

Rollo Sports Coaching Ltd

Policy and Procedures Document

1. Introduction

This document outlines the policies and procedures of Rollo Sports Coaching Ltd to ensure high-quality, safe, and inclusive delivery of sports coaching services. It is designed to promote consistency, accountability, and professionalism across all operations.

2. Company Overview

Company Name: Rollo Sports Coaching Ltd

Services Provided:

- PE and sports curriculum delivery
- After-school and holiday clubs
- Talent development and academy training
- School partnerships and sports events

3. Mission and Values

Mission Statement:

To inspire and develop young people through high-quality, engaging, and inclusive sports coaching.

Core Values:

- Integrity: Upholding professionalism and ethics
- Inclusivity: Providing equal opportunities for all
- Excellence: Maintaining high standards in coaching
- Safeguarding: Prioritizing the safety and wellbeing of participants
- Development: Supporting the growth of participants and staff

4. Safeguarding Policy

Designated Safeguarding Lead (DSL):

- Name: [Cameron Black]
- Contact: [07476180801]

Policy Statement:

Rollo Sports Coaching Ltd is committed to safeguarding and promoting the welfare of all children and young people. All staff have a duty to report concerns.

Procedures:

- All staff must undergo enhanced DBS checks before employment.
- Safeguarding training is provided during induction and updated annually.
- Concerns must be reported to the DSL within 24 hours.
- Use incident report forms for all safeguarding disclosures or concerns.

5. Health & Safety Policy

Responsibilities:

- Coaches ensure all venues are risk assessed.
- First aid kits are present at all sessions.
- At least one first aider is on-site at every session.

Procedures:

- Complete venue-specific risk assessments.
- Record and report all accidents/incidents within 24 hours.
- Evacuation procedures reviewed termly and communicated to staff.

6. Equality, Diversity & Inclusion Policy

Rollo Sports Coaching Ltd is committed to creating a welcoming environment free from discrimination and harassment. We promote access to sport regardless of age, ability, gender, race, or background.

7. Behaviour Management Policy

Expectations:

- Respect for staff and peers
- Positive attitude and participation
- Safe and responsible behaviour

Sanctions:

- Verbal warning
- Time-out or removal from activity
- Parent/guardian contact
- Suspension from future sessions (if necessary)

8. Staff Recruitment & Training

Recruitment Procedure:

- Advertise vacancies with clear job descriptions
- Shortlist and interview candidates
- Conduct DBS checks and reference checks

Induction & Training:

- Safeguarding training
- Health & Safety briefing
- Sport-specific development training
- Code of conduct agreement

9. Data Protection & GDPR Compliance

Responsibilities:

- Only collect necessary data
- Store data securely (digital and physical)
- Allow individuals access to their personal data upon request

Retention:

- Data is retained for a maximum of 7 years unless required for legal reasons.

10. Session Delivery Guidelines

Planning:

- Sessions must be structured with clear learning objectives.
- Inclusive practices should be embedded.

Equipment:

- Ensure equipment is safe, clean, and suitable for age groups.
- Inventory is maintained and checked regularly.

Ratios:

- Recommended ratio: 1 coach to 16 children (maximum)

11. Emergency Procedures

All coaches must have access to emergency contact details.

First aid incidents must be documented using official forms.

In the case of serious incidents, the DSL and/or emergency services must be contacted immediately.

12. Communication Policy

Parents/guardians are kept informed through regular newsletters, email updates, and verbal feedback.

Schools receive termly reports and progress evaluations (if applicable).

All staff must communicate professionally and appropriately.

13. Complaints Procedure

Informal Complaints:

- Speak with the coach or session leader at the earliest opportunity.

Formal Complaints:

- Submit in writing to operations@rollosportscoaching.co.uk
- Complaints are acknowledged within 5 working days and responded to within 10 working days.

14. Review and Updates

This document is reviewed annually by the company director and DSL. Staff input is welcomed during review periods.

Last Updated: 21/06/2025