



Safeguarding and Protecting Children



POLICY AND PROCEDURES IN SQUASH

A SUMMARY FOR
ALL
PARTICIPANTS
April 2013

diogelu safeguarding
safonau standards










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Safeguarding and Protecting Children Policy & Awareness in Sport Summary

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INTRODUCTION

The aim in Wales Squash & Racketball is to create a safe environment for children, members, officials and volunteers, helping maintain a high standard of professionalism and standard of practice that can be associated with the sport.

The following guidelines focus on identifying good and bad practice scenarios, the recognition of abuse and its indicators and the responses required to all suspicions, allegations and disclosure. It is intended to be a summary of the Safeguarding and Protecting Children Policy and Procedures, a copy of which is held at the Wales Squash & Racketball Office and which is available on the Wales Squash & Racketball website at www.walesquashandracketball.co.uk.

Wales Squash & Racketball aims to create and maintain a positive profile for child protection, where it is high on people's agendas and where child protection has become a talking point in clubs, on coaching courses and in the training of officials.

These safeguarding policy and procedure materials were drawn up specifically for Wales Squash and Racketball Ltd with the assistance and advice of the NSPCC and conform to current child protection legislation and guidance. The NSPCC cannot accept responsibility for the implementation and application of the procedures by Wales Squash and Racketball Ltd.

A Safeguarding Children Steering Group has been formed to help drive these messages positively into the counties and into the clubs. The aim is to increase the network of designated Club Welfare Officers, ultimately seeking to identify a nominated person in each junior club. If you are interested in being your club representative, then please contact the Wales Squash & Racketball Office at info@wsrb.co.uk.

If you have any queries or any issues that you would like to discuss in relation to child protection, then please do not hesitate to contact Mike Workman, Wales Squash & Racketball Lead Safeguarding & Protecting Children Officer at mike.workman@wsrb.co.uk.

Policy Statement

Responsibilities

Wales Squash & Racketball will:

- accept the moral and legal responsibility to endorse and implement procedures to provide a duty of care for young people, safeguard their well-being and protect them from abuse
- respect and promote the rights, wishes and feelings of young people and disabled adults
- recruit, train and supervise its employees / volunteers to adopt best practice to safeguard and protect young people from abuse, and themselves against false allegations
- require staff / volunteers to adopt and abide by the Wales Squash & Racketball Code of Ethics and Code of Conduct, and the Safeguarding and Protecting Children Policy and Procedures
- respond to any allegations appropriately and implement Wales Squash & Racketball disciplinary and appeals procedures.

Principles

The guidance given in the child protection procedures is based on the following principles:

- The welfare of young people (the Children Act 1989 defines a young person as under 18 years of age) and vulnerable adults is the primary concern.
- All young people, whatever their age, culture, disability, gender, language, racial origin, religious belief and / or sexual identity have the right to protection from abuse. These are the principles of equality of opportunity, as laid down in the Equity Policy.
- It is the responsibility of the child protection experts to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns.
- All incidents of poor practice and allegations should be taken seriously and responded to swiftly and appropriately.
- **Confidentiality should be upheld in line with the Data Protection Act 1998, the common law of confidentiality, and the Human Rights Act 1998.**

IMPORTANT

Please note that the term parents is used throughout this document as a generic term to represent parents, carers and guardians

Please note that the term 'young people' also refers to players with disabilities and vulnerable adults.

Confidentiality

The legal principle that the 'welfare of the child is paramount' means that the considerations which might apply to other situations in the organisation should be allowed to override the right of young people to be protected from harm. However, every effort must be made to ensure that confidentiality is maintained when an allegation has been made and is being investigated. Information should be stored in a secure place, with limited access to designated people, in line with data protection laws (eg that the information is accurate, regularly updated, relevant and secure).

Legal and Procedural Framework

The practices and procedures within this policy are based on the principles contained within UK legislation and Government guidance, and have been designed to complement local Safeguarding Children Board procedures. They take the following into consideration:

- The Children Act 1989 & 2004
- The Police Act 1997
- The Protection of Children Act 1999
- The Criminal Justice and Courts Services Act 2000
- The UN Convention on the Rights of the Child
- Human Rights Act 1998
- Safeguarding Children: Working Together under the Children Act 2004
- All Wales Child Protection Procedures 2008

Working Together

The framework for the child protection system in Wales, and the roles and responsibilities of statutory and voluntary agencies, is outlined in Working Together to Safeguard Children 2006, Welsh Assembly Government Rights to Action agenda, and the All Wales Child Protection Procedures 2008.

Communication

A key principle underpinning Working Together, is working in partnership with parents, carers and all others with responsibility for safeguarding children and young people. In order to promote the safeguarding children policies and procedures, it is important that every effort is made to communicate these as widely as possible.

Wales Squash & Racketball should ensure that information about the policy and procedures is available from a range of sources. For example, booklets, newsletters, website, posters, briefings, workshops/training events, helpline information. These sources should be promoted into the clubs.

GOOD PRACTICE GUIDELINES

All personnel in squash should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. Enforcing these guidelines will make it very difficult for those with criminal intentions to operate in squash. The following points are common sense examples of how to create a positive squash culture and climate (e.g. coach / adult protection, as well as child protection). Good practice means always putting the welfare of the young person first – by treating them equally and with respect and dignity. Children and young people should be empowered to share in the decision-making process.

GOOD PRACTICE MEANS:

- Always working in and encouraging an open environment, e.g. avoiding private or unobserved situations, no secrets.
- Maintaining a safe and appropriate distance with performers e.g. it is not appropriate to have an intimate relationship with a child or to share a room with them.
- Ensuring that if any form of manual / physical support is required, it should be provided openly and according to guidelines provided by Wales Squash & Racketball. Young people should always be consulted and their agreement gained_ prior to any physical assistance being given. Some parents are becoming increasingly sensitive about manual support and their views should always be considered.
- Involving parents wherever possible, e.g. for the responsibility of their children in the changing rooms. If groups have to be supervised in the changing rooms, always ensure parents, teachers, coaches, officials, work in pairs.
- Encouraging parents to ask questions and giving information to parents and young people.
- Ensuring that at tournaments or residential events, adults should not enter children's rooms alone, or invite children into their room.
- Ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff (n.b: same gender abuse can occur).
- Securing parental consent in writing, to act in loco parentis, if the need arises to give permission for the administration of emergency first aid / or other medical treatment.
- Requesting written parental consent if club officials are required to transport young people in their cars.
- Keeping a written record of any incident or injury that occurs, along with the details of any action taken or treatment given.

EXAMPLES OF GOOD PRACTICE

<u>Examples of Good Practice</u>	<u>Action</u>	<u>Examples of Good Practice</u>	<u>Action</u>
Listen to the child	Empower, consult, sensitively, Seek feedback, contribute to decision making. Treat everyone equally and fairly	Excellent role model	Appearance Conduct Ethics Clear boundaries Constructive feedback
Partnership with Parents	Sharing information Providing support and advice. Involve parents in supervision of children. Consent issues and checks	Professional approach	Age appropriate activities Work in open environment Use of physical contact (HGB guidelines) Recognise burnout NGB: Recruitment Policy Appraisal Mentor System Encourage fair play
Working with other professionals	Acknowledge diverse roles – sports science, injury / treatment, sponsors, officials	Planning and preparation	Complete appropriate paperwork Keep accurate written records Plan for adequate staffing levels for away events and tournaments Plan for safe transportation Assess risk – facilities, equipment, supervision
Ongoing training and development	Update skills, qualifications. Observe NGB policies and guidelines. First Aid, Health and Safety, Emergency situations. Insurance Data Protection Act Guidelines on use of photography		

PRACTICE TO BE AVOIDED

- Rough – physical or sexually provocative games (horseplay)
- Sharing a room with a child
- Spending excessive amounts of time alone with children away from others
- Inappropriate touching
- Reducing a child to tears – as a form of control
- Allowing children to use inappropriate language unchallenged
- Making sexually suggestive comments to a child, even in fun
- Taking children to your home where they will be alone with you
- Allowing allegations made by a child to go unchallenged, unrecorded or not acted upon
- Doing things of a personal nature that they can do for themselves

IF

- You accidentally hurt a player
- He / she seems distressed in any manner
- A player appears to be sexually aroused by your actions
- A player misunderstands or misinterprets something you have said or done



Report to colleague

Make written note

Inform parents

DEFINING CHILD ABUSE

- Abuse or neglect of a child by inflicting harm

OR

- By failing to act to prevent harm

Is commonly an abuse of power or breach of trust

- **Physical Abuse**

Hitting, shaking, throwing, poisoning, burning, drowning, suffocating, biting

- **Sexual Abuse**

Meeting own sexual needs, fondling, masturbation, penetrative or non-penetrative acts, use of pornography, sexually explicit conversations, encouraging sexualised behaviour

- **Emotional Abuse**

Persistent ill-treatment – causing severe and lasting adverse effects, worthless, unloved, inadequate or valued if meeting needs of another person, inappropriate expectations, feeling frightened or in danger, threats, taunts, nervous, withdrawn

- **Neglect**

Persistent failure to meet child's basic needs, likely to result in serious impairment of health/development

SPORT SPECIFIC ABUSE

Physical

- Forced into training or competition exceeding capacity of immature body
- Giving drugs to enhance performance or delay puberty

Sexual

- Physical contact during coaching techniques – where sexual abuse may go unnoticed
- Power of the coach – if misused

BULLYING



- **Physical**

Pushing, hitting, kicking, pinching



- **Verbal**

Name calling, spreading rumours, teasing, sarcasm



- **Emotional**

Tormenting, ridiculing, humiliating, ignoring



Emotional

- Constant criticism, name-calling, sarcasm, bullying
- Consistent pressure to perform to unrealistically high standards
- Overwhelming ambition for child

• Racist



• Sexual

Taunts, graffiti, gestures

Unwanted physical contact, abusive comments

Neglect

- Not being safe (facilities / supervision)
- Undue cold / heat exposure
- Unnecessary risk of injury

Uses the internet, mobile phones, online games or any other kind of digital technology to threaten, tease, upset or humiliate someone else.

ADDITIONAL FACTORS TO CONSIDER

- Unexplained / suspicious injuries
- Inconsistent explanation
- Child describes what appears to be an abusive act
- Someone else expresses concern
- Unexplained changes in behaviour / appearance
- Inappropriate sexual awareness and behaviour
- Mistrust of adult (s)
- Prevented from socialising
- Drop off in performance
- Physical signs – sleeping, eating patterns, self harm, weight loss, stomach aches, headaches.

TRUTHS ABOUT ABUSE

- Most children are abused by adults they know and trust
- Both men and women sexually abuse children
- Disabled children are more vulnerable to abuse
- If untreated, the effects of abuse can be devastating and continue into adulthood
- Children rarely lie about abuse
- Statistics show more girls suffer sexual abuse overall
- Greater reported occurrence of abuse in sport

ALLEGATIONS

LISTEN TO THE CHILD

- React calmly
- Reassure the child
- Take the child seriously
- Keep questions to minimum
- Listen to child carefully
- Complete an Incident Report Form
- Report
- Record details / nature of the allegation
- Description of injuries / bruising
- Observations – behaviour / emotions
- The child's account
- Any witnesses ?
- Note times, location, date
- Fact, opinion or hearsay

• MAINTAIN CONFIDENTIALITY

- Actions
- Record names of Social Services / staff / police involved
- Keep copy.

YOUR ROLE



RECOGNISE, RECORD AND REPORT



DO NOT INVESTIGATE OR DETERMINE WHETHER ABUSE TOOK PLACE

ACTIONS TO AVOID



- **Panic**
- **Making promises or keep a secret**
- **Allow personal feelings to show**
- **Probe for more information**
- **Speculate or make assumptions**
- **Approach alleged abuser.**

COACHING REGISTER INFORMATION AND PERSONAL DISCLOSURE FORM

Coaching Register Information

Only members of the Coaching Register are licensed to carry out coaching activities on behalf of Wales Squash & Racketball in accordance with the level of the award gained. The scheme is managed by Wales Squash & Racketball.

Membership of the Coaching Register has a maximum duration of 12 months. The renewal date each year is 1st September. Members are required to complete a personal disclosure form as part of the Safeguarding and Protecting Children Policy.

Wales Squash & Racketball Safeguarding Children List – Notes on Completing the Personal Disclosure Form

The database together with other information that your club / organisation receives regarding the welfare of children is part of the Wales Squash & Racketball Safeguarding and Protecting Children Procedures. Compliance with this procedure is mandatory for all coaches on the Coaching Register. The procedures were developed in conjunction with the NSPCC and are reproduced with the kind permission of the ASA. The procedures set out below were developed in full consultation with the Data Protection Register.

The purpose of the Safeguarding Children List is firstly to advise clubs and organisations of people who should not work with children because they have a criminal conviction, which could put children at risk. Secondly it allows Wales Squash & Racketball to fulfil its obligations in collating and reporting any complaints that are made against an individual which may put children at risk. The information is strictly confidential except for the legal obligation of reporting. Each club / organisation is strongly advised to read the Wales Squash & Racketball Safeguarding and Protecting Children Policy and Procedures for squash clubs and organisations.

Who must complete a form? All coaches / team managers seeking accreditation on the Wales Squash & Racketball Coaching Register who have personal contact with persons under 18 years of age.

Do I have to complete a form? It is a condition of the Coaching Register that all coaches / team managers accept these procedures. If unwilling to do so, then they must not be deployed for Wales Squash & Racketball in any position that gives them intimate access to young people.

What information will be kept on me? Obviously there will be your personal identifier information that is on the form which, in the majority of cases, will be the only information. If you have a criminal conviction for an offence, which could put children at risk, the official details of the conviction will be recorded. However, specific allegations of behaviour or details of other convictions, which could put children at risk and which are made known to Wales Squash & Racketball, will also be recorded. This information is held separately, is securely protected and will record the date, source and originator of any text. **You may request to see the information held on you at any time.**

COACHING REGISTER INFORMATION AND PERSONAL DISCLOSURE FORM - continued

Who will my information be disclosed to? All individuals on the Safeguarding Children List will have the right to request to see the information that is held on them. This request must be made in writing to the Safeguarding & Protecting Children Lead Officer and Wales Squash & Racketball must respond within 40 days. A fee may be levied in accordance with the Data Protection Act. All information will be made available to the official agencies, which have a statutory duty to investigate allegations of child abuse. Wales Squash & Racketball also reserves the right to disclose relevant information relating to child protection to clubs / organisations and other individuals and organisations sharing Wales Squash & Racketball concerns regarding child protection.

Do I send my form in direct or does it have to go through the club / organisation? All forms must come direct to Wales Squash & Racketball. The club / organisation secretary or designated officer will sign Part A as it is essential that the relevant person at the club has seen some identification documentation which confirms that you are who you say you are. This could be a passport, national insurance number card or driving licence, but more than a household letter or bill.

However, Part B may be completed in confidence by the applicant and the form sent direct to the Wales Squash & Racketball Safeguarding & Protecting Children Lead Officer. If it is deemed that Wales Squash & Racketball do not consider someone suitable to work with children then appropriate action will be taken and the club / organisation will be informed/

How is the information updated? The forms will be updated in line with membership renewal details, etc: Coaching Register:

This form should be returned direct to:

The Safeguarding & Protecting Children Lead Officer
Wales Squash & Racketball
Sport Wales National Centre
Sophia Gardens
Cardiff
CF11 9SW

EXAMPLE**PERSONAL DISCLOSURE AND DBS CHECKLIST FORM
FFURFLEN DATGELIAD PERSONOL A RHESTR WIRIO'R BCT**

(To be completed by all Coaches, Officials, Staff & Volunteers) / *(I'w chwblhau gan bob Hyfforddwr, Swyddog, Aelod o Staff a Gwirfoddolwr)*

You have a right of access to information held on you and other rights under the Data Protection Act 1998. / *Mae gennych hawl i weld yr wybodaeth a gedwir andanoch chi a hawliau eraill dan Ddeddf Gwarchod Data 1998.*

PART A / RHAN A

Title / Teitl	First Name / Enw Cyntaf	Last Name / Enw Diwethaf	Any names by which you may have been known previously <i>Unrhyw enwau a ddefnyddiwyd gennych yn flaenorol</i>
Address / Cyfeiriad			
Post Code / Cod Post			
Date of Birth / Dyddiad Geni	Sex / Rhyw Male / Female* / Gwryw / Benyw*	Membership No. / Rhif Aelodaeth	

*Please delete as appropriate / *Dilëer fel y bo'n briodol*

Coach Level (if applicable) Lefel Hyfforddi (os yn berthnasol)	
Date of Qualification Dyddiad y Cymhwyster	
Venue / Lleoliad	
Referee Level (if applicable) Lefel Ddyfarnu (os yn berthnasol)	
Date of Course Dyddiad y Cwrs	
Venue / Lleoliad	
Position held within Wales Squash & Racketball (if applicable) Swydd a ddaliwyd Wales Squash & Racketball (os yn berthnasol)	

Current Club(s) Clwb(iau) Presennol	Position/ Swydd	Start Date/ Dyddiad Dechrau

CONFIRMATION OF IDENTITY (must be completed by a designated Club official) / **CADARNHAU HUNANIAETH (rhaid i swyddog penodol yn y Clwb gwblhau'r adran hon)**

I confirm that I have seen the following identification documents e.g. passport, driving licence, relating to this person:

Yr wyf yn cadarnhau fy mod wedi gweld y dogfennau adnabod a ganlyn e.e. pasbort, trwydded yrru, perthnasol i'r person hwn:

1st Document / **Dogfen 1af** No / **Rhif**

2nd Document / **2il Ddogfen** No / **Rhif**

Signature of club secretary or other designated officer / **Llofnod ysgrifennydd y clwb neu swyddog penodol arall**

.....

Print Name / **Enw Mewn Prif Lythrennau**

Date / **Dyddiad**

Club Details/Position / **Manylion/Swydd yn y Clwb**

.....

PART B – SELF DECLARATION / RHAN B – HUNAN-DDATGANIAD

Have you ever been convicted of or cautioned for any Criminal offences including driving offences (see Note below)? YES/NO*

A ydych wedi'ch canfod yn euog erioed neu eich rhybuddio am unrhyw droseddau cyfreithiol (gweler y Nodyn isod)? DO / NADDO*

If YES, please supply details. (Please use a separate sheet if necessary) / **Os DO, nodwch y manylion (defnyddiwch ddalen ar wahân os oes angen):**

.....

.....

.....

.....

NOTE: You are advised under the provisions of the Rehabilitation of Offenders Act 1974 (exceptions) Order 1975 as amended by the Rehabilitations of Offenders Act 1974 (exceptions amendment) Order 1986 that you should declare ALL convictions including spent convictions.

SYLWER: Fe'ch cynghorir dan ddarpariaethau Gorchymyn 1975 Deddf Adfer Troseddwyr 1974 (eithriadau) fel a ddiwygiwyd gan Orchymyn 1986 Deddf Adfer Troseddwyr 1974 (diwygiad eithriadau) y dylech ddatgan POB euogfarn, yn cynnwys y rhai a dreuliwyd.

Are you a person known to any social services department as being an actual or potential risk to children or vulnerable adults? YES/NO*

Ydych chi'n berson y mae unrhyw adran gwasanaethau cymdeithasol yn gwybod amdanoch fel risg gwirioneddol neu bosibl i blant neu oedolion bregus? YDW/NAC YDW*

If YES please supply details (Please use a separate sheet if necessary) / **Os YDW, nodwch y manylion (defnyddiwch ddalen ar wahân os oes angen):**

.....
.....

Have you had a Wales Squash & Racketball (or any other) disciplinary sanction relating to the abuse of children or vulnerable adults? YES/NO*

A ydych wedi cael gweithred ddisgyblu gan Sboncen Cymru (neu unrhyw un arall) mewn perthynas â cham-drin plant neu oedolion bregus? DO / NADDO*

If YES, please supply details. (Please use a separate sheet if necessary) / **Os DO, nodwch y manylion (defnyddiwch ddalen ar wahân os oes angen):**

.....
.....

Have you had a Wales Squash & Racketball (or any other) disciplinary sanction relating to any matter? YES/NO*

A ydych wedi cael gweithred ddisgyblu gan Sboncen Cymru (neu unrhyw un arall) mewn perthynas ag unrhyw fater? DO / NADDO*

If YES, please supply details. (Please use a separate sheet if necessary) / **Os DO, nodwch y manylion (defnyddiwch ddalen ar wahân os oes angen):**

.....
.....

*Delete as appropriate / **Dilëer fel y bo'n briodol**

IMPORTANT / PWYSIG

I hereby consent to Wales Squash & Racketball undertaking police and/or social services checks against me. / **Yr wyf trwy hyn yn rhoi caniatâd i Wales Squash & Racketball fy ngwirio gyda'r heddlu a / neu wasanaethau cymdeithasol.**

I undertake to inform Wales Squash & Racketball immediately upon arrest and/or being charged with/cautioned for any criminal offence. **Yr wyf yn addo rhoi gwybod i Wales Squash & Racketball ar unwaith os caf fy arestio a /neu fy nghyhuddo o / rhybuddio ynghylch unrhyw drosedd gyfreithiol.**

I understand that the information contained on this form, the results of police and social services checks and information supplied by third parties may be notified to my club/organisation and may be supplied by Wales Squash & Racketball to other persons or organisations that have an interest in safeguarding and protecting children and/or vulnerable adults. / **Yr wyf yn deall y gall yr wybodaeth a gynhwysir yn y ffurflen hon, canlyniadau'r heddlu a'r gwasanaethau cymdeithasol a'r wybodaeth a gyflwynir gan drydydd personau gael ei rhoi i'm clwb/sefydliad ac y gall gael ei chyflenwi i bersonau neu sefydliadau eraill sydd â diddordeb mewn diogelu ac amddiffyn plant a/neu oedolion bregus.**

Signed by the above named individual / **Arwyddwyd gan yr unigolyn a enwir uchod**

..... Date / **Dyddiad**

ENHANCED DBS CHECKLIST / UWCH-RESTR WIRIO'R BCT

Date of your enhanced DBS disclosure obtained via Wales Squash & Racketball / ***Dyddiad eich uwch-ddatgeliad BCT a sicrhawyd drwy gyfrwng***

.....

The Wales Squash & Racketball Safeguarding & Protecting Children Policy states that all Coaches must have an enhanced DBS disclosure which was obtained via an application made directly through Wales Squash & Racketball and which should be updated every 3 years. **PLEASE NOTE** that if you have an enhanced DBS disclosure that was issued by another organisation this does **NOT** meet the Wales Squash & Racketball criteria in the Safeguarding & Protecting Children Policy and Procedures.

Mae Polisi Diogelu ac Amddiffyn Plant Wales Squash & Racketball yn datgan bod raid i bob Hyfforddwr fod ag uwch-ddatgeliad gyda'r BCT a sicrhawyd drwy gyfrwng cais a wnaed yn uniongyrchol drwy gyfrwng Wales Squash & Racketball ac y dylid ei ddiweddarau bob 3 blynedd. SYLWER, os oes gennych uwch-ddatgeliad gyda'r BCT a wnaed gan sefydliad arall, NID yw hwn yn bodloni meini prawf Wales Squash & Racketball yn y Polisi a'r Gweithdrefnau Diogelu ac Amddiffyn Plant.

If you do not have an enhanced DBS disclosure, or you have one that was not issued as a result of an application made directly through Wales Squash & Racketball, we will send you an application form with full details of how to complete and return it.

Os nad oes gennych uwch-ddatgeliad y BCT, neu os oes gennych un na chafodd ei gyhoeddi o ganlyniad i gais a wnaed yn uniongyrchol drwy Wales Squash & Racketball, byddwn yn anfon ffurflen gais atoch gyda manylion llawn ynghylch sut i'w chwblhau a'i dychwelyd.

If you have any queries or require any further information please contact the Wales Squash & Racketball office. / ***Os oes gennych unrhyw ymholiadau neu os ydych angen unrhyw wybodaeth bellach, cysylltwch â swyddfa.***

PART C – PERSONAL DISCLOSURE DISCLAIMER / RHAN C – YMWADIAD DATGELIAD PERSONOL

To be completed only by Referees who are involved with Senior League Match refereeing duties only. / ***I'w gwblhau gan Ddyfarnwyr sy'n ymwneud â dyletswyddau dyfarnu Gemau Cynghrair Hŷn yn unig.***

I undertake not to have ANY involvement with Junior activities within Wales Squash & Racketball. / ***Yr wyf yn addo nad wyf yn ymwneud O GWBL â gweithgareddau iau yn Wales Squash & Racketball.***

Signed / ***Arwyddwyd***

Print Name / ***Enw Mewn Prif Lythrennau***

Date / ***Dyddiad***

When completed this form should be returned to: the Safeguarding & Protecting Children Lead Officer, Wales Squash & Racketball, Sport Wales National Centre, Sophia Gardens, Cardiff, CF11 9SW / ***Wedi ei chwblhau, dylid dychwelyd y ffurflen hon at: Y Prif Swyddog Diogelu ac***

Notes for using the Incident Report Form

This Incident Report Form is to be completed by the designated 'Club Welfare' officer within a squash club or organisation as, when and if incidents occur.

The form identifies the essential information that needs to be recorded if an incident occurs (i.e. there is a disclosure from a young player, or an allegation is made) and should be kept by the designated officer.

On receiving an allegation or disclosure, the designated officer should complete the form with the key witnesses involved.

If social services are involved, then a copy of the form should be sent to the case officer at social services, following a telephone report.

Please also ensure that a copy is forwarded to the Lead Safeguarding & Protecting Children Officer, Mike Workman at Wales Squash & Racketball. The Wales Squash & Racketball Safeguarding & Protecting Children Officer will hold definitive records in a safe and secure place. This will enable Wales Squash & Racketball to monitor incidents and develop best practice in the handling of incidents.

NB: All information of a personal and confidential nature should be held in line with data protection regulations.

THE WALES SQUASH & RACKETBALL INCIDENT REPORT FORM

Name of person making referral:	
Position of person	Date of referral:
Contact details of person making referral:	
Brief outline of reason for referral, giving date and time of incident:	

SECTION A: Please complete if referral is specifically related to a child/children

First Child's Name:	Second Child's Name:
Date of Birth:	Date of Birth:
First Child's Address:	Second Child's Address:
Parent / Carers Name and Address for First Child:	Parent / Carers Name & Address for Second Child:
Record exactly what child / person referring said (continue on a separate sheet if necessary).	
Actions taken:	

WALES SQUASH & RACKETBALL INCIDENT REPORT FORM

SECTION B: Please complete if referral is specifically related to a parent / staff member / volunteer in squash

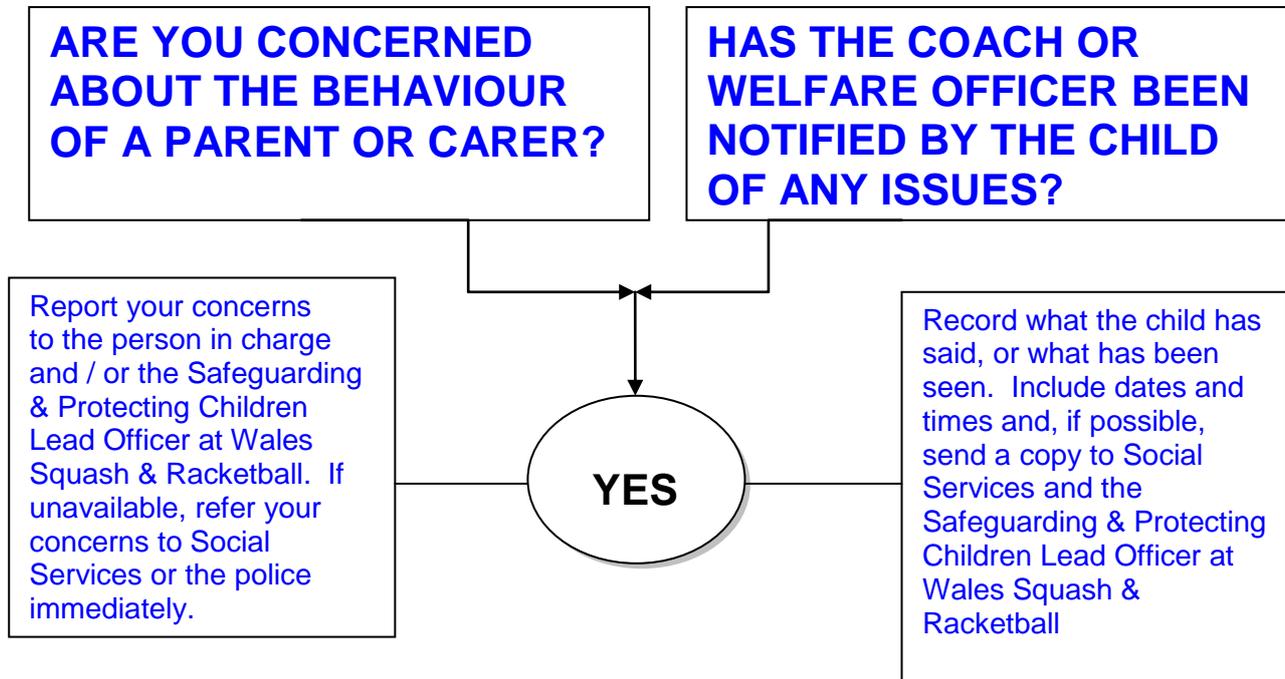
Persons name:	Age:
Address:	
Parents address if above named person is under 18:	
Club details / county / national details:	
Record nature of referral (continue on separate sheet if necessary).	
Actions taken:	

This form should be returned direct to:- The Safeguarding & Protecting Children Officer, Wales
Squash & Racketball, Sports Wales National Centre, Sophia Gardens, Cardiff, CF11 9SW.

APPENDIX A

QUICK GUIDE TO WALES SQUASH & RACKETBALL PROCEDURES

PART 1 – This section is designed to inform the most appropriate action in relation to concerns about either a parent or carer (e.g. outside the immediate squash environment).

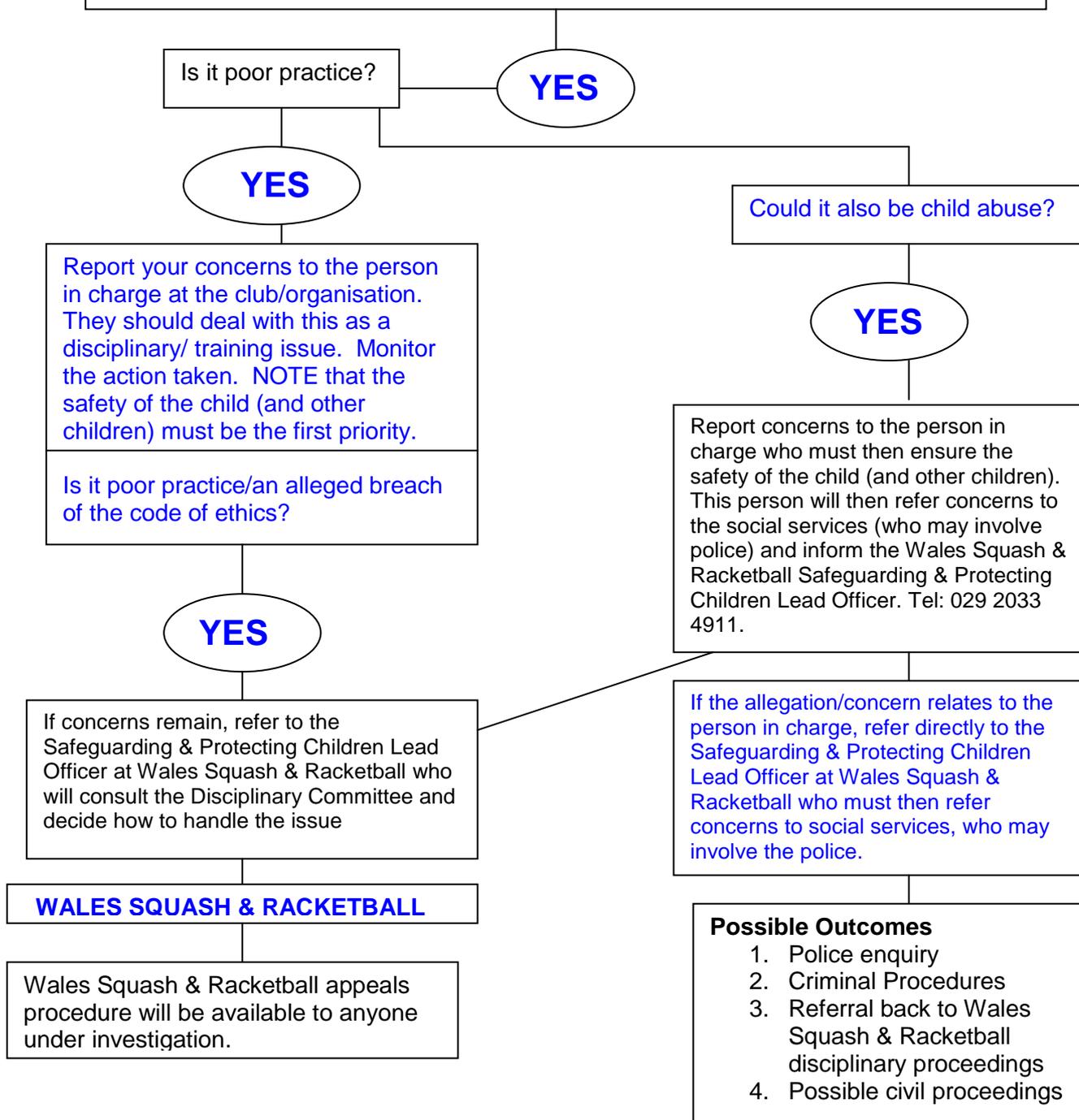


NB - Remember:

- Maintain confidentiality on a need to know basis ONLY.
- Ensure the person in charge follows up with Social Services.
- The person in charge should inform the Wales Squash & Racketball Safeguarding & Protecting Children Lead Officer (SG&PCLO)

PART 2 – This section is designed to inform the most appropriate action in relation to concerns about a member of staff or volunteer within squash.

ARE YOU CONCERNED ABOUT THE BEHAVIOUR OF A MEMBER OF STAFF OR VOLUNTEER IN SQUASH?



If you do not know who to turn to for advice or are worried about sharing your concerns with a senior colleague, you should contact Social Services direct (or the NSPCC on 0808 800 5000 or Childline on 0800 1111)

diogelu safeguarding
safonau standards



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