

HAZELWOOD SPORTS CLUB

WELFARE POLICY

(Agreed by the Executive Committee on May 24th 2018)

1 INTRODUCTION

- 1.1 This document sets out Hazelwood Sports Club's (the Club's) Welfare Policy. All Committee members, club members, hirers, visitors, employees and volunteers involved at the Club must be aware of their responsibilities in this area, to ensure that the Club proactively looks after the welfare of members and visitors and responds appropriately to any welfare issues that may arise.
- 1.2 This Welfare Policy should be read in conjunction with the Club's Safeguarding of Children and Adults at Risk Policy. This Policy applies to people of all ages, whereas the Club's Safeguarding Policy only applies to children under 16 and adults at risk. In the event that an inconsistency arises between the two policies, the Club's Safeguarding of Children and Adults at Risk Policy shall take precedence. This Policy may also need to be read in conjunction with the Club's Health and Safety Policy, depending on any welfare issues that arise.
- 1.3 All members, hirers, visitors, employees and volunteers shall be made aware of this Policy and abide by it.
- 1.4 This Policy only relates to circumstances where the Club is clearly responsible for the welfare of the person or people concerned. This means that the Policy does not apply to a person on a journey to the club, or to away matches where the Club is not involved in the transport arrangements.

2 KEY PRINCIPLES

- 2.1 This policy statement has the following key principles:
 - (i) The Club and its employees has a responsibility to look after the welfare of everyone involved at the Club and all participants, regardless of age, gender, ability or disability, race, faith, size, language or sexual identity;
 - (ii) Any allegations that a person's welfare has not been taken seriously or has not been appropriately dealt with will be taken seriously and responded to swiftly, fairly and appropriately.

3 A HEALTHY AND SAFE ENVIRONMENT

- 3.1 The Club is responsible for providing a safe environment for all members, hirers, visitors, employees and volunteers. The Club will produce a Health and Safety Policy, ensure that risks are mitigated as far as possible through the production of Risk Assessments and provide relevant training where required.
- 3.2 The Club will ensure, as far as it reasonably can, that all facilities and equipment are both fit for purpose and are only used for their intended purpose

and for no other reason.

- 3.3 The Club will produce and display relevant information so that members, hirers, visitors, employees and volunteers are aware of their responsibilities in ensuring the welfare of both themselves and all other people at the Club.
- 3.4 All members, hirers, visitors, employees and volunteers have a responsibility to ensure that they are not putting their own welfare or the welfare of other people at the Club at risk through their own actions. For the avoidance of doubt people will be held responsible for their actions if they are under the influence of alcohol or drugs.
- 3.5 Children and Adults must take heed of signs at the Club, including those which prohibit or encourage certain actions; in order to ensure that the welfare of participants and others is considered and protected at all times and to maintain the equipment and facilities of the Club.

4 SECURITY ISSUES

- 4.1 The Club will provide security measures as far as it reasonably can, but members, hirers, visitors, employees and volunteers are ultimately responsible for their own personal security and the security of their belongings, including items that are valuable in financial terms and /or of sentimental value.
- 4.2 All parents, carers and guardians are responsible for the welfare of their children and any other children they have brought to the Club, up until the point they have been formally passed in to the care of someone working for, or officially representing the Club. Parents, carers and guardians should not drop off their child / children (eg in the Club car park) but if they choose to do so they remain responsible for their welfare up until the point that the child / children comes in to contact with someone working for, or officially representing the Club.
- 4.3 Any child or children wishing to leave the Club prior to a time when their parents, carers or guardians have agreed to collect them will need to prove that they have their parent's, carer's or guardian's permission to do so. It is the parents, carers or guardians responsibility to ensure that their child has the necessary permission in their possession, or available to view (eg on their phone). The Club will make every reasonable effort to ensure that a child or children does not leave the Club if they do not have the necessary permission from their parents, carer or guardian. However, the Club cannot be held responsible if a child or children ignores the Club's reasonable efforts to ensure they do not leave the Club in these circumstances.
- 4.4 All parents, carers and guardians need to ensure that any children in their care do not leave the Club premises and are supervised in all car parking areas, at all times. If a child goes missing whilst in the care of their parents, carer or guardian and when relevant, other club officials, then that adult (or adults) must report that to the Club as soon as it happens. If a child goes missing whilst in the care of someone working for, or officially representing the Club then that

adult will inform the parents, carer or guardian as soon as possible.

- 4.5 The Club will not print, or allow the printing of photos by a third party, unless it has received prior consent of the person concerned; or, in the case of children, has received prior consent from their parent, carer or guardian.

5 INJURIES AND FIRST AID

- 5.1 The Club will provide first aid facilities and a defibrillator at an appropriate location in the Club house.
- 5.2 At least one employee will have a current First Aid certificate and the Club will aim to ensure that one first aid trained employee or Club member is on the premises at times when the Club is open. First Aiders should follow their training when dealing with injuries or accidents. However, there may be times when a trained first aider is not on the premises and in these circumstances the person / people involved will have to self administer first aid, where they are competent to do so. If a person does not feel competent enough to deal with an injury they should immediately seek help from others, preferably first aiders if they are available and if they believe the injury is very serious they should call an ambulance immediately. Details of an injury/accident should be written in the Club's Accident and Incident book located in the main club building, as soon as reasonably practical after the event.
- 5.3 Regardless of whether a trained first aider is present on the premises and regardless of who is involved in the incident, in the event of a very serious injury occurring, including very serious head injuries, an ambulance should be called immediately.
- 5.4 In the event that a child is seriously or very seriously injured whilst under the care of the Club, the relevant person working for the Club or officially representing it should contact the parent, carer or guardian immediately. In the event that a minor injury has occurred the parent, carer or guardian should be informed of this at the point that the child is passed back in to their care (ie when they pick them up from the Club).

6 COACHING AND INSTRUCTION

- 6.1 The welfare of people being coached or instructed at the Club is paramount at all times. Coaches and Instructors will ensure that a positive atmosphere is created, to ensure that participants enjoy the activity they are participating in. Coaches and Instructors should, on no account, bully, harass, humiliate, intimidate or pick on anyone in their care.
- 6.2 Coaches and Instructors are responsible for ensuring that participants are not pushed too far, resulting in their welfare being adversely affected. This includes not forcing participants to continue if they are ill or when they are injured, or where their continued participation makes an injury likely to occur.
- 6.3 Coaches and Instructors are responsible for ensuring that they are aware of the

special needs of any participants in their care and deliver coaching / instruction that takes account of those needs.

- 6.4 Coaches and Instructors are responsible for ensuring that participants in their care have access to drinking water and are sufficiently hydrated at all times.
- 6.5 Coaches and Instructors should abide by the relevant Governing Body of Sport Rules, including those rules designed to protect the welfare, health and safety of participants in their care. This includes using equipment appropriate to the age and skill levels of the participants they are responsible for; coaching / instructing in an appropriate and safe manner; ensuring the activity is being safely run ; ensuring appropriate protective equipment is being worn and ensuring that maximum occupancy levels for specific sports facilities / spaces are not exceeded. Coaches should notify the club manager and/or the Club Welfare and Safeguarding Officer with any safety concerns relating to facilities and / or equipment. The Club will consider concerns raised and respond to such concerns as it deems appropriate.
- 6.6 It is the parent's, carer's and guardian's responsibility to ensure their child is appropriately dressed for the activity they are taking part in. For the avoidance of doubt, this includes dressing appropriately with regard to the weather and temperatures of the facilities; as well as safety equipment such as squash goggles or clothing which could cause injury if worn during an activity. The Coach or Instructor is entitled to prohibit someone from taking part in an activity if they believe that the clothes that the participant is wearing will endanger their health and wellbeing. In coming to a decision on this matter the Coach or Instructor should take account of any relevant cultural, religious and health related issues.
- 6.7 The Coach or Instructor will ensure that the equipment being used by participants is appropriate to the activity that is taking place and will not cause harm to others. Parents, carers and guardians should make every reasonable effort to ensure that their child brings equipment that is appropriate and safe to the Club
- 6.8 It is the Coach's and Instructor's responsibility to ensure that participants in their care behave in a manner that does not negatively impact on the enjoyment and / or performance of other people participating in sporting activities at the Club. The Coach or Instructor is entitled to prohibit someone from taking part in an activity if they believe that it is adversely affecting the enjoyment and / or performance of others on a regular or ongoing basis.
- 6.9 It is the Coach's and Instructor's responsibility to ensure that participants in their care do not drink alcohol, and they do not encourage them to do so, unless they are legally entitled to do so (NB see also section 8 below).

7 APPROPRIATE BEHAVIOUR

- 7.1 All members, visitors and hirers shall abide by the Club rules and established etiquette at the Club. No-one should behave in a manner that adversely

impacts on the someone else's enjoyment of the activity they are engaged in, or on the performance of someone else participating in an activity. The Club reserves the right to prevent a person from participating in activities at the Club, on either a temporary or permanent basis, if that person's behaviour is having a significant adverse impact on other people at the Club.

- 7.2 Parents, carers and guardians should take particular care to ensure that the child or children they have responsibility for are aware that they need to comply with reasonable instructions given by staff, coaches or other representatives of the Club; that they are aware of Club rules and etiquette and that they know how to behave in an appropriate manner at the Club.

8 ALCOHOL

- 8.1 The Club shall not allow a child or children under the age of 16 to drink alcohol at the Club's premises.
- 8.2 Young people aged 16 or 17 will only be allowed to drink beer, wine or cider at the Club with a meal that is bought by an adult and where the young person / people is / are accompanied by an adult. Young people aged 16 and 17 shall not be allowed to drink spirits under any circumstances.
- 8.3 The Club shall not allow anyone under the age of 18 to purchase alcohol at the Club, or at any other premises when representing the Club.
- 8.4 It is the responsibility of all members, hirers, visitors, employees, volunteers and all other persons visiting the Club to drink alcohol in a responsible manner and in a way that does not negatively impact on anyone else at the Club. The Club's bar staff will not serve alcohol to any person who's behaviour becomes a danger to themselves or anyone else at the Club.

9 CLUB WELFARE AND SAFEGUARDING OFFICER

- 9.1 The Club will appoint a Welfare and Safeguarding Officer and the details of that appointment will be recorded on the Club web site.
- 9.2 The Club will ensure that the Club Welfare and Safeguarding Officer receives the training that is appropriate for this role within the Club.
- 9.3 The role to be undertaken by the Welfare and Safeguarding Officer will include those roles set out in the Club's Safeguarding Policy and will also include:
- (i) Ensuring that this Welfare Policy is complied with and deals with welfare issues, if they arise, in line with this Policy;
 - (ii) Reporting any serious welfare issues that they might become aware of to the Chair in the first instance (as soon as possible) and subsequently to the Club's Executive Committee;
 - (iii) Completing relevant risk assessments, to ensure that the chances of welfare issues arising are minimised as far as possible;
 - (iv) Maintaining regular contact Coaches and Instructors to ensure that any

concerns that they might have about welfare issues are fully considered and, where the Club agrees there is an issue to address, are acted upon as soon as it is reasonable to do so;

(v) Ensuring that this document is accessible on the Club's web site and available if any Member requests a copy of it;

(vi) Ensuring that the Club provides all organisations renting or hiring the Club's facilities with a copy of this Policy;

(vii) Ensuring that this Policy is displayed on a prominent notice board, so that all visitors to the Club have the ability to read it.