

## CNWSC Policy on supervision of children on site

### Purpose

This policy is to support creating a safe and welcoming site for members, their families and guests.

The Club welcomes members and their families and want them to have a safe and enjoyable visit.

### Principle

All children should be under the supervision of a responsible adult at all times while in the club house or on the site grounds.

It is the responsibility of the adult to ensure that their child/children do not:

- expose themselves to risks, e.g. through misuse of gym equipment, playing in the car park, becoming vulnerable to inappropriate contact with others
- put others to risk through running/playing in public spaces including corridors
- Cause nuisance to others.

### Definitions

*Child/children* – means any person under the age of 14 years

*Responsible adult* – means a person over the age of 18 years who is acting as the parent/carer of the *child/children*. Coaches recognised by the sporting sections who have completed relevant DBS checks are considered a *responsible adult*.

*Site grounds* – means any part of the club site including: clubhouse (including entrance hall and corridors), squash courts, gym area, bridge rooms, sports field, tennis or netball courts, drive and car park.

*Supervision* – means the *child/children* are to be within sight of the *responsible adult* at all times and are behaving appropriately.

### Policy

The General Committee of the club has agreed the policy that: All children should be under the supervision of a responsible adult at all times while in the club house or on the site.

The General Committee has asked the club steward and staff to ensure the policy is followed.

If staff observe that the policy is not being followed they have been asked to take the following steps:

**Stage 1** – member of staff will notify the *responsible adult* of the club policy and ask the adult to ensure the child remains in sight and under *supervision* at all times

**Stage 2** - member of staff will:

- notify the *responsible adult* of the club policy,
- give them a copy of the policy,
- ask the adult to ensure the child remains in sight and under *supervision* at all times
- explain that if the policy is not followed the member will be asked to remove the *child/children* from the club site.

**Stage 3** - member of staff will give the member a copy of the policy and a letter (Appendix 1) and ask the *responsible adult* to remove the *child/children* from the site and not return for 7 days.

**Stage 4** – member of staff will ask *responsible adult* to remove the *child/children* from the site. If *responsible adult* is a member, or member who has introduced the *responsible adult* will be notified that a recommendation will be made to the General Committee for their membership of the CNWSC to be terminated.

The club steward will prepare a report for the next monthly General Committee taking statements from other staff members as appropriate.

The General Committee will determine if membership is to be terminated.

The member will be notified of the General Committee's decision and the right of appeal explained. If an appeal is made the member's membership will be suspended until the appeal is complete.

Dear Member

The General Committee of the club has responsibility for the health and safety of everyone using the club. The club has adopted a policy that requires children to be under adult supervision at all times. You will have been given a copy of the policy.

Club staff have been asked to implement the policy.

Regrettably, in spite of a previous warning, you have not followed the policy and a child/children accompanying you to the club has been unsupervised or has been behaving in a way that is in breach of the policy. You are at Stage 3 of the policy.

In line with the policy you are asked to remove the child/children immediately and not return the child/children before < insert date>.

If there is a further occasion of inadequate supervision you will move to Stage 4 of the procedure and membership will be terminated.

Issued by:

On behalf of the General Committee

Dear Member

The General Committee of the club has responsibility for the health and safety of everyone using the club. The club has adopted a policy that requires children to be under adult supervision at all times. You will have been given a copy of the policy.

Club staff have been asked to implement the policy.

Regrettably, in spite of a previous warning, you have not followed the policy and a child/children accompanying you to the club has been unsupervised or has been behaving in a way that is in breach of the policy.

You were previously given a Stage 3 letter on <date> and have therefore reached Stage 4 of the policy. In line with the policy you are asked to remove the child/children immediately.

The club steward will prepare a report for the next monthly General Committee taking statements from other staff/ members as appropriate. The General Committee will consider the report and determine if membership of the CNWSC is to be terminated.

The member will be notified of the General Committee's decision and the right of appeal explained. If an appeal is made the member's membership will be suspended until the appeal is complete.

Issued by:

On behalf of the General Committee