



**Chiltern Croquet Academy  
Child Safeguarding Policy  
March 2021**



As a Croquet Association coaching academy, the Chiltern Croquet academy (CCA) accepts that its Management Board has a responsibility for safeguarding children. It has established checks and procedures to ensure the following are implemented:

- CA Child Safeguarding Policy: <https://www.croquet.org.uk/?p=ca/schemes/safeguarding>
- Safeguarding Codes of Conduct: <https://www.croquet.org.uk/?p=ca/schemes/safeguarding/conduct>
- Child Safeguarding Processes: <https://www.croquet.org.uk/?p=ca/schemes/safeguarding/processes>
- Child Safeguarding Guidelines: <https://www.croquet.org.uk/?p=ca/schemes/safeguarding/guidance>

The CCA Management Board will ensure:

1. A Local Safeguarding Officer (LSO) is appointed and their details registered with the CA.
2. All coaches are briefed on their responsibilities to:
  - a. Be aware of the need to safeguard children (i.e. those under 18 years)
  - b. Be good role models both on and off the lawns
  - c. Be aware of, and comply with, the [CA Child Safeguarding Codes of Conduct](#), in particular paras 11 and 12, available at Appendix A.
  - d. Know how to contact their Local Safeguarding Officer (LSO)
  - e. Report any safeguarding concerns they have to the LSO at the earliest opportunity
3. Our adoption and implementation of this policy, and LSO contact details are available on our website.
4. Implementation of this policy is monitored at each committee meeting and an annual report is presented.
5. This policy is reviewed at least every three years.

This policy was adopted by the CCA Management Board on 4 Mar 21
It is due to be reviewed March 2024

Our Local Safeguarding Officer is: Dr Ron Carter <a href="mailto:dr.roncarter@gmail.com">dr.roncarter@gmail.com</a> 07973 239 319	The CA Safeguarding Officer is: Dr Ron Carter <a href="mailto:dr.roncarter@gmail.com">dr.roncarter@gmail.com</a> 07973 239 319
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## COACHES CONDUCT

The following text is an extract of paras specific to coaches from CA Child Safeguarding Codes of Conduct (bolding added for emphasis):

11. *Coaches (NB. including volunteers) working with children are expected to apply all the CA's coaching standards.*
12. *To meet the CA Safeguarding Policy when coaching children, in addition to the general conduct requirements for all adult members at paras 6 to 10 above, coaches are required to:*
  - a. *Respect the **right of parents to be involved**, including ensuring that children's parents have the coaches' contact details. Conversely, coaches should ensure that they have the children's emergency contact details readily available.*
  - b. *Ensure an **adult/coach ratio on-the-lawn of no more than four children per adult**, improving the ratio to take into account any additional needs e.g. communication, disability or challenging behaviour.*
  - c. *Apply the **guidelines in the section Conduct for Trip Organisers** below. This includes obtaining parental consent for all trips to croquet events; the necessary templates (T3A) [Letter to Parents for an Event](#), and (T3B) [Parental Consent Form for an Event](#) are provided.*
  - d. *When using video recording equipment (including mobile phone, tablets, and similar devices) as a coaching aid, ensure that **all images are appropriate and available to the parents or immediately deleted.***