# Get Up + Go Bootcamps

## Bootcamp Juniors – Safeguarding and Child Protection Policy

**Policy owner:** Get Up + Go Bootcamps Ltd
**Activity:** Bootcamp Juniors
**Age range:** 6–12 years
**Session duration:** 45 minutes
**Venue:** Hired school premises - outdoor astroturf area
**Designated Safeguarding Lead (DSL):** Freya Mitchell
**Deputy Designated Safeguarding Lead:** Jack Mitchell
**Policy review:** Annually, or sooner if legislation, guidance or operating arrangements change.

## 1. Our safeguarding commitment

At Get Up + Go Bootcamps, the safety, welfare and wellbeing of every child attending Bootcamp Juniors is our highest priority.

We are committed to providing a safe, positive, inclusive and enjoyable environment in which children can take part in physical activity, develop their fitness, build confidence and enjoy being part of a team.

We recognise that safeguarding is everyone's responsibility. We take our responsibility to protect children from abuse, neglect, exploitation and harm seriously and will take appropriate action whenever a concern arises.

This policy applies to all staff, coaches, assistants and other adults involved in delivering or supporting Bootcamp Juniors.

We will:

- Put the welfare of children first.
- Provide a safe and appropriately supervised environment.
- Take reasonable steps to prevent abuse, neglect, bullying and inappropriate behaviour.
- Ensure staff understand their safeguarding responsibilities.
- Respond promptly and appropriately to safeguarding concerns and disclosures.
- Work with parents, the school and relevant safeguarding agencies where appropriate.
- Maintain clear records of concerns, incidents and actions taken.

This policy has been developed with reference to the Department for Education's *After-school clubs, community activities and tuition: safeguarding guidance for providers* (updated February 2026), and relevant principles within *Keeping Children Safe in Education* (KCSIE).

As an independent activity provider using hired school premises, Get Up + Go Bootcamps will also follow the school's relevant site-specific safeguarding requirements and agreed procedures.

# 2. Designated Safeguarding Leads

The safeguarding leads for Get Up + Go Bootcamps are:

**Designated Safeguarding Lead (DSL)**
Freya Mitchell
Owner, Get Up + Go Bootcamps

**Deputy Designated Safeguarding Lead**
Jack Mitchell
Owner, Get Up + Go Bootcamps

The DSL is responsible for overseeing safeguarding arrangements, responding to concerns and ensuring that appropriate action is taken.

The Deputy DSL will support the DSL and take responsibility for safeguarding matters when the DSL is unavailable.

Their responsibilities include:

- Taking appropriate action when a safeguarding concern is raised.
- Recording and securely storing safeguarding concerns and incidents.
- Making referrals to children's social care, the Local Authority Designated Officer (LADO), police or other relevant agencies where appropriate.
- Liaising with the school's safeguarding lead where necessary.
- Ensuring staff understand this policy and their responsibilities.
- Reviewing safeguarding procedures and ensuring they remain appropriate.
- Maintaining confidentiality and sharing information only when necessary to protect a child.

All staff must report safeguarding concerns promptly and must not assume that someone else will take responsibility.

# 3. Safer recruitment and suitability of staff

Get Up + Go Bootcamps is committed to ensuring that all adults working with children are suitable, appropriately qualified and understand their safeguarding responsibilities.

Before working with children, relevant staff and coaches will be subject to appropriate suitability checks, which may include:

- Verification of identity.
- Relevant coaching and fitness qualifications.
- Appropriate Disclosure and Barring Service (DBS) checks.
- References and employment history where appropriate.
- Confirmation of relevant experience and suitability to work with children.
- Confirmation of right to work where applicable.

The level of DBS check required will be determined by the nature of the role and whether it constitutes regulated activity. Where legally eligible and required, an Enhanced DBS check and Children's Barred List check will be obtained.

The school may also request DBS confirmation letters or other evidence of suitability before granting access to its premises.

No person will be permitted to work with children where there is a known safeguarding concern that makes them unsuitable.

# 4. Staff qualifications, training and first aid

Bootcamp Juniors will be delivered by a designated instructor who:

- Holds a relevant Level 2 Children’s Fitness qualification.
- Holds an appropriate DBS check.
- Is fully insured to deliver the relevant activity.
- Understands their responsibilities when working with children.

The instructor will also hold appropriate first aid training for the role. First aid qualification details, including expiry date, will be maintained by the business.

The DSL and Deputy DSL will ensure they understand how to recognise and respond to safeguarding concerns and how to make appropriate referrals.

# 5. Staff code of conduct and professional boundaries

All adults involved in Bootcamp Juniors must maintain professional boundaries and behave in a way that promotes children's safety and wellbeing.

Staff must:

- Treat every child with respect, patience and fairness.
- Use appropriate language and maintain a positive, encouraging approach.

- Avoid favouritism or giving individual children inappropriate attention.
- Maintain appropriate physical and professional boundaries.
- Avoid unnecessary physical contact.
- Explain and seek agreement before using physical contact to demonstrate or correct an exercise, wherever possible.
- Never use physical punishment, intimidation, humiliation or threatening behaviour.
- Never engage in inappropriate conversations or relationships with children.
- Never communicate privately with children through personal social media accounts or messaging services.
- Report any concerns about an adult's conduct to the DSL.

Any physical contact necessary for safety, first aid or appropriate coaching must be proportionate, appropriate and in the child's best interests.

# 6. Supervision and attendance

Bootcamp Juniors sessions will last **45 minutes** and will take place in the designated activity area at the hired school premises.

Children will be supervised by the designated Juniors instructor throughout the session.

The instructor will:

- Maintain an accurate register of children attending each session.
- Confirm children's arrival and departure.
- Keep children within the agreed activity area.
- Ensure children are appropriately supervised during activities, transitions and breaks.
- Adapt activities to suit children's ages, abilities and needs.
- Monitor behaviour and interactions between children.
- Ensure equipment is used safely.
- Never knowingly leave children unsupervised.

The maximum group size will be determined by the instructor's ability to supervise children safely, taking account of their ages, needs, the activity, the venue and the available emergency arrangements.

Where a child requires individual attention, the instructor must ensure the remaining children continue to be safely supervised. The group must not be left unattended.

If an emergency or situation arises that makes safe supervision impossible, the session will be paused and the agreed emergency arrangements followed.

# 7. Parental attendance and supervision arrangements

Parents and guardians may choose one of three arrangements when their child attends Bootcamp Juniors:

**Option 1 – Drop off and pick up**

Parents may drop their child off at the agreed time and return to collect them at the end of the session. Written parental consent and collection arrangements must be completed in advance.

**Option 2 – Stay and watch**

Parents are welcome to remain on the school premises during the session and watch their child's activities.

**Option 3 – Join the adult Bootcamp**

Parents are welcome to participate in the adult Bootcamp session, which runs alongside Bootcamp Juniors at the same venue.

Regardless of which option parents choose, responsibility for supervising children during the Juniors session rests with the designated Juniors instructor, from the point of formal handover until the child is collected or leaves under an agreed independent-departure arrangement.

Parents who remain on site or participate in the adult Bootcamp are not considered additional members of the Juniors supervision team.

Parents must provide emergency contact details, relevant medical information and written consent before their child attends.

# 8. School premises and site-specific safeguarding

Bootcamp Juniors takes place at a hired school facility. We will work with the school to understand and follow its relevant safeguarding and site safety arrangements.

Before sessions begin, the business will establish and agree the following with the school:

- The authorised entrance and exit points.
- The designated activity area and any restricted areas.
- Arrangements for access to toilets and drinking water.
- Emergency evacuation procedures and assembly points.
- First aid and emergency arrangements.
- Procedures for dealing with unauthorised adults on site.

- The school's safeguarding contact and escalation procedures.
- Any school-specific rules or safeguarding requirements applicable to external providers.

Children will remain within the agreed activity area unless an agreed procedure requires otherwise.

Staff must challenge or report any unauthorised person attempting to access the children's activity area.

Get Up + Go Bootcamps retains responsibility for its own staff, activities and safeguarding procedures. Use of the school premises does not transfer that responsibility to the school.

# 9. Toilets and personal care

Children should be encouraged to use the toilet before the session begins.

The instructor must establish and follow the school's agreed toilet arrangements.

The instructor must not leave the remaining children unsupervised in order to accompany an individual child to the toilet.

Where a child needs assistance, the instructor will follow the agreed school procedure and contact the parent or guardian where appropriate.

Any assistance provided must respect the child's privacy, dignity and personal boundaries.

Staff will not undertake intimate personal care.

# 10. Arrival, collection and independent departures

Parents must agree their child's arrival and collection arrangements before the child attends.

The instructor will maintain an attendance register and record children's arrival and departure.

**Collection by a parent or authorised adult**

Children will normally be collected by a parent, guardian or another adult authorised in writing by the parent or guardian.

Parents must provide the names of authorised collectors in advance. Any changes to collection arrangements must be communicated directly to the instructor and confirmed before collection.

The instructor must not release a child to an adult who has not been authorised.

If there is uncertainty about a person's identity or permission to collect, the child will remain supervised until the matter has been resolved.

**Independent departure**

Independent departure may be permitted where a parent or guardian has provided specific written permission in advance.

Permission will be considered individually, taking account of the child's age, maturity, circumstances and the arrangements agreed with the parent.

The instructor may refuse an independent departure request if they have concerns about the child's safety or the suitability of the arrangement.

**Late collection**

If a child has not been collected at the agreed time:

- The instructor will contact the parent or guardian.
- If they cannot be reached, the instructor will contact the nominated emergency contact.
- The child will remain appropriately supervised.
- The DSL or Deputy DSL will be informed if the situation is unresolved or causes concern.

A child must never be left alone or sent away without an agreed arrangement.

# 11. Health, safety and risk management

The safety of children during physical activity is a priority.

A suitable risk assessment will be completed for the activity area, equipment and planned sessions.

This will consider:

- The condition and suitability of the astroturf.
- Weather conditions and temperature.
- Slippery or uneven surfaces.
- Equipment safety and suitability for the age group.
- Safe spacing between activities and children.
- Hydration and rest breaks.
- The children's ages, abilities and individual needs.
- Potential hazards within the wider school premises.
- Emergency access and evacuation arrangements.

Equipment will be checked regularly and any damaged or unsuitable equipment removed from use.

Activities will be adapted to suit different abilities and fitness levels. Children will never be pressured to participate in an activity they are uncomfortable with.

Sessions may be modified, relocated or cancelled if weather or site conditions make the activity unsafe.

# 12. First aid and medical emergencies

Parents must provide accurate information about their child's medical history, allergies, injuries, medical conditions and any medication relevant to participation.

The instructor will familiarise themselves with any medical information supplied before the child takes part.

An appropriate first aid kit will be available during sessions, and the instructor will hold the relevant first aid qualification.

In the event of an injury or medical emergency:

1. The instructor will assess the situation and provide appropriate first aid within the limits of their training.
2. Emergency services will be contacted by calling 999 where necessary.
3. The parent or guardian will be contacted as soon as reasonably possible.
4. The school will be informed where required under the agreed site procedures.
5. The incident will be recorded, including the action taken and any follow-up required.

If a child requires hospital treatment, the instructor will follow emergency service instructions and ensure the parent or guardian is informed.

The instructor must not administer medication unless appropriate arrangements and parental permissions are in place.

# 13. Recognising abuse and neglect

All staff should understand that safeguarding concerns may arise from something a child says, something an adult observes or a change in a child's behaviour.

Abuse and neglect can take many forms, including:

- **Physical abuse:** Deliberately hurting a child, including hitting, shaking, burning or otherwise causing physical harm.
- **Emotional abuse:** Persistent emotional mistreatment, intimidation, humiliation, rejection or behaviour that damages a child's emotional development.

- **Sexual abuse:** Involving a child in sexual activity, whether or not the child understands what is happening.
- **Neglect:** Persistent failure to meet a child's basic physical or emotional needs.
- **Online abuse and exploitation:** Harmful or inappropriate interactions, grooming, coercion or exploitation through digital platforms.
- **Child exploitation:** Including criminal or sexual exploitation, trafficking or other forms of coercion and abuse.

Staff must remain alert to signs of possible abuse or neglect and report concerns promptly to the DSL or Deputy DSL.

Staff should not attempt to investigate or determine whether abuse has occurred.

# 14. Child-on-child abuse, bullying and behaviour

We recognise that children can cause harm to other children and that such behaviour must be taken seriously.

This may include:

- Bullying, including physical, verbal or online bullying.
- Intimidation, threats or harassment.
- Physical aggression.
- Discriminatory or derogatory language.
- Sexual harassment or inappropriate sexualised behaviour.
- Coercion, exclusion or humiliation.

All children should be treated with respect and encouraged to treat others in the same way.

The instructor will promote positive behaviour and intervene appropriately where behaviour is unsafe or harmful.

Any serious or repeated concerns will be recorded and referred to the DSL. Parents will be informed where appropriate, taking account of the need to protect all children involved.

# 15. Inclusion and additional needs

Bootcamp Juniors aims to provide an inclusive environment where children feel welcome and supported.

We will make reasonable efforts to accommodate children with different abilities, confidence levels and additional needs.

Parents should share any relevant information about their child's needs, disabilities, medical conditions or support requirements before attendance.

Activities will be adapted where reasonably possible to support safe and appropriate participation.

Where a child's needs cannot be safely accommodated within the available staffing, facilities or activity arrangements, we will discuss this with the parent before confirming attendance.

# 16. Online safety and communication

Get Up + Go Bootcamps will maintain appropriate boundaries when communicating with children and parents.

- Communication about sessions will normally take place with parents or guardians.
- Staff must not privately message children through personal accounts.
- Children must not be asked to share personal information unnecessarily.
- Any online content involving children must be appropriate and safeguarding-conscious.
- Concerns about online abuse, grooming or inappropriate contact must be reported to the DSL.

# 17. Photography, filming and social media

Photographs and videos may occasionally be taken during Bootcamp Juniors for legitimate promotional purposes, such as the business website or social media channels.

Written parental or guardian consent must be obtained before a child's image or video is taken or used for promotional purposes.

We will:

- Respect a child's wishes if they do not want to be photographed or filmed.
- Only use images for the purposes covered by the consent provided.
- Avoid publishing children's full names alongside identifiable images.
- Never take photographs or videos in toilets or changing areas.
- Store images securely and restrict access to authorised people.

Parents may withdraw consent for future use of their child's images by contacting the business.

# 18. Preventing radicalisation and extremism

Get Up + Go Bootcamps recognises its responsibility to remain alert to signs that a child may be vulnerable to radicalisation or extremist influence.

Staff should report concerns about a child's behaviour, comments or circumstances to the DSL.

The DSL will consider the appropriate next steps and seek advice or make a referral where necessary.

# 19. Responding to safeguarding disclosures and concerns

If a child makes a disclosure or a member of staff becomes concerned about a child's welfare, the following procedure must be followed.

**Listen and reassure**

- Remain calm and listen carefully.
- Take the child seriously.
- Allow the child to speak freely.
- Reassure them that they have done the right thing by speaking up.
- Do not promise to keep the information secret. Explain that it may need to be shared with people who can help keep them safe.

**Do not investigate**

- Do not ask leading or unnecessary questions.
- Do not attempt to investigate the allegation.
- Do not confront the person alleged to have caused harm.
- Ask only what is necessary to understand the immediate concern and establish whether urgent protection is required.

**Record and report**

- Record the concern as soon as possible.
- Use the child's own words wherever possible.
- Include the date, time, location and people involved.
- Record any visible injuries or relevant observations factually.
- Sign and date the record.

- Pass the information to the DSL or Deputy DSL immediately.

If a child is at immediate risk of harm, emergency services should be contacted by calling 999.

The DSL will consider whether a referral to children's social care, the police or another relevant agency is required.

## 20. Allegations or concerns involving staff and other adults

Any allegation or concern that an adult working with children has harmed, may have harmed or may pose a risk to a child must be taken seriously.

This includes concerns about inappropriate behaviour, boundary violations, physical contact, communications or other conduct.

Concerns must be reported immediately to the DSL.

Where the concern involves the DSL, it must be reported to the Deputy DSL or directly to the relevant external safeguarding authority.

The DSL will follow the appropriate referral procedures and seek advice from the Local Authority Designated Officer (LADO) where the allegation meets the relevant threshold.

Low-level concerns about conduct that may not meet the threshold for an allegation must still be reported, recorded and considered.

Where a referral to the DBS is legally required, the business will fulfil its relevant responsibilities.

Staff must not attempt to investigate allegations themselves or promise confidentiality.

## 21. Missing child procedure

If a child goes missing during a session, the instructor will act immediately.

1. Stop the activity and ensure the remaining children are safe and supervised.
2. Check the immediate activity area and any agreed nearby areas without leaving the remaining children unsupervised.
3. Alert the school and follow its site-specific missing-child procedure.
4. Contact the parent or guardian.
5. If the child cannot be located promptly or there is any concern for their safety, contact the police by calling 999.
6. Inform the DSL or Deputy DSL.
7. Record the incident and all actions taken.

The child's safety will remain the priority throughout.

## 22. Confidentiality and record keeping

Safeguarding information will be treated sensitively and shared only with people who need to know in order to protect a child.

Confidentiality must never prevent information being shared where doing so is necessary to safeguard a child.

Safeguarding records will:

- Be factual, accurate and dated.
- Include details of concerns, disclosures and actions taken.
- Be stored securely with access restricted to authorised individuals.
- Be retained in accordance with appropriate data protection and safeguarding requirements.
- Be shared with relevant authorities where necessary.

Parents will not automatically be informed of every safeguarding concern if doing so could place a child at further risk or compromise an investigation.

## 23. Complaints and whistleblowing

Parents and guardians may raise concerns or complaints about any aspect of Bootcamp Juniors directly with the business.

Complaints should be directed to:

**Freya Mitchell – Business Owner and DSL**

Concerns about safeguarding will be treated as a priority and handled in accordance with this policy.

Staff and other adults are encouraged to raise concerns about unsafe practices, inappropriate conduct or failures to follow safeguarding procedures.

No person should suffer detrimental treatment for raising a genuine safeguarding concern.

Where a concern cannot be addressed appropriately within the business, it may be raised with the relevant external safeguarding authority.

## 24. Local safeguarding contacts – Kingston upon Thames

The following contacts may be used when seeking safeguarding advice or making a referral in Kingston and Richmond.

**Achieving for Children – Single Point of Access (SPA)**
Telephone: 020 8547 5008
Monday–Thursday: 8.00am–5.15pm
Friday: 8.00am–5.00pm

**Out-of-hours children's services**
Telephone: 020 8770 5000

**Local Authority Designated Officer (LADO)**
Telephone: 020 8891 7370

The LADO should be contacted for advice about allegations or concerns involving adults who work with children, where the relevant threshold is met.

**Emergency services**
Telephone: 999 where a child is in immediate danger or requires urgent police or ambulance assistance.

**Police non-emergency**
Telephone: 101.

Where appropriate, concerns can also be raised with the NSPCC:

**NSPCC Helpline:** 0808 800 5000
**Childline:** 0800 1111

Staff should not delay contacting emergency services where a child is in immediate danger while seeking advice from another agency.

# 25. Policy review and monitoring

This policy will be reviewed at least annually and sooner where necessary, including following:

- Changes to safeguarding legislation or guidance.
- Changes to the way Bootcamp Juniors operates.
- Changes to staffing or supervision arrangements.
- A safeguarding incident or significant concern.
- Changes to the school's safeguarding requirements.

The DSL and Deputy DSL are responsible for ensuring the policy remains relevant and that appropriate safeguarding procedures are followed.

The policy will be made available to parents and guardians on request.

# Policy approval

**Business:** Get Up + Go Bootcamps Ltd

**Designated Safeguarding Lead:** Freya Mitchell

**Deputy Designated Safeguarding Lead:** Jack Mitchell

**Date approved:** 04/11/2026

**Next review date:** 04/11/2027

**Signed:** 