

Adult Safeguarding Policy

West Chiltington Croquet Club

Version: 1.0

Approved by: Club Committee

Approval Date: 27 August 2026

Review Date: 27 August 2027

1. Policy Statement

West Chiltington Croquet Club is committed to providing a welcoming, inclusive and safe environment for all members, visitors and volunteers.

The Club recognises that every adult has the right to participate in croquet free from abuse, neglect, discrimination, harassment, intimidation or exploitation. We are committed to promoting the welfare and wellbeing of all adults, particularly adults who may have care and support needs or who may be at greater risk of harm.

Safeguarding is everyone's responsibility. All members, committee members, volunteers and coaches are expected to play their part in protecting adults from harm and in creating a respectful club culture.

2. Purpose

This policy aims to:

- Promote the safety and wellbeing of all adult members.
- Prevent abuse, neglect and inappropriate behaviour.
- Provide clear procedures for reporting safeguarding concerns.
- Ensure concerns are responded to promptly and appropriately.
- Promote a culture of dignity, respect and inclusion.

3. Scope

This policy applies to:

- All club members.
- Committee members.
- Volunteers.
- Coaches and instructors.
- Officials.
- Visitors participating in club activities.
- Contractors working on behalf of the Club.

It applies during:

- Club sessions.
- Competitions.
- Social events organised by the Club.
- Coaching activities.
- Away fixtures and tournaments.
- Any activity undertaken in the name of the Club.

4. Principles

The Club will:

- Treat every person with dignity and respect.
- Promote equality, diversity and inclusion.
- Listen to adults and respect their wishes wherever possible.
- Take all safeguarding concerns seriously.
- Respond proportionately and appropriately.
- Work with statutory agencies where necessary.
- Maintain confidentiality while sharing information when required to protect someone from harm.

5. Who May Be at Greater Risk?

An adult may be at greater risk if they:

- Have care and support needs.
- Have a physical disability.
- Have a learning disability.
- Experience mental ill health.
- Are frail due to age or illness.
- Experience substance misuse.
- Are socially isolated.
- Experience domestic abuse or coercive control.

Having care and support needs does not automatically mean someone is unable to safeguard themselves. Each situation should be considered individually.

6. Types of Abuse

Safeguarding concerns may involve:

- Physical abuse.
- Emotional or psychological abuse.
- Sexual abuse.
- Taunting
- Financial or material abuse.
- Neglect or acts of omission.
- Discriminatory abuse.

- Organisational or institutional abuse.
- Domestic abuse.
- Modern slavery.
- Self-neglect.

Abuse may occur once or repeatedly and may be deliberate or unintentional.

7. Responsibilities

Club Committee

The Committee will:

- Promote safeguarding throughout the Club.
- Adopt and regularly review safeguarding policies.
- Appoint a Club Safeguarding Officer.
- Ensure concerns are managed appropriately.
- Support volunteers in carrying out safeguarding responsibilities.

Club Safeguarding Officer

The Safeguarding Officer will:

- Act as the first point of contact for safeguarding concerns.
- Maintain confidential safeguarding records.
- Seek advice where appropriate.
- Refer concerns to the relevant authorities when necessary.
- Liaise with the Club Committee and governing body.

Your Club Safeguarding Officer is

Name: Alan Smith

Email: storringtonsmith@gmail.com

8. Expected Standards of Behaviour

Everyone involved with the Club should:

- Treat others with courtesy and respect.
- Respect personal boundaries.
- Use appropriate language.
- Challenge discrimination and bullying.
- Respect confidentiality.
- Encourage an inclusive environment.

- Report concerns promptly.

Unacceptable behaviour includes:

- Bullying.
- Harassment.
- Intimidation.
- Discrimination.
- Taunting
- Sexual harassment.
- Abuse of power.
- Inappropriate physical contact.
- Offensive language.
- Online abuse or cyberbullying.

9. Responding to Concerns

If someone is in immediate danger:

- Contact the emergency services immediately.
- Ensure your own safety.
- Inform the Club Safeguarding Officer as soon as possible.

If a safeguarding concern is disclosed:

- Stay calm.
- Listen carefully.
- Take the concern seriously.
- Do not promise absolute confidentiality.
- Avoid asking leading questions.
- Record what has been said as accurately as possible.
- Report the concern promptly to the Club Safeguarding Officer.

Do not investigate the matter yourself.

10. Reporting Procedure

Concerns should be reported as soon as possible to:

1. The Club Safeguarding Officer.
2. If unavailable, the Club Chair.
3. If necessary, the relevant local authority Adult Social Care team or the police.

Where there is immediate risk of serious harm, emergency services should be contacted without delay.

11. Confidentiality

Information relating to safeguarding concerns will only be shared with those who need to know in order to protect an individual or comply with legal obligations.

Safeguarding records will be stored securely and handled in accordance with applicable data protection legislation.

12. Recruitment and Training

The Club will:

- Recruit volunteers responsibly.
- Carry out Disclosure and Barring Service (DBS) checks where roles require them.
- Encourage safeguarding awareness training for coaches
- Review safeguarding procedures regularly.

13. Equality, Diversity and Inclusion

The Club is committed to ensuring that everyone is treated fairly regardless of:

- Age
- Disability
- Sex
- Gender reassignment
- Marriage or civil partnership
- Pregnancy or maternity
- Race
- Religion or belief
- Sexual orientation

Discrimination or harassment will not be tolerated.

14. Online Communication

Members should:

- Communicate respectfully.
- Avoid abusive or offensive comments.
- Respect privacy.
- Avoid sharing personal information without consent.
- Report inappropriate online behaviour.

The Club reserves the right to take action where online behaviour affects the welfare of members or the reputation of the Club.

15. Record Keeping

The Safeguarding Officer will maintain confidential records including:

- Date and time of concern.
- Person reporting.
- Details of concern.
- Actions taken.
- Referrals made.
- Outcome where known.
- Records will be retained securely in accordance with legal requirements.

16. Review

This policy will be reviewed annually or sooner if:

- Legislation changes.
- National governing body guidance changes.
- Learning from safeguarding incidents indicates amendments are needed.

Declaration

West Chilton Croquet Club is committed to safeguarding adults and creating a safe, respectful and enjoyable environment for everyone participating in croquet.

All club members are expected to familiarise themselves with this policy and comply with its requirements.