



<b>Document Name</b>	Safeguarding Young People & Adults: procedure and reporting a concern
<b>Document Owner</b>	Sharron Cunningham
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This policy was adopted by the Hucclecote Netball Club executive committee on the 16/09/2024

Compliance Officer – Sharron Cunningham	Club Safeguarding Officer – Stella Ben-Hania
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Hucclecote Netball Club (HNC) considers the safety and wellbeing of all members as a priority. The club follows the England Netball ‘[Safeguarding Young People in Netball Policy](#)’ and ‘[Safeguarding Adults at Risk in Netball Policy](#)’ with reference to the ‘Duty of Care’ sections which outline the club’s responsibilities.

**Safeguarding is everyone’s responsibility, and you should respond to any safeguarding concerns you become aware of by reporting the concern to the HNC’s Safeguarding Officer.**

**Roles and Responsibilities:**

- The Club’s Safeguarding Officer at HNC is Stella Ben-Hania:  
safeguarding@hucclecote-netball.co.uk
- The Club Chair is Sue Wainwright:  
chair@hucclecote-netball.co.uk

## **Role of the Club Safeguarding Officer**

### **THE ROLE OF THE CLUB SAFEGUARDING OFFICER**

The Club Safeguarding Officer (CSO) is the first point of contact for all Safeguarding concerns within a club. They are the main point of contact for all children and adults to report concerns and disclosures, handling concerns calmly and sensitively in line with the England Netball (EN) Reporting a Safeguarding Concern procedures. The CSO is the person to take appropriate action on receipt of any concerns or referrals and liaise with the EN Lead Safeguarding Officer (LSO).

The CSO is responsible for giving advice about the Wellbeing, Safeguarding and Protection of all members, promoting good practice and Safeguarding within the Club and to work with others to ensure that a safe and inclusive environment is achieved.

**It is a requirement for all EN netball clubs to appoint a CSO** (and where possible, EN would encourage clubs to recruit two CSO's), regardless of whether they have child members or adults with additional care or support needs.

### **THE PERSON**

- The CSO needs to be comfortable being well known in the club and in playing a lead role in advocating for the Children and Adults in their environment.
- They need to work with others to ensure that everyone has a fun, enjoyable and safe experience.
- They are passionate about creating an environment that enables Children and Adults to thrive within Netball.
- They need to be accessible and approachable, especially to Children and Adults at Risk.
- Should not be club chair or head coach. Ideally, they will not be a Coach or Volunteer with direct responsibility for Coordinating or Delivering the Child or Adult Programmes at the club, as it is important the CSO remains as independent as possible.

### **REQUIRED SKILLS**

- Approachable and Enthusiastic
- Respectful, Empathetic and Unbiased
- Professional, Reliable, Committed and Helpful
- Engaging, Supportive, Caring and Compassionate
- Friendly and a Good Listener

- Organised, and able to create and maintain records appropriately
- Trustworthy, Tactful, and aware of the need for Confidentiality

### **PREFERRED KNOWLEDGE**

- Awareness of the Local CP network, Police and Child Services Contact Details
- Aware of role of LSCB (Local Safeguarding Children’s Board), LADO (Local Authority Designated Officer) and Inter-Agency Child Protection procedures.
- Knowledge of Core Legislation and Government Guidance on Safeguarding
- Understand Poor Practice and Abuse (behaviour that is harmful or has potentially negative impact on welfare and the persons enjoyment of Netball)

### **ROLE REQUIREMENTS**

- Be an EN member, with their details recorded on ENgage
- CSOs for clubs with under-18 members (even one) must have an ENHANCED DBS check completed through England Netball (checks conducted through work or other sport will not be accepted).

### **ESSENTIAL TRAINING**

Every CSO must complete the following actions in relation to Safeguarding and ensure they renew their training every three years. A CSO will need to evidence completion of Safeguarding training.

- (1) Read the EN Safeguarding Children and Young People in Netball Policy ([Link](#)), Safeguarding Adults at Risk Policy ([Link](#)), Reporting a Safeguarding Concern Procedure ([Link](#)), Club Safeguarding Guidance ([Link](#)), DBS Guidance ([Link](#)), and Codes of Conduct ([Link](#))
- (2) CSOs in clubs with under 18 members (even 1) must attend Safeguarding Training in line with EN Guidance ([Link](#)).
  - UK Coaching ‘Safeguarding & Protecting Children’\* (SPC) Face to Face Training
  - CPSU ‘Time to Listen’\* (TTL) Face to Face Training

*\*The above training must be renewed every 3 years. The renewal can be done by completing the online training, then 3 years later, renewed by completing the face to face. Repeating this cycle every renewal.*

### **THE ROLE**

The CSO is the person with primary responsibility for managing and reporting concerns about abuse or poor practice and for putting in place Safeguarding procedures. **It is important however to highlight that Safeguarding is everyone’s responsibility and**

**every volunteer at the club should remain vigilant and challenge any concerning behaviour.** It is important to work with others in the club to;

- Ensure Safeguarding information, including policies, reporting procedures and details of the CSO are visible both in the club setting and online.
- To promote awareness of the Codes of Conduct for staff, volunteers, coaches, parents and members (Child and Adult)
- To ensure that safe recruitment and induction procedures within the club are followed for all staff and volunteers
- To ensure that, where necessary, all existing staff and volunteers have an up-to-date EN Enhanced DBS Disclosure Check, which is renewed every three years, and to be the point of contact for DBS risk assessments and clearance communications with EN.

## **REFERRALS**

- To be the first point of contact for club staff, volunteers, members, children, adults and parents for any issues concerning child welfare, Adults at Risk, poor practice and potential or alleged abuse.
- To work with the EN LSO when concerns arise and ensure that all incidents are recorded and reported correctly via the Online Reporting Form or via [Besafe@englandnetball.co.uk](mailto:Besafe@englandnetball.co.uk)
- To Follow the EN Reporting a Safeguarding Concern Procedure
- To ensure concerns are referred on promptly to the relevant agency when necessary (Local Authority Children's Board, Adult Social Care, Police, Ambulance)
- To ensure confidentiality is maintained and information is only shared on a 'need to know' basis.

## **GENERAL**

- Work with everyone in the club to ensure a positive Child-Centred environment
- Signpost those with roles and responsibilities for Child and Adults at Risk to appropriate Safeguarding Training opportunities.
- Assist EN to fulfil its responsibilities to Safeguarding Children and Adults at Risk at Club level
- To sit on the Club Management Committee to advise on Child and Adult at Risk safeguarding issues or be in attendance as necessary.
- To educate the members of their club on the Reporting a Safeguarding Concern procedure and good practice in Safeguarding.
- To advise the club on appropriate training for coaches and volunteers based on the EN recommended Safeguarding training requirements.

For further information,

Contact the Safeguarding Team at EN via [besafe@englandnetball.co.uk](mailto:besafe@englandnetball.co.uk)

Read more here: [England Netball | Safeguarding](#)