

---

# Safeguarding Responsibilities

---

Promoter Guide

November 2018

## Promoter Guide: Safeguarding Responsibilities

### Introduction

Organisers are responsible for implementing a safeguarding procedure, which should cover players, spectators, staff and volunteers involved with the event.

PSA have our own safeguarding policy which all organisers agree to abide by. You should utilise this at your tournament and supplement it appropriately.

### Risk Assessments

Assessing the risks at your tournament is essential. Some of the key areas to consider are:

- Venues, facilities and equipment
- Accessibility
- Health and safety
- Manual handling
- Transportation (if applicable)
- Photography
- Staff ratio / one-to-one contact
- Missing participants
- Security (if applicable)

### Player Registration

Organisers should ensure players register their arrival at the tournament / tournament hotel / host and recommend simply printing off the live entry list from the PSA secure site.

The secure site can also be used to find useful information about players, such as a profile picture and emergency contact numbers.

### Player Medical Information

Organisers should be aware of any specific medical conditions of participants. This can be found via the PSA secure site. Players have consented to sharing this information where medical need facilitates, but for all other intents and purposes, this information must be kept confidential.

### Roles and Responsibilities

Organisers must make sure roles and responsibilities of tournament staff, contractors and volunteers are clearly defined and that they receive appropriate training, including providing them with an understand of safeguarding, GDPR (confidentiality/data protection) and health and safety procedures.

Organisers are responsible for ensuring staff and contractors hold the relevant qualifications and insurance for their role, and where appropriate, have background checks or references.

Players should be made aware of any procedures at the event that they need to be aware of, including emergency procedures and supervision procedures of any junior players.

Players, staff, contractors and volunteers should also be aware of how they report a concern.

### Security / Accreditation

Organisers should ensure that staff are identified where possible at a tournament – we suggest photograph ID where possible and tournament t-shirts so that staff are easily

identifiable. At the very least, organisers must keep a roster of on-site staff at the tournament which must be supplied to PSA on request.

### **General Photography and Video Use**

PSA understand that tournaments may use images to promote the event or its activities, but expect that appropriate safeguards are in place to mitigate the risks associated with this (e.g. for children from school groups, squash clubs, in the audience etc).

Organisers should understand the potential concerns posed directly and indirectly to children and young athletes through use of images (photographs and videos); images can be used inappropriately or as a means of identifying children, which can make them vulnerable.

Organisers should adopt the following principles when taking images of children at the event:

- The interests and welfare of children taking part is paramount
- Children and their parent / legal guardian have a right to decide whether their images are taken and how these may be used
- Children and their parent / legal guardian must provide consent
- Sessions are supervised appropriately
- Where possible do not include the name of a child whose image is used, or use first names only if necessary
- Be clear on how images will be used and stored
- Only use images of children in suitable dress / kit
- Use imagery to positively reflect children's participation in squash
- Accredited photographers appropriately

### **Images of Elite Athletes**

Positive media coverage and promotion through images and videos may well be welcome for young elite athletes who are competing in the public eye.

Therefore, whilst PSA and organisers must maintain their duty of care to young elite athletes at all times, it is recognised that it is not practical nor desirable enforce all of the general photography and video use guidance that would normally be applied to photography of children, such as omitting the athlete's name or some personal details. It is, however, important that other aspects of the general guidance, such as appropriate nature, content and imagery use, along with supervision of sessions are considered.

By signing up to become a PSA member, athletes and their parents / legal guardians have consented to being photographed and videoed at PSA tournaments and agree to the following player publicity commitment:

*All PSA members agree to waive in full all their individual claims on performers' and intellectual property rights. PSA membership means that all members grant PSA and PSA Tour tournaments the right to use their name, photograph, likeness, biography, logo, artwork, voice or other similar identification for the purposes of promoting the PSA Tour. This includes but is not limited to pictures, programmes, broadcasts and telecasts and all other publicity and promotional materials and media, including publicity and promotion in connection with a commercial product, as long as such publicity and promotion is directly related to the publicity and promotion of the PSA World Tour, its sponsors and tournaments, and does not constitute a direct individual endorsement of such commercial product. Each member transfers to PSA any television rights they may own in all PSA World Tour tournaments in which the player participates.*

It does however remain the responsibility of the organiser to ensure:

- Photographers are recruited / accredited and vetted appropriately
- Individual photo sessions and interviews are supervised
- Only photographs considered appropriate in terms of content and behaviour are used (if this is ever in doubt, err on the side of caution and do not use the imagery)

**Filming or streaming of tournaments is not permitted without PSA's consent and commitment to the above guidelines.**

### **Social Media**

Social media can be utilised as a powerful platform for the promotion of the sport, PSA and its tournaments, and of course athletes, but it can also increase vulnerability of children and young people.

PSA have implemented a Social Media Code of Conduct in the Tour Rule Book which is applicable to PSA players; organisers and support staff should refer to the Code of General Conduct & Ethics.

### **PSA Specific Safeguarding Resources**

[PSA Safeguarding Policy](#)

[PSA Tour Rule Book PSA Code of Conduct for Players \(including social media\)](#)

[PSA Code of General Conduct & Ethics](#)

### **General Safeguarding Resources**

#### **Templates**

[Template photography consent form](#)

[Template lost and found child form \(spectators / school groups etc\)](#)

[Template reporting a concern procedure and form](#)

[PSA reporting an incident form](#)

#### **Other Reading**

[Risk management guidance](#)

[Online international event management toolkit from the CPSU](#)

[Positive sports parents – supporting talented young athletes article / video](#)

[Safeguarding the Elite Athlete briefing](#)

#### **National Federation**

As PSA is based in England, the guidance provided is in-line with law and legislation in England, however we are aware that safeguarding legislation and guidance can vary by country. It is imperative that you, the organiser, are aware of specific legislation in your country and adhere to this. Your national federation may also offer help and guidance.

**US Squash – [SafeSport Program](#)**

**England Squash – [Safe Squash](#)**

These resources are intended to be helpful links and guidance. Please note that these websites are not affiliated with PSA in any way and therefore PSA cannot be held liable for the content within them, however they are reputable child protection and risk management organisations. Use of any templates or resources are solely at the discretion of the organiser.

## Safeguarding Checklist

	Complete
<b>Basics</b>	
Do you have a lead person for safeguarding at your event and do you have a safeguarding plan in place?	
Have you read and understood PSA's Safeguarding Policy?	
<b>Creating a Safe Environment</b>	
Have you read, understood and implemented the PSA Code of General Conduct & Ethics for support staff?	
Have you completed pre-event risk assessment?	
Have you arranged registration and consents for all participants?	
Do you have all relevant medical information?	
Do you have a procedure for missing children at your event (if applicable)?	
Have you arranged security at your event?	
<b>Roles and Responsibilities</b>	
Have you considered recruitment, employment and deployment of staff and volunteers?	
Do staff have the relevant technical qualifications and insurance?	
Are all staff and volunteers aware of their safeguarding and PSA Code of General Conduct & Ethics responsibilities?	
Are all the relevant people vetted as appropriate?	
<b>Responding to Concerns</b>	
Do you know how to recognise and respond to concerns? Do staff?	
<b>Travel and Overnight Stays (for junior players)</b>	
Have you planned for any overnight stays effectively?	
Have you communicated effectively with parents, carers and players?	
Have you assessed potential risks?	
Have you considered and assessed transport plans?	
Do you have plans for emergency procedures in place?	
Do you have appropriate supervision of children and young people?	
Have you considered all aspects of accommodation and catering?	