

Hickling Snooker Club Policy Statement Children and Adults at Risk

Hickling Snooker Club is not affiliated to any national snooker organisation. The Club wishes to ensure that any Children and Adults at Risk (C&AAR) who might come into the club are provided with a safe and secure environment and every reasonable effort will be made to protect them from harm.

- A Child in the UK is anyone under the age of 18 years.
- An Adult at Risk in the UK is anyone over the age of 18 years who by reason of physical/ learning disabilities, old age, mental health needs (including dementia), long-term illnesses etc cannot protect themselves from harm or exploitation

Because all attendance at the club is informal* and there are currently no activities or training organised by the club for C&AAR, there is no requirement for any members of the club or its committee to be DBS checked. Should this change then any volunteers regularly organising events for C&AAR will be required to be DBS checked if a risk assessment deems this appropriate. Details of these procedures are noted in the attached safeguarding procedures document.

The Committee have agreed that children and young people between the ages of 14 and 16 can **only** attend the club under the close supervision of a responsible adult (18yrs+) who must be a member of HSC. The child's parent/carer must be made aware by their child of their attendance at the club and the parent/carer must know in advance and agree the identity of the responsible adult. The provision of a responsible adult will not be the responsibility of HSC, rather the nomination of the responsible adult and the subsequent duty of care lies entirely with the parent/carer.

The Committee have agreed that young people between the ages of 16 and 18 can attend the club unsupervised. However, the young person's parent/carer must be made aware by the young person that they are attending the club, and the parent/carer must agree that the duty of care lies entirely with them to ensure the safety of their child. The parent/carer can arrange for the young person to be accompanied by someone of their choice who is an adult member of HSC if they wish to do so. It is not the responsibility of the club to arrange this.

Under no circumstances shall a person under the age of 18 years be given or allowed or encouraged to consume alcohol whilst on the club's premises.

The Committee will appoint a C&AAR Safeguarding Officer who will be given information to enable them to monitor compliance with this Policy. The C&AAR Safeguarding Officer will be suitably experienced and trained to enable them to support and guide any person who has identified a C&AAR problem through the necessary procedures.

The Committee will ensure that club members are provided with information and guidance to enable them to report concerns.

*Attendance at the club is informal and ad hoc. However entry is via an electronic key card system which records entrance details of the card holder.

Hickling Snooker Club recognises its duty of care to provide a safe environment for Children and and Adults at Risk HSC recognises that abuse can take many forms, whether it be physical abuse, emotional abuse, sexual abuse, financial abuse or neglect. HSC is committed to protect C&AAR from harm. All members of HSC should accept and recognise their responsibilities to develop awareness of the issues which cause C&AAR harm

HSC believes that:

- The welfare of C&AAR is essential.
- All C&AAR, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to safeguarding from abuse.
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately.
- All members of HSC should be clear on how to respond appropriately.

HSC will ensure that:

- All C&AAR will be treated equally and with respect and dignity.
- The duty of care to C&AAR will always be put first.
- Bullying will not be accepted or condoned.
- All adult members of HSC will provide a positive role model
- Action will be taken to stop any inappropriate verbal or physical behaviour.
- It will keep up-to-date with health & safety legislation.
- It will keep informed of changes in legislation and policies for safeguarding C&AAR.
- It will hold a register if C&AAR are involved in activities run by HSC and will retain a contact name and number close at hand in case of emergencies.

HSC has C&AAR safeguarding procedures which accompany this policy.

HSC has a dedicated C&AAR Safeguarding Officer, who is in charge of ensuring that the C&AAR safeguarding policy and procedures are adhered to.

That person's name is: Terry Cotton

Their Contact number is: 01692 598919

This policy will be regularly monitored by the Management Committee of HSC and will be subject to annual review

CHILDREN AND ADULT AT RISK SAFEGUARDING PROCEDURES
To be provided electronically to all members
and placed on the club's web page

1. Managing and recording suspicions or allegations of abuse

Suspicion of abuse

- If anyone suspect abuse of a C&AAR while attending HSC, they must make this known to the person with responsibility for C&AAR safeguarding. If they suspect that the person with responsibility for C&AAR safeguarding is the source of the problem, they should make their concerns known to the Chairman of the HSC management committee.
- Anyone with concerns should make a note of what was witnessed as well as their response, in case there is follow-up in which they are involved.
- If a serious allegation is made against any member of HSC, they will be suspended and excluded from the club immediately until the investigation is concluded.

Disclosure of abuse

If a C&AAR confides in that abuse has taken place you should:

- Remain calm and in control but do not delay taking action.
- Listen carefully to what has been said. Allow the C&AAR to tell you at their own pace and ask questions only for clarification. Don't ask questions that suggest a particular answer.
- Don't promise to keep it a secret. Use the first opportunity you have to share the information with the person with responsibility for C&AAR safeguarding.
- Make it clear to the C&AAR that you will need to share this information with others.
- Make it clear that you will only tell the people who need to know and who should be able to help.
- Reassure the C&AAR that 'they did the right thing' in telling someone.
- Tell the C&AAR what you are going to do next.
- Speak immediately to the person with responsibility for C&AAR safeguarding. It is that person's responsibility to take action, not yours. They will liaise with the relevant authorities, usually social services or the police.
- As soon as possible after the disclosing conversation, make a note of what was said, using the C&AAR's own words. Note the date, time, any names that were involved or mentioned, and who you gave the information to. Make sure you sign and date your record.

Recording of disclosures by the Safeguarding Officer

- In all situations the details of an allegation or reported incident will be recorded by the Safeguarding Officer, regardless of whether or not the concerns have been shared with a statutory C&AAR safeguarding agency.
- An accurate note shall be made of the date and time of the incident or disclosure, the parties involved, what was said or done and by whom, any action taken to investigate the matter, any further action taken eg. suspension of an individual, where relevant the reasons why the matter was not referred to a statutory agency, and the name of the persons reporting and to whom it was reported.
- The record will be stored securely and shared only with those who need to know about the incident or allegation.

Rights & Confidentiality

- No matter what might be felt about the accusation, both the alleged abuser and the C&AAR who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998. Remember also that any possible criminal investigation could be compromised through inappropriate information being released.
- In criminal law the Crown, or other prosecuting authority, has to prove guilt and the defendant is presumed innocent until proven guilty.

2. Managing sensitive information

- HSC will not take, publish or store any photographs or images of C&AAR.

3. Accidents

- To avoid accidents, volunteers and C&AAR will be advised of "house rules" regarding health and safety and will be notified of any areas that are out of bounds.
- C&AAR will be advised of suitable clothing and footwear
- If a C&AAR is injured while using the premises the injury will be recorded in HSC's accident book.
- If a C&AAR joins an activity with an obvious physical injury a record of this will be made in the accident book. This record can be useful if a formal allegation is made later and will also be a record that the C&AAR did not sustain the injury while participating in an activity.

4. DBS Disclosures

- In the future, if HSC believes it needs to obtain DBS disclosures for volunteers or other personnel, it will inform the individual of the necessary procedures and the level of disclosure required. A Standard disclosure will apply for anyone with supervised access to C&AAR. An Enhanced disclosure will be required for anyone with unsupervised access.
- In these circumstances HSC will have a written code of practice for the handling of DBS disclosure information.
- HSC will ensure that information contained in the disclosure is not misused.

5. Responsibilities of HSC if ever organising an event specifically for C&AAR

**HSC does not currently have any events or training sessions for C&AAR.
Should this ever change the following will apply**

If organising an activity for C&AAR HSC will:

- Undertake a risk assessment and monitor risk throughout the process.
- Identify at the outset the person with designated responsibility for C&AAR safeguarding.
- If appropriate engage in effective recruitment of chaperones and other individuals with responsibility for C&AAR, including appropriate vetting
- Ensure that C&AAR are supervised at all times.
- Know how to get in touch with the local authority social services, in case it needs to report a concern.

Responsibilities of parents at the event

- HSC believes it to be important that there is a partnership between parents and HSC. Parents are encouraged to be involved in the activities of HSC and to share responsibility for the care of C&AAR. All parents will have access to a copy HSC's C&AAR Safeguarding Policy and procedures.
- All parents have the responsibility to collect (or arrange collection of) their C&AAR. It is NOT the responsibility of HSC to take C&AAR home.

Unsupervised contact at the event

- HSC will attempt to ensure that no adult has unsupervised contact with C&AAR.
- If possible there will always be two adults in the room during C&AAR activities.
- If unsupervised contact is unavoidable, steps will be taken to minimise risk. For example, activity will be carried out in a public area, or in a designated room with a door open.
- If it is predicted that an individual is likely to require unsupervised contact with C&AAR, he or she may be required to obtain a DBS disclosure.

Physical contact at the event

- All adults will maintain a safe and appropriate distance from C&AAR.
- Adults will only touch C&AAR when it is absolutely necessary in relation to the particular activity.
- Adults will seek the consent of the C&AAR prior to any physical contact and the purpose of the contact shall be made clear.

Signed _____
On behalf of the HSC

Name:

Date:

Position:

Signed -----
Child and Adult at Risk Safeguarding officer

Date

Review Date 30th January 2027