

APPENDIX B1



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1. INTRODUCTION

- 1.1 We are committed to the prevention and effective management of bullying behaviour relating to anyone who participates in the sport of Squash in England at any level, but in particular to children, young people and vulnerable adults.

2. AIMS AND OBJECTIVES OF THIS POLICY

- 2.1 We aim to encourage safe, accessible and positive opportunities for everyone involved in the sport of Squash. We will promote justice and equality in all activities.
- 2.2 We aim to ensure that everyone, in particular children, young people and vulnerable adults, are able to participate freely in a safe, caring environment at any level of the game.
- 2.3 We also aim to acknowledge the changing environment and methods adopted in the act of bullying in order to promote full awareness, e.g. text / cyber bullying.
- 2.4 This policy will therefore:
- a) Explain what bullying is and the various forms it can take;
 - b) Provide staff, clubs, coaches, volunteers and officials with information if they are concerned about bullying;
 - c) Provide adults, children, vulnerable adults and parents with information about what steps are being taken to safeguard against bullying;
 - d) Set clear and consistent standards of behaviour;
 - e) Establish an operational framework and introduce procedures of action to take if there are concerns about unacceptable behaviour;
 - f) Assure all adults, children and vulnerable adults that they will be participating in a safe/friendly environment and that their wellbeing is our priority;

- g) Ensure that the rights of children and young people to protection from abuse and neglect are upheld, in accordance with the UN Convention on the Rights of the Child.

3. WHAT IS BULLYING?

- 3.1 Bullying is any persistent behaviour by an individual or group which intimidates/threatens or has a harmful and distressing impact on another individual or group.
- 3.2 Bullying behaviour may be one or more of the following:
 - a) Verbal - as in name calling, making personal comments, sarcasm, teasing, spreading rumours;
 - b) Social - ostracised or left out of peer group activities;
 - c) Material - when possessions are stolen or damaged or extortion takes place;
 - d) Emotional – being unfriendly, pressure to conform, pressure to join in with bullying others;
 - e) Physical - pushing, kicking, hitting, punching or any use of violence;
 - f) Racist – taunts, gestures, language used;
 - g) Sexual – comments, gestures, physical contact, homophobic behaviour;
 - h) Online – abusive or negative posts on social media platforms.

4. SIGNS OF BULLYING

- 4.1 Someone being bullied may indicate by signs or behaviour that he or she is being bullied. Staff, clubs, coaches, volunteers, parents and officials should be aware of these possible signs and that they should investigate if a child:
 - a) says they are being bullied;
 - b) has unexplained cuts or bruises;
 - c) is unwilling to go to training sessions;
 - d) becomes withdrawn anxious, or lacking in confidence;
 - e) feels ill before training sessions;

- f) comes home with clothes torn or equipment/belongings damaged or missing;
- g) asks for money or starts stealing money;
- h) Is frightened or acts aggressively when asked if there is anything wrong;
- j) Stops or reduces their usual time on social media platforms;
- k) gives improbable excuses for any of the above.

4.2 Where bullying has become particularly prevalent, the child/vulnerable adult may also demonstrate one or more of the following:

- a) becomes aggressive, disruptive or unreasonable;
- b) starts bullying other children or siblings;
- c) cries themselves to sleep at night, has nightmares, and/or starts wetting the bed;
- d) Starts stammering or stops talking;
- e) Stops eating or eats less than usual;
- f) Attempts or threatens suicide;
- j) Attempts or threatens to run away.

4.3 These signs and behaviours may of course indicate other problems, but bullying should be considered a possibility and should be investigated without delay.

5. WHAT WE WILL DO

5.1 England Squash will:

- a) Provide clear and transparent guidance on best practice in identifying and dealing with bullying, tailored to the various roles within the sport (including coach, official, parent, committee member and volunteer);
- b) Provide prompt and comprehensive support to anyone reporting or suffering from bullying;
- c) Respond appropriately and effectively to incidents of bullying;
- d) Listen and respond to feedback to update and strengthen existing policies;
- e) Ensure all staff, clubs, coaches, volunteers and officials are suitably trained to deal with any incidents;
- f) Provide, maintain and promote an acceptable framework of behaviour expected from everyone involved in the sport;
- g) Adopt a 'no tolerance' policy when it comes to bullying in all of its many forms.

6. EXPECTATIONS

6.1 We are committed to taking positive steps to eliminate bullying incidents within all activities related to the game of Squash. We will encourage all individuals and organisations to behave according to agreed standards, by providing and promoting a framework of acceptable behaviour.

6.2 We will promote the following standards of behaviour for everyone involved in Squash to adopt:

- a) We will not tolerate bullying or harassment of any kind.
- b) We will be accepting of others regardless of age, race, religion, culture or disabilities.
- c) We will not ignore an incident of bullying.
- d) We will use 'time out' if we feel angry or under pressure, or just need time to calm down.
- e) We will be kind to others, even if they are not our friends and we will make new participants in our activities feel welcome.

- f) We will not join in fights or disturbances.
- g) We will report any bullying incident to a responsible adult immediately.
- h) We will not judge others on the way they speak, their social behaviour, appearance or their ability.
- j) We will try to remember that everyone matters, including ourselves.

6.3 We will expect all organisations who are members of England Squash to promote the required standards to their members and participants.

7. REPORTING AN INCIDENT

7.1 If incidents of bullying are witnessed, staff, clubs, coaches, volunteers, parents and officials will respond in the first instance by following the procedure detailed in the relevant section of APPENDIX A – REPORTING PROCEDURES of this document.

The policy and procedures of England Squash apply to everyone, whether in a paid or voluntary capacity, including coaches, volunteers, parents, other club members, paid staff in clubs and counties, markers and referees, helpers on club and county trips and medical staff. Everyone has a responsibility. (SRA Bye Law).

Flowcharts for the reporting of any concerns can be found here:
<https://thecpsu.org.uk/download/media/319549/safeguardingreporting-procedure-flowcharts-watermarked.pdf>

Further to this, guidance on reporting concerns of bullying are as follows:

- Make a note of what the person has said using his or her own words as soon as practicable and complete an Incident Form, submit to the Squash welfare officer. A form can be located on at the end of this policy.
- Describe the circumstances in which the disclosure came about.
- Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.
- Be mindful of the need to be confidential at all times, this information must only be shared with the club welfare officer

- (CWO) or safeguarding lead who will escalate it to England Squash or the Case Management Group if needed.
- In partnership, the CWO and/or England Squash will then:
- Inform the parent/carer of referral (if doing so does not put the child/young person at significant risk).
- Information can also be shared without consent where the 'vital interests' of the individual are affected (and he or she cannot give consent or consent cannot reasonably be obtained); or where there is a legal duty.
- Liaise with the family/carers, providing they are not implicated and the person consents
- Share your concern verbally or in writing with the Welfare Officer or their substitute.
- Decide a course of action to be taken and escalate higher if needed.

8. USEFUL CONTACTS

England Squash	Head Office: 0161 231 4499 Email: safesquash@englandsquash.com
Kidscape	0207 730 3300 www.kidscape.org.uk
NSPCC	Child Protection in Sport (NSPCC) http://www.thecpsu.org.uk/

APPENDIX A – Incident Report Form



Incident Referral Form

Your name:

Your position (e.g. parent, coach, volunteer):

Your contact details (e.g. telephone, email address):

If the concern or allegation relates to behaviour/actions towards a Child, Young Person or Adult please complete the following details:

Your knowledge of and relationship to the Child, Young Person or Adult at Risk:

Name of Child or Young Person or Adult at Risk:

Address if known:

Date of birth of Child or Young Person or Adult at Risk:

If the concern or allegation relates to the behaviour/actions of a Coach/Official/Volunteer/Other (please delete) please complete the following details:

Your knowledge of and relationship to the Coach/Official/Volunteer/Other (please delete):

Name of Coach/Official/Volunteer/Other (please delete):

Address if known:

Date(s), time(s) and location(s) of the incident(s):

Nature of the concern or allegation:

Observations made by you or to you (e.g. description of visible bruising, other injuries, child's or young person's emotional state, behaviour/actions towards a Child or Young Person etc):

Note: Make a clear distinction between what is fact, opinion or hearsay)

Exactly what the Child, Young Person or adult said and what you said (Remember, do not lead the Child or Young Person or adult – record actual details. Continue on separate sheet if necessary).

Actions taken so far:

External agencies contacted (date/ time and contact):

Police: YES/NO If Yes, where:

Name and contact number:

Details of advice received:

Social Services: YES/NO If Yes, where:

Name and contact number:

Details of advice received:

England Squash: YES/NO If Yes, where:

Name and contact number:

Details of advice received:

Local Authority: YES/NO If Yes, where:

Name and contact number:

Details of advice received:

Other (e.g. NSPCC, childline) Which:

Name and contact number:

Details of advice given:

Print Name:

Signed: _____ Date: _____

If the incident has been reported to Social Services, a copy of this form must be sent to Social Services within 24 hours of the telephone report.

Remember, to maintain confidentiality on a need to know basis and only share it if it will protect the child or young person. Do not discuss this incident with anyone other than those who need to know.

Please complete and return a copy of this form to safesquash@englandsquash.com

This form identifies the essential information that needs to be recorded if an incident occurs (i.e. there is a disclosure from a young player or an allegation is made) and should be kept by the designated person. On receiving an allegation or disclosure, the designated person should complete the form with the key witnesses involved.