



## Hove Beach Croquet Club CIC (HBCC)

### Policies

#### 1. Safeguarding Policy

##### Statement of Intent

HBCC acknowledges its responsibility for the welfare of all the people and organisations engaged in promoting the success of croquet.

We will achieve this by welcoming people who wish to benefit from playing and watching croquet, by respecting the rights and dignity of all participants and by considering the individual needs of all in support of their personal welfare and wellbeing.

We share responsibility for the welfare and wellbeing of all in our croquet community.

##### Policy

*It is our policy that everyone involved with croquet safeguards children or adults at risk by protecting them from harm.*

*In the **very rare** circumstances when an activity is being arranged by HBCC solely, or mainly, for the benefit of children or adults at risk (e.g. a visit to the Club from school children or vulnerable adults), HBCC will ensure that they are accompanied by a Designated Safeguarding Lead appointed by that organisation.*

At all levels of croquet, our registered Safeguarding/Welfare Officer works to provide a 'safe space' in which to enjoy croquet by following best practice in safeguarding, through mitigating the risk of abuse.

HBCC's Safeguarding/Welfare Officer has a key role in recognising, recording, and responding to concerns raised about possible abuse.

##### Welfare Matters

Croquet welcomes everyone. Players come from a variety of backgrounds; they may be children, nonagenarians or anywhere in between; they may be beginners or internationals; and they may bring a wide range of experience, interests and needs.

The welfare of our Members, visiting coaches or officials, spectators and visitors matters to HBCC. Our sport provides competition and friendship, both of which have a positive impact on physical and mental wellbeing.

Everyone should be able to enjoy their croquet, in whatever form, at whatever level, in a safe environment and we all have a part to play in creating that safe, friendly, secure space.



## **2. Equality and Diversity Policy**

### **Aims**

Hove Beach Croquet Club aims to provide a friendly and safe environment in which to play, and watch others playing, croquet. Members, guests, and visitors are encouraged to enjoy learning the sport in an atmosphere of friendly competition. We aim to treat every Member and visitor equally, regardless of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

### **Accessibility**

The croquet lawn is a flat level surface and the approaches to it are accessible. There is a ditch around the lawn which is bridged when needed. Our venue is accessible to wheelchair users. We are committed to ensuring any Member of, or visitor to, Hove Beach Croquet Club can attend our activities. We will reassess our access requirements to meet the needs of new Members. We have developed facilities to allow those with limited or impaired vision to take part in the sport.

### **Diversity**

Our Club belongs to all the Members. In addition to playing croquet, we organise a range of events and activities to suit the interests of Members, their families, and visitors. The Club is open to new ideas which could encourage Members to share their cultural heritage with one another.

### **Inclusion and Respect**

Every Member of the Club should be made to feel equally welcome and included at all Club meetings and events.

Sexist, racist, homophobic, transphobic, or otherwise offensive and inflammatory remarks and behaviour are not acceptable. These constitute harassment and have no place in the Club.

### **Dealing with Discrimination and Harassment**

If any Member feels they have been discriminated against by the Club or harassed at a Club event they should raise this with the Committee.

The Committee will investigate the complaint, listening to all Members involved. (If the complaint is against a Committee Member, that Member will not take part in conducting the investigation).

If the complaint is against a particular individual, this person will have the opportunity to express their point of view, accompanied by a friend. The person making the complaint will also have this opportunity.

If the complaint is against the Club, the Committee must work to ensure that any discrimination is not repeated in the future and must inform the Members of how they propose to do this.



Any decision to exclude a person from the Club due to discriminatory or harassing behaviour will be made with reference to the Club's constitution. The Club will support people who feel they have been harassed or discriminated against and will not victimise or treat them less well because they have raised this.

### **3. Health and Safety Policy**

#### **Statement of intent**

The policy of the Hove Beach Croquet Club is to provide and maintain a safe and healthy environment for all our Members and visitors. This also applies to any other people who are directly affected by our activities, such as members of the public at our events.

#### **Responsibility**

Overall and final responsibility for health and safety at all events and activities, organised by HBCC, lies with the management Committee. This responsibility may be delegated to a named volunteer for a specific event or activity. This volunteer will be responsible for ensuring that this policy is upheld.

For any other relevant events the responsible person will be named in advance and their name will be noted on all relevant risk assessments. All Members involved will be made aware of who is responsible for health and safety.

#### **General arrangements**

The main activity of the HBCC is to provide facilities to allow Members, guests, and other visitors to play croquet. The Club also organises various social activities from time to time.

The Club runs occasional events on the croquet lawn and surrounding land using the equipment in use at our regular Members rollup and general booked play sessions. For such activities we will carry out a general risk assessment for the type of event and equipment used. General risk assessments will be reviewed at least once a year.

A risk assessment will be carried out before any relevant one-off event. This will include assessing risk as it relates to all aspects of the event including equipment; venue; Members; attendees. Appropriate precautions will be taken to minimise hazards at all events and activities.

The Club will hold Public Liability Insurance.



## 4. Privacy and Data Protection Policy

### Definitions

Personal data is information about a person which is identifiable as being about them. It can be stored electronically or on paper and includes images and audio recordings as well as written information.

Data protection is about how we, as an organisation, ensure we protect the rights and privacy of individuals, and comply with the law, when collecting, storing, using, amending, sharing, destroying or deleting personal data.

### Responsibility

Overall and final responsibility for data protection lies with the Committee, who are responsible for overseeing activities and ensuring this policy is upheld.

Members are requested to observe the policy and procedures.

### Overall Policy Statement

Hove Beach Croquet Club needs to keep personal data about its Committee, Members, and contacts in other local organisations to carry out group activities.

We will collect, store, use, amend, share, destroy or delete personal data only in ways which protect people's privacy and comply with the General Data Protection Regulation (GDPR) and other relevant legislation.

We will only collect, store, and use the minimum amount of data that we need for clear purposes, and will not collect, store, or use data we do not need.

### Types of Personal Data

- Name, email address, mobile number, landline number, postal address and postcode, photographic images.

We will only collect, store, and use personal data for:

- Purposes that are in our group's legitimate interests:
  - to maintain a Membership list;
  - to communicate and promote HBCC activities via email, text, a mailing list, WhatsApp, HBCC Facebook page and HBCC website.



### **Management of personal data**

We will provide individuals with details of the data we have about them when requested by the relevant individual.

We will delete data if requested by the relevant individual.

We will endeavour to keep personal data up-to-date and accurate.

We will store personal data securely.

We will keep clear records of the purposes of collecting and holding specific data, to ensure it is only used for these purposes.

We will not share personal data with third parties without the explicit consent of the relevant individual, unless legally required to do so.

We will endeavour to avoid data breaches.

### **Data Breach**

In the event of a data breach, we will endeavour to rectify the breach by retrieving any lost or shared data.

We will evaluate our processes and understand how to avoid it happening again. Serious data breaches which may risk someone's personal rights or freedoms will be reported to the Information Commissioner's Office within 72 hours, and to the individual concerned.

To uphold this policy, we will maintain a set of data protection procedures for our Committee and Members to follow.

**To request, amend or delete your details at any time please  
email: [hovebeachcroquetClub@gmail.com](mailto:hovebeachcroquetClub@gmail.com).**

**HBCC Policies will be reviewed regularly by the Committee.**