

CAPOEIRA CLUB CROYDON

SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY

Policy Owner: Capoeira Club Croydon

Designated Safeguarding Lead (DSL): Caline Cezimbra – Professora Areia

Version: 1.0

Effective Date: September 2026

Review Date: September 2027

1. Purpose

Capoeira Club Croydon is committed to providing a safe, welcoming, inclusive and positive environment for all children and young people participating in our Capoeira classes, workshops, events, performances, cultural activities and community programmes.

The welfare and safety of children and young people are our highest priority.

This policy explains the measures we take to safeguard children, prevent harm and respond appropriately to safeguarding concerns.

For the purposes of this policy, a child or young person is anyone under the age of 18.

2. Scope

This policy applies to everyone involved with Capoeira Club Croydon, including:

- instructors and teachers;
- assistant instructors;
- volunteers;
- visiting Capoeira teachers and guests;
- event staff;
- contractors where appropriate;
- parents and carers participating in club activities;
- anyone working directly with children on behalf of Capoeira Club Croydon.

The policy applies during regular classes, workshops, events, competitions, demonstrations, cultural activities, community programmes and any other activity organised by the club.

3. Our Safeguarding Commitment

Capoeira Club Croydon will:

- put the welfare of children and young people first;
- treat every child with dignity, respect and fairness;
- provide an environment free from abuse, bullying, harassment and discrimination;
- listen to children and take their concerns seriously;
- respond promptly to safeguarding concerns;

- ensure appropriate safeguarding procedures are followed;
- promote safe and appropriate behaviour between adults and children;
- use appropriate safer recruitment and DBS checking procedures for people working with children;
- ensure parents and carers understand the club's safeguarding expectations;
- maintain appropriate confidentiality when safeguarding concerns are reported.

Children will be treated equally regardless of age, disability, gender, race, nationality, religion, background or any other characteristic.

4. Recognising Safeguarding Concerns

Safeguarding concerns may include, but are not limited to:

- physical abuse;
- emotional or psychological abuse;
- sexual abuse;
- neglect;
- bullying or cyberbullying;
- discriminatory behaviour;
- grooming;
- exploitation;
- inappropriate physical contact;
- unsafe behaviour by an adult working with children;
- domestic abuse affecting a child;
- online abuse;
- significant changes in a child's behaviour or wellbeing.

Staff and volunteers are not responsible for investigating suspected abuse. Their responsibility is to recognise concerns, respond appropriately and report them.

5. Designated Safeguarding Lead

The Designated Safeguarding Lead for Capoeira Club Croydon is:

Caline Cezimbra – Professora Areia

The DSL is responsible for:

- promoting safeguarding within the club;
- receiving and recording safeguarding concerns;
- deciding whether concerns need to be referred to external safeguarding services;
- maintaining confidential safeguarding records;
- ensuring appropriate safeguarding procedures are followed;
- supporting instructors and volunteers with safeguarding matters.

Where a safeguarding concern or allegation relates to the Designated Safeguarding Lead, the matter should not be investigated internally by that person and should instead be reported directly to the appropriate local safeguarding authority or Local Authority Designated Officer.

6. Responding to a Child Who Raises a Concern

If a child tells an instructor, volunteer or member of staff that something has happened to them, the adult should:

- remain calm;
- listen carefully;
- take the child seriously;
- allow the child to speak in their own words;
- avoid asking leading or investigative questions;
- not promise confidentiality;
- explain that the information may need to be shared with someone who can help keep them safe;
- record what was said as accurately as possible;
- report the concern immediately to the Designated Safeguarding Lead.

The child should never be asked to confront the person involved.

7. Reporting Safeguarding Concerns

Any safeguarding concern should be reported to the Designated Safeguarding Lead as soon as possible.

The DSL will record:

- the child's name;
- date and time of the concern or disclosure;
- what was observed or reported;
- the exact words used by the child where possible;
- the name of the person reporting the concern;
- any immediate action taken.

Records will be factual, confidential and stored securely.

Where appropriate, concerns will be referred to Croydon Children's Services.

Croydon Multi-Agency Safeguarding Hub – MASH

Telephone: 020 8255 2888

Monday–Friday: 9:00am–5:00pm

For urgent safeguarding concerns outside normal working hours:

Croydon Emergency Duty Team: 020 8726 6400, Option 5.

If a child is in immediate danger or there is an emergency:

Call 999.

8. Allegations Against Adults Working With Children

Any allegation that an instructor, volunteer, guest teacher or other adult working with Capoeira Club Croydon has:

- harmed a child;
- behaved in a way that may have harmed a child;
- committed an offence involving a child; or
- behaved in a way that raises concerns about their suitability to work with children

will be taken seriously and managed according to safeguarding procedures.

Where appropriate, Capoeira Club Croydon will seek advice from the Croydon Local Authority Designated Officer (LADO).

The club will not carry out its own investigation where doing so could interfere with an investigation by the local authority or police.

9. Safer Recruitment and DBS Checks

Capoeira Club Croydon is committed to ensuring that individuals working regularly with children are suitable to do so.

Where the role is legally eligible, instructors, staff and volunteers may be required to obtain an appropriate Disclosure and Barring Service check.

The level of DBS check required will depend on the duties performed, the frequency of contact with children and whether the role constitutes regulated activity with children.

DBS certificates do not replace good safeguarding practice, supervision, appropriate recruitment procedures or ongoing monitoring.

10. Code of Conduct for Adults Working With Children

Adults working with children through Capoeira Club Croydon must:

- act professionally and responsibly;
- treat children with dignity and respect;
- use appropriate language;
- maintain appropriate professional boundaries;
- avoid favouritism;
- never bully, humiliate, threaten or deliberately intimidate a child;
- never engage in sexualised behaviour or inappropriate communication;
- never exchange inappropriate private messages, images or social media contact with children;
- avoid unnecessary one-to-one situations with children;
- ensure physical contact is appropriate, necessary and related to Capoeira instruction or safety;
- challenge unsafe or inappropriate behaviour;
- report safeguarding concerns promptly.

11. Physical Contact in Capoeira

Capoeira is a physical activity and appropriate physical contact may occasionally be necessary for:

- demonstrating technique;
- correcting positioning;
- preventing injury;
- first aid;
- helping a child participate safely.

Any physical contact must be necessary, appropriate, respectful and proportionate.

Whenever possible, instructors should explain what they are going to do before making physical contact with a child.

Children have the right to say that they are uncomfortable with physical contact unless immediate intervention is necessary to prevent injury.

12. Supervision and One-to-One Situations

Reasonable steps will be taken to avoid an adult being unnecessarily isolated with a child.

Where one-to-one interaction is necessary:

- it should take place in an observable or open environment where possible;
- another responsible adult should know that the interaction is taking place;
- professional boundaries must be maintained.

Children should not normally be left unsupervised during club activities.

13. Parents, Carers, Collection and Attendance

Parents and carers are responsible for providing accurate emergency contact and relevant medical information when registering children.

Children should only leave an organised activity in accordance with arrangements agreed with their parent or carer.

Where a child is unexpectedly not collected, the instructor will attempt to contact the parent or emergency contact and ensure the child remains appropriately supervised.

14. Photography, Video and Social Media

Capoeira Club Croydon may photograph or film activities for legitimate purposes including club promotion, cultural documentation and communication with families.

Where children are identifiable, appropriate parental or carer consent will be obtained.

Images must:

- be appropriate and respectful;
- not place children at risk;
- not contain unnecessarily identifying personal information;
- not be used in an inappropriate or exploitative manner.

Staff and volunteers should not use personal social media accounts to establish inappropriate private communication with children.

15. Changing Areas and Toilets

Adults should respect children's privacy when using changing facilities and toilets.

Staff and volunteers should avoid entering children's changing areas unnecessarily.

Where assistance is genuinely required, appropriate safeguarding procedures and professional boundaries must be maintained.

16. Bullying and Discrimination

Bullying, intimidation, discrimination, harassment or degrading behaviour will not be tolerated.

Concerns will be addressed promptly and proportionately.

Children will be encouraged to report bullying or behaviour that makes them feel unsafe or uncomfortable.

17. Events and Visiting Teachers

The safeguarding expectations contained in this policy also apply during events and to visiting instructors and teachers.

Visiting adults will be expected to comply with Capoeira Club Croydon's safeguarding standards while participating in club activities.

Children remain under the safeguarding responsibility of the event organisers while taking part in organised activities.

18. First Aid, Injuries and Emergencies

Appropriate first aid arrangements will be maintained during club activities.

Significant injuries or incidents involving children will be recorded and parents or carers informed.

Emergency services will be contacted where required.

Safeguarding concerns arising from an injury or incident will also be reported according to this policy.

19. Confidentiality and Information Sharing

Safeguarding information will be handled sensitively and shared only with individuals or agencies who need the information to protect the child.

The welfare of the child takes priority where there is a legitimate safeguarding need to share information.

Safeguarding records will be stored securely and separately from general club records wherever practicable.

20. Review

This policy will be reviewed at least annually and earlier where:

- safeguarding legislation or guidance changes;
- the club's activities substantially change;
- a safeguarding incident identifies a need for improvement.

Capoeira Club Croydon is committed to continually improving its safeguarding practice and providing a safe environment where children can learn, develop and enjoy Capoeira and Afro-Brazilian culture.

Signed:

Caline Cezimbra
Professora Areia
Capoeira Club Croydon

Date: September 2026