

SAFEGUARDING AND EQUALITY POLICIES PACK

SECTION

1. Policy Statement – Adults at Risk*
2. Policy Statement – Equality*
3. Policy – Safeguarding Adults*
4. Policy – Anti-bullying*
5. Incident Referral Form*
6. Guidance – Safe Use of Changing Facilities**
7. Recruitment Process (paid or unpaid roles)**
8. Policy Review Sheet -annually
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Club Safeguarding Officer: Keith Fairhurst

Term of office: 16.10.21 to 31.1.22

*Adoption of the England Squash publication

** Adoption of the NSPCC publication

CHILDREN, YOUNG PEOPLE AND ADULTS AT 'RISK' PROTECTION POLICY STATEMENT

England Squash acknowledges the duty of care to safeguard and promote the welfare of children, young people and adults at risk and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice from the Child protection in sport Unit (CPSU). The policy recognises that the welfare and interests of children, Young People and adults 'at risk' (Note: Adult at 'risk' refers to adults under the Care Act 2004) are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socioeconomic background, all

- have a positive and enjoyable experience of sport at England Squash in a safe and inclusive environment
- are protected from abuse whilst participating in squash or racket ball activities; including outside of the activity.

England Squash acknowledges that some children, young people and adults 'at risk' including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy England Squash will:

- promote and prioritise the safety and wellbeing of all participants
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to participants
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- prevent the employment/deployment of unsuitable individuals, the inappropriate usage of social media
- ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in England Squash. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Monitoring

The policy will be reviewed on a year basis or before in the following circumstances:

- changes in legislation and/or government guidance
- as required by the Local Safeguarding Children Board, UK Sport and/or Home Country Sports Councils and England Squash.
- as a result of any other significant change or event.

EQUALITY STATEMENT POLICY

England Squash recognises the importance of affording equity, equal opportunity and fair treatment to all present and potential employees and members. England Squash is also committed to compliance with relevant equality legislation, the Equality Act 2010, Codes of Practice and relevant best practice guidance. This policy pursues and builds on the statutory position to ensure effective policies and practice of promoting equality.

England Squash aims to ensure that all people, irrespective of their age, gender, ability, race, religion, ethnic origin, creed, colour, nationality, social status or sexual orientation, have a genuine and equal opportunity to participate in squash at all levels and in all roles. That includes participation as a beginner or elite performer, and as a coach, official, referee, manager, administrator or spectator.

In its relationships with members, employees, and in its provision of services, it is the aim of England Squash not to disadvantage any individual by imposing any conditions or requirements which cannot be justified. Failure to comply may result in disciplinary action being taken.

Advice and training will be given to all those working for or on behalf of England Squash. England Squash is committed to pro-actively tackle discrimination or disadvantage and aims to ensure that no individual or group is directly or indirectly discriminated against for any reason regarding employment or accessing sports. Direct discrimination is defined as treating a person less favourably than others or would be treated in the same or similar circumstances.

Discrimination, Harassment, Bullying and Victimisation England Squash specifically recognises the following as being unacceptable: -

Unlawful discrimination which take the forms of either direct or indirect discrimination. Indirect discrimination occurs when a requirement or condition is applied which, whether intentional or not, adversely affects a considerably larger proportion of people of one race, sex or marital status than another and cannot be justified on grounds other than race, sex or marital status.

- Harassment - Bullying - Victimisation

England Squash regards discrimination, harassment, bullying or victimisation as serious misconduct. All complaints will be taken seriously and appropriate measures including disciplinary action may be brought against any stakeholder who unlawfully discriminates against, harasses, bullies or victimises any other person.

Exemptions

England Squash reserves the right to limit competitions to persons of specific age, gender or disability groups where this is necessary to ensure equitable, safe and equal competition.

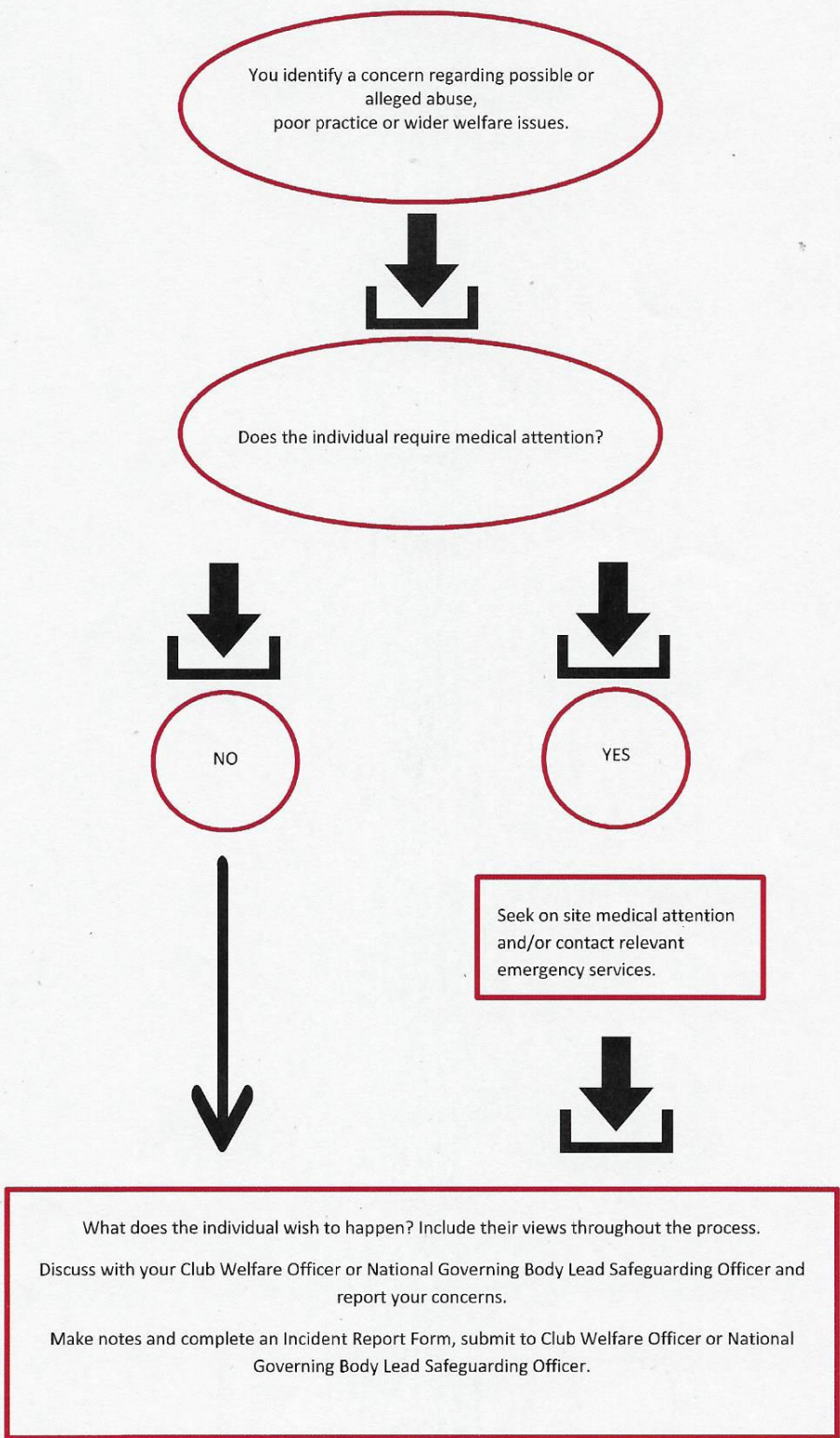
Responsibility

England Squash expects all those acting on behalf of the organisation to adhere to this policy.

Safeguarding Adults Policy and Procedures

Are you concerned about an adult's welfare? Safeguarding is everyone's responsibility.

It isn't your responsibility to decide if an adult has been abused. However it is your responsibility to report concerns.



Safeguarding Adults Policy and Procedures

Introduction

England Squash is committed to creating and maintaining a safe and positive environment and accepts our responsibility to safeguard the welfare of all adults involved in squash in accordance with the Care Act 2014.

England Squash safeguarding adults policy and procedures apply to all individuals involved in squash.

England Squash will encourage and support partner organisations, including clubs, counties, suppliers, and sponsors to adopt and demonstrate their commitment to the principles and practice of equality as set out in this safeguarding adults policy and procedures.

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2.1 Principles

2.1 The guidance given in the policy and procedures is based on the following principles:

The six principles of adult safeguarding

The Care Act sets out the following principles that should underpin safeguarding of adults

Empowerment - People being supported and encouraged to make their own decisions and informed consent.

"I am asked what I want as the outcomes from the safeguarding process and these directly inform what happens."

Prevention – It is better to take action before harm occurs.

"I receive clear and simple information about what abuse is, how to recognise the signs and what I can do to seek help."

Proportionality – The least intrusive response appropriate to the risk presented.

"I am sure that the professionals will work in my interest, as I see them and they will only get involved as much as needed."

Protection – Support and representation for those in greatest need.

"I get help and support to report abuse and neglect. I get help so that I am able to take part in the safeguarding process to the extent to which I want."

Partnership – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse

"I know that staff treat any personal and sensitive information in confidence, only sharing what is helpful and necessary. I am confident that professionals will work together and with me to get the best result for me."

Accountability – Accountability and transparency in delivering safeguarding.

"I understand the role of everyone involved in my life and so do they."

- 2.1.2 All adults, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or gender status have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.
- 2.1.3 England Squash will seek to ensure that our sport is inclusive and make reasonable adjustments for any ability, disability or impairment, we will also commit to continuous development, monitoring and review.
- 2.1.4 The rights, dignity and worth of all adults will always be respected.
- 2.1.5 We recognise that ability and disability can change over time, such that some adults may be additionally vulnerable to abuse, for example those who have a dependency on others or have different communication needs.
- 2.1.6 We recognise that a disabled adult may or may not identify themselves or be identified as an adult 'at risk'.
- 2.1.7 We all have a shared responsibility to ensure the safety and well-being of all adults and will act appropriately and report concerns whether these concerns arise within England Squash for example inappropriate behaviour of a coach, or in the wider community.
- 2.1.8 All allegations will be taken seriously and responded to quickly in line with England Squash Safeguarding Adults Policy and Procedures.

- 2.1.9 England Squash recognises the role and responsibilities of the statutory agencies in safeguarding adults and is committed to complying with the procedures of the Local Safeguarding Adults Boards.

3 Guidance and Legislation

3.1 The practices and procedures within this policy are based on the principles contained within the UK and legislation and Government Guidance and have been developed to complement the Safeguarding Adults Boards policy and procedures, and take the following into consideration:

- The Care Act 2014
- The Protection of Freedoms Act 2012
- Domestic Violence, Crime and Victims (Amendment) Act 2012
- The Equality Act 2010
- The Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2005
- Sexual Offences Act 2003
- The Human Rights Act 1998
- The Data Protection Act 1994 and 1998

4 Definitions

4.1 To assist working through and understanding this policy a number of key definitions need to be explained:

4.1.1 **Adult at Risk** is a person aged 18 or over who is in need of care and support regardless of whether they are receiving them, and because of those needs are unable to protect themselves against abuse or neglect.

In recent years there has been a marked shift away from using the term 'vulnerable' to describe adults potentially at risk from harm or abuse.

4.1.2 **Abuse** is a violation of an individual's human and civil rights by another person or persons. See section 5 for further explanations.

4.1.3 **Adult** is anyone aged 18 or over.

4.1.4 **Adult safeguarding** is protecting a person's right to live in safety, free from abuse and neglect.

4.1.5 **Capacity** refers to the ability to make a decision at a particular time, for example when under considerable stress. The starting assumption must always be that a person has the capacity to make a decision unless it can be established that they lack capacity (MCA 2005).

5 Types of Abuse and Neglect - Definitions from the Care Act 2014

- 5.1 This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour or issue which could give rise to a safeguarding concern.
- 5.1.1 **Self-neglect** – this covers a wide range of behaviour: neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. In England Squash this could be a player whose appearance becomes unkempt, does not wear suitable sports kit or a deterioration in hygiene.
- 5.1.2 **Modern Slavery** – encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment. In squash you may notice that a participant in a team has been missing from practice sessions and is not responding to reminders from team members or coaches.
- 5.1.3 **Domestic Abuse** – including psychological, physical, sexual, financial and emotional abuse. It also includes so called 'honour' based violence. Sport may notice a power imbalance between a participant and a family member. For example a participant with Downs syndrome may be looking quiet and withdrawn when their brother comes to collect them from sessions, in contrast to their personal assistant whom they greet with a smile.
- 5.1.4 **Discriminatory** – discrimination is abuse which centres on a difference or perceived difference particularly with respect to race, gender or disability or any of the protected characteristics of the Equality Act. This could be the harassing of a club member because they are or are perceived to be transgender.
- 5.1.5 **Organisational Abuse** – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation. In squash, this could be training without a necessary break.
- 5.1.6 **Physical Abuse** – includes hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.
This could be a coach intentionally striking an athlete.
- 5.1.7 **Sexual Abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
This could be a fellow athlete who sends unwanted sexually explicit text messages to a learning disabled adult they are training alongside.
- 5.1.8 **Financial or Material Abuse** – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
This could be someone taking equipment from an athlete with dementia.
- 5.1.9 **Neglect** – including ignoring medical or physical care needs, failure to provide access to appropriate health social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.
This could be a coach not ensuring athletes have access to water.

- 5.1.10 **Emotional or Psychological Abuse** – this includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

This could be an athlete threatening another athlete with physical harm and persistently blaming them for poor performance.

5.2 Not included in the Care Act 2014 but also relevant:

- 5.2.1 **Cyber Bullying** - cyber bullying occurs when someone repeatedly makes fun of another person online or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying (such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.
- 5.2.2 **Forced Marriage** - forced marriage is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse. The Anti-social Behaviour, Crime and Policing Act 2014 made it a criminal offence to force someone to marry.
- 5.2.3 **Mate Crime** - a 'mate crime' as defined by the Safety Net Project is 'when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual'. Mate Crime is carried out by someone the adult knows and often happens in private. In recent years there have been a number of Serious Case Reviews relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friend.
- 5.2.4 **Radicalisation** - the aim of radicalisation is to attract people to a certain view through reasoning, inspire new recruits and embed extreme views and persuade vulnerable individuals of the legitimacy of a cause. This may be direct through a relationship, or through social media.

6. Signs and indicators of abuse and neglect

- 6.1 Abuse can take place in any context and by all manner of perpetrator. Abuse may be inflicted by anyone in a club who an athlete comes into contact with. Or club members, workers, volunteers or coaches may suspect that an athlete is being abused or neglected outside of the club setting. There are many signs and indicators that may suggest someone is being abused or neglected, these include but are not limited to:
- 6.1.1 Unexplained bruises or injuries – or lack of medical attention when an injury is present.
- 6.1.2 A person has belongings or money going missing.
- 6.1.3 A person is not attending / no longer enjoying their sessions.
- 6.1.4 Someone losing or gaining weight / an unkempt appearance.
- 6.1.5 A change in the behaviour or confidence of a person.
- 6.1.6 They may self-harm.
- 6.1.7 They may have a fear of a particular group or individual.
- 6.1.8 They may tell you / another person they are being abused – i.e. a disclosure.

7 What to do if you have a concern or someone raises concerns with you.

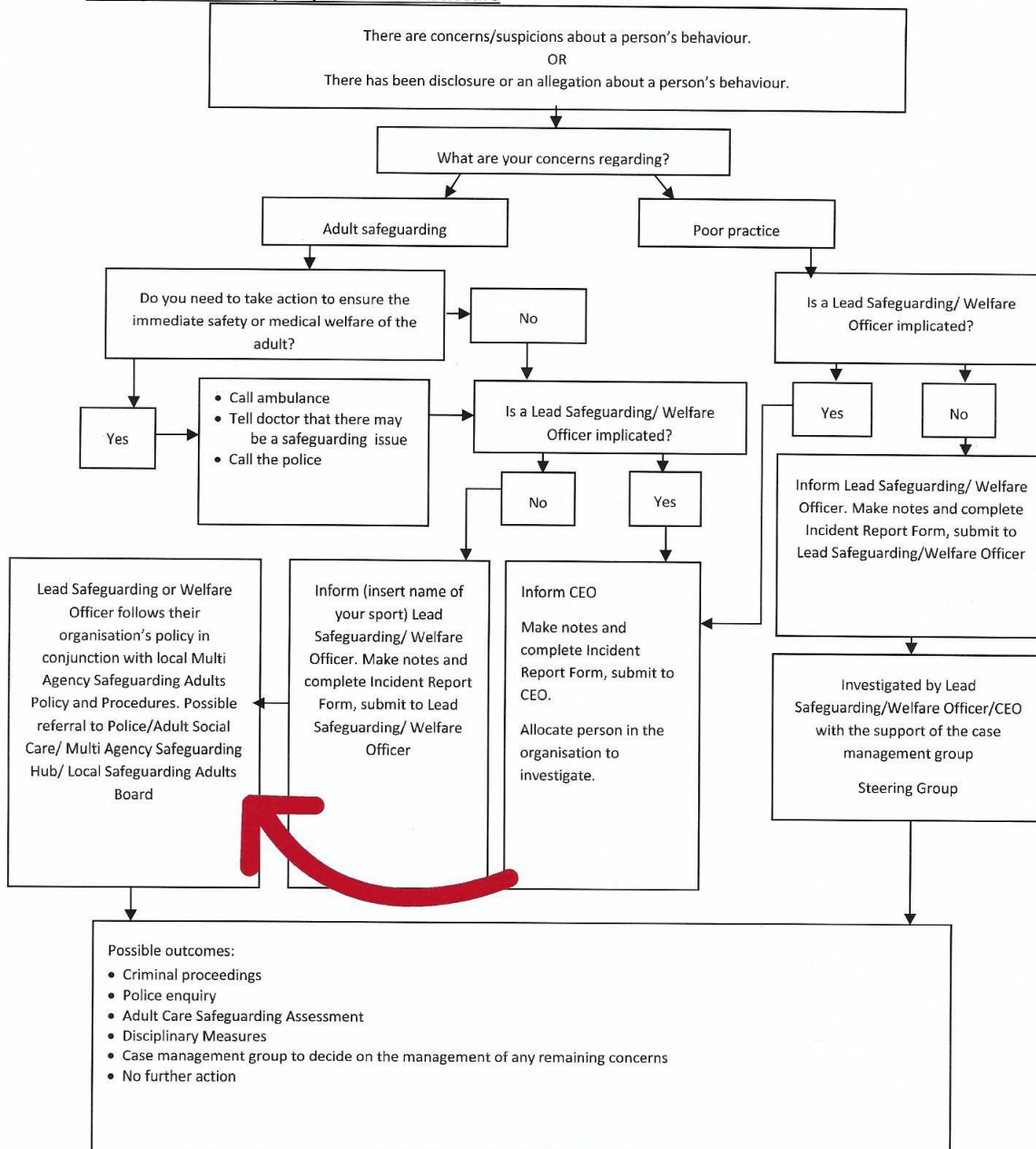
- 7.1 You may become aware that abuse or poor practice is taking place, suspect abuse or poor practice may be occurring or be told about something that may be abuse or poor practice and you must report this to the England Squash Lead Safeguarding or Club Welfare Officer, or, if the England Squash Lead Safeguarding or Club Welfare Officer is implicated then report to the England Squash CEO.
- 7.2 If you are at an international event and have a concern then speak to the coach or a team official.
- 7.3 If you are concerned someone is in immediate danger, contact the police straight away.
- 7.4 It is important when considering your concern that you also consider the needs and wishes of the person at risk, taking into account the nature of the alert, more information on this is given in Appendix 1 'The Legislative Framework'.

8 How to Record a Disclosure

- 8.1 Make a note of what the person has said using his or her own words as soon as practicable. Complete an Incident Form and submit to the England Squash Lead Safeguarding or Welfare Officer.
- 8.2 As long as it does not increase the risk to the individual, you should explain to them that it is your duty to share your concern with your Lead Safeguarding or Welfare Officer.
- 8.3 Describe the circumstances in which the disclosure came about.
- 8.4 Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.
- 8.5 Be mindful of the need to be confidential at all times, this information must only be shared with your Lead Safeguarding or Welfare Officer and others on a need to know basis.
- 8.6 If the matter is urgent and relates to the immediate safety of an adult at risk then contact the police immediately.

9. Safeguarding Adults Flowchart

Dealing with Concerns, Suspicions or a Disclosure



Remember to involve the adult at risk throughout the process wherever possible and gain consent for any referrals to social care if the person has capacity

10 Roles and responsibilities of those within England Squash

- 10.1 England Squash is committed to having the following in place:
- 10.1.1 A Lead Safeguarding/Welfare Officer to produce and disseminate guidance and resources to support the policy and procedures.
 - 10.1.2 A clear line of accountability within the organisation for work on promoting the welfare of all adults.
 - 10.1.3 Procedures for dealing with allegations of abuse or poor practice against members of staff and volunteers.
 - 10.1.4 A Steering Group or Case Management or Case Referral Group that effectively deals with issues, manages concerns and refers to a disciplinary panel where necessary (i.e. where concerns arise about the behaviour of someone within (insert name of your organisation)).
 - 10.1.5 A Disciplinary Panel will be formed as required for a given incident, if appropriate and should a threshold be met.
 - 10.1.6 Arrangements are in place to work effectively with other organisations to safeguard and promote the welfare of adults, including arrangements for sharing information.
 - 10.1.7 Appropriate whistle blowing procedures and an open and inclusive culture that enables safeguarding and equality and diversity issues to be addressed.

11 Good practice, poor practice and abuse

Introduction

It can be difficult to distinguish poor practice from abuse, whether intentional or accidental.

It is not the responsibility of any individual involved in England Squash to make judgements regarding whether or not abuse is taking place, however, all England Squash personnel have the responsibility to recognise and identify poor practice and potential abuse, and act on this if they have concerns.

11.1 Good practice

England Squash expects that coaches of adult athletes:

- Adopt and endorse the England Squash Coaches Codes of Conduct.
- Have completed a course in basic awareness in working with Adults at Risk.

Everyone should:

- Aim to make the experience of squash fun and enjoyable.
- Promote fairness and playing by the rules.
- Not tolerate the use of prohibited or illegal substances.
- Treat all adults equally and preserve their dignity; this includes giving more and less talented members of a group similar attention, time and respect.

Coaches and those working directly with adults at risk should:

- Respect the developmental stage of each athlete and not risk sacrificing their welfare in a desire for team or personal achievement.
- Ensure that the training intensity is appropriate to the physical, social and emotional stage of the development of the athlete.
- Work with adults at risk, medical advisers and carers (where appropriate) to develop realistic training and competition schedules which are suited to the needs and lifestyle of the athlete, not the ambitions of others such as coaches, team members, parents or carers.

- Build relationships based on mutual trust and respect, encouraging adults at risk to take responsibility for their own development and decision-making.
- Always be publicly open when working with adults at risk:
 - avoid coaching sessions or meetings where a coach and an individual athlete are completely unobserved.
- Avoid unnecessary physical contact with people. Physical contact (touching) can be appropriate in the following instances:
 - If it is neither intrusive nor disturbing.
 - If the athlete's permission has been openly given.
 - If it is delivered in an open environment.
 - If it is needed to demonstrate during a coaching session.
- Maintain a safe and appropriate relationship with athletes and avoid forming intimate relationships with athletes you are working with as this may threaten the position of trust and respect present between athlete and coach.
- Be an excellent role model by maintaining appropriate standards of behaviour.
- Gain the adult at risk's consent and where appropriate, the consent of relevant carers in writing, to administer emergency first aid or other medical treatment if the need arises.
- Be aware of medical conditions, disabilities, existing injuries and medicines being taken and keep written records of any injury or accident that occurs, together with details of treatments provided.
- Arrange that someone with current knowledge of emergency first aid is available at all times.
- Gain written consent from the correct people and fill out relevant checklists and information forms for travel arrangements and trips. This must be the adult themselves if they have capacity to do so.

11.2 Poor practice

The following are regarded as poor practice and should be avoided:

- Unnecessarily spending excessive amounts of time alone with an individual adult.
- Engaging in rough, physical or sexually provocative games, including horseplay.
- Allowing or engaging in inappropriate touching of any form.
- Using language that might be regarded as inappropriate by the adult and which may be hurtful or disrespectful.
- Making sexually suggestive comments, even in jest.
- Reducing an adult to tears as a form of control.
- Letting allegations made by an adult go uninvestigated, unrecorded, or not acted upon.
- Taking an adult at risk alone in a car on journeys, however short.
- Inviting or taking an adult at risk to your home or office where they will be alone with you.
- Sharing a room with an adult at risk.
- Doing things of a personal nature that adults at risk can do for themselves.

Note: *At times it may be acceptable to do some of the above. In these cases, to protect both the adult at risk and yourself, seek written consent from the adult at risk and, where appropriate, their carers and ensure that the Lead Safeguarding/ Welfare Officer of your organisation is aware of the situation and gives their approval.*

If, during your care, an adult at risk suffers any injury, seems distressed in any manner, appears to be sexually aroused by your actions, or misunderstands/misinterprets something you have done, report these incidents as soon as possible to another adult in the organisation and make a brief written note of it.

12 Relevant Policies

- Whistle Blowing
- Social media
- Complaints
- Disciplinary
- Selection
- Codes of Conduct
- Equity

13 Further Information

Policies, procedures and supporting information are available on the England Squash website:
www.englandsquash.com

Lead Safeguarding or Welfare Officer: safesquash@englandsquash.com / 0161 438 4302

Review date

This policy will be reviewed every two years or sooner in the event of legislative changes or revised policies and best practice.

ANTI-BULLYING POLICY

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1. INTRODUCTION

- 1.1 We are committed to the prevention and effective management of bullying behaviour relating to anyone who participates in the sport of Squash in England at any level, but in particular to children, young people and vulnerable adults.

2. AIMS AND OBJECTIVES OF THIS POLICY

- 2.1 We aim to encourage safe, accessible and positive opportunities for everyone involved in the sport of Squash. We will promote justice and equality in all activities.
- 2.2 We aim to ensure that everyone, in particular children, young people and vulnerable adults, are able to participate freely in a safe, caring environment at any level of the game.
- 2.3 We also aim to acknowledge the changing environment and methods adopted in the act of bullying in order to promote full awareness, e.g. text / cyber bullying.
- 2.4 This policy will therefore:
- a) Explain what bullying is and the various forms it can take;
 - b) Provide staff, clubs, coaches, volunteers and officials with information if they are concerned about bullying;
 - c) Provide adults, children, vulnerable adults and parents with information about what steps are being taken to safeguard against bullying;
 - d) Set clear and consistent standards of behaviour;
 - e) Establish an operational framework and introduce procedures of action to take if there are concerns about unacceptable behaviour;
 - f) Assure all adults, children and vulnerable adults that they will be participating in a safe/friendly environment and that their well-being is our priority;
 - g) Ensure that the rights of children and young people to protection from abuse and neglect are upheld, in accordance with the UN Convention on the Rights of the Child.

3. WHAT IS BULLYING?

- 3.1 Bullying is any persistent behaviour by an individual or group which intimidates/threatens or has a harmful and distressing impact on another individual or group.
- 3.2 Bullying behaviour may be one or more of the following:
- a) Verbal - as in name calling, making personal comments, sarcasm, teasing, spreading rumours;
 - b) Social - ostracised or left out of peer group activities;
 - c) Material - when possessions are stolen or damaged or extortion takes place;
 - d) Emotional – being unfriendly, pressure to conform, pressure to join in with bullying others;
 - e) Physical - pushing, kicking, hitting, punching or any use of violence;
 - f) Racist – taunts, gestures, language used;
 - g) Sexual – comments, gestures, physical contact, homophobic behaviour;
 - h) Online – abusive or negative posts on social media platforms.

4. SIGNS OF BULLYING

- 4.1 Someone being bullied may indicate by signs or behaviour that he or she is being bullied. Staff, clubs, coaches, volunteers, parents and officials should be aware of these possible signs and that they should investigate if a child:
- a) says they are being bullied;
 - b) has unexplained cuts or bruises;
 - c) is unwilling to go to training sessions;
 - d) becomes withdrawn anxious, or lacking in confidence;
 - e) feels ill before training sessions;
 - f) comes home with clothes torn or equipment/belongings damaged or missing;
 - g) asks for money or starts stealing money;

- h) Is frightened or acts aggressively when asked if there is anything wrong;
- j) Stops or reduces their usual time on social media platforms;
- k) gives improbable excuses for any of the above.

4.2 Where bullying has become particularly prevalent, the child/vulnerable adult may also demonstrate one of more of the following:

- a) becomes aggressive, disruptive or unreasonable;
- b) starts bullying other children or siblings;
- c) cries themselves to sleep at night, has nightmares, and/or starts wetting the bed;
- d) Starts stammering or stops talking;
- e) Stops eating or eats less than usual;
- f) Attempts or threatens suicide;
- j) Attempts or threatens to run away.

4.3 These signs and behaviours may of course indicate other problems, but bullying should be considered a possibility and should be investigated without delay.

5. WHAT WE WILL DO

5.1 England Squash will:

- a) Provide clear and transparent guidance on best practice in identifying and dealing with bullying, tailored to the various roles within the sport (including coach, official, parent, committee member and volunteer);
- b) Provide prompt and comprehensive support to anyone reporting or suffering from bullying;
- c) Respond appropriately and effectively to incidents of bullying;
- d) Listen and respond to feedback to update and strengthen existing policies;

- e) Ensure all staff, clubs, coaches, volunteers and officials are suitably trained to deal with any incidents;
- f) Provide, maintain and promote an acceptable framework of behaviour expected from everyone involved in the sport;
- g) Adopt a 'no tolerance' policy when it comes to bullying in all of its many forms.

6. EXPECTATIONS

- 6.1 We are committed to taking positive steps to eliminate bullying incidents within all activities related to the game of Squash. We will encourage all individuals and organisations to behave according to agreed standards, by providing and promoting a framework of acceptable behaviour.
- 6.2 We will promote the following standards of behaviour for everyone involved in Squash to adopt:
 - a) We will not tolerate bullying or harassment of any kind.
 - b) We will be accepting of others regardless of age, race, religion, culture or disabilities.
 - c) We will not ignore an incident of bullying.
 - d) We will use 'time out' if we feel angry or under pressure, or just need time to calm down.
 - e) We will be kind to others, even if they are not our friends and we will make new participants in our activities feel welcome.
 - f) We will not join in fights or disturbances.
 - g) We will report any bullying incident to a responsible adult immediately.
 - h) We will not judge others on the way they speak, their social behaviour, appearance or their ability.
 - j) We will try to remember that everyone matters, including ourselves.
- 6.3 We will expect all organisations who are members of England Squash to promote the required standards to their members and participants.

7. REPORTING AN INCIDENT

- 7.1 If incidents of bullying are witnessed, staff, clubs, coaches, volunteers, parents and officials will respond in the first instance by following the procedure detailed in the relevant section of APPENDIX A – REPORTING PROCEDURES of this document.

The policy and procedures of England Squash apply to everyone, whether in a paid or voluntary capacity, including coaches, volunteers, parents, other club members, paid staff in clubs and counties, markers and referees, helpers on club and county trips and medical staff. Everyone has a responsibility. (SRA Bye Law).

Flowcharts for the reporting of any concerns can be found here:
<https://thecpsu.org.uk/download/media/319549/safeguarding-reporting-procedure-flowcharts-watermarked.pdf>

Further to this, guidance on reporting concerns of bullying are as follows:

- Make a note of what the person has said using his or her own words as soon as practicable and complete an Incident Form, submit to the Squash welfare officer. A form can be located on at the end of this policy.
- Describe the circumstances in which the disclosure came about.
- Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.
- Be mindful of the need to be confidential at all times, this information must only be shared with the club welfare officer (CWO) or safeguarding lead who will escalate it to England Squash or the Case Management Group if needed.
- In partnership, the CWO and/or England Squash will then:
- Inform the parent/carer of referral (if doing so does not put the child/young person at significant risk).
- Information can also be shared without consent where the 'vital interests' of the individual are affected (and he or she cannot give consent or consent cannot reasonably be obtained); or where there is a legal duty.

- Liaise with the family/carers, providing they are not implicated and the person consents
- Share your concern verbally or in writing with the Welfare Officer or their substitute.
- Decide a course of action to be taken and escalate higher if needed.

8. USEFUL CONTACTS

England Squash

Head Office: 0161 231 4499
Email: safesquash@englandsquash.com

Kidscape

0207 730 3300 www.kidscape.org.uk

NSPCC

Child Protection in Sport (NSPCC)
<http://www.thecpsu.org.uk/>

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 Ault at Risk please complete the following details:

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

Name of Child or Young Person:

Address if known:

Date of birth of Child or Young Person:

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 bruising, other injuries, child's or young person's emotional state, behaviour/actions towards a Child or Young Person etc):

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

Exactly what the Child or Young Person said and what you said (Remember, do not lead the Child or Young Person – 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:

SOUTH MANCHESTER SQUASH AND RACKETBALL CLUB

Details of advice received:

Social Services: 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:

Local Authority: 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: _____

SOUTH MANCHESTER SQUASH AND RACKETBALL CLUB

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.

Please complete and return a copy of this form to safesquash@englandsquash.com

This Referral Form is to be completed by the Welfare Officer responsible for children and young people within a squash club or organisation as, when and if incidents occur.

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.

England Squash will hold definitive records in a safe and secure place. This will enable England Squash to monitor incidents and develop best practice in the handling of incidents.

Safe use of changing facilities

Introduction

This guidance has been produced in response to a number of enquiries from individuals and clubs seeking advice about the safe use of changing facilities.

These include queries about:

- adults who feel uncomfortable about sharing changing rooms with young children
- organisers unclear about the level of supervision they should provide
- concerns raised about unaccompanied children using facilities
- use of gendered changing rooms by transgender or transitioning children

Note: The term 'children' describes any person under the age of 18.

Clubs, facilities and those with responsibility for children have a general duty of care towards them. However, there are no specific legal requirements regarding the use of changing facilities. This paper is therefore intended as practice guidance to support individuals and organisations to consider issues relevant to their particular context; and to develop and implement policies and procedures that provide a safe environment.

Existing national governing body, local authority or facility policies

Many national governing bodies of sport (NGBs) and other organisations, such as local authorities and private sports facilities, may already have guidance and policies in place which should be followed in the first instance.

This briefing may be useful in the absence of any other guidance, and to address issues or circumstances not covered in such a policy. A selection of example policies is included at the end of this document.

Type of facility

A major consideration in establishing a safe use policy for changing facilities is whether or not the facilities will be used exclusively by junior teams or athletes. Typically this would be the case where a club owns, hires or manages its own facility, or has negotiated sole use of a more public facility at a particular time. The advantage of this type of arrangement is that it reduces the safeguarding risk of children mixing with adults when changing or showering.

However, many changing facilities are also used by other adults (other sports teams, individual athletes, or members of the public); for example, in the cases of a local authority swimming pool or a privately owned gym. In these circumstances there is a need for additional steps to be taken.

All facilities should have a safeguarding policy and procedures for reporting any concerns, and staff and volunteers are advised to familiarise themselves with these.

Issues to consider and address

Adults using the changing rooms at the same time as children

Ideally, groups of children should have sole use of changing facilities. This reduces any risks and potential vulnerability associated with mixing with adults or other young people (known or unknown to them) when changing and showering. Even when using public facilities, arrangements can be considered to address any potential concerns:

- there may be a separate room or space available for the group
- it may be possible to negotiate specific time slots for the group, and the coaches or volunteers to have exclusive use of the changing rooms
- a team area within the changing facility could be designated and nobody else allowed in that area
- children may opt to change at home before they arrive for the activity*

*Remember that many children are very self-conscious and anxious about undressing in front of others. Staff and volunteers should consider offering the option of changing at home as a matter of course.

Supervision in the changing facility

If mixed use of the changing facility by adults and children is unavoidable, at least 2 members of staff (of the same gender as the children) should supervise the group. It is important that staff and volunteers seek to balance the need for adult supervision with the rights of children to privacy in this context.

Supervision in the changing facility may also be necessary when:

- children are too young to be left alone or change themselves:
- organisers of groups of children under 8 years should make arrangements for their supervision while changing before and after the activity.
- although most children of school age (4 years old) may be capable of changing their clothes, many **leisure facilities** have established guidelines that any child below the age of 8 years must be accompanied
- the group includes disabled children who require additional support and assistance with changing (note that this should be undertaken by prior agreement with their parent or professional carer)
- children could injure themselves or access a potential risk such as a swimming pool that is unattended
- there are concerns about bullying, fighting or other harmful behaviours taking place which need to be managed

Who should supervise?

If you have decided that children need supervision, staff and volunteers should consider who will carry this out. This task provides access to children in circumstances of increased vulnerability and therefore careful consideration should be given to ensuring that those undertaking this task have been assessed as being suitable to do so.

Consider the following:

- numbers – organisers are recommended to have more than one adult supervising, as this will ensure cover in the event of an accident or incident occurring or if one supervisor is called away
- gender – it's considered good practice to ensure that children are supervised by staff or volunteers of the same gender while changing.
- timings – by agreeing a very clear timetable for use of the changing facilities by children, the risks associated to any extended contact between the adults and children are minimised

- carry out safe recruitment practices, including:
 - **criminal records checks** for individuals whose roles make them eligible
 - **references** – these should include a reference from a recent previous employer where they have worked with children
 - role description – provide clear details about the boundaries of their role
 - **code of conduct** – a document that individuals sign up to that clarifies the standards of behaviour expected of staff and volunteers.

➤ For further details, take a look at our topic page on **safe recruitment**.

Parents as supervisors

Parents are often involved in supervising children during sports activities and outings, and can provide valuable support to organisers and coaches. Where they are responsible only for their own child (or, by agreement, their relatives' or friends' children) this constitutes a private arrangement outside the responsibility of the activity organisers.

However, when parents undertake a formal supervisory role at the request of or with the agreement of the organiser, which includes having responsibility for other people's children, the same steps should be taken as staff and volunteers to make sure they are suitable for the role.

Unsupervised children in sport or leisure facilities

There are potential risks associated with inadequate adult supervision levels of young children in changing and shower areas.

Parents' (or carers') responsibilities

Parents and carers have a responsibility to ensure that their children are appropriately supervised while they are attending a sport or leisure facility. It is parents' responsibility to judge whether it is safe and appropriate to allow their unaccompanied child to visit a sport or leisure facility.

This judgement should be based on:

- their child's general developmental maturity
- their child's awareness of the potential risks
- the level of supervision and care provided within the facility

Parents may wrongly assume that staff will take responsibility for their children within a sport or leisure facility, or within specific areas such as changing rooms. Parents should therefore be informed about the facility's expectations about supervision of their children, including the use of changing rooms and shower areas.

Facility operators' responsibilities

When children are given access to facilities, operators assume a duty of care for them. The level of responsibility will vary, depending if the child is:

- **alone and unsupervised**
- with parents
- attending an activity
- attending an activity staffed by the facility
- attending a school group or club
- attending a public session

Operators have a responsibility to put in place **appropriate safeguarding arrangements**, which include promoting and implementing a policy for admitting unaccompanied children. This information should be

provided to parents and other users informing them about the policy regarding unaccompanied children and any rules about the supervision of young children within the facility.

Many facilities currently use the age of 8 as a guide (based on sector guidance for an unaccompanied child to attend a swimming pool). In practice, while facilities need to be able to establish a minimum age for admission that is practical to operate, identifying a child's age can be difficult.

While the facility may set the lower age limit, it is for parents (who know most about their children and have primary responsibility for their welfare) to judge if their child needs to be accompanied.

Facilities should have a **process for responding** to children below this minimum age of 8 who may arrive, or be left, at the facility alone. Refusing entry or asking an unaccompanied child to leave the centre would raise obvious safeguarding concerns.

➤ Further guidance can be found on our **sport and leisure facilities** topic page.

What about mixed gender teams?

Many sports operate mixed gender teams at several age group levels, and arrangements to enable the groups to change separately should always be made. Solutions may include:

- each gender using a different room or facility
- each gender having a distinct time slot
- everybody changing at home before they leave
- each gender having an allocated area of a larger shared facility

Transgender and transitioning children

There are a number of factors to consider when addressing the needs of transgender or transitioning children and changing facilities. Things to consider are:

- the child's feelings and preference about which gendered changing room they'd like to use
- the privacy of the child
- the feelings and privacy of other children in the same changing room
- practical arrangements such as leaving a child unsupervised
- any risks of bullying or unwanted behaviour towards that child

If a child self-identifies as a gender that differs from the gender they were assigned at birth, they may wish to start changing with other children of the same gender identity or ask for privacy.

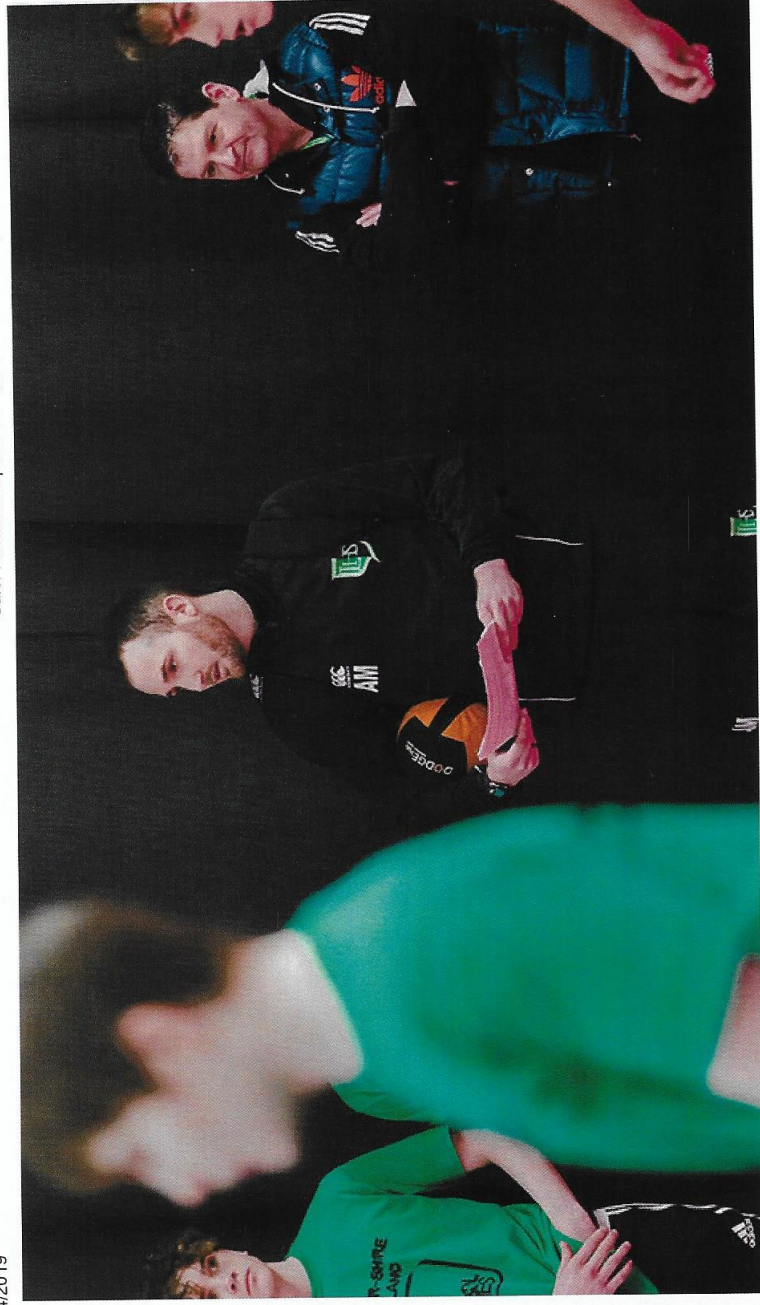
Clubs, facilities and coaches should try to make reasonable adjustments to changing arrangements to suit the child's needs and reduce the risk of bullying behaviour or distress.

Reasonable adjustments could include:

- providing a private, separate changing space for the child
- supporting the child with any changes to previous changing arrangements
- educating other children in the team on gender identity and celebrating difference
- arranging for that child to change at a different time to other children or at home

In most cases, children who are able to self-identify as transgender are able to articulate their wishes. Best practice is to consult with both the child and their parents where necessary about any potential changes to arrangements.

➤ For further information, see our topic page on **working with LGBT+ children**.



young people through safer recruitment.

Sign up for a course

Safeguarding help & advice

Whether you're a beginner or an expert, we can help:

- Introduction to safeguarding
- Putting safeguards in place
- Assess my organisation
- Develop and improve standards

More specific topics

Anyone undertaking a role that involves contact with or responsibility for children (or other vulnerable groups) should be taken through a safer recruitment process.

Most people who want to work in a paid or unpaid capacity with children within sport are well motivated. Without them, sports clubs and organisations could not operate.

But whether the role is paid or not, it's important that the individual has the right skills, knowledge and attitude for the role.

Some individuals may not be suitable to work with children due to gaps in these or due to previous concerns about conduct.

It is therefore essential that you have effective recruitment and selection procedures for both paid staff and volunteers. These will help to screen out and discourage those who are not suitable from joining your club/organisation.

Safer recruitment checklist

Key parts of a safe-recruitment procedure include:

- writing a clear job or role description (what tasks will be involved)
- also writing a person specification (what experience or attributes the successful candidate needs in order to carry out the role)
- creating an advertisement for the post
- using an application form to gather relevant information about each applicant
- requiring specific written references
- interviewing the applicant
- for eligible posts, undertaking a criminal records check:
 - Disclosure and Barring Service (DBS) – England and Wales
 - Disclosure Scotland – Scotland
 - AccessNI – Northern Ireland
- risk assessment of any concerning information
- verifying qualifications and experience
- recording recruitment decision
- induction to the role (including safeguarding policies and procedures, safeguarding training, sign up to Code of Conduct)
- probationary period

In some instances, you may feel that it is not practical to include all these steps in a recruitment process, but you are strongly recommended to build in as many elements as

you can.

Many sports governing bodies, County Sports Partnerships, Local Authorities and other organisations have clear recruitment requirements that you may need to comply with.

They can also offer guidance and practical support (for example, in providing access to and risk assessment of criminal records checks) to assist the vetting process.

Further information and resources

- see our **safer-recruitment resources** by clicking on the tab above (or below, on mobile devices)
- sign up for **safer recruitment courses** on the NSPCC website
- see the DBS and Home Office guidance, **Helping employers make safer recruiting decisions**
- visit our resource library for **more safer-recruitment resources**

DBS FAQs

AccessNI FAQs

Resources