

## **Cheshire SRA Safeguarding and Protecting Young People in Squash Policy**

Cheshire SRA is committed to creating and maintaining the safest possible environment for children and young people to participate in squash<sup>1</sup> and recognises its responsibility to safeguard their welfare by protecting them from poor practice, abuse or bullying. We believe that the welfare of children and young people is everyone's responsibility and Cheshire SRA strongly suggests that Cheshire Clubs follow the same principles.

The policy and procedures of Cheshire SRA apply to everyone taking part in county activity, whether in a paid or voluntary capacity, including coaches, volunteers and officials, markers and referees, helpers on trips and medical staff. Everyone has a responsibility.

### **Principles**

- Anyone under the age of 18 will be considered a child or young person in relation to this policy and related procedures
- The welfare of the child or young person is the first consideration
- All children and young people, regardless of age, ability, gender, ethnic origin, religious belief, race or sexual identity have a right to protection from abuse
- The rights, dignity and worth of all young people should always be respected
- All concerns will be taken seriously and managed accordingly within our Policies and Procedures
- All allegations will be taken seriously and responded to quickly and fairly
- It is the responsibility of safeguarding and child protection experts to determine whether or not abuse has taken place but it is everyone's responsibility in Squash to act appropriately and report concerns
- We recognise the role and responsibilities of the statutory agencies safeguarding children and young people and are committed to complying with the procedures of the Local Safeguarding Children Boards<sup>2</sup>
- Working in partnership with parents and carers is essential for the safeguarding and protection of young people
- Confidentiality should be upheld in line with legislation and government guidance

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<sup>1</sup> Squash will mean squash and racketball throughout all policies, procedures and documentation

<sup>2</sup> Local Safeguarding Children's Boards are the key statutory mechanism for agreeing how the relevant organisations in each local area will co-operate to safeguard and promote the welfare of children in the locality. The core membership of LSCBs is set out in the Children Act 2004, and includes local authorities, health bodies, the police and others. The objective of LSCBs is to coordinate and to ensure the effectiveness of their member agencies in safeguarding and promoting the welfare of children

### **Government Guidance and Legislation**

This policy is based upon principles contained within U.K. and international legislation and government guidance. This section gives an overview of relevant legislation and guidance. CSR has a legal and moral obligation and responsibility to contribute to making Squash a safe and child-friendly sport. Our policies and procedures take into account the following:

- Every Child Matters 2003
- The Children Acts 1989 and 2004
- The Protection of Children Act 1999
- The Police Act 1997
- The Criminal Justice and Court Services Act 2000
- The Data Protection Act 1998
- “Caring for the young and vulnerable” - Home Office guidance for preventing the abuse of trust 1999
- The ‘What to do if you are worried a child is being abused’ - 2006 document (there is a newer 2015 version)
- Working Together to Safeguard Children - 2006
- The UN Convention on the Rights of the Child - 1990
- The Human Rights Act 1998
- The Safeguarding Vulnerable Adults Act 2006
- The Protection of Freedoms Act 2012

### **Responsibilities**

*Cheshire SRA has appointed Babeth Thompson as the designated person to manage Safeguarding and Child Protection.*

*T16babeth@gmail.com*

*Cheshire SRA will:*

- Produce Safeguarding and Protecting Young People in Squash & Racketball policies, procedures and guidelines
- Support clubs to adopt and implement England Squash & Racketball Safeguarding and Protecting Young People in Squash & Racketball Policies, Procedures and Guidelines through training and ongoing development
- Respond to all allegations and concerns and implement the appropriate disciplinary and appeals procedures when necessary
- Work in partnership with the statutory agencies as required
- Monitor policy and procedures on a regular basis and review fully on a three year cycle, unless:
  - There is a major change in legislation and government guidance
  - There are major changes in governance of the sport
  - There is a procedural review as a result of a major case

*Cheshire SRA will (and will encourage Cheshire member clubs to):*

- Adhere to these Procedures and Guidelines
- Take responsibility for safeguarding children within their county/club on Cheshire SRA organised activities
- Appoint a Child Officer and ensure they are appropriately recruited, inducted, supported and DBS checked
- Make training resources available to ensure that all members know their responsibility in relation to safeguarding young people in squash and racketball

### **Disclosure & Barring Service (DBS)**

DBS checks are one element of child protection. England Squash have established a Disclosure & Barring Unit, known as the ES DBS Unit.

All adults who have regular contact with young people and are considered to be in Regulated Activity and so, must complete a DBS Enhanced Disclosure. If an enhanced disclosure has not been completed and cleared, adults working with young people must be supervised at all times whilst the county/club waits for the outcome of the disclosure. Adults requiring a check may include:

- Anyone employed by Cheshire Squash and Racketball
- Coaches
- Team Managers
- Club/County Welfare Officers
- Professional Staff
- Support staff including physiotherapists, fitness staff or doctors

DBS checks must be conducted through England Squash & Racketball DBS Unit, who have jurisdiction to manage any matter arising from a disclosure. DBS checks for other organisations can be used but must be within the last 3 years. DBS certificates have a 3 year validity and can be updated online so as to become "portable DBS". It is the individuals' responsibility to ensure that their DBS remains valid.

<https://www.englandsquash.com/get-involved/coach/disclosure-and-barring-service-dbs-enhanced-check/disclosure-and-barring-service-dbs-faqs>

### **Whistle-blowing**

Whistle-blowing is an early warning system. It is about revealing and raising concerns over misconduct or malpractice within an organisation or within an independent structure associated with it.

If there is a concern with regard to the behaviour of an adult towards a young person, a vulnerable person or young person to young person, it is important that they share your concerns with the Cheshire SRA County Welfare Officer.

All information received and discussed will be treated in confidence and only shared with those individuals who will be able to manage and resolve the situation including the County Welfare Officer, the parties involved (including [parents and guardians/carers) and such persons deemed to have expertise in the matter, for example ES. On occasion it may be necessary to seek advice, or inform the statutory agencies e.g. The Police or Children's Service Authority.

### **Positions of Trust**

All adults who work with children/young people are in a position of trust that has been invested in them by the parents, the sport and the child/young person. This relationship can be described as one in which the adult is in a position of power and influence by virtue of their position.

Sexual intercourse or touching by an adult with a child under the age of 16 years is unlawful, even where there is apparent consent from the child. A consensual sexual relationship between an adult in a position of trust within the Squash setting and a child over 16 years of age is contrary to this policy

In the sports of Squash & Racketball most adults in a position of trust recognise that there are certain boundaries between the coach/official/volunteer and the player which must not be crossed in terms of the relationship with the young player. The relationship, in essence, is no different to that between a teacher and the young people in their care, in relation to the abuse of trust.

Adults must not encourage a physical or emotionally dependent relationship to develop between the person in a position of trust and the young person in their care.

All those within the organisation have a duty to raise concerns about the behaviour of coaches, referees, volunteers, administrators and professional staff which may be harmful to the child/children, young people in their care, without prejudice to their own position.

## Code of Conduct – Coaches

### Who does this apply to?

The Coaches Code of Conduct applies to all coaches in the sport at every level within the game. If the code is breached and reported, all complaints and allegations will be acted upon accordingly.

Qualified England Squash Coaches should now all have joined The Coaches Club, which apart from providing educational framework and coaching resources also provides enhanced Insurance benefits.

All coaches remain responsible for paying for their own coach membership fee and must pay directly to England Squash via the website.

<https://www.englandsquash.com/membership/coaches>

### Coaches will:

- Remember that players participate for pleasure and winning is part of the fun
- Operate within the rules and spirit of the sport and teach players to do the same
- Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players. Eye protection should be worn by all players under the age of 18.
- Obtain appropriate qualifications and safeguarding/child protection training and have an up to date England Squash Enhanced DBS
- Keep up to date with the latest coaching practices and developments  
*Coaches should be adequately protected with **Third Party Insurance**, which covers them if a player is injured while in their charge  
If they have other coaches who work under their direction or take work for them in their absence, they should be protected with adequate **Employers Liability Insurance***
- Avoid over playing of all players
- Ensure there is appropriate and correct supervision of players on and off the court
- Be aware of and abide by the England Squash Safeguarding and Protecting Young People Policy, Procedures and Guidelines
- Be a positive role model
- Provide positive feedback to all players during training and matches
- Respect all referees decisions and ensure players do the same (both publicly and in the online domain)
- Coaches shall refrain from public criticism of fellow coaches  
*Public in this context means criticism expressed in any branch of the media (including social) or in a lecture or seminar. Any such criticism of a fellow member will be regarded as a prima facie breach of this code and may be subject to disciplinary action*
- A coach is responsible to both players and fellow coaches and should not under any circumstances solicit away business from any other coach or club
- A coach should ensure that any advertising is accurate and professionally restrained  
*Permission to display advertising should be sought from any other coaches at the same club*
- A coach should communicate and co-operate with medical and ancillary practitioners in the diagnosis, treatment and management of their player's medical and psychological problems
- Treat everyone equally regardless of age, ability, gender, race, religion, ethnic origin, social status or sexual orientation and accept that everyone has the right to be protected

from abuse

- Respect the rights, dignity and worth of every person within the context of the sport
- Report any concerns in relation to a young person, follow reporting procedures laid down by CSR and England Squash
- A coach should not condone any form of discrimination or allow it to go unchallenged

#### **Prohibited Practice - Coaches Will NOT:**

- Spend time alone with young people away from others
- Take young people to their home where they will be alone with them
- Invite or allow young people to stay at their home
- Transport young people in their car alone
- Transport children if they are an unregistered driver
- Engage in rough, physical or sexually provocative games with young people. Flirting is strictly forbidden, as is making sexual innuendo and using inappropriate gestures or terms.
- Share a room with a young person
- Allow or engage in any form of inappropriate physical touching or sexual contact or behaviour
- Use or allow young people to use inappropriate language unchallenged
- Make sexually suggestive comments to a young person, even in jest
- Engage in any form of sexually related contact with a young player<sup>1</sup>. This is strictly forbidden as is sexual innuendo, flirting or inappropriate gestures and terms
- Allow allegations made by a young person to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature for young people that they can do for themselves, unless you have been requested to do so by the parents/carer. (*It is recognised that some young people will always need help with things such as lace tying and it is also recognised that this does not preclude anyone attending to an injured/ill young person or rendering first aid*)
- Depart the squash club or agreed rendezvous point until the safe dispersal of all young people is complete
- Cause an individual to lose self-esteem by embarrassing, humiliating or undermining the individual
- Treat some young people more favourably than others
- Agree to meet a young person on their own on a one to one basis *\*England Squash advise that individual coaching sessions are undertaken with parental agreement and on an open and visible court.*
- Ridicule or shout at a player/team for making a mistake or not winning
- Expose players to extreme heat or cold or unacceptable risk of injury
- Smoke while working/participating in the sporting environment
- Consume alcohol or illegal substances while working/participating in the sporting environment
- Use foul, sexist or racist language or gestures at any time
- Condone behaviour that contravenes the codes of conduct/prohibited practice
- Use illegal or dangerous tactics
- Give young people alcohol, cigarettes or drugs.

### **The five main types of Abuse.**

**Emotional abuse** is the persistent emotional maltreatment of a child such as to cause severe adverse effects on the child's health and emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It could involve rejecting or ignoring a child completely, using degrading language or behaviour towards them, threatening or bullying them and encouraging them to develop behaviours that are self-destructive.

Emotional abuse also includes radicalising a child or young person who may be subsequently drawn into terrorist-related activity. People, who work in specified occupations, including health and education, must report it if they suspect someone is being drawn into terrorism (known as the Prevent duty).

In a Squash situation, emotional abuse may occur when coaches, volunteers or parents:

- Provide repeated negative feedback
- Repeatedly ignore a young players efforts
- Repeatedly demand performance levels above the young person capability
- Over emphasize the need to win

**Neglect** can be a difficult form of abuse to recognise, yet it can have some of the most lasting and damaging effects on children.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. The physical signs of neglect may include constant hunger, loss of weight, or being constantly underweight and inappropriate clothing for the conditions.

It is important to remember that many children may exhibit some of these indicators at some time and that the presence of one or more should not be taken solely as proof that abuse is occurring.

In a Squash situation, neglect may occur when coaches, volunteers or parents:

- Leave young players without supervision
- Expose young players to unacceptable risk of injury
- Deny or withdraw welfare necessities such as heat, rest and hydration

### **Physical abuse**

Most children will collect cuts and bruises as part of the rough-and-tumble of daily life. Injuries should always be interpreted in light of the child's medical and social history. Most accidental bruises are seen over bony parts of the body e.g. elbows, knees, shins and are often on the front of the body.

Some children, however, will have bruising that is more likely to be inflicted rather than accidental. Indicators of physical abuse could include bruises or injuries that are either unexplained or inconsistent with the explanation given, or visible on the 'soft' parts of the body.

In a Squash situation, physical abuse may occur when coaches, volunteers or parents:

- Young player exposed to training and exercise which disregard the capacity of the immature and growing body of the person
- Over playing, fatigue and over training
- Offering or procuring alcohol or drugs to under age youths

**Sexual abuse** involves someone forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. In fact, the majority of children who are sexually abused by a carer will have no visible signs at all, due to the attacker not wanting to leave evidence, amongst many other reasons in the grooming process.

In a Squash situation, sexual abuse may occur when coaches, volunteers or parents:

- Touching young people in an inappropriate way during training and coaching activities
- Using a position of trust to coerce young people into a sexual relationship
- Imply better progression in return for sexual favours

**Bullying.** There is no legal definition of bullying. But it is usually defined as repeated behaviour which is intended to hurt someone either emotionally or physically, and is often aimed at certain people because of their race, religion, gender or sexual orientation or any other aspect such as appearance or disability.

<https://www.bullying.co.uk/general-advice/what-is-bullying>

Bullying can take many forms including:

- physical assault: any kind of violence however benign it is deemed to be
- teasing: name calling, mocking, sarcasm, creating rumours,
- making threats: gestures, taunting
- name calling: racist chant, remarks or graffiti, focussing on issues of sexuality
- cyber bullying: use of social media to spread rumours

In a Squash situation, bullying may occur when coaches, volunteers or parents:

- May intimidate others
- Adopt a win at all cost approach
- A referee or official being over officious.

Cheshire SRA takes any signs of the above very seriously and any referrals will be thoroughly tested to determine and inform any actions.

<https://www.educare.co.uk/news/child-abuse-and-neglect:-the-four-main-types>

## Code of Conduct – Parents

### Who does this apply to?

The Parents Code of Conduct applies to all parents at any squash match or training session at every level within the game. If the code is breached and reported, all complaints and allegations will be acted upon accordingly.

### Parents will:

- Abide by the rules and regulations of the club or venue
- Parents/guardians and carers must complete all consent forms required to allow the young person to take part in an event. It is anticipated that the Clubs will support the parents to do this. (see library of documents and consent forms)
- Focus on the child's efforts and enjoyment rather than winning or losing
- Encourage young people to play and not force them
- Provide positive verbal feedback in both training and matches
- Encourage players to participate within the rules and regulations of the game
- Applaud good performance and efforts from all individuals and teams
- Congratulate all participants on their performance regardless of the game's outcome
- Leave the coach to communicate with individual players during matches. Parents should not enter the court of play
- Respect the decisions of officials and teach children to do the same
- Respect referees, officials, coaches, players and spectators
- Inform the team coach or manager of any injury, health or welfare issue that it is felt appropriate for them to know
- Remember that children participate in sport for their enjoyment, not their parents
- Treat everyone equally regardless of age, ability, gender, race, religion, ethnic origin, social status or sexual orientation and accept that everybody has the right to be protected from abuse
- Respect the rights, dignity and worth of every person within the context of the sport
- Report any concerns in relation to a young person to the County Welfare Officer and the officials attending the event
- A parent should not condone any form of discrimination or allow it to go unchallenged

## Code of Conduct – Players

### Who does this apply to?

The Players Code of Conduct applies to all individuals who participate in the sport as a player at every level.

If the code is breached and reported, all complaints and allegations will be acted upon accordingly.

### Players will:

- Abide by the rules of the club, county or venue.
- Treat everyone equally regardless of age, ability, gender, race, religion, ethnic origin, social status or sexual orientation and accept that everyone has the right to be protected from abuse
- Respect the rights, dignity and worth of every person within the context of the sport
- Know and abide by the rules of the game
- Accept the referee's decision without question or complaint (let the captain or coach ask the necessary questions)
- Avoid violence and rough play
- Help injured players and opponents where appropriate
- Keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late
- Wear suitable kit, including approved eyewear for junior players
- Pay any fees for training or events promptly
- Respect the sport

**If players do not follow the code of conduct, actions may be taken in line with the disciplinary procedures.**

## Suspension Policy

### General

Where an allegation(s) is made against an employee or a volunteer, CSR will work on the principle that individuals are innocent until proven guilty.

However, in order to protect both the individual and Cheshire SRA, a period of suspension will normally follow an allegation(s), whilst an investigation is carried out into the circumstances surrounding it. The only time that a suspension will not apply is where the matter can be dealt with immediately, normally in the space of two days. Where a suspension is necessary, the following procedure will apply:

### 1. An Employee

1.1 Any allegation(s) will be dealt with and investigated by the Cheshire SRA County Exec and where appropriate or deemed necessary, be referred to the appropriate external authority.

1.2 To ensure the utmost confidentiality, where possible, only two people will be party to the investigation. These will include the Cheshire SRA Welfare Officer and another member of the committee.

All relevant paperwork will be distributed to each member of this investigating panel and one separate set will be kept on file.

2.1.3 When an allegation is made against an employee, a meeting will take place with the individual, attended by both involved Exec members, at which time the allegation will be made known to him/her and put in writing. The individual will be asked to comment on the allegation and hopefully provide information that will enable a swift outcome.

2.1.4 If the matter cannot be dealt with in two days, an employee will be suspended from duty on full salary. This will last for six months but should an investigation take longer, half the normal salary will then be paid.

2.1.5 Whilst suspended, the individual will not be allowed to be in contact with any other employee, apart from those carrying out the investigation, or any person who is carrying out work on behalf of Cheshire SRA. This applies to people who may be attending courses or who are taking part in tournaments.

2.1.6 The Cheshire SRA Welfare Officer will do his/her utmost to keep the employee up to date on the progress of the investigation.

2.1.7 Cheshire SRA reserves the right to inform clubs, counties and other relevant bodies that an employee is suspended from duty, pending the outcome of an investigation into his/her conduct.

### 2. A Volunteer

2.1 The procedures that apply to Employees will apply to volunteers and sub-contracted staff, apart from those procedures that apply to payment of salary.

### **3. Support Procedures**

- 3.1 Suspension from work or suspension from an activity can be a traumatic experience and Cheshire SRA recognises this. If suspension occurs, Cheshire SRA will provide details to the individual of support groups who specialise in dealing with such issues

## **Disclosure & Barring Service (DBS)**

DBS checks are one element of child protection. England Squash have established a Disclosure & Barring Unit, known as The ES DBS Unit.

<https://www.englandsquash.com/Search?term=disclosure+and+barring+>

All adults who have regular contact with young people and are considered to be in Regulated Activity must complete a DBS Enhanced Disclosure. If an enhanced disclosure has not been completed and cleared, adults working with young people must be supervised at all times whilst the county/club waits for the outcome of the disclosure. Adults requiring a check may include:

- Anyone employed by Cheshire Squash and Racketball
- Coaches
- Team Managers
- Club/County Welfare Officers
- Professional Staff
- Support staff including physiotherapists, fitness staff or doctors

DBS checks must be conducted through England Squash & Racketball DBS Unit, who have jurisdiction to manage any matter arising from a disclosure.

If you are registered with the [DBS Update Service](#) you will be able to use your 'online certificate'. You will need to provide us with your DBS number, name and date of birth.

If you are not registered, you will be required to have an England Squash DBS check and this includes teachers, forces and emergency services personnel.

## **Positions of Trust**

All adults who work with children/young people are in a position of trust that has been invested in them by the parents, the sport and the child/young person. This relationship can be described as one in which the adult is in a position of power and influence by virtue of their position.

Sexual intercourse or touching by an adult with a child under the age of 16 years is unlawful, even where there is apparent consent from the child. A consensual sexual relationship between an adult in a position of trust within the Squash setting and a child over 16 years of age is contrary to this policy

In the sports of Squash & Racketball most adults in a position of trust recognise that there are certain boundaries between the coach/official/volunteer and the player which must not be crossed in terms of the relationship with the young player. The relationship, in essence, is no different to that between a teacher and the young people in their care, in relation to the abuse of trust.

Adults must not encourage a physical or emotionally dependent relationship to develop between the person in a position of trust and the young person in their care.

All those within the organisation have a duty to raise concerns about the behaviour of coaches, referees, volunteers, administrators and professional staff which may

be harmful to the child/children, young people in their care, without prejudice to their own position.

August 2017



**Incident Referral Form**

Your name:

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

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

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**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:

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Name of Child or Young Person:

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Address if known:

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Date of birth of Child or Young Person:

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**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)**:

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

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Address if known:

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

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Nature of the concern or allegation:

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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)*

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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).

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**Actions taken so far:**

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**External agencies contacted (date/ time and contact):**

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**Police:** YES/NO If Yes, where:

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Name and contact number:

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Details of advice received:

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

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Name and contact number:

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Details of advice received:

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**England Squash:** YES/NO If Yes, where:

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Name and contact number:

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Details of advice received:

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**Local Authority:** YES/NO If Yes, where:

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Name and contact number:

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Details of advice received:

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

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Name and contact number:

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Details of advice given:

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Print Name:

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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.

Please complete and return a copy of this form to [safesquash@englandsquash.com](mailto: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.

**KEY CONTACTS**

<b>Squash Contacts</b>		
<b>Name</b>	<b>Number</b>	<b>Address</b>
England Squash	0161 438 4318	National Squash Centre Rowsley Street, Manchester M11 3FF
County Welfare Officer	01625 528 999	c/o Prestbury Squash Club Bollin Grove Prestbury, SK10 4JJ
Club Welfare Officer		

<b>Local Contacts</b>		
<b>Name</b>	<b>Number</b>	<b>Address</b>
Children's Social Care		
Police – Child Protection Team or dial 999		
NSPCC	0808 800 5000	

<b>NATIONAL CONTACTS</b>		
NSPCC	0808 800 5000	
NSPCC	0207 825 2500	National Centre 42 Curtain Road London EC2A 3NH
Child line	0800 1111	
CPSU	0116 234 7224	3 Gilmour Close Child Protection in Beaumont Leys Sport Unit Leicester L4 1EZ

## Cheshire SRA Use of Photography and Video of young people under the age of 18.

### Policy Statement

Cheshire SRA is committed to providing a safe environment for children/young people under the age of 18 to participate in our sports. Essential to this commitment is to ensure that all necessary steps are taken to protect children/young people from the inappropriate use of photographic images. We aim to balance this against the positive impact that publicity can have in encouraging children and young people to keep playing, to improve, to enjoy their playing and their participation in teams and tournaments and to use squash and racketball to stay healthy and develop physical, emotional and social skills.

We have adopted the following good practice guidelines:

#### **Publishing Images**

Through the use of a Consent Form, we will ask for the permission of young players and their carers to take and use their image.

We will **NEVER** publish contact details (email addresses, telephone numbers, addresses etc) of a child/young person

We will only authorise the use of images of players in suitable dress (Tracksuit, on court clothing i.e. T-shirt/shorts/skirt, off court clothing)

#### **Use of Photographic Filming Equipment at Squash & Racketball Events**

We will:

Inform players and parents that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs

Require parents, spectators and authorised photographers to get permission from the event organiser if they wish to use any photographic equipment including mobile phones with cameras.

Act on the concerns of any players and parents regarding the inappropriate use of photographic equipment

Inform children/young people and their parents/carers if video equipment is to be used as a coaching aid.

## Coach & Volunteer Reference Form

\_\_\_\_\_ has expressed an interest in being a coach/volunteer (please delete) and has given your name as a referee. This post involves substantial access to children and as an organisation committed to the welfare and protection of children and young people, we are asking whether you would have any reservation at all about the applicant being in contact with children or young people.

Would you consider that the above named person poses any risk to the welfare of children or young people?

Yes

No

(If answered Yes, we will contact you in confidence)

If you are happy to complete this reference, any information will be treated in the strictest confidence and in accordance with relevant legislation and guidance and will only be shared with the person conducting the assessment of a candidate's suitability for a post, if he/she is offered the position in question. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

1. How long have you known this person?
  
2. In what capacity?
  
3. Why do you think this person would make a suitable coach/volunteer?
  
4. How would you describe their personality?

5. Please rate this person with the following table

	Poor	Good	Excellent
Responsibility			
Maturity			
Self Motivation			
Can Motivate Others			
Trustworthy			
Reliable			
Coaching / Administration			
Ability			

6. Is there anything else you feel we should know?

Printed name

Date

Position

Organisation

Signed

## Cheshire SRA whistle-blowing Policy

Cheshire SRA is keen to establish a trust relationship with all Cheshire Squash and Racketball Clubs, personnel and players and work on the premise that Clubs have taken it upon themselves to introduce a line of management which will allow whistle-blowing in case of suspected abuse.

If there is a concern with regard to the behaviour of an adult towards a young person or young person to young person, it is important that they share your concerns with the Cheshire SRA County Welfare Officer. It is about revealing and raising concerns over misconduct or malpractice within an organization

All information received and discussed will be treated in confidence and only shared with those individuals who will be able to manage and resolve the situation i.e the County Welfare Officer, the parties involved (including parents and guardians/carers) and such persons deemed to have expertise in the matter. On occasion it may be necessary to seek advice, or inform the statutory agencies e.g. The Police or Children's Service Authority.

The CPSU (Child Protection in Sport Unit) presents a flowchart of actions to be taken in case of possible abuse. Cheshire SRA will take steps to establish facts and circumstances of abuse using this chart. Once established that it is dealing with abuse and not just poor practice England Squash will be advised and the matter referred to them.

This form seeks to establish facts and is the first step towards an investigation. In case a situation arises, please fill in the details you have even if they are sparse and email immediately to the County Welfare Officer at [t16babeth@gmail.com](mailto:t16babeth@gmail.com) even if the matter is being dealt with by the club initially.

## Incident Referral Form

Your name:

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

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

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**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:

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Name of Child or Young Person:

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Address if known:

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Date of birth of Child or Young Person:

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**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):

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

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Address if known:

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

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Nature of the concern or allegation:

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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)*

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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).

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**Actions taken so far:**

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**External agencies contacted (date/ time and contact):**

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**Police:** YES/NO If Yes, where:

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Name and contact number:

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Details of advice received:

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

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Name and contact number:

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Details of advice received:

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**England Squash:** YES/NO If Yes, where:

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Name and contact number:

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Details of advice received:

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**Local Authority:** YES/NO If Yes, where:

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Name and contact number:

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Details of advice received:

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

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Name and contact number:

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Details of advice given:

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Print Name:

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Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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 Referral Form is to be completed by the person having concerns for children and young people within a squash club or organisation even if it is only a suspicion that an incident occurred.

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 sent to the County Welfare Officer.

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.

Lead Safeguarding or Welfare Officer: [safesquash@englandsquash.com](mailto:safesquash@englandsquash.com) /

0161 438 4302

County Welfare Officer [t16babeth@gmail.com](mailto:t16babeth@gmail.com)