

HAZELWOOD SPORTS CLUB
CHILDREN AND ADULTS AT RISK SAFEGUARDING
POLICY

(Agreed by the Executive Committee on May 24th 2018)

1 INTRODUCTION

- 1.1 All children and adults at risk (including vulnerable adults) are entitled to protection from harm and have the right to take part in sport in a safe, positive and enjoyable environment. Hazelwood Sports Club ('the Club') are committed to safeguarding the welfare of children and adults at risk when they are participating in sports activities at the Club and when representing the Club at other venues.
- 1.2 This document sets out Hazelwood Sports Club's Safeguarding Policy and covers children and adults at risk. All Committee members, club members, employees and volunteers involved at the Club must be aware of their responsibilities in this area, to ensure that the Club is acting legally and responds appropriately to any safeguarding issues that may arise.
- 1.3 All regular Hirers of the Club's facilities shall be made aware of this Policy and abide by it, if they are dealing with children or adults at risk.
- 1.4 References to "children" and "child" in this document mean a young person or young people under the age of 16.
- 1.5 This Policy only relates to circumstances where the Club is clearly responsible for the child or adult at risk. This means that the Policy does not apply to a child or adult at risk on a journey to the club, or to away matches where the Club is not involved in the transport arrangements.

2 KEY PRINCIPLES

- 2.1 This policy statement has the following key principles:
 - (i) The welfare of the child or adult at risk is paramount;
 - (ii) All participants regardless of age, gender, ability or disability, race, faith, size, language or sexual identity, have the right to protection from harm;
 - (iii) All allegations and suspicions of harm will be taken seriously and responded to swiftly, fairly and appropriately;
 - (iv) Everyone will work in partnership to promote the welfare, health and development of children and adults at risk;
 - (v) The interests of those who work or volunteer with children and adults at risk will be protected.

3 POSITIONS OF TRUST AND REPORTING

- 3.1 All adults who work with young people and adults at risk are in a position of trust, which has been invested in them by the child / vulnerable adult and their parents / carers. This relationship can be described as one in which the adult is in a position of power and influence by virtue of their position as the responsible adult.
- 3.2 Adults must not encourage a physical or emotionally dependant relationship to develop between themselves and the child or adult at risk in their care. Sexual intercourse or inappropriate touching or contact by an adult with a child under the age of 16 years is unlawful, even where there is apparent consent from the child. If the Club receives any allegations of this nature the allegation will be reported to Enfield Council's designated Safeguarding officer and, if necessary, the Police.
- 3.3 All Club Members have a duty to raise concerns about the behaviour of any adult which they believe to be harmful to children and / or adults at risk in their care, without prejudice to their own position.
- 3.4 All Club Members have a duty to report any allegations of harmful behaviour made by a child or adult at risk to the Club's Safeguarding Officer, whether or not they relate to their participation in Club activities. The Club's Safeguarding Officer will take the necessary action to appropriately deal with any allegations made.
- 3.5 Where appropriate the Club will share any Safeguarding issues that have been raised with affected parents / carers and secure the parent / carer's permission for that information to be shared with the Local Authority and / or the Police; assuming that no allegations have been made against those same parents / carers. Where allegations have been made against parents / carers the Club will not inform them of those allegations, or who has made them and, instead, will report them directly to the Local Authority and / or Police. Where a parent / carer has been informed of a Safeguarding issue and refuses to give permission for that information to be passed on to the Local Authority and / or Police, the Club will pass on the information in any case, if they believe someone is at risk of being harmed or a criminal activity is believed to have taken place.

4 PROHIBITED PRACTICES

- 4.1 All adults associated with the Club, including employees, coaches, managers and volunteers must never:
 - (i) Take a child or adult at risk in to a house or any other place where the responsible adult would be alone with them;
 - (ii) Agree to meet a child or vulnerable adult on their own, on a one to one basis or spend any amount of time alone with a child or adult at risk away from others;
 - (iii) Take a child or adult at risk alone on car journeys, however short (NB. See

paragraph 1.5 above and paragraph 4.2 below);

(iv) Engage in rough, physical games, sexually provocative games or horseplay with children/ adults at risk;

(v) Share a room with a child / adult at risk unless the adult is the parent / carer / guardian of that person;

(vi) Engage in any form of inappropriate sexual contact and / or behaviour;

(vii) Allow or engage in any form of inappropriate touching or contact;

(viii) Make sexually suggestive remarks to a child or adult at risk, even in fun;

(ix) Use inappropriate language or allow a child / adult at risk to use inappropriate language unchallenged;

(x) Do things of a personal nature for a child or adult at risk that they can do for themselves, unless you have been requested to do so by the parents / carer; excluding the need to appropriately respond to injuries and /or the need to administer first aid;

(xi) Depart from the Club or agreed rendezvous point until the safe dispersal of all children and /or adults at risk is complete;

(xii) Cause an individual to lose self esteem by embarrassing, humiliating or undermining them;

(xiii) Treat some children / adults at risk more favourably than others on a consistent basis;

(xiv) Allow allegations by a child or adult at risk to go unchallenged, unrecorded or not acted upon;

(xv) Provide or encourage a child or children to drink alcohol.

- 4.2 In exceptional circumstances a responsible adult can proceed with the actions described paragraph 4.1, section (iii), providing they have obtained prior consent from the parent / carer of the child or adult at risk. If consent cannot be obtained then a responsible adult can only proceed if their actions can be shown to be clearly in the best interests of the child or adult at risk (eg. if the child or adult at risk would otherwise be in a position of danger). All such actions described in this paragraph should be reported by the responsible adult to the Club's safeguarding officer, as soon as it is possible to do so.

5 DBS AND ENHANCED DBS CHECKS

- 5.1 The Club accepts, in relation to all sports and activities that take place at the Club, the Lawn Tennis Association's (LTA's) definitions of a "DBS Check" and an "Enhanced DBS Check". In it's guidance on Safeguarding the LTA states that a DBS Check is a check of all warnings, reprimands, cautions and convictions, obtained from local and national police records. Chief Police Officers may also choose to disclose information that they reasonably consider might be relevant to the role. The LTA goes on to state that if an adult is working with children, young people or adults at risk, in a "regulated activity", then an Enhanced DBS Check is required, which will also involve a search of the Barred List.

(NB. The above description of what is included in the LTA guidance has been paraphrased and is not a direct quote from one of their documents).

- 5.2 All adults at the Club who have unsupervised and one to one contact with

children and /or adults at risk, will be required to provide the Club's Safeguarding Officer with an up to date Enhanced DBS check, where the activity they are involved in is defined as a "regulated activity". The Club shall follow the LTA's guidance on what a "regulated activity" includes, in relation to all activities that take place at the Club. As at November 2017 the LTA guidance defines the following activities as being "regulated activities":

(i) work of a specified nature: coaching, training, supervising, giving advice or transportation. This must occur frequently (once a week for an on-going period), intensively (four or more occasions in any 30 day period), any overnight stay or adhoc (11 days or more occasions for any 12 month period);

(ii) any type of work undertaken in schools, academies, nurseries or children's centres (but not work by supervised volunteers). This must occur frequently (once a week for an on-going period), intensively (four or more occasions in any 30 day period), any overnight stay or ad-hoc (11 days or more occasions for any 12 month period). It must also provide the opportunity for contact with children and young people;

(iii) any form of personal care or health care, even if done once. Regulated Activity with adults at risk involves specific types of activity with the adult that occurs on one or more occasions and falls into one of the following three categories: work of a specified nature: any training, instruction, advice or guidance in relation to personal care, or healthcare professions, social care professions or personal care; assistance with personal matters or finances such as paying bills and transport of an adult due to their age, illness or disability between their place of residence and a place where they have or will receive health care, personal care or social care.

6 CLUB WELFARE AND SAFEGUARDING OFFICER

6.1 The Club will appoint a Welfare and Safeguarding Officer and the details of that appointment will be recorded on the Club web site.

6.2 The Club will ensure that the Club Welfare and Safeguarding Officer receives the training that is appropriate for this role within the Club.

6.3 The role to be undertaken by the Welfare and Safeguarding Officer will include:

(i) Ensuring the Club deals with Safeguarding issues, if they arise, in line with this Policy;

(ii) Obtain advice from informed organisations, such as the Local Authority or NSPPC, where they are not sure whether or not a Safeguarding issue has arisen;

(iii) Record, in writing, any Safeguarding concerns that are raised;

(iv) Reporting any Safeguarding issues, if they arise, to Enfield Council's designated Safeguarding officer and, where appropriate, the Police;

(v) Reporting any Safeguarding issues, if they arise, to the Chair in the first instance (as soon as possible) and subsequently to the Club's Executive Committee;

- (vi) Complete relevant risk assessments, to ensure that the chances of Safeguarding issues arising are minimised as far as possible;
- (vii) Ensure that this document is accessible on the Club's web site and available if any Member requests a copy of it.

- 6.4 The responsible adult (not the Club) will be required to obtain the enhanced DBS check and provide evidence of this to the Club's Welfare and Safeguarding Officer if they are involved in a "regulated activity" and working alone, unsupervised with children or adults at risk. It is not the Club's responsibility to obtain DBS or Enhanced DBS Checks.
- 6.5 The Club *may* choose to support a person submitting an on-line application to secure an Enhanced DBS Check (by checking and verifying the ID documents and application); *providing* the Club's Welfare and Safeguarding Officer agrees to take on this role. For the avoidance of doubt, the Club is not required to take on this role.
- 6.6 The Club may require responsible adults who have recently moved to the UK to provide an Overseas Criminal Records (OCR) check. The Club will follow LTA guidelines in deciding whether such a check is necessary.