



DULWICH COLLEGE SPORTS CLUB SAFEGUARDING POLICY

INTRODUCTION

Dulwich College Sports Club (“the Sports Club”) is one of several commercial activities whose operation is overseen by Dulwich College Enterprises Limited (DCE), one of the trading subsidiaries of Dulwich College (“the College”).

The Sports Club comprises the following facilities which are owned by the College:

- The Sports Centre (Club Room, Ergo Room, Exercise Studio, Fitness Suite, Free Weights Room, Sports Hall, Swimming Pool, Therapy Room)
- Artificial playing surfaces
- Athletics track
- Tennis courts
- Trevor Bailey Sports Ground, including squash courts
- Changing rooms, showers and toilets
- Communal and social areas, including Reception and the balcony

At various times, members of the Sports Club and hirers have access to these premises accordingly.

The safeguarding procedures outlined in this policy are contained in leaflets and on posters in the Sports Club and included in membership terms and conditions and the Sports Club code of conduct.

SAFEGUARDING COMMITMENT

Dulwich College is committed to safeguarding and promoting the welfare of all attendees at the Sports Club.

The Sports Club recognises that it has a duty of care towards its users, particularly College pupils, other children under the age of 18 and vulnerable adults. The availability of Sports Club facilities to these groups alongside Sports Club members and non-members, particularly at times when spaces are shared, carries several safeguarding implications.

The purpose of this policy is to outline the arrangements which are in place to provide a secure environment for College pupils and other children under the age of 18 who use the Sports Club.

The Sports Club will respond promptly and appropriately to all incidents or concerns of abuse that may occur.

DCE has appointed Jon Prater as the Sports Club Designated Safeguarding Lead (DSL) who can be contacted as follows: praterj@dulwich.org.uk; 020 8299 9292. The Sports Club DSL liaises closely with the DSL at Dulwich College (Elliot Read) who can be contacted as follows: safeguarding@dulwich.org.uk; 020 8299 5188.

If any user has a concern about the safety or welfare of any children or vulnerable adults who use the Sports Club, they should report these to the Sports Club DSL or, in their absence, the Duty Manager immediately.

If abuse is suspected or disclosed

Allegations may arise following a complaint/allegation from a Sports Club member, member of staff, pupil, or other child.

When a child makes a disclosure to a member of staff, that member of staff will:

- listen calmly and patiently;
- take the matter seriously and reassure the child;
- tell the child what will happen next;
- not promise to keep the alleged abuse secret or confidential.

In all cases (whoever makes a disclosure) the member of staff in receipt of the disclosure will record the information at the time or as soon as possible afterwards and explain the information will have to be passed on.

The Sports Club DSL will decide whether a referral should be made to the local authority children's social care. The Sports Club is owned by the College and the DSL will always inform and liaise closely with the Designated Safeguarding Lead at Dulwich College (Elliot Read) and inform him of all allegations including any incident that happened when an individual or organisation was using the Sports Club for the purposes of running activities for children.

Any person who has concerns regarding a child, or concerns that an incident has not been dealt with properly, may make a referral direct to the local authority children's social care.

STAFF

Sports Club staff are all employed by Dulwich College in accordance with the College's safer recruitment protocols, and all staff in 'regulated activity' undergo the necessary checks before they start work. This applies to all staff who work in the areas listed above, such as: members of the Physical Education Department at the College (including coaching staff) and Sports Club staff (Duty Managers, Receptionists, Fitness Instructors, Lifeguards, Party Supervisors etc.). In addition, appropriate safeguarding provisions are included in any relevant hire agreements/terms and conditions.

There is always at least one member of Sports Club staff on duty at the following times:

Monday to Friday	6.00 to 22.00
Saturday	8.30 to 18.00
Sunday	8.30 to 22.00

SECURITY

During the extended school day (8.00 to 17.30) the security barriers are open, with a member of staff always on the front desk. To pass through the security barriers and gain access to the Sports Centre at other times, all users (pupils, staff and Sports Club members) must use their own membership or Activity Access Card. Passes are issued by Reception. Members' guests are signed in by a member and registered on the Club membership system.

Closed-circuit television cameras, which are monitored by the Sports Club Manager and the Duty Manager, are located in the Sports Club Manager's office.

There are no permanent staff at the Trevor Bailey Sports Ground. Activities are supervised by class or hirer instructors and access is controlled by a swipe-card reader.

CATEGORIES OF USERS WHO ARE COLLEGE PUPILS OR OTHER CHILDREN UNDER THE AGE OF 18

Use of facilities listed above by College pupils or by other children under the age of 18 is divided into four categories, each of which has its own specific safeguarding arrangements in addition to the staffing and security provisions outlined above.

(1) College pupils accessing the Sports Club during normal school hours (8.35 to 15.45)

Pupils use the Sports Centre during normal school hours (8.35 to 15.45) when they are under the supervision of College teaching and/or coaching staff in accordance with the College's *Supervision of Pupils Policies*.

Supervision of pupils in changing rooms is age-appropriate, and at no point should a member of staff be alone with one or more pupils in a changing room.

During these times:

- Only a limited number of members of the Sports Club have access to any facilities in the Sports Club.
- College staff are permitted to use the Fitness Suite, Free Weights Room etc. for recreational purposes and they must change and shower in the staff changing room in the Sports Club or in the staff changing rooms in the Lord George Building.
- Sports Club Wellbeing Associates, who have all undergone an enhanced DBS check, are permitted to access the Therapy Room in order to treat clients who are not College pupils or staff. Clients must be met at Reception and accompanied by their therapist at all times, including to the staff toilets. Therapists are required to explain this procedure to all clients.
- Sports Club Personal Trainers, who have all undergone an enhanced DBS check, are permitted to access the Fitness Suite and Free Weights Room in order to train College staff only, and on the rare occasions that College staff wish to use the facilities during normal school hours.
- A limited number of sessions organised by external hirers take place at the Trevor Bailey Sports Ground during normal school hours. In this case, hirer coaches and officials have all undergone an enhanced DBS check.

(2) College pupils accessing the Sports Club for College activities but outside of normal school hours (15.45 - 17.30 and 6.15 - 8.00)

Pupils are under the supervision of College staff, in accordance with the College's *Supervision of Pupils Policies*, when engaging in a range of activities outside of normal school hours.

Members of the Sports Club have access to facilities during term time at the following times, which can coincide with out of normal school hours College activities:

Monday to Friday	6.15 to 8.00	Fitness Suite
Tuesday	6.15 to 7.00	Free Weights Room
Friday	6.15 to 8.00	Free Weights Room
Tuesday and Thursday	6.15 to 8.00	Swimming Pool
Wednesday	16.30 to 17.30	Swimming Pool
Fridays	16.00 to 17.30	Swimming Pool
Saturday (Lent Term)	9.00 to 18.00	Artificial Play Surfaces
Saturday	9.30 to 18.00	Trevor Bailey Sports Ground

Where there is overlap in the use of facilities by both College pupils and members of the Sports Club, the following safeguarding measures are taken:

- A member of College staff is always present to supervise directly the activity in which the College pupils are engaging.
- College pupils and Sports Club members use separate changing rooms, which are indicated by clear signage and the supervising member of College of staff will check only College pupils are using the correct changing rooms.
- Periodic random spot checks of changing rooms are carried out by the Duty Manager to ensure Sports Club members are using the correct changing rooms.

There is a handover between the end of College pupils using facilities, and the start of members of the Sports Club using facilities between 17.15 and 17.45.

At these times, the following measures are taken:

- All College-run sessions finish at 17.15 and all Sports Club swimming sessions (including staff swimming) start from 17.30 to allow time for College pupils to vacate the changing rooms before Sports Club members arrive to change.
- Sports Club staff ensure that no Sports Club members go through to the changing rooms or Swimming Pool area before 17.30 on Mondays, Tuesdays and Thursday; before 16.30 on Wednesdays; and before 16.00 on Fridays.
- College staff ensure that the changing rooms are clear of College pupils before 17.30.
- If a College swimming gala overruns:
 - College staff inform Reception and the Duty Manager immediately to ensure that this information reaches Sports Club members.
 - For Junior School galas, all pupils are supervised both on poolside and in the changing rooms by a member of College staff.
 - No Sports Club members are allowed into the team changing rooms until they are clear of College pupils.
 - Sports Club staff manage the members by holding them at Reception until 17.45 and thereafter in the Swimming Pool lobby.
 - If Sports Club members are on site and the pool is clear, they are invited to use the accessible changing rooms to change and then to bring their belongings on poolside.
- To ensure that parents of College pupils and those from visiting schools do not walk around the Sports Club unaccompanied, they are sent a letter which provides clear instructions relating to access to the pool and to collection at the end of the sessions.

(3) Boarders accessing the Sports Club in the evenings and at weekends (not part of a College arranged activity)

Provided they have undergone an induction, boarders in Year 7 upwards are permitted to use the Sports Club unaccompanied, including the Swimming Pool, at the times when the Sports Club is in operation.

At these times all facilities are shared with Sports Club members/hirers (and their guests), and the following safeguarding measures are taken:

- Boarders sign in on arrival at Reception.
- Boarders do not have access to adult-only lane swimming.
- Boarders must not travel to and from the Boarding Houses alone: they must be in groups of two or more.

- If they wish to change at the Sports Club, boarders use the male accessible changing room only, which has a notice on the door.
- Boarders sign out on leaving at Reception.

(4) Children under the age of 18 using the Sports Club (both as members and/or children / guests of hirers)

Children under the age of 18 (which may include College pupils) are able to use Sports Club facilities, and/or attend classes organised through it, as junior members. Membership is arranged at Sports Club Reception and gives access to facilities, activities and classes.

Furthermore, children under the age of 18 (which may include College pupils) are able to attend the Sports Club either:

- as guest of a member (NB: Guests may only be brought into the Sports Club by adult members (aged 18 and over); Junior members, who are all under the age of 18, are not permitted to sign in guests). or
- as a guest/invitee of a hirer e.g., a children's party.

The following safeguarding measures are taken with regard to children under the age of 18 using the Sports Club:

Supervision

- Junior members under the age of 11 must be accompanied or supervised by an adult at all times within the Sports Club.
- Junior members aged 11 and over may obtain their own membership card and attend the Sports Club unaccompanied.
- Junior members may use the Fitness Suite from age 14 and the Free Weights Room from age 18 after completing an induction with a Fitness Instructor.
- Any guests of members and/or guests/invites of hirers who are under 18 must be accompanied and supervised by the relevant adult member/hirer at all times whilst within the Sports Club.

Changing rooms

- Children under the age of 11 should be accompanied by an adult at all times in the changing rooms.
- Children aged 11 to 18 should not use a changing room alone when adults other than their parents are present. The accessible changing rooms may be used in these circumstances.
- Children aged 8 and over must use the correct gender changing room.
- Adults using the changing rooms should be alert to the possibility of being alone with a child other than their own, and this should be avoided as far as possible.
- Periodic random spot checks of changing rooms are carried out by the Duty Manager.
- Accessible changing rooms should be used by unaccompanied junior members when there is a risk of them being alone in a changing room.

Swimming pool

- Junior members aged 11 and over may swim unaccompanied provided they are competent swimmers (i.e., they can swim 100 metres unaided).
- Junior members under the age of 11 must be accompanied to the Swimming Pool by an adult on poolside or in the water.

- Junior members aged 7 and under must be supervised in the water at all times by an adult. A minimum supervision ratio of one adult to two children aged 7 and under is recommended.

Hirer groups

The contract between the Sports Club and hirer groups requires that any individuals who will be undertaking regulated activity whilst at the Sports Club will ensure relevant staff have the requisite safeguarding checks (including an Enhanced DBS with barred list check as required).

PHOTOGRAPHY

Sports Club members may take photographs and make video recordings in the Sports Club for their own personal use provided that the following guidelines are observed:

- Members may not take photographs or make video recordings of any children under the age of 18 other than their own.
- Any individual who appears in a member's photographs or videos must be made aware that they are being filmed and permission must be sought first. If a request is made for photographing or filming to stop, this must be respected.
- Photographs must not be taken, or video recordings made, in the changing areas, toilets or Swimming Pool.
- If a member makes a complaint about any photograph or footage that has allegedly been taken in the Sports Club, the Sports Club DSL or Sports Club Manager may request to see this and ask for it to be deleted.

Policy Owner:	Sports Club Designated Safeguarding Lead
Last Reviewed:	September 2023
Date of Next Review:	As required (and no later than September 2024)