



# **DUFFIELD SQUASH AND RACKETBALL CLUB**

## **SAFEGUARDING, WELFARE AND EQUALITIES POLICY**

# Version control

| Version Number | Date adopted | Change made  | Date change made | Date changed adopted | Signed as adopted on behalf of the committee by: Name and signature |
|----------------|--------------|--------------|------------------|----------------------|---|
| 1              | 24.4.19      | New document | X                | x                    |   |
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This policy will be reviewed annually, or sooner if changes are made in relevant legislation, statutory guidance, the model policies from Squash England upon which it is based or there are significant changes in best practice in safeguarding children and adults.

Date of next review: April 24<sup>th</sup> 2020

## **POLICY INTRODUCTION**

This policy incorporates into one document, the three model policies of Squash England for the safeguarding of children and vulnerable adults and the promotion of welfare and equalities. It has been personalised in each case to the specific needs and requirements of the club and its committee, the operational practices of both of these and the spirit and ethos that the club and committee wish to see permeate every aspect of safe practice at the club for all. It is intended to be the one overarching and operational guide to safeguarding, welfare and equalities that is useful, adhered to by all and annually reviewed.

### **Section one: SAFEGUARDING CHILDREN AT DUFFIELD SQUASH AND RACKETBALL CLUB**

#### **OUR VISION:**

Whilst the club's history saw it begin as an adult club, its future is in the nurture and encouragement of its youngest members; and their robust and effective safeguarding is at the heart of this concern for the next generation of players. The committee takes a proactive approach to ensuring all children and young people under the age of 18 are safe and feel safe in every aspect of their interaction with the club.

Its policies, operations, practice and ethos constantly reflect what is considered best practice in children's safeguarding and is consistent with the policies and procedures of local children's safeguarding boards, national statutory guidance and legislation. There is an ethos at committee, coach and member level that ensures that all adults, in whatever capacity, embrace the national agenda that safeguarding children is 'Everybody's Business.'

As part of this vision, the following practices will be implemented and adopted:

- All members will be informed of the existence of this policy, and membership will necessitate and explicitly state that acceptance of the policy is a mandatory condition of membership.
- All members will receive a safeguarding key issues document, to ensure that practical measures to keep children safe are understood by all.
- The committee has a Safeguarding Team, comprising of committee members, volunteers and coaches, all of whom hold Enhanced DBS certificates that are renewed every three years. The Designated Safeguarding Officer will be the Chair of the Committee, but will be fully supported in this role by the rest of the Safeguarding Team.
- Junior members will receive a one page safeguarding letter on joining and renewing, that highlights their rights and responsibilities in regard to keeping themselves safe, key contact details and other useful information.
- New junior members and their parents/carers will meet at least one member of the club's Safeguarding Team upon induction, and ideally several, so they are familiar

with at least one person whom they would feel confident in approaching for support if they felt unsafe. This will apply to all categories of membership for under 18's, including gym only members.

- Signage and posters around the club and on its website show clearly who the Safeguarding Team are, including photos and contact details.
- Annual review of the club's safeguarding policy at committee level will also incorporate safeguarding updates and if necessary, training. Such annual updates (or indeed initial training) in safeguarding children are available to any members, parents, carers, volunteers, staff, coaches and others who wish to avail themselves of it, at no charge, and can be arranged through contacting any member of the Safeguarding Team.
- Safeguarding is a standing item on each committee meeting agenda, in order to ensure its centrality to the life of the club and adhere to best practice.
- Feedback from young people and their parents and carers is used to shape change and make accommodations for effective safeguarding. This will include periodic questionnaires, as well as verbal feedback.
- All adults involved in the life of the club, in whatever capacity, will be vigilant and mindful of the national agenda in safeguarding, namely that the harm of children 'could happen here.'

## **Key contacts**

**Designated Safeguarding Officer:** Chairman, Mike Taylor. Contact No: 07443 521907

**Safeguarding Team members:**

**Coach** - Lesley Sturgess

Sheila Alcock

Gill Ford

Grenville Holt

Oliver Lowe

Russell Moore

Sarah Parkman **07794 458565 (24 hr safeguarding contact)**

Derbyshire Social Care 01629 580000

Derby City Social Care 01332 641172

Derbyshire Safeguarding Children's Board 01629 553190

Derby Safeguarding Children's Board 01332 642351

# Duffield Squash and Racketball Club Safeguarding Children Policy and Procedures

## 1 Introduction

England Squash, and Duffield Squash and Racketball Club, are committed to creating and maintaining a safe and positive environment and accept our responsibility to safeguard the welfare of all children and young people involved in Squash in accordance with the Children's Act 1989/2004.

This policy refers to Working Together 2018, compiling with duty outlined.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/592101/Working\\_Together\\_to\\_Safeguard\\_Children\\_20170213.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/592101/Working_Together_to_Safeguard_Children_20170213.pdf)

England Squash Safeguarding children and young people's policy and procedures apply to all individuals involved in Squash at every level of the sport, and are fully adopted by Duffield Squash and Racketball Club.

England Squash encourage County and club, partner organisations, including member National Governing Bodies, suppliers, sponsors, parents and customers, to adopt and demonstrate their commitment to the principles and practice of equality as set out in this Safeguarding Policy. **Duffield Squash and Racketball Club fully embrace this commitment.**

## 2 Principles

- 2.1 The guidance given in the policy and procedures is based on the following principles; anyone under the age of 18 will be considered a child or young person:
  - 2.1.1 All children and young people, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or transgender status have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.
  - 2.1.2 England Squash, and Duffield Squash and Racketball Club, 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.
  - 2.1.3 The rights, dignity and worth of all children and young people will always be respected. UN Children's rights:  
<https://www.unicef.org.uk/what-we-do/un-convention-child-rights/>
  - 2.1.4 We recognise that ability and disability can change over time, such that some children and young people may be additionally vulnerable to abuse, for example those who have a dependency on others or have different

communication needs, those not living at home, children develop at different rates.

- 2.1.5 We recognise that a child or young person with additional needs may or may not identify themselves or be identified having 'additional needs'. Some of these children may have been identified as needing additional support other may have not been; some of these children may receive additional support in other environments.
- 2.1.6 We all have a shared responsibility to ensure the safety and well-being of all children and young people and will act appropriately and report concerns whether these concerns arise within Squash e.g. inappropriate behaviour of a coach, other members of club/county or outside e.g. in the wider community.
- 2.1.7 All allegations will be taken seriously and responded to quickly in line with England Squash, and Duffield Squash and Racketball Club, Safeguarding Children's Policy and Procedures.
- 2.1.8 England Squash, and Duffield Squash and Racketball Club, recognise the role and responsibilities of the statutory agencies in safeguarding adults and is committed to complying with the procedures of the Local Safeguarding Children Boards, including social care and police.
- 2.1.9 England Squash Safeguarding Children's Policy and Procedures is mandatory. Noting the remit of Squash and its jurisdiction, Squash encourages its County and Clubs Committees to adopt a similar policy. **Duffield Squash and Racketball Club have adopted this model policy.**

## **2.2 Safeguarding duties apply to all:**

- We maintain a professional attitude of 'it could happen here' where safeguarding is concerned. When concerns exist about the welfare of a child, or a group of children, all members/volunteers will always act in the best interests of the child or children.
- 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)
- Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff/volunteers play a particularly important role as they are in a position to identify concerns early.
- **We understand that we play a crucial role in:**
  - **Building resilience** - raising awareness of child protection issues and equipping children with the language and skills needed to keep themselves safe.  
Establishing a safe sports environment in which children can learn and develop within an ethos of openness;

- **Supporting vulnerable athletes** - supporting young athletes who have additional needs.
- **Preventing unsuitable people from working with children** - ensuring we practise safe recruitment in checking the suitability of coaches and volunteers to work with children. **At Duffield Squash and Racketball Club, all those who do this, and who are part of the Safeguarding Team, have an Enhanced DBS, which is renewed every three years, as is current best practice.**

### 3 Guidance and Legislation

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

- The Children Act 1989 and 2004
- The Data Protection Act 1994 and 1998, and GDPR 2018
- The Human Rights Act 1998
- The Safeguarding Vulnerable Groups Act 2006
- The Equality Act 2010
- The Protection of Freedoms Act 2012
- Sexual Offences Act 2003
- Mental Capacity Act 2005
- Domestic Violence, Crime and Victims (Amendment ) Act 2012
- Every Child Matters 2003
- The Protection of Children Act 1999
- The Police Act 1997
- The Criminal Justices and Court Services Act 2000
- "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' - Department of Health 2006
- Working Together to Safeguard Children- HM Government 2018
- The United Nations Convention on the Rights of the Child - 1990
- The Human Rights Act 1998
- The Protection of Freedoms Act 2012
- Prevent Agenda 2015
- Keeping Children Safe in Education 2018

4 Definitions - see Appendix 2

5 Types of Abuse - see Appendix 3

6 Signs and Indicators of Abuse

- 6.1 Abuse can take place in any context and by all manner of perpetrator. **At Duffield Squash and Racketball Club, we recognise that abuse may be inflicted by anyone in the club with whom a young athlete comes into contact.** Or club members, workers, volunteers or coaches may suspect that an athlete is being abused outside of the club setting. There are many signs and indicators that may suggest someone is being abused; 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 The child has belongings or money going missing, or different adults collecting and dropping them off, without prior notice.
  - 6.1.3 The child is not attending / no longer enjoying their sessions.
  - 6.1.4 The child is losing or gaining weight / has an unkempt appearance.
  - 6.1.5 A change in the behaviour or confidence of a young 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.

**Working Together to Safeguard Children** (HM Government, 2018; PDF) states that safeguarding is everyone's responsibility. Working Together outlines the duties of all organisations that work with children. **As an organisation, at Duffield Squash and Racketball Club, we work with other agencies to ensure best practice and that information is shared.**

## **7 What to do if you have a concern or someone raises concerns with you, or a child makes a disclosure.**

- 7.1 All adults are encouraged to report any concerns that they have and not see these as insignificant. A referral is justified by a single incident such as an injury or disclosure of abuse. More often however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. Safeguarding booklet: <https://thecpsu.org.uk/resource-library/2015/safeguarding-youth-sport-booklet/>
- 7.2 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 **Duffield Squash and Racketball Club's Designated Safeguarding Officer, or a member of the Safeguarding Team, and/or, England Squash Welfare Officer, National.**
- 7.3. If you are at an international event and have a concern then speak to the coach or a team official.

- 7.4 If you are concerned someone is in immediate danger contact the police. The below hyper link directs you to your local children's social care contact number. [report-child-abuse-to-local-council](#) **Contact details for local Children's Social Care can also be found in Section 1 of this policy.**

#### **Guidance on responding to a child disclosing abuse:**

The following list should be used as advice, in the event that a child discloses information relating to abuse that they may be suffering:

##### **Stay calm**

**Listen carefully** to what is said

**Do not promise to keep secrets** –find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others.

**Allow the child to continue at her/his own pace**

**Only ask questions for clarification purposes** –at all times avoid asking questions that suggest a particular answer

**Reassure** the child that they have done the right thing in telling you

**Tell them what you will do next** and with whom the information will be shared, which at **Duffield Squash and Racketball Club, will be the Designated Safeguarding Officer or a member of the Safeguarding Team. Contact the DSO or a team member as soon as possible, as a matter of urgency. Any urgent concerns should be passed on to the relevant Social Care Department at the Local Authority in which the child resides or the Police.**

**Record in writing what was said** using the child's own words as soon as possible – note date, time, any names mentioned and to whom the information was given and ensure that the record is signed and dated.

## **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 and, when possible, complete an Incident Form, see Appendix 1, and submit to the Designated Safeguarding Officer or a member of the Safeguarding Team. A form can be downloaded from the club website or obtained from the club office. Mike, we need to get the technical folk who do the website to do this and also put some paper copies in the office.**
- 8.2 Describe the circumstances in which the disclosure came about.

- 8.3 Take care to distinguish between fact, observation, allegation and opinion. It is important that the information you have is accurate.
- 8.4 Be mindful of the need to be confidential at all times; **this information must only be shared with the Designated Safeguarding Officer or Safeguarding Team, who will escalate it to Children's Social Care, the Police and England Squash's Safeguarding Team if needed. If concerns relate to the Designated Safeguarding Officer, they must then be raised with the President, who will then escalate as necessary.**

In partnership, the DSO and/or England Squash will then:

- Inform the parent/carer of the referral, if in 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.

## **9 Roles and Responsibilities of those within England Squash – see Appendix 4**

## **10 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 the club to make judgements regarding whether or not abuse is taking place; however, **all adults at Duffield Squash and Racketball Club have the responsibility to recognise and identify poor practice and potential abuse, and act on this if they have concerns.**

### **10.1 Good practice**

England Squash strongly advises that coaches of athletes:

- Fully accept Squash Coaches Codes of Conduct.
- Have completed a basic safeguarding course.

#### **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 children 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 children 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 children with medical or special needs to have gained further information and support from the medical adviser and their parents/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
- Always keeping a professional relationship with all children and young people.
- Always be publicly open when working with children and young people:
  - avoid coaching sessions or meetings where a coach and an individual athlete are completely unobserved.
- Maintain an appropriate and open environment.
- Avoid unnecessary physical contact with people. Physical contact (touching) can be appropriate so long as:
  - it is neither intrusive nor disturbing
  - the athlete's permission has been openly given
  - it is delivered in an open environment
  - coach specific to the direction of improvement of technique
- 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 written consent of parent/carer 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 should be the parent/carer of child/young person.
- **Use social media wisely. At Duffield Squash and Racketball Club, we promote the best practice of only contacting young people to arrange matches, coaching etc using a contact medium that is shared with their parents and carers. (Even this should be done as last resort, and ideally, all contact with under 18's avoided.) This promotes transparency and safeguards all concerned from the risks of false allegation, actual harm and abuse and unnecessary cause for concern. Including parents and carers e.g. in joint WhatsApp messages, text messages, emails etc., also**

**ensures that the message is reinforced to young people about the absolute necessity of vigilance in appropriate conduct with adults.**

- Safeguard children from the risks of alcohol, through ensuring the bar area is always fully locked, when closed, if children are waiting in there to meet parents and carers, or having refreshments or packed lunches on coaching/activity days. Particular vigilance is required for unchaperoned older children, when parents and carers are not present. This same level of vigilance is required by all when children are using the changing rooms and lavatories. Whilst parents and carers accept that junior members use communal facilities and consent to this when they join their children into the club, it is incumbent upon all adults at the club to remember that the safeguarding of children is 'Everybody's Business.'

## **10.2 Poor practice**

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

- Unnecessarily spending excessive amounts of time alone with an individual child/ young person
- Sharing of email address, phone numbers, texting, use of social media sites etc, other than in the safer practice ways outlined above.
- 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 child/young person and which may be hurtful or disrespectful.
- Making or sharing sexually suggestive comments, even in jest or found in social media.
- Reducing a child/young person to tears as a form of control.
- Letting allegations made by a child/young person go uninvestigated, unrecorded, or not acted upon.
- Taking a child/young person at risk alone in a car on journeys, however short. Parental consent must always be obtained for transporting.

If, during your care, you accidentally injure a child/young person at risk, they seem distressed in any manner, appear to be sexually aroused by your actions, or misunderstand/misinterpret something you have done, report these incidents as soon as possible to the Designated Safeguarding Officer, or a member of the Safeguarding Team, and make a brief written note of it. The Designated Safeguarding Officer will then ensure this is acted upon and case noted kept securely for any future reference.

## **11 Further Information**

Policies, procedures and supporting information are available on the England Squash website: [www.englandsquash.com](http://www.englandsquash.com)

Welfare Officer local:

Welfare Officer National: Mark Williams ([Mark.williams@englandsquash.com](mailto:Mark.williams@englandsquash.com))

## **Section two: SAFEGUARDING ADULTS AT RISK AT DUFFIELD SQUASH AND RACKETBALL CLUB**

### **Introduction**

England Squash, and Duffield Squash and Racketball Club, are committed to creating and maintaining a safe and positive environment and accept our responsibility to safeguard the welfare of all adults at the club in accordance with the Care Act 2014. England Squash Safeguarding Adults policy and procedures apply to all individuals involved in Squash at every level of the sport. England Squash encourage County and club, partner organisations, including member National Governing Bodies, suppliers, sponsors and customers, to adopt and demonstrate their commitment to the principles and practice of equality as set out in this Safeguarding Policy. **Duffield Squash and Racketball Club fully embrace this commitment.**

The policy and procedures are based on the following principles:

- 2.1.1 All adults, regardless of age, ability or disability, gender, race, religion, ethnic origin, sexual orientation, marital or transgender status have the right to be protected from abuse and poor practice and to participate in an enjoyable and safe environment.
- 2.1.2 England Squash, and Duffield Squash and Racketball Club, 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.
- 2.1.3 The rights, dignity and worth of all adults will always be respected.
- 2.1.4 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.

- 2.1.5 We recognise that a disabled adult may or may not identify themselves or be identified as an adult 'at risk'.
- 2.1.6 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 Squash e.g. inappropriate behaviour of a coach or outside e.g. in the wider community.
- 2.1.7 All allegations will be taken seriously and responded to quickly in line with England Squash Safeguarding Adults Policy and Procedures.
- 2.1.8 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.
- 2.1.9 England Squash Safeguarding Adults Policy and Procedures are mandatory. Noting the remit of Squash and its jurisdiction, Squash encourages its County and Clubs Committees to adopt a similar policy. **Duffield Squash and Racketball Club have adopted this model policy.**

## **2.2 Safeguarding duties apply to an adult who:**

- Has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- Is experiencing, or at risk of, abuse or neglect; and;
- As a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect

## **3 Guidance and Legislation**

3.1 The practices and procedures within this policy are based on the principles contained within the UK and International 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 Data Protection Act 1994 and 1998
- The Human Rights Act 1998
- The Safeguarding Vulnerable Groups Act 2006
- The Equality Act 2010
- The Protection of Freedoms Act 2012
- Sexual Offences Act 2003
- Mental Capacity Act 2005
- Domestic Violence, Crime and Victims (Amendment) Act 2012

**4 Definitions – see Appendix 5**

**5 Types of Abuse – see Appendix 6**

**6 Signs and Indicators of Abuse**

These do not differ in essence from those in children and young people and so the same indicators list, which can be found in Appendix 3, can be helpful and should be consulted.

## **7 What to do if you have a concern or someone raises concerns with you, and how to record a disclosure from a vulnerable adult.**

- 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 Designated Safeguarding Officer, or a member of the Safeguarding Team and/or, England Squash Welfare Officer, National.
- 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.
- 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, their capacity to consent and make informed decisions about their own safeguarding and within the context of relevant guidance:  
  
Information sharing for community safety:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/97842/guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/97842/guidance.pdf)
- 7.5 Make a note of what the person has said using his or her own words as soon as practicable and complete an Incident Form, which should be located, completed and submitted in exactly the same way as described in the Safeguarding Children section of this policy. Referrals are made in the same way, but to Adult Social Care, not Children's, in the relevant Local Authority. If the matter is urgent and relates to the immediate safety of an adult at risk, then contact the police immediately.
- 7.6 A flowchart produced by England Squash, found in Appendix 7, may also be helpful. **Contacting the Designated Safeguarding Officer or a member of the Safeguarding Team at Duffield Squash and Racketball Club should always be the first point of contact for advice, guidance and referral mechanisms, including liaison with external agencies.**

## **8 Good and poor practice**

These do not differ in essence from those outlined in Section One on safeguarding children and young people and so the same lists, which can be found above, can be helpful and should be consulted. The responsible use of social media guidelines may also usefully be applied to an adult at risk and the joint exchange of communications with an adult relative, carer or friend of the adult at risk should be employed for the same reasons, namely the safeguarding of all concerned.

### **Section three: EQUALITIES AT DUFFIELD SQUASH AND RACKETBALL CLUB**

This policy statement from England Squash has been adopted in its entirety and without modification, and is replicated below.

#### **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 tackling 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. In pursuance of this policy England Squash reserves the right to discipline any of its members or employees who practice any form of discrimination on the grounds of a person's age, gender, ability, race, religion, ethnic origin, creed, colour, nationality, social status or sexual orientation.

### **Equality and diversity at the club**

The aim of this section of the policy is to ensure that everyone is treated fairly and with respect and that members, non-members and visiting clubs and teams are not denied access to the Club because of a discriminatory reason.

a) The Club is responsible for setting standards and values to apply throughout the Club at every level.

b) Our commitment is to eliminate discrimination by reason of gender, sexual orientation, race, nationality, ethnic origin, religion or belief, ability or disability and to encourage equal opportunities.

c) This policy is supported by the Club's Committee, which is responsible for the implementation and review of this policy.

d) The Club, in all its activities, will not discriminate or in any way treat anyone less favourably, on grounds of gender, sexual orientation, race, nationality, ethnic origin, religion or belief, ability or disability. The Club will ensure that it treats its employees, members, non-members and visiting clubs and teams fairly and with respect and will ensure that all members of the community have access to and have opportunities to take part in, and enjoy, its programmes of activities, competitions and events.

e) The Club will not tolerate harassment, bullying, abuse or victimisation of an individual (which the Club regards as forms of discrimination). This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal. The Club will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

f) The Club commits itself to timely investigation of any complaints of discrimination on the above grounds, once they are brought to its attention. Complaints will be dealt with in accordance with its complaints procedure and, if the complaint is upheld, the Club may impose such sanction as it considers appropriate and proportionate to discriminatory behaviour. This may include to exclusion from the club, loss of membership and in extreme cases, e.g. those which are a criminal offence, referral of the matter to the Police.

g) The Club is committed to taking positive action where inequalities exist and the development of a programme of on-going training and awareness raising, of whomsoever may need it, in order to promote the eradication of discrimination and to promote equality and diversity in squash and racketball.

h) The Club is committed to a policy of equal treatment of all members and employees and requires all members and employees to abide by and adhere to these policies and the requirements of the relevant equalities legislation, including the Race Relations Act 1976, Sex Discrimination Act 1975, Disability Discrimination Act 1995, Age Discrimination Act 2006 as well as any amendments to these acts and any new legislation.

### **The Club's complaints procedure**

In the event that any employee, member, visitor or visiting team feels that he, she or it has suffered discrimination or harassment in any way or that the Club's policies, rules or code of conduct have been broken they should follow the procedures below.

1. The Complainant should report the matter in writing to the Designated Safeguarding Lead, or if the Complainant has good reason not to report to such person, then to the President. The report should include:

(a) Details of what occurred:

(b) Details of when and where the occurrence took place;

(c) Any witness details and copies of any witness statements;

(d) Names of any others who have been treated in a similar way (provided that those people consent to their names being disclosed);

(e) Details of any former complaints made about the incident,

Including the date and to whom such complaint was made;

And

(f) An indication as to the desired outcome.

2. If the person accused of discriminatory behaviour is an employee of the Club, the Club will regard the incident as a disciplinary issue and will follow any disciplinary procedure set out for employees or (if none exists) the statutory disciplinary procedure.

3. If the person accused of discriminatory behaviour is a non-employee of the Club, the Club's Designated Safeguarding Officer or the President (as the case may be) :-

3.1 will request that both parties to the complaint submit written evidence regarding the incident(s);

3.2 may decide (at its sole discretion) to uphold or dismiss the complaint without holding a hearing; however, if there is a child, young person or vulnerable adult involved in the complaint, the club's safeguarding policies in existence at the time must be used to ensure full accountability and supervision of all decisions taken and all necessary liaison with external agencies;

3.3 may (at its sole discretion) hold a hearing (whether or not such a hearing is requested by either party) at which both parties will be entitled to attend and present their case;

3.4 will have the power to impose any one or more of the following sanctions on any person found to be in breach of any Club policy (including the Equality Policy):

(a) Warn as to future conduct;

(b) Suspend from membership;

(c) Remove from membership;

(d) Exclude a non-member from the Club, either temporarily

or permanently; and

(e) Turn down a non-member's current and/or future

membership applications.

3.5 will advise both parties of the decision to hold or dismiss the complaint within one (1) calendar month of such decision being made.

4. If either party wished to appeal a decision of the Designated Safeguarding Officer or the President ( as the case may be ) including a decision

not to hold a hearing , he or she must notify the Designated Safeguarding Officer or the President ( as the case may be ) within 14 days of the receipt of that person's decision, in which event the Designated Safeguarding Officer or the President ( as the case may be ) will appoint a Complaints committee ("the Complaints Committee") which will comprise three of the Club's Committee, which will consider the evidence and at its sole discretion determine whether or not to seek further evidence and/or hold a hearing. The Complaints Committee will have the same powers as detailed in paragraph 3.4 above and will advise both parties of its decision within 28 days of such decision being made. There will be no option to appeal the decision of the Complaint's Committee but a member who is suspended may re-apply to join after any suspension has expired and the application will be considered and voted on by the Club's Committee.

## **APPENDICES**

### **Appendix 1 - Incident Referral Form [\(here\)](#)**

### **Appendix 2 – Definitions**

#### **What is a child?**

The UN Convention on the Rights of the Child defines a child as everyone under 18 unless, "under the law applicable to the child, majority is attained earlier" [\(Office of the High Commissioner for Human Rights, 1989\)](#). The UK has ratified this convention.

However there are a number of different laws across the UK that specify age limits in different circumstances. These include child protection; age of consent; and age of criminal responsibility.

#### **Vulnerable Groups:**

Some especially vulnerable young people are entitled to services beyond the age of 18.

Local authorities in England and Wales must keep in touch with care leavers until they are at least 21. They should also provide assistance with education, employment and training. Local authorities in Northern Ireland also have this same duty

#### **Age of consent:**

The age of consent (the legal age to have sex) in the UK is 16 years old.

The laws are there to protect children. They are not there to prosecute under-16s who have mutually consenting sexual activity but will be used if there is abuse or exploitation involved.

To help protect younger children the law says anyone under the age of 13 can never legally give consent. This means that anyone engaging in sexual activity with a child who is 12 or younger will be subject to penalties set out under the Sexual Offences Act 2003.

The law also gives extra protection to young people who are 16 to 17 years old. It is illegal to:

- take, show or distribute indecent photographs
- pay for or arrange sexual services
- for a person in a position of trust (for example, teachers, care workers) to engage in sexual activity with anyone under the age of 18

#### **Children wishes:**

- Most guidance for services for children, like safeguarding and health care, emphasises how important it is to listen to the wishes of the child
- However, agencies have a duty to act in the best interests of the child which may mean contradicting their wishes. Legislation in England and Wales asks that due consideration is given to the wishes and feelings of a child as far as reasonable before making decisions on what services to provide or action to take

#### **Age of criminality responsibility for children:**

- The age of criminal responsibility in England, Wales and Northern Ireland is 10 years old.
- Criminal responsibility is based on when a child is considered capable of committing a crime and old enough to stand trial and be convicted of a criminal offence.
- In Scotland the age of criminal responsibility is 8 years old but the age at which a child can be prosecuted is 12 years. Children under 12 may be referred to a social worker and a children's hearing. A children's hearing is a legal meeting and decisions made can become part of a criminal record.

## **Appendix 3 - Types of abuse**

5.1 At England Squash we are aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label.

**Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another child or children.

**Physical abuse:** a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse:** the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

**Sexual abuse:** involves forcing or enticing a child or young person 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. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Neglect:** 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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food, clothing and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Poor practice in Sports:** Poor practice is behaviour of an individual in a position of responsibility which falls below the organisation's required standard (typically as described in the club/organisation's Code of Conduct). Poor practice may not be immediately dangerous or intentionally harmful to a child, but is likely to set a poor example.

Poor practice is potentially damaging to the individual, the organisation and to children who experience it. For example, coaching with alcohol on the breath, smoking, swearing in front of children, or not paying due care and attention to participants all constitute poor practice.

Poor practice can sometimes lead to, or create, an environment conducive to more serious abuse. It may also lead to suspicions about the individual's motivation, even where no harm is intended. For example, if a coach is giving one child too much attention, regularly transports children in their car, or encourages physical contact with children without obvious justification

• **Bullying including Cyberbullying** - bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to protect themselves. It can take many forms but the main types are:

- physical (e.g. hitting, kicking, theft)
- verbal (e.g. racist or homophobic remarks, threats, name-calling)
- emotional (e.g. isolating an individual from the activities and social acceptance of their peer group)

"The damage inflicted by bullying (including cyberbullying via the internet) can frequently be underestimated. It can cause considerable distress to children, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm). Information and Communication Technology (ICT), now more commonly referred to as Digital Technology, enables children and young people to learn, play, communicate and explore the world in fantastic new ways and many children and young people are now skilled in using digital technology including computers, tablets, mobile phones and gaming machines. However with this new technology there are new risks. Everyone who is responsible for the welfare and safety of children needs to understand what these risks are and how we can all work together to enjoy these new technologies safely. "As in any other area of life, children and young people are vulnerable and may expose themselves to danger - knowingly or unknowingly - when using the internet and other digital technologies. Indeed, some young people may find themselves involved in activities which are inappropriate or possibly illegal.

#### [Governmental preventing-and-tackling-bullying publication](#)

• **Child sexual exploitation (CSE)** – "child sexual exploitation (CSE) is when a child/young person is used by being tricked into doing something sexual sometimes receiving something in return like love, affection, money, drugs or alcohol." National Working Group #SaySomething Campaign

#### [Government publications what to do if you suspect a child is being sexually exploited](#)

- **domestic violence** – Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse:

psychological

physical

sexual

financial

emotional

This definition, which is not a legal definition, includes so called 'honour' based violence, female genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group.

Domestic violence and abuse is a generic term to describe a wide range of intentional behaviours used by one individual to control and dominate another with whom they have had, wished to have, or are currently in a close intimate, family or other type of relationship. It does not only relate to married or co-habiting couples, and it frequently continues after a relationship has ended. A significant number of women and children are no safer when they leave an abusive home, and for very many it is known that the level of violence and abuse can escalate.

#### [Government guidance domestic violence and abuse](#)

- **Relationship Abuse** – England Squash has agreed to use the Home Office definition of domestic abuse:-

“Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults, aged 18 and over, who are or have been intimate partners or family members, regardless of gender and sexuality.”

Other organisations define domestic abuse as:- “All forms of domestic violence - psychological, economic, emotional and physical - come from the abuser's **desire for power and control** over other family members or intimate partners. Although every situation is unique, there are **common factors** involved.”

#### [Disrespect nobody relationship-abuse/what-is-relationship-abuse/](#)

- **Drugs** - there is evidence that children and young people are increasingly misusing alcohol and illegal drugs. Consequences range from non-attendance and poor attainment at school, poor health, committing crime to support 'habits' and also increased risk of being a victim of violent crime and sexual exploitation. For more information visit:

### [Government publications drugs-advice-for-schools](#)

- **Fabricated or induced illness** - Fabricated or Induced Illness is a condition whereby a child suffers harm through the deliberate action of their carer and which is attributed by the adult to another cause.

There are three main ways of the parent/carer fabricating or inducing illness in a child:

1. **Fabrication** of signs and symptoms, including fabrication of past medical history.
2. **Fabrication** of signs and symptoms and **falsification** of hospital charts, records, letters and documents and specimens of bodily fluids.
3. **Induction** of illness by a variety of means.

Harm to the child may be caused through unnecessary or invasive medical treatment, which may be harmful and possibly dangerous, based on symptoms that are falsely described or deliberately manufactured by the carer, and lack independent corroboration. The emotional impact of this on the child should always be considered. There may be a number of explanations for these circumstances and each requires careful consideration and review. Concerns about a child's health should be discussed with a health professional who is involved with the child.

### [Government publications safeguarding children in whom illness is fabricated or induced](#)

- **Faith abuse** – Links to faith or belief includes: beliefs in concepts of witchcraft and spirit possession, demons or the devil acting through children or leading them astray (traditionally seen in some Christian beliefs), the evil eye or djinns (traditionally known in some Islamic faith contexts) and Dakini (in the Hindu context); ritual or muti murders where the killing of children is believed to bring supernatural benefits or the use of their body parts is believed to produce potent magical remedies; and use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation. This is not an exhaustive list and there will be other examples where children have been harmed when adults think that their actions have brought bad fortune, such as telephoning a wrong number which is believed by some to allow malevolent spirits to enter the home. Abuse linked to a belief in spirit possession can be hard for professionals to accept and it may be difficult to understand what children are likely to be experiencing; it can often take a number of visits or contacts to recognise such abuse.

### [Government publications national action plan to tackle child abuse linked to faith or belief](#)

- **Female genital mutilation (FGM)** – FGM is known by a number of names including „female genital cutting“, „female circumcision“ or „initiation“. The term female circumcision suggests that the practice is similar to male circumcision, but it bears no resemblance to male circumcision, has serious health consequences and no medical benefits.

FGM is also linked to domestic abuse, particularly in relation to „honour based violence“.

[Government publications multi-agency statutory guidance on female genital mutilation](#)

- **Forced marriage** - There are some significant differences between the referral of a concern about a young person being forced into marriage and other child protection referrals. Professionals must be aware that sharing information with a young person’s parents, extended family or members of their community, could put the young person in a situation of significant risk. Any disclosure that indicates a young person may be facing a forced marriage must be taken seriously by professionals who should also realise that this could be ‘one chance to save a life. A forced marriage is a marriage in which one or both spouses do not consent to the marriage but are coerced into it. Duress can include physical, psychological, financial, sexual and emotional pressure. In cases of vulnerable adults who lack the capacity to consent to marriage, coercion is not required for a marriage to be forced.

[Government guidance forced-marriage](#)

- **Gender-based violence/violence against women and girls (VAWG)** - [Government policies violence against women and girls](#)

Too many women are still victims of domestic and sexual violence. We must help young people to understand what a healthy relationship is and to re-think their views of controlling behaviour, violence, abuse, sexual abuse and consent.

[Strategy-to-end-violence-against-women-and-girls-2016-to-2020](#)

- **Hate** - [Educate against hate](#) A hate crime is a crime committed against someone because of their:

- disability
- race or ethnicity
- religion or belief
- sexual orientation
- transgender identity
- alternative subculture

- **Gangs and youth violence** -

The Policing and Crime Act 2009 (‘the 2009 Act’) contains provisions for injunctions to prevent gang-related violence and gang-related drug dealing activity to be sought against an individual; these were commenced in January 2011.

The Crime and Security Act 2010 contains provisions for breach of an injunction to be enforced against 14 to 17 year olds; the Crime and Courts Act 2013 moved jurisdiction for these proceedings from the County Court to the Youth Court.

The Serious Crime Act 2015 contains provisions that amend the statutory definition of what comprises a “gang”, as defined in section 34(5) of Part IV of the Policing and Crime Act 2009, and expands the scope of the activity a person must have engaged in, encouraged or assisted, or needs to be protected from, before a gang injunction can be imposed to include drug dealing activity. Locally, the following definition of gangs, as included within Dying to Belong (Centre for Social Justice, 2009), has been adopted:

A relatively durable, predominantly street-based group of young people who;

1. See themselves (and are seen by others) as a discernible group, and
2. Engage in a range of criminal activity and violence

They may also have any or all of the following factors:

- (3) Identify with or lay claim over territory
- (4) Have some form of identifying structural feature
- (5) Are in conflict with other, similar, gangs.

- **Private Fostering** – A privately fostered child, being under the age of 16 (18 if disabled), is cared for and provided with accommodation by someone other than; a parent, person with parental responsibility or a close relative- defined in the Children Act 1989 or the Safeguarding Vulnerable Groups Act 2006 as a grandparent, brother, sister, aunt or uncle (whether of full blood or half blood or by marriage) or by step parent. The intention should be that the placement lasts for 28 days or more.

[Government publications children-act-1989-private-fostering](#)

- **Preventing Radicalisation**

The current threat from terrorism in the United Kingdom can involve the exploitation of vulnerable people, including children of all ages, young people and adults to involve them in terrorism or activity in support of terrorism. Violent Extremism is defined by the Crown Prosecution Service (CPS) as: "The demonstration of unacceptable behaviour by using any means or medium to express views, which: Encourage, justify or glorify terrorist violence in furtherance of particular beliefs; Seek to provoke others to terrorist acts; Encourage other serious criminal activity or seek to provoke others to serious criminal acts; Foster hatred which might lead to inter-community violence in the UK."

[Government publications prevent-duty-guidance](#)

- **Sexting** – Sexting is when a young person takes an indecent images of them self and sends this to their friends or boy / girlfriends via mobile phones.

The problem is that once taken and sent, the sender has lost control of these images and these images could end up anywhere. They could be seen by your child's future employers, their friends or even by paedophiles.

By having in their possession, or distributing, indecent images of a person under 18 on to someone else – young people are not even aware that they could be breaking the law as these are offences under the Sexual Offences Act 2003.

[Disrespect nobody sexting/what-is-sexting/](#)

[CEOP](#)

- **Trafficking** – Human trafficking is defined by the UNHCR guidelines (2006) as a process that is a combination of three basic components:

- Movement (including within the UK);
- Control, through harm / threat of harm or fraud;
- For the purpose of exploitation.

The Palermo Protocol establishes children as a special case for whom there are only two components – movement and exploitation. Any child transported for exploitative reasons is considered to be a trafficking victim – whether or not s/he has been deceived, because it is not considered possible for children to give informed consent.

‘Child’ refers to children anyone below 18 years of age.

A child may be trafficked between several countries in the EU or globally, prior to being trafficked into / within the UK. The child may have entered the UK illegally or legally (i.e. with immigration documents), but the intention of exploitation underpins the entire process. Child victims may be indigenous UK nationals, European Union [EU] nationals from any country outside the EU.

[Government publications safeguarding children who may have been trafficked practice guidance](#)

**On Line Safety** – the use of technology has become a significant component of many safeguarding issues. The internet can be a fantastic place for children and young people where they can talk to friends, be creative and have fun. However, just like in the real world sometimes things can go wrong.

We are aware that the potential for children with SEN-D may have additional barriers when it comes to safeguarding, England Squash recognises that this group can be more vulnerable

to abuse and neglect. The warning signs and symptoms of child abuse and neglect can vary from child to child. Disabled children may be especially vulnerable to abuse, including because they may have an impaired capacity to resist or avoid abuse. They may have speech, language and communication needs which may make it difficult to tell others what is happening. Children also develop and mature at different rates so what appears to be worrying for a younger child might be normal behaviour for an older child. Parental behaviours may also indicate child abuse or neglect, so you should also be alert to parent-child interactions which are concerning and other parental behaviours. This could include parents who are under the influence of drugs or alcohol or if there is a sudden change in their mental health. By understanding the warning signs, you can respond to problems as early as possible and provide the right support and services for the child and their family. It is important to recognise that a warning sign doesn't automatically mean a child is being abused.

#### 21.3 Heightened vulnerability lined to:

- Communications skills
- Maturity (Lower cognitive ability)
- Perceptions of intent from others
- Lower self-esteem/confidence
- Potential to trust unreservedly
- A need to have "friends" or find a partner
- Differing boundaries
- Online safety – digital technology understanding

A combination of these factors can make them more susceptible to risks

## **Appendix 4 – Roles and Responsibilities of England Squash**

9.1 England Squash is committed to having the following in place:

- 9.1.1 A Welfare Officer to produce and disseminate guidance and resources to support the Policy and procedures.
- 9.1.2 A clear line of accountability within the organisation for work on promoting the welfare of all children and young people.
- 9.1.3 Procedures for dealing with allegations of abuse or poor practice against members of staff and volunteers.
- 9.1.4 A Case Management 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 Squash)
- 9.1.5 A Disciplinary Panel will be formed as required for a given incident.
- 9.1.6 Arrangements in place to work effectively with other organisations to safeguard and promote the welfare of adults, including arrangements for sharing information.

- 9.1.7 Appropriate whistle blowing procedures and an open and inclusive culture that enables safeguarding and equality and diversity issues to be addressed.

## Appendix 5 – Definitions for Section two, Adults

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

- 4.1.1 **Adult or Vulnerable Adult or Adult at Risk?** In recent years there has been a change from using the term ‘vulnerable’ to describe adults potentially at risk from harm or abuse. Vulnerable is believed to be a disempowering term. To describe the adults that we are referring to in this document, we will use the definition from the Care Act 2014

### Adults at Risk

- The Care Act (2014) definition replaced the ‘No Secrets (2000) definition of ‘Vulnerable Adult’
  - Explicitly applies to those aged over 18 even if they may be receiving what may be thought of as a “children” or “young people’s” service
  - Has care and support needs
  - Includes carers
- 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 **At risk** is a term which has become broadly accepted to mean that someone may be more vulnerable to abuse than someone else. For example an adult with a learning disability may well be more at risk of financial abuse as they may struggle with managing their finances, or understanding of the use of technologies this could leave them at risk from an unscrupulous person.
- 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 2006).

## Appendix 6 –Types of abuse for Section two, Adults

- 5.1 **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. This could be a player whose appearance becomes unkempt, does not wear suitable sports kit and who is starting to smell.
- 5.2 **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.

- 5.3 **Domestic Abuse** – including psychological, physical, sexual, financial, emotional abuse. 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 someone different comes to collect them from sessions, in contrast to their personal assistant whom they greet with a smile.
- 5.4 **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. In Squash setting this could be the harassing of an individual because they are or are perceived to be transgender.
- 5.6 **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 because of the structure, policies, processes and practices within an organisation. In Squash, this could be training without a necessary break.
- 5.7 **Physical Abuse** – includes hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.  
This could be a coach or other member of the club intentionally striking an athlete.
- 5.8 **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.  
In squash, this could be a fellow athlete who sends sexually explicit text messages to an adult they are training alongside.
- 5.9 **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.  
In Squash, this could be someone taking equipment from another athlete.
- 5.10 **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.  
In squash, this could be a coach not ensuring athletes have access to water.
- 5.11 **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.  
In a squash, this could be an athlete threatening another athlete with physical harm and persistently blaming them for poor performance.

- 5.12 **Cyber Bullying** – cyberbullying 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. See section 12.

## Appendix 7

### Safeguarding Adults Flowchart

#### Dealing with Concerns, Suspicions or Disclosure



