



Safeguarding Policies

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WSRC Introduction to Safeguarding

WSRC is committed to making squash and racketball a safe and positive experience for its members. In order to protect everyone and particularly children and vulnerable adults, the club has Codes of Conduct and a Safeguarding Policy and Procedure.

What Is Safeguarding?

Safeguarding refers to the process of protecting children (and vulnerable adults) by providing safe and effective care. This includes procedures which are designed to prevent harm to a child.

Working Together to Safeguard Children (HM Government, 2018) are regulations which state that safeguarding is everyone's responsibility. Working Together outlines the duties of all organisations working with children. These are summarised in the diagram below.



Adapted by the CPSU from 'Working Together to Safeguard Children' (HM Government, 2015)

What Is Child Protection?

Child Protection is part of the safeguarding process to protect individual children identified as suffering or likely to suffer significant harm. This includes the child protection procedures which detail how to respond to concerns about a child.

What Is Abuse?

Neglect

This is when adults consistently or repeatedly fail to meet a child's basic physical and/or psychological needs which could result in the serious impairment of the child's health or development e.g. failure to provide adequate food, shelter and clothing; failing to protect a child from physical harm or danger; or the failure to ensure access to appropriate medical care or treatment. It may also include refusal to give love, affection and attention.

Neglect in sport could include a coach or supervisor repeatedly failing to ensure children are safe, exposing them to undue cold, heat or extreme weather conditions without ensuring adequate clothing or hydration; exposing them to unnecessary risk of injury e.g. by ignoring safe practice guidelines, failing to ensure the use of safety equipment, or by requiring young people to participate when injured or unwell.

Physical Abuse

When someone physically hurts or injures children by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning or otherwise causing harm. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child whom they are looking after e.g. Munchausen's Syndrome by proxy.

Physical abuse in sport may be when the nature and intensity of training or competition exceeds the capacity of the child's immature and growing body; where coaches encourage the use of drugs or harmful substances to enhance performance or delay puberty; if athletes are required to participate when injured; or when sanctions used by coaches imposed involve inflicting pain.

Sexual abuse

This is where children and young people are abused by adults (both male and female) or other children who use them to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse, kissing and sexual fondling. Showing children pornographic material (books, videos, pictures) or taking pornographic images of them are also forms of sexual abuse.

Sexual abusers groom children, protective adults and clubs/organisations in order to create opportunities to abuse and reduce the likelihood of being reported.

In sport, coaching techniques which involve physical contact with children can create situations where sexual abuse can be disguised and may therefore go unnoticed. The power and authority of, or dependence on, the coach if misused, may also lead to abusive situations developing. Contacts

made within sport and pursued e.g. through texts, Facebook or Twitter have been used to groom children for abuse.

Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed on children or even the over protection of a child. It may involve causing children to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the child very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill-treatment of a child.

Emotional abuse in sport may occur if children are subjected to constant criticism, name-calling, sarcasm, bullying, racism or pressure to perform to unrealistically high expectations; or when their value or worth is dependent on sporting success or achievement.

Poor Practice in Sport

Poor practice is behaviour of an individual in a position of responsibility which falls below the organisation's required standard (typically as described in the club/organisation's Code of Conduct). Poor practice may not be immediately dangerous or intentionally harmful to a child, but is likely to set a poor example.

Poor practice is potentially damaging to the individual, the organisation and to children who experience it. For example, coaching with alcohol on the breath, smoking, swearing in front of children, or not paying due care and attention to participants all constitute to poor practice.

Poor practice can sometimes lead to, or create, an environment conducive to more serious abuse. It may also lead to suspicions about the individual's motivation, even where no harm is intended. For example, if a coach is giving one child too much attention, regularly transports a child in their car, or encourages physical contact with children without obvious justification.

Bullying

Bullying by peers can occur whenever children and young people come together, including within sport situations. Bullying can take many forms, and is harmful to the victim. It may be physical such as hitting; online or cyber such as abusive messages, comments or images on social media; involve damage or theft of property; based on someone's gender, ethnicity, sexuality or disability; or about their sporting ability.

Why You Need To Engage In Safeguarding

Having the right safeguards in place helps the club respond appropriately and keep sport safe and fun for children.

Safeguarding children in sport is vital to ensuring that they have a safe and positive experience. This, in turn, will contribute to children choosing to remain involved in sport throughout their lives.

Children and young people are the foundations and future of sport, the next generation of club competitors, officials and administrators. They are potentially the sport stars or Olympic medallists of the future.

Children and young people face risks in all aspects of their life – and sport is no different.

So, whatever your role in sport, as a parent, coach, volunteer or young person, you should be familiar with your club or governing body's safeguarding policies and procedures. In particular, you should know how to respond to concerns around abuse or poor practice.

Adapted from <https://thecpsu.org.uk/>

Updated 2018

WSRC Safeguarding Policy and Procedure

Induction for Staff and Volunteers

This Safeguarding policy has been developed in accordance with guidance and information from the NSPCC Child Protection in Sport and should be read in conjunction with England Squash policies. Wycombe Squash and Racketball Club (WSRC) acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and England Squash requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children;

- Have a positive and enjoyable experience of sport at WSRC in a safe and child centred environment.
- Are protected from abuse whilst participating in squash or racketball or outside of the activity.

WSRC acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare. As part of our safeguarding policy WSRC will;

- Promote and prioritise the safety and wellbeing of children and young people
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- Ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- Prevent the employment/deployment of unsuitable individuals
- Ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in WSRC. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Monitoring

The policy will be reviewed a year after development and then every three years, or in the following circumstances;

- Changes in legislation and/or government guidance
- As required by the Local Safeguarding Children Board, UK Sport and/or Home Country Sports Councils and England Squash
- As a result of any other significant change or event

WSRC Safeguarding Procedures

Requirements for staff, coaches, volunteers and persons hiring the premises who are involved with children and/or vulnerable adults

Induction form	All staff, coaches, volunteers and persons hiring the premises for their own purposes are required to complete a WSRC Induction form.
DBS certificate	<p>Completion of DBS certificates for WSRC employees and volunteers are undertaken and funded by the club. They are updated every 3 years or more frequently if requested by the Club Manager.</p> <p>Persons hiring the premises for their own purposes are required to provide a DBS certificate completed within the past 3 years or more recently if requested by the Club Manager.</p> <p>Decisions in relation to suitability arising from information disclosed on the DBS certificate will be taken by the Welfare Officer in conjunction with the Club Chairperson.</p> <p>The Club Manager is responsible for monitoring that DBS checks have been completed and ensuring that a record is kept on file.</p>
Qualifications	<p>Certificates in relation to coaching and other relevant qualifications must be made available on request.</p> <p>The Club Manager is responsible for ensuring that a record of qualifications (e.g. coaching) is kept on file.</p>
Safeguarding training	<p>Completion of safeguarding training is required for all staff, coaches, volunteers and persons hiring the club for their own purposes. WSRC will provide and fund training for staff and volunteers. Persons hiring the club for their own purposes are required to provide evidence they have undertaken suitable safeguarding training.</p> <p>The Club Manager is responsible for monitoring that safeguarding training has taken place and a record kept on file.</p>
Safeguarding induction	All staff, volunteers, coaches and persons hiring the club for their own purposes are required to have completed the WSRC safeguarding induction with the Club Manager.

	The Club Manager is responsible for ensuring that staff, coaches, volunteers and persons hiring the club for their own purposes have completed the WSRC safeguarding induction.
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Dealing with concerns and incidents

Reporting of concerns and incidents	<p>All concerns and incidents of a safeguarding nature involving children or vulnerable adults should be recorded on an Incident Reporting Form and shared immediately with the Safeguarding Officer. If the Welfare Officer is not available the concern should be reported to the Club Chairperson.</p> <p>The Welfare Officer is responsible for determining the route for further action to be taken (e.g. does the matter appear to be poor practice or possible abuse and action to be taken).</p> <p>The Welfare Officer is also responsible for ensuring that an Incident Reporting Closure Form is completed once the concern has been dealt with and resolved. Any decisions must be taken in conjunction with the Club Chairperson.</p> <p>See Safeguarding Procedure Flowchart within the Safeguarding Reporting Procedure policy for further information.</p>
Action to be taken	<p>In considering what course of action is appropriate, the Welfare Officer will consider whether the concern is –</p> <ul style="list-style-type: none"> ● Poor practice/breach of Code of Conduct (low level) ● Possible child abuse/criminal offence (child protection) <p>In relation to low level issues, the concern may be managed within the club in conjunction with the Club Chairperson. In these cases, using complaints or disciplinary procedures may be the most appropriate action to take.</p> <p>If the concern is potentially a child protection issue, the Safeguarding Officer will decide, in conjunction with the Club Chairperson, whether the matter should be reported to a statutory agency (Buckinghamshire Children’s Services or the Police).</p> <p>Further information on making decisions in relation to safeguarding issues can be found on the NSPCC website - http://the cpsu.org.uk/help-advice/case-management/</p>

WSRC Safeguarding Reporting Procedure

In the event of a staff member, volunteer or club member having concerns about the welfare or behaviour towards a child, young person or vulnerable adult, the following process should be followed:

The concerns must be passed to the club Welfare Officer by the concerned person completing a safeguarding incident form (the Club Welfare Officer will help with this if required).

The Club Welfare Officer, in consultation with the Club Manager and Chairperson, will decide whether it is a case of poor practice or a child protection matter.

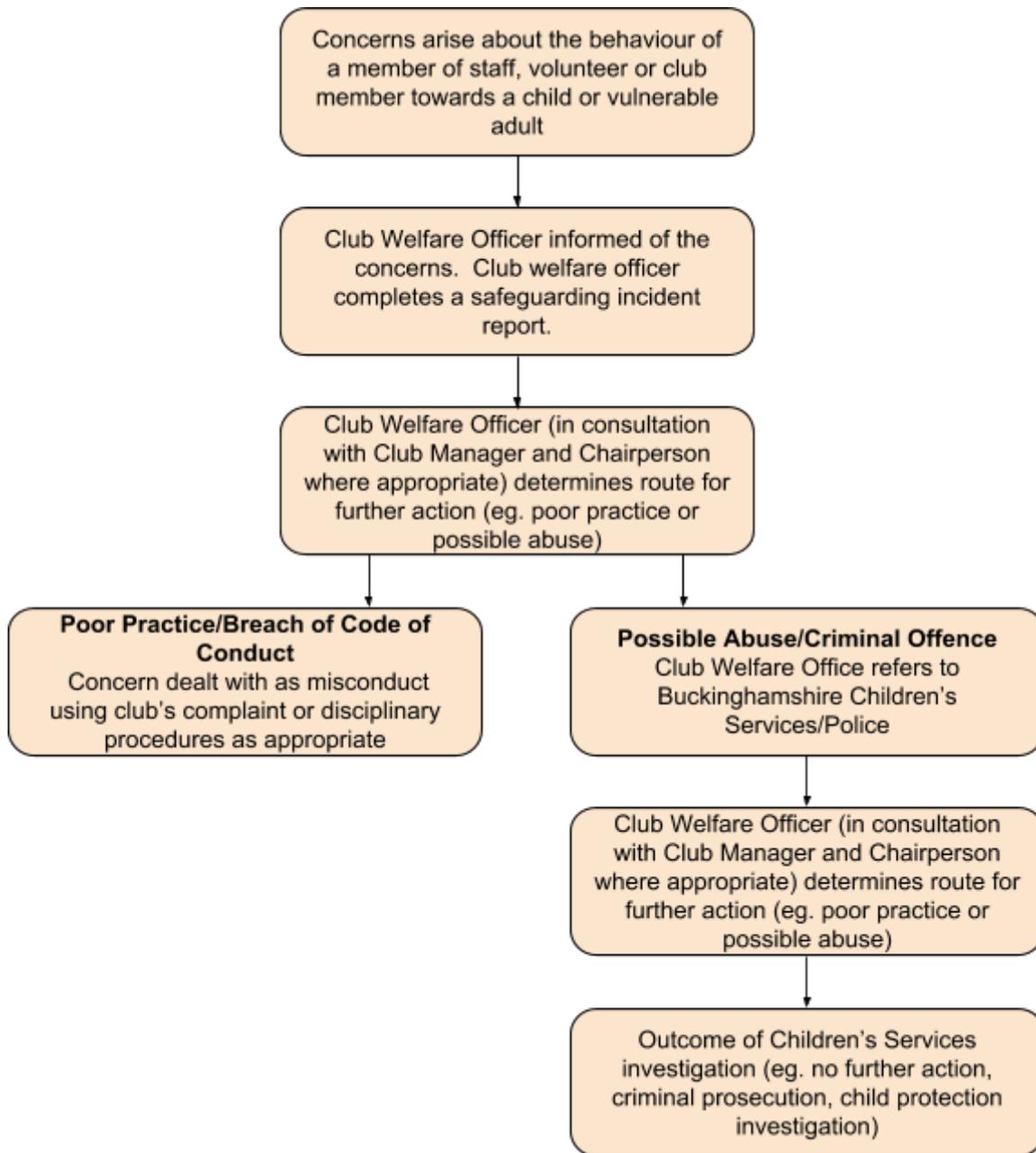
If it is decided it is a poor practice issue, an agreement should be reached between the Club Manager, Welfare Officer and Chairperson how it will be followed up and by whom.

If it is decided that the concern is a child protection matter, the club Welfare Officer must report it to Buckinghamshire Children's Services or the Police, who are required to follow their own child protection procedures. If considered to be a possible child protection issue, the Local Authority or Police will take action to protect the child if he/she is at immediate risk of harm or arrange a strategy meeting to agree how the concern will be investigated. In some cases, a club representative may be required to attend the meeting. WSRC will be advised by Children's Services or the Police whether the alleged perpetrator can be informed depending on the individual circumstances of the case.

The club Welfare Officer is responsible for recording information about the concern, including the outcome. The Club Manager is responsible for ensuring that reports are stored securely and confidentially in accordance with GDPR requirements.

It is recognised that the child's welfare is paramount and their safeguarding needs are always the priority. However, as safeguarding concerns are usually of a sensitive nature and have consequences for those involved, WSRC aims to maintain high professional standards and levels of confidentiality.

Safeguarding Procedure Flowchart





WSRC Safeguarding Incident Reporting form

If you have concerns about a safeguarding incident, please contact the WSRC Welfare Officer (or club manager in their absence) as soon as you reasonably can and complete this incident reporting form. The form should be emailed directly to the Welfare Officer or club manager. As safeguarding incidents are usually of a personal matter, information should be treated sensitively and in confidence



TO BE COMPLETED BY THE PERSON REPORTING THE INCIDENT

Your Name	
Name of Organisation	
Your role	
Your contact <u>address</u>	
Phone number	
Email	
Child's name	
Child's DOB	
Child's ethnic origin	
Does the child have a disability?	<input type="checkbox"/> yes <input type="checkbox"/> no
Child's gender	<input type="checkbox"/> male <input type="checkbox"/> female
Parents/carer's name(s)	
Parents/carer's contact address	
Phone number	
Email	
Have parents / carers been notified of this incident?	<input type="checkbox"/> yes <input type="checkbox"/> no (if in doubt about whether the parents should be notified, please contact the welfare officer for advice) If YES, please provide details of what was said/action agreed

<p>Are you reporting your own concerns or responding to concerns raised by a 3rd party</p>	<p><input type="checkbox"/> reporting my own concerns</p> <p><input type="checkbox"/> reporting concerns raised by a 3rd party</p>
<p>Name of the 3rd party</p> <p>Position within the sport or relationship to the child</p> <p>Phone number</p> <p>Email</p>	
<p>Date(s) and time(s) of incident(s)</p>	
<p>Details of the incident or concerns</p>	<p>(include other relevant information such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay)</p>
<p>Please provide details of action taken to date</p>	


WSRC Safeguarding Incident Reporting form

TO BE COMPLETED BY THE WSRC WELFARE OFFICER (WO) OR CLUB MANAGER IN THEIR ABSENCE	
Name of WO	Fleur Beckett
WO contact number	07977 936235
Email	fleurdrumer@gmail.com
Name of Club Manager	Jason Pell
Club Manager contact number	01494 520034
Email	jason@wycombesquash.co.uk
Details of action taken by WO	
Is the incident considered to be poor practice or possible abuse?	<input type="checkbox"/> yes <input type="checkbox"/> no
Has the incident been reported to any external agencies? <small>(possible abuse incidents must be reported to the local authority for investigation)</small>	<input type="checkbox"/> yes (if yes provide further details below) <input type="checkbox"/> no
Name of organisation/agency incident reported to Contact person Phone number Email Agreed action or advice given	
Date WSRC Chairperson was informed about the incident and outcome	

WSRC Safeguarding Code of Conduct for Adult Members

WSRC prides itself on being a friendly, welcoming family club. We are fully committed to safeguarding and promoting the well-being of all our members and ensuring that all club users and their guests have a positive and enjoyable experience when using the club. We believe that it is important that everyone associated with the club shows respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with the Club Manager or the Welfare Officer or Chairperson.

Members of WSRC are expected to abide by the following Code of Conduct:

- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity.
- Take care when using the club, the courts and any equipment and report any problems to a member of staff.
- Recognise the valuable contribution made by volunteers, coaches and officials who ensure that the club is well managed and provides a range of squash and racketball opportunities.
- Take responsibility for ensuring that they are up to date with the rules of squash and/or racketball and understand and adhere to them.
- Be positive role models, treating other players and officials with the same level of respect that they would expect from them.
- Bullying of any sort will not be tolerated.
- Arrive on time to play or inform their opponent, coach, captain or the organiser if they are going to be late.
- Use correct and appropriate language at all times.
- Wear suitable kit when playing, particularly non-marking footwear.
- Pay fees for membership, training and events promptly.

Breaches of the code of conduct may be addressed by the Manager and Chairperson and potentially result in disciplinary action or dismissal from the club.

WSRC Safeguarding Code of Conduct for Junior Members

WSRC is fully committed to offering a positive experience for junior members where they can learn new things in a safe and positive environment. As a member of WSRC, you are expected to abide by the following junior code of practice:

- Be loyal and give their friends a second chance.
- Be friendly and particularly welcoming to new members.
- Be supportive and committed to other team members, offer comfort when required.
- Keep themselves safe.
- Report inappropriate behaviour or risky situations for junior members.
- Play fairly and be trustworthy.
- Respect officials and accept decisions.
- Show appropriate loyalty and be gracious in defeat.
- Respect opponents.
- Not cheat or be violent or aggressive.
- Make their club a fun place to be.
- Behave and listen to all instructions from the coach/organiser.
- Play within the rules and respect the official and their decisions.
- Show respect to other junior members/leaders and show team spirit.
- Take care of equipment owned by the club.
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity.
- Refrain from the use of bad language or racial/sectarian references. This includes bullying using new technologies like chat-rooms or texting.
- Not get involved in inappropriate peer pressure and push others into something they do not want to do.
- Refrain from bullying or persistent use of rough and dangerous play.
- Keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
- Always wear safety goggles when playing
- Wear suitable kit for training and match sessions, as agreed with the coach/team manager.
- Pay any fees for training or events promptly.
- Not smoke on club premises or whilst representing the club at competitions.
- Not consume alcohol or drugs of any kind on the club premises or whilst representing the club.

Junior members have the right to:

- Be safe and happy in their chosen activity.
- Be listened to.
- Be respected and treated fairly.
- Privacy.
- Enjoy their sport in a protective environment.
- Be referred to professional help if needed.
- Be protected from abuse by other member or outside sources.
- Participate on an equal basis, appropriate to their ability.
- Experience competition and the desire to win.
- Be believed.
- Ask for help.
- Have any concerns taken seriously and acted on.

Any minor misdemeanours and general misbehaviour will be addressed by the coach and reported verbally to the designated person. More serious or persistent misbehaviour may result in disciplinary action and potentially dismissal from the club. Parents will be informed at all stages. Disciplinary action can be appealed to the coach with final decisions taken by the WSRC Board or referred to England Squash if appropriate.

WSRC Safeguarding Code of Conduct for Parents and Carers

WSRC is fully committed to offering a positive experience for junior members in a safe environment. As parents/carers you are expected to:

- Positively reinforce your child and show an interest in their chosen activity.
- Do not place your child under pressure or push them into activities they do not want to do.
- Complete and return the Registration, Medical and Consent Form pertaining to your child's participation with WSRC.
- Deliver and collect your child punctually before and after sessions/matches/events.
- Ensure your child has and wears appropriate clothing including non-marking shoes
- Ensure that your child always wears protective goggles. The club can provide these on request.
- Detail any relevant medical concerns or conditions pertaining to your child on the registration/consent form. Any changes in the state of your child's health should be reported to the coach/organiser prior to the activity.
- To inform the organiser prior to the activity starting if your child is to be collected early.
- Encourage your child to play by the rules, and teach them that they can only do their best.
- Ensure that your child understands their code of conduct.
- Behave responsibly on the side-line; do not embarrass your child.
- Show appreciation and support the coach, organiser, marker and staff.
- Ensure your child is punctual.
- Be realistic and supportive.
- Ensure your child has appropriate showering equipment, plus adequate food and drink (as required).
- Accept the judgment of organisers, markers and referees and do not enter the field of play
- Promote your child's participation in playing sport for fun.

As a parents/carer you have the right to:

- Be assured that your child is safeguarded during their participation in squash/racketball.
- Be informed of problems or concerns relating to your child.
- Be informed if your child is injured.
- Have your consent sought for issues such as trips or photography.
- Contribute to decisions within the club.
- Have any concerns about any aspect of your child's welfare listened to and responded to.

Any breaches of this code of conduct will be dealt with immediately by a WSRC official. Persistent concerns or breaches may result in you being asked not to attend games, if your attendance is considered detrimental to the welfare of young participants. The ultimate action, should a parent/carer continue to breach this Code of Conduct, may be the WSRC officials regrettably asking your child to leave the session, event or club.

WSRC Safeguarding Code of Conduct for Staff, Volunteers working with Juniors and Vulnerable Adults

WSRC staff and volunteers have a great opportunity to be a positive role model for junior members and help build an individual's confidence.

Staff and volunteers are expected to:

- Ensure the safety of all junior members by providing effective supervision, pre-planning activities of coaching sessions and using safe methods at all times.
- Consider the wellbeing and safety of participants before the development of performance.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Treat all fairly and ensure they feel valued. Have no favourites.
- Encourage all junior members not to discriminate on the grounds of religious beliefs, race, gender, social classes or ability.
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- Appreciate the efforts of all young people and not over-train them. Never exert undue influence over performers to obtain personal benefit or reward.
- Be positive, approachable and offer praise to promote the objectives of the club at all times.
- Not let any allegations of abuse of any kind of poor practice to go unchallenged or unrecorded. Incidents and accidents to be recorded in the line with the club's procedures.
- Never use sanctions that humiliate or harm young people.
- Report accidents or incidents of alleged abuse or poor practice to the Club Manager or Welfare Officer. Administer minor first aid in the presence of others and where required refer more serious incidents to the club "first aider".
- Have access to telephone for immediate contact to emergency services if required.
- Foster teamwork to ensure the safety of junior members in their care.
- Ensure the rights and responsibilities of junior members are enforced.
- Establish and address the additional needs of disabled participants or other vulnerable groups.
- Not abuse members physically, emotionally or sexually.
- Not engage in a sexual or inappropriate relationship with a junior member.
- Maintain confidentiality about sensitive information.
- Respect and listen to the opinions of junior members.
- Take time to explain coaching techniques to ensure they are clearly understood.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Be a role model, displaying consistently high standard of behaviour and appearance (disciplined/committed/time keeping), remember junior members learn by example.
- Refrain from smoking and consumption of alcohol during club activities or coaching sessions.
- Never condone rule violations, rough play or the use of prohibited substances.
- Not spend excessive amounts of time alone with junior members unless there are exceptional circumstances

- Never take junior members to their home
- Not administer First Aid involving the removing of junior members clothing unless in the presence of others.
- Hold appropriate valid qualifications and insurance cover.
- Make the sport/activity fun.

Staff and volunteers have the right to:

- Access on-going training and information on all aspects of leading/managing activities for youths, particularly on Safeguarding.
- Support in the reporting suspected abuse or poor practice.
- Access to professional support services.
- Fair and equitable treatment by the club.
- Be protected from abuse by junior members, other adult members and parents.
- Not to be left vulnerable when working with junior members.

Any minor misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Serious or persistent breach of the code will result in disciplinary action and could lead to dismissal from the club/sport. Dismissals can be appealed by the coach/volunteer with final decisions taken by the Club Board or referred by the Board to England Squash.

Emergency action and first aid

All coaches, leaders and members should be prepared with an action plan in the event of an emergency and be aware of First Aid Procedures. This will include:

- Access to First Aid equipment
- Telephone contact if the participant is a minor
- Telephone contact to the Emergency Services