



# **Safeguarding and Associated Policies**

**Version 1.1 – December 2025**



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# 1 Formby Village Sports Club Ethos

Our aim is to provide a welcoming, safe, inclusive, respectful multi sports club where the well being and dignity of each club member whether child or adult including coaches, officials, support staff and spectators at events are prioritised. This principle recognises the unique needs and experiences of individuals who have distinct vulnerabilities, rights and aspirations.

As members we aim to create a safe, positive and supportive environment that values equality and diversity, respects participants, empowers participation and protects them.

## 2 Our foundations for Safeguarding

- 1.1. Safeguarding is everyone's responsibility. This policy applies to every member of Formby Village Sports Club (FVSC).
- 2.2 Every member of FVSC, at whatever level and in whatever capacity, should acknowledge their duty to safeguard and promote children's and adult members welfare and interests, as well as taking steps to implement this policy. (see Appendix 2)
- 2.3 All children and adults have an equal right to protection (safeguarding) and promotion of their well-being and participation, regardless of their age, gender, sexual orientation, ethnicity or social background, religion, and level of ability or disability.

## 3 Definition of Safeguarding

- 3.1 Safeguarding is defined as FVSC responsibility to ensure that bowls, tennis, snooker, table tennis and padel tennis are safe, positive and enjoyable experiences for children and adults and they are kept safe from harm (including abuse) when involved in all capacities and at all levels.
- 3.2 Child and adult safeguarding includes both preventive actions to minimise the chances of harm occurring and responsive actions aimed at ensuring that, if concerns arise, they are handled appropriately. This reflects the need to comply with domestic legislation (See Appendix 1), particularly about concerns relating to potentially criminal acts.
- 3.3 This policy sets out how FVSC protects children and adults from harm, promotes their well being and establishes procedures for handling safeguarding concerns.



## 4 What is meant by harm or abuse

- 4.1 Harm can occur in many ways and generally means that the safety and well-being of a child or adult is being compromised. This may be because someone is deliberately choosing to misuse their authority or trust and abuses a child/adult or it may be because of poor practices, potentially caused by a lack of awareness and training or a failure to act. Abuse can take various forms and includes all kinds of physical, emotional, verbal, psychological, bullying, sexual abuse, neglect and negligent treatment, violence and exploitation. As well as being aware of how technology is a significant component in many safeguarding and wellbeing issues.

## 5 Code of Conduct Coaching Staff and Volunteers

- 5.1 All Coaches and Volunteers to uphold public trust in the profession and maintain high standards of ethics and behaviour, within the club and at away matches/tournaments including:
- Treating children/adults with dignity, building relationships rooted in mutual respect,
  - And at all times observing proper boundaries appropriate to a Coaches'/volunteers professional position
  - Having regard for the need to safeguard children/adults wellbeing, in accordance with statutory provisions (See Appendix1)
  - Showing tolerance of and respect for the rights of others.
- 5.2 Particular Safeguarding Risks to be aware of:
- 5.3 PHYSICAL INJURIES:**
- Every sport involves some risk of physical injury. However, the desire to achieve success and win can mean that children/adults are pushed beyond what is reasonable or appropriate for their age and level of ability.
- 5.4 PERFORMANCE PRESSURE:**
- Winning is an important part of sport. However, pushing children/adults to perform and placing them under extreme pressure to achieve success can be harmful psychologically, emotionally and physically.
- 5.5 PHYSICAL CARE:**
- Changing rooms, showers and situations involving close physical contact can all provide opportunities for bullying, inappropriate photographs or filming, and sexual abuse.

## 5.6 CLOSE RELATIONSHIPS:

Team's and squads relationship with the coach/volunteers and other support staff is important and beneficial aspect of sport. Many children/adults develop close and trusting relationships with their coaches, who are often significant people in their lives, if the children do not have positive, supportive relationships with other adults. Our coaches and volunteers will foster empowering relationships that are in the best interests of the children/adults in their care and maintain professional boundaries.

## 5.7 TEAM SELECTION:

Structures should be in place to allow everyone who wishes to experience competitive sport the opportunity to do so. Team election should be communicated in an open and understanding manner.

## 5.8 TRAVEL ARRANGEMENTS:

Formby Village Multi Sports Club enters adult and children's leagues and tournaments. Adults travelling to such events do so at their own risk and make their own arrangements. As a safeguard adults should check that the owner of the vehicle has the necessary insurance to carry passengers.

## 5.9 Travel to events by children is the responsibility of parents/guardians and must be organised by them.

## 5.10 CLUB HOUSE BAR:

Children and adults access the Club House where the Bar is located. Adult members to be aware that children are present and ensure their behaviour and language does not breach FVSC Code of Conduct. As part of our Licensing Agreement no alcohol will be served to children.

The Bar must not be open from 10-3pm when Tennis Camps are operational. Event planning must not encroach on Tennis Camps (as per FVSC Bar Policies & Guides).

## 6 Disciplinary Action

- 6.1** Disciplinary action will be taken against coaches or volunteers who have abused or neglected children/adults in their care, or otherwise contravened the Code of Conduct. These could range from a warning or a suspension, potentially combined with additional training and awareness-raising measures, through to dismissal from their voluntary position or membership revoked entirely from Formby Village Sports Club.

## 7 Safe Recruitment

- 7.1** Safer recruitment procedures will be introduced to help ensure that applicants who could pose a risk to children/adults are identified and prevented from working with them.
- 7.2** Safer recruitment procedures include pre-selection, selection and post-selection actions to ensure that there are as many safeguards as possible in place. To prevent unsuitable people from working with children, no one should start working with children/adults until all safer recruitment processes, all background checks and all inductions and training sessions on the safeguarding policy have been completed.
- 7.3** The appointment of Coaching Staff and volunteers will require Enhanced Disclosure and Barring Service (DBS) for teaching children and an Enhanced DBS is required for teaching adults including an Adults' Barred List check.
- 7.4** Records relating to safer recruitment practices (such as references) must be kept on file. This information must be stored and destroyed in accordance with applicable data protection rules.
- 7.5** All involvement with FVSC and activities organised by FVSC will be dependent on the individual in question signing and agreeing to the provisions of those codes of conduct, which will be linked to all employment contracts.
- 7.6** All breaches of codes of conduct will be responded to without delay, with information kept strictly confidential and on a need-to-know basis, in accordance with due process in relation to employment and legal requirements.

## 8 Training and Support

- 8.1** FVSC to provide regular training for coaching staff and volunteers on safeguarding, recognising signs of abuse and reporting procedures. Such training sessions may be organised in collaboration with external organisations.

## 9 Risk Assessment

- 9.1** Coaches and volunteers to conduct regular risk assessments for all assessments for all activities to identify and mitigate potential hazards.
- 9.2** The responsibility for ensuring a risk assessment is undertaken rests with the person with ultimate responsibility for the activity. If an assessment concludes that there are too many risks that cannot be reduced to an acceptable level, the activity should not go ahead.
- 9.3** Emergency contact details and medical information must be collected for children before they participate in physical activities, and that information must be available to everyone who has a duty of care for those children at those events.
- 9.4** Risk management measures are reviewed on a regular basis, both during and at the end of activities, so that lessons learned can feed into future activities and necessary adjustments can be made.
- 9.5** **FVSC follows the suggested LTA adult-to-child ratios:**
- 9.6** When setting ratios, the coach and FVSC will ensure;
- On court activity is safe
  - On court activity is delivered with quality
  - On court activity represents good value for money
  - Supervision of children will not be compromised in the event of an emergency (or other situation) that requires the coach to leave the court/club
  - Supervision of children will not be compromised in the event of an emergency (or other situation) that requires the child to leave the session/court
- 9.7** Children under 6 must always be accompanied to the toilet either by parents (squad/lesson) and by an adult coach during tennis camps.
- 9.8** Coach / player ratios will vary depending on the following factors;



- The age of players
- The facilities available
- The activity taking place (e.g. general coaching session, summer camp v. performance squad)
- The level & experience of coach/coaches

## 10 Recommended Ratios

**10.0** However, as a useful starting point the list below provides general guidance on coach / player ratios for recreational coaching delivered at optimum quality.

### Tennis Coaching Ratios

**10.1** When working alone, as a minimum all coaches should be LTA Level 2 qualified and in possession of a valid Enhanced DBS check.

1 adult per 4 children aged 3-4yrs  
 1 adult per 10 children aged 5-10 yrs  
 1 adult per 12 children aged 11yrs and over.

2-6 players per court is optimal.

**10.2** Adult coaching 1 Coach to 12 adults.

2-6 players per court is optimal. Some sessions can exceed this e.g. Cardio Tennis

**10.3** Where possible male and female Coaches and assistants to be available. All Coaches will be a minimum LTA Level 2 qualified and Enhanced DBS cleared.

### Bowls Coaching Ratios

**10.4** 1 adult per 8 children aged 11 years or older.  
 2 adults per 12 children aged 10 or younger (or for those with additional disabilities or safeguarding needs).



### **Padel Coaching Ratios**

- 10.5** When working alone, as a minimum all coaches should be LTA Level 2 qualified and in possession of a valid Enhanced DBS check.

1 adult per 4 children aged 3-4yrs  
 1 adult per 6 children aged 5-10 yrs  
 1 adult per 6 children aged 11yrs and over.

### **Snooker Coaching Ratios**

- 10.6** The English Association of Snooker and Billiards (EASB) recommends the following ratios:

1 adult per 6 children aged 16 and under, with a minimum of 2 adults supervising at all times.

Coaches should be qualified to Level 2 EASB certified.



## **Table Tennis Coaching Ratios**

### **10.7 Table Tennis coaching ratios (The Table Tennis Association of Wales):**

- 2 adults per 6 children aged 4-8yrs
- 2 adults per 8 children 9-12yrs
- 2 adults per 10 children aged 13-18yrs

## **11 Online Protection and Safety**

- 11.1** FVSC will use social media to report internally and externally on sporting events. The use of photographs of children and adults taking part in sporting events will only be done with consent.
- 11.2** Mobile phone Apps such as WhatsApp are used to communicate team matches, squads, sporting events and tournaments with the parents' of children who are members of club. Coaches and volunteers do not communicate with children directly using mobile phones.
- 11.3** The television in the Club House to show age-appropriate content to the children watching the television.

## **12 Reporting Procedures**

- 12.1** FVSC will allow for concerns to be raised.
- 12.2** FVSC guarantees the total confidentiality of the process and the documents to which it would gain access as part of the informal procedure.
- 12.3** Written records of all reports received will be kept in a secure, confidential digital by the Designated Safeguarding Officer.
- 12.4** All concerns raised will be taken seriously and responded to in accordance with safeguarding policy and the procedures established under this policy.

## **13 Designated Safeguarding Officer will be expected to:**

- be informed about planned programmes that may involve young people or adults where regulated activity is taking place and plans that indicate how safeguarding will be covered.
- act as first point of contact for any safeguarding concerns.
- assess the information promptly and carefully, clarifying and obtaining more information about the matter as appropriate.



- consult initially with a statutory safeguarding agency to test out any doubts or uncertainty.
- make a formal referral to the relevant statutory child or adult safeguarding agency or the police, as appropriate including the legal duty to report to the Independent Safeguarding Authority (ISA) using the ISA report form (this would be carried out in conjunction with the Lead Accountable Designated Officer from the Local Authority).
- refer cases of suspected radicalisation to the SPOC/Channel programme.
- maintain a record of any complaint or concern (even where the concern does not lead to a referral).
- record and maintain concise and accurate records which may be used as a source of evidence.
- provide advice and support to staff in relation to safeguarding issues.
- promote and support safer recruitment practice
- minimise the risk of misplaced or malicious allegations made against adults who work with children and young people
- reduce the incidence of positions of trust being abused or misused
- attend partner/provider meetings as required
- Report to FVSC Board where this policy will be monitored. In addition, monitor any cases of reported allegations or risk, if and when they arise, and report these to FVSC Board.
- undertake training to refresh knowledge and skills via Sefton Borough Council.
- maintain a single central record for Safeguarding

## 14 Good Practice Guidelines

### Recognising Signs of Adult Abuse:

- Thinking about what you see and asking yourself if it is acceptable practice
- Working strictly in accordance with anti-oppressive practice
- Taking seriously what you are told



- Being alert to hints, signals, non-verbal communication that could indicate abuse

## 15 Responding to disclosure:

- Incidents of abuse or crimes may only come to light because the abused person themselves tells someone
- The person may not consider that they are being abused when they tell you what is happening to them
- Disclosure may take place many years after the actual event even after the person has left the setting in which they were abused
- Even if there is a delay the information must be taken seriously

## 16 If someone makes an allegation or discloses abuse to you:

### DO

- Stay calm and try not to show shock
- Listen carefully
- Be sympathetic
- Tell the person that:
  - they did the right thing to tell you and that you are treating the information seriously
  - it was not their fault
  - you will have to report the information to the Designated Safeguarding Officer
- Report to the Designated Safeguarding Officer. (Incident Report form See Appx. 2)
- Write down what the person said to you as soon as possible

### DO NOT

- Question the person about the incident
- Ask the person who, what, why, where, when questions, this is the role of the police
- Promise to keep secrets
- Make promises that you cannot keep, for example, 'This will not happen to you again'
- Contact the alleged abuser
- Be judgemental, for example, 'Why didn't you run away?'
- Gossip about the incident
- Remember! Only the Police have the responsibility to establish if a criminal offence has been committed.

## 17 Links to other Organisations and Policies

FVSC is based in Sefton and as such will adhere to the Councils Policies and procedures around Safeguarding including the safe recruitment of staff, whistleblowing, code of conduct, equal opportunities, use of internet & social media. FVSC has links to:

17.1 Sefton Adult Safeguarding Board/ Merseyside Safeguarding Adults Board Designated

Safeguarding Officer – Angela Range, 0151 934 4546

[angela.range@sefton.gov.uk](mailto:angela.range@sefton.gov.uk)

**Adult Safeguarding** 0151 934 3078

**Sefton Children’s Social Care and the Sefton Safeguarding Partnership (SSCP).**

**Children’s Help and Advice Team (CHAT)** initial point of contact 0151 934 4013.

**Out of hours Duty Team:** after 5:30pm Mon-Thurs and after 4pm on a Friday or weekends 0151 934 3555

**Merseyside Police**

This policy will be reviewed every year.





## Appendix 1 Key Legislation and Principles:

### **Children Act 1989:**

Establishes the duty of local authorities to safeguard and promote the welfare of children in need, emphasizing the paramountcy of the child's welfare in all decisions.

### **Children Act 2004:**

Reinforces the responsibility of all individuals and organisations working with children to safeguard and promote their welfare.

### **The Care Act 2014:**

Provides a legal framework for how local authorities and other bodies should protect adults at risk of abuse or neglect.

### **Equality Act 2010:**

Protects against discrimination, harassment, and victimisation related to protected characteristics, including age.

### **Mental Capacity Act 2005:**

Protects the rights of individuals to make their own decisions, where possible, and ensures they are not deprived of their liberty unlawfully.

### **Working Together to Safeguard Children (2023):**

This statutory guidance outlines the core legal requirements and provides a framework for multi-agency working to safeguard children.



## Appendix 2 Principles of Safeguarding:

**Empowerment:** Supporting individuals to make their own choices and to have control over their lives.

**Prevention:**

Taking action to prevent harm and reduce the risk of abuse or neglect.

**Protection:**

Putting measures in place to protect individuals from harm, abuse, and neglect.

**Proportionality:**

Ensuring that any actions taken are appropriate and proportionate to the risk.

**Partnership:**

Working together with individuals, families, and other agencies to safeguard individuals.

**Accountability:**

Ensuring that all individuals and organizations are accountable for their actions and decisions.

**Responsibilities of Individuals and Organisations:**

**Safer Recruitment:**

Ensuring that those working with children and vulnerable adults are suitable and have appropriate checks (e.g., DBS checks).

**Duty of Care:**

Meeting a duty of care to ensure the safety and well-being of those they work with.

**Responding to Concerns:**

Having procedures in place for responding to concerns about a child or adult's welfare and reporting them appropriately.

**Multi-Agency Working:**

Working collaboratively with other agencies (e.g., local authorities, police, health services) to safeguard individuals.

**Training and Awareness:**

Providing training and raising awareness about safeguarding to staff and volunteers.



## Appendix 3 - Incident Report Form

This form CANNOT be used for more than one child/adult – a separate form **MUST** be completed for each individual.

Names of any child/adult must NOT be used on this report – please use initials.

Please indicate if this referral is for a child or an adult.

	Yes	No		Yes	No
Child			Adult		

Name and Role of Referrer:
Referral date:

Name of Person				
Title	Surname	Forename(s)	Any other name	DOB

Address:	Post code	
	Contact Number:	

Ethnicity	Language
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Child/Adult aware of referral	Yes		No	
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Any other significant family members/friends				
Surname	Forename	Relationship	Address	Contact number

It is important to indicate if information is not known or not applicable.

Details of presenting problems	N/K	N/A
Details of any known Diagnosis/Disabilities/Medication	N/K	N/A



Details of known current networks of support or services being received	N/K	N/A
Name and contact of allocated social worker, if known	N/K	N/A
Who reported/witnessed the incident?	N/K	N/A
When and where did the incident occur?	N/K	N/A
Has this happened before?	N/K	N/A
Are there any signs of injuries?	N/K	N/A
Have the police been informed (where appropriate)	N/K	N/A

Where is the child/adult now and are they safe	N/K	N/A
Action follow up	N/K	N/A

Signed  
(Referrer)

.....

Signed  
(Safeguarding Lead)

.....

Date.....



## Appendix 4 – Additional Formby Village Sports Club Policies

### ***4.1 Club Policy on the use of Changing Rooms***

Formby Village Sports Club strives to ensure that all children and vulnerable adults are safeguarded from abuse and have an enjoyable sporting experience when attending the Club.

This section sets out the Formby Village Sports Club policy for the acceptable use of our changing rooms on site.

- 1) Groups of children will have sole use of changing rooms. This reduces any risks and potential vulnerability associated with mixing adults and children when changing and showering.
- 2) If adults and children need to share our changing rooms, they will do so at different times.
- 3) Where it is unavoidable that changing rooms are used by both adults and children at the same time, there will be access to separate changing, showering and toilet areas.
- 4) Under no circumstances will adult staff, coaches or volunteers change or shower at the same time as children using the changing rooms.
- 5) Mixed gender groups of children will have access to separate changing rooms, or use the same changing room but at different times.
- 6) If we are made aware that a child or adult self-identifies as a gender that differs from the gender they were assigned at birth, we will work with them and their parents/carers (where it relates to a child) to make reasonable adjustments to changing arrangements to suit their needs (n.b. for more information on this please go to <https://thecpsu.org.uk/help-advice/topics/lgbt-young-people-and-sport/>)
- 7) Mobile phones and other electronic devices must not be used in changing rooms.
- 8) For younger groups of children, a DBS checked member of staff or volunteer will wait outside the changing rooms to allow children to call for assistance if required.
- 9) Where no changing facilities are available children, parents and travelling teams/players will be made aware prior to the game and advised to make alternative arrangements and to take appropriate additional clothing e.g. tracksuits etc.

## 4.2 FVSC Anti-Bullying Policy

Formby Village Sports Club strives to ensure that all children (anyone under 18) and adults at risk are safeguarded from abuse and have an enjoyable sporting experience.

Bullying is defined as a range of abusive behaviour that is repeated and intended to hurt someone either physically or emotionally.

This section sets out how to help prevent bullying from happening to all children and adults at risk. It also sets out how to make sure bullying is stopped as soon as possible if it does happen and that those involved receive the support they need. It also provides information to all staff, volunteers, children and their families about what should be done to prevent and deal with bullying.

This policy applies to all staff, coaches, volunteers and other adults associated with Formby Village Sports Club.

**We are a TELLING club.** This means that anyone who knows that bullying is happening is expected to tell the club child protection officer or a member of the committee.

### What is Bullying?

**Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. Bullying can be carried out by children or adults.**

Bullying can have lots of different forms:

- Emotional – being unfriendly, excluding (emotionally and physically), sending hurtful text messages,
- tormenting, (e.g. hiding racquets/other equipment, threatening gestures
- Physical – pushing, kicking, hitting, punching or any use of violence
- Racist – racial taunts, graffiti, gestures
- Sexual – unwanted physical contact or sexually abusive comments
- Homophobic – because of, or focussing on the issue of sexuality
- Verbal – name-calling, sarcasm, spreading rumours, teasing

Here are some examples of what we call ‘bullying’:

- Someone calling you names





- Being threatened
- Being pressured to give someone your money or your things
- Being hit or pushed
- Having your possessions damaged or broken
- Someone spreading rumours about you or about your family
- Someone posting hurtful comments or pictures on the web (such as on Facebook or other social media)

### **Why do we care about bullying?**

Bullying is a serious problem. **You have the right to stop it.**

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Players who are bullying need to learn a different way of behaving.

The club has a responsibility to respond promptly and effectively to issues of bullying.

### **We recognise that**

- Bullying causes real distress. It can affect a person's health and development and, at the extreme, can cause significant harm
- All children and adults at risk, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- Everyone has a role to play in preventing all forms of bullying (including online) and putting a stop to bullying.

### **We will seek to keep children and adults at risk safe by**

- Recognising that bullying is closely related to how we respect and recognise the value of diversity.
- Recognising our duty of care and responsibility towards safeguarding
- Promoting and implement this anti-bullying policy in addition to our safeguarding policy and procedures
- Ensuring that bullying behaviour is not tolerated or condoned
- Taking action to respond and deal with any reports of bullying towards children
- Encouraging children to play a part in developing and adopting appropriate behaviours

Making sure our response to incidents of bullying takes into account:

- o the needs of the person being bullied
- o the needs of the person displaying bullying behaviour
- o the needs of others who may be affected
- o Formby Village Sports Club as a whole

### **Players, parents, coaches, volunteers and other members of staff will:**

- Encourage individuals to speak out about bullying behaviour and report incidents of bullying behaviour they see to the Sports Club Designated Safeguarding Officer.
- Respect every child's need for, and right to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- Respect the feelings and views of others
- Recognise that everyone is important and equal, and that our differences make each of us special and worthy of being valued
- Show appreciation of others by acknowledging individual qualities, contributions and progress
- Ensure safety by having rules and practices carefully explained and displayed for all to see

### **Supporting children**

- We'll let children know who will listen to and support them
- We'll create an "open door" ethos where children feel confident to talk to an adult about bullying behaviour
- Potential barriers to talking (including those associated with a child's disability or impairment) will be acknowledged and addressed at the outset to enable children to speak out
- Anyone who reports an incident of bullying will be listened to carefully and reports will be taken seriously
- Any reported experience of bullying behaviour will be investigated and will involve listening carefully to all those involved
- Children experiencing bullying behaviour will be supported and helped to uphold their right to play and live in a safe environment
- Those who display bullying behaviour will be supported and encouraged to develop better relationships
- We'll make sure that any sanctions are proportionate and fair

## Support to the parents/carers

- Any experience of bullying behaviour will be discussed with the child's parents or carers
- Parents will be consulted on action to be taken (for both victim and bully)
- Information and advice on coping with bullying will be made available
- Support will be offered to parents, including information from other agencies or support lines

## How to spot if someone is being bullied?

A child might show that he or she is being bullied in lots of ways. Adults should be aware of these possible signs and they should investigate if a child:

- Says he or she is being bullied
- Is unwilling to go to club sessions
- Becomes withdrawn anxious or lacking in confidence
- Feels ill before training sessions
- Comes home with torn/damaged clothes or damaged
- Has possessions "go missing"
- Asks for money or starts stealing money (to pay bully)
- Has unexplained cuts or bruises
- Is frightened to say what's wrong
- Gives unlikely explanations for any of the above

## In more extreme cases:

- Starts stammering
- Cries themselves to sleep or has nightmares
- Becomes aggressive, disruptive or unreasonable
- Is bullying other children or siblings
- stops eating
- attempt or threatens suicide or runs away

**These signs and behaviour may indicate other problems, but bullying should be considered a possibility and should be investigated.**



## Procedures

- Report bullying incidents to the Designated Safeguarding Officer.
- In cases of serious bullying, the club should contact the Sefton Safeguarding team for advice.
- Parents should be informed and will be asked to come in to a meeting to discuss the problem
- If necessary and appropriate, the police will be consulted
- The bullying behaviour and threats of bullying will be investigated and bullying will be stopped as quickly as possible.
- An attempt will be made to help the bully (or bullies) change their behaviour and disciplinary action will also be considered where there have been serious acts of misconduct.
- The club will initiate disciplinary action under the club constitution if the bully does not change his or her behaviour.
- How we will work with the bully and the victim
- If we decide that it is appropriate for us to deal with the situation, we will follow the procedure outlined below.
- Where the victim is comfortable to do so and the bullying has not become very serious, reconciliation will be attempted by getting the parties together. It may be that a genuine apology solves the problem.
- If this fails/ or is not appropriate a small panel made up from Captain, Child Protection Officer, Secretary, Committee members) will meet with the parent and child alleging bullying to get details of the allegation. Notes/minutes will be taken for clarity, and these should be agreed by all as a true account.
- The same panel will meet with the alleged bully and parent/s and put the incident raised to them to answer and give their view of the allegation. Minutes will be taken and agreed.
- If bullying has, in their view, taken place, the panel will consider whether it is serious enough to take disciplinary action immediately under the Club's normal procedures.
- If disciplinary action is not taken immediately, the player should be warned and put on notice of further action i.e. temporary or permanent suspension if the bullying continues. Consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.
- In some cases the parent of the bully or bullied player can be asked to attend training sessions, if they are able to do so, and if appropriate. The club committee should monitor the situation for a given period to ensure the bullying is not being repeated.

## **In the case of adults reported to be bullying players under 18**

- Bullying by an adult is child abuse and allegations will be treated very seriously.
- In most cases in which adults are found to have bullied children, child protection awareness training is the minimum likely outcome. Serious disciplinary action by the club could also be taken.
- More serious cases may be referred to statutory services such as the police or social services. We will consult statutory services at an early stage if we think that this could be relevant.

## **Related policies and procedures**

This policy should be read alongside our club policies and procedures, including:

- Safeguarding policy
- Diversity and inclusion policy
- Code of conduct for staff and volunteers
- Online safety and communication policy
- Photography and filming policy

## **Useful contacts**

**See Section 17** for details on how to contact the Sefton Safeguarding Team.

Other useful contacts related to anti-bullying include:

**NSPCC Helpline** - 0808 800 5000

**Childline** - 0800 1111 / [www.childline.org.uk](http://www.childline.org.uk)

**Kidscape** - [www.kidscape.org.uk](http://www.kidscape.org.uk)

**Anti-Bullying Alliance** - [www.antibullyingalliance.org](http://www.antibullyingalliance.org)



## Appendix 4.3 Club Policy on Photography and Filming

The main concerns addressed by these guidelines relate to:

- The possible identification of children when a photograph is accompanied by personal information.
- The inappropriate use, adaptation or copying of images for use on child pornography websites.
- The taking of inappropriate photographs or recorded images of children.
- The breach of court orders restricting photography of specific children.

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on sport web sites and other publications when they are accompanied by personal information. This information can make a child vulnerable to an individual who may wish to ‘groom’ that child for abuse. In addition, photographs can be adapted for inappropriate use. There is evidence of adapted material finding its way on to child pornography sites.

### Guidelines for recording images:

- All children featured in recordings must be appropriately dressed with outer clothing covering the torso from at least the bottom of the neck to the thighs (i.e. a minimum of vest/shirt and shorts).
- The photograph should ideally focus on the activity. Where possible, images of children or young people should be recorded in small groups. The group may comprise any combination of adults and children.
- Ensure that images of a young person are not recorded and published where a court order prohibits this.
- Any inappropriate use of photography or of images should be reported to the Club's Designated Safeguarding Officer.
- Coaches, teachers and others can use video equipment as a legitimate coaching aid. However, players and their parents/carers should be made aware that this forms part of the coaching programme, and recordings should be used, stored and destroyed with care.

### Guidelines for publishing images:

- If a photograph is used, give the young person's first name only (no surname), or avoid naming them altogether. Personal details such as email addresses, home addresses and telephone numbers should never be revealed on a website.



- Ask the child and parent/carer for permission to use their image. This ensures that they understand how the image will be used to represent the sport. The Club achieves this by seeking completion of a photography and filming consent form.
- Try to take photographs that represent the broad range of youngsters participating safely in their sporting activity. Think about the gender, ethnicity, ability and age of the children you photograph and try to capture the diversity of the children you work with.

### **Photography and film at Club events:**

The following guidelines are designed to reduce the opportunity for taking inappropriate photographs:

If the press or a professional photographer is invited, it is important to ensure they are clear about your expectations of them in relation to child protection. Provide a clear brief about what is considered appropriate in terms of content and behaviour.

- Issue the photographer(s) with identification. This must be worn at all times.
- Inform participants and parents that a photographer will be in attendance at the event and ensure they consent to both the taking and publication of films or photographs.
- Do not allow unsupervised access to players or one-to-one photo sessions.
- Do not approve or allow photo sessions outside the event or at a player's home.
- Ensure that photographers are able to identify any players who have not consented to being photographed and make sure that they are not within shot of any photographs.
- If an event is being streamed, members and spectators must be informed via email prior to the event. Participants have the right to refuse being streamed, if they consent they must fill in a written emergency consent form.
- If an event is being recorded or livestreamed and there is a possibility that spectators may be captured, adequate signage must be placed at the entry point to the Club and clearly visible at different points on the premises. This must give guidance on who to contact regarding the filming if spectators do not wish to be filmed – guidance can be given such as advising the person of safe viewing areas that are not being filmed. Spectators that are children must not be filmed without parental or guardian consent.

### **Parents taking photographs:**

- Parents and spectators might also wish to take photographs or record their children participating at an event. If parents or other spectators are intending to photograph or video an event, they should also be made aware of your expectations.

- Parents and spectators are required to register with the Club, if they wish to use photographic equipment at an event.
- Participants and parents should be informed that, if they have concerns about inappropriate or intrusive photography, these should be reported to the event organiser or to an Executive Committee member of the Club and recorded in the same manner as any other child protection concern.
- Event organisers should approach and challenge any person taking photographs who has not registered with them. The matter may need to be referred to the police if the person involved continues to record images.

**Getting consent:**

Consent is always required for the photography of children and vulnerable adults.

Consent can be gained from either the joining information or via the Emergency Consent Form (see next page).



## Formby Village Sports Club – Photography Consent Form

<b>Event/Competition</b>	
<b>Reason for filming</b>	
<b>Date of event</b>	

I consent to Formby Village Sports Club (**"The Club"**) using photographs and/or video recordings of me taken by the Club, or by persons or organisations authorised on behalf of the Club for the purposes of internally and externally promoting the Club. These images could be used in any media (existing or later created or made available) including print and digital media formats such as print publications, prospectuses, brochures, websites, e-marketing, posters, banners, advertising, film, social media and teaching (subject to committee approval).

I understand that images on websites can be viewed throughout the world and not just in the United Kingdom and that some overseas countries may not provide the same level of protection to the rights of individuals as UK/EU legislation provides.

I understand that some images or recordings may be kept permanently once they are published and be kept as an archive within the Club.

I agree that:

- I will not be paid a fee in respect of any use made of the photograph(s) and/or video recording(s);
- Copyright in the image(s) and/or video recordings will be retained by the Club; and
- The Club shall have the right to edit, modify, crop, add to or subtract from the photographs and/or video recordings at its entire discretion and without my approval.

I have read and understand the conditions and consent to my images and or video recordings being used as described.

<b>Print Name</b>	
<b>Signature</b>	
<b>Date</b>	

## Appendix 4.4 Code of Conduct

### Working with children or vulnerable adults Code of Conduct

All members of staff, coaches, members and visitors working with children or vulnerable adults should:

- Be professional and maintain the highest standards of personal behaviour at all times.
- Recognise the trust placed in adults by children & vulnerable adults, and recognise the power held over children & vulnerable adults by adults. Treat this trust and this power with the highest responsibility.
- Try to work in an open and accountable manner at all times. Work in view of others wherever possible. Be wary of working alone and unobserved and be willing to accept questions or criticism regarding good practice.
- Expect others to work in an open and accountable manner. Question and criticise the practice of others if necessary.
- Maintain a professional relationship with children. Any form of sexual relationship or activity with a child or vulnerable adult is unacceptable and could lead to disciplinary or legal action.
- Not be under the influence of drink, drugs or any illegal substance.
- Use appropriate and respectful forms of discipline and communication. Physical aggression, intimidation, verbal abuse and persistent shouting are not acceptable. Any form of assault (e.g. hitting, kicking, pinching, slapping) should be regarded as a serious incident.
- Use appropriate language. Do not swear, and never make sexual or suggestive comments to a child. If a child makes such comments, be prepared to enforce these boundaries in your response.
- Not appear to favour one child or show interest in one child more than another.
- Not discriminate against a child because of age, gender, disability, culture, language, racial origin, religious belief or sexual identity.
- Use physical contact with players only where necessary. If contact is necessary, (e.g. for the purposes of coaching or first-aid), explain to the child or vulnerable what the contact is for, and change your approach if he or she appears uncomfortable.
- Design and use training methods and training programmes appropriate to the individual child.
- Be aware of situations that could be misunderstood or manipulated by other adults. For example, if a coach or official is alone with a child in a clubhouse, changing room or car, he or she may be vulnerable to allegations of misconduct.

- Be vigilant and aware of how actions can be misinterpreted by children. Actions made with good intentions can seem intrusive or intimidating to some children. Sometimes children become attracted to the adults working with them. Adults should be aware of the impact of their actions and should sensitively address any misunderstanding.

**If a concern about a child or vulnerable adult's welfare comes to your attention:**

- Take seriously any suspicion, allegation of abuse or any disclosure of concern made by a child or adult.
- If a concern comes to your attention, record information, including relevant details using the incident form (see Safeguarding Document). Be sure to record opinions or feelings as such: do not record them as facts. Do not question or interview the people involved in the incident of concern.
- Report any concerns within the area of Child Protection (physical, emotional or sexual abuse, neglect or bullying), in confidence and without delay Club's Safeguarding Officer.
- If the Club's Safeguarding Officer cannot be contacted and there appears to be an immediate risk, contact the police or your local social services.
- Never discuss an allegation or suspicion with another person, other than the police or social services, before receiving advice from the Club's Safeguarding Office.

**Remember that it is the responsibility of all adults to safeguard children and vulnerable adults in sport. By recognising, following and discussing the principles behind this code, you are helping to make bad practice and abuse unwelcome at Formby Village Sports Club.**

## Junior Code of Conduct

- Be friendly, supportive and welcoming to other children and adults
- Play fairly and honestly
- Respect club staff, volunteers and Officials and accept their decisions
- Behave, respect and listen to your coach
- Take care of your equipment and club property
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, culture, religion or sexual identity
- Not use bad, inappropriate or racist language, including on social media
- Not bully, intimidate or harass anyone, including on social media
- Not smoke, drink alcohol or drugs of any kind on club premises or whilst representing the club at competitions or events
- Talk to the Club Safeguarding Officer about any concerns or worries they have about themselves or others



## Parent and Carer Code of Conduct

- Positively reinforce your child and show an interest in their sport
- Use appropriate language at all times
- Be realistic and supportive
- Never ridicule or admonish a child for making a mistake or losing a match
- Treat all children, adults, volunteers, coaches, officials and members of staff with respect
- Behave responsibly at the venue; do not embarrass your child
- Accept the official's decisions and do not go on court or interfere with matches
- Encourage your child to play by the rules, and teach them that they can only do their best
- Deliver and collect your child punctually from the venue
- Ensure your child has appropriate clothing for the weather conditions
- Ensure that your child understands their code of conduct
- Adhere to your venue's safeguarding policy, diversity and inclusion policy, rules and regulations
- Provide emergency contact details and any relevant information about your child including medical history

# REVISION HISTORY

Version	Date	Details of changes	Reason for changes	Review Date
1.0	August 2025	Draft Policy Created	N/A	August 2026
1.1	December 2025	<p><b>Amendments:</b></p> <p><b><u>Change to Point 5.9:</u></b></p> <p>Travel to events by children is the responsibility of parents/guardians and must be organised by them.</p> <p><b><u>Addition to Point 5.10</u></b></p> <p>The Bar must not be open from 10-3pm when Tennis Camps are operational. Event planning must not encroach on Tennis Camps (as per FVSC Bar Policies &amp; Guides).</p> <p><b><u>Change to Point 9.7</u></b></p> <p>Children under 6 must always be accompanied to the toilet either by parents (squad/lesson) and by an adult coach during tennis camps.</p>	Additions/amendments following safeguarding meeting that took place in September 2025.	August 2026