



Safeguarding Policy

1. Introduction

The Woodford Wells Club [hereafter referred to as 'the club'] is committed to the fundamental principle of protecting a person's right to live in safety free from abuse or neglect. This is developed and sustained through a positive culture of vigilance, implementing learned lessons from incidences and best practice whilst working in partnership with statutory agencies, partner services and organisations and our sport's governing bodies.

2. Scope and Purpose of the Policy

This policy and the associated procedures seek to ensure that the club undertakes its responsibilities to safeguard people consistently and effectively. It establishes a framework to support all those who come into contact with the club through our activities, events and trips in order protect them from abuse and maltreatment of any kind. It clarifies the club's expectations of all individuals working for and with the club including committee members, staff, volunteers, coaches, and club members.

The club's approach to safeguarding people will operate in line with the key principles of the European Convention of Human Rights and the Human Rights Act 1998, namely:

- Everyone has the right to live their lives free from coercion, intimidation, oppression and physical, sexual, emotional, or mental harm.
- Everyone has the right to a family life and privacy.
- Everyone has a right to confidentiality in respect of personal information, where this does not infringe the rights of other people.
- Everyone has the right to receive full and comprehensive information to allow them to make informed choices about their own circumstances.
- Everyone has the right to the protection of the law and full access to the judicial process and criminal justice system.

Putting these principles into practice means the club is committed to the principle that protecting a person at risk of abuse or neglect should be everyone's paramount concern.

All of our committee members, staff, volunteers, coaches, and club members have an ethical and professional duty of care to act if they:

- witness abuse;
- receive information about abuse, suspected abuse or concerns about the care or treatment of a person at risk of abuse or neglect; or
- have concerns or suspicions about possible abuse or inappropriate care.

The Adult & Child Protection and Safeguarding Policies and Procedures in Redbridge and procedures including criminal investigations override other organisational procedures such as disciplinary, complaints, investigations etc.



3. Breach of Policy and Procedures

For the club committee members, staff, volunteers, and coaches failure to adhere to this policy and all associated policies and procedures could lead to disciplinary action, including dismissal. For club members their relationship with the club may be terminated.

4. Definitions

An adult is a person who is aged 18

A child is a person who is under the age of 18.

An adult at risk of abuse or neglect as outlined in legislation¹ is an adult who:

- a. is experiencing or at risk of abuse or neglect; and
- b. has needs for care and support (whether or not the authority is meeting any of those needs); and
- c. as a result of those care and support needs is unable to protect themselves against abuse or neglect or the risk of it

A vulnerable adult is an adult that does not fit the criteria of an adult at risk but is someone who is believed to be experiencing or at risk of abuse or neglect but does not have care and support needs.

Abuse is the violation of a person's human, civil or legal rights by another person or persons. Abuse may be a single act, repeated acts and/or multiple acts. It may be physical, verbal, emotional or psychological. It may be perpetrated as a result of deliberate intent, negligence, or ignorance.

Abuse may be an Act of Omission: (failing to act) or neglect. Abuse may involve the person at risk of abuse or neglect being persuaded or forced to enter into a financial or sexual arrangement to which they have not, or cannot, understand or consent.

An abuser may be anyone who has contact with the person at risk of abuse or neglect. This may be a family member, carer, friend, professional staff, support staff, Adult Placement Carer, neighbour, volunteers, people in a position of trust, another service user.

For information on the categories and nature of abuse, and wider factors that can increase the vulnerability of a person refer to the [Safeguarding Procedures](#) document.

5. The Rights of Individuals

People who work for the club or come into contact with our activities, events or trips will be respected with regards their privacy, dignity, and independence. The club

¹ Social Services and Well-being (Wales) Act 2014; Care Act 2014



recognises that an individual's right to an independent life may sometimes include exposure to risk. In all situations of identified risk the club's staff will assess, manage, review, and minimise harmful situations.

The club will take account of the 'Six Key Principles'² that underpin all adult safeguarding work, namely:

- **Empowerment:** people being supported and encouraged to make their own decisions and informed consent.
- **Prevention:** It is better to take action before harm occurs.
- **Proportionality:** The least intrusive response appropriate to the risk presented.
- **Protection:** Support and representation for those in greatest need.
- **Partnership:** Local solutions through services working with their communities. Communities have a part to play in preventing, detecting, and reporting neglect and abuse.
- **Accountability:** Accountability and transparency in delivering safeguarding.

In addition, the club will take account of what children have said they want from an effective safeguarding system³, namely:

- **Vigilance:** to have adults notice when things are troubling them
- **Understanding and Action:** to understand what is happening; to be heard and understood; and to have that understanding acted upon
- **Stability:** to be able to develop an ongoing stable relationship of trust with those helping them
- **Respect:** to be treated with the expectation that they are competent rather than not
- **Information and Engagement:** to be informed about and involved in procedures, decisions, concerns, and plans
- **Explanation:** to be informed of the outcome of assessments and decisions and reasons when their views have not met with a positive response
- **Support:** to be provided with support in their own right as well as a member of their family
- **Advocacy:** to be provided with advocacy to assist them in putting forward their views
- **Protection:** to be protected against all forms of abuse and discrimination and the right to special protection and help if a refugee.

6. Safeguarding Governance: Roles and Responsibilities

The club is committed to providing support to all those involved with the organisation. A clear structure of safeguarding accountability supports everyone to understand their individual and collective responsibilities for safeguarding people.

² <https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

³ <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>



The club will ensure it has arrangements in place to fulfil its commitment and duty to safeguarding adults and children in accordance with legislation and statutory guidance.

General Committee

The General Committee Members play a vital role in ensuring that the club is legally compliant in order to manage the organisation's resources effectively and provide a long-term vision and protect the club's reputation and values. In order to fulfil these responsibilities, the General Committee Members may delegate some or all of these responsibilities to its sub committees, individual committee members, or the General Manager. The General Committee are responsible for:

- approving all safeguarding policies and supporting procedures.
- ensuring adequate resources are available for effective safeguarding practices and training.
- ensuring effective reporting and auditing processes are in place and that the same are regularly reviewed.
- receiving regular safeguarding reports from the General Manager
- developing a culture within the club that promotes effective safeguarding practices.

Management Team

The Management Team will ensure a commitment to safeguarding is integral in the delivery of all of the club's activities, events, and trips. They will ensure that:

- a safeguarding culture of vigilance is promoted and embedded in all areas of the club including with the organisation's partners.
- clear and effective communication pathways for safeguarding are shared with all staff, volunteers, coaches, and club members.
- proposed changes to safeguarding policies and supporting procedures are presented to the Sub Committee in accordance with the agreed cycle of policy review.
- the Named Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Leads (DDSLs) have sufficient resources in order that they may discharge their functions as outlined below.
- safe recruitment and selection practices of staff, volunteers, and coaches are implemented in accordance with the [Safer Recruitment Policy and Procedures](#).
- concerns and allegations against committee members, staff, volunteers, coaches, or members are investigated.

Named Designated Safeguarding Lead, (DSL) and Deputy Designated Safeguarding Leads (DDSLs)

The named DSL and Deputy DSL(s) are responsible for:

- Providing ready and accessible support and guidance to all staff on safeguarding matters.
- Managing all safeguarding reports / logs
- Reporting safeguarding concerns to the relevant statutory services
- Ensuring accurate records for all safeguard concerns
- Undertaking case management and reviews of serious incidents
- Supporting the quality and review function for all safeguarding concerns



- Supporting the implementation and auditing of policy and strategy in relation to safeguarding
- Ensuring that serious incidents relating to safeguarding are reported immediately and managed effectively
- Ensuring all safeguarding reports are kept securely and in line with all data protection requirements
- Communicating safeguarding updates across the organisation
- Supporting the delivery of safeguarding refresher training

The named DSL will also have lead responsibility for managing safeguarding allegations against employees and act as a liaison for statutory services during any criminal or safeguarding investigations.

They will work with all the appropriate sports governing bodies to inform of serious or untoward safeguarding incidents as appropriate.

Named Designated Safeguarding Lead

Name: Dan Arnot

Phone: 07391 600 128

Email: dan.arnot@woodfordwells.org.uk

Named Deputy Designated Safeguarding Lead(s)

Name: To be confirmed

Phone:

Email:

Staff, volunteers, coaches, and members

All have a shared responsibility to safeguard and promote the welfare of adults and children. Through the provision of regular training and communications, they will know how to recognise, respond to, report, and record any safeguarding concerns.

7. Preventing and Minimising Risk

The club will strive to minimise risks by:

- Using fair and rigorous recruitment, selection, and induction processes.
- Ensuring staffing levels can meet the needs of the club.
- Having effective means of communication that are open and understood by committee members, staff, volunteers, coaches, and members.
- Operating a safer culture of vigilance.
- Making sure that committee members, staff, volunteers, coaches, and members understand what constitutes abuse and what to do if they suspect it.
- Encouraging committee members, staff, volunteers, coaches, and members to raise concerns.
- Listening and responding to committee members, staff, volunteers, coaches, and members who raise questions about the delivery of our activities, events or trips.
- Discussing incidents or support issues routinely and openly with committee members, staff, volunteers, coaches, and members.
- Having efficient safeguarding recording and reporting systems in place, that are used and useful.



- Recording complaints and concerns and responding to them constructively.
- Routinely reviewing apparently isolated incidents to see if they reflect wider problems in the delivery of the club's activities, events, or trips.
- Having clear policies and procedures that committee members, staff, volunteers, coaches, and members understand and use.
- Ensuring that all committee members, staff, volunteers, and coaches receive training and, through supervision and monitoring of their work, develop their practice.
- Addressing poor practice and setting realistic safe working practice standards.
- Implementing robust monitoring and review systems.
- Working constructively and collaboratively with our sport's governing bodies, statutory bodies, other agencies, and the law.
- Supporting the prosecution of criminal acts as a deterrent to potential abusers.
- Referring people to the Disclosure and Barring Service (DBS).

Staff, Volunteers, and coaches will strive to minimise risks by:

- Working with each other and our members in an empowering way that respects their autonomy and civil rights to self-determination.
- Understanding what constitutes vulnerability and abuse and what to do if they suspect abuse.
- Taking immediate action when recognising or suspecting signs of abuse.
- Taking their responsibilities under the duty of care seriously.
- Discussing any support issues and concerns promptly with the DSL and/or with an appropriate person from the relevant sport governing body.
- Questioning practices that may be harmful or abusive and taking further action e.g., reporting concerns, whistle-blowing etc.
- Taking part in training and skills development.
- Giving and receiving feedback from colleagues in developing a learning and preventative culture.

8. Information Sharing

The Data Protection Act 2018 together with the General Data Protection Regulations 2018 (GDPR) place greater significance on organisations being transparent and accountable in relation to their use of data. All organisations handling personal data need to have comprehensive and proportionate arrangements in place for collecting, storing, and sharing information.

Committee members, staff, volunteers, coaches, and members must have due regard to the relevant data protection principles which allow them to share personal information.

Information which is relevant to safeguarding will often be data which is considered 'special category personal data', meaning it is sensitive and personal.

Where committee members, staff, volunteers, coaches, or members need to share 'special category personal data', they should be aware that the Data Protection Act 2018 includes, 'safeguarding of children and individuals at risk', as a condition that allows you to share information without consent.



Information can be shared legally without consent, if you are unable to, or cannot be reasonably expected to gain consent from the individual or if gaining consent could place a child or individual at risk of harm.

Relevant personal information can be shared lawfully if it is to keep a child or individual safe from neglect, physical, emotional, or mental harm, or if it is protecting their physical, mental or emotional wellbeing.

9. Reporting a Safeguarding Concern or Disclosure

committee members, staff, volunteers, coaches, and members have a duty to raise concerns about a person who is experiencing or at risk of abuse or neglect, without prejudicing their positions. All have a duty under the Public Interest Disclosure Act 1998 to report any suspicion or allegation of abuse, or if they have reason to believe someone is at risk of abuse.

Referrals of suspected abuse or allegations of abuse regarding a child or adult should be made in accordance with the club's **Safeguarding Procedures** document.

10. Whistleblowing

The Public Interest Disclosure Act 1998 introduced protection for workers from reprisals for disclosing information in the public interest. It emphasises the importance that the role 'whistle-blowing' can play in deterring and detecting malpractice and abuse of children and adults at risks.

The club will promote practical arrangements for whistleblowing to enable all committee members, staff, volunteers, coaches, and members to voice their concerns, made in good faith, without fear of repercussion. Any person who uses the **Whistleblowing Policy** will be made aware that their employment rights, where relevant, are protected.

Committee members, staff, volunteers, coaches, and members will be supported in this individual responsibility to bring matters of concern to the attention of senior management and/or relevant external agencies. This is particularly important where the welfare and safety of children and adults is at risk.

As a club we will:

- Ensure appropriate whistleblowing policies in place
- Ensure clear procedures for dealing with allegations against committee members, staff, volunteers, coaches, and members
- Encourage and support people to report any behaviour by committee members, staff, volunteers, coaches, and members that raises concern regardless of source.

11. Safer Recruitment and Selection

The club is aware of its responsibility for ensuring that it carries out appropriate safer recruitment practices for all positions within the organisation. The Safeguarding Vulnerable Groups Act 2006 requires that the club carry out specific vetting checks.



The recruitment and selection of all staff, volunteers, or coaches will comply with current legislation and safeguarding guidance. This means that all new positions will clearly state in the vacancy advertisement and candidate information pack the need to undergo all necessary and relevant vetting checks relevant to the role.

For further information refer to the club's [Safer Recruitment Policy and Procedures](#) document.

12. Complaints

All complaints that are received about the conduct or behaviour of the club's committee members, staff, volunteers, coaches, and members will be dealt with according to the club's [Complaints Policy and Procedure](#).

If a complaint is identified as a potential safeguarding concern, then the Safeguarding Policy and Procedures will be followed.

13. Monitoring and Quality Assurance

The club is committed to striving for excellence in the provision of all its activities, events, and trips. We do this by actively monitoring and reviewing the safeguarding systems in place. In addition, this policy and all associated safeguarding policies and procedures will be review on an annual basis to ensure they remain reflective of current safeguarding legislation, statutory guidance, and best practice.

14. Linked Policies and Procedures

This safeguarding policy and associated safeguarding procedures are linked to the following policies, procedures and documents and therefore should be read in conjunction:

- Anti-Bullying and Harassment Policy
- Code of Conduct
- Complaints Policy
- Online Safety and Communication Policy
- Safer Recruitment Policy and Procedures
- Whistleblowing Policy

Date of Last Review	August 2022	Owner	WWC Committee
Review Period	Annual	Date of Next Review	August 2023



Appendix A

Sport's Governing Bodies

Cricket

[The England and Wales Cricket Board \(ECB\)](#)

Lord's Cricket Ground, London NW8 8QZ

Tel: +44 (0)20 7432 1200

Hockey

[Hockey England](#)

Email - safeguarding@englandhockey.co.uk

Report any safeguarding concerns

Alison Hogg – Ethics and Welfare Manager

Email – alison.hogg@englandhockey.co.uk

Phone – 01628 897500 / 07738 644171

Report any safeguarding and DBS concerns

Sara Davies - Ethics and Welfare Administrator

Email - sara.davies@englandhockey.co.uk

Phone - 01628 896834

Short Mat Bowls

[English Short Mat Bowling Association \(ESMBA\)](#)

ESMBA Lead Officer for Safeguarding and Welfare Advice.

Lynn Dean

lynn@esmba.co.uk

01258 817432

Squash

[England Squash](#)

National Squash Centre

Manchester

M11 3FF

Tel: 0161 231 4499

Table Tennis

[Table Tennis England](#)

Bradwell Road

Loughton Lodge

Milton Keynes

MK8 9LA

01908 208860 – (Safeguarding Option 3)

Tennis

[Lawn Tennis Association \(LTA\)](#)

LTA Central and East Safeguarding Officer: Melissa Miller – Email

melissa.miller@lta.org.uk

[Essex Tennis](#)

Essex Tennis Safeguarding Officers: Joanne White – Email

joanne@essextennis.org.uk

Mike Jones – Email mikejones@essextennis.org.uk