

Ebbisham Sports Club

Welfare Policy for the safeguarding & protection  
of children and vulnerable adults

Date of policy: June 2022

Review date: June 2025

This policy is based on similar policies of our sports governing bodies: Badminton England, England Squash and the Lawn Tennis Association and complies with all relevant legislation, statutory guidance “Working Together to Safeguard Children (2018)” and with guidance issued by the Local Safeguarding Children Board (LSCB).

This policy should be read in conjunction with the club’s Diversity and inclusion (equality) policy, Anti-bullying Policy, Photographic and Video Images Policy and Codes of Conduct.

Ebbisham Sports Club is committed to building a ‘culture of safety’ in which the children and vulnerable adults in our care are protected from abuse, harm and radicalization.

The Club will respond promptly and appropriately to all incidents or concerns regarding the safety of a child or vulnerable adult that may occur.

Anyone who has concerns is expected to report it.

The club will monitor its coaches and welfare officers to check that they have received relevant and appropriate training with regard to child abuse. In addition, all staff will be issued with copies of this policy to promote awareness of child abuse.

The Club’s designated Welfare Officers (WO) are Jane Hockey, Gillian Mead and Lesley Coles. The WO coordinates child protection issues and liaises with external agencies (e.g. Police, Sports Governing Bodies Safeguarding teams, Social Care and the LSCB).

We have adopted the following definitions

A child is any young person under the age of 18.

A vulnerable adult is a person over the age of 18 whose ability to protect himself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability or illness, through old age or otherwise.

The word child throughout this document also covers vulnerable adult.

Child abuse and neglect

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly, or by failing to protect them from harm. Some forms of child abuse and neglect are listed below.

Emotional abuse is the persistent emotional maltreatment of a child so as to cause severe and persistent adverse effects on the child's emotional development. It may involve making the child feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Physical abuse can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child.

Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This can involve physical contact, or non-contact activities such as showing children sexual activities or encouraging them to behave in sexually inappropriate ways.

Neglect is the persistent failure to meet a child's basic physical and emotional needs. It can involve a failure to provide adequate food, clothing and shelter, to protect a child from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.

Signs of child abuse and neglect

Signs of possible abuse and neglect may include:

significant changes in a child's behaviour

deterioration in a child's general well-being

unexplained bruising or marks

comments made by a child which give cause for concern

inappropriate behaviour displayed by a member of staff, or any other person. For example, inappropriate sexual comments, excessive one-to-one attention beyond the requirements of their role, or inappropriate sharing of images.

If abuse is suspected or disclosed

When a child makes a disclosure to a member of staff, that member of staff will:

reassure the child that they were not to blame and were right to speak out

listen to the child but not question them

give reassurance that the staff member will take action

record the incident as soon as possible (see Logging an incident below).

If a member of staff witnesses or suspects abuse, they will record the incident straightaway. If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that the Club is obliged to and the incident will be logged accordingly.

Exploitation by criminal gangs and organised crime groups for purposes of trafficking, modern slavery, drug dealing or sexual exploitation

Signs that a child might be at risk of exploitation include:

- Hanging around with older people
- Being distant or withdrawn
- Experimenting with drugs or alcohol
- Changes in behaviour
- Unexplained injuries
- Disinterest in hobbies and activities
- Have unusually expensive belongings

If a member of staff suspects that a child is at risk of being exploited, they will record any relevant information or observations on a Logging a concern form, and refer the matter to the WO.

### Extremism and radicalisation

All childcare settings have a legal duty to protect children from the risk of radicalisation and being drawn into extremism. There are many reasons why a child might be vulnerable to radicalisation, including:

- feeling alienated or alone
- seeking a sense of identity or individuality
- suffering from mental health issues such as depression
- desire for adventure or wanting to be part of a larger cause
- associating with others who hold extremist beliefs

### Signs of radicalisation

Signs that a child might be at risk of radicalisation include:

- changes in behaviour, for example becoming withdrawn or aggressive
- claiming that terrorist attacks and violence are justified
- viewing violent extremist material online
- possessing or sharing violent extremist material

If a member of staff suspects that a child is at risk of becoming radicalised, they will record any relevant information or observations on a Logging a concern form, and refer the matter to a WO.

### Logging an incident

All information about the suspected abuse or disclosure, or concern about radicalisation, will be recorded on the Logging a concern form as soon as possible after the event. The record should include:

- date of the disclosure, or the incident, or the observation causing concern

date and time at which the record was made

name and date of birth of the child involved

a factual report of what happened. If recording a disclosure, you must use the child's own words

name, signature and job title of the person making the record.

The record will be given to the Club's WO for that sport who will decide on the appropriate course of action.

For concerns about child abuse, the WO will contact Social Care. The WO will follow up all referrals to Social Care in writing within 48 hours. If a member of staff thinks that the incident has not been dealt with properly, they may contact Social Care directly.

For concerns about exploitation, the WO will contact the Surrey police on 101, quoting 'Operation Sportsafe'.

For minor concerns regarding radicalisation, the WO will contact the Local Safeguarding Children Board (LSCB) or Local Authority Prevent Co-ordinator. For more serious concerns the WO will contact the Police on the non-emergency number (101), or the anti-terrorist hotline on 0800 789 321. For urgent concerns the WO will contact the Police using 999.

Use of mobile phones, cameras and other recording devices

The club is committed to ensuring that all necessary steps are taken to protect children from the inappropriate use of their images.

Photographs and video images will only be taken of children with their parents' written permission.

Images will only be taken by authorised persons, as agreed by the club.

All images will be safely stored and destroyed when no longer relevant.

Awareness among staff

the designated WOs have relevant experience and receive appropriate training in safeguarding and the prevent duty, and know how to access assistance from relevant agencies

safe recruitment practices are followed for all new staff

all staff have a copy of this Safeguarding Children policy, understand its contents and are vigilant to signs of abuse, neglect or radicalisation

all staff are aware of their statutory duties with regard to the disclosure or discovery of child abuse, and concerns about radicalisation

all coaches receive basic safeguarding and prevent duty training

All tennis level 2 coaches, LTA instructors, overseas or external tennis coaches must be LTA accredited

All badminton coaches to take out membership with Badminton England

## Responsibility for implementation of the Safeguarding Policy

Safeguarding is everyone's responsibility: not responding to concerns is not an option

The club's Management Committee and Chair have overall accountability for this Policy and Reporting Procedure, for being the strategic lead on diversity and inclusion and for ensuring compliance with the relevant legislation

The club chairmen {John Coonan and Peter Culver} and Welfare Officers {Samantha Johnson, Jane Hockey and Gillian Mead} have overall responsibility for implementation of the policy.

The Chair and Welfare Officers of the club are responsible for updating this Policy and Reporting Procedure in line with legislative and organisational developments; and develop a strategic and proactive approach to safeguarding and respond to concerns.

The Club's Welfare Officers are responsible for supporting the club to identify where safeguarding support is required.

All staff, coaches, officials and volunteers involved in on our sports are responsible for raising safeguarding concerns with the club's Welfare Officers

Players, parents and guardians are responsible for upholding the Club's Code of Conduct and Reporting Procedures.

All members must adhere to a code of conduct

## Reporting Procedure

Where there is a safeguarding concern/disclosure, the individual who is told about, witnesses, hears, or is made aware of the concern/disclosure is responsible for following the club's reporting procedure.

Everyone (staff, coaches, volunteers, parents and players) who has a concern must:

Register their concern using the club's Logging a Concern form

If the concern relates to a child or vulnerable adult, the information will be passed to the appropriate Club Welfare Officer, or if not the Club Chairman, who will decide the appropriate course of action.

Or they may contact a Club Welfare Officer direct (email [welfareofficer@ebbishamsportsclub.com](mailto:welfareofficer@ebbishamsportsclub.com)) in confidence to register their concern.

The Welfare Officer will take advice from her sport's governing body safeguarding team, the NSPCC or Social Care Children's Services, on how to proceed.

The Welfare Officer will write an objective account of her concerns immediately and send it to the relevant safeguarding team within 48 hours of the concern/disclosure.

NB: If someone is in immediate danger, call the police on 999.

Handling a concern/disclosure can be emotionally difficult. If necessary, the Safeguarding Teams are available to offer support.

#### Contact numbers

Children's Single Point of Access (C-SPA) including Prevent: 0300 470 9100 (9am-5pm)  
cspa@surreycc.gov.uk

Children's Single Point of Access out of hours contact: 01483 517898  
edt.ssd@surreycc.gov.uk

Surrey Safeguarding Adults Team ( ascmash@surreycc.gov.uk) 0300 470 9100

LADO (Local Authority Designated Officer): 01372 735 361. Named Nurse: Sarah Harman

Police: 999 (emergency) or 101 (non-emergency)

Surrey Police dedicated safeguarding team: 101 quoting 'Operation Sportsafe'

Anti-terrorist hotline: 0800 789 321

NSPCC: 0808 800 500

LTA Safeguarding Team: 0208 487 7000 safeguarding@lta.org.uk

Badminton England Safeguarding Team: 01908 268430  
safeguarding@badmintonengland.co.uk

England Squash Safeguarding Team: 0161 438 4302

Surrey Safeguarding Officer (tennis) Tim Sagar 07713 610 700

Signed:

Dated:

