



Child Safeguarding - Guidance

Purpose

This document contains guidance for:

- a) Dealing with injuries or ill health.
- b) Recognising and responding to child abuse.
- c) Managing and preventing challenging behaviour.
- d) Safeguarding at competitions and other events.
- e) Sources of further information
- f) Some examples of how the child safeguarding policy and procedures apply in a range of circumstances.

Dealing with Injuries or Ill Health

If a child is injured or appears unwell the extent of the injury or nature of the illness should be ascertained. If it appears to be serious the emergency services must be contacted.

The parents must be informed at the earliest opportunity and their guidance sought on how to manage the situation. If the parent / carer cannot be contacted immediately, the child's medical information form must be consulted to check for allergies, medication etc.

If the injury is apparently minor, then basic first aid may be administered if the child or their parent is unable to do this. Where practicable, only those with a current, recognised First Aid qualification should treat injuries. No medication may be administered unless parental consent has been obtained.

If possible, without compromising privacy and dignity, another person should be present.

The club's incident / first aid book should be completed.

Review the situation to ascertain if future action is needed to prevent further occurrence, and whether any recommendations should be made to the club or Croquet England. If there are any safeguarding aspects these should be reported.

Recognising Child Abuse

Child abuse is a term used to describe ways in which children are harmed, usually by adults but it can be by other children. The categories of child abuse most likely to be encountered in sport are:

- Physical Abuse.
- Neglect.
- Sexual Abuse.
- Emotional or Psychological Abuse.

- Bullying and Cyberbullying.
- Grooming.
- Child Criminal Exploitation, including county lines.
- Online Abuse, including exposure to illegal or harmful content.
- Child Sexual Exploitation.
- Domestic Abuse, including witnessing domestic abuse.

Other forms of abuse include female genital mutilation, radicalisation, forced marriage and child trafficking.

How to Recognise Child Abuse.

It is not always easy to spot when children have been abused and there may be many reasons for some of these signs that having nothing to do with abuse. Conversely an abused child may not show any of these signs. However, symptoms to look out for may include one or more of the following:

- Unexplained, suspicious or repeated injuries, including bruises, cuts, burns and scalds.
- Sexually explicit language or actions that are age inappropriate.
- A sudden change in behaviour.
- A general distrust and avoidance of adults.
- An unreasonable reaction to normal physical contact.
- Not wanting to go home after a session.
- Losing weight, always appearing to be hungry, dirty, ill-fitting clothes or shoes.
- The child describes an abusive act.

What to do when Child Abuse is suspected.

When concerns arise about a child, remember the four Rs:

- 1) Recognise : see above for warning signs.
- 2) Respond : see Child Safeguarding – Reporting Procedures
- 3) Record : see Child Safeguarding – Reporting Procedures
- 4) Report : see Child Safeguarding – Reporting Procedures

If you are unsure whether to report something or not, always make a record of your concerns. You can discuss it, without giving any names, with the safeguarding officer or the NSPCC and they can advise whether it should be reported. It is generally better to report something that turns out to be innocent than to keep something to yourself that turns out to be serious.

Managing Challenging Behaviour

In our croquet environment, when enjoyment is key, the need to have to respond to a child's challenging behaviour should be very rare. Nonetheless, challenging behaviour could occur so these guidelines aim to encourage good practice should it do so.

Preventing Challenging Behaviour.

The likelihood of challenging behaviour occurring can be minimised by:

- Ensuring parents, children, coaches and players are aware of the Code of Safeguarding Conduct and what constitutes appropriate and inappropriate behaviour.
- Getting children and parents involved in writing a code of conduct for their sessions, based on the guidelines given in the Croquet England Codes of Conduct.
- Agreeing with parents and children responses to be employed in the event of an occurrence.
- If there is an occurrence then exploring with parents and children any potential reasons, triggers or explanations e.g. a medical condition, a family problem.

Challenging Behaviour Principles.

When dealing with a child's challenging behaviour, the following principles should be applied:

- The wellbeing and safety of children and others is paramount.
- Responses must never include treatment that is harmful, humiliating or abusive.
- Physical chastisement should never be used.
- Physical intervention may only be used to prevent greater harm to the child or others and should be the minimum required to achieve this.
- Children should only be excluded in exceptional circumstances when ways of ameliorating the behaviour have been implemented.
- Occurrences of significant challenging behaviour should be documented and discussed with the parents, their child and the Clubs Welfare/Safeguarding Officer.
- Support should be offered to those witnessing or affected by the incident.
- Discretion should be used when deciding how to respond to such incidents and should be commensurate with the behaviour – a quiet word may be sufficient to defuse the situation.

Child safeguarding at competitions and other events

This section clarifies the roles and responsibilities for safeguarding children during competitions and tournaments and other events, including courses, hosted by a croquet club affiliated to Croquet England.

Defines the actions to be taken when a child, unaccompanied by either a parent or Responsible Adult, arrives at either a competition or other event.

Assigns responsibilities should a safeguarding incident occur.

Competitions and tournaments

Competitions are likely to arise in a variety of circumstances:

Internal club competitions. It is the responsibility of the club to apply Croquet England's policy for all children playing in internal competitions.

Inter-club team competitions. Unless the child is accompanied by their parent, the child's club needs to appoint, with the agreement of the parent, a Responsible Adult (often the captain) who must accompany the team.

Child entering a tournament as an individual. The child's parent can be expected to ensure that the organiser/ tournament manager is informed of the child's status on entry. On receipt of this information, the organiser/tournament manager must ensure, by delegation as necessary, that, either the child will be accompanied by his/her parent, or a Responsible Adult is appointed for the run-up and duration of the tournament.

Child entering as a member of an all-child team. When a team entering a competition is comprised entirely of children, for example representing a school, the team will usually be accompanied by a teacher or parent who is clear on their role within the safeguarding policy of the school. The captain of the opposing team should discuss any safeguarding issues with them.

For large Junior competitions involving many children, the host club and the competition organiser should ensure that sufficient adults are on hand and a detailed protection policy is put in place.

For World Croquet Federation (WCF) and European Regional Committee (ERC) championships/events (which may involve children from outside the UK) the WCF guidance must be followed. Likewise, if any child enters a competition outside Croquet England's domain, he/she should follow the host country's policy.

The duties of a tournament manager and tournament director are given in Child Safeguarding – competitions and other events

Other Events, including courses.

For other events involving children, it is the organiser's responsibility to ensure that a safeguarding plan is in place for children attending the event. This should include liaison with the host Club's Welfare/Safeguarding Officer.

If it is known that a child will be taking part in the event, the organiser is to ensure that the child will be accompanied by their parent, or that a Responsible Adult is appointed for the duration of the event.

When organised groups or members of the public make use of a club's facilities (e.g. through Pay and Play) and it is known that a child will be attending, a club representative (acting as session manager) must be in attendance to ensure that the child is accompanied by their parent or Responsible Adult at all times.

Unaccompanied children

Should a child turn up at a competition or other event without either their parent or an appropriate Responsible Adult, every effort should be made to contact the parents (failing that the home club officials), to validate the entry and during the interim period ensure proper protection for child. In the case of further difficulties, the guidance of the Club/Federation/National Safeguarding Officer should be sought as a matter of urgency.

Reporting of Safeguarding Incidents

Should any safeguarding incidents occur during any of the above competitions or other events, the competition / event organiser must ensure the procedures in Child Safeguarding – Reporting Procedures are followed.

Further Information

The NSPCC website carries much useful information and should be referred to for more comprehensive information. They run a helpline for anyone who is worried about a child.

Website: nspcc.org.uk

Tel: 0808 800 5000

Email: help@nspcc.org.uk

Safeguarding Examples

Safeguarding imposes responsibilities on a range of people. Further, the complexity of events can result in those responsibilities apparently overlapping.

The following examples illustrate how it is expected that the requirements of safeguarding will be met. The examples are followed by a paragraph which covers who is responsible for reporting any safeguarding incident.

Example 1: In the Federation Shield, Club A plays Club B at a neutral venue - Club C. Club A selects a child as a team member.

It is Club A's team captain (or the child's Responsible Adult) who takes the initiative.

After liaison with the child's parent, Club A's team captain informs the rest of the team and Club B's team captain that his team has a child.

Club A's team captain then contacts Club C to tell them of the presence of a child and to ensure necessary safeguarding measures are in place (e.g. adults and children should not share changing rooms and/or toilets at the same time).

Consult with the most relevant Club Welfare/Safeguarding Officer.

Example 2: A National Junior Get together, for juniors, including children, from a range of clubs, is being arranged at neutral Club C, organised by the Junior Programme. The co-ordinator of the Junior Programme holds the lead responsibility as the event organiser.

Parents of children will be advised of the event using the Child safeguarding – Templates Letter (T3A) to Parents. If they are not attending the event with their child, they will have appointed a Responsible Adult (see Safeguarding Roles and Responsibilities).

At Club C, the event organiser is responsible for ensuring, in liaison with the Club Welfare/Safeguarding Officer of the host club, that all safeguarding requirements, including changing and toilet arrangements, are satisfied.

References

[Child Safeguarding Policy](#)

[Child Safeguarding-Responding, Recording and Reporting Procedures](#)

[Child safeguarding-Child Incident Report Form](#)

[Child Safeguarding-Codes of Conduct](#)

[Child Safeguarding-Templates](#)

[Child Safeguarding – Competitions and other events](#)

[Safeguarding Roles and Responsibilities](#)

[Safeguarding requirement for DBS Enhanced Certificate](#)

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