



**SPALDING SQUASH & RACKETBALL CLUB**

**SAFEGUARDING  
CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS**

**POLICY & PROCEDURES**

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## **1. Policy Statement**

- 1.1. This policy is for use across Spalding Squash & Racketball Club (“the Club”) and is to be observed by all staff, volunteers and consultants working with children, young people, and vulnerable adults.
- 1.2. The Club acknowledges the duty of care to safeguard and promote the welfare of children, young people, and vulnerable adults, and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice in accordance with the England Squash “Safeguarding Children & Young People” Policy which can be found at [www.englandsquash.com](http://www.englandsquash.com).
- 1.3. The Club aims to ensure that all children, young people and vulnerable adults;
  - (i) have a positive and enjoyable experience of sport at The Club in a safe and child centred environment regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background.
  - (ii) are protected from abuse whilst participating in squash or outside of the activity.
- 1.4. The Club acknowledges that some children, including disabled children, young people and vulnerable adults 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.
- 1.5. The welfare and wellbeing of children, young people and vulnerable adults is of paramount importance and it is the duty of all adults working within the Club to safeguard these groups by creating an environment that protects them from harm.
- 1.6. The Club will review this policy, and associated procedures annually, or sooner due to any of the following circumstances:



- (i) any changes in relevant legislation or Government guidance.
  - (ii) as required by the Local Safeguarding Children Board, UK Sport and/or Home Country Sports and England Squash.
  - (iii) any recommendations made by the Club's "Designated Safeguarding Officer.
  - (iv) as a result of any other significant change or event.
- 1.7. This Policy together with the associated safeguarding guidelines (and where amendments have been made to this Policy or associated safeguarding guidelines) will be widely promoted and are mandatory for everyone involved in the Club. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the Club.
- 1.8. This Policy and Guidelines (with associated procedures) are fully supported by the Club Committee and will be available for inspection in the Club lounge and on the Clubs website at [www.spalding-squash.co.uk](http://www.spalding-squash.co.uk). The existence of the Club Policy and Guidelines will also be promoted within the Club on the noticeboard in the main corridor on the ground floor.
- 1.9. If you have any questions in relation to this policy or require any clarification, please approach our Designated Safeguard Officer Phil Blake:

Email: philip\_blake@hotmail.co.uk

Mobile : 07711 266736

Signed on behalf of the Club Committee:

Club Chairperson – Charlie Farrow

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Club Secretary – Paul Devey

Date: \_\_\_\_\_

Signature \_\_\_\_\_



**This Safeguarding Children, Young People and Vulnerable Adults Policy, and associated procedures, were adopted by the Club's Committee on 23<sup>rd</sup> April 2024 and, subject to paragraph 1.6 above, will be reviewed in April 2026.**

## **2. Policy Guidelines**

### **Principles**

- 2.1. The Club and everyone working within the Club recognise that it is their duty to observe this policy and the good practice guidelines set out below.
- 2.2. The Club will:
  - (i) promote and prioritise the safety and wellbeing of children, young people and vulnerable adults.
  - (ii) ensure robust safeguarding arrangements and procedures are in operation.
  - (iii) 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, young people and vulnerable adults.
  - (iv) 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.
  - (v) ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
  - (vi) respond to all suspicions and allegations of abuse, swiftly and appropriately, ensuring effective links with relevant agencies in all matters regarding safeguarding and child protection.
  - (vii) prevent the employment or deployment of unsuitable individuals.



- (viii) work in partnership with other organisations (as necessary), children, young people, vulnerable adults and their parents, guardians or carers.
- (ix) treat all children, young people and vulnerable adults at equally and with respect and dignity.
- (x) when necessary, request written parental consent for pictures, photographs, images or videos which involve children.
- (xi) ensure that when social media is involved with young people that it will be used carefully and appropriately.

#### **Key safeguarding risks/abuse**

2.3. The key safeguarding risks/abuse or for children, young people and vulnerable adults using and attending the Club are:

- (i) **Staying safe:** Part of growing up is learning to look after yourself, it must be recognised that children using the sports club maybe too young or inexperienced to keep themselves safe. They can be at risk from intentional harm or inappropriate behaviour from anyone working at, involved with or entering the club.
- (ii) **Bullying:** Behaviour is by an individual or group, usually repeated over time, that intentionally hurts. Children are likely to be building new relationships with children and adults whilst at the club and although this is generally beneficial and children learn hugely from sporting activities there are opportunities for children to be at risk of bullying from other children which can be very damaging. The Club have adopted the specific guidelines set out in the England Squash ANTI-BULLYING POLICY (**Appendix B1**).
- (iii) **Child Abuse:** This includes physical, sexual, emotional, domestic abuse or neglect. (See <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect> for information).
- (iv) **Consent:** Many young people still get confused about the difference between choice and coercion, sporting activities and relationships with



coaches and volunteers can provide the opportunity for them to have the confidence to share concerns or act in a way which protects themselves.

- (v) **Sexual Exploitation:** It's not okay for anyone to manipulate someone into doing sexual things, children may feel peer pressure, a need to fit in or fear and therefore be at risk of sexual exploitation.
  
- (vi) **Domestic Abuse:** This can also affect anyone regardless of age, background, gender, religion etc. whether this be within a relationship with others or within the home environment.

- 2.4. A more detailed description of safeguarding risks and abuse can be found on the England Squash website "Safeguarding Children Policy & Procedures".
  
- 2.5. The Club Committee will ensure that the club has in place a Designated Safeguarding Officer. The Club Committee, in consultation with the Club Designated Safeguarding Officer, will be responsible for communicating the requirements of this policy and associated procedures to all persons working with children and young people in the Club, and monitoring that they adhere to the policy as well as managing appropriately any concerns raised regarding any coaches or club members.
  
- 2.6. The role of the Club's Designated Safeguarding Officer is shown at **Appendix A**.
  
- 2.7. The Club Committee will, in consultation with the Club's Designated Safeguarding Officer, also ensure that a Safeguarding Code of Conduct is in place that outlines appropriate behaviour towards Children, Young People and Vulnerable Adults. The Club's Safeguarding Code of Conduct is set out at **Appendix B** and will be communicated directly to all employees/coaches working directly with Children, Young People and Vulnerable Adults, with a copy displayed on the Club's noticeboard in the ground floor corridor.

#### **Recruitment/appointment of staff/coaches**

- 2.8. The Club recognises its responsibilities to take all reasonable steps to prevent unsuitable people gaining access to the Club to work with children, young people and vulnerable adults.



- 2.9. The procedures for the recruitment/appointment of staff/coaches to work directly with children, young people and vulnerable adults at the Club are set out in **Appendix C**. This will include guidance on advertising posts, the type of documentation required for prove of identity, and where appropriate to do so, carrying out Disclosure and Barring Service (DBS) checks.

### **Reporting a Safeguarding Concern**

- 2.10. The Club recognises that it is the responsibility of all employees, members, coaches, parents/guardians, and Committee members to raise any concerns relating to children, young people and adults at risk.
- 2.11. The club also recognises the importance of having clear procedures to enable employees, members, parents/guardians, and Committee members to handle situations where an appropriate response is needed to a child protection concern.
- 2.12. If any of the forementioned persons suspect that a child, young person or vulnerable adult may be being abused it is not their responsibility to take control of the situation nor to investigate and/or decide whether or not abuse has actually taken place. If you do have a concern, then this should be reported immediately to the clubs Designated Safeguarding Officer or in his absence the Club Secretary as follows:

#### **Designated Safeguarding Officer – Phil Blake**

Email: [philip\\_blake@hotmail.co.uk](mailto:philip_blake@hotmail.co.uk)

Mobil : 07711 266736

#### **Club Secretary – Paul Devey**

Email: friskney127@gmail.com

Mobile: 07714 730451

- 2.13. Where a concern is to be raised it is recommended that use is made of the Club's Safeguarding Concern & Incident Reporting Form **Appendix D**. The form can be downloaded from the Club's Website and should be completed in consultation with the Club's Designated Safeguard Officer.





- 2.14. It is vitally important that the details of the concerns/abuse are recorded as accurately as possible. You can also report any concerns to external organisations:

#### **Lincolnshire County Council**

Children's safeguarding - 01522 782111 (Monday to Friday, 8am to 6pm)  
Adults safeguarding - 01522 782155 (Monday to Friday, 8am to 6pm)  
or 01522 782333 (outside office hours)

#### **Lincolnshire Police**

If it is an emergency dial 999

- 2.15. All contacts for the reporting of safeguarding concerns will be displayed in a prominent position on the Club's notice board in the downstairs corridor and in the Club Lounge.

#### **Whistleblowing**

- 2.16. The Club recognises that people within the Club must have confidence to come forward to report any concerns about child safeguarding/abuse and may feel more at ease if their concerns are raised anonymously.
- 2.17. The Clubs 's Whistleblowing procedures are shown at **Appendix E**.

#### **Risk Assessment**

- 2.18. The Club Committee are committed to conducting a Safeguarding of Children, Young People and Vulnerable Adults Assessment Form on an annual basis in consultation with the Club's Designated Safeguarding Officer.
- 2.19. The risk assessment will be documented and completed/amended using the Clubs Safeguarding Children, Young People and Vulnerable Adults Risk Assessment **Appendix F**.



- 2.20. The Committee will monitor the required actions recorded on the risk assessment at each Committee meeting.

### **Training**

- 2.21. The Club will ensure that suitable training has been provided to all staff in the organisation that is relevant to their particular role.
- 2.22. This will include:
- (i) ensuring all staff and committee members are aware of the safeguarding Policy & Guidelines and where to access it.
  - (ii) particular safeguarding training has been provided for staff who work directly with children, young people and vulnerable adults.
  - (iii) Comprehensive training that has been provided to the Club's Designated Safeguarding Officer.
- 2.23. Where training has been provided externally, the Club will require the employee to provide documentary evidence that the training has been fully completed, and that this training has been recorded in the training register.
- 2.24. Where training has been provided internally the employee(s) will be required to sign the training day attendance record.



**SAFEGUARDING CHILDREN, YOUNG PEOPLE & VULNERABLE ADULTS**

**VERSION CONTROL**

<b>Version</b>	<b>Description</b>	<b>Prepared By</b>	<b>Date</b>
V1.0	Re-established Safeguarding Children, Young People & Vulnerable Adults Policy & Procedures	Mike Sofianos Paul Devey Phil Blake  Adopted by Committee	25-03-24   23-04-24