

Powerleague

Safeguarding Policy and Procedure

Purpose

Powerleague Clubs and Venue Operations are committed to providing a safe environment for all customers. This policy and procedure provides guidance on the safeguarding of children, young people (under the age of 18) and vulnerable people, who play or participate in events at Powerleague Clubs and Venue Operations.

We are committed to ensuring that every child, young person or vulnerable person, playing or participating in events at Powerleague Clubs and Venue Operations, plays in a fun and safe environment, free from physical, sexual or emotional harm or bullying.

Scope

This policy applies to all Powerleague Club colleagues, external Venue Operations personnel and external coaches.

Responsibilities

All Powerleague Club colleagues, external Venue Operations personnel and external coaches have a duty to adhere to the company safeguarding policy and safeguard children, young or vulnerable people, attending Powerleague Club and Venue Operations events, via the appropriate company safeguarding procedures.

All Club Managers have a responsibility to communicate the policy and procedures to their teams.

All Kids Parties and Kids Camps have at least one designated person responsible for safeguarding.

Kids Camps

Dropping Off

When parents, guardians or carers drop off their child or person in their care, Powerleague Clubs and Venue Operations will ensure they sign the child in, on the Event Register. The Register also requires the name and telephone number of the person who will be collecting at the end of the event, as well as an agreed password.

Collecting

On collection, Powerleague Clubs and Venue Operations require all parents, guardians and carers to enter the premises, sign the Register to confirm they have collected their child, young or vulnerable person in their care and leave with them. If the child, young or vulnerable person is collected by someone other than the person who dropped off, that person will be required to provide their name and the password which has been provided by the person who dropped off.

Powerleague Club colleagues, external Venue Operations personnel and external coaches will not allow any child, young or vulnerable person to leave the premises, to meet their parent, guardian or carer outside.

If someone other than the named collector arrives to collect the child, young or vulnerable person, the Powerleague Club colleague or external Venue Operations personnel must contact the person named on the register to check before allowing the child to be collected. This person collecting the child will be required to provide photographic proof of identification.

Late Collection

In cases of late collection, Club colleagues, Venue Operations personnel and coaches will:

- attempt to contact the child's parent or carer on their contact number
- use the alternative contact name/number, as appropriate
- wait with the young/vulnerable person at the premises, with other colleagues, personnel, coaches or parents/guardians or carers present, wherever possible
- remind parents/guardians or carers of the policy relating to late collection

In cases of late collection, Club colleagues, Venue Operations personnel and coaches should **not**:

- take the child, young or vulnerable person home or to any other location
- send the child, young or vulnerable person home with another individual without permission from a parent/ guardian or carer
- ask the child, young or vulnerable person to wait in a vehicle or another facility with them alone

Coaches

A ratio of 1 coach for every 15 children applies to both Kids Camps and Kids Parties. However, Kids Camps must also have a minimum of 2 coaches present. Please see below for guidelines:

Kids Parties	
Number of children	Minimum number of coaches
15	1
30	2
45	3
60	4
Kids Camp	
Number of children	Minimum number of coaches
15	2
30	2
45	3
60	4

All coaches will be provided with introductory notes to ensure key safety points are covered.

All external coaches will be required to provide evidence of their Enhanced DBS check, prior to working with Powerleague Clubs and Venue Operations – see DBS checking below.

Kids Parties

It must be made clear to the parent, guardian or carer when booking a Kids Party that at least one parent must attend the party for every 15 children attending.

The club will, wherever possible, ensure that a register of children attending the party is completed in advance and will provide this to the coach or person running the event.

Physical Contact

Many sports require a degree of physical contact between coaches and children or young people. Coaches, Venue Operations personnel and Club colleagues may need to use physical contact to instruct, encourage, protect or comfort.

Physical contact during sport should always be intended to meet the person's needs. The coach should only use physical contact if their aim is to:

- develop sports skills or techniques
- treat an injury
- prevent an injury
- meet the requirements of the sport

Unless the situation is an emergency, the coach will explain the reason for the physical contact and ask the child, young or vulnerable person for permission.

Physical contact should not take place out of sight of others.

Accidents and Injuries

Should there be an accident on site and medical attention is required, a Powerleague Club colleague, Venue Operations personnel or coach will firstly call for an ambulance and then attempt to contact the parent, guardian or carer. In the absence of a parent, guardian or carer, one Powerleague Club colleague, Venue Operations personnel or coach will go to the hospital with the child, young or vulnerable person and wait for the parent, guardian or carer to arrive.

On no occasion should a Powerleague Club colleague, Venue Operations personnel or coach be alone, or out of sight, with a young or vulnerable person, unless in the case of an emergency.

All injuries will be recorded in accordance with the incident reporting procedure.

Bullying

The company does not tolerate bullying behaviour. Whilst the behaviour may not be intended to cause emotional or physical harm to the young or vulnerable person, if the Powerleague Club colleague, Venue Operations personnel or coach believes the behaviour is causing upset he/she will deal with the situation, in an appropriate manner, such as asking the child to stop the behaviour or warning that if it continues he/she may be sent off for 2 minutes etc.

Examples of bullying may include:

- overly aggressive play
- insensitive jokes, name calling and pranks
- critical or abusive comments
- deliberate exclusion from conversations

The parent, guardian or carer of each child involved will be informed of any issues or incidents accordingly.

Photography

During a party or camp, Powerleague Club colleagues, Venue Operations personnel and coaches are strictly prohibited from taking photographs, at any time.

Videoring as a Coaching Aid

Video can be a legitimate coaching aid. However, if it is intended to be used, prior written consent must be obtained and the films must be used solely for the purpose of coaching.

Any videos will not be uploaded or distributed and will be destroyed immediately after the event.

Social Media

No photographs of Powerleague Club nor Venue Operations events including children, young or vulnerable people will be used on any social media by Powerleague colleagues.

Text Messaging Policy

The company uses text messaging systems to help to improve the success of its programmes.

Only parents, carers or guardians will be contacted by text message regarding up coming sessions and events. The text messaging system is used only as a reminder for the customer and the use of children, young or vulnerable persons' contact details is strictly prohibited.

Allergies and Medication

Information regarding any allergies is collected from the responsible adult on the registration form/medical form prior to the event. This information is managed by the Club Manager/designated safeguarding colleague/designated safeguarding Venue Operations personnel and communicated accordingly.

The Powerleague Club colleagues and Venue Operations personnel running the event will ensure that any medication required on the day is safely and readily accessible.

Storing Personal Belongings

Powerleague Club colleagues and Venue Operations personnel must ensure that all personal belongings are safely and securely stored, as far as reasonably possible and as appropriate to the premises.

Escorting Individuals and Groups

If a child, young or vulnerable person needs to leave the pitch, for any reason, they should be escorted to the building by a Powerleague Club colleague or Venue Operations personnel. The coach will call/radio the premises to ask for a Powerleague Club colleague or Venue Operations personnel to come to the pitch and escort the child or vulnerable person. Wherever possible the Powerleague Club colleague or Venue Operations personnel should not be alone or out of sight with the individual.

When moving groups from the pitch to the building and vice versa, particularly during lunch breaks, the Register should be taken at the start of the next session to ensure all individuals are present.

Missing Child

If a child, young or vulnerable person goes missing during a Powerleague Club or Venue Operations session, the following steps should be taken:

- The premises should be immediately secured with on-one leaving or entering.
- Ensure that all other young people at the event continue to be supervised appropriately.
- Organise the remaining available responsible adults to conduct a search of the surrounding area, allocating each individual to a specific area and ensuring they know the child's name and have a description.

- Request all those searching to report back to the meeting point within 15 minutes.
- If the missing child cannot be found after a thorough search of the immediate surroundings, contact the parent, guardian or carer to inform them of the situation.
- Call the police if the search is unsuccessful no later than 30 minutes after the initial alarm was raised.
- Make a note of the circumstances in which they have gone missing and where he/she was last seen.
- Prepare a detailed physical description of him/her, to include their hair and eye colour, approximate height and build and clothing he/she was wearing, for police.
- Follow police guidance.

Incident Reporting

All incidents will be reported in accordance with the Incident Reporting Procedure.

DBS Checking

All Powerleague Club colleagues working more than 8 hours per week are required to complete a Basic DBS check. Club Managers, Assistant Managers and Duty Managers or colleagues working in a regulated activity with children more than 3 days in a 30 days period, must complete an Enhanced DBS check.

All external Venue Operations personnel, external coaches or third-party workers working in a regulated activity must evidence their Enhanced DBS check to the Club Manager / Venue Operations Business Development Manager/Padel Deputy Manager, prior to working with Powerleague Clubs or Venue Operations. The DBS check must have been carried out within the previous three years or an updated check will be required.

Retaining and Destroying Information

Registers of attendance, registration forms, allergies and medical information relating to children, young or vulnerable people will be retained for 4 weeks after the event and then confidentially destroyed

No information will be transferred from forms or spreadsheets for future events.

Communication

A copy of this policy is provided to all Powerleague Club Managers, Venue Operations personnel and coaches. Club Managers are responsible for communicating the policy details and requirements to their teams.

Training

All Club Managers and employed coaches attend safeguarding training sessions, as appropriate.

Safeguarding Officer

The company has a Safeguarding Officer / Lead responsible for ensuring that the safeguarding procedures are maintained and implemented effectively:

Name: David Blane

Email: david.blane@powerleague.co.uk

Tel: 07966371578

If the Welfare Officer is not available to report a safeguarding concern or allegation to, the alternative contact is Jason Meads

Name: Jason Meads
Email: jason.meads@powerleague.com
Tel: 07966371041

Monitoring and Review

The company safeguarding procedures are reviewed within the company audit process. In particular, that the policy has been communicated, training sessions completed and that DBS checks have been evidenced and are up to date. The company policy is reviewed on an annual basis.

Policies which support safeguarding

DBS Policy
Whistleblowing Policy
Health and Safety Policy
Incident Reporting Procedure

Responding to a Safeguarding Concern or Allegation

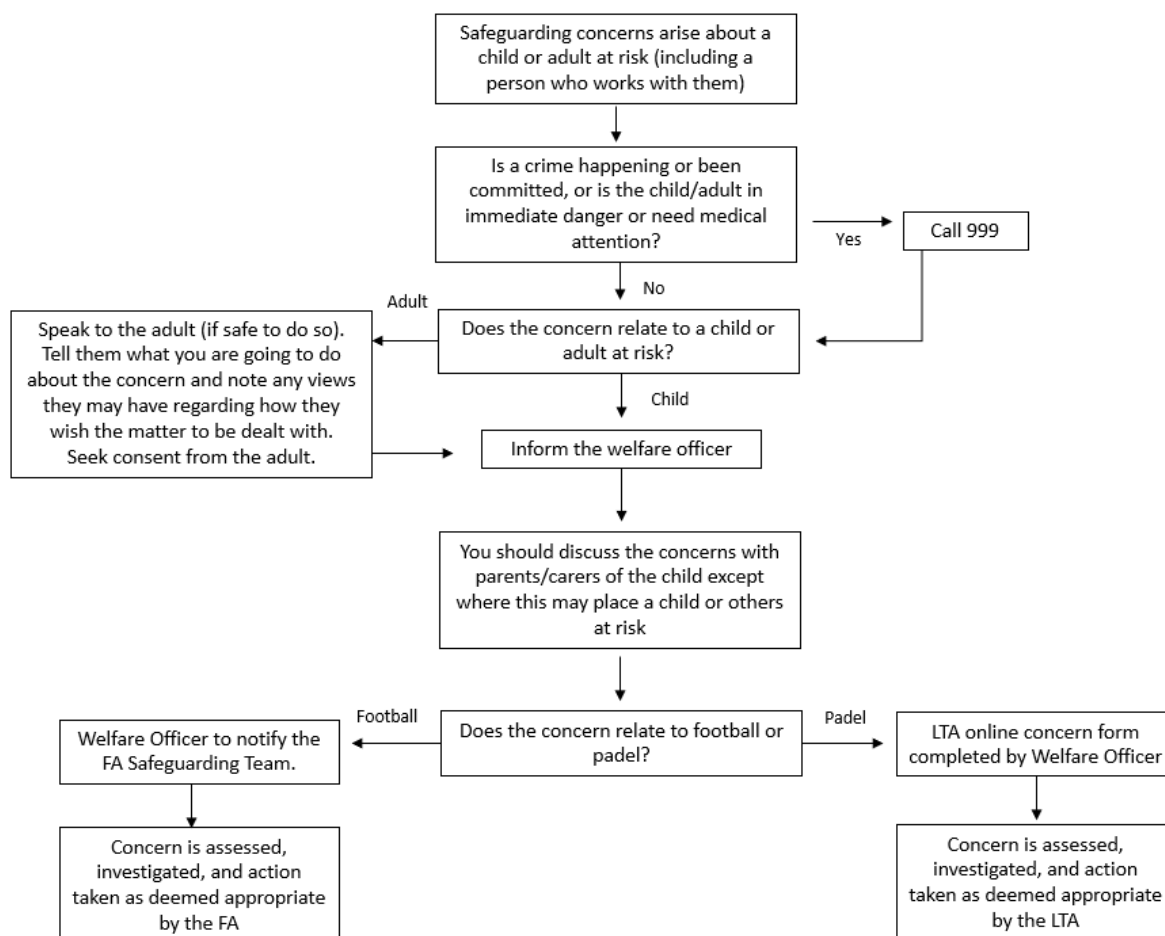
Everyone has a responsibility to ensure the safety and welfare of children and adults at risk and to take appropriate steps to ensure that safeguarding concerns and allegations are taken seriously and responded to quickly and appropriately, even if the safeguarding concern or allegation may not have occurred recently.

It is advisable to discuss safeguarding concerns or allegations with the adult at risk, or the child's parents in the first instance except where this may place the adult at risk, a child, or someone else, at increased risk.

It is not the responsibility of anyone within the venue to investigate any safeguarding concern or allegation, nor determine whether abuse has taken place. All concerns must be responded to in accordance with the procedure for Reporting a Safeguarding Concern Procedure.

Reporting a Safeguarding Concern Procedure.

Once a safeguarding concern or allegation is reported to our Welfare Officer, it will be passed onto either the FTA the LTA Safeguarding Team who will triage and manage it through their systems:



Safeguarding Contacts

Powerleague Welfare Officer:

Name: David Blane

Email: david.blane@powerleague.co.uk

Tel: 07966371578

LTA (Padel)

LTA Lead Safeguarding Officer: David Humphrey (contactable via online concern form)

LTA Online Concern Form: <https://safeguardingconcern.lta.org.uk/>

FA (Football)

County FA Safeguarding Contacts can be found here:

<https://www.thefa.com/football-rules-governance/safeguarding/county-fa-safeguarding-contacts>

The FA Case Management Safeguarding Team can be reached on safeguarding@TheFA.com

If urgent and you cannot contact the Welfare Officer or alternative contact then, you should call the NSPCC 24 hour helpline on 0808 800 5000 or emergency services on 999.

