

Child Safeguarding Policy & Procedures

Valour Jiu-Jitsu HQ Ltd
4 Fulham High Street, London SW6 3LQ

Every child deserves to feel safe, listened to and valued.

We are grateful for the trust families place in Valour. Protecting that trust means putting children's welfare first, providing thoughtful guidance and acting promptly whenever something does not feel right.

Document control	Details
Policy owner / safeguarding lead	Phoebe Robinson-Rodrigues
Version / prepared	1.0 15 October 2026
Scheduled review	15 October 2027, or sooner after an incident or change in guidance
Applies to	All under-18s; professors, staff, contractors, volunteers, junior assistants, visitors and families

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Immediate action & reporting

Immediate danger or urgent medical need: call 999 first.

Keep the child safe, arrange first aid where appropriate, then notify the safeguarding lead. Do not wait for reception, a form, a manager or parental permission to obtain emergency help.

Valour's recognise - record - report process

1. Listen and protect

Stay calm, listen and reassure the child that telling you was the right thing to do. Do not promise secrecy, investigate or confront anyone.

2. Tell the safeguarding lead promptly

Report concerns to Phoebe Robinson-Rodrigues immediately where risk is ongoing, and otherwise as soon as possible the same day. Paperwork must never delay a safety response.

3. Complete the Valour form

Use the Valour Safeguarding & Incident Report kept behind reception. The person who witnessed the incident or received the disclosure supplies the factual account. Reception/Admin may help with completion.

4. Hand over securely

Reception/Admin contacts the safeguarding lead and keeps any required copy in restricted safeguarding storage. The lead receives the complete record. Do not leave forms in the general reception tray.

5. Lead follow-up

The lead reviews the concern, contacts the reporter and relevant witnesses separately if clarification is needed, and records protective actions, referrals, decisions and review dates.

If reception is unstaffed or Phoebe cannot be reached

The professor or responsible adult takes immediate safeguarding action and contacts Phoebe directly; do not wait until reception opens. Make a dated temporary record if the form is unavailable, then transfer it securely to the form while preserving the original notes. If delay may leave a child at risk, contact children's services or police directly and record your actions.

If the concern involves the lead, deputy or an owner

Do not pass the allegation or form to the person concerned, or use an inbox or storage they can access. This includes concerns about Phoebe, a deputy, Lúcio or another owner. Contact the Local Authority Designated Officer (LADO) for allegations about an adult working with children; contact children's services and/or police where needed. Seek external advice if unsure. Do not rely solely on another owner or someone with a personal conflict. Follow agency advice about notification and secure records. No internal permission is needed; paperwork must not delay referral.

Hammersmith & Fulham children's services: 020 8753 6600

Out of hours: 020 8748 8588

LADO: 020 8753 5125 | LADO@lbhf.gov.uk

Our commitment & responsibilities

A child-centred academy

This policy covers every child under 18 taking part in Valour classes, trials, private lessons, junior coaching, camps, graduations, competitions and academy-organised activities, including online contact. Concerns outside Valour, such as at home or school, must also be acted on.

A child's welfare takes priority over attendance, progression, competition results, commercial interests and adult relationships. All children deserve respect regardless of disability, race, religion or belief, sex, gender identity, sexual orientation, family circumstances or background. Make reasonable adjustments and seek communication support so every child can be heard.

Safeguarding lead - Phoebe Robinson-Rodrigues

The lead coordinates safeguarding, keeps a confidential concerns record, assesses urgency, obtains external advice, makes and follows up referrals, supports children and reporters, and checks that actions are completed. The lead records reasons for decisions, including any decision not to refer. Staff must not assume another person has reported a concern.

Academy owners and management

Provide suitable staffing, safe recruitment, safeguarding training, secure records and time for safeguarding work. Maintain clear cover arrangements so concerns can be acted on when the lead is unavailable. Professor Lúcio Rodrigues is the deputy / alternative contact, reached through the academy. Anyone may use the independent external reporting route when needed.

Professors, staff, contractors and volunteers

Know the reporting route, follow professional boundaries, complete required training and act on concerns promptly. Record accidental injuries, worrying adult behaviour, bullying, distress or misunderstandings as well as disclosures. A concern about a colleague is still a safeguarding concern.

Reception and administration

Make the correct form available, assist without rewriting the witness's account, notify the lead promptly, arrange secure handover and retain a restricted copy where required. Reception is an access point, not a gatekeeper deciding whether a concern is serious enough to report.

Junior assistants, children and parents

Junior assistants remain children and receive the same protection as other students. They tell an adult professor if worried; they do not investigate or manage disclosures. Children and parents may speak to any trusted adult at Valour, contact Phoebe or approach statutory services directly. Families are encouraged to share access needs and collection changes.

Recognise concerns & listen

Forms of harm

Physical abuse: deliberately causing injury or using unsafe or excessive force.

Emotional abuse: persistent humiliation, threats, rejection, intimidation or harmful pressure.

Sexual abuse: contact or non-contact sexual activity, grooming or involving a child in sexual images, online or offline.

Neglect: persistent failure to meet basic needs or protect a child from harm.

Also recognise bullying and cyberbullying, discriminatory abuse, domestic abuse, exploitation, trafficking, harmful sexual behaviour between children, forced marriage, female genital mutilation and radicalisation into violence. More than one concern may be present. Report concerns; do not diagnose or require proof.

What staff may notice

- Unexplained or repeated injuries; an account that does not fit the injury; fear of a particular person or activity.
- Withdrawal, distress, aggression, marked changes in attendance or behaviour, or a child saying they feel unsafe.
- Sexualised behaviour inappropriate to development, concerning messages or images, poor care or repeated unmet needs.

These signs can have other explanations. Equally, a child may show no obvious signs. In a contact sport, do not automatically dismiss injuries or distress as normal training.

When a child tells you something

- Listen at their pace and take them seriously. Say: "Thank you for telling me. You have done the right thing. This is not your fault."
- Explain that you need to tell people who can help keep them safe. Never promise confidentiality or a particular outcome.
- Use only minimal, open clarification such as "Tell me what happened." Do not lead, repeatedly question, ask the child to demonstrate, or ask them to repeat the account to multiple staff.
- Record their words as accurately as possible. Explain what will happen next in language they understand. Get an interpreter or communication aid where needed, without using a suspected person as interpreter.

Safeguarding is not discipline. A distressed child or child who reports harm must not lose a stripe, coach privilege or place for speaking up. Behaviour systems do not replace safeguarding assessment or referral.

Record, refer & follow up

Complete the existing Valour report form

Record the child's details, report and incident dates/times, location, people present, source of concern, exact words, observations, injuries, immediate action, who was told and any advice received. Separate fact, allegation and professional opinion. Sign and date the account; make any later additions traceable.

Use the form's body map for visible injuries. Do not undress or examine a child to look for evidence, or photograph injuries on a personal phone. Refer medical assessment and evidence gathering to appropriate professionals. Preserve relevant messages or records securely; do not copy or forward sexual images of children.

Reporter and witness follow-up

The lead may clarify the reporter's or witness's factual account and ask what immediate protection is needed. Each witness provides their own account. This is not an investigation into whether abuse happened; police, children's services and the LADO guide any investigative steps. Do not arrange a mediation or confront the alleged person.

External action

The lead refers urgent child-protection concerns promptly to children's social care and/or police, without waiting for a routine meeting. Use the child's home local authority where known; Hammersmith & Fulham can advise on routing. Concerns about an adult working with children are considered with the LADO, alongside child-protection referrals where needed. Anyone may refer directly if the lead is unavailable, implicated or not acting.

Parents and the child

Usually explain concerns and proposed action to parents and involve them in support. Seek statutory advice first if informing them could increase risk, compromise an investigation or alert an alleged abuser. Record whether they were informed, when, by whom and the reason for any delay. Keep the child informed in a suitable way and consider their wishes without making safety dependent on consent.

Keep responsibility until there is a clear handover

Log when the referral was made, the receiving person, reference number, advice, next actions and follow-up date. Check receipt. If the response leaves risk unresolved, challenge and escalate through the local safeguarding procedures. Agree immediate academy measures, an adult responsible for support and a review date. Feedback to staff is limited to what they need to keep the child safe.

An accident record, attendance entry or end-of-day sign-off does not replace a safeguarding report where there is a welfare concern. Keep any linked records consistent and cross-referenced.

Safe Jiu-Jitsu teaching

Purposeful, respectful physical contact

Jiu-Jitsu involves close physical contact. Explain the purpose of demonstrations and adjustments, seek the child's agreement in a way they understand and respect requests to stop. Parent consent does not justify unnecessary contact. Keep instruction observable and use another suitable demonstration partner if the child is uncomfortable. Tell the lead about any contact or misunderstanding that causes concern.

Training and sparring standards

- Plan age-appropriate techniques and pairings, considering size, experience, maturity, disability and wellbeing. Apply the academy's current age/category restrictions on techniques.
- Teach and reinforce tapping and immediate release. A child may pause or stop without ridicule or penalty. Never use pain, forced sparring, exhaustion, restraint or humiliation as punishment.
- Stop unsafe behaviour immediately. Check wellbeing, arrange first aid and record injuries or concerns. Do not pressure a child to continue through pain or distress.
- Risk-assess any mixed-age or adult-class participation by a minor and agree appropriate supervision and partners. Do not assume a parent's consent removes the academy's duty of care.

Supervision, private lessons and boundaries

The responsible adult professor knows who is present and maintains supervision through class changes and handover. Staffing is set by a written activity risk assessment covering age, numbers, layout, additional needs and access to help. Do not leave a class in the sole care of a junior assistant.

Private lessons for under-18s must be booked through the academy, visible and interruptible, with the parent/carer informed and another appropriate adult able to observe. Avoid closed-door or isolated one-to-one contact, personal favours, secret arrangements or private transport. Record exceptional emergency arrangements and notify the lead.

Junior Assistant Coach Programme

Junior coaches are selected and supported to develop leadership. They work under adult direction and must not have sole responsibility for children, collection, personal care, transport or safeguarding case management. Their progress and attendance cards support development; they do not replace safeguarding records. Coach privileges must never depend on keeping concerns quiet or accepting uncomfortable contact.

Arrival, collection & personal care

Know who is responsible for each child

Record attendance at arrival and maintain a clear handover between the parent/carer, academy staff and the responsible professor. When moving a child between classes, tell the receiving professor and update the record. Do not assume a child is supervised because they are inside the building.

Collection and departure

Release children only to an authorised collector recorded through the academy's agreed process. Verify unfamiliar adults and check changes with the parent using a known contact, not only information supplied by the collector. Any independent departure arrangement must be written, age-appropriate and agreed in advance. Record disagreements or concerns and ask management for support; do not improvise custody decisions.

If collection is late, keep the child safely supervised in a visible area, contact the authorised adults and involve management. Aim for two suitable adults where possible. Do not leave a child alone, take them home or send them away. If a child cannot be safely handed over, seek children's services/police advice. Call 999 for immediate danger.

Missing child

Act immediately: alert the responsible professor/manager, check the register and last known location, and search safely without leaving the other children unsupervised. Contact police promptly according to risk, using 999 where a child is at immediate risk. Notify the parent unless statutory advice indicates otherwise; document actions, timings and the outcome.

Changing, toilets and dignity

Children must have privacy and age-appropriate changing arrangements. Adults must not change alongside unrelated children. No photography or filming in changing or toilet areas. Staff do not enter private areas unnecessarily; if intervention is essential for safety, explain why and involve another suitable adult where practicable.

Agree personal-care and toileting support with the family in advance, including who provides it and how dignity is protected. Do not assume the instructor or a junior coach will provide intimate care. For an unexpected need, seek a parent/designated carer and management support. Urgent care necessary to prevent harm must be proportionate, documented and reported to the lead.

Health and access needs

Seek relevant medical, emergency-contact and access information before participation and share it only with those who need it. Agree support arrangements with the family and child; provide first aid within staff competence and obtain medical help when needed.

Communication, images & activities

Professional communication

Use academy-approved channels and involve the parent/carer in arrangements with under-18s. No secret messages, disappearing chats, private social-media relationships or personal late-night contact. Keep communications relevant, respectful and available for management oversight. Report concerning messages or boundary issues to the lead.

Photography, video and online learning

Obtain and record appropriate parental permission and the child's agreement before taking or publishing identifiable promotional images. Respect a refusal or withdrawal without excluding the child from training. Use approved devices, accounts and storage; avoid names, school details or locations that create risk. Never film in toilets/changing areas or publish images that compromise dignity.

For Valour Vault or class recordings, check permissions, framing and access before recording. Keep children without permission out of identifiable footage and provide a fair participation alternative. Safeguarding evidence is handled separately from marketing content and is not shared on social media or staff group chats.

Bullying, discrimination and child-on-child harm

Challenge bullying, discriminatory language, hazing, sexual harassment and harmful behaviour between children. Listen separately to those involved, protect the child affected and assess wider risk. Support all children appropriately, including any child alleged to have caused harm. Serious harm is referred through safeguarding routes rather than treated only as a disciplinary matter. Do not require a child to reconcile with someone who has harmed them.

Camps, graduations, competitions and visiting instructors

Before an activity, name the responsible adult, assess the venue and supervision, check first-aid and emergency arrangements, and confirm collection, photography and access needs. Brief visitors on conduct and reporting; verify recruitment checks appropriate to their role. A visitor's insurance or reputation does not replace safeguarding checks or supervision.

Obtain written parental agreement for academy-arranged travel and agree transport, accommodation and supervision separately. No unrelated adult shares a room with a child; avoid lone adult-child travel. Off-site organisers' procedures supplement Valour's responsibilities rather than removing them.

Listening to families

Make this policy and the reporting route accessible. Invite questions, provide translated or accessible information when needed, and explain supervision and boundaries calmly. Parents' concerns are welcomed and must never affect a child's opportunities or treatment.

People, allegations & speaking up

Safer recruitment and training

Before deployment, check identity, suitability, relevant qualifications, references and employment/volunteering history; discuss gaps and safeguarding attitudes. Assess each role's DBS eligibility and obtain the appropriate check, including a Children's Barred List check where eligible and required for regulated activity. A DBS check is one part of recruitment, not a substitute for supervision.

All professors must hold current safeguarding training appropriate to their responsibilities. The lead and deputy need role-appropriate training. Induct staff and volunteers into this policy, the Valour form, boundaries and external escalation before they work with children. Record training, checks, supervision and refresher dates. Anyone awaiting required clearance must not be placed in an unsupervised children's role.

Allegations against adults working with children

Report behaviour that harmed or may have harmed a child, a possible offence involving a child, or conduct suggesting an adult may be unsafe or unsuitable to work with children, including relevant conduct outside Valour. Refer to the LADO promptly, normally within one working day where the threshold may be met; seek advice if unsure. Notify police/children's services where needed. Do not investigate or wait for proof.

Take immediate, proportionate steps to protect children while consulting the LADO, police and relevant agencies. Do not automatically assume guilt or promise secrecy. Record decisions about temporary restrictions or suspension and provide appropriate support. Do not agree a resignation, settlement or confidentiality arrangement to avoid a safeguarding referral. Consider DBS referral duties and any relevant governing-body referral with professional advice.

Concerns below the apparent allegation threshold

Record and report inappropriate boundaries or poor practice even if it appears minor. The lead considers patterns and seeks LADO advice when uncertain. Do not label something "low level" to minimise risk or discourage reporting. A concern about an owner or safeguarding lead goes directly to the external routes on page 2.

Whistleblowing and complaints

Anyone may raise concerns about unsafe practice, retaliation, concealment or inaction. Good-faith reporting is supported. Use the NSPCC Whistleblowing Advice Line (0800 028 0285) for advice about organisational handling, or contact statutory agencies directly. A complaint about service can follow academy management routes, but safeguarding action must not wait for a complaints outcome.

Confidentiality & policy framework

Share to protect, not to gossip

Keep information restricted to people who need it to protect a child or manage the response. Data protection does not prevent necessary, lawful safeguarding sharing. Identify and record the lawful basis and any additional condition needed for sensitive data. Consent is not always required; do not delay protective action to obtain it. Record what was shared, with whom, why and how.

Secure records

The lead maintains a separate confidential safeguarding file and action log, apart from general membership and junior-coach progress records. Paper copies held at reception must be locked and access limited to authorised staff; electronic records need access controls and secure transfer. Do not store accounts, injury images or case documents on personal phones, general WhatsApp groups or open shared drives.

Record retention

Safeguarding records are kept only for as long as necessary to protect children, meet legal obligations and deal with complaints, claims or investigations. The retention period is assessed by record type, the child's age, ongoing safeguarding risk and any requirement to preserve evidence. Do not destroy records needed for an investigation, court proceeding or inquiry. Records no longer required are securely destroyed.

Legal and guidance framework - England

This policy is informed by applicable child-protection, equality, safeguarding-vetting and data-protection law in England, including the Children Acts 1989 and 2004, the Sexual Offences Act 2003, the Equality Act 2010, UK GDPR and the Data Protection Act 2018 as amended, and current Working Together to Safeguard Children guidance.

Related Valour procedures

Use the current Valour Safeguarding & Incident Report, its guidance and body map; professor and junior-assistant handbooks; attendance and collection arrangements; first-aid/accident procedures; conduct and complaints processes; and privacy, photography and event risk assessments. If procedures conflict, immediate child protection and statutory advice take priority.

Review and learning

Review at least annually and sooner following an incident, concern, change in staffing, activity, law or guidance. Record amendments, brief the team, test reporting and referral routes and confirm actions are complete. Keep superseded versions securely. Staff must acknowledge the policy and know where to find it.

Safeguarding contacts

Who / purpose	Contact
Emergency - immediate danger / urgent medical need	999
Valour safeguarding lead	Phoebe Robinson-Rodrigues. Contact directly via the academy; ask specifically for safeguarding.
Deputy / alternative contact	Professor Lúcio Rodrigues. Contact through the academy when Phoebe is unavailable.
Academy contact - not an emergency service	07542 058954 info@valourjiujitsu.co.uk 4 Fulham High Street, London SW6 3LQ
Hammersmith & Fulham children's services	020 8753 6600 Advice / consultations: 020 8753 6610 familyservices@lbhf.gov.uk
Children's services out of hours	020 8748 8588
LADO - adult working with children	020 8753 5125 LADO@lbhf.gov.uk
NSPCC organisational whistleblowing advice	0800 028 0285 help@nspcc.org.uk

Academy email is not continuously monitored or confidential from all authorised inbox users. Do not email an allegation involving someone who can access it; use independent external routes. For a child living outside Hammersmith & Fulham, use their home authority where known. Contacts checked 15 October 2026.

If Phoebe is unavailable, ask for Professor Lúcio through the academy. If neither can be reached, or a concern involves either of them, use the independent external reporting routes above. Do not pass an allegation to the person concerned or use an inbox they can access.

Reference links

[Working Together to Safeguard Children](#)

[Hammersmith & Fulham child safeguarding contacts](#)

[LADO contact directory](#)

[DBS checks in sport - working with children](#)

[NSPCC records retention and storage guidance](#)

[ICO safeguarding information-sharing guidance](#)

[NSPCC whistleblowing](#)