



BURTON TENNIS & SQUASH CLUB

SAFEGUARDING AND PROTECTING CHILDREN POLICY

**ISSUED May 2008
TO BE REVIEWED May 2010**

**Signed Exec Committee Member:
Signed Child Protection Officer:
Signed Parent of Junior:**

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POLICY STATEMENT

Burton Tennis & Squash Club has a duty of care to safeguard all children from harm.

All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account.

Burton Tennis & Squash Club will ensure the safety and protection of all children through adherence of the Child Protection Guidelines which have been adopted from Professional Sporting Bodies i.e

**Lawn Tennis Association
Squash Racquets Association**

A child is defined as under 18

(The Childrens Act 1989)

All adults who work with children should be aware of

- **The Children's Act 1989**
- **The Protection of Children Act 1999**
- **The Human Rights Act 1998**
- **The importance of their own behaviour in accordance with guidelines issue by their professional bodies**

POLICY AIMS

To promote good practice by providing children and young people with appropriate safety and protection whilst in the care of Burton Tennis & Squash Club.

To highlight that, the welfare of the child is paramount.

To ensure children whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.

To communicate that all suspicions and allegations of abuse will be taken seriously and be responded to swiftly, sensitively and appropriately.

To ensure that all staff working at the club recognise their responsibility to report concerns to the Child Protection Officer.

To enforce the Codes of Conduct for Junior's, Parents, Coaches/Staff and Volunteers set by the Club's Officers.

To allow staff/volunteer's to inform and act with confident responses to specific child protection issues.

To ensure that the club is vigilant with any concerns and that all allegations of poor practice will be dealt with by the club Child Protection Officer.

GOOD PRACTICE GUIDELINES

All personnel should be encouraged to demonstrate exemplary behaviour to protect from false allegations.

Good practice means;-

- **Always work in an open environment**
- **Treat all children/young people with dignity and respect**
- **Always put the welfare of the child first before winning or achieving goals**
- **Maintain a safe and appropriate distance with the child**
- **Be vigilant with any concerns re photographing or filming juniors**
- **As videoing is used as a coaching aid then parents/guardians and performers should be aware and give written consent**
- **Coaches should take care in storing such materials**
- **Recruitment of coaches/volunteers will be directed by guidelines produced by Professional Bodies**

- **Build a balanced relationship based on mutual trust which empowers children to share in the decision making process**
- **Make sport fun, enjoyable and promoting fair play**
- **Ensure that if any form of physical support is required, it should be provided openly and according to guidelines provided by the Coach Education Programme**
- **Keeping up to date with training, technical skills, qualifications and insurance in sport**
- **Involve parents/guardians wherever possible**
- **At tournaments or residential events, adults should not enter children's rooms or invite children into their rooms**
- **Being an excellent role model including not smoking or drinking alcohol in the company of children**
- **Giving enthusiastic and constructive feedback rather than negative criticism**
- **Recognising the development needs and capacity of young people**

- **Securing parental consent in writing to act as “loco parentis”, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment**
- **Keep a written record of any injury that occurs with details of treatment given (Accident book kept behind the bar. First Aid boxes can be found in the kitchen and on the top squash courts)**
- **Request written parental consent if club officials are required to transport young people/children in their cars**
- **Children who are in the clubhouse/grounds in a social capacity should be supervised by a parent/guardian or designated adult by the parent/guardian. The responsibility of the child lies with the parent/guardian at all times**
- **Attendance registers must be kept at coaching sessions**

PRACTICE TO BE AVOIDED

The following should be avoided except in emergencies.

If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of an official at the club or the child's parents. E.g A child sustains an injury and needs to go to hospital, or a parent fails to collect a child at the end of a session. A safe haven for the child should be sought within the club setting.

Avoidance of spending excessive time alone with a child away from others must be apparent. Children should not be taken to your home where they will be alone with you.

PRACTICE NEVER TO BE SANCTIONED

- **Engage in rough, physical or sexually provocative games including horse play**
- **Allow or engage in any form of inappropriate touching**
- **Allow children to use inappropriate language unchallenged**
- **Make sexually suggestive comment to a child even in fun**
- **Reduce a child to tears as a form of control**
- **Allow allegations made by a child to go unchallenged, unrecorded or not acted upon**
- **Do things of a personal nature for children that they can do independently**
- **Invite or allow children to stay with you at your home unsupervised**
- **Inform parents if you accidentally hurt a child/if she/he is distressed in any manner/ or misunderstands something you have done**

CONFIDENTIALITY

Every effort will be made to ensure confidentiality is maintained for all concerned. Information will be handled and disseminated on a need to know basis only.

Anyone who has a previous criminal conviction for offences related to child abuse will be automatically excluded from Burton Tennis and Squash Club on discovery of legitimate information.

Copies of CRB Disclosures will be kept by the Child Protection Officer to protect personal details of the named persons

Copies of attendance certificates from UKCC Workshops will be held by the Child Protection Officer

APPENDICES

DOCUMENTS READ TO SUPPORT THIS POLICY

**Protecting Children A Guide for Sports People
NSPCC Sports Coach UK 2006**

**Working Together To Safeguard Children HMSO
1999**