



AVON COUNTY SQUASH

SHORT FORM SAFEGUARDING & WELFARE POLICY CLUB & COACH STANDARDS & FORMS

Incorporating

- safeguarding
- diversity & inclusion
- whistleblowing
- safe recruitment
- harassment & bullying
- changing rooms
- transport
- photography & video
- social media

TOGETHER, PROMOTING AND MAINTAINING A SAFE, INCLUSIVE AND THRIVING SQUASH AND RACKETBALL COMMUNITY IN AVON.

TOGETHER:	<i>safeguarding is everyone's concern</i>
PROMOTING:	<i>approachable in advising and supporting clubs, coaches, parents & players</i>
MAINTAINING:	<i>responsive & on hand to respond to concerns raised</i>
SAFETY	<i>juniors and adults alike, free from harm, to enjoy the sport and thrive to the maximum extent possible</i>

Responsibilities

County	Club	Coaches	Players/Parents
Defining and monitoring/ auditing minimum standards for the county & participating clubs and coaches	Defining and maintaining club safeguarding (and related) policies and practices	Defining and maintaining coaching safeguarding (and related) policies and practices	Be aware of and work within club and county safeguarding policies and practices and relevant codes of conduct
Having in place suitably trained and DBS-checked (and publicised) County Welfare Lead (CWL)	Having in place suitably trained and DBS-checked (and publicised) Club Welfare Officer (WO)	Maintaining up-to-date licence to coach, DBS checks and training, meeting ES standards	
Having in place a publicised and accessible concern reporting process	Having in place a publicised and accessible concern reporting process	Fully understanding the club/county/event concern reporting process	
Managing safeguarding standards for all county office officials, volunteers and contributors acting on behalf of the county (e.g. county coaches, county tournament officials etc.)	Actively liaising with CWLs, coaches and club officials, tournament organisers/ officials to ensure clear lines of responsibility	Actively liaising with WOs, other club officials, tournament organisers/ officials to ensure clear lines of responsibility	
1 st line response (i.e. investigating, triaging) for any concerns raised regarding county volunteers/ 'agents'	1 st line response (i.e. investigating, triaging) for any concerns raised regarding club activities	Reporting of any concerns; to club WO for club activities, or to CWL for county activities or directly to ES	Reporting of any concerns; to club WO for club activities, or to CWL for county activities or directly to ES
2 nd line defence (i.e. supporting and advising clubs & coaches (and investigating if required) on policy, practices & any concerns raised			

Safeguarding Policy & Practices

Every Avon squash & racketball club should:

- Have a designated, trained, DBS-checked and publicised Welfare Officer
- Have an up-to-date safeguarding policy
- Have a publicised process for reporting safeguarding concerns
- Be confident that preventative risk assessments and personnel checks are in place

Every coach, referee and/or tournament official involved in Avon squash & racketball should:

- Understand which safeguarding (and related) policy they are working to and proactively clarify any ambiguities around roles, responsibilities
- Maintain appropriate ES training & CPD requirements, DBS records (as required) and disclose promptly any status changes

Codes of Conduct

Every Avon squash & racketball club should:

- Have their own tailored codes of conduct, covering their key stakeholder (i.e. players, parents, coaches etc.) groups
- Publicise these and ensure they are well-known and appropriately signed-up to
- Have an agreed process for managing instances where the codes of conduct have not been met

Every coach, referee and/or tournament official involved in Avon squash & racketball should:

- Understand the relevant codes of conduct and be clear about their responsibilities with respect to sign-up and management of
- Role-model exemplary personal behaviour with respect to the codes of conduct
- Raise any related concerns in a timely and constructive manner

Diversity & Inclusion Policy

Every Avon squash & racketball club should:

- Have their own tailored Diversity & Inclusion policy
- Have an agreed process for managing instances where policy standards have not been met

Every coach, referee and/or tournament official involved in Avon squash & racketball should:

- Understand their responsibilities with respect diversity & inclusion
- Role-model exemplary personal behaviour with respect to diversity & inclusion
- Raise any related concerns in a timely and constructive manner

Whistleblowing Policy

Every Avon squash & racketball club should:

- Have their own tailored whistleblowing policy
- Have a clear and well-publicised mechanism for anonymous reporting to take place
- Have an agreed process for managing instances where policy standards have not been met

Every coach, referee and/or tournament official involved in Avon squash & racketball should:

- Understand their rights and responsibilities with respect whistleblowing
- Personally comply and work within the Whistleblowing policy
- Raise any related concerns in a timely and constructive manner

Safe Recruitment Policy

Every Avon squash & racketball club should:

- Have their own tailored safe recruitment policy
- Have clear job descriptions for all roles, each with clear objectives and person specifications
- Have a clear understanding of which roles require a DBS check (and what type of DBS check)
- Interview fairly and take up references
- Track and monitor status of DBS checks

Every coach, referee and/or tournament official involved in Avon squash & racketball should:

- Make themselves aware of the regulations concerning regulated activities and DBS checks
- As required, to maintain an up-to-date DBS check
- Bring to the attention of their Welfare Lead any change in their status which might affect their ability to work with children or vulnerable adults

Harassment & Bullying Policy

Every Avon squash & racketball club should:

- Have their own tailored harassment & bullying policy
- Have a clear process for any claims of bullying and/or harassment to be raised with the Club Safeguarding Lead (or County Lead if more appropriate)
- Take all claims of bullying and/or harassment seriously and investigate fully
- Respond in a timely way to any claims of bullying and/or harassment
- Appropriately involve parents or carers of any children or vulnerable adults involved

Every coach, referee and/or tournament official involved in Avon squash & racketball should:

- Make themselves aware of county and club policies and procedures regarding claims of bullying and/or harassment
- Watch out for and take seriously any claims of bullying and/or harassment

Changing Room Policy

Every Avon squash & racketball club should:

- Complete a risk assessment of their changing room facilities, with a special focus on any risks to children and/or vulnerable adults
- Have a clear policy regarding changing room use
- Have a clear policy regarding informing changing room users (and their parents/carers as appropriate) around any restrictions in place (e.g. around usage, photography, supervision etc.)
- Have a clear and well-publicised process for raising concerns and/or making complaints

Transport Policy

Every Avon squash & racketball club should:

- Have a clear and publicised transport policy
- Ensure all relevant stakeholders (e.g. coaches, tournament organisers, team captains etc.) are aware of the policy

Every coach, referee and/or tournament official involved in Avon squash & racketball should:

- Make themselves aware of county and club policies and procedures regarding transport
- Never travel alone with a child or vulnerable adult
- Always obtain consent in advance for any transportation of children or vulnerable adults

Photography, Video & Social Media Policy

Every Avon squash & racketball club should:

- Have a clear and publicised Photography, Video & Social Media policy
- Proactively liaise with any coaches, tournament organiser/officials, players and parents/carers to ensure everyone is aware of what is and is not permitted
- Ensure consent is obtained before any images or video files are taken/used in any way
- Ensure that individuals are free to withdraw their consent at any stage, without fear of consequence

Every coach, referee and/or tournament official involved in Avon squash & racketball should:

- Make themselves aware of county and club policies and procedures regarding Photography, Video & Social Media policy and comply in full
- Actively monitor photo, video and social media usage as it relates to their squash & racketball activities and bring to the attention of their respective Safeguarding Lead any concerns

Prevent

Every Avon squash & racketball club should:

- Have a clear and publicised Prevent policy
- Have a well-documented process for the reporting of any concerns

Every coach, referee and/or tournament official involved in Avon squash & racketball should:

- Make themselves aware of county and club policies and procedures regarding Prevent
- Understand how and to whom to raise any related concerns

Sanctions

Every Avon squash & racketball club should:

- Have a clear and publicised process for investigating complaints against individuals/coaches/officials
- Have a clear appeals process, independently adjudicated
- Support and comply with any formal and reasonable recommendations made by the County with respect to safeguarding and related matters

Every coach, referee and/or tournament official involved in Avon squash & racketball should:

- Participate openly in any official investigation into concerns raised and seek to make improvements in order to meet minimum standards
- Respect the outcome of any appeals process

Preventative Risk Assessment

Completed by:		Date:		Position Held:	
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Risk Area		Status (RAG Rating)	Commentary in support of RAG rating	Follow-up Action(s) Required	Who/By when?
The Physical Environment	Court Areas				
	Changing Rooms				
	Site Access				
	Bar/ Restaurant				
Safe Recruitment Practices	DBS checks				
	Voluntary disclosures				
	Coaching/refereeing licence checks				
	References				
	ID verification				

Risk Area	Status (RAG Rating)	Commentary in support of RAG rating	Follow-up Action(s) Required	Who/By when?	Risk Area
Codes of Conduct	Parent/player rights & responsibilities				
	Referee, tournament official & club agreement on responsibilities				
	Parent drop-off/collection				
	Co-travelling				
	Hosting				
	Photos, video & social media consent and practices				
Training	basic induction/briefings on in-house policies and procedures				
	formal safeguarding training				
Promotion	Welfare Officers physical posters & online materials				
	‘Reporting a Concern’ process flow & forms				
	Emergency contact details				

Risk Area	Status (RAG Rating)	Commentary in support of RAG rating	Follow-up Action(s) Required	Who/By when?	Risk Area
Feedback	Mechanism for updating practices and policies in light of lesson learned				
Related topics	Diversity & inclusion matters				
	Whistleblowing				
	Harassment & bullying				

Reporting a Safeguarding Concern (Squash & Racketball)

How to respond to allegations against a member of staff, official, coach, a young person or a parent/carer within the Squash & Racketball environment.

CONTEXT: Concerns arise about the behaviour of a member of staff, coach or volunteer towards a child/children, a vulnerable adult, or indeed anyone else.
Make a note of anything you/the witness has seen/said, with dates and times. Listen carefully to what the person is telling you. Do not interrupt; keep questions to a minimum; do not promise to keep the information secret.

Is there an immediate risk to a young person or vulnerable adult?

NOTE: If the concern relates to a child/vulnerable adult, you should inform the parent/carer of the concern, unless you believe it would put the child/adult at risk, yourself or others at risk

YES

NO

Medical?
Call an Ambulance

Crime/Immediate risk?
Call Police/ Social Services

Does the concern relate to an Avon County Official /Representative or a Club Member/Staff Member/Junior/Parent/ Player/Coach

County

Club/Coach/Player/Parent

Complete a 'Reporting a Concern' Form & contact

County Welfare Lead

Club Welfare Officer

If unavailable

ES Welfare Lead

Useful Contacts
Avon County WO: 07967 993348
ES WO: 0161 438 4302
NSPCC: 0808 800 5000
Emergency Services: 999
LADO:
BANES: 01225 396 312
BRISTOL: 0117 903 6444

Welfare Officer/Lead investigates (with appropriate support) and evaluates level of concern

No further action
 Concerns noted but deemed safe/below threshold for further investigation

Level 1 Low level (i.e. poor practice)
 Internal Disciplinary process. Possible ES Disciplinary Hearing
 Removal of licence, further training etc.

Level 2 Serious Concern (i.e. suspected abuse)
 Police/LADO informed
 Internal/external disciplinary pending police/LADO investigation

IMMEDIATE PROVISIONAL SUSPENSION

Photographic Consent Template

Consent Form - Photography and Filming

I agree to (please tick):

- My/my child's photograph being used within the [venue/event] for display/promotional purposes
- My/my child's photograph being used on the [county/venue/organiser/coach]/ Other _____ website/publications [Please delete as appropriate]
- Me/my child being videoed for use on [county/venue/organiser/coach]/Others _____ website & social media pages [Please delete as appropriate]

I understand [please tick]:

- the [County's/venue's/coaches/organiser's] photography and filming policy
- the potential risks associated with the use and distribution of these images
- the purpose for which these images are being used, how they are being stored and for how long they will be kept
- that I must gain permission before sharing photographs/videos of other people and/or other people's children via any means

Signed	Date	
Name (please print)		
Relationship to child/adult (if parent/carer)		
Address		
Preferred Phone Number		
Email address		

Please return this form to: [email/postal address]

Welfare Officer Job Description

Club Welfare Officer Role Description

About the Role

The club safeguarding officer has primary responsibility for managing and reporting concerns and for putting into place procedures to safeguard children and adults at risk in the club

Requirements

- England Squash Enhanced DBS
- Relevant safeguarding training in accordance with the England Squash safeguarding training matrix
- To register with England Squash as a club Safeguarding Officer in order to receive updates and relevant information from the governing body
- Sit on the club's management committee and ensure safeguarding is embedded

Duties and Responsibilities

- Influencing and leading others in the club to ensure a positive environment for all members and visitors
- To ensure England Squash's Safeguarding Policy & Procedures are embedded across all activities
- To assist England Squash in fulfilling its safeguarding duties at club level
- To act as the first point of contact for staff, coaches, volunteers, parents and children/young people in squash where concerns about Children's Social Care, poor practice or child abuse are identified within the county, and pass these concerns on to the appropriate person or organisation
- To be the first point of contact with the safe squash working group
- Assist the club in implementing its safeguarding policies and procedures
- Ensure appropriate confidentiality is maintained
- Ensure all coaches, staff and volunteers acting on behalf of the club who have direct supervisory roles with juniors complete an England Squash personal disclosure form and Enhanced DBS on a 3 yearly basis and attend appropriate safeguarding training
- Promote and challenge anti-discriminatory practice in line with England Squash policies and procedures

Support available

- England Squash website – template policies & procedures
 - Safe Squash <https://www.englishsquash.com/about-us/governance/safe-squash>
- How to apply for an England Squash enhanced DBS: <https://www.englishsquash.com/get-involved/coach/disclosure-and-barring-service-dbs-enhanced-check>

ES Training Requirements



England Squash Safeguarding Training Matrix

	NSPCC Online Safeguarding Training	Sportscoach UK: Safeguarding & Protecting Children Workshop (SPC1)	Sportscoach UK online refresher course for SPC1	Sportscoach UK: Safeguarding & Protecting Children – Reflecting on Practice (SPC 2)	Multi Sport Time to Listen Training (For Club and County, advertised and delivered by CSPs)	CPSU Safer Recruitment Training	CPSU Specific Training	Notes
England Squash Board Member							✔	Specific focused training regularly delivered by CPSU.
England Squash Safeguarding Working Group						✔	✔	All SWG members to receive CPSU training. Designated DBS/Coaching Member of SWG to attend Safer Recruitment.
Working Group Member								
County Welfare Officer	✔	✔	✔	✔	✔			
Club Welfare Officer	✔	✔	✔	✔	✔			
Coach Levels 1 & 2	✔	✔	✔	✔				
Coach Levels 3 & 4	✔	✔	✔	✔				
Volunteers not working directly with young people	✔							

Required by England Squash

Recommened by England Squash

Incident Referral Form

Incident Referral Form

Your name:

Your position (e.g. parent, coach, volunteer):

Your contact details (e.g. telephone, email address):

If the concern or allegation relates to behaviour/actions towards a Child, Young Person or Adult at Risk please complete the following details:

Your knowledge of and relationship to the Child, Young Person or Adult at Risk:

Name of Child or Vulnerable Adult:

Address if known:

Date of birth of Child or Vulnerable Adult:

If the concern or allegation relates to the behaviour/actions of a Coach/Official/Volunteer/Other (please delete) please complete the following details:

Your knowledge of and relationship to the Coach/Official/Volunteer/Other (please delete):

Name of Coach/Official/Volunteer/Other (please delete):

Address if known:

Date(s), time(s) and location(s) of the incident(s):

Nature of the concern or allegation:

Observations made by you or to you (e.g. description of visible signs, other injuries, person's emotional state, behaviour/actions shown):

Note: Make a clear distinction between what is fact, opinion or hearsay)

Exactly what the person said and what you said (Remember, do not lead the them – record actual details. Continue on separate sheet if necessary).

Actions taken so far:

External agencies contacted (date/ time and contact):

Police: YES/NO If Yes, where:

Name and contact number:

Details of advice received:

Social Services/LADO: YES/NO If Yes, where:

Name and contact number:

Details of advice received:

England Squash: YES/NO If Yes, where:

Name and contact number:

Details of advice received:

Other (e.g. NSPCC, childline) Which:

Name and contact number:

Details of advice given:

Print Name:

Signed: _____ Date: _____

If the incident has been reported to Social Services, a copy of this form must be sent to Social Services within 24 hours of the telephone report. Remember, to maintain confidentiality on a need to know basis and only share it if it will protect the child or young person. Do not discuss this incident with anyone other than those who need to know.

This form identifies the essential information that needs to be recorded if an incident occurs (i.e. there is a disclosure from a young player or an allegation is made) and should be kept by the designated person. On receiving an allegation or disclosure, the designated person should complete the form with the key witnesses involved.