



Keeping children safe - Documentation and Declaration - created 15th May by Sophie Bastock

Keeping Children safe is our number one priority at the Cheer London Allstarz. We have worked with children both inside of a school settings and within the local community for over 14 years. The information below demonstrates and documents our enhanced measures to keep children safe when in our care and whilst attending and performing at our event taking place on Friday 4th July at the Crystal Palace Sports Centre.

<Supporting images can be found at the bottom of this document)

Organisation	Cheer London Allstarz in partnership with Schools Cheer Collective LTD
Nature of Activity	Cheerleading + Dance Competition - Schools Local primary schools coming together to showcase their routines for the School year. Children are also the audience members so will sit, watch and enjoy the show. During performance time they will be sat with their team helpers in-front of the mat in a safe child and DBS checked helpers area. There will be no general members of the public within this space. The space is secured by barriers and additional security personnel. (See image 3) All children will be accompanied by DBS checked parent helpers/teachers (more details below) alongside DBS checked CLA Staff and Coaches.
Venue	Crystal Palace Sports Centre, Ledrington Road, London, SE19 2BB
Date of event/show	Friday 4th July 2025
Time of show	Arrival 8-9am Showtime 1pm finish time 3-3.30pm
Safeguarding officer	Sophie Bastock Founder & Director Cheer London Allstarz

IMPORTANT: All children participating in our show have a fully updated profile on our Classforkids platform. This is an online software in which all children's medical details, emergency contact details, photo consent are all kept in line with GDPR however ready for us to access at anytime.

This platform is accessible at all times by all CLA Staff and Coaches and will be accessible on the day if needed to be shown/accessed. Due to the unlikely event of no network coverage or an extremely unlikely system fault we will also have all children information printed and kept safe at our main admin desk. These will be kept safe and in line with GDPR.

Day Timings/Time Children will be in the care of the Cheer London Allstarz

- (1) 8-9am (1 hour window for registration and drop off) See image 2**
- (2) 9-9.30am Dance Party Warm up!**
- (3) 9.30-12pm Rehearsals (4 separate floors) + snack time during this time**
- (4) 12-12.30pm Lunch (packed lunches)**
- (5) 12.30-1pm Children sat ready for showtime + arrival of spectators**
- (6) 1-3pm Show Time!**
- (7) Safe Exit and collection of children - exit via the same arrival entrance**

(1) Children drop off + rehearsal TIME

Activity/ Protocol	Details	Keeping children safe	Safeguarding	Further safeguarding	Comments	Checked by and acted by (Owner)
Children will be dropped off at the Crystal Palace Sports centre by parent/carers. Between 8-9am	<p>Parents will escort children down the entrance road to the lower exits. This will be clearly sign posted with staff directing to team entrance.</p> <p>Head towards the Tennis courts and follow the road down.</p> <p>Coaches can drop off at the Tennis Courts.</p> <p>Parents park in car park and walk down.</p>	<p>The road will be car free and no cars permitted past the car park.</p> <p>Children and parents will be directed into two entrances entrance A & Entrance B (see supporting photos) at each entrance children will be registered by CLA Staff who will tick children off on register and collect any medical paraphernalia. Parents are not permitted inside the main arena under any circumstances.</p> <p>CLA staff will then assist children to their "Team Meet Mats" which will be clearly sign posted with DBS checked helpers ready to greet the team.</p>	<p>Parents are not permitted passed the entrance doors when dropping off. Only DBS checked registered helpers and CLA Staff will be inside the main arena.</p> <p>A full list of helper + DBS will be available in the documents folder locate at the main desk (see CLA HQ banner)</p> <p>All important documents and information can be found at our HQ desk.</p>	<p>All helpers will be wearing a Green DBS lanyards will confirm Helpers name + DBS number if needed to be checked.</p> <p>Our events are always staffed with ample staff. There will always be somebody around to assist you.</p>	<p>Once helpers are with teams they will not leave children at any time until children are returned to their parents at the end of the show (3-3.30pm).</p> <p>Every team will have 2x helpers regardless of minimum size. Teams with 20+ will have an additional helper. Maximum of 1:10 average is 1:7 due to team size.</p> <p>All helpers will be parents of the children within your team.</p>	

Helpers being confident in their roles helping children and keeping them safe at all times.	Parent helpers will be briefed prior to the event via a full helpers ZOOM which is mandatory for all parent helpers.	Parent helpers will be confident in their role and safe guarding children.	<p>Parent helpers have been cleared and checked with DBS clearance.</p> <p>This will be clearly visible with lanyards worn.</p>			
Children remaining in the area at all times.	Children will only be in the main arena at all times and will be chaperoned at all times.	Children will be with chaperons at all times. There will only be one foyer/ exit and entry in and out of the arena to the rest of the sports centre (see image 1 bottom left hand corner) . This is where CLA HQ desk will be and will be monitored at all times (after 8-9am arrival has been completed) The only time children will pass this point is to use the toilet (with an adult) the toilets are solely our use and not public.	Helpers remain with children at all times. Bags will be placed and stored in a changing room (no public use) children will have their water bottles with them at all times)			
Medical needs and medical paraphernalia (Children with medical needs)	Children with medical needs will be flagged on register prior to drop off and staff will ensure any medication needed is left with our CLA admin desk lead Stacey. Epi pens for nut allergies will be kept directly at CLA HQ.	All team helpers will be briefed on a any medical needs of children in their care. All helpers and children will be aware of where the first aid station is (in need of in emergency) which is extremely clear with a bright green "First Aid banner" and first aid at the back located next to CLA HQ for any medical emergencies.	<p>All children will be told beforehand not to pack any Nut products due to Nut allergy sufferers.</p> <p>All helpers will be aware of the first aid station.</p>			

Activity/ Protocol	Details	Keeping children safe	Safeguarding	Further safeguarding	Comments	Checked by and acted by (Owner)
Children rehearsing on mats before show time.	All children will have a practice time slot on the cheer floor. This will be a pre planned allocated time lead by CLA coaches.	Children will remain mat side within their allocated rehearsal space with their team helped and team coach.	Children will be assisted by a coach and their helpers at all times.	Children will be in sight at all times in main arena/rehearsal space.		
Hydration and water	Children will be asked to bring a water bottle to stay hydrated during rehearsal and show time especially due to increased heat/ time of year	Additional water will be provided by Cheer London Allstarz incase of emptied water bottles	Additional large water containers will be available alongside smaller bottles incase of additional water needed.	Water available at the Crystal Palace Sports centre for re fills.		
Toilet Breaks	The toilets we have access to are solely used just by us. No children will go on their own and will be accompanied by a team helper at all times.	A parent helper will remain with children at all times accompanying them to the toilet. A CLA staff member will always be on the HQ desk meaning the toilet entrance will always be monitored and not open or used by general public.	Additional monitoring by CLA staff. Children will not go to the toilet unaccompanied must be a parent helper 18+ alongside two or more children at all times.	The foyer will be monitored by CLA staff member in foyer to ensure only pre checked helpers and CLA staff are present.		
Scheduled Break	Children will have a scheduled snack break during their rehearsal slot alongside 12-12.30pm Lunch time.	Children will have a scheduled slot for a quick break and toilet trip during their rehearsal time	This will be with their parent helpers and they will remain with children at all times.			
Inside the arena (Show time)	Children will sit in front of the main cheer floor with their parent helpers so they can also watch the show	Teams/schools will have their own seated areas in the arena.	No general public will have access to the main floor. Railings will be placed up so no member of the public will have access to the floor. Keeping all children safe.	CLA staff to ensure only DBS green lanyard and staff are in the arena area at anytime. Secure venue		
Parent helpers	Helpers remain with children at all times	Children will be aware of who is their helper when we do our team meet and greet in the morning.				

(2)12.30pm - End of Show + During Show time

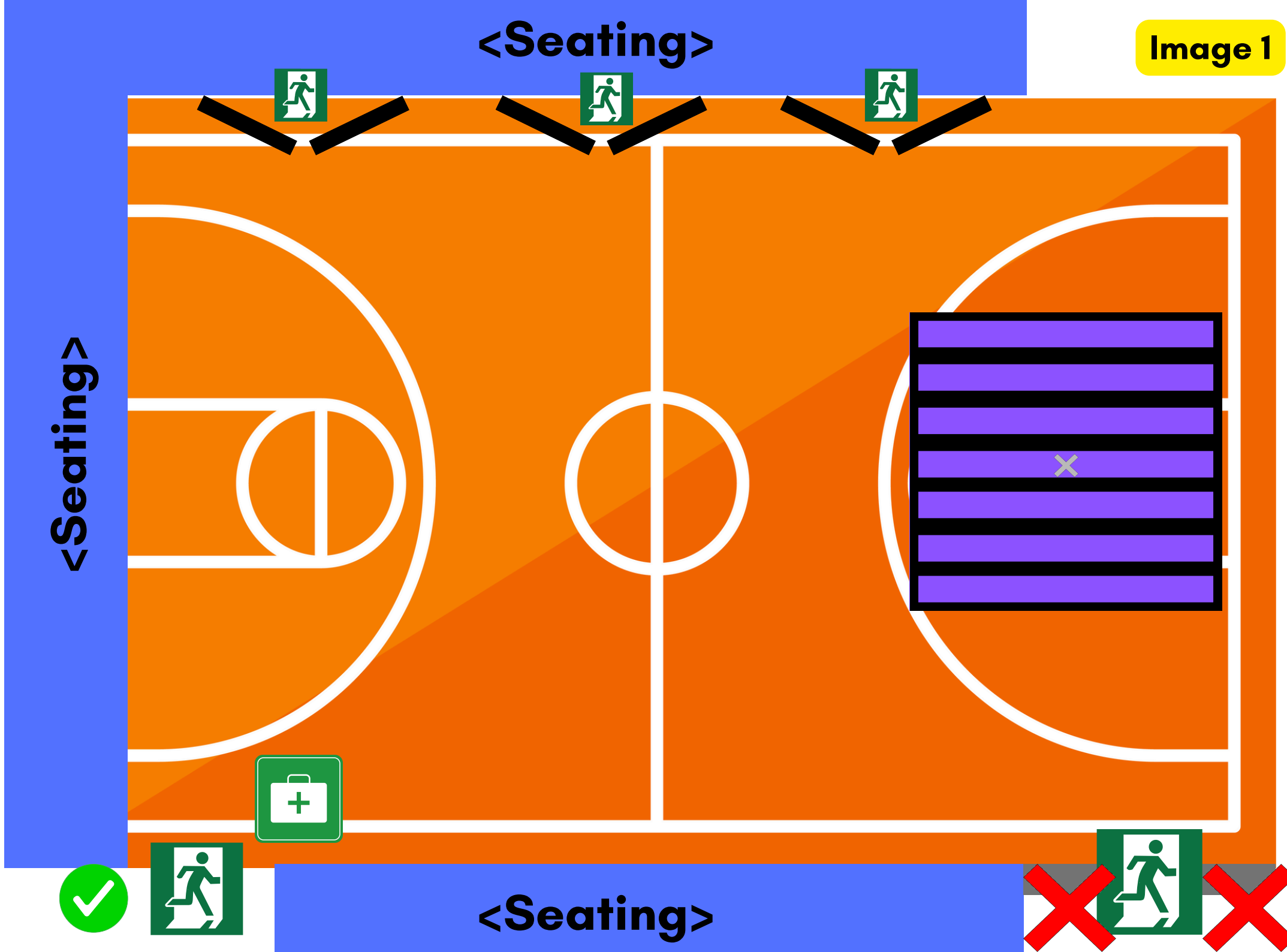
Activity/ Protocol	Details	Keeping children safe	Safeguarding	Further safeguarding	Comments	Checked by and acted by (Owner)
Audience/genral public entering the arena	Doors open at 12.30pm for general public They will enter via the main entrance where tickets will be exchanged. Spectators will be using a different entrance to drop off. Securing area with no spectators allowed within the arena area. Only in the seating area.	No general public (parents watching) will mix with children.	Seating is blocked out for spectators only (secure barriers in place)			
Children inside the arena	Children will remain sat down during performances.	Children chaperoned by Team Helpers throughout.				
Parent Helpers	Parent helpers will be sat with children for the entire show	Parent helpers will be wearing clear lanyards at all times to be easily spottable to children/ other helpers and staff.				
No changing costume changing	No children will be changing/ getting changed	All children will attend wearing their uniform/ team uniform. At no point will children need to be getting changed or undressed	No changing			
Awards/Collecting trophies	Children will remain seated unless their team wins a trophy	Only teams who win the division/trophy will come up for the trophy straight onto the mat to receive their trophy.	Children in the care of CLA staff at all times.			

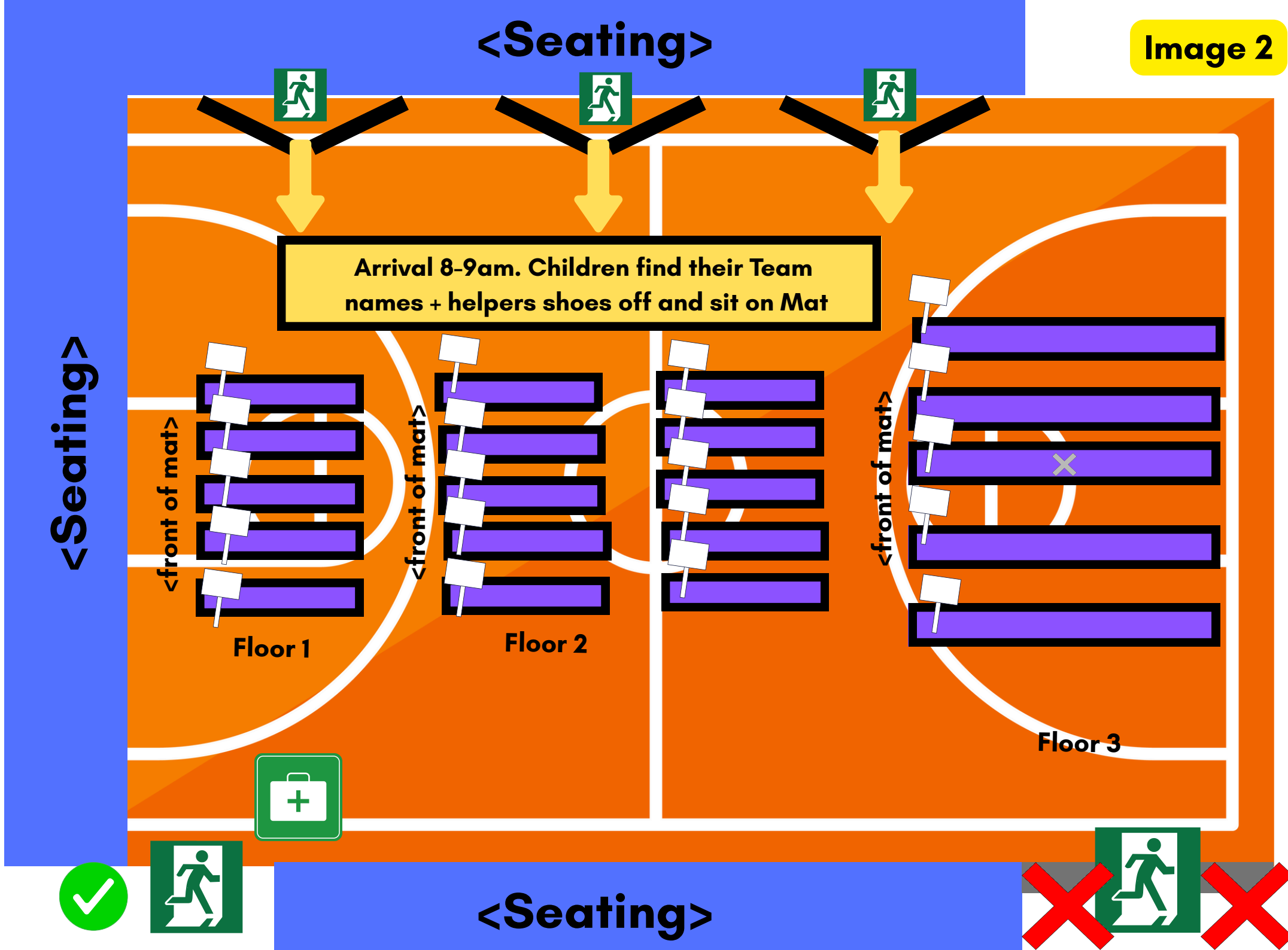
(3)3-3.30pm Safe Exit from arena

Activity/ Protocol	Details	Keeping children safe	Safeguarding	Further safeguarding	Comments	Checked by and acted by (Owner)
General public (parents clearing the theatre)	General public/Parents will be asked to leave the arena to ensure arena is clear of all spectators.	Theatre staff to assist with spectators leaving. Once all cleared barriers will be placed down to ensure no spectators can re enter the arena area	Children remain in seated as spectators leave	Ensure Theatre is fully cleared before initiating safely seeing children out.		
Collection of children	Children will be collected from the same entrance as drop off was made.	A strict process is followed for seeing out (see below)	Arena will be cleared prior to any initiating of seeing out procedure.			
Children preparing to leave the theatre	Staggered collection of belongings	Children will ensure they have all belongings and will return to their registration mats until team are called to be "seen out" by team helpers and coaches.				
Collection from Crystal Palace arena.	Seeing children out in "Waves"	Parents will be made aware in guide only one parent must head down to collection area to collect children. Children will be called out on Mic + Speaker from the same entrance they were dropped off (A or B)	All children will be marked off when collected by parent	The team coach will see children out alongside team, helpers meaning known parents only will be collecting children	Collection will be made where drop off was made Entrance A - Entrance B (2 exits) This will be explained to parents at the end of the show by the compere	

(Additional) Photos and Photo permission

Activity/ Protocol	Details	Keeping children safe	Safeguarding	Further safeguarding	Comments	Checked by and acted by (Owner)
Photos	Children with no photo permission will be contacted by our office staff to confirm level of no photographs	Yellow bands = No Photos + NO Social media Green bands = Yes photos but NO social media usage.	No Photo permissions will be listed before hand and bands given out upon registration.			





Spectators enter through main entrance above

<Seating>

Image 3



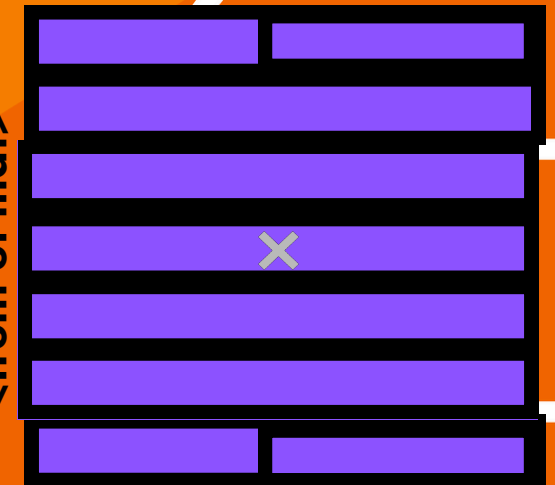
Extra roll mats stored here

<Seating>

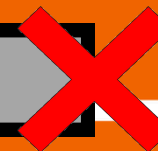
Teams watching
Sat down with
Team helpers



<front of mat>



Barriers up - No access to children - all seating blocks



<Seating>



Entrances



Help Desk

Image 4

