



# Winterborne Valley Croquet Club

## Safeguarding Policy

### 1. Definitions

- **Children** are defined as *persons of less than 18 years of age*. **Adults** are legally defined as vulnerable only if they are receiving health or personal care. WVCC recognises that anyone can be subject to abuse and thus this policy, although it focuses on children, should be read with adults as well as children in mind.
- **Regulated Activity** in relation to children means, as far as croquet is concerned, teaching, training or instruction, care or supervision, or driving a vehicle being used only for transporting children, that is carried out by the same person once a week or more, or 4 or more days in 30, or overnight.

### 2. Points of Contact. WVCC's Safeguarding Officers are:

- **Kate Brice (Tel: 01929 471035; email: kate.brice@btinternet.com)** has specific responsibility for child protection and acts as the main point of contact for parents, children and outside agencies.
- **Michelle Leonard (Tel: 01929 460036; email: optimaite@hotmail.co.uk)** is the point of contact for adult safeguarding issues.

### 3. Policy Statement

3.1 The welfare of children and vulnerable adults is paramount and WVCC is committed to provide a safe place for all.

3.2 All children and vulnerable adults have the right to protection from abuse.

3.3 All suspicions and allegations of inappropriate behaviour will be dealt with.

3.4 The Safeguarding Officer will ensure that all parents/guardians of under-18s who take part in club activities are made aware that the club will take every possible care of children, but WVCC cannot be deemed to be *in loco parentis* in respect of children using club facilities. The draft letter to be sent to every child's parents/guardians when he/she joins WVCC is at Appendix 2.

3.5 Children attending WVCC must be accompanied by a parent/guardian, or by a schoolteacher or group leader in the case of groups. This restriction may be waived by written agreement between a parent/guardian and the Safeguarding Officer (see Consent Form at Appendix 3). Specific written agreement signed by the parent or guardian is also necessary if the young person is a member of a club team playing in an away match or tournament. Likewise, if photographs are to be taken for training purposes or publication the parent's/guardian's permission must be obtained and no addresses, emails or telephone numbers must be publicised.

3.6 Members who frequently (once a week or more often) or intensively (on 4 or more days in a 30-day period) teach children would be engaging in "regulated activity" and WVCC is required to check that they are not barred from doing so. This is done via the CA's Safeguarding Officer and the Disclosure and Barring Service (DBS). Should any member feel they are undertaking "regulated activity", they should immediately contact the Safeguarding Officer.

### 4. Code of Conduct and Good Practice

4.1 Except for essential training purposes or in order to treat or prevent an injury, members should minimise time spent alone with children. When interacting with young people, members should ensure they are in the open or within sight or hearing of other adults.

4.2 Unless specific consent has been granted by the parent/guardian and authorised by the Safeguarding Officer, members should not take children alone in a car or take them to their home.

4.3 Physical contact, "horseplay", taunting, suggestive comments or other potentially inappropriate behaviour should be avoided. If members observe this type of behaviour between members of a group of children, it should be mentioned to the group leader.

- 4.4 Members should never:
- Allow children to use inappropriate language.
  - Make suggestive comments to a child.
  - Fail to act upon allegations made by a child.
  - Do things of a personal nature for children.
  - Engage in physical or sexually provocative games.
  - Engage in inappropriate touching.

4.5 No addresses, emails or telephone numbers of children are to be published unless specific permission has been obtained by the child and his/her parent/guardian.

4.6 All members should make themselves familiar with this Safeguarding Policy and are reminded that if a child reports an incidence of abuse to a member, the member should ensure that the conversation is only continued in an area within sight of others and that he/she never gives a promise of secrecy.

## 5. What to do if there are Allegations of Abuse.

5.1 **If any form of abuse is observed, suspected or reported** to a member (see Appendix 1 – How to Recognise if a Child is being Abused), it must be acted upon. The police should be informed if you think the child is in immediate danger and/or the local authority child protection team. There may be three types of investigation: a criminal investigation (police); a safeguarding investigation (social services); or a disciplinary or misconduct investigation (WVCC/CA).

5.2 **If a child complains he/she is being abused:**

### **Always:**

- Stay calm - ensure the child is safe and feels secure.
- Tell the child you are taking the complaint seriously.
- Be honest; explain you will have to tell somebody else, emphasising that this will be on a need to know basis.
- Document what has said as soon as possible – handwritten accounts should be made - and report it to the WVCC Safeguarding Officer. In the event that the accounts are subsequently typed up, ALWAYS keep the original handwritten copy with it.

### **Never:**

- Rush into actions.
- Make promises you cannot keep.
- Ask inappropriate questions.
- Take sole responsibility.

### **Record information:**

- Record basic information (see point 'Always' above).
- Do not start an investigation.
- Remember that unnecessary interviews with a child may prejudice a police enquiry.
- Consider environment carefully if recording information.
- Ensure another adult is present.
- Avoid touching the child.

5.3 **Why should I intervene?** Taking the correct action about abuse is never easy. You may be upset about what the child has said, or you may worry about the consequences of your actions. One thing is certain: you cannot ignore abuse. The effects of abuse on children can be devastating.

6. **CA Safeguarding Officer.** The CA's national officer with responsibility for safeguarding is Jean Hargreaves, 9 St. Paul's Rd., Salford, M7 3NY, tel: 0161 792 4694, email: jwjh47@gmail.com

## **Appendices:**

1. How to Recognise if a Child is being Abused.
2. WVCC Letter to Parents/Guardians.
3. Parental Consent Form.

## **What is Child Abuse and How to Recognise if a Child is being Abused**

1. **What is Child Abuse?** Child abuse is a term used to describe ways in which children are harmed, usually by adults, and includes physical abuse, neglect, sexual abuse, mental abuse and bullying.
  - 1.1 **Physical abuse.** Physical abuse occurs where adults or other children:
    - Physically hurt or injure children
    - Give children noxious substances (e.g. alcohol/drugs)
  - 1.2 **Neglect.** Neglect includes situations in which adults:
    - Consistently leave children unsupervised
    - Fail to ensure children are safe or expose them to unnecessary risk of injury
  - 1.3 **Sexual abuse.** Children are sexually abused when adults or children use them to meet their own sexual needs. Examples:
    - Unlawful intercourse.
    - Inappropriate touching.
    - Taking pornographic photographs.
  - 1.4 **Mental Abuse.** Children are mentally abused when they are:
    - Taunted or unnecessarily shouted at.
    - Subjected to undue criticism.
    - Put under unreasonable pressure to perform.
  - 1.5 **Bullying.**
    - Bullying may be carried out by adults or by other children.
    - Bullying is deliberately hurtful behaviour usually repeated over a period of time.
    - Any child can be a victim of bullying.
    - More usual victims are shy, sensitive, anxious and insecure.
2. **How to Recognise if a Child is being Abused.** It is not always easy to spot when children have been abused. However, typical symptoms would include:
  - Unexplained or suspicious injuries.
  - Sexually explicit language or actions.
  - A sudden change in behaviour.
  - The child describes an abusive act.
  - The child has a general distrust and avoidance of adults.
  - An unreasonable reaction to normal physical contact.

Although a child may be displaying some or all of these signs, it does not necessarily mean the child is being abused.

## WVCC Letter to Parents/Guardians



Dear

### **Child Safeguarding Policy**

We are delighted your child has joined Winterborne Valley Croquet Club (WVCC). We want to assure you that we will take care to ensure your child's safety and well-being at all times and to make learning and playing croquet an enjoyable experience.

To help us do this effectively we have implemented a Safeguarding Policy (a copy of which is available in the club house and attached) which is designed to protect your child and all the children who take part in croquet.

WVCC's Safeguarding Officer with specific responsibilities for child protection is Kate Brice (Tel: 01929 471035; email: [kate.brice@btinternet.com](mailto:kate.brice@btinternet.com)).

Our policy is that children should be accompanied by a parent/guardian whenever they are at the Club, or by a schoolteacher or group leader in the case of groups. This restriction may be waived by written agreement between a parent/guardian and the Safeguarding Officer. Please note that while we will take every possible care of your child, we cannot be deemed to be 'in loco parentis'.

If you are happy for your child to attend WVCC unaccompanied, please complete and sign the attached Consent Form and send it to the Safeguarding Officer (details are on the form) for authorisation.

Please do contact me or the Safeguarding Officer if you have any questions.

Yours sincerely,

Tim Dennis

Chairman WVCC  
01305 251338

Enclosures:

1. WVCC Safeguarding Policy.
2. WVCC Parental Consent Form.



**WINTERBORNE VALLEY CROQUET CLUB  
PARENTAL CONSENT FORM**

To comply with our Safeguarding Policy and for your child’s safety, we require all young persons under 18 years of age to be accompanied by a parent or guardian while at WVCC unless the child’s parent/guardian consents to him/her being unaccompanied.

If you consent to your child attending WVCC unaccompanied, please complete the remainder of this form and send it to the Safeguarding Officer (details at the bottom of the form).

**I, the undersigned, give permission for the named child below to attend WVCC unaccompanied**

**Child’s name:** ..... **Date of Birth:** .....

**Parent / Guardian’s name:** .....

**Signature of Parent / Guardian:** ..... **Date of signature:** .....

**Address:** .....

..... **Postcode:** .....

**Phone no:** ..... **Mobile:** .....

(Please note that all personal details are kept confidential)

**Health History:**

If your child suffers from any illnesses, disabilities (learning or behavioural) or allergies (foods, medicines, stings) that might affect her/him please give details below.

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**Please send the form to the Club’s Safeguarding Officer, Kate Brice as follows:**

- By email. Please scan or photograph the form and email it to [kate.brice@btinternet.com](mailto:kate.brice@btinternet.com)
- By post to Kate Brice, Luttrell Cottage, 3-4 Bere Road, Winterborne Kingston, Blandford, DT11 9BD.

**The Safeguarding Officer will authorise the consent on behalf of the Club and return it to you (see below). Your child must be accompanied at the Club until that authorisation has been received.**

\* \* \*

**Authorisation by WVCC Safeguarding Officer**

I, ....., WVCC’s Safeguarding Officer, give permission for the child named above to attend WVCC unaccompanied.

Signature: .....

Date: .....

Comments (as necessary): .....

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