

CAYMAN ISLANDS NATIONAL COACHING ACADEMY

Grand Cayman, Cayman Islands

SAFEGUARDING & CHILD PROTECTION FRAMEWORK

Including Safe Environment Policy

Effective Date	Review Date	Jurisdiction
February 26, 2026	Annual	Cayman Islands / USA

Aligned with:

Darkness to Light • FA • UEFA • CONCACAF • International Best Practice

1. Purpose & Commitment

Cayman Islands National Coaching Academy (CINCA) is committed to providing a safe, inclusive, and protective environment for all children and young people who participate in our programmes, training, and activities. Safeguarding is a shared responsibility, and every adult engaged with CINCA, staff, coaches, volunteers, contractors, and Board members, has a duty to protect children and young people from harm.

Our Zero-Tolerance Commitment

CINCA adopts a zero-tolerance approach to all forms of abuse and prioritizes prevention, early identification, and appropriate response in line with international best practice and the laws of the Cayman Islands.

2. Scope

This framework applies to all:

- Employees, coaches, volunteers, and contractors
- Board members and consultants
- Partner organisations and service providers
- All programmes, events, training, camps, travel, competitions, and online activities

3. Guiding Principles - Darkness to Light

CINCA adopts the 5 Steps to Protecting Children™ as the foundation of all safeguarding systems, training, and daily practice:

Step	Principle	Description
1	Know the Facts	Understand the nature and prevalence of child abuse and how it occurs.
2	Minimize Opportunity	Create environments and processes that reduce the risk of harm.
3	Talk About It	Openly discuss safeguarding with children, families, and staff.
4	Recognize the Signs	Identify behavioral and physical indicators of abuse or neglect.
5	React Responsibly	Respond appropriately to concerns, disclosures, and incidents.

4. Definitions

Term	Definition
Child / Young Person	Any person under 18 years of age.
Abuse	Physical, sexual, or emotional abuse; neglect; exploitation.
Safeguarding	Proactive measures to protect the welfare and well-being of children.
Grooming	Behavior used to prepare a child and trusted adults for abuse.
DSO	Designated Safeguarding Officer, primary point of contact for safeguarding matters.
Mandatory Reporter	A person is legally required to report suspected child abuse or neglect.

5. Safe Environment Policy

Providing a safe environment is a critical component to help reduce the risks of child abuse and protect CINCA staff by ensuring alignment with best practices, regulatory requirements, and international standards.

5.1 Visibility

Clear sightlines and open physical environments reduce the opportunity for abuse and protect both children and staff.

- There must be clear lines of sight throughout all buildings, courts, and fields at all times.
- Bright lighting must be maintained in all areas, indoors and outdoors, especially during evening or early morning sessions.
- All doors must have windows, including storage room and closet doors, to allow visibility.
- Doors should be kept open during sessions unless required to be closed for safety or security reasons.
- Rooms with locking doors must be accessible only to authorised personnel and must be unlocked during programme hours.
- Playing areas and landscaped spaces must maintain open, visible layouts with no possibility of concealment or isolated pockets.

5.2 Supervision

Adequate supervision is essential for child safety and must be maintained at all times during CINCA programmes and events.

Adequate supervision ratios must be maintained based on the age group and nature of activity:

Age Group	Minimum Ratio (Staff : Children)	Notes
Under 6	1 : 4	Additional support is strongly recommended
6 – 9 years	1 : 6	Continuous active supervision required
10 – 12 years	1 : 8	Close supervision during transitions
13 – 15 years	1 : 10	Regular check-ins required
16 – 17 years	1 : 12	Supervisory presence maintained at all times

- Daily periodic walkthroughs of buildings and grounds must be conducted at the start and end of each session and periodically throughout.
- Adequate supervision must be maintained in hallways, stairwells, locker rooms, and any other areas that can become secluded at certain times of day.
- No child should ever be left unsupervised during a CINCA programme or event.

5.3 Access

Controlled access to facilities protects children from unauthorised contact and ensures all adults present are known, vetted, and accountable.

- Where applicable, ID Cards or visitor badges are required for access to the premises.
- All coaches must be aware of any restrictions relating to non-custodial parents' access to a child and must comply strictly with court orders or parental instructions.
- Children leaving a CINCA programme at non-typical times must have written parental permission, except in the case of a documented emergency.
- Fences, gates, and all other points of entry surrounding grounds and facilities must be functional, in good repair, and used appropriately to control access.
- All coaches must be aware of the emergency evacuation routes at their programme locations and must brief participants at the start of each session.
- Visitor sign-in procedures must be followed for all non-regular adults entering programme premises.

6. Code of Conduct

All adults associated with the Cayman Islands National Coaching Academy, including coaches, volunteers, staff, and contractors, must comply with the following Code of Conduct at all times.

Mandatory Behaviours (All Adults Must)

- Treat all children with respect, dignity, and equality.
- Maintain professional boundaries at all times.
- Avoid one-to-one situations with children wherever possible; if unavoidable, ensure visibility.
- Use only CINCA-approved communication channels for contact with minors.
- Report any safeguarding concern, suspicion, or disclosure immediately.
- Cooperate fully with all safeguarding investigations and statutory processes.

Prohibited Behaviours (Adults Must Never)

- Engage in inappropriate physical contact with any child.
- Use degrading, sexualized, or abusive language toward or in the presence of children.
- Give gifts, money, or special favors to a child without written approval.
- Communicate privately with minors on personal devices or personal accounts.
- Be alone with a child in an unsupervised, private, or enclosed space.
- Ignore boundary-crossing behavior or policy breaches by colleagues.

7. Safer Recruitment

All staff, coaches, and volunteers must complete the following before being approved to work with children at the Cayman Islands National Coaching Academy:

#	Requirement	Status at Appointment
1	Police/background check completed (as legally permitted)	Must be clear
2	Two professional references verified	Must be positive
3	Stewards of Children® training completed	Certificate required
4	Recognizing & Reporting Child Abuse training completed	Certificate required
5	CINCA Safeguarding Induction completed	Sign-off required
6	Code of Conduct signed	Original on file
7	Safeguarding Handbook received and acknowledged	Signature required

8. Mandatory Training

All CINCA staff and volunteers must complete the following training programmes:

Training Programme	Provider	Frequency
Darkness to Light - Stewards of Children®	Darkness to Light	Initial + Every 2 Years
Recognizing & Reporting Child Abuse and Neglect	CINCA / External	Annual
CINCA Safeguarding Induction	CINCA DSO	On appointment
Safe Environment Policy Training	CINCA DSO	On appointment + Annual
Safeguarding Refresher	CINCA DSO	Annual

9. Recognizing Abuse & Grooming

CINCA staff are trained to identify and act on the following indicators:

Physical Indicators

- Unexplained injuries, bruises, or marks
- Injuries are inconsistent with the explanations given
- Signs of neglect, poor hygiene, malnutrition, and inappropriate clothing
- Signs of distress before or after certain activities or interactions

Behavioral Indicators

- Sudden changes in behavior, withdrawal, or aggression
- Fear of specific adults or reluctance to be alone with them
- Sexualized language or behavior inappropriate for age
- Disclosure, direct or indirect, of abuse

Grooming Behaviors

- Excessive one-to-one attention or gift-giving by an adult
- Attempts to isolate a child from peers or family
- Boundary violations, inappropriate touch, private messaging, secrecy
- Adults creating private relationships with children outside programme settings

10. Reporting & Responding

All CINCA staff are mandatory reporters within the organisation.

Concerns must be reported immediately; CINCA will NOT conduct internal investigations that replace statutory referrals. Statutory authorities lead all child-protection investigations.

10.1 Cayman Islands - Reporting Contacts

Authority	Contact / Role
CINCA Designated Safeguarding Officer	[DSO NAME] [DSO PHONE/EMAIL] - To be appointed
Royal Cayman Islands Police Service (RCIPS)	Emergency: 911 non-emergency: +1 (345) 949-4222
Department of Children & Family Services (DCFS)	+1 (345) 244-2487 dcfs@gov.ky Statutory child protection authority

10.2 United States - Reporting Contacts

When operating in the U.S. or involving U.S. partners or online activity:

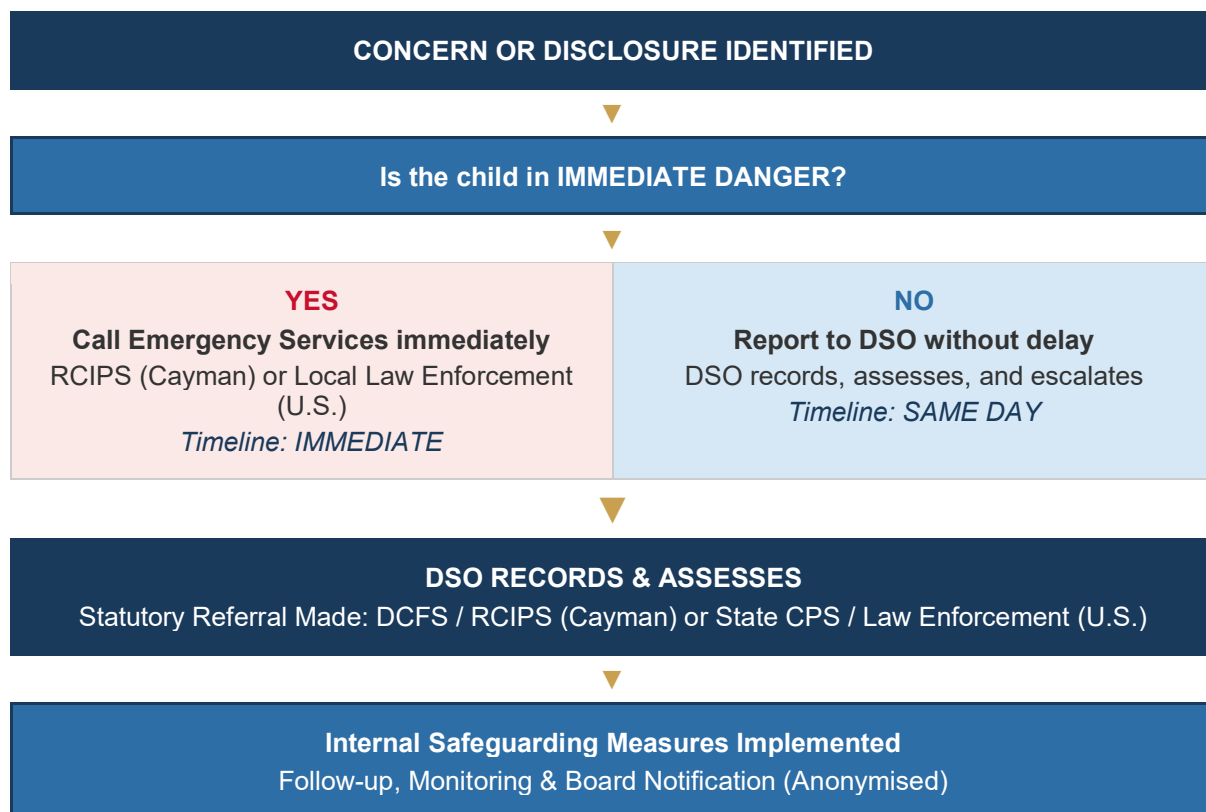
Authority	Contact
Local Law Enforcement	Contact immediately if child is in danger
Childhelp National Child Abuse Hotline	1-800-4-A-CHILD (1-800-422-4453)
State Child Protective Services	Follow state-specific mandatory reporting laws

11. Responding to a Child's Disclosure

If a child discloses abuse or a concern to you, follow this procedure:

Step	Action	Detail
1	Stay Calm	Remain composed and reassuring. Do not show shock or disbelief.
2	Listen	Give the child your full attention. Use open, non-leading questions only.
3	Do NOT Promise Confidentiality	Explain that you may need to share what they tell you to keep them safe.
4	Record Facts	Write down exactly what was said, using the child's own words, as soon as possible.
5	Report Immediately	Inform the DSO without delay. If in immediate danger, call emergency services first.
6	Do Not Investigate	CINCA staff must not conduct their own investigation or confront the alleged abuser.

12. Safeguarding Reporting Flowchart



13. Online Safety Policy

CINCA's safeguarding framework extends to all digital and online environments, including:

- Social media platforms
- Messaging applications
- Virtual training and video conferencing
- CINCA website, apps, and digital communications

Rules

- Private messaging between staff and minors is prohibited unless it is approved, monitored, and conducted solely for programme purposes.
- All digital communication with participants must use CINCA-approved platforms and accounts only, never personal accounts.
- Content involving minors (photos and videos) must only be published or shared with written parental consent and in accordance with CINCA's media consent policy.
- Staff must report any online contact from participants that violates boundaries immediately to the DSO.

14. Travel & Residential Safeguarding

When CINCA programmes involve travel, overnight stays, or residential events, the following controls apply:

- Children must only have rooms with peers of the same gender and approximate age. No child may have a room with an adult coach or volunteer.
- Supervision ratios must be maintained throughout travel and residential programmes.
- Curfews and head counts must be implemented and documented at all residential events.
- Written consent and medical forms must be completed and held on file before any child travels with CINCA.
- All emergency contacts and medical information must be accessible to the supervising coach at all times.
- A DSO or Deputy must be contactable throughout all residential and travel activities.

15. Confidentiality & Information Sharing

Safeguarding concerns override confidentiality obligations.

While CINCA respects the privacy of all participants, information relating to child protection will be shared with statutory authorities and on a need-to-know basis to keep a child safe.

16. Safeguarding Roles & Responsibilities

Designated Safeguarding Officer (DSO)

- Primary point of contact for all safeguarding concerns
- Responsible for recording, assessing, and referring all concerns to statutory authorities
- Ensures all staff training records are current
- Provides regular anonymised reports to the Board

Deputy Safeguarding Officer

- Acts in the DSO's absence with full authority
- Maintains up-to-date safeguarding training

Board of Directors

- Approves and reviews safeguarding policy annually
- Appoints and resources the DSO
- Ensures training compliance across the organisation
- Receives anonymised safeguarding reports at Board meetings
- Ensures independent escalation where required
- Maintains safeguarding as a standing agenda item

DSO contact details must be displayed prominently at all venues and included in all programme handbooks and parent communications.

17. Coach Safeguarding Handbook

Your Role as a Coach

You hold a position of trust. You are a mandatory reporter within the CINCA. You must act on any concerns immediately.

✓ DO • Always Follow the Code of Conduct • Maintain visible, open environments • Report concerns immediately to DSO • Use only professional, approved communication channels	✗ DO NOT • Be alone with a child in any private space • Use personal messaging apps with athletes • Give special treatment or gifts to participants • Ignore boundary-crossing behaviour
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18. Coach Safeguarding Certification Checklist

Before Coaching Approval

	Requirement
☐	Background check completed and cleared
☐	Professional references verified (minimum 2)
☐	Stewards of Children® training completed, certificate on file
☐	Recognizing & Reporting Child Abuse training completed, certificate on file
☐	CINCA Safeguarding Induction completed, signed off by DSO
☐	Code of Conduct signed, original filed
☐	Safe Environment Policy training completed
☐	Coach Safeguarding Handbook received and acknowledged

Annual Renewal

	Requirement
☐	Code of Conduct renewed and re-signed
☐	Annual safeguarding refresher completed



Compliance review conducted with DSO

Non-Compliance

Coaching duties will be suspended until all outstanding requirements are resolved. There are no exceptions.

19. Parent & Athlete Information

Our Promise to You

The Cayman Islands National Coaching Academy is committed to keeping every child safe in our care. We take safeguarding seriously at every level of our organisation.

What You Can Expect

- All coaches are trained, background-checked, and vetted before working with children.
- Clear codes of conduct govern how all adults interact with participants.
- Safe and visible training environments at all locations.
- Open, transparent communication between CINCA and families.

If You Have a Concern

Who to Contact	How
CINCA Designated Safeguarding Officer	Ask at reception or see the handbook for contact details
RCIPS (Cayman Islands)	Call emergency services if a child is in immediate danger
DCFS (Cayman Islands)	+1 (345) 244-2487 dcfs@gov.ky
Childhelp Hotline (U.S.)	1-800-4-A-CHILD (1-800-422-4453)

Speak up; you will never be penalised for raising a genuine safeguarding concern. Your child's safety always comes first.

20. Monitoring, Review & Governance

- This framework is reviewed annually or following any safeguarding incident.
- The Board conducts an annual safeguarding risk assessment and incident trend analysis.
- External audits will be conducted where appropriate.
- Zero tolerance for retaliation against anyone raising a safeguarding concern.

- Whistleblower protections are in place for all staff and volunteers.
- Safeguarding is a standing item at all board meetings.

Cayman Islands National Coaching Academy | Safeguarding & Child Protection Framework

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