

Ickleford Squash Club Safeguarding Policy



1. Policy statement

Ickleford Squash Club (“the Club”) acknowledges its duty of care to safeguard and promote the welfare of children and adults at risk and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and England Squash requirements. This policy applies to all members, parents/carers, coaches, volunteers, committee members, contractors and visitors involved in activities organised by or on behalf of the Club.

The Club aims to ensure that all children and adults at risk:

- have a positive and enjoyable experience of squash in a safe, inclusive and child-centred environment; and
- are protected from abuse, harm and neglect while participating in squash or related activities.

Safeguarding is everyone’s responsibility. All concerns about a child or adult at risk must be taken seriously and responded to promptly, following the procedures in this policy.

2. Scope and definitions

This policy covers:

- all squash activities organised by the Club on or off site, including coaching, club nights, matches, tournaments and social activities;
- children (anyone under 18 years); and
- adults at risk, meaning adults who have needs for care and support and may be unable to protect themselves from abuse or neglect.

Abuse can include physical, emotional, sexual, neglect, bullying, harassment, discrimination, financial abuse and online abuse. Poor practice includes behaviour which falls below expected standards but may not reach the threshold of abuse; both must be addressed.

3. Roles and responsibilities

3.1 Committee

The Club Committee has overall responsibility for safeguarding and will:

- adopt and promote this policy and associated procedures;
- ensure safeguarding is a standing item at committee meetings;
- support the Welfare Officers with training, supervision and resources;

- ensure all coaches and volunteers are safely recruited and appropriately vetted.



3.2 Welfare Officers

The Club will appoint at least one Welfare Officer. The Welfare Officer will:

- be the first point of contact for safeguarding and welfare concerns;
- complete appropriate England Squash-approved safeguarding and Time to Listen (or equivalent) training and hold an enhanced DBS check;
- promote good practice and support members to understand and implement this policy;
- record, manage and, where appropriate, refer concerns to England Squash, the Local Authority or the Police.

3.3 Coaches, volunteers and officials

All coaches, volunteers and officials working with children or adults at risk must:

- adhere to this policy and the England Squash Code of Conduct;
- complete appropriate safeguarding training and hold an enhanced DBS check where their role involves regular, unsupervised or intensive contact with children;
- report any concerns about a child, adult at risk, colleague or Club practice to a Welfare Officer without delay.

3.4 Parents/carers and junior members

Parents/carers are expected to:

- ensure they and their child are familiar with this policy and relevant Codes of Conduct;
- provide up-to-date emergency contact and medical information;
- raise concerns promptly with a Welfare Officer or, if necessary, directly with statutory agencies.

Children and young people will be informed in an age-appropriate way about who the Welfare Officers are and how to raise a worry.

4. Safe recruitment and training

The Club will follow safer recruitment procedures for any role involving regular contact with children or adults at risk, including:



- clear role descriptions and expectations;
- completion of an application or volunteer form and checks of identity and suitability;
- obtaining references where appropriate;
- enhanced DBS checks for those in regulated activity or regular supervisory roles, using England Squash guidance.

All coaches and Welfare Officers must complete initial safeguarding training and refresh this at least every three years. The Committee will keep a record of DBS status and safeguarding training dates.

5. Good practice and Codes of Conduct

The Club will adopt and promote the England Squash Code of Conduct.

These Codes will cover, for example: appropriate physical contact, language and behaviour; managing one-to-one situations; supervision ratios (as recommended in England Squash guidance); use of changing rooms; transport; and boundaries around social media and electronic communication.

6. Supervision, changing rooms and transport

- Junior sessions will operate with appropriate adult-to-child ratios; where possible, two adults will be present at all times.
- Adults must not change or shower at the same time as children using the same facilities where this can reasonably be avoided. Separate sessions or designated times will be used where practical.
- Coaches and volunteers should avoid being alone in a changing room with a child; if this is unavoidable (e.g. injury), doors should be left open where possible and another adult informed.
- The Club does not expect coaches or volunteers to provide routine lifts to children. If transport is unavoidable, another adult or other children should be present, parents should give consent and journeys should be planned openly and transparently.

7. Photography, video and social media

- The Club will obtain parental consent before taking and using images of children for publicity or social media.
- Images will be of groups where possible, fully clothed in appropriate kit, and will not be used in a way that could put a child at risk.
- Coaches and volunteers must not have private, one-to-one online or social media contact with junior members; where communication is needed it should be via parents/carers or agreed Club channels.



8. Recognising and responding to concerns

Everyone at the Club has a responsibility to recognise possible signs of abuse or poor practice and to act.

If a child or adult at risk is in immediate danger, or a crime is suspected, dial 999.

Otherwise:

1. **Listen, reassure, do not promise confidentiality** – explain you may need to share information to keep them safe.
2. **Record** what was said or seen as soon as possible, using the person's own words where you can.
3. **Report** the concern to a Welfare Officer at the earliest opportunity and within 24 hours.
4. The Welfare Officer will:
 - assess the concern;
 - consult, where appropriate, with England Squash's Safeguarding Lead or County Welfare Officer;
 - refer to Children's Social Care or Adult Safeguarding and/or the Police where there is a risk of significant harm.

Concerns about the Welfare Officer should be reported to the Club Chair or directly to England Squash or statutory agencies.

9. Allegations against coaches, volunteers or members

Allegations or serious concerns about a coach, volunteer, official, committee member or other Club member must be reported immediately to a Welfare Officer (or to the Chair/England Squash if the allegation involves a Welfare Officer). The Welfare Officer will:



- ensure the child or adult at risk is safe;
- contact statutory agencies and/or England Squash as appropriate;
- follow advice on managing the person's involvement in Club activities during any investigation;
- ensure confidentiality is maintained as far as possible.

Disciplinary action by the Club may be taken in line with the Club's constitution and disciplinary procedures, in addition to any statutory or England Squash processes.

10. Adults at risk

Where concerns involve an adult at risk, the Club will follow the principles and processes of this policy, taking into account adult safeguarding guidance and the person's rights to make their own decisions where they have capacity. Allegations or concerns may be referred to the Local Authority Adult Safeguarding Team or the Police as appropriate.

11. Information sharing, confidentiality and record-keeping

- Information will be shared on a "need to know" basis only, in line with data protection and safeguarding law.
- The Welfare Officers will keep accurate, dated and signed records of all concerns, decisions and actions taken.
- Records will be stored securely and retained in line with guidance from England Squash and statutory agencies.

12. Implementation, communication and review

The Committee will:

- approve and formally adopt this policy;
- ensure all members, parents and volunteers are informed of the policy and how to access it (e.g. website, noticeboard, welcome packs);
- make safeguarding a standing agenda item at committee meetings and receive reports from the Welfare Officers;

- review this policy at least every three years, or sooner following legislation or England Squash guidance changes, or after any significant safeguarding incident.

