

Chairman:  
C J Davies  
Calais Farm  
Aston Road  
Bampton  
Oxon, OX18 2AF  
Tel: 07796 756817

Hon. Secretary:  
G J Hoskins  
45 Sandhills Crescent  
Solihull  
West Mids  
B91 3UE  
Tel: 07833 600230

Hon. Treasurer:  
M P Powell  
Welches  
Bentley  
Farnham  
GU10 5HZ  
Tel: 01420 22107

## Eton Fives Association (EFA)

### Safeguarding and Child Protection Policy

#### Contents

Definitions .....	2
Safeguarding .....	2
Children .....	2
Staff .....	2
Regulated activity .....	3
What is abuse? .....	4
Physical abuse .....	4
Sexual abuse.....	4
Emotional abuse.....	4
Neglect .....	4
Bullying and poor practice.....	4
Safeguarding policy .....	4
Statement .....	5
Aims.....	5
EFA recognises that:.....	5
Procedures .....	6

Raising a concern.....	7
Reporting.....	8
How to report your concern.....	8
Safeguarding Contacts .....	8
EFA Incident Report Form .....	9
Appendix A: Pupil Image Policy.....	11
Appendix B: EFA Risk Assessment .....	13

The EFA is committed to reviewing its Safeguarding policy and good practice. This policy was written in March 2018 and will be reviewed either annually or more frequently if required.

## Definitions

### Safeguarding

Protecting children from maltreatment; preventing impairment of children’s health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.’ (From Keeping Children Safe in Education [KCSIE] [Sept 2016]).

### Children

Children are defined in the Children Act 1989 as people under the age of 18 years. For the purposes of this policy the legal definition applies.

### Staff

For the purpose of this document, the term “staff” include all paid EFA employees, all volunteer event organisers, all volunteers and all officials who attend events throughout the year.

### Regulated activity

The statutory definition of Regulated Activity applies to this policy. In summary, this means teaching, training, instruction, care or supervision of children, carried out by the same person frequently (once a week or more often) or on four or more days in a 30 day period, or overnight AND the individual carrying out the activity of teaching, training or instructing is unsupervised (except for paid roles in specified places). (From: Defining supervision and regulated activity – sport and recreation sector guidance January 2017).

## What is abuse?

There are four main types of abuse: physical, sexual, emotional and neglect. An individual may abuse or neglect a child directly or may be responsible for abuse by failing to prevent another person harming that child.

### Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Examples of physical abuse in sport include extreme physical punishments; forcing a child into training and competition that exceeds the capacity of his or her immature and growing body, or limitations of a disability; assaulting a person; or where the child is given drugs to enhance performance or in the case of a child, delay puberty.

### Sexual abuse

Sexual abuse involves forcing a child to take part in sexual activities, which may involve inappropriate touching, penetrative or non-penetrative sexual acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual photographic or online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

### Emotional abuse

Emotional abuse is the persistent maltreatment of a child such as to cause severe and persistent adverse effects on their development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing them from participating in normal social interaction. Emotional abuse may involve a child seeing or hearing the ill-treatment of another as well as serious bullying, causing children to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may also occur alone. Examples of emotional abuse in sport include subjecting children to constant criticism, name-calling, and sarcasm or bullying. It could also include their regular exclusion from an activity, non-selection for a team, failing to rotate squad positions or more subtle actions such as staring at or ignoring a child. Putting players under consistent pressure to perform to unrealistically high standards is also a form of emotional abuse.

### Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. Neglect may involve a parent failing to provide adequate food, clothing and shelter (including exclusion from home or abandonment), failing to protect a child from physical and emotional harm or

danger, or to ensure adequate supervision (including the use of inadequate care-givers) or to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. Examples of neglect in sport could include: not ensuring children are safe, exposing them to undue cold or heat or unsuitable weather conditions, or exposing them to unnecessary risk of injury.

### Nb Bullying

Bullying is often considered to be a fifth type of abuse but when it does occur it usually has elements of one or more of the four categories identified. The bully can be a parent who pushes too hard, a coach or manager with a 'win at all costs' attitude or another intimidating child. It should also be recognised that bullying can take place in the virtual world of social networking sites, emails or text messages. Bullying should not be ignored and the victim should be supported through what can be a traumatic experience. Bullying will not just go away. Bullies can be very cunning and develop strategies to avoid it being seen by anyone but the victim. Bullying takes many forms but ultimately it is the perception of the victim that determines whether or not they are being bullied rather than the intention of the bully. There are opportunities to bully at any event but it is the way that incidences are dealt with which makes the difference between life being tolerable or becoming a misery for the victim.

### Nb Poor practice

Incidents of poor practice arise when the needs of children are not afforded the necessary priority, compromising their wellbeing. Poor practice can easily turn into abuse if it is not dealt with as soon as concerns are raised or reported. Examples of poor practice may be shouting, excessive training, creation of intra-club 'elite squads', ridicule of players' errors, ignoring health and safety guidelines and failing to adhere to the club's code of conduct.

## Safeguarding policy

### Statement

The EFA is committed to protecting the health, safety and well-being of all children at its events. The EFA has stringent and active measures in place in order to provide a safe environment for all children at events.

Safeguarding is everyone's responsibility and therefore all staff have a mandatory responsibility to act in accordance with this policy.

All schools also have a responsibility to ensure that their children are aware of their school's safeguarding procedures and protocols.

This policy should be read alongside EFA:

- Code of practice for teachers/coaches (Appendix A)
- Code of practice for officials (Appendix B)

- Code of practice for competitors (Appendix C)
- Code of practice for parents/spectators (Appendix D)
- Pupil image policy (Appendix E)
- Risk Assessment (Appendix F)
- Anti-Bullying Policy (Appendix G)

### Aims

We will put children's best interests first by:

- Protecting children at EFA events at all times.
- Providing EFA staff with appropriate and regular safeguarding training..

### The EFA recognises that:

- The welfare of the child at our sports events is paramount, as enshrined in the Children Act 1989.
- Safeguarding is everyone's responsibility, particularly regarding reporting concerns.
- The rights, dignity and worth of all young people should always be respected.
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of harm or abuse
- Some children are additionally vulnerable which may be due to disability, language, sexual orientation, culture or for the fact that they perform in an elite environment. It is therefore important to raise awareness of additional risks and address needs, as required.
- This safeguarding policy is only effective when EFA works in partnership with all schools who attend our events.
- It is everyone's responsibility to report abuse but it is the responsibility of child protection experts to determine whether abuse has taken place.
- Statutory agencies have a role in safeguarding young people and information should be shared with them as appropriate.

### Procedures

The EFA seeks to keep children and young people safe by:

- Valuing, listening to and respecting all children.

- Appointing a designated safeguarding officer (DSL) and a deputy safeguarding officer, and a lead board member for safeguarding.
- Ensuring all organisers complete a risk assessment of the event, including identifying any roles that will be carried out by officials or volunteers that are deemed regulated activity.
- Publishing the EFA Safeguarding Policy and Safeguarding Training Presentation on its website so that it is available for all coaches, volunteers, competitors and parents to read.

All members of the Board and Official EFA Tournament organisers must confirm that they have read and understood the Safeguarding advice given in this policy and in the EFA Safeguarding Training presentation.

- Recording and storing information professionally, securely and in accordance with regulation.
- Using our safeguarding procedures to share concerns and relevant information with schools.
- Using our procedures to manage any allegations against staff appropriately.
- Creating and maintaining an anti-bullying environment.
- Ensuring all health and safety measures are adhered to in accordance with the law and regulatory guidance.

### **Raising a concern**

If a child discloses information to you at an event, you should:

- Stay calm
- Reassure them that they are not to blame
- Avoid making promises of confidentiality or outcome
- Keep questions to a minimum
- Make brief, accurate notes at the earliest opportunity
- Report concerns immediately to the designated safeguarding lead and give them as much information as possible.

As a member of staff, if you have any suspicions or concerns about the safety or welfare of a child at an event, you must pass these on to the EFA's DSL and to the relevant school's DSL as soon as possible.

If a child is in immediate danger or is at risk of harm, a referral should be made to the police and / or children's social care immediately. Anyone can make a referral. Where referrals are not made by the EFA's DSL, the EFA's DSL and the DSL of the relevant school should be informed as soon as possible that a referral has been made.

### How to report your concern

All concerns should be recorded in writing. If in doubt about recording requirements, staff should discuss with the EFA's DSL. Please complete the form below and give it to the EFA's DSL.

#### Safeguarding Contacts

EFA Designated Safeguarding Lead (DSL)

Name: Mandie Barnes

Email: [Mandie\\_101@btinternet.com](mailto:Mandie_101@btinternet.com)



### Cause for Concern Form

Name:

Date of birth:

Ethnicity:

Any disability or special needs:

What are your concerns about the pupil? Please provide a description of any incidents or observations including dates and times.

1. What have you observed and when? Include anything you have personally witnessed. Be clear about what is fact and what is your opinion.

2. What have you been told and when? Include anything the child or another person has told you. Use exact words if possible. Be clear about who has said what.

3. What have you heard and when? Include any information you have heard from a third party relating to the concern.

. What action have you taken in response to this concern? Have you contacted anyone else in relation to the concern? If the parent(s)/carer(s) have not been contacted, please explain why.

5. If the child has a physical injury, have you sought medical advice? Has the child received any medical attention in relation to the injury?

Date and time of this record:

Your name (please print):

Your position or job title:

Your signature:

Now give this record to the DSL or equivalent.

Date and time received by the DSL

## Appendix A

### Pupil Image Policy

This policy sets out EFA's approach to the use of photographic images supplied to the association by member schools, and the taking of images by EFA staff and professional photographers for EFA sports events.

It outlines the key principles we adhere to in managing the receipt, use, and publication of such images. It does not cover the use of pupil images in individual schools; member schools are advised to determine their own school policy based on statutory guidance, good practice and the specific needs of their school environment.

Why we publish images:

As part of our service to member schools, we use images of pupils and school activities, including images taken at sports events by EFA staff and / or professional photographers, to promote the work of the association and the benefits of membership.

We may publish images as follows:

- On the EFA website
- On any of EFA' official social media accounts, including Facebook.
- Within in-house publications, such as newsletters

We never pass any images on to third parties, nor do we authorise their use in other publications. We will not use images for any other purpose without having first received confirmation that the consent of the pupil or his or her parent(s) has first been obtained.

EFA will comply with its data protection obligations under the Data Protection Act 1998 and GDPR regulation from May 2018, when processing personal data in such circumstances.

Consent: All schools should have their own policy in place covering the use of pupil images.

Schools should handle images according to their obligations under the Data Protection Act 1998. When a member school shares a pupil image with EFA, with an assumption that the image will be published, the Association reasonably assumes that the member school has passed on the image in good faith and in accordance with their own agreed policy on the taking and handling of images.

EFA will seek confirmation from member schools that the wishes of parents restricting or refusing the use of images of their children are respected. Where parents are happy for their child's image to be supplied to EFA, we will also obtain written confirmation from the relevant member school(s) that parents have given their informed consent to such.

Whenever consent is required we will require confirmation that consent has been obtained from parents, unless the pupil is of sufficient maturity and understanding to provide their informed consent.

Photography at EFA sports events:

EFA staff may take photographs at sports events, for use by the association in the ways listed above.

We avoid close-up pictures of individual children, unless a pupil is being recognized for a specific individual achievement, and specific parent/pupil consent to such has first been obtained.

We ensure electronic images are stored confidentially and securely and are accessed only by those EFA staff with authority to do so.

We will never show, copy, or give an image to any unauthorised person.

We do not publish the full name of the school, unless the school has indicated it would like us to do so.

We will avoid using the first and last name of a pupil.

## Appendix B

### EFA Sport – Risk Assessment

<b>What are the risks?</b>	<b>Assess The Risk</b>	<b>Evaluate the Risk</b>	<b>List Further Action</b>
List significant hazards which may result in serious harm	List who may be harmed and how seriously	How likely is it that the hazard could cause harm? Are there any existing Controls?	List proposed action and the person responsible for it
Organisers, officials and volunteers finding themselves in regulated unsupervised activity with children.	Any children at the event. The main organiser of the competition will check their workforce and ensure areas at the event are kept separate for the children e.g. separate toilets and changing rooms. EFA Sports Event Coordinator (SEC) will check the organisers DBS.	All staff or adults who are responsible for the care and wellbeing of children at EFA events must be fully compliant with Keeping Children Safe in Education 2016 and have undertaken the appropriate checks. It is the school's responsibility to ensure compliance. All organisers within schools are covered under these guidelines. The majority of qualified officials will have received safeguarding training and a DBS check through the respective National Governing Body when completing their officials training.	In instances where the officials do not have a DBS check, the organiser of the event will assess whether the role that the official will fulfil at the event will be regulated activity or not. If it is not regulated activity, they are permitted to officiate at the event without a DBS check. If they will be in regulated activity at the event, the organiser must inform EFA who will carry out a DBS check on the official, via a licensed school, in plenty of time of the event. The same applies to volunteers at the event – the organiser will assess the role via their Risk Assessment and if the volunteer will be in regulated activity during the event, EFA will carry out a DBS check on them. Separate changing

			facilities and toilets for competitors and parents/officials should be provided.
The smooth running of the event.	Anybody attending the event	Sufficient and additional cover in place for the running of tournaments.	In the event of the absence of an EFA official school teachers and coaches must satisfy themselves and each other there that there is sufficient expertise with safeguarding training to both run the event and ensure the safety of children
Use of photography at EFA events	Any children at the event	Schools must agree to the EFA photo policy when entering the event online.	Schools must highlight any children who do not wish to be photographed when booking.
Injuries	Competitors – as well as spectators and organisers	EFA tournament organiser to decide if courts are dangerous or unplayable.  EFA organiser and school staff to have first aid training.	Emergency Services to be called if required.
Potential catastrophe at the event e.g. a fatal injury, a terrorist attack etc	Anybody attending the event	A member of EFA will generally be at the event to assist.	Schools teachers, Coaches and parents of children to take responsibility for care and protection of their children.  EFA media manager will handle any media/press.