

ST ALBANS AND HARPENDEN PICKLEBALLERS

Safeguarding Policy

Version	2.0
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Policy owner	Welfare Officer and Club Committee
Approved by	[INSERT APPROVING BODY OR COMMITTEE DATE]
Next review due	18/06/2027
Revisions made	Rewritten to reflect current safeguarding, data protection, equality, health and safety and sports club governance guidance.

1. Purpose and commitment

SHARP Pickleball is committed to creating and maintaining a safe, positive and inclusive environment for everyone involved in pickleball. The club recognises its duty of care to safeguard children, young people and adults at risk, and to respond properly to concerns about poor practice, bullying, discrimination, abuse, neglect or harm.

2. Scope

This policy applies to all members, guests, visitors, volunteers, session leads, coaches, committee members, parents, carers and anyone acting for or representing the club. It applies during club sessions, events, competitions, meetings, online communication, social media and any activity linked to the club.

3. Definitions

- **Child or young person:** Anyone under the age of 18.
- **Adult at risk:** An adult who has care and support needs, is experiencing or at risk of abuse or neglect, and is unable to protect themselves because of those needs.
- **Safeguarding concern:** Any concern about a person's safety, welfare, treatment, behaviour towards others, possible abuse, neglect, bullying, exploitation, discrimination or poor practice.
- **Poor practice:** Behaviour that falls below expected standards and could place people at risk, even if it is not abuse.

4. Safeguarding roles

Role	Name and contact details	Main responsibility
Club Welfare Officer	[INSERT NAME, PHONE AND EMAIL]	Main safeguarding contact for the club. Receives concerns, records information, seeks

		advice and refers to Pickleball England or statutory agencies where needed.
Deputy Welfare Officer	[INSERT NAME, PHONE AND EMAIL]	Acts when the Welfare Officer is unavailable or conflicted.
Club Chair	[INSERT NAME AND EMAIL]	Supports safe governance and makes sure safeguarding is taken seriously by the committee.
Pickleball England Safeguarding Contact	[INSERT CURRENT PBE SAFEGUARDING CONTACT OR REPORTING LINK]	National governing body safeguarding advice and escalation route.
Emergency services	999	Use where someone is in immediate danger or a crime is in progress.

5. Key principles

- The welfare of children, young people and adults at risk is central to club activity.
- Safeguarding is everyone's responsibility.
- Concerns should be reported promptly. The club does not expect members or volunteers to investigate abuse.
- People who raise genuine concerns should be supported and should not suffer negative treatment for reporting them.
- Information should be recorded accurately, stored securely and shared only where there is a legitimate need or safeguarding duty.
- The club will follow Pickleball England safeguarding requirements where applicable.

6. Recognising concerns

Safeguarding concerns may include physical abuse, emotional abuse, sexual abuse, neglect, bullying, cyberbullying, discrimination, exploitation, grooming, self-neglect, domestic abuse, financial abuse, organisational abuse, unsafe coaching practice, inappropriate relationships, misuse of power, inappropriate photography or filming, or behaviour that makes a person feel unsafe.

7. How to report a concern

1. If someone is in immediate danger, call 999 and alert venue staff.
2. Report the concern to the Club Welfare Officer as soon as possible. Use the Deputy Welfare Officer if the Welfare Officer is unavailable or involved in the concern.
3. Write down the facts as soon as possible. Include dates, times, names, what was seen or heard, what was said, and any action already taken. Do not ask leading questions.
4. Do not promise absolute confidentiality. Explain that information might need to be shared to keep someone safe.

5. Do not investigate the allegation yourself, confront the person alleged to have caused harm, or discuss the matter widely.
6. The Welfare Officer will decide the next step, which might include seeking advice from Pickleball England, the venue, police, Children's Social Care, Adult Social Care or the Local Authority Designated Officer.

8. Concerns about a club officer, coach, volunteer or committee member

Any concern about the behaviour of a club officer, coach, volunteer, committee member or person in a position of trust must be referred to the Welfare Officer or Deputy Welfare Officer promptly. If the concern involves either of those roles, report it to the Chair or directly to Pickleball England safeguarding. Concerns involving a child and a person in a position of trust may need referral to the Local Authority Designated Officer. The club will not allow a conflicted person to manage the concern.

9. Safer recruitment and volunteer checks

The club will use safer recruitment steps for roles that involve responsibility for children, young people or adults at risk. These steps may include role descriptions, application information, identity checks, references, appropriate DBS checks, safeguarding training, induction, supervision and ongoing review. DBS checks are only one part of safer recruitment and do not replace good supervision or reporting culture.

10. Training and awareness

The club will make sure committee members, Welfare Officers, session leads, coaches and relevant volunteers understand this policy and know how to report concerns. People in safeguarding roles or regulated activity must complete safeguarding training suitable for their role and keep it up to date.

11. Photography, filming and social media

The club will take care when using photography, filming and social media. Images or videos should only be taken and shared for clear club purposes, with appropriate permission. Children, young people and adults at risk must not be identified in a way that creates risk. Concerns about inappropriate photography, filming or online contact must be reported to the Welfare Officer.

12. Supervision, session arrangements and boundaries

Session leads, coaches and volunteers should maintain appropriate boundaries and avoid situations that create unnecessary risk. Where children attend sessions, the club should make sure parental or carer arrangements, supervision expectations, emergency contacts and photography consent are clear before participation. The club does not provide transport unless a specific arrangement has been approved by the committee and appropriate safeguarding controls are in place.

13. Confidentiality and record keeping

Safeguarding information will be recorded factually and stored securely. Access will be restricted to people who need the information to protect someone, manage the concern or meet legal, insurance, national governing body or statutory duties. Safeguarding records should not be deleted simply because someone leaves the club. Retention should be decided with reference to Pickleball England guidance, statutory requirements, insurance requirements and the nature of the concern.

14. Support for people involved

The club will seek to support anyone who raises, discloses or is affected by a safeguarding concern. The club will also handle allegations fairly and avoid prejudging matters while still taking protective action where needed.

15. Review

This policy will be reviewed at least annually and sooner if there is a safeguarding incident, change in law, change in Pickleball England guidance, change in club activities or change in safeguarding personnel.

Guidance considered

This policy has been drafted with reference to Pickleball England safeguarding policy and procedures, CPSU guidance, NSPCC guidance, UK safeguarding legislation and sports club safeguarding practice.