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Cheer London Allstarz Ltd

Health, Safety & Safeguarding Statement | Schools Specific

Season: 2026/27

Version 1

Finalised: 29th July 2026

Prepared by Sophie Emma Bastock | Cheer London Allstarz Ltd

CSO, WO, HSO + Program Director & Founder

Date this policy comes into force: 01/09/2026

Date this policy will be reviewed and updated. 01/08/2027 (close of CLA Season)

Important Updates for the 2026/27 Academic Year

For the 2026/27 academic year, Cheer London Allstarz has introduced two important updates to further strengthen participant safety, safeguarding and welfare procedures across all school-based clubs.

1. Mandatory ClassForKids Registration for School-Based Clubs

All participants attending a Cheer London Allstarz club within a school must now also be registered through the ClassForKids booking system. This enables Cheer London Allstarz to securely access essential participant information, including health and medical details, emergency contacts, additional needs and parent/carer consent, ensuring we can fulfil our safeguarding and duty of care responsibilities at all times.

2. Introduction of Tootoot Safeguarding Reporting

Cheer London Allstarz has introduced Tootoot, our new secure safeguarding and wellbeing reporting platform. The system enhances how safeguarding, welfare and behavioural concerns are recorded, monitored and managed through a structured reporting process, secure digital record keeping and an enhanced follow-up procedure. This provides a clear audit trail, improves communication and ensures all concerns are managed promptly, consistently and in line with current safeguarding legislation and best practice.

Working in Partnership with Schools

Cheer London Allstarz Ltd is committed to safeguarding and promoting the welfare of all children and young people. We recognise that safeguarding is everyone's responsibility and work collaboratively with our partner schools to ensure concerns are managed appropriately, promptly and in accordance with current statutory guidance.

All Cheer London Allstarz coaches delivering sessions within a school will:

- Be informed of the school's Designated Safeguarding Lead (DSL) and Deputy DSL(s) before delivering sessions.
- Follow the school's safeguarding procedures whilst on site.
- Immediately report any safeguarding concern, disclosure or welfare concern to the school's Designated Safeguarding Lead (or Deputy DSL) as soon as possible.
- Ensure the concern is also reported through Cheer London Allstarz's internal safeguarding procedures.

Safeguarding Reporting System

For the 2026/27 academic year, Cheer London Allstarz will be using **Tootoot**, a specialist safeguarding and wellbeing reporting platform, to securely record, manage and monitor safeguarding concerns, welfare incidents and wellbeing reports.

Please see below for further information on the platform and how it supports our safeguarding procedures.

Digital Safeguarding & Reporting Platform

From the 2026/27 academic year, Cheer London Allstarz will be using **Tootoot** as our secure safeguarding, wellbeing and incident management platform.

Tootoot enables Cheer London Allstarz to record, manage and monitor safeguarding concerns, welfare incidents, behavioural concerns and other child protection matters through a secure, GDPR-compliant system. The platform provides a clear audit trail, ensuring that all concerns are accurately documented, time-stamped and managed in line with current safeguarding legislation and best practice.

Where a safeguarding concern arises within a school setting, Cheer London Allstarz will continue to follow the school's safeguarding procedures as the first point of reporting. In addition, the concern will be securely recorded within Tootoot as part of Cheer London Allstarz's internal safeguarding process. This ensures appropriate oversight by our Designated Safeguarding Lead (DSL), supports effective record keeping and enables timely follow-up where appropriate.

The use of Tootoot does not replace a school's safeguarding procedures or statutory reporting responsibilities. Instead, it strengthens communication, accountability and record management within

Cheer London Allstarz, ensuring all safeguarding concerns are managed consistently and in accordance with **Keeping Children Safe in Education (KCSIE)**, **Working Together to Safeguard Children**, UK GDPR and the Data Protection Act 2018.

Where appropriate and lawful, relevant safeguarding information will continue to be shared promptly with the school's Designated Safeguarding Lead and any statutory agencies involved, in line with information sharing guidance and safeguarding legislation.

Where appropriate, and in line with statutory safeguarding guidance, concerns will also be reported directly to Children's Social Care, the Local Authority Designated Officer (LADO), or the Police where required.

Dedicated Safeguarding Contact

Cheer London Allstarz also operates a dedicated safeguarding email inbox to ensure all safeguarding concerns are directed to our safeguarding team promptly and confidentially.

Email: safeguarding@cheerlondonallstarz.com

This dedicated contact will be clearly communicated to all partner schools, parents/carers and Cheer London Allstarz staff. The inbox is monitored by our Chief Safeguarding Lead/Designated Safeguarding Lead (CSO/DSL) and Safeguarding Officer (SO), ensuring concerns are received, acknowledged and managed in accordance with our safeguarding procedures and current statutory guidance.

Any safeguarding concern arising within a school setting will be reported to the school's Designated Safeguarding Lead (DSL) immediately, in accordance with the school's safeguarding procedures and Cheer London Allstarz's internal safeguarding policy.

Cheer London Allstarz Internal Safeguarding Reporting Procedure

In addition to reporting concerns to the school, all safeguarding concerns must be reported immediately through Cheer London Allstarz's internal safeguarding procedures.

Internal Safeguarding Reporting Procedure

Following any safeguarding concern, welfare concern or disclosure, the coach must notify Cheer London Allstarz's Safeguarding Officers without delay.

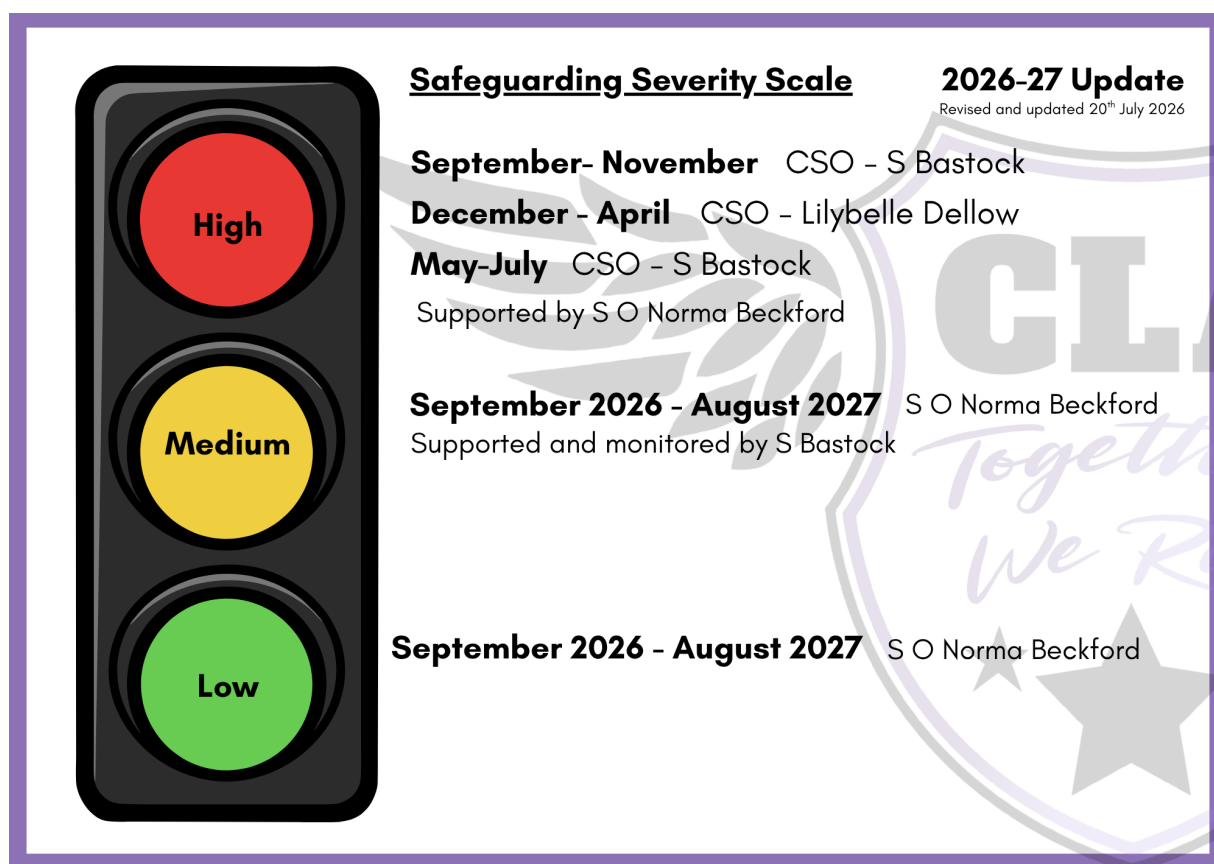
All safeguarding concerns are treated with the highest level of confidentiality. To ensure concerns are escalated promptly, Cheer London Allstarz operates a secure internal safeguarding alert system. When a concern is identified, a **"Concern Report"** alert is submitted to notify the Safeguarding Officers that a safeguarding matter has been raised. This initial alert contains **no personal or sensitive information**, serving only as a notification that immediate review is required.

The full safeguarding record is then securely submitted and managed through **Tootoot**, Cheer London Allstarz's safeguarding and wellbeing reporting platform. All records are stored confidentially within the system, creating a secure, time-stamped audit trail in accordance with UK GDPR and the Data Protection Act 2018.

Cheer London Allstarz uses a **traffic light risk assessment system** within Tootoot to prioritise safeguarding concerns and ensure an appropriate response based on the level of risk:

- **Red - Immediate Risk:** Concerns indicating a child may be at immediate risk of harm are escalated and acted upon immediately by the Safeguarding Team, with referrals made to the appropriate statutory agencies, including the Police or Children's Social Care where necessary.
- **Amber - Significant Concern:** Concerns requiring prompt safeguarding assessment, monitoring and liaison with the relevant school or external agencies.
- **Green - Low-Level Concern:** Welfare concerns or low-level safeguarding issues requiring recording, monitoring and, where appropriate, early intervention or follow-up.

This system enables Cheer London Allstarz to respond consistently, proportionately and without delay, ensuring every concern receives the appropriate level of safeguarding oversight and action.



Purple - Behavioural, Conduct & Wellbeing Concerns: Used to record behavioural incidents, repeated conduct concerns, emotional wellbeing observations, low-level peer conflict, breaches of the Cheer London Allstarz Code of Conduct or patterns of behaviour that may not, in isolation, constitute a safeguarding concern but require monitoring. Where repeated incidents or emerging patterns indicate a potential safeguarding risk, the concern will be reviewed by the Safeguarding Team and escalated to the appropriate safeguarding category where necessary (please see Schools Behavioural policy for more information)

1. Any additional information required and supporting statement will be reported directly through TootToot software, any additional information will be sent in voice note form which will be transcribed using software to form report Initial reports are normally submitted as a secure voice recording to ensure information is captured accurately, in full, and without delay.
2. The voice recording is securely transcribed using Otter.ai to create an accurate written safeguarding record. The transcript is reviewed before being stored securely within Cheer London

Allstarz's confidential safeguarding records (Tootoot) in accordance with UK GDPR and the Data Protection Act 2018.

3. The Safeguarding Officer will immediately inform the Chief Safeguarding Officer (CSO), Sophie Bastock, who will review the concern and determine any further action required.
4. Where the concern relates to a child attending one of our partner schools, the school's Designated Safeguarding Lead will be informed without delay (where this has not already occurred) to ensure appropriate information sharing and joint safeguarding action.
5. All safeguarding concerns are formally logged within Cheer London Allstarz's safeguarding recording system. The CSO will maintain appropriate communication with the school and relevant agencies where appropriate until the matter has been appropriately transferred or concluded.

Please see our contacts SO and CSO information below

Follow-Up Procedure

Following submission of a safeguarding concern, Cheer London Allstarz will:

- Request confirmation that the referral has been received by the appropriate safeguarding lead or agency.
- Maintain appropriate communication with the school or relevant safeguarding professionals where necessary.
- Continue to follow up where appropriate until the concern has been appropriately managed, transferred to the relevant statutory agency, or formally concluded.

Immediate Risk

If a child or young person is believed to be at immediate risk of significant harm, Cheer London Allstarz staff will take immediate action to protect the child. This may include contacting the Police (999), Children's Social Care, or other emergency services without delay, before notifying the school where appropriate.

Duty of Care

Where a safeguarding incident occurs whilst a child is participating in a Cheer London Allstarz activity, staff will take all reasonable steps to ensure the child remains safe, supported and appropriately supervised until responsibility is transferred to the relevant statutory authority, school safeguarding team, parent/carer (where appropriate), or emergency services.

At no point will a child be left unsupervised by Cheer London Allstarz staff whilst they remain under our duty of care, unless directed otherwise by the Police, Children's Social Care or another statutory safeguarding agency.

Accessible contacts for Safeguarding reporting

Contacting the safeguarding team of the local authority borough:

FFCP (Families First contact point) formally known as MASH

Lewisham - Urgent child protection referrals : 02083146660

Bromley - Urgent child protection referrals : 030 03038671

If a serious concern regarding a child's welfare 999 will be called

Section A - Policy Statement

Cheer London Allstarz Ltd recognises that every child has the right to feel safe, valued, respected and heard. We accept our responsibility to safeguard and promote the welfare of every child and young person participating in our activities and are committed to creating an environment where children can thrive, develop and enjoy cheerleading, gymnastics, tumbling and dance free from harm.

Safeguarding is everyone's responsibility. Every member of staff, coach, volunteer and contractor working on behalf of Cheer London Allstarz shares a duty of care to protect children, respond appropriately to concerns and act in the best interests of every child at all times.

Section B - Monitoring & Review

This policy will be formally reviewed annually by the Chief Safeguarding Officer (CSO) Sophie Bastock and senior leadership team to ensure it remains compliant with current legislation, statutory guidance and recognised safeguarding best practice.

An earlier review may take place following:

- Changes to legislation or statutory guidance.
- Updates to *Keeping Children Safe in Education (KCSIE)* or *Working Together to Safeguard Children*.
- Changes to the governance or operational structure of Cheer London Allstarz.
- Changes to the Designated Safeguarding Lead or Deputy Safeguarding Lead.
- Following a significant safeguarding incident, serious concern or safeguarding learning review.
- Following recommendations from Local Authority Safeguarding Partners or governing bodies.

Section C - Background

Safeguarding is the action taken to protect children and adults at risk, promote their welfare and create environments where they can participate safely.

Cheer London Allstarz recognises that safeguarding extends beyond responding to abuse and includes creating a culture of vigilance, safe recruitment, appropriate training, safe coaching practice, online safety, equality, inclusion and promoting children's wellbeing.

Child Protection forms one part of safeguarding and relates specifically to protecting individual children who are suffering, or are likely to suffer, significant harm.

This policy has been developed with reference to:

- Keeping Children Safe in Education (current edition)
- Working Together to Safeguard Children (current edition)
- Children Act 1989 & 2004
- Care Act 2014
- Equality Act 2010
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Safeguarding Vulnerable Groups Act 2006
- NSPCC Child Protection in Sport Unit (CPSU) Standards for Safeguarding and Protecting Children in Sport
- Relevant Local Authority safeguarding procedures

Cheer London Allstarz is committed to working collaboratively with schools, local authorities, statutory agencies and safeguarding partners to ensure children remain safe both within our activities and the wider community.

We recognise that many children view Cheer London Allstarz as a trusted and supportive environment. Due to the nature of our work and the relationships built with children and young people, our staff may become aware of safeguarding or welfare concerns. All concerns, regardless of how significant they may appear, will be taken seriously, recorded appropriately and acted upon in accordance with this policy and statutory safeguarding guidance.

Section D - Definitions

Child

A child is anyone under the age of 18 years.

Adult at Risk

An adult at risk is defined under the Care Act 2014 as someone who:

- has care and support needs;
- is experiencing, or is at risk of, abuse or neglect; and
- because of those needs is unable to protect themselves.

Safeguarding

Safeguarding means:

- protecting children from abuse and neglect;
- preventing impairment of children's mental and physical health or development;
- ensuring children grow up in safe and effective care;
- taking action to enable all children and young people to have the best possible outcomes.

Categories of Abuse

Cheer London Allstarz recognises the following forms of abuse:

- Physical Abuse
- Emotional Abuse
- Sexual Abuse
- Neglect
- Child Criminal Exploitation (CCE)
- Child Sexual Exploitation (CSE)
- Domestic Abuse
- Online Abuse
- Peer-on-Peer Abuse
- Bullying (including cyberbullying)
- Harmful Sexual Behaviour
- Radicalisation and Extremism

For Adults at Risk, abuse may also include:

- Financial or Material Abuse

- Organisational Abuse
- Modern Slavery
- Discriminatory Abuse
- Self-Neglect
- Psychological Abuse

Bullying

Repeated behaviour intended to hurt, intimidate, exclude or undermine another individual either in person or online.

Hazing

Any activity expected of someone joining or participating within a team or group that humiliates, degrades, abuses or endangers them regardless of willingness to participate.

Poor Practice

Behaviour which falls below the expected professional standards of Cheer London Allstarz and may increase safeguarding risk. Examples include:

- excessive criticism;
- inappropriate language;
- favouritism;
- unnecessary physical contact;
- failure to maintain professional boundaries;
- transporting children without authorisation;
- being alone with a child where this can reasonably be avoided;
- inappropriate communication through personal devices or social media.

Position of Trust

A position where an adult has responsibility, authority or influence over a child or young person through their role.

Section E - Policy Objectives

The purpose of this policy is to ensure that every child participating in Cheer London Allstarz activities is safeguarded and supported within a safe, inclusive and positive environment.

To achieve this, Cheer London Allstarz will:

- Promote a culture where safeguarding is everyone's responsibility.
- Place the welfare of children above all other considerations.
- Recruit staff and volunteers safely, including appropriate DBS and safeguarding checks.
- Ensure all staff complete safeguarding training appropriate to their role.
- Maintain appropriately qualified, insured and supervised coaches.
- Provide clear safeguarding reporting procedures for staff, volunteers, schools, parents and participants.
- Work collaboratively with schools, safeguarding partners and statutory agencies.
- Record safeguarding concerns securely using our safeguarding management system.

- Maintain a Designated Safeguarding Lead (DSL) and Deputy Safeguarding Lead (DSO).
- Respond promptly, proportionately and appropriately to all safeguarding concerns.
- Promote equality, diversity and inclusion across all activities.
- Ensure all participants are treated with dignity, fairness and respect.
- Review safeguarding practice regularly to ensure continuous improvement.

Photography and Media

Cheer London Allstarz recognises every child's right to privacy.

Accordingly:

- All media permissions are managed through signed parent or carer consent.
- Coaches must be aware of participants who do not have media consent before every session or event.
- Images and videos taken for coaching or performance review purposes may only be captured using approved Cheer London Allstarz devices and stored securely in accordance with UK GDPR.
- STRICTLY NO MOBILE PHONES AT ANYTIME ARE TO BE USED WITHIN A SCHOOL SETTING (work iPads or laptops only)
- No promotional photography or videography will be undertaken during school-based activities unless prior written permission has been obtained from both the school and the parent or legal guardian of every child featured. Cheer London Allstarz will always adhere to the school's photography and media policies, alongside our own photography and consent procedures.

Equality & Inclusion

Cheer London Allstarz is committed to safeguarding every child equally, regardless of age, disability, ethnicity, race, religion or belief, sex, gender reassignment, sexual orientation or socio-economic background.

Every child has the right to participate safely, be listened to, be respected and receive appropriate support whenever concerns arise.

The organisation is committed to creating an inclusive culture where children feel empowered to speak up and where all concerns are taken seriously, responded to appropriately and managed in partnership with families, schools and statutory safeguarding agencies where required.

Arrival & Collection Procedures for School-Based Clubs

Cheer London Allstarz works in partnership with each school to ensure safe, consistent and age-appropriate arrival and collection procedures for all participants. As procedures vary between schools, all arrangements will be agreed in advance with the school and communicated to coaches, participants and parents/carers where appropriate.

Breakfast Clubs

Cheer London Allstarz will follow the individual school's agreed breakfast club arrival procedures.

Where required, participants will be welcomed and registered by a Cheer London Allstarz coach upon arrival. Unless otherwise agreed by the school, parents/carers will not enter the school site as part of the breakfast club drop-off process.

At the end of the session, participants will be safely escorted or dismissed in accordance with the school's agreed morning transition procedures, ensuring they are handed over to the appropriate member of school staff or escorted to their classroom where required.

Lunchtime Clubs

Arrival arrangements for lunchtime clubs will be determined in partnership with each school and followed by all Cheer London Allstarz staff.

Participants will attend the club from their classroom, playground or dining area using the school's agreed procedures. Coaches will support the safe transition of participants into the session and complete a register at the beginning of every class.

Where appropriate, reminder announcements may be given in the playground or dining hall before the session begins. For younger participants, those new to the club or children who may require additional support remembering to attend, a buddy system or other agreed support arrangements may be implemented in partnership with the school.

Cheer London Allstarz is committed to creating an inclusive environment and will work collaboratively with schools to ensure any participant requiring additional assistance can access sessions safely and confidently.

After-School Club Collection Procedures

Participants attending Cheer London Allstarz after-school clubs will travel to the activity from their classroom or agreed collection point in accordance with each individual school's procedures. As collection arrangements vary between schools, Cheer London Allstarz will work closely with each school to ensure a safe and appropriate process is in place.

All participants will be supervised by a Cheer London Allstarz coach from the point they come into our care until they are safely collected at the end of the session.

At the conclusion of each class, participants will be dismissed from the designated collection point agreed with the school. Cheer London Allstarz coaches will only release participants to a parent, carer or authorised adult, unless alternative collection arrangements have been agreed in advance with both the school and the parent/carers where required.

Cheer London Allstarz coaches will remain with any participant who has not been collected at the agreed finish time and will follow the school's late collection procedures alongside our own safeguarding procedures. Parents/carers who are repeatedly late collecting their child may be contacted by Cheer London Allstarz to discuss the matter. Persistent late collection may result in further action where necessary to ensure the welfare of the child and the safe operation of the club.

At no point will a participant be left unsupervised whilst they remain under the duty of care of Cheer London Allstarz.

First Aid Procedures & Emergency Response

The safety and wellbeing of every participant is our highest priority. All Cheer London Allstarz coaches hold an appropriate Emergency First Aid at Work (or equivalent recognised paediatric/emergency first aid

qualification where required) and are responsible for responding appropriately to accidents, injuries and medical incidents occurring during sessions.

Where appropriate, first aid will be administered by the session coach using the equipment provided within the school's first aid facilities and/or Cheer London Allstarz's own first aid kit.

Emergency Response

In the unlikely event of a serious medical emergency, the coach will immediately assess the situation and take appropriate emergency action.

Where immediate assistance from the school is required, the coach will follow the agreed school emergency procedures. This may include sending designated participants or another responsible person to the school office using the agreed emergency alert process (including the use of the emergency hazard triangle where applicable) to notify school staff that urgent assistance is required.

Where there is an immediate risk to life or serious injury, emergency services (999) will be contacted without delay, and the school will be informed immediately.

Participants not directly involved in the incident will be moved to a safe area where possible and appropriately supervised at all times.

First Aid Recording & Follow-Up

All accidents, injuries and first aid treatment administered during a Cheer London Allstarz session will be recorded promptly and accurately.

Where sessions take place within a school:

- The incident will be reported to the school and recorded in the school's accident or first aid log in accordance with the school's procedures.
- A corresponding Cheer London Allstarz Accident & First Aid Report will also be completed and securely stored within our internal reporting system.

All incidents are reported internally to Cheer London Allstarz's management team through our secure First Aid Reporting process, enabling senior staff to review incidents, provide support where required and ensure appropriate follow-up takes place.

Where a parent or carer has not been spoken to directly by the session coach at collection, Cheer London Allstarz management will make every reasonable effort to contact them as soon as possible to communicate the details of the incident and any advice or recommendations given.

All accident and first aid records are retained securely in accordance with the Data Protection Act 2018, UK GDPR and Cheer London Allstarz's data retention policy. Where appropriate, incidents will be reviewed to identify any trends, additional control measures or safeguarding concerns requiring further action.

If your School requires a differing First Aid protocol please ensure we are aware of this prior to the start of our classes at your school.

School-Based Clubs - Participant Registration

From the 2026/27 academic year, all participants attending a Cheer London Allstarz club delivered within a school must also be registered through the Cheer London Allstarz **ClassForKids** booking system, in addition to any school registration requirements.

This ensures Cheer London Allstarz has secure access to each participant's essential information, including:

- Emergency contact details
- Medical conditions, allergies and additional health information
- Additional needs or accessibility requirements
- Parent/carer contact information
- Consent and permissions relevant to participation

Maintaining accurate participant records enables our coaching team to provide a safe environment, respond appropriately in the event of an emergency and fulfil our safeguarding and duty of care responsibilities. All personal information is stored securely and managed in accordance with the Data Protection Act 2018 and UK GDPR

Supporting Documents

This document should be read alongside other policies, procedures and guidance all located within our "Partner Schools Google Drive link"

For any questions relating to our safe guarding policy please contact Sophie Bastock directly safeguarding@cheerlondonallstarz.com or reach out to your designated mailbox schools@cheerlondonallstarz.com

Other organisations to assist with safeguarding issues surrounding children and young people

NSPCC helpline: 0808 800 5000

Childline: 0800 1111

Samaritans: 116 123

Barnardos

The Children's Society

Action for Children

The Lucy Faithful Foundation (charity dedicated to tackling child sexual abuse)

Marie Collins Foundation (for children suffering sexual abuse via the internet or mobile phone technologies)

Young Minds (mental health support for children and young people)

The Mix (for young people under the age of 25): 0808 808 4994

The Disabled Children's Partnership

Mermaids (organisation for gender diverse children and young people)

Rape Crisis: 0808 802 9999

The Survivors Trust (National umbrella organisation for specialist rape and sexual abuse support services)

Women's Aid (organisation for assistance with domestic abuse)

SafeLives (organisation for assistance with domestic abuse)

Survivors UK (Male rape and sexual abuse)

London Survivors Gateway (the hub for sexual violent support services in London)