



CHILD SAFEGUARDING POLICY

Definitions

1. For the purposes of this policy:
 - a. A child is someone under the age of 18 years.
 - b. A parent is any adult who has on-going responsibility for a child. The term, therefore, includes guardians, etc.

Principles

2. The CA's goal is to enlarge the number of people who play croquet and to increase participation by children. Every child who takes part in the sport should be able to participate in an enjoyable and safe environment.
3. The Croquet Association is committed to the following safeguarding principles:
 - a. The safeguarding of children is the responsibility of the CA and everyone in it.
 - b. All children have the right to protection from all forms of harm and abuse, irrespective of their age, culture, disability, sex, language, race, schooling, family background, religious belief or gender identity.
 - c. Children have the right to express views on all matters which affect them.
 - d. We will comply with all legal requirements for the safeguarding of children.

Everyone's Responsibilities

4. All CA Members should:
 - a. Be aware of the need to safeguard children (i.e., all under 18 years old).
 - b. Be good role models both in play and other croquet activities.
 - c. Be aware of, and comply with, the [CA Codes of Safeguarding Conduct](#).
 - d. Know how to contact their Local Safeguarding Officer (LSO).
 - e. Report any safeguarding concerns they have to the LSO at the earliest opportunity.

CA's Roles and Responsibilities

5. The Croquet Association will:
 - a. Promote the wellbeing of children by providing opportunities for them to take part in croquet safely.
 - b. Respect the rights, wishes and feelings of children.
 - c. Implement procedures to support and safeguard children.
 - d. Require members, staff and volunteers to adopt and abide by this Policy and its inherent procedures.

- e. Respond to any allegations of misconduct or abuse of children in line with this Policy as well as implementing, when appropriate, the relevant disciplinary and appeals procedures.
- f. Contact external agencies in line with incident reporting guidelines.
- g. Handle, at Executive Board level, all press and associated queries relating to the safeguarding conduct of CA members.
- h. Ensure that coaches are briefed on this policy and their responsibilities.
- i. Appoint a [CA Safeguarding Officer](#) (CA SO) whose role is defined, see [Role of CA Safeguarding Officer](#).
- j. Maintain a register of all Local Safeguarding Officers (LSOs) appointed by Clubs, Federations and Academies.
- k. Ensure that all organisers and officials of events are aware of [Safeguarding for Competitions and Other Events](#).
- l. Provide a centralised service for obtaining DBS Enhanced Certificates, see [Requirement for DBS Enhanced Certificates](#).
- m. Maintain a register of members holding DBS Enhanced Certificates registered with the DBS Update Service, whether obtained through the CA or obtained through another organisation and evidenced to the CA.

Clubs', Federations' and Academies' Roles and Responsibilities

6. The CA requires Clubs, Federations and Academies to:
 - a. Adhere to the [Child Safeguarding Codes of Conduct](#) make use of [Child Safeguarding Processes](#) and [Child Safeguarding Guidelines](#).
 - b. Appoint a Local Safeguarding Officer (LSO) whose Terms of Reference are to include those at [Role of Local Safeguarding Officers](#).
 - c. Accept that all Officers and Committee members have a lead responsibility in this area.
 - d. Suitably publicise the organisation's adoption of the CA Child Safeguarding Policy and appointment of their LSO.
 - e. Ensure that when a parent is not present, a child's interests are protected by the appointment of a Responsible Adult (see [Role of Responsible Adult](#)) agreed with the parent.
 - f. Ensure that all their organisers and officials of events are aware of [Safeguarding for Competitions and Other Events](#).
 - g. Ensure that all those who work regularly with children are properly briefed on this policy, its procedures and guidelines.
 - h. Maintain confidentiality of any alleged safeguarding issues that arise.

- i. Maintain confidential records of reported cases and action taken.
- j. Be prepared to challenge and alter practice.

Reporting of Incidents and Concerns

- 7. When any incident occurs or concern arises about a child or the behaviour of an adult, these must be reported confidentially to the LSO as soon as possible. See guidance at [Responding to Safeguarding Incidents and Concerns](#). For the avoidance of doubt, this does not cover incidents not directly related to safeguarding, e.g., accidents - for which separate procedures should be followed.
- 8. The LSO is responsible for maintaining a written confidential record of all events about the incident/concern, which includes dates and times of these events, witnesses and other relevant information.

Monitoring, Review and Continuous Improvement

- 9. This policy will be reviewed:
 - a. In accordance with changes in legislation and guidance on the safeguarding of children.
 - b. Following any incidents or concerns raised about the safeguarding of children within the Croquet Association.
 - c. At least every three years.
- 10. This policy will be monitored by:
 - a. Keeping records of incidents/concerns and their outcomes.
 - b. Accepting comments from Clubs, Federations and Academies on the ease of implementation and effect of the policy.

Supporting Documents

- 11. This document is supported by the following documents, which together form the CA's Child Safeguarding Policy.
 - a. [Child Safeguarding Roles](#)
 - b. [Child Safeguarding Codes of Conduct](#)
 - c. [Child Safeguarding Requirement for DBS Enhanced Certificates](#)
 - d. [Child Safeguarding Processes](#)
 - e. [Child Safeguarding Guidelines](#)
 - f. [Child Safeguarding Templates](#)

All the links shown in bright blue can be clicked on to access the documents on the CA website.