



ENGLISH SUBBUTEO ASSOCIATION

SAFEGUARDING POLICY

1. Policy statement

The English Subbuteo Association (ESA) is committed to prioritising the well-being of all children and adults at risk, promoting safeguarding at our events and in our affiliated clubs at all times. This Policy seeks to minimise risk, deliver a positive experience for everyone and respond appropriately to all safeguarding concerns and disclosures.

2. Terminology

Child: a person under the age of eighteen years.

Adult at risk of abuse or neglect: a person aged eighteen years or over who is, or may be, in need of community care services by reason of disability, age or illness; and is, or may be, unable to take care of, or unable to protect him or herself against abuse or neglect.

Safeguarding children: protecting children from abuse and neglect, preventing the impairment of children's health or development, ensuring that they grow up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children to have the best life chances.

Safeguarding adults at risk: protecting adults from abuse and/or neglect. Enabling adults to maintain control over their lives and make informed choices without coercion. Empowering adults at risk, consulting them before taking action, unless someone lacks the capacity to make a decision, or their mental health poses a risk to their own or someone else's safety, in which case, always acting in his or her best interests.

Regulated activity: is a legal term defining activities in which Disclosure & Barring Service (DBS) checks are required (DBS was previously CRB). The activity within the definition that relates to ESA is the training, instruction and care for or supervision of children (except if the person undertaking the activities is under regular supervision) if carried out by the same person frequently or overnight.

3. Scope

This policy applies to the following people ('volunteers'):

Club principal: a person who manages a club and is responsible for recruiting and monitoring other volunteers;

Club organiser: a person who organises and supervises events for club members;

Club coach: a person that assumes responsibility for coaching other players;

Tournament organiser: a person responsible for organising a tournament open to non-club members;

Team captain: a person responsible for supervising a team that competes in an event who may also be responsible for transport and for arranging accommodation.



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4. Policy summary

Safeguarding affects the activities of the ESA in three main ways:

- The affiliation of clubs;
- The recruitment and monitoring of volunteers;
- The disclosure of safeguarding concerns.

5. Club affiliation

It is the function of the ESA board to approve affiliation of clubs to the ESA. Clubs are separately constituted from the ESA, have no obligation to affiliate to the ESA and are therefore outside of the control of the ESA other than to the extent that the ESA can impose requirements for affiliation. It must be noted that not all clubs will necessarily have children or vulnerable adults as members.

Notwithstanding the above, the ESA will encourage clubs to affiliate and to expand their membership to include children and others. Clubs that choose to affiliate will be required to adopt the ESA Code of Conduct. Clubs that have members who are, or receive applications for membership from, children or vulnerable adults will also be required to comply with this Safeguarding Policy.

In addition, the ESA will take steps to ensure that the *Club principal* is a fit and proper person to run a club that has children or vulnerable adults as members. These steps will depend on a risk assessment but will typically include:

- An interview with the principal;
- Taking references as to character;
- Training regarding safeguarding obligations.

6. Volunteers

This section applies to the procedures that the ESA will adopt for any volunteers working directly for ESA. It also sets out the procedures that clubs are expected to adopt as part of their affiliation obligations.

It is important to note that volunteering to work with children or vulnerable adults is means of gaining access to children for those with inappropriate intentions.

The nature of safeguarding measures insofar as they relate to volunteers depends on risk assessment. For clubs, the *Club principal* is responsible for undertaking such an assessment for any coaches, team captains or other volunteers that the club appoints. In most cases, volunteers will not be allowed to be with children unsupervised and therefore do not meet the definition of 'regulated activity' that requires a DBS check.



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Volunteers (contd)

If club volunteers are indeed not allowed to be alone with children or vulnerable adults unsupervised, the following measures may be sufficient to ensure the safety of those children and vulnerable adults:

1. A recruitment process that includes
 - A written role description;
 - Submission of a declaration form from the volunteer;
 - A formal interview;
 - Taking references as to suitability for the role;
 - Induction that includes a discussion of safeguarding procedures and requirements.
2. A supervision process that includes:
 - A defined probationary period for new volunteers of 3-6 months followed by a formalised performance review;
 - Regular review of performance (at least annually) including interviews with children or adults who come into contact with that person.

7. Disclosure of safeguarding concern

A safeguarding concern is any information that raises concern that a child is at risk of abuse or neglect. Abuse and neglect can take many forms.

Children or vulnerable adults may open up about matters that raise a safeguarding concern to any adult they come to trust, including ESA volunteers or participants in ESA or club events. It is every adult's responsibility to be aware of children's safety and to report concerns. The ESA Code of Conduct sets out the obligations to identify, and procedures for reporting, safeguarding issues.

To repeat the reporting procedures set out in the Code:

- report any concerns you have about the wellbeing of any child or vulnerable adult to the club organiser or event organiser (as appropriate) and also to the ESA Welfare Officer, Tim Bowen on 07565 545191 or tim.bowen@informationfocus.co.uk.
- report risk of significant harm immediately to the children's social care team at the relevant local council (contact details can be found via www.gov.uk/report-child-abuse-to-local-council); if you think the child or vulnerable adult requires immediate protection call 999.

If the disclosure relates to any participant or volunteer in an ESA or club event, in addition to disclosure set out above, that person must be referred immediately to the ESA's or club's disciplinary procedure (as appropriate). Depending on the outcome of the disciplinary procedure that person may be banned for life from an involvement with the ESA or affiliated clubs, and may be subject to a barring request preventing that person working with children or vulnerable groups.



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8. Breaches of policy

This policy is essential to support the ESA's objective to ensure the well-being of vulnerable groups and to encourage younger and diverse players into the sport. All those associated with the ESA and its affiliated clubs are expected to abide by this policy.

Any person who is in breach of the requirements of this policy will be referred to the ESA's disciplinary procedures.

The term 'whistleblower' is used for those people who have safeguarding concerns that they do not believe are properly addressed by those responsible in their club or at the event. Whistleblowers must raise their concerns directly with the ESA Welfare Officer.

The ESA will not tolerate any harassment, victimisation or unfair treatment of, and will take appropriate action to protect, whistle blowers when they raise a concern in good faith.

9. Review

This policy will be reviewed every two years. The date for the next review is September 2020.