Capitol Squash and Racketball Club

Capitol Squash Academy

Safeguarding Policy 2026-2027

Introduction
Capitol Squash and Racketball Club along with England Squash is committed to creating and maintaining a safe and positive environment and accepts our responsibility to safeguard the welfare of all children and young people involved in Squash at our club in accordance with the Children's Act 1989/2004.

At Capitol Squash and Racketball Club we recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment where children are respected valued, and they can recognise when they are at risk and how to access help when they need it. We are alert to the signs of abuse, neglect and exploitation and follow our procedures to ensure that children receive effective support, protection, and justice. The procedures contained in this policy apply to all members, visitors/guests and volunteers.

Members and coaches will maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, we will always act in the best interests of the child, and if any member of our club has a safeguarding concern about any child or adult, they should act immediately.

Our core safeguarding principles are:

- **Prevention**: positive, supportive, safe culture for children. DBS checks for all coaches.
- **Protection**: following the agreed procedures, ensuring all coaching staff are trained and supported to recognise and respond appropriately and sensitively to protection and safeguarding concerns.
- **Support**: for all children and members where appropriate specific interventions are required for those who may be at risk of harm.
- **Working with parents and other agencies**: to ensure timely, appropriate communications and actions are undertaken when safeguarding concerns arise.

For the purposes of this policy and procedures a child, young person is referred to as a 'child' and they are normally under 18 years of age. Wherever the term 'parent' is used this includes birth parents and other adults who are in a parenting role, for example stepparents, foster carers and adoptive parents. Staff refers to all those working for or on behalf of the school, full time, or part time, temporary or permanent, in either a paid or voluntary capacity.

Safeguarding and promoting the welfare of children is defined as:

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing impairment of children's mental and physical health or development

- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- promoting the upbringing of children with their birth parents, or otherwise their family network
- through a kinship care arrangement, whenever possible and where this is in the best interests of the children
- taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework.

Child protection refers:

- To the activity that is undertaken to protect specific children who are suspected to be suffering, or likely to suffer, significant harm. This includes harm that occurs inside or outside the home, including online.

Our Squash Club recognise children's diverse circumstances and are committed to the legal responsibilities under the Equality Act 2010. As a club we understand that children, regardless of their background, could be a victim of abuse and therefore are entitled to the same degree of protection and support regardless of any barriers they may face.

Signs and Indicators of Abuse

Abuse can take place in any context and by all manner of perpetrator. In squash, abuse may be inflicted by anyone in the club that a child or young person comes into contact with. Our club members, workers, volunteers or coaches may suspect that a child or young person is being abused. There are many signs and indicators that may suggest someone is being abused, these include but are not limited to:

- Unexplained bruises or injuries – or lack of medical attention when an injury is present.
- Person has belongings or money going missing
- Different adults collecting and dropping off, without prior notice
- Person is not attending / no longer enjoying their sessions
- Someone losing or gaining weight / an unkempt appearance
- A change in the behaviour or confidence of a person.
- They may self-harm.
- They may have a fear of a particular group or individual
- They may tell you / another person they are being abused – i.e. a disclosure.

Safeguarding Procedures

What to do if you have a concern or someone raises concerns with you

All members are encouraged to report any concerns that they have and not see these as insignificant. A referral is justified by a single incident such as an injury or disclosure of abuse. More often however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect.

Guidance on responding to a child disclosing abuse.

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

- Stay calm
- Listen carefully to what is said
- Do not promise to keep secrets
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others. NB: If the child is Fraser/Gillick competent (i.e. they have a good understanding of the situation and are intelligent enough to deal with the situation on their own.) then the instance should be passed onto the welfare officer who will decide whether or not to inform parents or guardians if the young person doesn't comply.
- Allow the child to continue at her/his own pace.
- Only ask questions for clarification purposes.
- At all times avoid asking questions that suggest a particular answer.
- Reassure the child that they have done the right thing in telling you.
- Tell them what you will do next and with whom the information will be shared.
- Record in writing what was said using the child's own words as soon as possible.
- Note date, time, any names mentioned and to whom the information was given and ensure that the record is signed and dated. Use the incident referral form from England Squash.

Changing Rooms and Shower Facilities

1. Where facilities are used by both adults and children at the same time there must access to separate changing, showering and toilet areas.
2. Adult coaches/volunteers must not change or shower at the same time as children and young people using the same facilities
3. For mixed gender activities, separate facilities must be available for boys and girls.
4. When children use changing rooms, they should be supervised by two members coaches/volunteers. Older teenagers may not require any supervision however a club may wish to have an appropriately recruited adult within the vicinity of the changing facilities to ensure their welfare is monitored.
5. If a child feels uncomfortable changing or showering in public then no pressure should be placed on them to do so. Instead, they should be encouraged to do so at home.
6. If children with disabilities use your club, make sure they and their carers are involved in deciding how they should be assisted. Make sure the child or young person is able to consent to the assistance that is offered.
7. The use of mobile phones and/or photographic equipment by club members, parents and young people is not prohibited within areas where children and young people are changing/ showering.

8. Where no changing facilities are available children and young people, parents and travelling clubs should be made aware prior to the game and advised to make alternative arrangements and to take appropriate additional clothing.

Photography/Filming

You can't film or take photos of any children at the Capitol Squash Club without the parent or carer's written consent. Consent may be withdrawn at any time. Mobile phones must not be used in the changing room facilities when children are present.

Who to report to

If you have a concern about a child, please report to any of the club's coaches or the Safeguarding Officer (Darren McCann 07507020231). If you are concerned about an adult please report to any committee member or the above named Safeguarding Officer.

Incident Referral Form

Your name:

_____

Your position (e.g. parent, coach, volunteer):

_____

Your contact details (e.g. telephone, email address):

_____

_____

If the concern or allegation relates to behaviour/actions towards a Child, Young Person or Ault at Risk please complete the following details:

Your knowledge of and relationship to the Child, Young Person or Ault at Risk:

_____

Name of Child or Young Person:

_____

Address if known:

_____

_____

Date of birth of Child or Young Person:

_____

If the concern or allegation relates to the behaviour/actions of a Coach/Official/Volunteer/Other (please delete) please complete the following details:

Your knowledge of and relationship to the **C**oach/Official/Volunteer/Other (please delete):

_____

Name of Coach/Official/Volunteer/Other (please delete):

_____

Address if known:

_____

_____

Date(s), time(s) and location(s) of the incident(s):

_____

_____

_____

_____

Nature of the concern or allegation:

_____

_____

_____

Observations made by you or to you (e.g. description of visible bruising, other injuries, child's or young person's emotional state, behaviour/actions towards a Child or Young Person etc):

Note: Make a clear distinction between what is fact, opinion or hearsay)

_____

_____

_____

Exactly what the Child or Young Person said and what you said (Remember, do not lead the Child or Young Person – record actual details. Continue on separate sheet if necessary).

_____

_____

_____
_____

Actions taken so far:

_____
_____
_____

External agencies contacted (date/ time and contact):

_____
_____
_____

Police: YES/NO If Yes, where:

_____

Name and contact number:

_____

Details of advice received:

_____

Social Services: YES/NO If Yes, where:

_____

Name and contact number:

_____

Details of advice received:

_____

England Squash: YES/NO If Yes, where:

_____

Name and contact number:

_____

Details of advice received:

_____

Local Authority: YES/NO If Yes, where:

_____

Name and contact number:

_____

Details of advice received:

_____

Other (e.g. NSPCC, childline) Which:

_____

Name and contact number:

_____

Details of advice given:

_____

Print Name:

_____

Signed: _____ Date:_____

If the incident has been reported to Social Care, a copy of this form must be sent to Social Services within 24 hours of the telephone report.

Remember, to maintain confidentiality on a need to know basis and only share it if it will protect the child or young person. Do not discuss this incident with anyone other than those who need to know.

Please complete and return a copy of this form to safesquash@englandsquash.com
This Referral Form is to be completed by the Welfare Officer responsible for children and young people within a squash club or organisation as, when and if incidents occur.
This 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 person.

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

England Squash will hold definitive records in a safe and secure place. This will enable England Squash to monitor incidents and develop best practice in the handling of incidents.