



## **SCOTTISH BRIDGE UNION**

Scottish Charitable Incorporated Organisation SCI51361

# **GOOD PRACTICE SAFEGUARDING NOTE FOR CLUBS**

All Clubs affiliated to the SBU should ensure that their club endorses the Safeguarding Policy and Procedures and makes use of the accompanying set of forms.

A link should be provided to this policy on their own website so that all members can access it.

[https://www.sbu.org.uk/images/content/about/resources/policies/SBU\\_Safeguarding\\_and\\_Child\\_Protection\\_Policy\\_and\\_Procedures\\_16.12.23\\_JF.pdf](https://www.sbu.org.uk/images/content/about/resources/policies/SBU_Safeguarding_and_Child_Protection_Policy_and_Procedures_16.12.23_JF.pdf)

- **If your Club is involved in providing activities for youngsters under the age of 18 your club should have a nominated key person who is PVG registered.**

### **Playing at the club**

1. When a young person comes to play in tournaments at your club, is there a PVG registered player present?
2. It is helpful to have more than one, in case of absence, as a back-up
3. Have you notified TD that a young person is playing? Are they alert to any untoward behaviour from players, e.g. snippy comments, bullying type behaviours or anything else that raises concerns.
4. Does the nominated PVG player check in with the young person after tournaments to ensure they felt supported and can deal with any concerns they may have experienced?

**If clubs are running classes or after school clubs on the Club premises, then the following points should be observed:**

5. There should always be at least one player/teacher who is PVG registered taking the class or club.
6. All volunteers should have completed the Application form to be a volunteer.
7. Not all volunteers need to be PVG registered – but at least one.  
Ratios to aim for:  
For children aged over 14, one PVG registered person to 10.  
For under 14s, one to 8
- 8 A gender balance amongst volunteers is helpful.
- 9 Someone who has had recent First Aid training needs to be present.
- 10 A consent letter for parents to sign must be issued and kept by the nominated bridge teacher. Parents must be made aware that this activity or class is not being carried out under school responsibilities, but under the SBU/Bridge Club responsibilities. All parents need to be made aware of the SBU Safeguarding Policy and Procedures and the various forms that need to be issued.
11. A register must be taken each session to ensure a record is available on which child/ren have attended. Contact details of the parent/guardian will be easily available to the nominated teacher in case of emergencies, and for regular communications. Details are subject to GDPR and should be kept secure (online and/or as paper copy)

**If Clubs are providing volunteers to go into schools to teach bridge:**

1. The school must be made aware that not every volunteer has been PVG registered, so that the school is responsible for providing staff to be present during the session.
2. The nominated PVG registered bridge player should keep a list of all volunteers and their application forms, to ensure it is current.
3. PVG registration can be sought to ensure adequate cover in the case of absence or illness.
4. *Regular* volunteers should be encouraged to seek PVG registration.

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