



# Safeguarding Policy

## Nailsea and District Croquet Club

### February 2018

*Please also see other information regarding Safeguarding available on the CA website.*

## 1. Definitions

**Children** are defined as *persons of less than 18 years of age*. Adults are legally defined as vulnerable only if they are receiving health or personal care, but this club recognises that anyone can be subject to abuse and thus this policy should be read with adults as well as children in mind.

**Regulated Activity** in relation to children means, as far as croquet is concerned, teaching, training or instruction, care or supervision, or driving a vehicle being used only for transporting children, that is carried out by the same person once a week or more, or 4 or more days in 30, or overnight. A fuller definition and discussion of it is contained in the guidance on the CA website.

## 2. Policy Statement

- The child's welfare is paramount and this organisation is committed to provide a safe place for children.
- All children have the right to protection from abuse.
- All suspicions and allegations of inappropriate behaviour will be dealt with.
- The Club Member with responsibility for Safeguarding is Fran Appleby.

## 3. Recognising Abuse

This section explains briefly what child abuse is, how to recognise it, and what to do.

### 3.1. What Is Child Abuse?

Child abuse is a term used to describe ways in which children are harmed, usually by adults, and includes physical abuse, neglect, sexual abuse, mental abuse and bullying.

#### 3.1.1. Physical Abuse

Physical abuse occurs where adults or other children:

- Physically hurt or injure children.
- Give children noxious substances (e.g. alcohol/drugs).

#### 3.1.2. Neglect

Neglect includes situations in which adults:

- Consistently leave children unsupervised.
- Fail to ensure children are safe or expose them to unnecessary risk of injury.

#### 3.1.3. Sexual Abuse

Children are sexually abused when adults or children use them to meet their own sexual needs. Examples:

- Unlawful intercourse.
- Inappropriate touching.
- Taking pornographic photographs.

### **3.1.4.Mental Abuse**

When children are:

- Taunted or unnecessarily shouted at.
- Subjected to undue criticism.
- Put under unreasonable pressure to perform.

### **3.1.5.Bullying**

May be carried out by adults or by other children:

- Bullying is deliberately hurtful behaviour usually repeated over a period of time.
- Any child can be a victim of bullying.
- More usual victims are shy, sensitive, anxious and insecure.

## **4. How to Recognise if a Child is Being Abused**

It is not always easy to spot when children have been abused. However, typical symptoms would include:

- Unexplained or suspicious injuries.
- Sexually explicit language or actions.
- A sudden change in behaviour.
- The child describes an abusive act.
- The child has a general distrust and avoidance of adults.
- An unreasonable reaction to normal physical contact.

Although a child may be displaying some or all of these signs, it does not necessarily mean the child is being abused.

## **5. Scrutiny of Members**

For a club or other body wishing to engage a member in Regulated Activity – Please see full guidance in the Safeguarding paper on the CA website.

## **6. Prevention of Abuse**

This section offers advice aimed at protecting children from abuse and members from false allegations.

The club will point out to parents of under-18s who take part in club activities that the club will take every possible care of children but they cannot be deemed to be in loco parentis in respect of children using club facilities. The exception to this will be if the young person is a member of a club team playing in an away match or tournament and the required permission form has been signed by the parent or guardian.

### **6.1.Good Practice Guide**

Opportunities for abuse can be minimised, and members can be protected against allegations, by the use of good practice.

- Except for essential training purposes, or in exceptional cases to treat or prevent injury, minimise time spent alone with children.
- Do not take children alone in a car.
- Do not take children to your home.
- Where these situations are unavoidable ensure they only occur with the authority of the child's parents or a responsible person within the club.

## **6.2. You Should Never**

- Allow children to use inappropriate language.
- Make suggestive comments to a child.
- Fail to act upon allegations made by a child.
- Do things of a personal nature for children.
- Engage in physical or sexually provocative games.
- Engage in inappropriate touching.

## **7. What to do if there are Allegations of Abuse**

Where there is an allegation of abuse against a member, there may be three types of investigation:

- A criminal investigation (police).
- A safeguarding investigation (social services).
- A disciplinary or misconduct investigation (club/CA).

### **7.1 Action if a Child Complains He/She is Being Abused**

#### **7.1.1 Always**

- Stay calm - ensure the child is safe and feels secure.
- Tell the child you are taking the complaint seriously.
- Be honest; explain you will have to tell somebody else, emphasising that this will be on a need to know basis.
- Document what the child has said as soon as possible - handwritten accounts should be made. In the event that these are subsequently typed up ALWAYS keep the original handwritten copy with it.
- Report the matter:-
  - to the police if you think the child is in immediate danger.
  - to the local authority child protection team.
  - to the CA's National Safeguarding Officer, who will inform the CA's Hon. Secretary of any concerns.

#### **7.1.2 Never**

- Rush into actions.
- Make promises you cannot keep.
- Ask inappropriate questions.
- Take sole responsibility.

#### **7.1.3 Why should I intervene?**

- Taking the correct action about abuse is never easy.
- You may be upset about what the child has said or you may worry about the consequences of your actions.
- One thing is certain; you cannot ignore abuse.
- The effects of abuse on children can be devastating.

#### **7.1.4 Recording Information**

- Record basic information (see point 7.1.1 **Always** above)

- Do not start an investigation.
- Remember that unnecessary interviews with a child may prejudice a police enquiry.
- Consider environment carefully if recording information.
- Ensure another adult is present.
- Avoid touching the child.

## **8 Written Parental/Guardian Consent**

Where a child is to take part in an away match or event a written parental consent form should be obtained. Likewise, if photographs are to be taken for training purposes or publication the parent/guardian's permission must be obtained and no addresses, emails or telephone numbers must be publicised.

### **1. CA Safeguarding Officer**

The CA's national officer with responsibility for safeguarding is Jean Hargreaves. Please refer to the CA website should you have any queries.

### **2. NDCC Safeguarding Officer**

The NDCC member with responsibility for safeguarding is Fran Appleby:  
fran@appleby.plus.com

## Appendix 1

## CA guidance 2017: Safeguarding Vulnerable Groups

### Introduction

This page gives advice, about safeguarding vulnerable groups, to the Croquet Association's member clubs and federations, which it recommends them to follow as a matter of best practice.

Children are defined as persons of less than 18 years of age. Vulnerable adults are those aged 18+ while they are receiving health or certain types of personal care. (Please ask if you want more information on these categories).

All organisations that deal with these vulnerable groups are expected to have policies/procedures in place relating to these issues and there are specific requirements for checking that individuals who undertake *Regulated Activity* for them are not barred from doing so. This is defined in more detail below, but in a croquet context broadly means coaching or supervision of children by an individual frequently or intensively.

The Croquet Association has a [CA Safeguarding Policy](#) to cover its own activities.

### Model Policies

Croquet Clubs and Federations are not exempt from these issues as many will have some contact with these vulnerable groups, even if they do not do so to the extent of organising Regulated Activity. The Croquet Association offers the following model documents, which you could use as a starting point:

- [Model Safeguarding Policy](#)
- [Model Code of Good Practice - Safeguarding Children](#)
- [Model Safeguarding Incident Report Form](#)

The [World Croquet Federation](#) also has papers relating to these matters. There are many other organisations that have sample documents similar to the above that could be adapted to comply with Croquet.

Federations and clubs should be aware that most, if not all, funding bodies require clubs to have these documents in place, as well as a designated Safeguarding Officer, when considering grant applications.

To reiterate a comment made earlier "I am sure that the CA, Federations and clubs would wish to have the interest and well-being of children and vulnerable adults taking part in the game as an achievable objective and not to see it as yet another difficulty or bureaucratic measure to be imposed on the game".

Federations and clubs should have their policies etc. formally adopted at their Committee meeting or AGM whichever is appropriate. They should include details of the Safeguarding Officer. It is advisable for some members of each club to receive some training in Safeguarding Vulnerable Groups. If possible this should include the Safeguarding Officer, Chairman and any coaches of the club or Federation. It may be possible to arrange this, or get advice on available training, through the Local Authority or police. Some churches or local youth organisations also have people who can carry out this training for club/Federation members.

### Regulated Activity





## Appendix 2

<b>Safeguarding Record</b>	
Child's/Vulnerable Adult's name	
Date of incident	
Place of incident	
Incident causing concern (carry on overleaf if necessary)	
Person/s present at time of incident	
Action taken (carry on overleaf if necessary)	
Recorder's name	
Signature	
Has this been discussed with Club Safeguarding Officer? When?	
Do you need further support?	
Signature of Safeguarding Officer	
Date	
Has incident been reported to Club Chairman? When?	
Signature of Club Chairman	
Date	
Further action taken	

### Appendix 3: Coaches Declaration



Nailsea and District Croquet Club  
Off Avening Close  
Trendlewood Way  
Nailsea  
BS48 4TB

[www.nailsea-croquet.org.uk](http://www.nailsea-croquet.org.uk)

I understand the nature of my role and responsibilities at Nailsea and District Croquet Club.

I confirm I have received a copy of the Club's Child Protection Policy and that I understand and will follow the guidance set out in the Policy.

If required, I am happy to provide relevant references and to undertake a DBS check.

I can confirm that there is no reason why I should not have unsupervised access or otherwise to children or young people whilst with the organisation. There are no criminal convictions, civil findings or injunction relevant to this declaration.

I understand that failure to disclose or purposely withhold such information will lead to my instant dismissal from this club and in some circumstances may lead to criminal prosecution being taken against me.

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

Please sign both copies of this form, returning one to the Child Protection Officer and retaining one for your own records.

Our Child Protection Officer is: Fran Appleby who may be contacted at:  
[fran@appleby.plus.com](mailto:fran@appleby.plus.com)

## Appendix 4: Letter to Parents



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[www.nailsea-croquet.org.uk](http://www.nailsea-croquet.org.uk)

Date \_\_\_\_\_ as postmark

Dear \_\_\_\_\_

### Child Protection Policy

We are delighted your child has joined NDCC. We want to assure you that we will take care to ensure their safety and well being at all times and to make learning and playing croquet an enjoyable experience.

To help us do this effectively we have implemented a child protection policy (a copy of which is available in the club house and which will be emailed to you on request) which is designed to protect your child and all the children who take part in croquet. Please note that while we will take every possible care of your child, we cannot be deemed to be 'in loco parentis'

Our Child Protection Officer is: Fran Appleby who may be contacted at:  
[fran@appleby.plus.com](mailto:fran@appleby.plus.com)

More information about keeping your child safe may be found at [www.child-safe.org.uk](http://www.child-safe.org.uk)

NDCC aims to follow the Croquet Association's policies and guidance on child protection. For further information on these topics please consult the CA website: [www.croquet.org.uk](http://www.croquet.org.uk)

Please complete and sign both copies of this form overleaf, ticking the yes/no boxes as appropriate, and return one copy to the Child Protection Officer via the clubhouse, and retaining one for your own information.

Please do contact me or the Child Protection Officer if you have any queries.

Yours sincerely

Andrew Wimshurst  
Chair NDCC