



Ipswich Sports Club

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Ipswich Sports Club

Safeguarding Policy 2026

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1. Safeguarding Policy Statement

- 1.1. Ipswich Sports Club acknowledges the duty of care to safeguard and promote the welfare of children and adults at risk. The Club is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and the requirements of the respective National Governing Bodies (LTA, England Squash and England Hockey). A copy of the Club's full safeguarding policy is available from the Welfare Officer.
- 1.2. The Club's safeguarding policy recognises that the welfare and interests of children and adults at risk are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children:
 - 1.2.1. have a positive and enjoyable experience of sport or leisure at Ipswich Sports Club in a safe and inclusive environment
 - 1.2.2. are protected from abuse whilst participating in all activities.
- 1.3. Ipswich Sports Club acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.
- 1.4. As part of our safeguarding policy Ipswich Sports Club will:
 - 1.4.1. promote and prioritise the safety and well-being of children and adults at risk
 - 1.4.2. ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and adults at risk
 - 1.4.3. ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
 - 1.4.4. ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
 - 1.4.5. prevent the employment/deployment of unsuitable individuals
 - 1.4.6. ensure robust safeguarding arrangements and procedures are in operation.
- 1.5. The Club's policy and procedures will be widely promoted and are mandatory for everyone involved in Ipswich Sports Club. Failure to comply with the policy and procedures will be addressed and may result in dismissal/exclusion from the Club.
- 1.6. Ipswich Sports Club recognises that there will be some occasions where a service is provided on behalf of ISC. When this happens ISC will seek to ensure that the service provider, where appropriate, has the same standards in respect of safeguarding. Where the service provider is subject to appropriate governance then the expectation is that they will comply with their safeguarding responsibilities. Where concerns are identified these will be dealt with appropriately and may result in another service provider being sought.

- 1.7. Where the service being provided directly relates to children or vulnerable persons then checks will be made to ensure that there are no safeguarding concerns.
- 1.8. The Club's safeguarding policy will be reviewed every two years, or sooner in the following circumstances:
 - 1.8.1. changes in legislation and/or government guidance
 - 1.8.2. as required by the Local Safeguarding authority or National Governing Body
 - 1.8.3. as a result of any other significant change or event.

2. Introduction:

- 2.1. Safeguarding is the action we take to promote the welfare of children and adults. Everyone who comes into contact with adults with care and support needs, young people, children, and their families have a role to play in safeguarding.
- 2.2. Any colleague can report a safeguarding concern to adult or children's services but where appropriate, advice and support should be obtained by the club Welfare Officer.
- 2.3. Where there are concerns for adults that do not have care and support needs it may be appropriate to sign post only to support services, but advice must be sought from the Welfare Officer.
- 2.4. All Ipswich Sport Clubs colleagues will receive training in line with the Safeguarding training matrix which will include Basic Safeguarding Training as part of the induction process. The Welfare Officer will have Safeguarding Level 3 training as a minimum.

3. Colleagues With Safeguarding Responsibilities:

Name:	Role and Area:	Contact Details:
Alison Hosford	Welfare Officer (Safeguarding Lead)	safeguarding@ipswichsports.co.uk
Cristina Rosu	Club Manager	operations@ipswichsports.co.uk
Lauren Clifton	Membership Manager	membership@ipswichsports.co.uk
		Telephone contact via Main Reception

3.1. Organisational Safeguarding Responsibilities:

- 3.1.1. **Executive Board Member:** Ensure that effective Safeguarding policies and practices are approved, implemented, and monitored throughout the company.
In the event that anyone is to be suspended from attending the club or from taking part in any club-related activity due to a safeguarding concern, this decision will be made by the ISC Board of Directors.
This will include any interim suspension pending a formal investigation.

- 3.1.2. **Welfare Officer (Safeguarding Lead):** Refer any concerns to either the Adult

Social Care team or if the Local Authority Children’s Safeguarding Team or if referral is about an allegation of a person in a Position of Trust the Designated Officer (LADO). Undertake initial safeguarding enquiries as agreed with the Local Authority. Maintain accurate and secure records. Ensure advice, guidance and informal training is always provided consistently and support the full implementation of the policy and associated procedures. Reinforce the utmost need for confidentiality and to ensure that staff are adhering to good practice with regards to confidentiality and security. Ensure that anyone working directly with customers who have experienced abuse, or who is experiencing abuse, is well supported and receives appropriate support. Provide an annual report for the Board for Audit and Assurances purposes. Commission effective and supportive training in relation to Safeguarding.

- 3.1.3. **All staff, including apprentices and volunteers:** If working directly with children, young people or vulnerable adults must have a valid and clear DBS Check.
- 3.1.4. **All staff, including apprentices and volunteers:** All staff working on behalf of Ipswich Sports Club have a duty to promote the welfare and safety of the children, young people, and adults in the activities they supervise and a duty to immediately report any witnessed or suspected abuse in line with this policy and procedure. All staff must follow Ipswich Sports Clubs Safeguarding policy and procedures, remain vigilant, recognise, and report any sign/risk of or incidence of abuse or neglect and report concerns of harm or poor practice that may lead to abuse or neglect.

Role	Safeguarding Responsibility
Board Member	<p>Ensure that effective Safeguarding policies and practices are approved, implemented, and monitored throughout the company.</p> <p>Take steps to ensure that any Safeguarding risks arising from Ipswich Sports Club activities involving children, young people and adults at risk are assessed and measures are put in place to reduce these risks to acceptable levels.</p> <p>Ensure that the relevant committees and people are immediately advised of any major causes of safeguarding concern.</p>
Welfare Officer (Safeguarding Lead)	<p>Ensure all staff understand the signs and indicators of abuse, exploitation, and neglect as discussed within this document.</p> <p>Make sure all staff are aware of how to recognise and report safeguarding concerns.</p> <p>Ensure the Safeguarding policy and procedures are followed. Refer any concerns to either the Adult Social Care team or if regarding children the Local Authority Children’s Safeguarding Team or if referral is about an allegation of a person in a Position of Trust the Designated Officer (LADO). Undertake initial safeguarding enquiries as agreed with the Local Authority.</p> <p>Maintain accurate and secure records.</p> <p>Ensure advice, guidance and informal training is always provided consistently and support the full implementation of the policy and associated procedures.</p>

	<p>Reinforce the utmost need for confidentiality and to ensure that staff are adhering to good practice with regards to confidentiality and security.</p> <p>Ensure that anyone working directly with customers who have experienced abuse, or who are experiencing abuse, are well supported and receives appropriate support.</p> <p>Provide timely updates to the board in relation to safeguarding concerns.</p> <p>Provide an annual report to the Board for audit and assurances purposes.</p>
<p>All staff, including apprentices and volunteers.</p>	<p>All staff working on behalf of Ipswich Sports Club have a duty to promote the welfare and safety of the children, young people and adults in the activities they supervise and a duty to immediately report any witnessed or suspected abuse in line with this policy and procedure.</p> <p>All staff must:</p> <p>Follow Ipswich Sports Club Safeguarding policy and procedures.</p> <p>Remain vigilant, recognise, and report any sign/risk of or incidence of abuse or neglect.</p> <p>Report concerns of harm or poor practice that may lead to abuse or neglect.</p> <p>All staff can approach the relevant regulatory bodies, the Local Authority, or the police, independently to discuss any worries they have about abusive acts or services. They should do this if:</p> <ul style="list-style-type: none"> • They have concerns that their safeguarding team, line managers or organisation are not responding to a safeguarding concern appropriately or that their organisation is implicated in a concern. • They fear intimidation and/or have immediate concerns about their own safety or the safety of a service user.

4. Awareness and Review:

4.1. Ipswich Sports Club Safeguarding Policy applies to ALL Ipswich Sports Club Staff, including:

4.1.1. Ipswich Sport Club Board

4.1.2. Salaried / Contract / Full-Time and Part-Time Staff

4.1.3. Sessional Instructors, Trainers, and Coaches

- 4.1.4. Agency Staff
- 4.1.5. Volunteers
- 4.1.6. Apprentice's
- 4.1.7. Anyone working on behalf of Ipswich Sports Club
- 4.2. Ipswich Sports Club will ensure that all staff and anyone who works on their behalf have a good working knowledge of this policy and associated procedures. Colleagues will be invited and encouraged to ask for clarity and guidance.
- 4.3. The Safeguarding policy and procedures are part of the group induction for all staff.
- 4.4. The policy will be reviewed at least every two years as part of the Health and Safety policy review process.
- 4.5. All amends to the policy will be communicated by the Lead Safeguarding and Welfare Officer to the staff.
- 4.6. Amends to policy should be cascaded to all staff within 2 months of implementation.

5. Safer Recruitment

- 5.1. Rigorous recruitment, selection and retention procedures are essential in Safeguarding. They are there to prevent and deter perpetrators from gaining access to children, young people and adults at risk. As a requirement to ensure adherence to good Safeguarding practice, Ipswich Sports Club operates safer recruitment procedures.
- 5.2. All Staff with direct unsupervised contact with children, young people or adults at risk are subject to an Enhanced Disclosure and Barring Service (DBS) check. These include:
 - 5.2.1. Instructors / coaches who teach children's sessions (this includes external / freelance instructors as well as employed staff)
 - 5.2.2. 'Kids Camp' assistants or instructors
 - 5.2.3. Any other member of staff whom the Welfare Officer considers necessary
- 5.3. DBS checks should be updated every 3 years during their employment.
- 5.4. Ipswich Sports Club reserves the right to request a new DBS at any time.
- 5.5. Those who teach or coach children in sporting and activity sessions must hold a valid and appropriate qualification for the activity delivery.
- 5.6. Will be expected to have maintained a current technical knowledge and skill of the intended activity via CPD (Continuing Professional Development) and relevant ongoing training and updates.
- 5.7. All prospective staff are subject to securing two satisfactory references prior to commencing work, these should be from recent work or study places and no more than 5 years old. Where recruitment is directly forming colleges references for these people will be sought from the place of study.

- 5.8. All job descriptions reflect the requirements for all staff to have due regard for safeguarding and the fact that staff are required to conduct themselves in accordance with Ipswich Sports Clubs codes of conduct policies for staff at all times.
- 5.9. Full records of the recruitment process and interviews are kept by the club and stored securely.
- 5.10. It has been common for parents and players to volunteer and assist with coaching activities, particularly hockey due to the numbers involved. Anyone volunteering in regulated activity must have a valid DBS check. These are valid for 3 years and must be an enhanced DBS which includes anyone barred from working with children. The volunteers must also remain under the direct supervision of the coach.
- 5.11. All volunteers will be recorded on a centrally held database.
- 5.12. In the event that a volunteer is under 16 years old, for example work experience, then they cannot be subject to a DBS check. As such a volunteer must not be left alone and unsupervised by any other junior, and they must be under the direct supervision of the coach. The coach must be vigilant for child-on-child abuse and report any concerns immediately.

6. Overarching

- 6.1. Ipswich Sports Club is committed to prioritising the well-being of all children and adults at risk, promoting safeguarding in our club at all times, including all programmes and events we run.
- 6.2. This policy strives to minimise risk, deliver a positive experience for everyone and respond appropriately to all safeguarding concerns / disclosures.
- 6.3. Ipswich Sports Club is committed to creating and maintaining a safe environment for everyone to enjoy sport and leisure.
- 6.4. Ipswich Sports Club is committed to safeguarding vulnerable people and we expect everyone who works in or visits the Club to share this commitment.
- 6.5. Safeguarding is everyone's responsibility
- 6.6. Where a concern is raised, it will be acted upon
- 6.7. To ensure that Safeguarding remains an on-going priority, Ipswich Sports Club has a dedicated Welfare Officer. The Welfare Officer will report directly to the Board of Directors who have overall responsibility for Safeguarding at Ipswich Sports Club.
- 6.8. Ipswich Sports Club is a multi-sport venue, with leisure and social facilities. Each National Governing Body will have a relevant safeguarding policy and as such this overarching policy has been written with that in mind.
- 6.9. Where an incident occurs relating to a specific sport, the relevant National Governing Body will be made aware and their advice and guidance sought.
- 6.10. Ipswich Sports Club strives to be a place where everyone feels safe and welcome.

- 6.11. This safeguarding policy aims to protect children and adults at risk, but it also seeks to ensure that the welfare of everyone visiting or working at Ipswich Sports Club is protected.

7. Use of terminology

- 7.1. Child: a person under the age of eighteen years. Where there is any safeguarding concern, anyone under the age of 18 is regarded as a child.
- 7.2. Adult at risk: a person aged eighteen years or over who is, or may be, in need of community care services by reason of disability, age or illness; and is, or may be, unable to take care of, or unable to protect him or herself against abuse or neglect.
- 7.3. Safeguarding children: protecting children from abuse and neglect, preventing the impairment of children's health or development, ensuring that they grow up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children to have the best life chances.
- 7.4. Safeguarding adults at risk: protecting adults from abuse and/or neglect. Enabling adults to maintain control over their lives and make informed choices without coercion. Empowering adults at risk, consulting them before taking action, unless someone lacks the capacity to make a decision, or their mental health poses a risk to their own or someone else's safety, in which case, always acting in his or her best interests.

8. Scope

- 8.1. This Policy is applicable to all staff, board members, volunteers, council members, committee members, coaches and in some instances club members.
- 8.2. Where advice is required, this should be sought from the Local Authority Designated Officer and / or the Safeguarding Team from the relevant National Governing Bodies (LTA, England Squash, England Hockey).

9. Responsibility for the implementation of the Safeguarding Policy, Code of Conduct and Reporting Procedure

- 9.1. The Ipswich Sports Club Board of Directors have overall responsibility for safeguarding at Ipswich Sports Club this policy and its implementation. The Board will be updated on safeguarding matters by the Welfare Officer(s) on a regular basis.
- 9.2. In the event that anyone is to be suspended from attending the club or from taking part in any club-related activity due to a safeguarding concern, this decision will be made by the ISC Board of Directors. This will include any interim suspension pending a formal investigation.
- 9.3. Our club Welfare Officer, Alison Hosford, is responsible for updating this policy in line with legislative and club developments.
- 9.4. All individuals involved in / present at the club are required to adhere to the policy and Code of Conduct.
- 9.5. Ipswich Sports Club aims to maintain a close working relationship with relevant Governing Bodies (LTA, England Squash and England Hockey) and seek advice and guidance to ensure that best practice is implemented and safeguarding remains a priority.

- 9.6. Safeguarding will be a standing item on the agenda at all board, council and committee meetings. Although it will not always be appropriate or possible to share details of incidents, it will act as a reminder for the various forums to consider any safeguarding concerns and report them accordingly.
- 9.7. The individual who is told about, hears, or is made aware of the concern / disclosure is responsible for following the Reporting a Safeguarding Concern Procedure (Appendix B). Unless someone is in immediate danger, in the first instance they should inform the club Welfare Officer.
- 9.8. The club Welfare Officer is responsible for reporting safeguarding concerns to the Local Authority and relevant National Governing Body Safeguarding Team (LTA, England Squash and England Hockey) where appropriate.
- 9.9. National Governing Bodies are responsible for assessing all safeguarding concerns / disclosures that are reported to them and working with the Welfare Officer and National Safeguarding Leads to follow up as appropriate on a case-by-case basis, prioritising the well-being of the child / adult at risk at all times. Dependent on the concern / disclosure, a referral may be made to:
 - 9.9.1. The police in an emergency (999).
 - 9.9.2. Local Authority Children's Services Suffolk County Council – 0808 800 4005 or NSPCC 0800 800 5000
 - 9.9.3. Local Authority Adult Services Suffolk County Council – 0808 800 4005
 - 9.9.4. Any other organisation / individual whom it is deemed appropriate and necessary
- 9.10. Breaches of the Safeguarding Policy, Code of Conduct or Reporting Procedure and / or failure to comply with the outlined responsibilities may result in the following:
 - 9.10.1. Disciplinary action leading to possible exclusion from the club, dismissal and legal action
 - 9.10.2. Termination of current and future roles within the club and roles in other clubs.
 - 9.10.3. Actions taken by players, parents or carers, staff, consultants, volunteers, officials, coaches inside or outside of the club that are seen to contradict this policy may be considered a violation of this policy.
 - 9.10.4. Where an appeal is lodged in response to a safeguarding decision made by the club, the individual should direct any appeal to the Board of Directors for consideration.
- 9.11. Where an incident is unrelated to any specific sport e.g. occurs within the social area of the club, a decision will be made on whether it's appropriate to report to any of the National Governing Bodies. This will have to be determined on a case-by-case basis.

10. Diversity and Inclusion

- 10.1. Our overall aims for diversity and inclusion are to ensure that:

- 10.1.1. All our sports and activities are diverse and inclusive
- 10.1.2. Diversity and inclusion are embedded in our club's culture and our behaviours
- 10.1.3. We create a culture where inclusive leadership thrives
- 10.1.4. We take a proactive approach using positive action to ensure that communities and individuals are valued and able to achieve their full potential.
- 10.2. To achieve these aims we believe that everyone has a vital role to play in promoting diversity and inclusion and we ask everyone to become Safe and Inclusive Champions – proactively promoting Safe and Inclusive sports and activities and taking action against all forms of discrimination.
- 10.3. As a club we contribute actively to enabling more people to take part in sports and leisure activities more often, in a manner that it is safe, inclusive, and fair. This applies regardless of a person's age, disability, gender reassignment status, sex, marital or civil partnership status, pregnancy or maternity, race, sex, sexual orientation, religion, race or sexual orientation, socio-economic status or any other background.
- 10.4. We recognise that many concerns and / or disclosures may have both safeguarding and diversity and inclusion elements to them. This is reflected through this policy as the reporting procedures replicate the safeguarding concern reporting procedures.
- 10.5. This policy strives to minimise risk and support our venue, programmes, events and individuals to deliver and experience a positive experience for everyone.
- 10.6. Use of terminology:
 - 10.6.1. Discrimination – treating someone in a less favourable way and causing them harm, because of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation
 - 10.6.2. Diversity – acknowledging, celebrating and respecting the differences between groups of people and between individuals. We will work to ensure that people can be assured of an environment in which their rights, dignity and individual worth are respected, and in particular that they are able to enjoy their sport without the threat of intimidation, victimisation, harassment or abuse.
 - 10.6.3. Harassment – unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual's dignity or creating and intimidating, hostile, degrading, humiliating or offensive environment for that individual or creates an intimidating, hostile, degrading, humiliating or offensive environment. The focus is on the perception of the complainant not the intent of the perpetrator. Employees can complain of behaviour they find offensive even if it is not directed at them.
 - 10.6.4. Inclusion – ensuring that tennis is equally accessible to any member of the community so they can be fully involved in whatever capacity they choose; and that they are supported to achieve their potential in any capacity e.g. player, employee, volunteer, coach or official. We will work to ensure that people have a genuine and equal opportunity to participate to the full extent of

their own ambitions and abilities, that they feel respected and valued and are not singled out, with regard to their age, disability, gender reassignment status, sex, marital or civil partnership status, pregnancy or maternity, race, sex, sexual orientation, religion, race or sexual orientation, socio-economic status or any other background.

- 10.6.5. Positive action – Ipswich Sports Club is committed to taking positive steps to counteract the effects of physical or cultural barriers – whether real or perceived – that restrict the opportunity for all sections of the community to participate equally and fully. We will ensure that we institute, support or contribute to appropriate measures or initiatives that enable access to tennis and participation in associated activities by people from any group that is under-represented in tennis or has difficulty accessing it and that they can do so with dignity or without being singled out.
- 10.7. Diversity and inclusion are everyone’s responsibility: not responding to discriminatory or unacceptable language and behaviour is not an option.
- 10.8. The Ipswich Sport Club Welfare Officer is responsible for supporting the club to identify where diversity and inclusion support is required; to implement safe and inclusive procedures; promote diversity and inclusion principles, including the Safeguarding and Reporting Procedure, to all the venues they manage, programmes, events and individuals including players, parents and carers.
- 10.9. All staff, coaches, officials and volunteers involved in activities at Ipswich Sports Club are responsible for raising diversity and inclusion concerns with the club’s Welfare Officer to start with.
- 10.10. Ipswich Sports Club is committed to:
- 10.10.1. taking steps to ensure that our board of directors, coaches, volunteers, members and participants behave in accordance with the policy, including where appropriate taking disciplinary action under our constitution;
 - 10.10.2. ensure that access to membership as well as access to participation is open and inclusive;
 - 10.10.3. publish accurate information about the location and accessibility of our facilities;
 - 10.10.4. support measures and initiatives from the National Governing Bodies to improve diversity and inclusion
- 10.11. Where there are concerns that diversity and inclusion good practice has not been followed, staff are encouraged to raise these concerns with the Welfare Officer.

11. Whistleblowing

- 11.1. Safeguarding children and adults requires everyone to be committed to the highest possible standards of openness, integrity and accountability.
- 11.2. As a club, we are committed to encouraging and maintaining a culture where people feel able to raise a genuine safeguarding concern and are confident that it will be taken seriously.

- 11.3. In the context of safeguarding, “whistle blowing” is when someone raises a concern about the well-being of a child or an adult at risk.
- 11.4. A whistle blower may be:
 - 11.4.1. a player;
 - 11.4.2. a volunteer;
 - 11.4.3. a coach;
 - 11.4.4. other member of staff;
 - 11.4.5. an official;
 - 11.4.6. a parent;
 - 11.4.7. a member of the public.

12. How to raise a concern about a child or an adult at risk at the club

- 12.1. If a child or an adult at risk is in immediate danger or risk of harm, the police should be contacted by calling 999.
- 12.2. Where a child or an adult at risk is not in immediate danger, any concerns about their well-being should be made without delay to the Club Welfare Officer.
- 12.3. The Club Welfare Officer will assess the information and then pass the details on accordingly. The information may be passed to the Local Authority Designated Officer and / or the relevant National Governing Body.
- 12.4. If the Club Welfare Officer deems that the information does not need passed on to another organisation, a clear rationale will be recorded, and the Board of Directors will be made aware.
- 12.5. If the reporting person does not feel comfortable raising a concern with the Club Welfare Officer, they should report it directly to the Local Authority or National Governing Body.
- 12.6. If reporting person does not feel comfortable raising the concern with any of the above, they could report it to the NSPCC.
- 12.7. The Club Welfare Officer can be contacted via e-mail (safeguarding@ipswichsports.co.uk) or by calling 01473 251143.

The safeguarding e-mail account is restricted to the Club Welfare Officer – no other staff have access to the account.
- 12.8. The reporting person should provide as much information as possible regarding the incident or circumstance which has given rise to the concern, including:
 - 12.8.1. their name and contact details (unless they wish to remain anonymous);
 - 12.8.2. names of individuals involved;
 - 12.8.3. date, time and location of incident/circumstance; and

- 12.8.4. whether any witnesses were present.
- 12.9. All concerns raised about the well-being of a child or an adult at risk will be taken seriously and every effort will be made to deal with each concern fairly, quickly and proportionately.
- 12.10. If the reporting person does not believe that the concern has been dealt with appropriately and wishes to speak to someone outside the club or the National Governing Body, they can contact the Local Authority Safeguarding team directly, or the NSPCC Whistleblowing advice line can be contacted on 0800 028 0285 or by emailing help@nspcc.org.uk.
- 12.11. The club will not tolerate any harassment, victimisation or unfair treatment of, and will take appropriate action to protect people who raise a concern in good faith.
- 12.12. Concerns relating to diversity and inclusion will follow the same reporting procedures. If the reporting person does not want to report it directly to Ipswich Sports Club, they are encouraged to report it to the relevant National Governing Body or if it is deemed to be a hate crime, directly to the police.

13. General Code of Conduct of Ipswich Sports Club

(Please refer to the Code of Conduct for each sport)

- 13.1. All members of staff, coaches and volunteers agree to:
- 13.1.1. Prioritise the well-being of all children and adults at risk at all times
 - 13.1.2. Treat all children and adults at risk fairly and with respect
 - 13.1.3. Be a positive role model. Act with integrity, even when no one is looking
 - 13.1.4. Help to create a safe and inclusive environment
 - 13.1.5. Not allowing any rough or dangerous behaviour, bullying or the use of bad or inappropriate language
 - 13.1.6. Report all allegations of abuse or poor practice to the club Welfare Officer
 - 13.1.7. Not using any sanctions or behaviour that seek to humiliate or harm a child or adult at risk
 - 13.1.8. Value and celebrate diversity and make all reasonable efforts to meet individual needs
 - 13.1.9. Keep clear boundaries between professional and personal life, including on social media (see 13.4)
 - 13.1.10. Have the relevant consent from parents/carers, children and adults before taking or using photos and videos for use in Ipswich Sports Club material
 - 13.1.11. Refrain from making physical contact with children or adults unless it is necessary as part of an emergency or congratulatory (e.g. handshake / high five)
 - 13.1.12. Refrain from smoking and consuming alcohol during club activities or coaching sessions

- 13.1.13. Ensure roles and responsibilities are clearly outlined and everyone has the required information and training
 - 13.1.14. Avoid being alone with a child or adult at risk away from public view, unless exceptional circumstances
 - 13.1.15. Refrain from transporting children or adults at risk, unless this is required as part of a club activity (e.g. away match) and there is another adult in the vehicle (see Section 15 – Lifts and Trips)
 - 13.1.16. Not abuse, neglect, harm or discrimination against anyone; or act in a way that may be interpreted as such
 - 13.1.17. Not having a relationship with anyone under 18 for whom they are coaching or responsible for
 - 13.1.18. Be aware of the power that coaches and coaching assistants develop over players in the coaching relationship and avoid any intimacy (sexual or otherwise) with players
- 13.2. Ipswich Sports Club encourages all parents or carers to behave in a positive way, that promotes the safety and welfare of children and adults at risk.
- 13.2.1. Ipswich Sports Club will not tolerate inappropriate language
 - 13.2.2. Ipswich Sports Club will not tolerate a child or adult at risk of being ridiculed or admonished
 - 13.2.3. Treat all children and adults at risk fairly and with respect
 - 13.2.4. Help to create a safe and inclusive environment
 - 13.2.5. Report all allegations of abuse or poor practice to the club Welfare Officer
 - 13.2.6. Not using any behaviour that seeks to humiliate or harm a child or adult at risk
 - 13.2.7. Refrain from transporting children or adults at risk, unless this is required as part of a club activity (e.g. away match) and there is another adult in the vehicle (see Section 15 – Lifts and Trips)
 - 13.2.8. Not abuse, neglect, harm or discrimination against anyone; or act in a way that may be interpreted as such
- 13.3. Ipswich Sports Club has an established process for dealing with inappropriate behaviour by members. Some of this may be a safeguarding concern, and some may not. This will be considered on a case-by-case basis and if there are safeguarding concerns then the Welfare Officer will be made aware and will make some relevant referrals.
- 14. What to do if a disclosure from a child or adult at risk is made to you**
- 14.1. Listen carefully and calmly to the individual.
 - 14.2. Reassure the individual that they have done the right thing and what they have told you is very important.

- 14.3. Avoid questioning where possible and never ask leading questions. (These allegations may lead to criminal proceedings, and your actions could jeopardise police investigation).
- 14.4. Do not promise secrecy. Let the individual know that you will need to speak to the Welfare Officer/ Safeguarding Team because it is in their best interest. If you intend to speak to the police or social care, you should let them know this too. You can reassure them that you will only tell people who may be able to help.
- 14.5. If the person is at immediate risk, call the police (999) and then report it to the Welfare Officer.
- 14.6. If the person is not deemed to be at immediate risk, report the concern immediately by e-mailing safeguarding@ipswichsports.co.uk or by calling 07395901682.
- 14.7. Do not let doubt or personal bias prevent you from reporting the allegation
- 14.8. Record details of the disclosure and allegation using the Ipswich Sports Club *Reporting a Concern* form within 24 hours. If you do not have access to the online form, write down the details using what you have available then sign and date it. Ensure that this is passed to the Welfare Officer (via reception if necessary). Be very careful not to misplace it.
- 14.9. The LADO should be informed when it is alleged that:
 - 14.9.1. Club staff or members, volunteers or visitors behaved in a way that has harmed a vulnerable person or may have harmed a vulnerable person.
 - 14.9.2. Club staff or members, volunteers or visitors may have possibly committed a criminal offence against or related to a vulnerable person.
 - 14.9.3. Club staff or members, volunteers or visitors may have behaved towards a vulnerable person in a way that indicates he or she will pose a risk of harm if they work regularly or closely with vulnerable people.
 - 14.9.4. If the allegation is made against the Welfare Officer, the Club Chairman should be informed.
 - 14.9.5. The club Welfare Officer is Alison Hosford .
 - 14.9.6. Anyone can report any safeguarding concerns electronically at any time via email (safeguarding@ipswichsports.co.uk) or by calling 07881366418.
- 14.10. Ipswich Sports Club have a statutory duty to report any incidents where we have caused us to suspect that a vulnerable person is suffering or is likely to suffer significant harm. If you have any concerns, please contact the club Welfare Officer

15. Anti-Bullying

- 15.1. Bullying is defined as a range of abusive behaviour that is repeated and intended to hurt someone either physically or emotionally.
- 15.2. This section sets out how to help prevent bullying from happening to all children and adults at risk. It also sets out how to make sure bullying is stopped as soon as possible if it does happen and that those involved receive the support they need. It also provides information to all staff, volunteers, children and their families about

what should be done to prevent and deal with bullying.

- 15.3. This section applies to all staff, coaches, volunteers and other adults associated with Ipswich Sports
- 15.4. We recognise that
 - 15.4.1. Bullying causes real distress. It can affect a person's health and development and, to the extreme, can cause significant harm
 - 15.4.2. All children and adults at risk, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
 - 15.4.3. Everyone has a role to play in preventing all forms of bullying (including online) and putting a stop to bullying.
- 15.5. We will seek to keep children and adults at risk safe by
 - 15.5.1. Recognising that bullying is closely related to how we respect and recognise the value of diversity
 - 15.5.2. Recognising our duty of care and responsibility towards safeguarding
 - 15.5.3. Promoting and implementing this anti-bullying policy in addition to our safeguarding policy and procedures
 - 15.5.4. Ensuring that bullying behaviour is not tolerated or condoned
 - 15.5.5. Taking action to respond and deal with any reports of bullying towards children or adults at risk
 - 15.5.6. Encouraging children to play a part in developing and adopting appropriate behaviours
 - 15.5.7. Making sure our response to incidents of bullying takes into account the needs of the person being bullied, the needs of the person displaying bullying behaviour and the needs of others who may be affected and our club as a whole
 - 15.5.8. Have an awareness that child on child abuse is a serious issue and must be identified and challenged appropriately
- 15.6. Coaches, volunteers and other members of staff will
 - 15.6.1. Encourage individuals to speak out about bullying behaviour and report incidents of bullying behaviour they see to the Welfare Officer at Ipswich Sports Club
 - 15.6.2. Respect every child's need for, and right to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available
 - 15.6.3. Respect the feelings and views of others

- 15.6.4. Recognise that everyone is important and equal, and that our differences make each of us special and worthy of being valued
- 15.6.5. Show appreciation of others by acknowledging individual qualities, contributions and progress
- 15.6.6. Ensure safety by having rules and practices carefully explained and displayed for all to see
- 15.7. Supporting children
 - 15.7.1. We'll let children know who will listen to and support them
 - 15.7.2. We'll create an "open door" ethos where children feel confident to talk to an adult about bullying behaviour
 - 15.7.3. Potential barriers to talking (including those associated with a child's disability or impairment) will be acknowledged and addressed at the outset to enable children to speak out
 - 15.7.4. Anyone who reports an incident of bullying will be listened to carefully and reports will be taken seriously
 - 15.7.5. Any reported experience of bullying behaviour will be investigated and will involve listening carefully to all those involved
 - 15.7.6. Children experiencing bullying behaviour will be supported and helped to uphold their right to play and live in a safe environment
 - 15.7.7. Those who display bullying behaviour will be supported and encouraged to develop better relationships
 - 15.7.8. We'll make sure that any sanctions are proportionate and fair
 - 15.7.9. Any experience of bullying behaviour will be discussed with the child's parents or carers
 - 15.7.10. Parents of involved parties will be consulted on action to be taken
 - 15.7.11. Information and advice on coping with bullying will be made available
 - 15.7.12. Support will be offered to parents, including information from other agencies or support lines

16. Changing Rooms

- 16.1. When using the toilets and changing rooms, all children under the age of 10 years must be accompanied by an adult (parent/carer); they must not be left unattended at anytime.
- 16.2. Children aged 9-18 years, depending on their gender, must use the appropriate male/female toilets and changing rooms. If they do not wish to do this then there is the option of using the Disabled Toilet which is clearly marked.
- 16.3. Due to the risks of inappropriate photography or filming, mobile phones or any other device must not be used for that purpose within the changing area. Filming and

photography is strictly prohibited. Any concerns should be raised immediately with Club Staff or Club Safeguarding Officer(s).

- 16.4. Mobile phones should be used sensitively in these areas and with respect to other people using the facilities.
- 16.5. If children are uncomfortable changing or showering at the Club, no pressure should be placed on them to do so. Parents/carers should suggest instead that they may change and shower at home.
- 16.6. Adults at risk should be accompanied by a parent / carer when using the toilets or changing rooms.
- 16.7. If anyone has any concerns with the above, please contact the Club Welfare Officer.

17. Unsupervised Children

- 17.1. Any child, that is someone under the age of 18 years old, remains the sole responsibility of their parent or guardian at all time – whether they are accompanied or not.
- 17.2. It is a decision for the parent or guardian as to whether their child is an appropriate age to be left unsupervised. If the staff have concerns, then they will refer these to the Welfare Officer. While normally respecting the decision of a parent / guardian in this regard the Club reserves the right to insist upon a child not being left unsupervised.
- 17.3. Staff are not able to supervise children when they are at the club.
- 17.4. When a child attends for a coaching lesson and is left at the club, the coach will be responsible for them during the lesson only.
- 17.5. Parents / carer are encouraged to remain on site during lessons or activities.
- 17.6. Parents / carer must have made appropriate arrangements for the end of the lesson
- 17.7. Children Under 10 must be accompanied when using the changing facilities
- 17.8. Children Under 16 must be accompanied when using the gym
- 17.9. In the event that a child has been left at the club, they must have full contact details in the event that they need to call their parent or guardian, or are involved in an accident.
- 17.10. The parent / carer must ensure that in the event that they are delayed collecting their child, the child knows what to do.
- 17.11. Parents must be aware that there are certain areas of the club that pose a greater risk than others. For example, there have been incidents of unsupervised children climbing over the squash balcony and playing on the car park and driveway.

18. Player Conduct

- 18.1. Appropriate conduct is important to ensure that everyone can experience a safe, welcoming and friendly environment.

- 18.2. Players, spectators and coaches should refrain from any aggressive, confrontational or intimidating behaviour of any kind.
- 18.3. A child or adult at risk should never be forced to take part if they don't want to.
- 18.4. A child or adult at risk should never be punished or belittled for their performance or making mistakes.
- 18.5. During competitions or team matches, aggressive, confrontational or intimidating behaviour towards, or witnessed by children or adults at risk, may be dealt with by the officials, but these incidents should still be reported to the Welfare Officer as a potential safeguarding concern.

19. Photography and Recording

- 19.1. Taking photographs or videos of children can be a very sensitive issue and consent should always be sought from the parents/carers of the children involved, before any images are taken.
- 19.2. During organised club events, anyone wishing to take photographs or videos should register this with the event organiser or club management. They will be asked to provide their name and the reason for taking photographs or video.
- 19.3. The event organiser or club management may ask anyone not registered to stop using photographic equipment and delete any images that may have been taken.
- 19.4. Any images taken by the club officials or coaches will focus on the activity and not on a particular young person. It should not exclude anyone as a result of a protected characteristic.
- 19.5. Where ISC live stream activities involving children, it will where possible be a delayed broadcast to allow for it to be stopped in the event of anything inappropriate being inadvertently and unintentionally captured.
- 19.6. Due to the specific nature of hockey – the size of the pitch, the number of participants and spectators – Ipswich Sports Club will make it clear via notices that anyone wanting to record images should register this with the Welfare Officer (Safeguarding Lead). This can be done electronically and the person taking images will confirm they are aware of this policy.
- 19.7. On occasion images may be recorded for coaching and player development purposes. These will not be shared or posted on social media. If this is during a match, then the opposition should be made aware of this.
- 19.8. If someone has concerns about inappropriate photography, or feels worried about someone filming or recording, this should be reported immediately to the event organiser, club management or welfare officer.
- 19.9. Where images are taken of a child or adult at risk by representatives of Ipswich Sports Club (coaches, staff etc) consent must first be obtained.
 - 19.9.1. Consent should be sought from the event organiser; and parents / carers of all children involved.

- 19.9.2. In order to obtain consent, you must explain why you are taking the images and what they will be used for. This ensures that parents or carers are given informed consent.
- 19.9.3. All parties are appropriately dressed in clothing covering their torso from their neck to thighs, e.g. a t-shirt and shorts or skirt;
- 19.9.4. Any inappropriate use of images should be reported to the welfare officer
- 19.9.5. Where images are going to be shared on social media, or via the club website, consent must have been obtained from the parent/carer responsible for the child.
- 19.10. If ISC employs a professional photographer (paid or otherwise) they will be made aware of this policy by the person engaging their services to ensure that any images taken are appropriate.
- 19.11. Under no circumstances should one-to-one photograph shoots take place with a junior, unless a parent or carer is present.
- 19.12. There is no specific law prohibiting the photography of individuals (including children) in public places providing that they are not indecent, however any concerns should be reported to the Welfare Officer (Safeguarding Lead).
- 19.13. The above is permitted, provided the behaviour does not amount to harassment or a breach of privacy. Whether the behaviour amounts to harassment or a breach of privacy will depend on the facts in each case.

20. Lifts and Trips

- 20.1. Ipswich Sports Club acknowledges that organising transport to team matches and tournaments can be very difficult, however this is a potential safeguarding concern.
- 20.2. Where a coach, volunteer or other player will be transporting a child or adult at risk to a match or tournament, they must ensure that there is another adult present. If that adult is not the parent of the child or children in the car, then prior permission should be sought from the child's parents or carers. They must have given written permission (letter, e-mail or text message would be appropriate).

21. Recruitment, Vetting and Training

- 21.1. Ipswich Sports Club is committed to ensuring that relevant checks are made when recruiting staff who will be working with children and adults at risk.
- 21.2. Coaches are responsible for ensuring that they have complied with their respective National Governing Body in terms of accreditation. Ipswich Sports Club reserves the right to request to see a coach / trainer's qualifications and accreditation.
- 21.3. The Welfare Officer will ensure that the following training / awareness sessions take place:
- 21.3.1. Board of Directors will receive an awareness session annually, or by exception if legislation changes, or a specific area of concern is identified

- 21.3.2. Cub Council will receive an awareness session annually, or at the request of the Board of Directors by exception if legislation changes, or a specific area of concern is identified
- 21.3.3. All Committee Chairs (Tennis, Squash, Hockey, and Gym and Fitness) will receive an awareness session annually.
- 21.3.4. All new members of staff (including bar staff) will be required to attend an awareness session at the start of their employment (within 3 months of starting).
- 21.3.5. Coaches and Trainers will receive an awareness session annually.
- 21.3.6. All Team Captains will receive an awareness session before the start of each season.
- 21.3.7. Where it's not possible to attend in person, a pre-recorded session will be provided and must be watched.

22. Social Media

- 22.1. It is generally accepted that WhatsApp and other similar platforms are used within sports teams to update players. This presents some issues when it involves children. Firstly, it is accepted that whenever an adult communicates with a child, the parent should be copied in, or best practice is that the parent is messaged and they pass it on. With this in mind, if the parent is in the same WhatsApp group then it would ensure that they were aware of the content of any messaging. The second issue, and of even greater concern, is that groups reveal the telephone numbers of all participants and therefore any member of the group could then make direct contact with a child, or pass the details onto an unknown third party. As such no child under the age of 16 are to be part of these groups.

23. Useful Contacts

- 23.1. Ipswich Sports Club Welfare Officer

Alison Hosford safeguarding@ipswichsports.co.uk

- 23.2. Local Authority

Local Authority Designated Officer (LADO) - LADO@suffolk.gov.uk and 0300 123 2044

- 23.3. LTA Safeguarding

safeguarding@lta.org.uk

- 23.4. England Squash Safeguarding safesquash@englandsquash.com

- 23.5. England Hockey Safeguarding safeguarding@englandhockey.co.uk

Alison Hogg – Ethics and Welfare Manager alison.hogg@englandhockey.co.uk and 01628 897500 / 07738 644171

Sara Davies - Ethics and Welfare Administrator sara.davies@englandhockey.co.uk and 01628 896834

Appendix A – Reporting Form

Safeguarding Concern – Reporting Form

If someone is at immediate risk, then the police should be called on 999

This form should be completed if you have a concern relating to the safety or wellbeing of a child or adult at risk, or you have a concern that someone is being discriminated against or has been a victim of discriminatory language or behaviour.

Name of person reporting:	E-mail Address:
Role:	Contact Number:
Where did the concern take place?	
Date concern occurred?	
Who else have you reported this to? (e.g. Police, Local Authority)	
Concern Summary – what has happened?	
Details of victim (name, contact details if known)	
Details of alleged perpetrator(s) if known	

E-mail this form to safeguarding@ipswichsports.co.uk

You will receive an acknowledgement within 24 hours. If you don't then please re-send or contact the Welfare Officer direct.

Appendix B – Reporting Procedure

Safeguarding Concern – Reporting Procedure

<p>Disclosure / Report made to staff</p> <p>Listen carefully to what the person is telling you. Do not interrupt; keep questions to a minimum; do not promise to keep the information secret.</p>	
<p>Is someone at immediate risk?</p>	
<p>Yes – Call police immediately (999).</p>	<p>No – follow Ipswich Sports Club Reporting Procedure.</p> <p>Ask the person to complete a reporting form and e-mail it to safeguarding@ipswichsports.co.uk .</p> <p>If they do not have access to e-mail then complete a handwritten form</p>
<p>As soon as possible, and before the end of your shift, contact the Ipswich Sports Club Welfare Officer and update them on the situation</p>	<p>Staff member must contact the Ipswich Sports Club Welfare Officer to pass them details of the reporting person</p>
<p>If the incident is of significant concern, the Board of Directors will be notified, in confidence, as soon as possible.</p>	<p>Welfare Officer will consider the report and then make contact with the relevant National Governing Body (if appropriate) and the Local Authority (if appropriate).</p> <p>In some instances, some further enquiries will be required before further action can be taken</p>
	<p>A risk assessment will be conducted by the Welfare Officer to consider if any mitigating measures need to be put in place.</p>
	<p>If the incident is of significant concern, the Board of Directors will be notified, in confidence, as soon as possible. If it is not, then it will form part of the regular update provided by the Welfare Officer.</p>

Appendix C - Glossary of Terms

Safeguarding: protecting **children** from abuse and neglect, preventing the impairment of children's health or development, ensuring that children are growing up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children to have the best life chances.

Enabling **adults at risk** to achieve the outcomes that matter to them in their life, protecting their right to live in safety, free from abuse and neglect. Empowering and supporting them to make choices, stay safe and raise any concerns.

Beginning with the assumption that an individual is best-placed to make decisions about their own wellbeing, taking proportional action on their behalf only if someone lacks the capacity to make a decision, they are exposed to a life-threatening risk, someone else may be at risk of harm, or a criminal offence has been committed or is likely to be committed.

Abuse and neglect

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

Sexual abuse: Involves forcing or enticing a child or young person to take part in sexual abuse 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

Emotional abuse: The persistent emotional maltreatment of a child or adult at risk such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to a child/ adult at risk that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person; not giving them 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, including interactions that are beyond a child or adult at risk's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing them participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing a child or adult at risk 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, though it may occur alone.

Neglect: The persistent failure to meet a child/ adult at risk's basic physical and/or psychological needs, likely to result in serious impairment of their health or development. It may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child/ adult at risk from physical and emotional harm or danger.
- ensure adequate supervision (including the use of inadequate caregivers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or irresponsiveness to, a child's or adult at risk's basic emotional needs. Neglect may occur during pregnancy as a result of maternal substance abuse.

Additional examples of abuse and neglect of adults at risk

Financial abuse: having money or property stolen; being defrauded; being put under pressure in relation to money or other property; and having money or other property misused.

Discriminatory abuse: treating someone in a less favourable way and causing them harm, because of their age, gender, sexuality, gender identity, disability, socio-economic status, ethnic origin, religion and any other visible or non-visible difference.

Domestic abuse: includes physical, sexual, psychological or financial abuse by someone who is, or has been a partner or family member. Includes forced marriage, female genital mutilation and honour-based violence (an act of violence based on the belief that the person has brought shame on their family or culture). Domestic abuse does not necessarily involve physical contact or violence.

Psychological abuse: including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

Organisational abuse: where the needs of an individual are not met by an organisation due to a culture of poor practice or abusive behaviour within the organisation.

Self-neglect: behaviour which threatens an adult's personal health or safety (but not that of others). Includes an adult's decision not to provide themselves with adequate food, clothing, shelter, personal hygiene, or medication (when indicated), or take appropriate safety precautions

Modern slavery: encompasses slavery, human trafficking, criminal and sexual exploitation, 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.

- A person who is being abused may experience more than one type of abuse
- Harassment and bullying are also abusive and can be harmful
- Female Genital Mutilation (FGM) is now recognised as a form of physical, sexual and emotional abuse that is practised across the UK
- Child Sexual Exploitation is recognised as a form of sexual abuse in which children are sexually exploited for money, power or status
- Child trafficking is recognised as child abuse where children are often subject to multiple forms of exploitation. Children are recruited, moved or transported to, or within the UK, then exploited, forced to work or sold
- People from all cultures are subject to abuse. It cannot be condoned for religious or cultural reasons
- Abuse can have immediate and long-term impacts on someone's well-being, including anxiety, depression, substance misuse, eating disorders and self-destructive Conducts, offending and anti-social Conduct
- Those committing abuse are most often adults, both male and female. However, child-to-child abuse also takes place.

