

# **DITCHLING PETANQUE CLUB**

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# **DITCHLING PETANQUE CLUB**

## **CODE OF CONDUCT**

Damage - members and visitors shall make good any damage caused by them to the property of the Club

The committee has the power to reprimand, suspend or expel any member who shall infringe the Club Rules

The committee accepts no responsibility for loss or damage to personal property

### **All members of staff, volunteers and members agree to:**

Prioritise the well-being of all children and adults at risk at all times

Treat all children and adults at risk fairly and with respect

Be a positive role model. Act with integrity, even when no one is looking

Help to create a safe and inclusive environment both on and off court

Not allow any rough or dangerous behaviour, bullying or the use of bad or inappropriate language

Report all allegations of abuse or poor practice to a member of the club committee

Not use any sanctions that humiliate or harm a child or adult at risk

Value and celebrate diversity and make all reasonable efforts to meet individual needs

Keep clear boundaries between professional and personal life, including on social media

Have the relevant consent from parents/carers, children and adults before taking or using photos and videos

Refrain from making physical contact with children or adults unless it is necessary as part of an emergency or congratulatory (e.g. hand-shake / high five)

Refrain from smoking and consuming alcohol during club activities or coaching sessions

Ensure roles and responsibilities are clearly outlined and everyone has the required information and training

Avoid being alone with a child or adult at risk unless there are exceptional circumstances

Refrain from transporting children or adults at risk, unless this is required as part of a club activity (e.g. away match) and there is another adult in the vehicle

Not abuse, neglect, harm or discriminate against anyone; or act in a way that may be interpreted as such

Not have a relationship with anyone under 18 for whom they are coaching or responsible for

Be acutely aware of the power that coaches and coaching assistants develop over players in the coaching relationship and avoid any intimacy (sexual or otherwise) with players

**All Juniors agree to:**

Be friendly, supportive and welcoming to other children and adults

Play fairly and honestly

Respect club staff, volunteers and Officials and accept their decisions

Behave, respect and listen to your coach

Take care of your equipment and club property

Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, culture, religion or sexual identity

Not use bad, inappropriate or racist language, including on social media

Not bully, intimidate or harass anyone, including on social media

Not smoke, drink alcohol or drugs of any kind on club premises or whilst representing the club at competitions or events

Talk to a club committee member about any concerns or worries they have about themselves or others

**All parents and carers agree to:**

Positively reinforce your child and show an interest in their Petanque

Use appropriate language at all times

Be realistic and supportive

Never ridicule or admonish a child for making a mistake or losing a match

Treat all children, adults, volunteers, coaches, officials and members of staff with respect

Behave responsibly at the venue; do not embarrass your child

Accept the official's decisions and do not go on court or interfere with matches

Encourage your child to play by the rules, and teach them that they can only do their best

Deliver and collect your child punctually from the venue

Ensure your child has appropriate clothing for the weather conditions

Ensure that your child understands their code of conduct

Provide emergency contact details and any relevant information about your child including medical history

Adhere to the Club's safeguarding policy, diversity and inclusion policy, rules and regulations.

# **DITCHLING PETANQUE CLUB**

## **ANTI-BULLYING POLICY**

The Ditchling Petanque Club strives to ensure that all children (anyone under 18) and adults at risk are safeguarded from abuse and have an enjoyable Petanque experience.

Bullying is defined as a range of abusive behaviour that is repeated and intended to hurt someone either physically or emotionally.

This document sets out how to help prevent bullying from happening to all children and adults at risk. It also sets out how to make sure bullying is stopped as soon as possible if it does happen and that those involved receive the support they need. It also provides information to all staff, volunteers, children and their families about what should be done to prevent and deal with bullying.

This policy applies to all staff, coaches, volunteers and other adults associated with the Ditchling Petanque Club.

### **We recognise that**

Bullying causes real distress. It can affect a person's health and development and, at the extreme, can cause significant harm.

All children and adults at risk, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse.

Everyone has a role to play in preventing all forms of bullying (including online) and putting a stop to bullying.

### **We will seek to keep children and adults at risk safe by**

Recognising that bullying is closely related to how we respect and recognise the value of diversity.

Recognising our duty of care and responsibility towards safeguarding

Promoting and implement this anti-bullying policy in addition to our safeguarding policy and procedures

Ensuring that bullying behaviour is not tolerated or condoned

Taking action to respond and deal with any reports of bullying towards children

Encouraging children to play a part in developing and adopting appropriate behaviours

Making sure our response to incidents of bullying takes into account:  
the needs of the person being bullied  
the needs of the person displaying bullying behaviour  
the needs of others who may be affected  
our club as a whole

**Players, parents, coaches, volunteers and other members of staff will:**

- Encourage individuals to speak out about bullying behaviour and report incidents of bullying behaviour they see to a Committee Member (or suitable alternative, tournament organiser etc).
- Respect every child's need for, and right to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- Respect the feelings and views of others
- Recognise that everyone is important and equal, and that our differences make each of us special and worthy of being valued
- Show appreciation of others by acknowledging individual qualities, contributions and progress
- Ensure safety by having rules and practices carefully explained and displayed for all to see

## **Supporting children**

- We'll let children know who will listen to and support them
- We'll create an "open door" ethos where children feel confident to talk to an adult about bullying behaviour
- Potential barriers to talking (including those associated with a child's disability or impairment) will be acknowledged and addressed at the outset to enable children to speak out
- Anyone who reports an incident of bullying will be listened to carefully and reports will be taken seriously
- Any reported experience of bullying behaviour will be investigated and will involve listening carefully to all those involved
- Children experiencing bullying behaviour will be supported and helped to uphold their right to play and live in a safe environment
- Those who display bullying behaviour will be supported and encouraged to develop better relationships
- We'll make sure that any sanctions are proportionate and fair

## **Support to the parents/carers**

- Any experience of bullying behaviour will be discussed with the child's parents or carers
- Parents will be consulted on action to be taken (for both victim and bully)
- Information and advice on coping with bullying will be made available
- Support will be offered to parents, including information from other agencies or support lines

## **Related policies and procedures**

This policy should be read alongside our club policies and procedures, including:

- Safeguarding policy
- Diversity and inclusion policy
- Code of conduct for staff and volunteers
- Online safety and communication policy
- Photography and filming policy

**Useful contacts**

NSPCC Helpline 0808 800 5000

Childline 0800 1111 / [www.childline.org.uk](http://www.childline.org.uk)

Kidscape [www.kidscape.org.uk](http://www.kidscape.org.uk)

Anti-Bullying Alliance [www.antibullyingalliance.org](http://www.antibullyingalliance.org)

This policy is reviewed every two years (or earlier if there is a change in national legislation).



# **DITCHLING PETANQUE CLUB**

## **ONLINE SAFETY AND COMMUNICATION POLICY**

The Ditchling Petanque Club strives to ensure that all children (anyone under 18) and adults at risk are safeguarded from abuse and have an enjoyable petanque experience.

This document sets out how the Ditchling Petanque Club uses the internet and social media, and the procedures for doing so. It also outlines how we expect members, coaches, volunteers, and parents/carers, to behave online and communicate with players.

The principles in this policy apply no matter which current or future technology is used.

The purpose of this policy is to:

- Protect children involved in with our organisation and who make use of technology (such as mobile phones, tablets, games consoles and the internet).
- Provide staff, coaches and volunteers with policy and procedure information regarding online safety and inform them how to respond to incidents.
- Ensure our organisation operates within the law regarding how we behave online.

### **We recognise that**

- The online world provides everyone with many opportunities; however, it can also present risks and challenges.
- We have a duty to ensure that all children and adults involved in our organisation are protected from potential harm online.
- We have a responsibility to help keep children safe online, whether or not they are using the Club's network and devices.
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse.

- working in partnership with children, their parents, carers and other organisations is essential in helping them to be responsible in their approach to online safety.

### **We will seek to keep children safe by**

- understanding the safety aspects, including what is acceptable and unacceptable behaviour for staff, coaches, volunteers and children, when using website, social media, apps and other forms of digital communication
- being aware that it doesn't matter what device is being used for digital interaction, but that the same safety aspects apply whether it is a computer, mobile phone or game console.
- when using social media platforms, ensure that we adhere to relevant legislation and good practice.
- ensuring the person managing our organisation's online presence is suitably trained and experienced.

### **Managing our online presence**

- Our online presence through our website or social media platforms will adhere to the following guidelines:
- all social media accounts will be password-protected, and at least two members of staff and/or volunteers will have access to each account and password.
- social media accounts will be monitored by a designated person, who will have been appointed by the committee.
- the designated person will remove any inappropriate posts, explaining why, and informing anyone who may be affected (as well as the parents of any children involved)
- account, page and event settings will be set to 'private' so that only those invited can see their content.
- social media pages/groups (e.g., Facebook pages/groups) used to communicate with children must be an organization, community or sports group and not personal.
- identifying details such as a child's home address, school details, telephone number or email will not be posted on social

media platforms.

- any posts or correspondence will be of a professional purpose.
- we'll make sure children are aware of who manages our social media accounts and who to contact if they have any concerns about the running of the account.
- parents will be asked to give their consent for us to communicate with their children through social media, or by any other means of communication.
- parents will need to give consent for photographs or videos of their child to be posted on social media.
- all of our accounts and email addresses will be appropriate, fit for purpose and only used for club specific activities.

### **What we expect of members, coaches and volunteers**

- they should be aware of this policy and behave in accordance with it.
- they should seek the advice from our Committee members or if appointed a Welfare Officer if they have any concerns about the use of the internet or social media.
- any messages they wish to send out to children must be sent through the designated person responsible for the organisation's online presence.
- they must not 'friend' or 'follow' children from personal accounts on social media.
- they must make sure any content posted is accurate and appropriate.
- they must not communicate with children via personal accounts or private messages.
- they must communicate with parents through email or in writing, or use an organisational account, profile or website rather than via personal social media accounts.
- they must copy in parents or at least one other member of staff, coach or volunteer should to any communications sent to children.
- they must avoid communication with children beyond dedicated event or activity timings, unless it is necessary for professional purposes (i.e., emergencies, whilst on a trip, etc.) and

contacting the parents is not possible.

- they must sign off any communication in a professional manner, avoiding the use of emojis or symbols such as kisses (“X’s”)
- they must respond to any disclosure of abuse in line with the safeguarding policy.
- they must not engage in sexting, or send pictures or messages that are abusive, obscene, inappropriate, indecent or menacing to anyone.

# **DITCHLING PETANQUE CLUB**

## **EXTERNAL PRIVACY POLICY**

For the purposes of the General Data Protection Regulation ("GDPR") and UK data protection laws, the controller is Ditchling Petanque Club ( "the Venue" ), Ditchling, East Sussex.

### **About this document**

This privacy policy sets out the way we process your personal data and we've created this privacy policy to make sure you are aware of how we use your data as a member of our Petanque Club and Venue.

### **How we collect your information**

We may collect your personal data in a few limited ways, namely:

- Directly from you, when you fill in an application for membership, when you make enquiries on our website, when you provide information via the Venue's Club management software or court booking system, or when you interact with us during your time as a member in various other ways (for example, where you enter a competition, renew your membership, sign up for a course or lessons).
- From someone else who has applied for membership on your behalf (for example a family member or coach who has provided us with your contact details for that purpose).
- If we are registered with Petanque England (for example, where Petanque England passes on your details to us in connection with a complaint or query you have raised about the our Club).

### **The types of information we collect.**

We may collect the following types of personal data about you:

Contact and communications information, including your contact details (including email address(es), telephone numbers and postal address(es) and records of communications and interactions we have had with you);

Financial information, including Direct Debit details;

Certain other information which you volunteer when making use of your membership benefits (for example, when making court bookings or making use of other Club facilities).

We may also collect data about your health or medical conditions, where you have volunteered this, for example so that we can cater for you when you attend a Club social event or a course.

### **How we use personal data**

Personal data provided to us will be used for the purposes set out at the time of collection and, where relevant, in accordance with any preferences you express.

More generally, we will use your personal data for the following purposes:

Administration of your Venue membership, including:

informing you about court / facilities opening hours;  
taking payment of membership fees;

Fulfilment of orders for goods and services, including court bookings;

Research and statistical analysis about who is playing Petanque in our Club;

Communication about our Club activities that we think may be of interest to you;

Storing your details on the software platform we use for our online Club member management database / court booking system. Please

note that your own use of the software or system is subject to the Terms and Conditions and Privacy Policy published on that site;

where this is necessary for our legitimate interests (for example in increasing use of our Club's facilities and participation in the game generally);

Promoting our Club and promoting goods and services of third parties (for example, equipment suppliers, operators of coaching courses, and organisers of Petanque events) where we think this will be of interest to you;

where this is necessary for our legitimate interests (or the legitimate interests of a third party), and/or where we have your consent, as applicable.

## **Your marketing preferences**

We will always respect your wishes in respect of what type of communications you want to receive from us and how you want to receive them. There are some communications, however, that we need to send you regardless of your marketing preferences in order for us to fulfil our contractual obligations to you as a member of our Club / Venue. Examples of these essential service communications are:

Records of transactions, such as payment receipts or Direct Debit confirmations (as applicable).

Membership related mailings such as your membership renewal reminder, notices of formal meetings and information about Club venue closures and holiday opening hours.

You are in control of how we communicate with you. You can update your choices and/or your contact details by contacting us at:

Email: [ditchingpetanque@gmail.com](mailto:ditchingpetanque@gmail.com)

## **Sharing your information with others**

We do not sell or share your personal data for other organisations to use other than as set out below.

Personal data collected and processed by us may be shared with the following third parties, where necessary:

- Our employees and volunteers, for the purposes of administering your membership and giving you access to the membership benefits to which you are entitled.
- Our contractors and suppliers, including coaches, any provider of membership management services including St James's Montefiore Cricket Club.

## **How long your information is kept.**

We keep your personal data only for as long as necessary for each purpose we use it. For most membership data, this means we retain it for so long as you have a valid Venue membership and for a period of six years after your last interaction with us (for accounting, tax reporting and record-keeping purposes).

## **Your rights**

Under certain circumstances, by law you have the right to:

Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.

Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.



Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).

Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal data for direct marketing purposes.

Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it. You can also withdraw your consent, where this is the basis for our processing your data (without affecting the lawfulness of our previous processing based on consent).

Request the transfer of your personal data to another party.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply.

### **Contact and complaints.**

If you have any queries about this privacy policy or how we process your personal data, or if you wish to exercise any of your legal rights, you may contact :

by email: [ditchingpetanque@gmail.com](mailto:ditchingpetanque@gmail.com)

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner. You can find out more about your rights under applicable data protection laws from the Information Commissioner's Office website: [www.ico.org.uk](http://www.ico.org.uk).