

## Additional CBLTSC Safeguarding Guidance

- 1) In addition to the CBLTSC Safeguarding Policy, the club requires some specific guidance due to the nature of our club.
  - 2) Please see below additional information on unsupervised children at the club; use of the changing room/toilets; and travel to fixtures with juniors.
  - 3) Any questions or concerns should be raised to our safeguarding/ welfare officers; Chris Babbington on 07793 749048 and Darren Sear on [Darrensear@icloud.com](mailto:Darrensear@icloud.com).
  - 4) In addition, safeguarding contacts for the LTA, England Squash and Buckinghamshire Council's First Response Team are included in the clubs Safeguarding Policy and repeated at the end of this document. In an emergency contact the Police on 999.
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### Safeguarding Points of Contact

- 5) **Club POCs.** The club's safeguarding/ welfare officers are: Chris Babbington on 07793 749048 and Darren Sear on [Darrensear@icloud.com](mailto:Darrensear@icloud.com).
  - 6) **Buckinghamshire Council POCs**
    - a) To report a concern about a child in Buckinghamshire call the Buckinghamshire Council First Response Team Telephone: 0845 4600001 Local Rate: 01296 383962. The First Response Team has a 24-hour emergency number for calls outside office hours. Out of Hours Emergency Social Work Team: 0800 999 7677.
    - b) To report a concern about a vulnerable adult in Buckinghamshire please inform Buckinghamshire Council Safeguarding Adults team. During Office Hours: 0800 137 915. Outside office hours 0800 999 7677. E-mail [ascfirstresponse@buckinghamshire.gov.uk](mailto:ascfirstresponse@buckinghamshire.gov.uk).
  - 7) **LTA.** LTA safeguarding can be contacted via email [safeguarding@lta.org.uk](mailto:safeguarding@lta.org.uk) and concerns can be reported via an online form: <https://safeguardingconcern.lta.org.uk/>.
  - 8) **England Squash.** England squash safeguarding can be contacted via email [safesquash@englandsquash.com](mailto:safesquash@englandsquash.com) or telephone 0161 438 4302.
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### CBLTSC Club Policy on Unsupervised Children

- 9) CBLTSC strives to ensure that all children are safeguarded from abuse and have an enjoyable tennis/squash experience. This section sets out the CBLTSC policy for supervision of children.

10) It is everyone's responsibility at CBLTSC to be alert for child protection issues. Refer if necessary to the club's Safeguarding Policy.

11) **Parent's responsibility.** At CBLTSC, parents or carers are responsible for their own child, or, by agreement, their relatives' or friends' children. This constitutes a private arrangement outside the responsibility of the club.

12) Children of primary school age should never be left unsupervised by a parent/carer whilst at this venue and outside of venue sessions (such as coaching lessons or camps) even if there are other adult venue members or staff present. If the parent/carer is unable to supervise their child, arrangements need to be made by the parent/carer to designate an alternative adult to supervise. The venue and child must be aware of any such arrangements.

13) **Arriving and leaving a venue alone.** Children of primary school age should not be allowed to arrive at or leave the venue alone.

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### **CBLTSC Club Policy on the use of changing rooms/toilets**

14) CBLTSC strives to ensure that all children are safeguarded from abuse and have an enjoyable tennis/squash experience. This section sets out the CBLTSC policy for the acceptable use of the club's changing rooms/toilets (this does not apply to the disabled toilet which will be an alternative when groups are using the changing rooms/toilets).

15) It is everyone's responsibility at CBLTSC to be alert for child protection issues. Refer if necessary to the club's Safeguarding Policy.

16) A child is defined as anyone under the age of eighteen. In addition to its formal Safeguarding Policy the club has developed the guidance in this document, consistent with the Child Protection in Sport Unit of the NSPCC, for the use of its changing rooms/toilets by children. The guidance applies to everyone using the club (both members and visitors alike), and takes into account the impracticability of the club itself (unlike eg large leisure centres) providing supervision in the changing rooms/toilets.

a) Primary school aged children must at all times be accompanied by an adult in the changing rooms/toilets.

b) For children of secondary school age, parents and carers themselves must judge whether it is safe and appropriate for them to use the changing rooms/toilets unaccompanied, basing this on the child's general developmental maturity and awareness of the potential risks. Parents and carers must take the responsibility of arranging supervision if it is needed.

c) Every attempt will be made to allow groups of visiting children to have sole use of changing rooms/toilets.

- i) To deal with formal schools training, notably the daily sessions for Dr Challoner's Grammar School students run by the Club Coach, a specific protocol is in place (see below).
- ii) During junior tournaments/events the changing room/toilet areas will only be available to juniors.
- d) Adult staff, coaches or volunteers must not change or shower at the same time as children using the changing rooms.
- e) Mixed gender groups of children will have access to separate changing rooms/toilets, or use the same changing room/toilets but at different times.
- f) If we are made aware that a child or adult self-identifies as a gender that differs from the gender they were assigned at birth, we will work with them and their parents/carers (where it relates to a child) to make reasonable adjustments to changing/toilet arrangements to suit their needs. Since we are a club with limited facilities it may not be possible to cater for all eventualities although we will do our utmost to support all members.
- g) Photographic equipment, including cameras on mobile phones and other electronic devices, must not be used in changing rooms at any time. In addition, mobile phones must not be used when children are present.
- h) Where no changing facilities are available children, parents/carers and travelling teams/players will be made aware prior to the game and advised to make alternative arrangements and to take appropriate additional clothing e.g. tracksuits etc.

#### 17) **Arrangements or Challoner's afternoon training**

- a) Boys arrive at around 4.00pm for the 4.15pm sessions. They change in the men's changing rooms but are asked to ensure first that no adult members are present. The coach will place a sign on the door informing members that the boys are using the changing rooms/toilets until they have all left.
  - b) During their sessions the boys are asked to put their uniforms and bags at the back of Court Four, rather than leaving anything in the changing room. They will then not need to return to the changing rooms after the session, with the exception of A level students, who may have left their suits in the changing room. They should first check that there are no adult members in the changing rooms, and if required wait for them to leave, before collecting their suits.
  - c) **Note to members.** Adult members are asked to respect the minor inconvenience of not using the men's changing rooms between 4.00pm and 4.15pm.
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## **CBLTSC policy on children travelling to team matches**

18) Where a child is travelling to an away match, it is the responsibility of the child's parent/carer to be responsible for taking their child to the particular venue. It is not the responsibility of the Coach.

19) However, it is possible to make appropriate private travel arrangements between parents/carers (such as a family friend or other known parents of the children travelling) to transport your children to a match.

20) We recommend that no child should travel with another adult, other than their parent/carer, alone in the car, and ideally there should be 2 adults in each car.

21) The children should not be left at a venue alone and a designated person from CBLTSC should always be aware of where the children are, of any changing rooms at the venue and ensure that no child is left alone at a venue, with 2 adults always in attendance whenever possible. No child should return home with a person that has not been agreed in advance with the parent/carer of a child.

22) For these arrangements, a child is defined as any child under the age of 16. Specific arrangements are required for any match or event that requires a hotel stay and any such trips requires specific approval from a club Welfare Officer.

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