Safeguarding Policy

Issue: 4
Issue Date: November 2026
Review Date: November 2027
Responsible: Hitchin Netball Club Committee

The Committee is collectively responsible for ensuring this document is implemented, reviewed and updated as required.

Approval

This document was approved by the Hitchin Netball Club Committee at its meeting on 7 November 2026 and the approval is recorded in the minutes of that meeting.

Purpose

This policy sets out Hitchin Netball Club's commitment to safeguarding children and young people, the responsibilities of those involved in Club activities, and the arrangements for preventing harm and responding to safeguarding concerns.

Scope

This policy applies to:

- All members, volunteers, players, parents, carers, and anyone connected with Hitchin Netball Club.
- All club activities, events, and communications, including online environments.

Policy Statement

Hitchin Netball Club is committed to creating a safe, inclusive, and supportive environment for all participants.

We believe that:

- Children and young people should never experience abuse of any kind.
- We have a duty to promote the welfare of all children and young people, keeping them safe, and practising in a way that protects them.

We recognise that:

- The welfare of children is paramount in all decisions and activities.
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation, have an equal right to protection from harm.
- Some children are additionally vulnerable due to previous experiences, dependency, communication needs, or other factors.
- Partnership with children, young people, parents, carers, and other agencies is essential to promote welfare.

Procedures / Implementation

Club Safeguarding Team

Hitchin Netball Club appoints a Club Safeguarding Officer and Deputy Safeguarding Officer to act as the Club's designated points of contact for safeguarding concerns.

The Safeguarding Team is responsible for receiving and responding to safeguarding concerns, providing guidance to Club volunteers, and referring concerns to England Netball or appropriate statutory agencies where required.

The Administration Manager will maintain the Club’s record of required safeguarding training and England Netball DBS checks, including relevant check and renewal dates, and monitor when renewals are due. The Club Safeguarding Officer will oversee this process, have access to the record and ensure that any outstanding checks or training requirements are addressed.

The Club will not take or retain copies of DBS certificates. Only the information necessary to monitor compliance and renewal requirements will be recorded.

Current Safeguarding Team contact details are published on the Club website.

Reporting and Responding to Safeguarding Concerns

Anyone who has a safeguarding concern about a child or young person must report it promptly to the Club Safeguarding Officer or Deputy Safeguarding Officer. Their current contact details are published on the Club website. Concerns may relate to something that happens within or outside netball.

If a child is in immediate danger or needs emergency medical assistance, call 999 without delay. Inform the Club Safeguarding Officer as soon as it is safe to do so.

If the concern involves the Club Safeguarding Officer, report it to the Deputy Safeguarding Officer or directly to England Netball. If it involves both officers, or neither can be contacted promptly, report directly to England Netball using its published safeguarding reporting procedure. Anyone may report a concern directly to England Netball without first reporting it through the Club.

Anyone receiving a disclosure must listen calmly, take it seriously and avoid leading questions. They must not promise secrecy or investigate the concern themselves.

A factual record must be made as soon as possible, including the date, time, what was observed or reported, the child's own words where possible, and any action taken. The Club's Safeguarding Expression of Concern Form should be used where practicable, but completing the form must not delay reporting.

Safeguarding information must be stored securely and shared only with those who need it to protect the child or respond appropriately. The Safeguarding Team will follow England Netball's reporting procedures and refer concerns to the appropriate statutory agencies where required.

Responsible Adults at Matches and Competitions

The attending Coach will normally act as the Responsible Adult for the team's under 18 (U18) players. Where the Coach is unable to attend or undertake this role, another appropriate adult must be identified before the match or competition begins.

The Responsible Adult may be the attending coach, Club Safeguarding Officer, parent/carer or another appropriate adult connected with HNC, with the knowledge and consent of the relevant parent/carer where appropriate.

The Responsible Adult:

- must not be an on-court player;
- may be responsible for more than one U18 player;
- must be in a position to support the welfare and safety of the U18 players throughout the match or competition; and

- will be made aware of any relevant medical conditions, medication, disabilities or safeguarding information necessary to support the player appropriately.

Specific arrangements for appointing Responsible Adults for Club teams are set out in the Match Day & League Guidance for Coaches.

Monitoring and Review

This document will be reviewed annually by the HNC Committee, or sooner if required by changes in legislation, Club operations, or England Netball guidance. The Committee will monitor implementation and compliance. All updates will be documented and communicated to members and volunteers.

References and Supporting Documents

Hitchin Netball Club documents

- Safeguarding Expression of Concern Form
- Player Welfare & Support Policy
- Player Welfare & Support – Internal Volunteer Guidance
- Match Day & League Guidance for Coaches
- Volunteer Onboarding Policy & Procedure
- Code of Conduct Coaches & Volunteers
- Relevant Player Codes of Conduct
- Code of Conduct Parents & Carers
- Social Media & Online Communication Policy
- Photography & Recording Policy
- Events & Trips Policy
- Equality, Diversity & Inclusion Policy
- Data Protection Policy
- Privacy Notice
- Whistleblowing Policy

External guidance and documents

- Current England Netball Safeguarding Policy
- England Netball procedures for reporting safeguarding concerns
- England Netball DBS and safeguarding training guidance