



**AYLESBURY TENNIS & SQUASH CLUB**

# **SAFEGUARDING POLICY 2020/21**

**If you have any welfare issues, please contact our Welfare Officer:**

**Julia Foster - [safeguarding@aylesburytennisandsquash.com](mailto:safeguarding@aylesburytennisandsquash.com)**

**Date of next policy review:** June/July 2021

**Name:** David Evans & Julia Foster

**Date policy endorsed/adopted:** 7<sup>th</sup> October, 2019

**Role:** Squash Chair & Welfare Officer

**Signed:** David Evans & Julia Foster

## **CONTENTS**

### **1. Safeguarding Introduction**

- 1.1 About AYLESBURY TENNIS & SQUASH CLUB
- 1.2 Safeguarding legislation and guidance
- 1.3 CPSU Principles
- 1.4 CPSU Standards
- 1.5 A coordinated approach
- 1.6 What is safeguarding?
- 1.7 What is child protection?
- 1.8 What is abuse?

### **2. Safeguarding Procedure**

- 2.1 Managing safeguarding concerns, incidents and allegations of abuse
- 2.2 Making a referral
- 2.3 Safeguarding Procedure Flowchart

### **3. Safeguarding Policy**

- 3.1 Safeguarding functions
- 3.2 Recruitment and training of AYLESBURY TENNIS & SQUASH CLUB committee members, staff and volunteers
- 3.3 Information sharing and recording
- 3.4 Managing safeguarding incidents, breaches of codes of conduct, complaints and whistleblowing
- 3.5 Use of photography, mobile phones and social media

- 3.6 Changing rooms
- 3.7 Codes of ethics and conduct
- 3.8 Practice guidance for events, communication and consent, travel and supervision
- 3.9 Support following an incident
- 3.10 Safeguarding promotion to partners
- 3.11 Arrangements for reviews, monitoring and compliance

## Appendices

**4. Incident reporting form**

**5. Induction form for staff, coaches and volunteers**

**6. Pre-Event Safeguarding Plan**

**7. Consent Form**

**8. Virtual Training Consent**

## **AYLESBURY TENNIS & SQUASH CLUB**

### **1. SAFEGUARDING INTRODUCTION**

#### **1.1. About AYLESBURY TENNIS & SQUASH CLUB**

AYLESBURY TENNIS & SQUASH CLUB is a members club. It provides tennis & squash courts for the local community and organises competitive tennis, squash and squash 57 events for the wider area. The events include men's, women's and junior leagues, competitions and junior events, as well as providing senior & junior coaching. AYLESBURY TENNIS & SQUASH CLUB consists of a team of volunteers. For the purpose of brevity squash and squash 57 will be referred to as 'squash' throughout the report.

The organisation consists of the following key members:

**Club Chairman:** Ben Milner

**Acting Secretary:** David Herron

**Treasurer:** John Phipps

**Squash Chair:** David Evans

**Acting Tennis Chair:** David Wright

**Welfare & Safeguarding Officer:** Julia Foster

#### **1.2 Safeguarding legislation and guidance**

In accordance with the values of both the LTA & England Squash, AYLESBURY TENNIS & SQUASH CLUB is committed to creating and maintaining a safe, positive and inclusive environment for everyone playing Tennis, squash and racketball at our club. Comprehensive safeguarding guidance, policies and procedures are available

on the [Government](#), [England Squash](#) and [Child Protection in Sport Unit](#) websites. The AYLESBURY TENNIS & SQUASH CLUB safeguarding policy and procedure supports the national guidance and that of LTA, ES and CPSU, as well as addressing the individual requirements and needs of the organisation, its activities and role with clubs in the area. Although the guidance is written primarily for children, AYLESBURY TENNIS & SQUASH CLUB is equally committed to safeguarding vulnerable adults and others involved in the sport. In the development of its policy and procedures, it has adopted the principles and standards of the CPSU (see Appendix)

### **1.5 A coordinated approach**

Working Together to Safeguard Children (HM Government, 2018) states that:

“Safeguarding is everyone’s responsibility. Everyone who works with children has a responsibility for keeping them safe. No single practitioner can have a full picture of a child’s needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.”

There is a specific section in the guidance relating to sport stating that all clubs and organisations should have safeguarding arrangements in place and should collaborate to work effectively with the safeguarding partners as required by any local safeguarding arrangements. Paid and volunteer staff need to be aware of their responsibilities for safeguarding and promoting the welfare of children (and vulnerable adults), how they should respond to child protection concerns and how to make a referral to local authority children’s social care or the police if necessary. All National Governing Bodies of Sport, receiving funding from either Sport England or UK Sport, must aim to meet the Standards for Safeguarding and Protecting Children in Sport.

### **1.6 What is safeguarding?**

Safeguarding refers to the process of protecting children (and vulnerable adults) by providing safe and effective care. Working Together to Safeguard Children (HM

Government, 2018) are regulations which state that safeguarding is everyone's responsibility and defines it as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

This guidance also states that children say they need:

- vigilance: to have adults notice when things are troubling them
- understanding and action: to understand what is happening; to be heard and understood; and to have that understanding acted upon
- stability: to be able to develop an ongoing stable relationship of trust with those helping them
- respect: to be treated with the expectation that they are competent rather than not
- information and engagement: to be informed about and involved in procedures, decisions, concerns and plans
- explanation: to be informed of the outcome of assessments and decisions and reasons when their views have not met with a positive response
- support: to be provided with support in their own right as well as a member of their family
- advocacy: to be provided with advocacy to assist them in putting forward their views
- protection: to be protected against all forms of abuse and discrimination and the right to special protection and help if a refugee

### **1.7 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. Local authority children's social care has legal responsibilities and duties to provide services to children in their

area who are identified to be in need or at risk of or suffering significant harm. Where a child's need is relatively low level, individual and universal services may be able to take swift action. Where there are more complex needs, help may be provided under section 17 of the Children Act 1989 (children in need). Where there are child protection concerns (reasonable cause to suspect a child is suffering or likely to suffer significant harm) local authority social care services must make enquiries and decide if any action must be taken under section 47 of the Children Act 1989.

Anyone who has concerns about a child's welfare should make a referral to local authority children's social care and should do so immediately if there is a concern that the child is suffering significant harm or is likely to do so. Practitioners who make a referral should always follow up their concerns if they are not satisfied with the response. When practitioners make a referral for a child, they should include any information they have on the child's developmental needs, the capacity of the child's parents or carers to meet those needs and any external factors that may be undermining their capacity to parent.

Whenever there is reasonable cause to suspect that a child is suffering or is likely to suffer significant harm there should be a strategy discussion involving local authority children's social care, the police, health and other bodies such as the referring agency. This might take the form of a multi-agency meeting or phone calls and more than one discussion may be necessary. The purpose of the meeting is to share information and decide what action may need to be taken to protect the child.

### **1.8 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 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 his/her 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.

## **Self-harm**

The following information is based on information from a [CPSU briefing paper available here](#).

Self-harm can be defined as any damaging behaviour and covers "a wide range of things that people do to themselves in a deliberate and usually hidden way". It includes cutting, burning, scalding, banging heads and other body parts against walls, hair pulling, biting, swallowing or inserting objects and self-poisoning. Self-harm is always a sign of emotional distress and an indication that something is seriously wrong. People self-harm for many reasons, but it is often seen as a way of coping with overwhelming emotions and feelings that occur from pressures in life.

## **Self-harm in sport**

Triggers of self-harming behaviour may be sport-related or not. They may be associated with negative self-image and body image or attributed to the pressures associated with training and competition. Given the structures, rigours and control necessary to compete and be successful in sport, self-harm can provide a feeling of control for some young people in situations where they otherwise feel powerless.

It is therefore important for adults within sports organisations to develop a nurturing, non-judgmental, respectful culture, where young people are listened to and know where they can turn for support. Young people should know who the Welfare Officer is, encouraged to speak with their parents (unless there is indication that it would be unsafe for them to do so) and be given appropriate helpline numbers where there is cause for concern. Support may also be accessible via a GP or specialist voluntary service.

## **AYLESBURY TENNIS & SQUASH CLUB**

### **2. SAFEGUARDING PROCEDURE**

#### **2.1 Managing safeguarding concerns, incidents and allegations of abuse**

In the event of a AYLESBURY TENNIS & SQUASH CLUB member, coach, volunteer, parent or person from another club 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 on to the club Safeguarding Officer who will complete a safeguarding incident form and decide, in consultation with the Chair, whether it is a poor practice or child protection matter. If it is agreed to be a poor practice issue, the Safeguarding Officer and Chair must decide how it will be followed up and by whom.

If it is suspected to be a child protection matter, the club Safeguarding Officer must report it, as soon as possible, to Buckinghamshire Children's Services or the Police, who are required to follow their own child protection procedures. In the process of making decisions, AYLESBURY TENNIS & SQUASH CLUB recognises that the child's welfare is paramount and their safeguarding needs are always the priority. As concerns are usually of a sensitive nature and have consequences for those involved, it will aim to maintain high professional standards at all times.

#### **2.2 Making a referral**

**To seek advice or report concerns about a child, contact Buckinghamshire Children's Social Care on:**

Tel: 01296 383 962

Out of hours contact: 08009 997 677

Email: [secure-cypfirstresponse@Aylesburycc.gov.uk](mailto:secure-cypfirstresponse@Aylesburycc.gov.uk)

Referrals are assessed to check the seriousness and urgency to establish if Children's Social Care need to be involved.

This may be in the form of:

- support for a child, (Section 17 of the Children Act 1989)
- where there are child protection issues (Section 47 of the Children Act 1989)

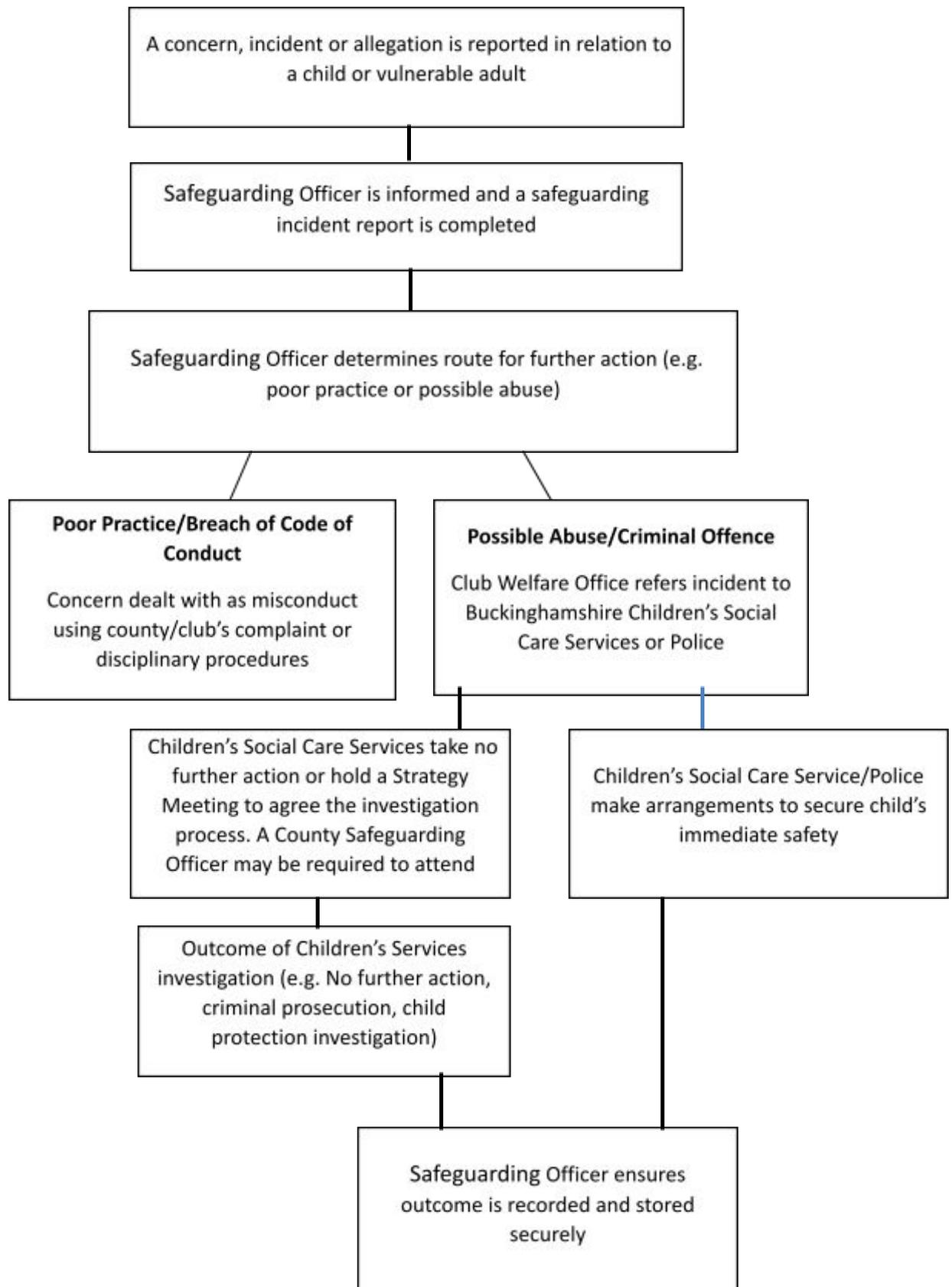
Where concerns do not need intervention from Children's Social Care, families or professionals may be directed to universal services and/or other specialist services.

Advice and consultation to family members or to professionals can be provided where there is concern for a child.

If the Local Authority or Police consider the issue to be a child protection matter, they will take action to protect the child if he/she is at immediate risk of harm or arrange a strategy meeting to plan how the issue will be investigated. In some cases, an AYLESBURY TENNIS & SQUASH CLUB representative may be required to attend the meeting. AYLESBURY TENNIS & SQUASH CLUB will be advised by Children's Social Care Services or the Police as to whether the alleged perpetrator can be informed depending on the individual circumstances of the case.

The Safeguarding Officer is responsible for ensuring there are recordings of safeguarding incidents involving AYLESBURY TENNIS & SQUASH CLUB, which include details about the outcome and these are stored securely and confidentially in accordance with GDPR requirements.

### 2.3 Safeguarding Procedure Flowchart for AYLESBURY TENNIS & SQUASH CLUB activities



## **AYLESBURY TENNIS & SQUASH CLUB**

### **3. SAFEGUARDING POLICY**

#### **3.1 Safeguarding functions**

AYLESBURY TENNIS & SQUASH CLUB has an appointed Safeguarding Officer who is the safeguarding lead for the organisation. The role involves working closely with the Deputy Safeguarding Officer, the Chair and the County Safeguarding Officers, to perform its primary safeguarding functions. These are:

- Implementing safe recruitment and training requirements for AYLESBURY TENNIS & SQUASH CLUB committee members, staff and volunteers
- Developing Codes of Conduct for staff/coaches/volunteers, children and parent/carers directly involved with AYLESBURY TENNIS & SQUASH CLUB
- Ensuring AYLESBURY TENNIS & SQUASH CLUB competitions and events adhere to safeguarding guidance and good practice
- Providing safeguarding support and advice to squash clubs and organisations in the county

As a volunteer led organisation, the Safeguarding Officers, Chair, England Squash and LTA qualified coaches are required to undertake safeguarding training and act according to this policy. However, they are unlikely to be working in a professional safety capacity and where there is doubt or differing views in relation to safeguarding issues, Buckinghamshire Children's Social Care must be contacted for advice.

#### **3.2 Recruitment and training of AYLESBURY TENNIS & SQUASH CLUB committee members, staff and volunteers**

All AYLESBURY TENNIS & SQUASH CLUB committee members are required to read the Safeguarding Policy and Procedure. Due to their role and influence in decision-making and/or direct involvement with children, the following identified members are required to undertake additional safeguarding recruitment checks:

- Chair
- Welfare officers
- Coaches
- Junior Coordinator
- AYLESBURY TENNIS & SQUASH CLUB junior league Team Managers
- Any other person engaged in AYLESBURY TENNIS & SQUASH CLUB activities at the request of the Welfare Officer or Chair

Recruitment requirements for each member involve obtaining; evidence of identity, any relevant qualifications and criminal record checks.

#### Evidence of identity

Photo evidence of identity and proof of address should be provided by identified members, seen by the Welfare Officer and recorded on the relevant spreadsheet. Only original forms of evidence from an official source such as a Driver's Licence or Passport are satisfactory.

#### Criminal record checks

DBS certificates completed within the previous 3 years need to be obtained for the identified AYLESBURY TENNIS & SQUASH CLUB members prior to commencing their role. These need to be updated within a 3-year period.

A list of the offences which are an automatic bar to working with children can be [found on a DBS factsheet here](#).

Decisions in relation to the suitability of persons who have committed less serious offences should be made in conjunction with a risk assessment by the Chair and Welfare Officer. The reasons and outcome of the decision should be recorded and stored securely.

Copies of DBS records should not be made or stored by the organisation. However, records confirming completion, update dates and other relevant information should be held securely and made accessible only to the Chair and Safeguarding Officer.

#### Evidence of qualifications

Where it is relevant and necessary for members to have specific qualifications e.g. coaching, either original copies of certificates should be seen by the Safeguarding

Officer or evidence of qualifications and DBS checks can be checked by the Safeguarding Officer on the England Squash website. Evidence of ATSC committee members' qualifications to be demonstrated at ATSC Committee meetings and noted in the minutes.

### Training requirements

AYLESBURY TENNIS & SQUASH CLUB is committed to ensuring that identified members and relevant others in regular contact with children have opportunities to develop and maintain the necessary knowledge, skills and understanding to safeguard children, in line with national guidelines. It therefore has a mandatory requirement that all identified members complete the basic [CPSU safeguarding course](#).

Identified members and relevant others are also required to attend further training provided by AYLESBURY TENNIS & SQUASH CLUB to update and develop their knowledge and skills.

### 1<sup>st</sup> Aid Training and Public Liability Insurance

Level 2, 3 and 4 Coaches are required to have completed First Aid Training within the previous 3 years and have Public Liability Insurance. This is also a requirement for level 1 coaches who carry out activities for juniors on their own.

## **3.3 Information sharing and recording**

Information sharing - [Government advice on information sharing in relation to safeguarding issues is available here](#)

It promotes 7 golden rules to sharing information as follows:

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.

2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (see principles).
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Recording - it is the responsibility of the Safeguarding Officer to ensure that the following information is recorded and stored securely and correctly:

- All incidents, allegations of abuse and complaints.
- All significant injuries
- Safeguarding and First Aid Training and subsequent updates.
- DBS, identity checks and qualifications.

Safeguarding issues and information in relation to individuals are almost always of a personal and sensitive nature. The highest professional standards must therefore be applied to managing discussions, recording information and maintaining confidentiality. Spreadsheets and personnel files relating to safeguarding and recruitment issues should be stored electronically, kept secure and made accessible only to limited and appropriate persons.

### **3.4 Managing safeguarding incidents, breaches of codes of conduct, complaints and whistleblowing**

AYLESBURY TENNIS & SQUASH CLUB recognises the need to promote effective lines of communication and help staff and volunteers respond appropriately to safeguarding concerns. Incidents and complaints may concern members directly involved in the operation and functions of AYLESBURY TENNIS & SQUASH CLUB activities, or support and advice sought from an affiliated organisation or club within the county.

#### Safeguarding incidents

In the event of a safeguarding concern or incident being raised either internally or externally, the AYLESBURY TENNIS & SQUASH CLUB Safeguarding Procedure should be followed. This process involves information being shared and recorded and decisions and further action being agreed by the Safeguarding Officer and Chair.

#### Breaches of Codes of Conduct

AYLESBURY TENNIS & SQUASH CLUB aims to manage breaches of the Codes of Conduct in a way which is understandable, fair and respectful to all concerned. Where a breach has been found to have occurred, the following process can be applied:

- Informal discussion - wherever possible, minor breaches of the Codes of Conduct, that do not raise a safeguarding issue, should be dealt with informally by the Safeguarding Officer and Chair with the intent of resolving them informally. This might be achieved through the provision of guidance,

support or training. However, if further breaches continue, it may be necessary to take more formal steps.

- Formal warning - where informal action has not been effective or the breach is of a more serious nature, such as continued poor practice or offensive behaviour, the following formal action should be taken. The Safeguarding Officer and Chair should discuss the issue and agree that formal action is required. In some cases, it may be helpful and appropriate to consult with other AYLESBURY TENNIS & SQUASH CLUB members. A written warning by email and/or letter should be sent outlining the issue and informing the person concerned that their involvement or participation with AYLESBURY TENNIS & SQUASH CLUB may be ended in the event of a further breach occurring.
- Suspension or termination of involvement or participation in selected or all with AYLESBURY TENNIS & SQUASH CLUB activities - in some cases, following a full discussion between the Safeguarding Officer and Chair, and where appropriate in consultation with other AYLESBURY TENNIS & SQUASH CLUB members, immediate curtailment, suspension or termination of involvement may be required. An example might be a safeguarding incident or criminal offence taking place. In this event or where continual breaches have occurred following a formal warning, the person concerned should be sent a written email and/or letter outlining the issue and explaining the reasons why their involvement with AYLESBURY TENNIS & SQUASH CLUB has been ended with immediate effect.

Where a breach of the Code of Conduct concerns junior, parents or carers must be informed and involved in the process.

#### Managing disagreements, complaints and whistleblowing

AYLESBURY TENNIS & SQUASH CLUB aims to manage complaints in a way which is understandable, fair and respectful to all concerned. Where a complaint has been received, the following process can be applied:

- Wherever possible and appropriate, disagreements and complaints should be dealt with informally by the Safeguarding Officer and Chair with the intent of resolving them informally.
- Where complaints cannot be resolved informally or where they are of a serious nature, the complainant should be encouraged to put the complaint in writing. The complaint should be considered fully and further decisions taken by the Safeguarding Officer and Chair. Further advice may need to be sought at the Safeguarding Officer and Chair's discretion to resolve the issue. If the issue concerns a safeguarding incident, it should be managed by following the Safeguarding Procedure.
- The Safeguarding Officer and Chair should respond to the complainant in writing with reasons and the outcome of any decisions taken.

If the complaint concerns the practice or conduct of the Safeguarding Officer or Chair, the complaint should be managed by an appropriate person who is independent of the organisation.

### **3.5 Use of photography, mobile phones and social media**

#### Parents, Carers and Spectators

AYLESBURY TENNIS & SQUASH CLUB recognises that parents may want to take photos of their children at events as a memento or to share on social media. However, in support of the guidance provided by the CPSU, staff and volunteers should caution parents and others about taking photographs of other people's children without the express consent of the child and parents, as this may result in negative consequences.

#### Event organisers

AYLESBURY TENNIS & SQUASH CLUB staff and volunteers should always be asking for written consent from a child and their parents/carers before taking and using a child's image.

### Photography and changing rooms

It is **never** appropriate for photographs to be taken in changing rooms or when children are not fully clothed.

### Social media and bullying

Any bullying or humiliation on social media by children or parents will not be tolerated by AYLESBURY TENNIS & SQUASH CLUB and should be managed under the process for breaching the codes of conduct.

### Children and mobile phones

AYLESBURY TENNIS & SQUASH CLUB is unable to take responsibility for how children use their phones when activities and events are taking place. However, if they are found to be viewing inappropriate material or they are distracted from the activities taking place, they may be prevented from using or having phones with them during events.

## **3.6 Changing rooms**

There are no specific legal requirements regarding the use of changing facilities. However, organisations and clubs with responsibilities for children do have a general duty of care towards them. Due to the layout in different clubs, the level of risk to adults and children of safeguarding incidents occurring in changing rooms may vary.

Training activities and events organised by AYLESBURY TENNIS & SQUASH CLUB take place at a number of clubs around the country where there may not be separate changing areas available for children and adult members. In order to manage risks associated with the sharing of changing facilities AYLESBURY TENNIS & SQUASH CLUB makes the following recommendations:

- Children are discouraged from socialising or spending any more time than is necessary in changing rooms.
- If children are uncomfortable about changing in a space shared with adults or they are too young to change themselves, they should be encouraged to change before they arrive.
- If parents are worried about their children sharing changing rooms with adults or ability to change themselves, they are encouraged to supervise them, as

AYLESBURY TENNIS & SQUASH CLUB does not have adequate staff/volunteer resources to do so.

- It is never appropriate for coaches to use the changing facilities at the same time as the children they are responsible for.
- Children should use gender specific changing rooms unless they are transgender or transitioning. In this case, sensitive discussions and arrangements should be made on an individual basis, prior to an activity taking place.
- AYLESBURY TENNIS & SQUASH CLUB activities and events only take place at clubs that are affiliated with LTA & England Squash.
- Staff and volunteers are well informed about the risks associated with changing facilities and are vigilant and report any behaviour they consider inappropriate or worrying.

### **3.7 Codes of Ethics and Conduct**

#### Codes of Ethics and Conduct

AYLESBURY TENNIS & SQUASH CLUB has adopted the CPSU principles as stated in the Safeguarding Introduction.

AYLESBURY TENNIS & SQUASH CLUB has adopted LTA & England Squash Codes of Ethics and Conduct for staff, coaches and volunteers, children and parents/carers.

There are clear processes for managing breaches of the Codes of Ethics and Conduct.

[LTA Code of Ethics and Conduct](#)

[England Squash Code of Conduct](#)

### **3.8 Practice guidance for events, leagues, communication and consent, travel and supervision**

#### **Events**

AYLESBURY TENNIS & SQUASH CLUB organises junior events and competitions throughout the year. These are facilitated by coaches or junior team managers who have met AYLESBURY TENNIS & SQUASH CLUB recruitment and training requirements. Additionally, events are only held at clubs which are affiliated with England Squash and should therefore have insurance and adhere to health and safety guidelines. Comprehensive CPSU guidance is available for managing trips at <https://thecpsu.org.uk/media/2590/away-trips-hosting-revised-july-2014.pdf>.

Children (up to and including the age of 18 ) are required to wear safety glasses on squash courts and appropriate clothing on court during all AYLESBURY TENNIS & SQUASH CLUB activities.

A Pre-Event Safeguarding Plan should be completed, ideally by the event coordinator or safeguarding lead prior to a AYLESBURY TENNIS & SQUASH CLUB event or activity taking place (except for adult and junior leagues, where safeguarding arrangements are the responsibility of the host club).

#### **Adult and Junior Leagues**

Where juniors play in county leagues for our club, it is the responsibility of the host club to ensure that the duty of care to children is carried out in accordance with national guidance and their own Safeguarding Policy and Procedures.

#### **Supervision**

Our guidance is taken from the CPSU:

#### **[Supervising Children and Young People's Sport and Activities](#)**

Younger children or children with additional physical, emotional or behavioural needs will need higher levels of supervision. Other issues to consider are whether children will be off court at any time and how supervision will be managed during these periods. A register should always be taken prior to the session and any health or special needs recorded.

## Communication and consent

Parents/carers need to be made aware of travel and supervision arrangements so they are fully informed to make decisions in relation to how appropriate they are for their child. If there is any doubt, parents/carers should be encouraged to be present to provide additional support.

## Travel

Staff, coaches and junior team managers are expected to meet AYLESBURY TENNIS & SQUASH CLUB recruitment vetting and training requirements.

[Our club travel policy can be viewed here.](#)

Parents/carers must give written permission for their children to travel and except in exceptional unexpected circumstances a child must never travel in a car alone with an adult who is not their parent or carer.

## Role of coaches, team managers and volunteers

Those in a position of responsibility and direct involvement with children need to be especially aware that they do not put themselves in risky situations where children could misinterpret behaviour or the likelihood of a safeguarding incident occurring is much higher. Risky situations might include;

- Developing a personal relationship with a child outside of the coaching/volunteering role.
- Spending unnecessary time alone with a child.
- Travelling alone with a child.
- Using inappropriate adult language in front of a child.
- Discussing personal circumstances and relationships with a child.
- Smoking in front of a child.
- Changing in front of a child.
- Using inappropriate disciplinary measures/sanctions or humiliating a child.

Where those working with children are committed to attending safeguarding training and apply good practice principles, the occurrence of an incident occurring is very low.

### **3.9 Support following an incident**

AYLESBURY TENNIS & SQUASH CLUB recognises that when safeguarding issues do arise, it causes considerable anxiety for those involved. It may take some time for the safeguarding process to be completed, during which it is important that everyone is adequately supported. In practice, this means making sure people are kept well informed, treated respectfully and advised where they can go for additional support if needed. This applies to everyone, including potential victims, alleged perpetrators, witnesses or whistle-blowers.

### **3.10 Safeguarding promotion to partners**

An essential function of AYLESBURY TENNIS & SQUASH CLUB is to promote excellent safeguarding practice and provide advice to squash clubs and organisations throughout the county. To achieve this, it aims to;

- Be a role model and champion of good safeguarding practice.
- Advise clubs and other organisations in accordance with CPSU principles and standards.
- Encourage clubs and organisations to be affiliated with England Squash & LTA
- Be vigilant, recognise when poor or unsafe practice is taking place and be willing to address it accordingly.
- Stay informed in relation to changes of legislation and national guidance.

### **3.11 Arrangements for reviews, monitoring and compliance**

AYLESBURY TENNIS & SQUASH CLUB is committed to ensuring its intentions to safeguard children are taking place and monitor and evaluate its effectiveness. It aims to do this by;

- Having an appointed Safeguarding Officer with the required minimum training in safeguarding.
- Reviewing its policy, procedures and recruitment process post AGM to ensure they are up to date with current legislation and guidance.

- Recording all significant incidents and injuries, allegations of abuse and complaints so that key messages and learning are identified and shared.
- Reviewing any significant incidents and injuries, allegations of abuse and complaints post AGM to establish how effectively they were managed and whether there are key messages to be learnt.
- Promoting a culture of openness, which encourages staff, parents/carers and children to share their views and be part of the development of the organisation.

## APPENDICES-AYLESBURY TENNIS & SQUASH CLUB

### 4. INCIDENT/INJURY REPORTING FORM (JUNIORS AND VULNERABLE ADULTS)

This form must be completed for significant injuries or incidents involving juniors or vulnerable adults. If you have concerns about a safeguarding incident/injury, please contact the AYLESBURY TENNIS & SQUASH CLUB Safeguarding Officer (or Chair in his/her absence) as soon as you reasonably can and complete the incident/injury reporting form. The form should be emailed directly to the Safeguarding Officer and Chair. As safeguarding incidents are usually of a personal matter, information should be treated sensitively and in confidence.

TO BE COMPLETED BY PERSON REPORTING INJURY/INCIDENT	
Your name:	Name of organisation:
Your role:	
Your contact information: Phone number: Email:	
Child's name:	Child's date of birth:
Child's ethnic origin:	Does the child have a disability?
Child's gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	
Parents / carer's name(s):	
Parents / carers contact details Phone number: Email:	
Have parents / carers been notified of this injury/incident? (If in doubt about whether the parents should be notified, please contact the welfare officer for advice). <input type="checkbox"/> Yes <input type="checkbox"/> No  If YES please provide details of what was said/action agreed:	

**Incidents only:**

Are you reporting your own concerns or responding to concerns raised by a 3rd party?

- Reporting my own concerns
- Reporting concerns raised by 3<sup>rd</sup> party

Name of 3rd party:

Position within the sport or relationship to the child:

Telephone number:

Email address:

Date and times of injury/incident:

Details of the injury/incident or concerns:

Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.

Please provide details of action taken to date:

Please specify if any further action is required, when and by whom:

**TO BE COMPLETED BY THE SAFEGUARDING OFFICER (SO) OR CLUB CHAIR / COACH IN HIS / HER ABSENCE**

Name of SO:

Contact details of SO

Phone number:

Email:

Name of Chair:

Contact details of Chair

Phone number:

Email:

Details of action taken by SO:

Is the incident considered to be poor practice or possible abuse?

Has the incident been reported to any external agencies? (Possible abuse incidents must be reported to the local authority for investigation)

Yes

No

If YES please provide further details:

Name of organisation / agency:

Contact person:

Telephone numbers:

Email address:

Agreed action or advice given:

**AYLESBURY TENNIS & SQUASH CLUB**

**5. INDUCTION FORM FOR AYLESBURY TENNIS & SQUASH CLUB STAFF,  
COACHES AND VOLUNTEERS**

**Name:**

**Role:**

**Requirements for the Chair, Safeguarding Officer, Coaches, Staff and  
Volunteers undertaking AYLESBURY TENNIS & SQUASH CLUB activities**

<b>Requirement</b>	<b>Date completed</b>
Received and read AYLESBURY TENNIS & SQUASH CLUB Safeguarding Introduction	
Received and read AYLESBURY TENNIS & SQUASH CLUB Safeguarding Policy and Procedures	
Received and read ATSC Reporting Procedure and Incident Reporting Form	
Received and read ATSC Codes of Conduct	
DBS check (including any issues/decisions)	
CPSU Online Safeguarding training	
Safeguarding Workshop (for coaches and others working directly with juniors)	
Any other information or further action needed (please specify who, how and when it will be carried out)	

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I confirm I have read and understood AYLESBURY TENNIS & SQUASH CLUB's safeguarding policy and procedures.

Staff/Volunteer/Coach signature:

Date:

Safeguarding Officer/Chair signature:

Date:

## AYLESBURY TENNIS & SQUASH CLUB

### 6. AYLESBURY TENNIS & SQUASH CLUB PRE-EVENT SAFEGUARDING PLAN

A Pre-Event Safeguarding Plan should be completed, ideally by the event coordinator or safeguarding lead prior to a AYLESBURY TENNIS & SQUASH CLUB event or activity taking place (except for adult leagues, where safeguarding arrangements are the responsibility of the host club).

Name of event:

Name of venue:

Details about suitability of venue (e.g. is it affiliated with England Squash, are there any specific issues/risks to consider?)

Name of Event Coordinator (person with overall responsibility for event):

Name of Event Safeguarding Lead (person with lead responsibility for safeguarding):

Have staff and volunteers involved in the event undertaken AYLESBURY TENNIS & SQUASH CLUB recruitment and vetting requirements? Please confirm and provide details of any issues:

Details about number and age group of participants, including staff to child ratio:

Do any participants have specific needs or additional vulnerabilities? Please provide details:

Details about process for registering participants and ensuring appropriate information and consents are provided:

Details about process for responding to and reporting concerns arising at event:

Details about any risks and how these will be managed:

Confirmation that all identified risks have been adequately addressed:

Yes / No (please circle)

Any other issues:

Name of person who completed Pre-Event Safeguarding Plan:

Date:

## AYLESBURY TENNIS & SQUASH CLUB

### 7. AYLESBURY TENNIS & SQUASH CLUB Consent Form

**Confidentiality:**

Details on this form will be held securely and will only be shared with coaches or others who need this information in order to meet the specific needs of your child.

**1<sup>st</sup> June 2020 to 1<sup>st</sup> September 2021**

Safeguarding Officer- **Julia Foster**

**Updated 10.06.2020**

Name of child/young person:			
Address:			
Date of Birth:		School Year	
School		England Squash No.	
Name of parent / carer:			
Day time Tel No parent/carer:		Mobile Tel No parent/carer:	
Email address parent/carer:			
<b>Emergency contact information:</b>			
Name of alternative adult who can be contacted in an emergency:		Relationship to child/young person:	
Day time Tel No alternative adult:		Mobile Tel No alternative adult:	
Please confirm if there are any activities that your child can not participate in?	Please give details:		
<b>Medical information:</b>			
Any specific medical conditions requiring medical treatment?	<b>Yes:</b> Please give details:		<b>No:</b>

Details of medication required (pain/flu/inhaler):		
Any specific medical condition or disability?	<b>Yes:</b> Please give details:	<b>No:</b>
Any allergies?	<b>Yes:</b> Please give details:	<b>No:</b>
Details of any dietary requirements (vegan/vegetarian):	<b>Yes:</b> Please give details:	<b>No:</b>
<b>Consent information:</b>		
<ul style="list-style-type: none"> <li>I give my consent that if an emergency medical situation arises, the coach/manager/official may act as loco parentis. If the need arises for administration of first aid and/or other medical treatment which in the opinion of a qualified medical practitioner may be necessary. I also understand that in such circumstances that all reasonable steps are made.</li> <li>This consent form covers participation in county activities. These could include: coaching/training including <b>Virtual Training</b> (see consent guidelines) and all types of competitions organized through AYLESBURY TENNIS &amp; SQUASH CLUB, eg County Closed, ICC, Aylesbury shoot out or other festival events. These events will take place at England Squash Affiliated facilities within the county and other ES affiliated facilities within England.</li> <li>Photographs, videos and social media will be used on occasion to promote, share information on results, events or for teaching purposes. Names of children and photos will never be used together.</li> </ul>		
<p>I confirm that I have read, or been made aware of, the AYLESBURY TENNIS &amp; SQUASH CLUB Safeguarding policies and Codes of Conduct which can be found on the Club website: <a href="http://aylesburytennisandsquash.com/safeguarding">aylesburytennisandsquash.com/safeguarding</a></p>		
<p>I confirm that my child has an <u>Activated</u> LTA or England Squash membership or Number which provides personal accident cover for squash related accidents.</p>		
<p><b>All Squash Juniors up to and including the age of 18 are required to wear squash eye protection for training and competitions.</b></p>		
<p>By signing this form you agree to uphold AYLESBURY TENNIS &amp; SQUASH CLUB's, the LTA's &amp; England Squash's player and parent code of conduct.</p>		
<p>Under the General Data Protection Regulation ('GDPR') there are occasions when <b>Aylesbury Tennis &amp; Squash</b> must obtain your explicit consent to use your information, known as 'Personal Data'. Personal Data includes, but is not limited to your name, address, telephone number and email address. <b>Aylesbury Tennis &amp; Squash</b> would like to hold and use your information for the purposes of establishing</p>		

contact in an emergency situation, for communicating organisational information for events managed and run by **Aylesbury Tennis & Squash** and recording participation data via the **101App for England Squash** or LTA

[ ] Tick this box to show that you have understood that you are providing consent to be contacted in an emergency situation or for communicating organisational information for events managed and run by **Aylesbury Tennis & Squash**.

<b>Signature of child/young person :</b>	
<b>Print name child/young person:</b>	
<b>Date:</b>	
<b>Signature of parent / carer:</b>	
<b>Print name parent / carer:</b>	
<b>Date:</b>	

## AYLESBURY TENNIS & SQUASH CLUB

### 8. Virtual Training Consent

Aylesbury Junior Consent for Zoom Squash session

Updated

8.06.2020

1. During the session you will need a racket and ball of some kind - Squash, tennis, table tennis, it does not matter. A water bottle. Appropriate footwear for where you will be taking part in this activity session.
2. Zoom accounts are recommended for 16 and over, so if you child is below this age please could they log on through your name/account. (Your child's name should not be visible on the screen with their picture)
3. Make sure the space you are doing the session in is clear of anything that could cause harm to anyone be it in your front room or garden.
4. Your camera can be on during the session as well as your microphone. We will record the sessions for both reflection purposes, social media use and retain the recordings safely for up to 36 months.
5. If you take screenshots during the session, be responsible with how you use the image.
6. We will have set breaks during the session, but if you feel you need one during the session you can take one.

7. If you have not done any exercise in a while or if you have an injury, please let me know prior to the session you are taking part in. We can tailor the session accordingly to your needs and you can do the session at your own pace.
8. We will abide by and we expect all participants to abide by the usual Aylesbury & ES code of conduct.
9. Parents/careers are in charge and by consenting for their children to take part, they do so at their own risk. We advise parents/careers are always on hand to make sure their children are safe throughout the session.
10. Parents are responsible for upholding social distancing guidelines.
11. The link we have provided can only be used by persons who have signed up to take part and not to be forwarded to anyone. Anyone signed on that is not signed up will be deleted from the activity.
12. Our coaches are England Squash qualified
13. If you have any feedback on the online session, please email to Oliver at [ofield@fitmail.co.uk](mailto:ofield@fitmail.co.uk)

### **1.3 CPSU Principles**

#### **CPSU Principles**

**Children and young people have a right to enjoy sport, free from all forms of abuse, exploitation and poor practice**

**All children and young people have equal rights to protection from harm**

**All children and young people should be encouraged to fulfil their potential and inequalities should be challenged**

**Everybody has a responsibility to support the care and protection of children**

**Sporting organisations have a duty of care to children and young people who take part in sport**

## **1.4 CPSU Standards**

### **Standard 1: Policy and procedures for responding to concerns**

The organisation should have linked procedures that provide clear step-by-step guidance on what to do in different circumstances if concerns arise about children's welfare or protection.

### **Standard 2: Operating systems**

Operating systems are needed to ensure that policies and procedures are effectively implemented in practice and provide clear step-by-step guidance on what to do in specific circumstances. They clarify roles and responsibilities and lines of communication.

### **Standard 3: Prevention**

Measures to help minimise the possibility of children and young people being abused by those in a position of trust.

### **Standard 4: Codes of ethics and conduct**

Codes of ethics reflect the values and principles that the organisation wants to promote and provide a moral basis for policies and systems.

### **Standard 5: Equity Standard**

Measures to ensure that the needs of all children and young people to be protected from abuse are addressed.

### **Standard 6: Communication**

Ways of informing, consulting and listening to all relevant parties about how children involved in the sport are to be safeguarded.

### **Standard 7: Education and training**

Opportunities to develop and maintain the necessary knowledge, skills and understanding to safeguard children.

### **Standard 8: Access to advice and support**

Arrangements made to provide essential information and support to those responsible for safeguarding children. Children and young people who are being abused are assisted to get help.

### **Standard 9: Implementation and monitoring**

Action taken to ensure that the organisation's intentions in relation to safeguarding children are taking place and to monitor and evaluate action and effectiveness.

**10: Influencing**

**Action taken by the organisation to influence, encourage and promote the adoption and implementation of measures to safeguard children by partner organisations.**

**Based on guidance from Working Together 2018, NSPCC Child Protection in Sport Unit,  
England Squash, GOV.UK**