

BLaw Training Ltd

Core Operational Policies

Company: BLaw Training Ltd

Version: 1.0

Effective Date: August 2026

Review Date: August 2027

Approved By: Lauren Lawmann – Managing Director, BLaw Training Ltd

POLICY 1 – ONLINE SAFETY & COMMUNICATION

1. Purpose

BLaw Training provides online coaching, game analysis, webinars, mentoring and Q&A opportunities. We recognise that online activity creates additional safeguarding risks.

The same professional standards that apply in person apply online.

2. Professional Communication

BLaw Training staff should use company-approved communication channels wherever possible.

Communication with young athletes should:

- Be relevant to the programme.
- Be professional.
- Be appropriate to the child's age.
- Avoid unnecessary private conversations.
- Never include sexualised, threatening or inappropriate content.
- Never request inappropriate photographs or videos.

Where appropriate, parents/carers should be included in communications involving younger athletes.

3. Online Sessions

Online coaching sessions should:

- Be conducted using an appropriate platform.
- Have clear start and finish times.
- Use appropriate usernames and display names.
- Be conducted in a professional environment.
- Follow safeguarding and privacy requirements.
- Provide an appropriate method for reporting concerns.

4. Recording Online Sessions

Online sessions should not be recorded unless there is a legitimate reason and appropriate notice/ consent has been obtained.

Where recordings are made, they must be stored securely and only used for the stated purpose.

5. Online Behaviour

Athletes must not:

- Bully or harass others.
- Share inappropriate content.
- Record others without permission.
- Share private information.
- Use discriminatory language.
- Attempt to contact coaches through inappropriate personal accounts.

Concerns should be reported to the DSL.

POLICY 2 – PHOTOGRAPHY, FILMING & SOCIAL MEDIA

1. Purpose

BLaw Training uses photography and video to promote basketball, celebrate athlete development and share information about programmes and events.

We will always aim to protect the privacy, dignity and safety of children.

2. Consent

Where required, appropriate parental/carer consent will be obtained before a child is photographed or filmed for promotional purposes.

Consent should clearly explain how images may be used.

3. Use of Images

Images may be used for legitimate BLaw Training purposes, including:

- Website content.
- Social media.
- Promotional material.
- Basketball highlights.
- Event promotion.

- Educational or coaching content.

Images should never be used in a way that is sexualised, degrading, humiliating or otherwise inappropriate.

4. Personal Devices

Staff should not use photography or video of children for personal purposes.

Where staff use a personal device for an authorised BLaw Training activity, images must be handled in accordance with company procedures and transferred/stored securely.

5. Parents and Spectators

Parents and spectators should respect the privacy of other children.

No individual should post or distribute images of another child where doing so is inappropriate or contrary to the permissions or rules of the event.

POLICY 3 – COMPLAINTS POLICY

1. Purpose

BLaw Training welcomes feedback and takes complaints seriously.

Our complaints process is designed to ensure concerns are dealt with fairly, consistently and promptly.

2. How to Complain

Complaints should normally be submitted by email to:

blawtraining@gmail.com

The complaint should include:

- Name of the person making the complaint.
- Contact details.
- Child/athlete involved, where relevant.
- Date of the incident.
- Details of the concern.
- Any relevant evidence.
- What outcome the person is seeking.

3. Safeguarding Complaints

If a complaint involves a safeguarding concern, it will be treated as a safeguarding matter and handled under the Safeguarding & Child Protection Policy.

Safeguarding concerns should not be delayed while waiting for the normal complaints process.

4. Response

BLaw Training will acknowledge complaints where appropriate and investigate them fairly.

We may speak with relevant individuals and review relevant records.

We will aim to provide a response within a reasonable period depending on the complexity of the complaint.

5. Appeals

If the person making the complaint is unhappy with the response, they may request a review by a senior member of BLaw Training.

Serious safeguarding matters may also be referred to the appropriate external authority.

POLICY 4 – PRIVACY & DATA PROTECTION

1. Purpose

BLaw Training collects and uses personal information to provide basketball coaching, manage registrations, communicate with parents/carers, organise events and maintain appropriate safeguarding arrangements.

Children's information requires particular care and protection. The ICO's current guidance emphasises clear, age-appropriate privacy information and appropriate safeguards when organisations process children's information.

2. Information We May Collect

Depending on the service, we may collect:

- Name.
- Date of birth or age.
- Parent/carer contact information.
- Emergency contact information.
- Medical or allergy information relevant to participation.
- Attendance information.
- Basketball development information.
- Payment information.
- Photography/filming preferences.
- Safeguarding information where necessary.

3. How Information Is Used

Information may be used to:

- Provide coaching.
- Manage bookings.
- Communicate with parents/carers.
- Organise teams and competitions.
- Respond to emergencies.
- Protect children.
- Meet legal or safeguarding obligations.
- Process payments.
- Improve our services.

We will only collect and use information for appropriate purposes and will take reasonable steps to keep it accurate and secure.

4. Sharing Information

Personal information will not routinely be shared with unrelated third parties.

Information may be shared where necessary:

- To protect a child.
- To respond to an emergency.
- Where legally required.
- With relevant safeguarding authorities.
- With appropriate service providers required to deliver our services.

5. Security

BLaw Training will take reasonable technical and organisational measures to protect personal information from unauthorised access, loss, misuse or disclosure.

Access to sensitive safeguarding information should be limited to people who need it.

6. Children's Rights

Children have data protection rights, including rights concerning access, correction and, in certain circumstances, deletion of their information. The way those rights operate can depend on the child's age, maturity and circumstances.

Our privacy information will be provided in clear language that parents, carers and young people can understand.

7. Privacy Notice

This policy should be read alongside BLaw Training's full website Privacy Notice.

POLICY 5 – HEALTH & SAFETY

1. Purpose

BLaw Training is committed to providing safe environments for athletes, staff, parents and visitors.

Health and safety arrangements will be proportionate to the activity, venue and risks involved.

2. Risk Assessment

BLaw Training will consider risks associated with:

- Basketball activities.
- Equipment.
- Courts and facilities.
- Slips, trips and falls.
- Contact and collision.
- Heat and weather.
- Travel and events.
- Spectators.
- Medical conditions and allergies.
- Emergency situations.

Where appropriate, risk assessments will be completed before activities.

3. Venues

BLaw Training will work with venues to ensure:

- Facilities are suitable for the activity.
- Emergency exits are known.
- First aid arrangements are understood.
- Fire procedures are known.
- Appropriate supervision is provided.
- Venue-specific rules are followed.

4. Equipment

Coaches should check equipment before use and remove damaged or unsafe equipment from service.

5. Injuries

Any significant injury should be dealt with promptly.

A first aider or appropriately trained person should be available where required.

Parents/carers should be contacted where appropriate following an injury involving a child.

Serious injuries or emergencies should be referred to emergency services.

POLICY 6 – FIRST AID & EMERGENCY PROCEDURE

1. Emergency

In an emergency:

1. Stop the activity.
2. Make the area safe.
3. Assess the situation.
4. Call 999 where necessary.
5. Provide appropriate first aid within the responder's training.
6. Contact the parent/carer where appropriate.
7. Record the incident.

2. Serious Injury

Emergency services should be contacted where there is:

- Loss of consciousness.
- Suspected serious head injury.
- Suspected spinal injury.
- Serious bleeding.
- Difficulty breathing.
- Suspected fracture requiring urgent treatment.
- Severe allergic reaction.
- Any situation where a person's life may be at risk.

3. Incident Records

Significant injuries and incidents should be recorded, including:

- Date and time.
 - Location.
 - Person involved.
 - What happened.
 - Action taken.
 - First aid provided.
 - Whether emergency services were contacted.
 - Parent/carer notification.
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POLICY 7 – SAFER RECRUITMENT

1. Purpose

BLaw Training is committed to ensuring that people working with children are suitable for their roles.

Government guidance for out-of-school settings specifically identifies safer recruitment, appropriate DBS checks and suitable staff as important safeguarding arrangements.

2. Recruitment Checks

Depending on the role, BLaw Training may undertake:

- Identity checks.
- Right-to-work checks.
- References.
- Qualification checks.
- Employment history checks.
- Appropriate DBS checks.
- Safeguarding training checks.
- Relevant professional checks.

3. DBS

The level of DBS check required will depend on the nature of the role and whether it meets the relevant eligibility requirements.

A DBS check will not be treated as a substitute for proper recruitment, supervision and safeguarding procedures.

4. Safeguarding During Recruitment

Applicants should be asked appropriate questions about their suitability to work with children.

Any safeguarding concerns identified during recruitment will be considered carefully before an individual is permitted to work with children.

5. Contractors and Volunteers

The same principles apply to volunteers, sessional staff and contractors where their role involves children.

POLICY 8 – MISSING CHILD PROCEDURE

If a child cannot be located during a BLaw Training activity:

1. Immediately inform the lead coach.
2. Establish when and where the child was last seen.
3. Check the immediate area.
4. Follow venue-specific procedures.
5. Ensure other children remain appropriately supervised.
6. Contact the parent/carer.
7. Contact the police where appropriate, particularly where there is concern for the child's safety.
8. Record the incident.
9. Report any safeguarding concerns to the DSL.

A missing child should always be treated seriously and the response should reflect the individual circumstances and level of risk.

POLICY 9 – ONE-TO-ONE COACHING SAFEGUARDING PROCEDURE

BLaw Training provides individual coaching and mentoring.

One-to-one sessions must take place in an appropriate professional environment.

Where reasonably possible:

- Parents/carers should know the time and location.
- Sessions should take place where appropriate visibility is available.
- Coaches should avoid unnecessary private communication.
- Parents/carers should be able to remain nearby where appropriate.
- Professional boundaries must be maintained.
- Any safeguarding concern must be reported immediately.

One-to-one coaching does not remove the coach's safeguarding responsibilities.

Policy Review

These policies will be reviewed annually or sooner where there are changes to legislation, guidance, services, venues or safeguarding arrangements.

Next Review Date: August 2027

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