



Suffolk Squash Safeguarding Policy

Aligned with England Squash safeguarding requirements

Policy owner	Suffolk Squash Committee	Approved	July 2026
Applies to	All Suffolk Squash activities, events, staff, volunteers, officials and members	Review cycle	Annual and after significant change
County Safeguarding Lead	Emily Ison	Contact	emily.v.ison@gmail.com
England Squash contact	safesquash@englandsquash.com	Emergency	999 where there is immediate danger

1. Policy statement

Suffolk Squash is committed to creating and maintaining a safe, positive and inclusive environment for children, young people and adults at risk. Safeguarding is everybody's responsibility. The welfare of the child or adult at risk is paramount, and all concerns will be taken seriously, recorded and acted upon promptly.

This policy adopts and must be read alongside the current England Squash Safeguarding Children and Young People Policy and Procedures, Safeguarding Adults Policy and Procedures, reporting flowcharts, Code of Conduct and related guidance. Where England Squash requirements are updated, the current England Squash version takes precedence.

Suffolk Squash will provide equal protection regardless of age, disability, sex, gender reassignment, race, religion or belief, sexual orientation, socio-economic background or any other relevant characteristic, and will make reasonable adjustments to support safe participation.

2. Scope

This policy applies to Suffolk Squash committee members, employees, coaches, officials, referees, tournament organisers, team managers, volunteers, consultants, players, parents/carers, spectators and anyone acting on behalf of Suffolk Squash. It applies to county teams, coaching, competitions, trips, camps, meetings, online activity and any other Suffolk Squash activity.

A child or young person is anyone under 18. An adult at risk is an adult who has care and support needs, is experiencing or at risk of abuse or neglect, and may be unable to protect themselves because of those needs or circumstances.

3. Our commitments

- Promote and prioritise the safety, welfare, voice and dignity of children, young people and adults at risk.
- Maintain an open, listening culture in which concerns, including low-level concerns and poor practice, can be raised without fear of retaliation.
- Use safe recruitment, induction, role descriptions, references, appropriate DBS checks and ongoing suitability monitoring.
- Ensure role-appropriate safeguarding training and continuing learning are completed and kept current.
- Appoint a named Safeguarding Lead/Welfare Officer for Suffolk Squash activities and a safeguarding lead for events, trips, camps and competitions where required.
- Carry out activity and event risk assessments that expressly consider safeguarding, supervision, changing arrangements, transport, photography, online communication and overnight stays.

- Follow the England Squash Code of Conduct and require affiliated clubs and participants to do the same.
- Record concerns accurately, store information securely and share it only on a need-to-know basis in accordance with safeguarding and data-protection requirements.
- Work with England Squash, local authority children's or adult social care, the police, Local Authority Designated Officer (LADO) and other statutory agencies as appropriate.
- Review safeguarding arrangements annually and after any significant incident, legal change or updated England Squash guidance.

4. Roles and responsibilities

Suffolk Squash Committee

- Provide governance, oversight and resources for safeguarding.
- Appoint and support a County Safeguarding Lead and deputy where practicable.
- Ensure county events and teams follow this policy and England Squash requirements.
- Consider safeguarding reports and learning while maintaining appropriate confidentiality.

County Safeguarding Lead / Welfare Officer

- Act as the first point of contact for safeguarding concerns connected with Suffolk Squash.
- Receive, record, triage and refer concerns in accordance with England Squash reporting procedures.
- Seek advice from the England Squash Safeguarding Manager and statutory agencies when required.
- Maintain secure records and ensure actions and decisions are documented.
- Promote training, safer practice and learning across county activities and affiliated clubs.

Affiliated clubs

Each affiliated club should have a suitably trained Club Welfare Officer, current safeguarding arrangements, appropriate DBS checks and safe recruitment processes. Clubs must report relevant county-level or serious concerns promptly and cooperate with Suffolk Squash and England Squash procedures.

Coaches, officials, volunteers and team managers

Everyone in a position of responsibility must maintain professional boundaries, follow the Code of Conduct, complete required checks and training, respond appropriately to disclosures, and report concerns. Adults in a position of trust must never use that position for personal advantage or an intimate or sexual relationship with a child under 18.

5. Safer recruitment, DBS and training

Suffolk Squash will use role descriptions, application and interview processes where appropriate, identity and reference checks, induction, codes of conduct and probation/monitoring to reduce the risk of unsuitable people being appointed.

An enhanced DBS check with the children's barred list is required for relevant England Squash roles and for anyone aged 16 or over who has regular or unsupervised responsibility for under-18s. This includes, where applicable, coaches, referees, tournament organisers, Welfare Officers and Squash Stars leaders. Occasional, incidental or continuously supervised contact may not require an enhanced DBS; eligibility must be assessed for the role and in line with current England Squash guidance. England Squash DBS records are valid for three years for England Squash purposes.

Safeguarding training must be appropriate to the role and renewed in accordance with England Squash requirements. A safeguarding lead at a sanctioned event must hold the required current qualification and DBS status.

6. Good practice and professional boundaries

- Plan activities so that adults are observable and avoid unnecessary one-to-one situations out of sight or hearing of others.
- Use approved communication channels; include parents/carers in communications with children and avoid private or disappearing-message contact.
- Obtain appropriate consent for participation, medical information, emergency treatment, transport, photography/video and overnight arrangements.
- Use physical contact only when necessary, appropriate, explained and proportionate to the activity or safety need.
- Treat all participants fairly, avoid humiliating language or excessive pressure, and respond to bullying, harassment, discrimination and online abuse.
- Do not transport a child alone except in a genuine emergency or where formally risk-assessed and consented in line with England Squash guidance.
- Never ignore, investigate privately, promise confidentiality, or confront an alleged perpetrator when a safeguarding concern is raised.

7. Responding to a concern or disclosure

It is not the role of Suffolk Squash personnel to decide whether abuse has occurred. It is their role to recognise, respond, record and report.

1. If anyone is in immediate danger or a crime is in progress, call 999. Seek urgent medical help where needed.
2. Listen calmly. Take the person seriously, do not ask leading questions and do not promise to keep the information secret.
3. Reassure them that they did the right thing by speaking up and explain that the information must be shared with people who can help.
4. Make a factual written record as soon as possible, using the person's own words where relevant. Distinguish fact, opinion and hearsay.
5. Report promptly to the Club/County/Event Welfare Officer or Suffolk Squash County Safeguarding Lead. Do not delay because information is incomplete.
6. Email safeguarding concerns to safesquash@englandsquash.com where required by England Squash procedures or when advice/escalation is needed.
7. Where referral to an external safeguarding agency is required, this should be made without delay and within 24 hours of receiving the concern.
8. If the concern involves the Welfare Officer/Safeguarding Lead, report directly to the Suffolk Squash Chair, England Squash Safeguarding Manager or the relevant statutory agency.

Important: safeguarding information may be shared without consent where there is a risk of significant harm, a legal duty, a public-interest reason, or where seeking consent would increase risk. Record the reason for the decision.



8. Recording, confidentiality and information sharing

Records must be timely, clear, dated and signed. They should include the nature of the concern, exact words used, observations, actions taken, people contacted, advice received and the wishes of the child or adult where known. Records must be stored securely with access restricted to those who need the information for safeguarding purposes.

Confidentiality is not absolute. Information must be shared proportionately and lawfully to protect a child or adult at risk. The safety and welfare of the person takes priority over reputational or organisational concerns.

9. Whistleblowing, complaints and conduct

Anyone who believes safeguarding concerns are not being handled appropriately should raise the matter with the Suffolk Squash Chair, England Squash Safeguarding Manager or an appropriate statutory agency. No person should suffer detriment for raising a genuine concern in good faith.

Conduct complaints that are not safeguarding matters should normally follow the relevant club, county or league complaints and disciplinary procedures. Safeguarding issues must follow England Squash safeguarding reporting procedures and must not be treated solely as a conduct complaint.

10. Supporting codes of conduct

Children and young people

- Play fairly, respect the rules, officials, coaches and other players.
- Tell a trusted adult or Welfare Officer if anything makes you or someone else feel unsafe, worried or uncomfortable.
- Do not bully, harass, discriminate against or abuse others, including online.
- Use team and social-media channels responsibly and do not share another person's images or information without permission.
- Follow safety instructions and look after equipment and facilities.

Parents and carers

- Encourage enjoyment, effort, fair play and respect rather than pressuring for results.
- Provide accurate medical, emergency and consent information and advise changes promptly.
- Use respectful communication and do not interfere with coaches, referees or event officials.
- Raise welfare concerns promptly with the Welfare Officer or safeguarding lead.
- Follow photography, online communication, transport and supervision arrangements.

11. Key contacts and current England Squash documents

England Squash safeguarding email: safesquash@englandsquash.com

Emergency: 999 where there is immediate danger or a crime in progress.

Current England Squash safeguarding policies and guidance: [England Squash - Safeguarding policies and guidance](#)

England Squash Code of Conduct: [England Squash Code of Conduct](#)

DBS guidance: [England Squash Safeguarding & DBS](#)



NSPCC Child Protection in Sport Unit: [CPSU](#)

Ann Craft Trust (safeguarding adults in sport): [Ann Craft Trust](#)

12. Review and approval

This policy will be reviewed at least annually, and sooner following a serious incident, changes in law or statutory guidance, or an update to England Squash safeguarding requirements. The Suffolk Squash Committee will record approval and ensure the current version is published and communicated.

Approved by	Suffolk Squash Committee	Date	July 2026
Next scheduled review	July 2027	Version	2.0
County Safeguarding Lead signature	_____	Chair signature	_____