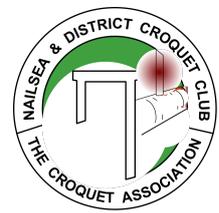


Safeguarding Policy Nailsea and District Croquet Club March 2020



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 recognizes 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.

Note: this policy does not cover Vulnerable Adults who are those aged 18+ and receiving health or certain types of personal care. CA advice will be sought if such a situation arises.

2. Policy Statement

The child's welfare is paramount and this organization 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.

See Appendix 1 for information on types of abuse and recognizing these.

3. Safeguarding Officer

The Club Member with responsibility for Safeguarding is Linda Shaw.
She may be contacted

- by email: lindawithani@hotmail.com
- by phone: 077 857 861 47

4. Scrutiny of Members

When a member of NDCC takes part in a Regulated Activity, the guidance provided by the CA will be followed: <https://www.croquet.org.uk/?p=clubs/info/safeguarding>

5. Safeguarding during competitions

The CA guidance on this may be found in abbreviated form in Appendix 5.
Appendix 6 contains the processes NDCC will follow when hosting such an event.

6. Prevention of Abuse

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 minimized, 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, minimize 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 or a child says they are being abused

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

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

7.1.1 Always

- Stay calm - ensure the child is safe and feels secure
- Tell the child / person 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 / person has said as soon as possible
 - handwritten accounts should be made – these should then be 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
- 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
- no addresses, emails or telephone numbers must be publicised.

9. CA Safeguarding Officer

Details of the CA's national officer with responsibility for safeguarding may be found on the CA website: www.croquet.org.uk

Please contact her with any queries that cannot be managed within the club.

This policy will be

- brought to the attention of all young member players and their families
- brought to the attention of all members
- available on our website and in hard copy in the club house
- reviewed annually by the NDCC Committee.

This policy has been reviewed using the following CA documents:

- Model policy 2017
- Safeguarding during competitions 2019
- Code of Good Practice on Safeguarding Vulnerable Groups 2020.

It was authorized on this date by the NDCC committee and will be reviewed in March 2021

Date

Signed

Appendix 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.

Physical Abuse

Physical abuse occurs where adults or other children:

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

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

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

Mental Abuse

When children are:

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

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
- Victims are usually shy, sensitive, anxious and insecure

How to recognize 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.

Appendix 2

Safeguarding Record: Nailsea Croquet Club	
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

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.

Name	
Signature	
Date	

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:

Linda Shaw
lindawithani@hotmail.com
007 857 861 47

Appendix 4: Letter to Parents



Nailsea and District Croquet Club
Off Avening Close
Trendlewood Way
Nailsea
BS48 4TB
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 this is available in the club house, on our website, and will be emailed to you on request. This 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:

Linda Shaw
lindawithani@hotmail.com
077 857 861 47

More information about keeping your child safe may be found at 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

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

Graham McCausland
Chair NDCC

PTO for photo permission form

Photo permission

We take photographs of our games, competitions, tournaments and events for publicity on our website and local media.

If you are happy for your child to be included in these please sign this section of the form and return to us.

I agree that my child can appear in photographs taken for club publicity.

Name of child	
Your name	
Relationship to child	
Your signature	
Date	

Appendix 5

Safeguarding during croquet competitions

The full CA document may be found on <https://www.croquet.org.uk/?p=ca/schemes/safeguarding/competitions>

The purpose of this note is to clarify the roles and responsibilities in safeguarding young/vulnerable people during croquet competitions hosted by CA clubs. These are likely to arise in a variety of circumstances.

Inter-club team competitions

The young person's club needs to be aware of the CA's safeguarding policy and to appoint a designated adult on the team who is properly briefed and is responsible for all safeguarding issues.

In away matches the designated adult should talk to the host club to ensure that the host team is aware of the safeguarding issue and identify any specific problems for resolution (e.g. changing facilities). If the team comprises all young persons (e.g. a school team) then the team must be accompanied by a properly authorised adult who is responsible for all safeguarding issues.

Other competitions and tournaments

When a young person enters as an individual any external competition or tournament whether it is organised by a club, Federation or the CA the young person must inform the organiser/tournament director of his/ her status on entry.

On receipt of this information the organiser/tournament director must have the entry endorsed by the parent or responsible adult and declaring who will be the responsible adult for the duration of the tournament.

It will usually be the parent but it could be another adult e.g. a teacher or fellow competitor. If not the parent the individual needs the permission of the parent and be willing to undertake the role. The organiser must also point out to the parent/responsible adult that official photos or videos may be taken during the event.

Once an entry of a young person has been flagged up it is the responsibility of the organiser/tournament director to make the host club aware of the entry and to jointly ensure that any issues are properly managed within the club/Federation/CA policy.

Should a young/vulnerable person turn up without the appropriate responsible adult every effort should be made to contact the parents, (failing that the home club officials) to validate the entry and during the interim period ensure proper protection for the young person.

In the case of further difficulties, the guidance of the club/Federation/CA safeguarding officer should be sought as a matter of urgency.

If any young person enters a competition outside the CA domain, they should follow the host country's policy.

Video, Live-Streaming and Still Photography

Video, live-streaming and still photography may take place and be used for reporting, publicity and marketing purposes. Young competitors and their parents/accompanying adult are to be informed. Consent to this policy is assumed unless the competitor informs the tournament director no later than the player briefing that he/she does not wish to be filmed or photographed.

Other players and accompanying supporters are asked to respect anyone who does not wish to be filmed or photographed.

Filming and photography can take place anywhere outdoors. Indoor filming or photography will be limited to the public area of the pavilion.

Young competitors may be asked if they will participate in interviews or one-to-one filming. Any competitor can decline; if competitor consent is given their accompanying responsible adult will be asked to approve that consent.

No interviews or one-to-one filming will take place during a game or match.

For the Programme or Briefing Spectators

Officially sanctioned video, live-streaming and still photography may take place and be used for reporting, publicity and marketing purposes. Consent must be obtained for this from all the competitors involved.

All spectators should be aware that some/all of the competitors are under 18 and therefore no photographs in which young competitors can be identified are permitted without their consent. No filming or photography should disrupt the competitor's concentration.

Appendix 6

Nailsea and District Croquet Club: Code of Good Practice - Safeguarding Children during competitions

This document should be read in conjunction with our Safeguarding Policy.

Nailsea welcomes players under the age of 18 to croquet events hosted by us. Such players will normally be accompanied by an adult - this will be a parent or another person approved in writing by a parent.

Children who are not members, but attending the club must be accompanied by a parent/guardian, or by their own Group Leader in the case of groups.

Event Manager / Organiser

Will display this poster clearly and will ensure that

- all young people entering the event will have done so using the CA recommended procedures
- they are familiar with the club's safeguarding policy and know how to contact the club's Safeguarding Officer and / or the CA Safeguarding Officer
- everyone attending the event, including spectators, are made aware of their responsibilities when young people are present

Everyone attending the event

No one will put themselves in the position of being alone with a young person but should ensure that they are always in the open or within sight or hearing of other adults when interacting with young people.

Reporting Procedure

If any form of abuse is observed, suspected or reported by any person present, it must be acted upon.

In the first instance, the event manager or organiser must be informed and will follow the processes set out in the Nailsea Safeguarding Policy.