportz
- Not interfere with or misuse anything provided for your health, safety or welfare.

COOLSPORTZ HEALTH & SAFETY OFFICER: LIANNE CANDAPPA

FIRST AID: Location of first aid facilities: Coaches all have one as well as 2 in the shed, 1 in the kitchen

Location of telephones: MOBILE PHONES WITH COACHES AT ALL TIMES

QUALIFIED PAEDIATRIC FIRST AIDERS: MANAGER IN CHARGE

EMERGENCY PROCEDURES FOR A FIRE: WARWICK SPORTS CLUB

In order to ensure appropriate action, coaches are reminded to -

- Check the location of the nearest fire escape routes from each location they work.
- Check the location of the nearest call points (point at which the alarm can be set off)
- Check the location of the fire extinguishers
- Check the location of the Fire Assembly point(s)
- Locate the nearest telephone
- If the telephone is in an office, can it be accessed
- Find out who else is working in the same area

Coaches should -

- Brief children on the Emergency Procedures at the start of the day and the afternoon
- Check what emergency procedures have been agreed with children who have a disability and will require assistance in an emergency evacuation procedure

If you discover a Fire in the clubhouse -

- Raise the alarm, activate a break glass alarm (call point) if one is available
- Dial the emergency services 999 and ask for the Fire and Rescue Service

Action to take on hearing the Fire alarm -

- Instruct children/other coaches/volunteers to evacuate the building immediately via the nearest safe exit and go to the designated Fire Assembly Point
- Take only such personal possessions as are immediately to hand.
- Take a register of children and report to the manager if persons are missing.
- Ensure footpaths are used whenever possible to keep the roads clear for emergency vehicles
- Do not re-enter the building until instructed to do so by the manager/emergency services.

COOLSPORTZ EQUALITY POLICY

The aim of this policy is to ensure that everyone is treated fairly and with respect and that all children and adults are not denied to Coolsportz sessions because of a discriminatory reason.

a) Coolsportz is responsible for setting standards and values to apply throughout the sessions at every level. Sport should be enjoyed by everyone who wants to play the game.

b) Our commitment is to eliminate discrimination by reason of gender, sexual orientation, race, nationality, ethnic origin, religion or belief, ability or disability and to encourage equal opportunities.

c) This policy is fully supported by all sports coaches who are responsible for the implementation and review of this policy.

d) Coolsportz, in all its activities, will not discriminate or in any way treat anyone less favourably, on grounds of gender, sexual orientation, race, nationality, ethnic origin, religion or belief, ability or disability. Coolsportz will ensure that it treats its employees and all sports players fairly and with respect and will ensure that all members of the community have access to and have opportunities to take part in, and enjoy, its programmes of activities, competitions, and events.

e) Coolsportz will not tolerate harassment, bullying, abuse or victimisation of an individual (which Coolsportz regards as forms of discrimination). This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal. Coolsportz will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

f) Coolsportz commits itself to the immediate investigation of any complaints of discrimination on the above grounds, once they are brought to its attention. Complaints will be dealt with in accordance with its complaints policy and, where such a complaint is upheld, Coolsportz may impose such sanction as it considers appropriate and proportionate to discriminatory behaviour.

g) Coolsportz is committed to taking positive action where inequalities exist and the development of a programme of on-going training and awareness in order to promote the eradication of discrimination and to promote equality and diversity in sport.

h) Coolsportz is committed to a policy of equal treatment of all participants and employees and requires all participants and employees to abide by and adhere to these policies and the requirements of the relevant equalities legislation, including the Race Relations Act 1976, Sex Discrimination Act 1975, Disability Discrimination Act 1995, Age Discrimination Act 2006 as well as any amendments to these acts and any new legislation.

Signed: L. CANDAPPA

Name/Position: LIANNE CANDAPPA – MANAGER

Date: 7th October 2026

SAFEGUARDING POLICY FOR COOLSPORTZ

Purpose and scope of policy

The purpose of this policy is to set out Coolsportz's position on how children and vulnerable adults will be always protected from harm.

Throughout this policy where reference is made to children there is the assumption that this includes vulnerable adults. The definition of children and of vulnerable adults is contained in Appendix A.

Throughout this policy where reference is made to staff and other volunteers who are acting on behalf of Coolsportz.

Throughout this policy reference is made to the Coolsportz appropriate officer. This is Lianne Candappa unless otherwise stated before the activities begin.

Introduction

1. Coolsportz recognises its obligation towards children, young people and vulnerable adults participating in sports activities in that:

1.1. The welfare of the child/vulnerable adult is paramount 1.2. All children/vulnerable adults, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse 1.3. All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately 1.4. All staff have a responsibility to report concerns to the appropriate officer or agency.

2. Staff are trained to deal with situations of abuse or to decide if abuse has occurred, they should however understand who they should report concerns to as part of their work with Coolsportz.

Good practice guidelines

1. All staff are expected to demonstrate exemplary behaviour to promote children's welfare and reduce the likelihood of allegations being made. If staff finds themselves working with children in an unsupervised setting, the following are common sense examples of how to create a positive culture and climate:

1.1. Always working in an open environment (e.g., avoiding private or unobserved situations and encouraging open communication with no secrets).

1.2. Treating all young people/disabled adults equally, and with respect and dignity.

1.3. Always putting the welfare of each young person first, before winning or achieving goals.

1.4. Maintaining a safe and appropriate distance with participants

1.5. Building balanced relationships based on mutual trust which empowers children to share in the decision-making process.

1.6. Making sports fun, enjoyable and promoting fair play.

1.7. Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the relevant National Governing Body Coach Education Programme/Local Authority policy. Young people and their parents should always be consulted, and their agreement gained

1.8. Keeping up to date with technical skills, qualifications, and insurance in sport.

1.9. Being an excellent role model - this includes not smoking or drinking alcohol in the company of young people.

1.10. Giving enthusiastic and constructive feedback rather than negative criticism.

1.11. Recognising the developmental needs and capacity of young people and disabled adults avoiding excessive training or competition and not pushing them against their will.

1.12. Keeping a written record of any injury that occurs, along with the details of any treatment given.

Practices to be avoided

1. The following should be avoided except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge of the session or the child's parents. For example, a child sustains an injury and needs to go to hospital:

1.1. Avoid spending time alone with children away from others

1.2. Avoid taking or dropping off a child to an event or activity.

Practices never to be sanctioned

The following should never be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay
- Allow or engage in any form of inappropriate touching
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Reduce a child to tears as a form of control
- Fail to act upon and record any allegations made by a child
- Do things of a personal nature for children or vulnerable adults, that they can do for themselves

Incidents that must be reported/recorded

If any of the following occur, you should report this immediately to the appropriate responsible person from Coolsportz for the activity and comply with their procedures for reporting and recording the incident. You should also ensure the parents of the child are informed if:

- You accidentally hurt a participant
- He/she seems distressed in any manner
- A participant appears to be sexually aroused by your actions
- A participant misunderstands or misinterprets something you have done.

Use of photography and filming

A photo consent statement is agreed or not agreed to on the booking completed by the parents or guardian of the child. Only the Coolsportz appropriate officer is authorised to take photographs at any time.

Recruitment and training of staff

Coolsportz will take all reasonable steps to ensure unsuitable people are prevented from working with children. Where posts do fall within the parameters of the legislation for checking, these will always be undertaken on appointment of new staff before being deployed to an unsupervised situation. Pre-selection checks will also include for all staff:

- All staff send a CV to Coolsportz and undertake an interview. The interview will elicit information about an applicant's past, and a self-disclosure about any criminal record.
- Two confidential references.
- Evidence of identity (passport or driving licence with photo).

Staff understanding of responsibilities

All staff are required to read the Coolsportz Safeguarding policy and confirm their reading and understanding of the policy through a signed copy that is filed securely. The understanding of the safeguarding policy will enable staff to:

- Analyse their own practice against established good practice, and to ensure their practice is not likely to result in allegations being made.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
- Respond to concerns expressed by a child or young person.
- Work safely and effectively with children.

Responding to allegations or suspicions

It is not the responsibility of anyone working for Coolsportz to decide whether child abuse has taken place. However, there is a responsibility to act on any concerns by reporting these to the appropriate officer or the appropriate authorities.

Coolsportz will assure all staff that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

Where there is a complaint against a member of staff there may be two types of investigation:

- a criminal investigation
- a child protection investigation

Appendix B provides guidelines for action if there are concerns about a member of staff's conduct.

Action to help the victim and prevent bullying

Coolsportz will take all signs of bullying very seriously and,

- Encourage all children to speak and share their concerns
- Should anyone talk about or threatens suicide, refer them to Coolsportz's appropriate officer.
- Create an open environment, reassuring the victim that staff members can be trusted and will help. although you cannot promise to tell no one else. No promises of confidentiality will be given.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the Coolsportz appropriate officer.

Concerns outside the immediate activity session (e.g. a parent or carer):

- Staff will report concerns to the Coolsportz appropriate officer.
- If the member of staff judges that a child is in imminent danger this would be reported directly to the police/social services.
- Confidentiality will be maintained on a need-to-know basis only.

Information for an investigation

To ensure that this information is as helpful as possible, Coolsportz staff will maintain a detailed record at the time of any disclosure/concern, which will include the following:

- The child's name, age and date of birth.
- The child's home address and telephone number.
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation, including dates, times, any special factors and other relevant information.
- Clearly distinguished facts, opinion or hearsay information around the incident.
- A description of any visible bruising or other injuries. Also, any indirect signs, such as behavioural changes.
- Details of witnesses to the incident(s).

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned in any allegation or investigation. Information should be handled and disseminated on a need-to-know basis only.

APPENDIX A

Definition of Children and Vulnerable Adults

1. A child is defined as a person under the age of 18 (The Children Act 1989).

2. A vulnerable adult is a person who is aged 18 years or older and:

- Is living in residential accommodation, such as a care home or a residential special school;
- is living in sheltered housing;
- is receiving domiciliary care in his or her own home;
- is receiving any form of health care;
- is detained in a prison, remand centre, young offender institution, secure training centre or attendance centre or under the powers of the Immigration and Asylum Act 1999;
- is in contact with probation services;
- is receiving a welfare service of a description to be prescribed in regulations.
- is receiving a service or participating in an activity which is specifically targeted at people with age-related needs, disabilities or prescribed physical or mental health conditions or expectant or nursing mothers living in residential care (age-related needs includes needs associated with frailty, illness, disability or mental capacity); □ is receiving direct payments from a local authority/HSS body in lieu of social care services; □ requires assistance in the conduct of his or her own affairs.

APPENDIX B

Action in response to an allegation concerning a member of staff

Concerns about poor practice:

- If, following consideration, an allegation is clearly about poor practice; the designated Coolsportz Officer will deal with it as a misconduct issue.

Concerns about suspected abuse:

- Any suspicion that a child has been abused by a member of staff should be reported to the appropriate Coolsportz Officer who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- If the Coolsportz appropriate Officer is the subject of the suspicion/allegation, the report must be made to the social services/police directly.
- If the member of staff judges that a child is imminent danger, then this should reported directly to the police/social services.

Internal enquiries and suspension

- The Coolsportz appropriate officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.
- Irrespective of the findings of the social services or police inquiries the Coolsportz appropriate officer will assess all individual cases to decide whether a member of staff can be reinstated and how this can be sensitively handled. The welfare of the child should remain of paramount importance throughout.

Support to deal with the aftermath of allegations:

Appropriate support will be provided to members of staff who have been involved in an allegation.

Allegations of previous abuse

- Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children).
- Where such an allegation is made, staff should follow the procedures as detailed above. Anyone who has a previous criminal conviction for offences related to abuse will not be employed. This is reinforced by the details of the Protection of Children Act 1999.

Action if bullying is suspected

If bullying is suspected, the same procedure should be followed as set out in ' Action in response to an allegation concerns a member of staff' above.

Action to help the victim and prevent bullying

Take all signs of bullying very seriously:

- Encourage all children to speak and share their concerns
- If anyone talks about or threatens suicide refer them to the host organisation key contact,
- Create an open environment.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom, when). Report any concerns to the Coolsportz appropriate officer.

Concerns outside the immediate activity session (e.g. a parent or carer):

- Report your concerns to the Coolsportz appropriate officer.
- If the member of staff judges that a child is imminent danger, then this should be reported directly to the police/social services.
- Confidentiality will be maintained on a need-to-know basis only.

Information for an investigation

To ensure that this information is as helpful as possible, Coolsportz staff will maintain a detailed record at the time of any disclosure/concern, which will include the following:

- The child's name, age and date of birth of the child.
- The child's home address and telephone number.
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation. Include dates, times, any special factors and other relevant information.
- Clearly distinguished facts, opinion, or hearsay information around the incident.
- A description of any visible bruising or other injuries. Also, any indirect signs, such as behavioural changes.
- Details of witnesses to the incident(s).
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Whether parents and/or others have been contacted
- What has been said to others if anything
- If the child was not the person who reported the incident, whether the child has been spoken to and if so what was said If anyone been alleged to be the abuser and if so details recorded.

COOLSPORTZ COMPLAINTS PROCEDURE

If any employee, participant or visitor has suffered discrimination or harassment in any way, or that Coolsportz policies, rules or code of conduct have been broken, they should follow the procedures below.

1. The Complainant should report the matter in writing to Lianne Candappa. The report should include:

(a) details of what occurred; (b) details of when and where the occurrence took place; (c) any witness details and copies of any witness statements; (d) names of any others who have been treated in a similar way (provided that those people consent to their names being disclosed); (e) details of any former complaints made about the incident, including the date and to whom such complaint was made; and (f) an indication as to the desired outcome.

2. If the person accused of discriminatory behaviour is an employee of Coolsportz (all coaches are self-employed), it will regard the incident as a disciplinary issue and will follow any disciplinary procedure set out for employees or (if none exists) the statutory disciplinary procedure.

3 If the person accused of discriminatory behaviour is a non-employee of Coolsportz, then Lianne Candappa -

3.1 will request that both parties to the complaint submit written evidence regarding the incident(s); 3.2 may decide (at her sole discretion) to uphold or dismiss the complaint without holding a hearing; 3.3 may (at her sole discretion) hold a hearing (whether or not such a hearing is requested by either party) at which both parties will be entitled to attend and present their case; 3.4 will have the power to impose any one or more of the following sanctions on any person found to be in breach of any policy, (including the Equality Policy):

(a) warn as to future conduct; (b) exclude, either temporarily or permanently.

3.5 will provide both parties with written reasons for its decision to uphold or dismiss the complaint within one (1) calendar month of such decision being made.

3.5 Either party may appeal a decision of by Coolsportz (including a decision not to hold a hearing) by writing to the Coolsportz Director (if appropriate) within 3 months of the decision being notified to that party.

4. If the nature of the complaint is about Lianne Candappa the visitor has the right to report the discrimination or harassment directly to the relevant County, College or OFSTED.

Staying Informed

You will be contacted by the person investigating your complaint and be given contact details of the person investigating. The process for the investigation will be explained and may vary depending on the nature of the complaint. The person investigating will inform you of the outcome within 28 days of the date the complaint was made.

Signed L.CANDAPPA

Name/Position LIANNE CANDAPPA – MANAGER

Date 7th October 2026

CHILD PROTECTION POLICY

Coolsportz aims to create an enjoyable environment for all participants who wish to take part in any other sport and social activities.

We believe that children and young people have the right to be safe, secure and free from threat.

We believe that young people have the right to be treated with respect, and to have their concerns listened to and acted upon.

We will ensure that Coolsportz sessions provide for the needs of junior participants through specific programmes, designated facilities and safe practice.

We have procedures in place to address poor practice and to help any young person who appears to be at risk.

We will take steps to ensure that any volunteers or professionals working with children are suitable to do so, through the use of references and background checks. We will ensure that all relevant people have been vetted and approved through the Criminal Record Bureau (Disclosure and Barring Service) process.

We will ensure that all of those working with children are made aware of the sports coaching code of conduct for people working with children in any of the sports and are required to follow it.

Coolsportz has an adult member who is specifically responsible for children, young people and child protection:

This person's name is: **Lianne Candappa**

They can be contacted at: email - Lianne@coolsportz.co.uk phone – 07919104093

Signed L.CANDAPPA

Name/Position LIANNE CANDAPPA - MANAGER

Date 7th October 2026