

Safeguarding Policy – Elemental Fitness Ltd

Introduction

Elemental Fitness Ltd is a personal training, sports coaching, martial arts, and wellness provider based in West Leeds. We are committed to providing a safe, fun, and supportive environment for all participants, including children, young people, and vulnerable adults.

This policy applies to all areas of Elemental Fitness Ltd and its associated martial arts club, Elemental Kickboxing Leeds, which operates under the same management, safeguarding framework, and duty of care.

Our core services include:

- Personal Training Services – one-to-one and online coaching.
- Sports Coaching Services – for individuals and groups.
- Group Martial Arts Classes – freestyle karate and kickboxing for all ages.
- Gym Access Services – membership and general fitness access.
- Gym and Studio Hire Services – for independent or external use.
- School Training & Martial Arts Services – in-school coaching and sessions.
- Corporate Training & Martial Arts Services – wellbeing and team-building programs.
- Beauty Therapy Services – treatments delivered safely to clients.

All safeguarding policies, reporting procedures, and staff training requirements outlined in this document apply equally to Elemental Kickboxing Leeds, ensuring consistent protection for all members.

1. Nominated Safeguarding Officer: David Kenyon is the designated Safeguarding Officer for both Elemental Fitness Ltd and Elemental Kickboxing Leeds. He has completed accredited training in Working Together to Safeguard Children and Young People.

Responsibilities include:

- Implementing and promoting safeguarding policies and procedures across all Elemental Fitness and EKL services.
- Acting as the main point of contact for child protection issues.
- Providing advice and guidance to staff, parents, and members.
- Maintaining up-to-date knowledge of safeguarding legislation and best practice.
- Liaising with local statutory agencies, including the police and social services.
- Maintaining confidential records of reported concerns and actions taken.
- Organising safeguarding training for staff and volunteers.
- Monitoring and reviewing safeguarding policies regularly.

Deputy Safeguarding Officer:

- James Clark: 0113 205 7433

2. Recognising Abuse: Abuse can occur in any setting, including sports and martial arts environments.

2.1 Physical Abuse: Includes hitting, shaking, burning, suffocating, or causing physical harm, including fabricated or induced illness.

2.2 Emotional Abuse: Persistent emotional maltreatment causing adverse effects on development. May include belittling, ignoring, overprotection, or exposure to domestic abuse or bullying (including cyberbullying).

2.3 Sexual Abuse: Involves forcing or enticing a child into sexual activities, contact or non-contact, including online exploitation or grooming. Perpetrators may be adults or other children.

2.4 Neglect: Persistent failure to meet a child's basic physical or emotional needs, potentially causing harm or developmental impairment.

3. Recognising a Child Protection Concern: Concerns may arise within Elemental Fitness Ltd or Elemental Kickboxing Leeds from:

- Reports from third parties or anonymous sources.
- Observations of a child's appearance, behaviour, or statements.
- Disclosures of past or current abuse.
- Reports of staff or volunteer misconduct.

4. Reporting Procedures

Stage 1: Initial Concern

- Listen carefully and take the child seriously.
- Ask open questions without leading.
- Explain that information may need to be shared to ensure safety.
- Record details immediately, sign, and date.
- Notify the Safeguarding Officer.

Stage 2: Action by Safeguarding Officer

- Contact the police or Leeds Children and Young People's Social Care if abuse is suspected.
- Follow up in writing within 24 hours.
- Inform parents/carers unless this increases risk to the child.

Allegations against staff or volunteers:

- Contact the Local Authority Designated Officer (LADO): 0113 247 8457.
- Ensure the child is safe and separated from the alleged perpetrator.
- Conduct internal investigation in line with disciplinary procedures.
- For incidents on school premises, inform the school authorities.

5. Staff and Volunteer Management

- All staff/volunteers read safeguarding policy and/or complete accredited safeguarding training.
- Enhanced DBS checks are required for anyone over 18 years old, and working with children
- Staff must review and understand safeguarding policies and procedures.
- Safeguarding responsibilities apply across all services, including personal training, beauty therapy, corporate sessions, and martial arts classes.

6. Recording Confidential Information

- Record concerns or allegations using the standard safeguarding form, including child's details, incident date, and observations.
- Records must be signed, dated, and stored securely in accordance with GDPR requirements.

. Safer Recruitment: Elemental Fitness Ltd to follow strict recruitment procedures:

- Clear job descriptions and role profiles.
- Application forms to assess suitability.
- Safeguarding commitments included in recruitment materials.
- Face-to-face interviews with pre-planned questions.
- Criminal convictions and restrictions are checked.
- Identity and qualifications verified.
- Enhanced DBS checks applied.
- References taken, specifically addressing suitability to work with children.

When recruiting staff from abroad, additional references and fit-person checks are undertaken if DBS checks are not available.

8. Additional Safeguarding Considerations

- Female Genital Mutilation (FGM): Illegal in the UK; serious criminal penalties apply.
- Forced Marriage: No individual can be forced into marriage; legal protections are in place.
- Spirit Possession: Abuse under claims of possession is addressed sensitively, with referral to safeguarding services.
- Children and Fasting: Age-appropriate guidance is followed; fasting under 7–8 years is not recommended.
- Children with Special Needs: Extra vigilance is required due to increased vulnerability.
- Bullying and Cyberbullying: Physical, verbal, emotional, and online abuse are actively monitored and addressed.
- Punishment: Physical discipline is strictly prohibited for all staff and instructors; constructive behaviour management is encouraged.

9. Monitoring and Review

- Policies are reviewed annually and signed by the management committee.
- All safeguarding procedures are accessible to staff, parents, and members via the website.

10. Management Committee Responsibilities

- Provide written safeguarding guidance to all staff and volunteers.
- Ensure staff are aware of legal responsibilities.
- Develop and maintain behaviour management frameworks.
- Ensure all staff receive safeguarding training.
- Ensure all staff have enhanced DBS checks.
- Prevent the use of physical punishment by staff.

11. Useful Contacts

- Leeds Children's Social Work Services: 0113 3760336
- West Yorkshire Police (urgent): 999 | Non-urgent: 101
- NSPCC Child Protection Helpline: 0808 800 5000 | helpenspcc.org.uk
- Forced Marriage Unit: (+44) 020 7008 0151 | fmuefco.gov.uk
- CCPAS: www.ccpas.co.uk
- Safe Network: www.safenetwork.org.uk
- Africans Unite Against Child Abuse: 0844 660 8607 | www.afruca.org