

HEALTH & SAFETY POLICY

Child Welfare Policy

At Timperley Sports Club we believe that taking part in our sports should be a positive and enjoyable part of children's lives. We want to make sure that children are protected and kept safe from neglect, physical, sexual and emotional harm while they are with the club's coaches, helpers and volunteers.

To do this we have these aims.

1. To require all sections to nominate and advise the Club Secretary of a senior / experienced Adult member or coach to be responsible for Child Protection issues who will be known as the 'Cricket/Mens & Womens (2) Hockey/Lacrosse/ Child Welfare Officer'. This informal working group maintains regular contact exchanging information that may be useful to other sports sections and the club as a whole.
2. One member of the above group will be nominated as the 'Club Junior welfare Officer' and become the single point of reference in matters relating to child protection reporting directly to the Clubs Executive Committee.
3. Any reported incident will be treated with the highest degree of seriousness; the club will support and protect anyone reporting suspicions. The first point of contact should be the respective 'Child Welfare Officer' within the appropriate sports section, or alternatively the Club Welfare Officer. The Club Chairman and/or Club Secretary are then to be notified as soon as is practicably possible.
4. An agreed contact detail of all Child Welfare Officer will be displayed on posters and distributed throughout the clubs membership. A comprehensive list of sections child Welfare officer contact details will be kept within the Health & Safety File in the Club Office.
5. The club will encourage and help each sections coaches to stay up to date with sports coaching and child protection issues and Clubmark requirements. Each of the clubs sports sections may wish to extend this policy by the adoption of other procedures and practices as advised by their respective National Governing Organisation
6. Roles within the junior sections will be fulfilled in accordance with the Clubs Recruitment Policy.
7. All active* coaches and volunteer will be given a copy of the club's Health and Safety Policy including Volunteers Principle: code of practice and be expected to keep to it at all times.
8. We will provide parents with a basic guide to our club as it relates to this policy.
9. We will establish a system of keeping written records of attendance, parental consent and accidents.
10. We will maintain a written health and safety policy covering fire procedures, facility and sport risks, telephone access and first aid and emergency procedures.
11. As a club we will promote respect, dignity, equity and inclusion as "fair play".
12. The club will provide accredited training for the Club Manager and sections Child Welfare Officers to recognise and deal with any concerns about physical, sexual, emotional abuse and neglect within the club.

* Active coaches/volunteers refer to individuals who have completed the clubs volunteers' competency form.

HEALTH & SAFETY POLICY

Recruitment Policy

In accordance with Clubmark requirements and NGB Policy, the Club recognises the need for a robust Recruitment Policy for roles within the junior sections organisation.

The Club regularly identifies, and advertises among Club members and Parents of juniors, the need to recruit volunteers to contribute to the ongoing development of both junior and senior sections of the club.

The Club follows sections NGB recommendations as to which roles require CRB checks, however sections should consider the suitability of the checks.

The Club is mindful of the fact that too demanding a procedure is likely to result in volunteers changing their minds, and the section committees reserves the right to decide on the level of 'interview' and 'references' it chooses dependent on its existing knowledge of the potential volunteer.

Therefore, a long-standing player or parent will be recruited in a different way than a complete stranger.

In either case, the Club recognises that Child Welfare is paramount, and will act accordingly.

The Recruitment Policy identifies the following procedure;

1. Advertise the roles needing recruits.
2. Identify individuals to fill these roles.
3. Confirm their suitability for the role.
4. Explain the remit and limitations of each role.
5. CRB as required.
6. Organise course attendance as required.
7. Ensure a mentor or overseer, certainly initially.

If the volunteer is unknown to the club, the following extra steps will be added.

1. Explain the process and why it is required
2. Establish previous experience, through a letter of application to the section.
3. Ask for photographic proof of identity.
4. Identify previous club and reason for the move.
5. Contact referees or previous club for reference.
6. CRB check
7. Monitor progress.

Any other steps will be taken as seen fit by Child Welfare Officer or Committee.

*A requirement for ECB & England Hockey Clubmark accreditation

HEALTH & SAFETY POLICY

Bullying- Guidelines

Bullying is the use of aggression with the intention of hurting another person and results in pain and distress to the victim. The types of bullying to be aware:

- Emotional,
- Physical,
- Racist,
- Sexual,
- Homophobic,
- Verbal
- Cyber/technological.

Any suspicions or reports of bullying by any young person(s) or adult(s) will be dealt with in confidence and in compliance with the Clubs Child Protection Policy and NGB recording and reporting procedures.

The emotional and physical harm of being bullied can have serious and last effects on an individual. Early signs of bullying must be stopped immediately and coaches and managers should follow the guidelines identified below.

Action to help the victim & prevent bullying in sport:	Action towards the bully*:
<ul style="list-style-type: none"> ▪ Take all signs of bullying very seriously. ▪ Encourage all children to speak and share their concerns and tell someone in authority. Create an open environment. ▪ Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully separately. ▪ Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else. ▪ Keep records of what is said: (what happened, by whom, when). ▪ Report any concerns to the sections Child Welfare Officer (wherever the bullying is occurring) 	<ul style="list-style-type: none"> ▪ Talk with the bully(ies), explain the situation, and try to get the bully to understand the consequences of their behaviour. ▪ Seek an apology to the victim(s). ▪ Inform the bully's parents. ▪ Provide support for the victim's coach. ▪ Impose sanctions as necessary. ▪ Encourage and support the bully to change behaviour. ▪ Hold meetings with the families to report on progress. ▪ Inform all organisation members of action taken. ▪ Keep a written record of action taken. ▪ Most 'low level' incidents will be dealt with at the time by coaches and volunteers. ▪ If the bullying is severe (serious assault), or if it persists despite efforts to deal with it, incidents should be referred to the Club Child Welfare Officer

HEALTH & SAFETY POLICY

Transport of Children/ Junior Members

Parents/carers and volunteers help with transporting children to away fixtures. The Club is very grateful for this help. In managing these arrangements the club would like to put in place sensible measures to ensure the safety and welfare of young people carried in parents and volunteers cars.

For those parents who are not transporting their child to away matches they need the following information;

- Coach/ managers contact details
- Contact details of the away fixture

Drivers must:

- Hold a valid driving license for the type of vehicle being driven
- Be fit to drive
- Have no medical conditions which affect their ability to drive
- Have a valid MOT for any vehicle older than 3 years old
- Ensure that the vehicle is road-worthy
- Ensure that any vehicle has current road tax
- Maintain valid insurance, third part liability (as minimum)

Safety

- Drive in accordance with the highway code at all times
- Do not consume alcohol or drugs
- Ensure that all passengers wear seat belts at all times
- Drive safely
- Carry the number of passengers applicable to the number of seats in the vehicle
- The car is fitted with seat belts and all passengers must wear the belts
- Parents should supply booster seats with their child if appropriate

Safeguarding Young People

- Sections may determine that regular drivers undergo CRB checks
- If the driver is the only adult, all children should sit in the back seats wherever practically suitable to do so.
- Distribute contact telephone number between parents/carers & team managers/ coaches.
- Team managers should record the children traveling in each car.
- If a child is playing in a senior match, all the above still applies.

HEALTH & SAFETY POLICY

Photographic & Recorded Images Policy

Timperley Sports Club recognises the need to ensure the welfare and safety of all young people. In accordance with the clubs child protection policy and national governing body guidelines, we will not permit photographs or other images of young people to be taken without the consent of the parents/carers and the child (over 12) involved.

Timperley Sports Club will take all necessary steps to ensure that any images produced are used solely for the purpose they are intended. The photographs maybe used in the clubs publications, displayed around the clubhouse and local schools to promote and celebrate the sporting activities at Timperley.

The clubs principles on images being taken are:

- Prior parental/carer consent must be obtained before any images can be taken
- If images are consented, do not publicise the child's full name, age or the location of the event
- To take images during a match, the opposition must be informed of the clubs intentions, and the consent of the opposition parents must be obtained (in accordance with their clubs policy)
- The photographers must be clearly identifiable and have a valid CRB clearance check
- Images should be during playing actions or celebrations and all participating individuals should be in appropriate kit.
- On NO occasion can photographic images be taken of children without the consent of the parents, carer or those children in social/foster care.
- To safe guard the photographer, restrain from taking photos of the team with the children who cannot be filmed/photographed.
- Individuals wishing to take photographs of their children must be known by the club, and these individuals must be indicated to the opposing managers and coaches. If the managers/coaches do not consent to parents taking photographs that person must accept their wishes.
- All strangers taking images must be challenged.
- During events/tournaments at the club it is recommended that prior consent be obtained from all teams entering the competition and the organisers establish a camera registration for parents and coaches to complete.
- Any concerns should be reported to the team managers and or the sections Child Welfare Officer.
- Any inappropriate issue of images will be dealt with in accordance with the Clubs and NGB reporting and disciplinary procedures.