



CAMBRIDGE SWORD

***Cambridge
Sword***

Welcome Pack

2025/25
Including our club policies and rules

Sarah Paveley

Head Coach and Club Manager
Headcoach@cambridgesword.co.uk

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A word about Welfare – there is more about this in our policy below.

Every child and young person who fences with Cambridge Sword Club (The Club) has a right to do so in a caring and safe environment. The Club recognises that as adults working with children, we all have a duty of care to create this safe environment and have a full and active part to play in protecting our fencers from harm. The child's welfare is our paramount concern and will take appropriate action if safeguarding issues arise. The Club believe that we should provide a caring, positive, safe, and stimulating environment that promotes the social, physical, and moral development of the individual child.

AIMS

The Club will ensure that coaches, volunteers and other adults involved in the care of the children and young people have knowledge and training to ensure the children are protected and kept from harm whilst in the care of The Club.

- Promote and ensure good practice
- Provide the children and young people with appropriate safety and protection
- To encourage all coaches/volunteers to make informed and confident response to specific issues

1. Welcome to Cambridge Sword

All our coaches and I would like to welcome you to the 25/26 season

This document will be an important reference to help you get the most out of the club. Please try to read it all and let me, [Sarah Paveley, Head Coach](#), know if you have any questions.

The first section is general information and from section 15 onwards is more detailed on our specific rules and regulations. In this day and age, we are compelled to produce this, not quite so interesting, but essential

Cambridge Sword is a dynamic and successful club for young people aged 5 to 18. The club has a local, regional, and growing national reputation for producing active, successful fencers at club and international level.

We offer:

- Beginner's classes every term with progression pathway to intermediate and advanced - all kit supplied
- After School Clubs at 7 Cambridge Schools for pupils from year 4 upwards – all kit supplied
- 2 Club nights per week in central Cambridge for fencers at intermediate to advanced levels – Kit loan scheme
- Enthusiastic and experienced coaches with extensive competitive experience specialising in Foil
- Thoughtful, supportive development of all fencers, beginner to advanced
- Progress towards the Achievement Awards developed by the national governing bodies
- Termly inter-club/county competitions for our beginners
- Support at open local, regional and national competitions
- Support for Duke of Edinburgh Programme – volunteer, physical or skill activities
- Holiday courses/camps at Autumn and Spring half terms and in the Easter and Summer School Holidays

2. Our Values

Our club values are important for fencers, coaches, parents and carers. They guide the way we manage the club and what we expect from all those involved.

Fencing has its origins as a sport in real sword to sword combat and fighting, but its traditions also hail from the days of Knights at Arms, Damsels in Distress and chivalry. Our values reflect the basic tenets of honour and chivalry and they are enshrined in our codes of conduct (attached at end of this document).



3. Our Coaches

Our coaches are as follows:

Sarah Paveley, Head Coach, has 30 years coaching experience and 51 years as a successful international competitor career from GB Junior team to GB Veteran team achieving two silver Commonwealth medals. Has led the Cambridge Sword Club for 10 years. Sarah's passion is fencing for all and creating fencers with a lifelong interest in the sport. In over 20 years involvement with Cambridge Sword, she is starting to see the next generation and dynasties being formed! From a business background Sarah is very keen for children to use their transferable fencing skills to succeed in the world beyond fencing – if there is one!

Professor Bob Bales, over 40 years as a professional coach, Professor of the British Academy of Fencing British Fencing Level 5 foil, epee and sabre, Ex GB National epee coach, Ex England director of coach education, Attended numerous International A grade, European and world championships. Produced over 50 national champions covering all weapons and age groups, Commonwealth champions and medal winners at foil epee and sabre. Probably trained over 1000 coaches.

Mark Baker started fencing with the same coach as Sarah over 40 years ago. Mark has been coaching for over 15 years at various schools and universities including Salle Boston. His goal is to introduce and maintain the fun and excitement of fencing through classes, lessons and individual coaching, guiding fencers to reach their full potential whether that is through competitions or personal fulfilment.

Mike Ellis started fencing way back in late 1959 at school and has fenced at a high level at Salle Boston still one of the premier UK fencing clubs. He is a qualified coach in all 3 weapons and coaches at Huntingdonshire fencing club and at Anglian Ruskin University since late 2016 where he has taken their men's team from the bottom of the league to the top third and got the women's team promoted in to the next division. Mike is also a highly qualified referee and has won the British fencing Award for referee of the Year. He and Sarah go way back and they work together at Stephen Perse School.

Heather Charlesworth has been fencing since she was 11 when Sarah first taught her! She has since gone on to run the fencing club at Hull University and captain the women's team, the first competitive women's team at Hull Uni! Now she is back at Cambridge Sword, here to help out at Wednesday club sessions and the club will support her through her coaching qualifications.

Matt Billing started fencing in Cornwall and has been a foilist for 23 years and has represented GB at World Cups and Grand Prix, as well as being part of the 2018 England Commonwealth Team (winning a team silver medal). Having just relocated with wife and baby girl to Cambridge we are very lucky to have him with his considerable coaching experience with all ages from U10 to Veterans, at all levels. He has coached at the following clubs: UCL, University of Cambridge, Salle Boston, and Escrime Academy.

Archie Broughton

4. Communication & contacts

We have a lot of members, and we have considered many ways of communicating. Primarily we use WhatsApp, increasingly we will post information on our new Website www.cambridgesword.co.uk and we have an active Facebook page.

It's very important that you join the WhatsApp for your session and the general WhatsApp – the links for these are given in your booking confirmation.

Please see our WhatsApp Policy in section 15

Our main contacts are as follows:

Head Coach and Club Manager: Sarah Paveley, M: 07837 933603 E: headcoach@cambridgesword.co.uk

Club Armourer: Kirstin Rivett, contact via Sarah

Welfare: Hannah Jones E joneshannah@btinternet.com

Secretary: Carina Liew, E: carina_liew@yahoo.co.uk

5. Fencing Progression from beginner through intermediate to advanced

We think a lot about how we can provide the best training and environment for your fencing aspirations, and we recognise that everyone wants something different from the sport. Our fencers start as beginners at one of our after-school sessions. As they learn to fence, they will naturally progress to an evening club session, maybe competitions and possibly 1-2-1 lessons. This is when they begin to make decisions on where their interests lie. Coaches are always available to discuss your fencing with you. Our new website and our WhatsApp groups will give you further information about what's going on.

We are proud to develop enthusiastic club and social fencers who stay in the sport for life, as well as fencers that decide to pursue the competitive pathway. And we are also keen to support our fencers on other fencing skill pathways such as refereeing, armoury, coaching and organisation. All provide fantastic transferable skills and will look good on your CV's.

We try to cater for every kind of fencer who joins Cambridge Sword. Starting off in our after-school sessions or Saturday beginners, we intend that you find your place in fencing and our club and the wider fencing family.

At the end of each term, coaches start to recommend if fencers should move to a different group, add a session or join one of our squads depending on their interest and enthusiasm. Recommendations are based on experience, understanding, age, size, and other factors and not every fencer develops at the same pace. Please feel welcome to discuss your fencer with your session coach or with Sarah.

This doesn't mean you must leave your beginner session and it's better if you continue until at least the end of the summer term because these sessions give you valuable background and stroke knowledge that you can apply to your sparring sessions.

The additional options for fencers after their initial beginner's session are as follows:

Intermediate beginners Session – Saturdays 13.30 to 14.45 at Netherhall – further development of fencers’ stroke repertoire and understanding of the sport. Nonelectric sparring.

Transition club – Monday evenings 5.30 to 7 at Netherhall. Mostly sparring on electric boxes with an element of stroke and tactical work in short class lessons. 8 places. You do not have to have attended intermediate beginners to attend this session if a coach recommends that you try it.

Transition club – Wednesday evenings 5.30 to 7 at Netherhall. Mostly sparring on electric boxes with an element of stroke and tactical work in short class lessons. 16 places. You do not have to have attended intermediate beginners to attend this session if a coach recommends that you try it.

1-2-1 lessons are also available for those who are very keen and want to develop their fencing quickly. Please contact Sarah to discuss when and where lessons take place.

From the Transition sessions, we would expect fencers to progress to the **full club sessions** on Monday and Wednesday evenings when experience, age and size permit.

6. Competitions – first taste!

When fencers move from a beginner session, we would start to encourage taking part in competitions – firstly our own internal competitions plus county events – these are age group events normally U10, U12, U14, U17 and U20.

Those who want to attend more competitions are invited to join one of our squads which are there to hone and support a competitive fencer’s journey. But remember not all our fencers go to competitions – they just love their club and sparring evenings and have no desire to go further. The club will organise at least one competition per term for all beginners and intermediate fencers. The advanced fencers will assist in running the competition giving them invaluable experience. Location and details regarding the inter-club competitions will be provided in due course.

There are regular competitions throughout the year that our fencers regularly attend. Sarah, our head Coach, will provide support at these competitions.

A list of local/regional competitions will be published over the next few weeks and will be sent to our members.

Competitions suitable for transition/intermediate fencers

We will hold our own inter-club competitions and the dates will be advertised in good time. They are open to all our fencers although we expect advanced/squad fencers to help with running the competition and coaching the newer fencers.

There will be prizes awarded for each competition and across the series.

Local county competitions – these will be announced as the season develops.

After your first few competitions, you will be able to decide if you’d like to continue with competitive fencing and join one of our squads. Squad members will be given advice as to what competitions to attend, information on how to prepare and practical sessions.

7. Developing competitive skills (or not) – our squads

You do not have to join a squad! They are designed in the first instance to introduce you to competitive fencing and later on, to hone your competitive skills. You can decide to join a squad at any time after discussion with your coach.

We positively encourage you to have your first taste of competitive fencing at one of our termly inter-club/county competitions and you don't need to be a squad member to do that!!

The diagram below explains how progression works and how squad membership fits into that or not – however you want to enjoy and pursue fencing will be fully supported by us.

Our Coaches

Sarah Paveley, Head Coach
Bob Bales, Lead Performance Coach
Mark Baker, Performance Coach and Fencer Mentor
Matt Billing, Performance Coach and Fencer Mentor
Husayn Rosowsky, Fencer Mentor
Heather Charlesworth, Assistant Coach



Our Caps

Bob Bales (GBR Masters)
Husayn Rosowsky (GBR Olympian)
Mark Baker (GBR)
Matt Billing (GBR and England)
Penn Van de Weyer (England)
Rosie Raju (England)
Sarah Paveley (GBR, Scotland)

EVENING CLUB all fencers welcome

PERFORMANCE SQUAD
Fencing is a significant
commitment

COMPETITIVE SQUAD
For those who enjoy competitive
fencing and competitions

UNDER 12 DEVELOPMENT SQUAD
Competitive support

1-2 -1 LESSON

BEGINNERS & INTERMEDIATE

Squad membership does require some further commitment from you and the club

The minimum commitment from fencers will be:

- Performance and Development Squad to attend two fencing sessions per week (two evening sessions but can be an evening and an after-school session if in the U12 squad). One evening session for competitive squad but two is better!
- Performance Squad to attend Extra Sparring on Wednesdays
- Attendance at at least five of the CORE nominated competitions each term (a list of these will be provided to each squad, see below – some individuals will have personalised competition itineraries). U12 fencers may find they only fence in one or two until they are ready for more.
- If possible, fencers to commit to a series of 1-2-1 lessons – these are fundamental to the development of a serious and competitive fencer.
- Attendance at half term camps
- Attendance at weekend squad training sessions – approx. two half days per term.
- Members of our squads are required to purchase a Cambridge Sword Hoodie as the team uniform to represent Cambridge Sword and are encouraged to purchase their own fencing equipment after their first couple events.

What Cambridge Sword will commit to you.

- Organised attendance and support at nominated competitions (a fee is payable for coach support plus competition entry fees)
- Two squad training sessions per term run by Matt, Mark and Husayn (a fee is payable for these events)
- At least three evening sessions per term where squads will meet and train together. (mostly within current sessions). These sessions will have a theme and discussion of an aspect of competitive fencing.
- Formal feedback and review of your fencing termly with the Squad Lead coach in conjunction with your 1-2-1/personal coach.
- Cambridge Sword Squad T shirt
- Cambridge Sword Squad Socks
- Cambridge Sword Squad arm badge

Competitions and squad meet dates Autumn Term 2024

Your coaches and Squad Lead coach will discuss the competition schedule with and decide which you should enter

UNDER 12 DEVELOPMENT SQUAD Competitive support

CORE Competitions

22/9 Cambridge Sword LPJS 1
5/10 Newham Event 1
13/10 Hitchin Fencing Club Autumn (TBC)
16/11 Newham Event 2
24/11 FCL LPJS
8/12 Cambridge Sword Series 1 of 3
15/12 Cambridge County Juniors

Due to age and experience U12 fencers may find they only fence in one or two of these until they are ready for more.

Squad meets

Monday Tbc
Sunday Tbc
Monday Tbc
Sunday Tbc

COMPETITIVE SQUAD For those who enjoy competitive fencing and competitions

CORE Competitions

22/9 Cambridge Sword LPJS 1
5/10 Newham Event 1
13/10 Hitchin Fencing Club Autumn (TBC)
16/11 Newham Event 2
24/11 FCL LPJS
8/12 Cambridge Sword Series 1 of 3
15/12 Cambridge County Juniors

U17 and Juniors (U20) will be advised of competitions suitable for them to replace some of the core competitions.

Squad meets

Monday Tbc
Sunday Tbc
Monday Tbc
Sunday Tbc

PERFORMANCE SQUAD Fencing is a significant commitment

CORE Competitions

14-15/9 Cadet National Championships
& BF U14 BRC A
22/9 Cambridge Sword LPJS 1
5/10 Newham Event 1
13/10 Heart of England
13/10 Hitchin Fencing Club Autumn (TBC)
16/11 Newham Event 2
24/11 FCL LPJS
8/12 Cambridge Sword Series 1 of 3
15/12 Cambridge County Juniors

U17 and Juniors (U20) will be advised of competitions suitable for them to replace some of the core competitions

Squad meets

Monday Tbc
Sunday Tbc
Monday Tbc
Sunday Tbc

8. our transferable skills pathways

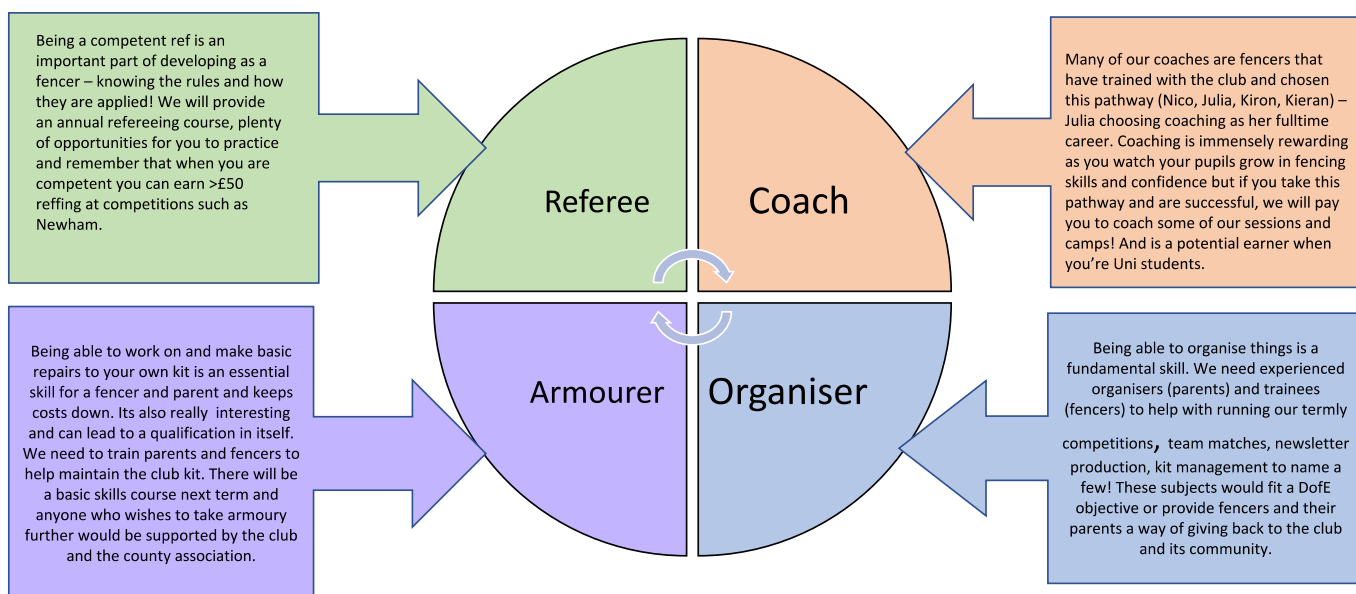
The diagram below shows you the pathways we have developed within the club – these play to the special interests of our members but also lead to a rounded competent, confident individual. We are very happy to accommodate DofE volunteering, physical or skills objectives within any of our pathways.

Our new Website will contain information as and when we run refereeing, coaching or armoury events, we will advertise on our General WhatsApp and we will also ask you about your interest when we collect information at booking.

These pathways are an important part of our club and give you the opportunity to develop skills that will be useful to you in many aspects of your future life and importantly your CV's – why not get good experience whilst doing something fun, worthwhile and with your fencing friends.

Cambridge Sword fencing skills Pathways

Remember any of these activities can be part of your regular fencing activity and they can enhance your Duke of Edinburgh activities plus provide great examples of transferable skills for your CV. These pathways are ALL open to parents too!



9. Booking & Club fees

Fees must be paid prior to the start of the first session and bookings must be made via the following website:

<https://cambridgesword.pembee.app/>

We are a busy club and therefore we may have a waiting list for some sessions. Please ensure you book and pay for a place three days before the start of the course otherwise we may offer the place to someone on the waiting list.

Please refer to our club rules and policies below for information about refunds, credits and cancellations

10. Fencing kit

All kit is supplied at After School sessions.

We hire kit to fencers who join the evening sessions. There are some rules about kit hire and what kit you need to purchase yourselves as your fencer progresses. See the rules section below.

Kit should be washed at 30 degrees and NEVER EVER tumble dried – it will shrink!

Hired kit must be returned washed – you might be amazed that this needs to be stated!

We do have some rules about how to look after and maintain club kit – see the rules section below.

We do provide armoury – that is the service that will mend foils and wires. You will be charged for this but we keep it as low as we can.

11. Holiday Camps

We run Easter and Summer fencing camps – 4 days of lots of fencing and fun. We also run half term camps usually over 3 days in the October, February and May half terms.

12. One-to-One Lessons

If you are interested in private lessons, Sarah, our Head Coach, will be able to advise and allocate you a slot. Please contact here [1-2-1- Lesson enquiry](#)

It is club policy that fencers normally take lessons from their personal coach who is the coach that started them off in an After-School Club.

13. Duke of Edinburgh Award

We've been asked by a great many of you to be assessors for your Duke of Edinburgh Award. We are more than happy to do this but because the number of you doing it has grown, I want to formalise the process so that we manage it better.

Therefore, if you want us to assess you for DofE you MUST email Sarah and arrange to meet to agree your objectives and timescale, and we can be sure that something real and tangible is gained by using fencing as the evidence. Email here [DofE Assessment](#)

We want to add value to your DofE so you must ensure that you come to us BEFORE the three-month assessment period so that we can agree your goals/objectives. It's not in the spirit of the award or assessor's role to ask us to sign retrospectively.

You will need to think about your goal and I'm happy to help with these if you make a start. Goals should be SMART which stands for

Specific
Measurable
Achievable
Realistic
Timely

So, for example, "improve my footwork" isn't specific or measurable nor is it timely BUT "I will work hard in the footwork sessions and improve my footwork by the end of the three months. I will know I've succeeded if Sarah doesn't yell at me two weeks in a row" (Thank you Felix for that example!) Or better still "I will know I've succeeded when Sarah commends me two weeks in a row" and now I know your objective its easier for me to help!

Another great objective is "I will improve my fencing technique/knowledge/skill and pass the bronze/silver proficiency award within the 3-month period" - this is a good one because you also get another worthwhile validation from the BAF (British Academy of Fencing).

So, very happy to help - getting your DofE is a great achievement.

14. Bronze, Silver and Gold BAF Proficiency Awards

The BAF achievement awards are an excellent way of ensuring fencers progress but also provide a common language and understanding so that fencers can move easily between sessions, coaches and in the future clubs - if they progress to regional or national standard.

All the beginners will take the test as its part of our club strategy – all our beginner and intermediate sessions are designed around the bronze and silver award syllabus. The “examination” is a very low key, verbal and practical test. (We will not charge for any "retakes" and the clear majority of those taking the exam pass first time - it's intended as a sign of progress not a vile and unhappy experience!)

The bronze award can usually be achieved in 4 to 10 weeks. The scheme gives the pupil something

to aim for whilst learning to fence. The achievement of an award can give a fantastic confidence boost to those who are not very successful at other sports at school. Many schools choose to present the awards in assembly.

Every child will take the award but if you would like formal recognition you will need to order the certificate and badge. The award consists of a certificate, and a metal lapel badge coloured to match the level of the award. This study guide is particularly useful as it contains information relating to fencing theory, rules and regulations. The Guide contains all the information necessary for the Bronze, Silver and Gold Awards so you need only buy it once.

Certificates are individually produced by BAF and printed, personalised with the coach's name and that of the pupil.

When your fencer has successfully passed the coach will give them a slip of paper to bring home with details of how to order the certificate and badge



Cambridge Sword Rules & Policies

Fencing is a wonderful, exciting sport but it does involve weapons and therefore must be conducted in a safe environment. Our club is also a club for children and young people and therefore we take our responsibility for the welfare, safety, health and enjoyment of ALL our members, volunteers, parents, carers, coaches and anyone else associated with the club very seriously.

Please read through this document – mostly its common sense but fencing is a complicated sport and therefore some of the sport specific rules will be unfamiliar to you.

Contents:

Policy 1: Child Safeguarding and Protection – Welfare Policy

POLICY 2: Health and Safety

POLICY 3: Anti-Bullying

POLICY 4: Discipline And Managing Behaviours

POLICY 5: Payments And Returns

Policy 6: Privacy Policy

Policy 7: Use Of Mobile Phones and Cameras

Policy 8: BFA Membership

Policy 9: Equipment – use of club equipment, members own equipment.

Policy 10: Code of Conduct – members parents, coaches and carers

Policy 11: Arriving at and leaving a session

Policy 12: Our WhatsApp Policy

Appendix 1. Our risk assessments

The policies will be reviewed annually or sooner if required by an issue, experience or legislation.

All policies will be circulated to members via their carers in their booking information and will be asked to acknowledge receipt.

All policies will be posted on the club notice board at evening sessions.

POLICY 1:

Cambridge Sword Club Child Safeguarding and Protection Policy

CAMBRIDGE SWORD CLUB Policies June 2025 next review June 2026

The policy to be reviewed by Hannah Jones, Sarah Paveley and Carina Liew

INTRODUCTION

Every child and young person who fences with Cambridge Sword Club (The Club) has a right to do so in a caring and safe environment. The Club recognizes that as adults working with children, we all have a duty of care to create this safe environment and have a full and active part to play in protecting our fencers from harm. The child's welfare is our paramount concern and will take appropriate action if safeguarding issues arise. The Club believe that we should provide a caring, positive, safe, and stimulating environment that promotes the social, physical, and moral development of the individual child.

AIMS

The Club will ensure that coaches, volunteers and other adults involved in the care of the children and young people have knowledge and training to ensure the children are protected and kept from harm whilst in the care of The Club.

- Promote and ensure good practice
- Provide the children and young people with appropriate safety and protection
- To encourage all coaches/volunteers to make informed and confident response to specific issues

GUIDANCE & LEGISLATION

The guidance given in the procedures is in line with legislation and guidance of the organisation listed below:

British Fencing

<https://www.britishfencing.com/welfare-zone/>

Working Together to Safeguard Children

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1161273/Keeping_children_safe_in_education_2023_-_statutory_guidance_for_schools_and_colleges.pdf

The Children's Act 1989 and The Children's Act 2004

<http://www.legislation.gov.uk/ukpga/2004/31/contents>

Standards for Safeguarding Children and Young People in Sport

<https://thecpsu.org.uk/>

CAMBRIDGE SWORD CLUB Policies June 2025 next review June 6

METHOD

The Club has a designated person that all staff, volunteers and parents can report to if they feel a staff member, volunteer or individual has acted in a manner that may affect a child's well-being. The complainant will be referred to the designated Welfare Officer, Hannah Jones and requested to send an email describing the incident – Hannah's phone number is supplied for emergencies 07790 833943 and displayed on our notice board . Hannah will ensure any allegations are followed through to a satisfactory conclusion and that the records and procedures are fulfilled.

PHYSICAL CONTACT

Due to the nature of the sport, coaches may need to have physical contact with the children and young people (technique guidance, congratulations/consoling and first aid). If in the event of an injury, any contact with the child /young person will be explained as to what is happening and why. The staff member will inform the parent/carer upon arrival to make them aware of the situation

Safety, welfare, and child protection issues are included within British Fencing's coach and officials' education programs.

Best practice is extensively promoted, and coaches, officials, clubs and affiliated organisations are required to adhere to British Fencing Guidelines.

British Fencing is a Registered Body with the Disclosure Barring service (DBS) and facilitates a disclosure service on behalf of clubs and employers to prevent unsuitable people from working within the sport.

MONITORING PROCEDURES

The Club has regular training, coach meetings and supervision with all coaches /volunteers to ensure that information can be shared in a timely manner, but if concerned, coaches /volunteers should share information with the designated person immediately.

Accidents will be recorded and monitored to ensure best practice is continuing and the parent/school/career will be appropriately informed.

Children/young people with health issues will ensure staff/volunteers are aware of the action needed and the question asked in our booking app will be completed and dated by parent/carers upon registration. Coaches should view this information at the beginning of term when they have new children joining a class.

Parents/carers must ensure that any necessary medicine is brought to each session including snacks for diabetics. Any medicine must be in the original packaging and have prescription instructions. The Club will only administer prescribed medication as per the original prescription instructions.

MANAGING ALLEGATIONS AND COMPLAINTS

The Club will follow the following procedure for reporting and investigating allegations managed by Hannah Jones our Welfare Officer.

Reassurance of the children/young person

Report from all involved

Parents/carers informed where required

Professional organisations informed – Police, school staff, Social Care and British Fencing.

Action and review of The Club policy and protocol

After an allegation or suspicion about a child protection concern has been investigated, there are likely to be strong feelings from staff, parents, and children and possibly within the wider community, which will need to be addressed. This will be managed by Hannah Jones, Sarah Paveley and whoever is appropriate at the time.

1:1 SESSIONS

Sessions are booked with the parents' consent that sessions might take place without a second responsible adult present and thus encouraged to stay during the sessions. The venue will always be risk assessed ahead of the lesson and necessary people informed about the lesson taking place. If parents leave, emergency contact details must be available. These are provided in the Bookwhen info which coaches must ensure they can access and manipulate or ensure that the Head Coach and Club manager has given them the information or that the parent leaves the information.

MEDICAL DETAILS

It is the responsibility of the parent or fencer (Over 18) to inform the coach of any medical information pertaining to the fencing session and that the necessary medication is present and available throughout the session.

CONTACT LIST

Contact	Role	Number	Email
Sarah Paveley	Cambridge Sword Head Coach and Club Manager	07837933603	headcoach@cambridgeswordclub.com
Hannah Jones	Welfare Officer	07790 833943	joneshannah@btinternet.com
Liz Behnke	British Fencing Welfare Officer	0208 742 3032	safeguarding@britishfencing.com

CONCLUSION

This policy will be reviewed annually unless changes in legislations or incident have been reported and necessitate an earlier review

POLICY 2:

Health and Safety

“Creating safe, fun and welcoming environments for learning”

Cambridge Sword Club Policies June 2025 next review June 2026

INTRODUCTION

The health and safety of coaches, students and visitors is of great importance to The Club and we are committed to embedding safe practices into the culture of the Cambridge Sword Club community and organisational processes.

Our Health and Safety Policy sets out how it manages safety across The Club, to ensure that we have effective managerial control of the significant risks. The Club also expects contractors, at all levels, to actively pursue increasingly higher standards of health and safety management.

The Health and Safety Policy represents a top-level commitment from The Club Manager. It sets out the responsibilities for safety management at all within The Club and outlines the arrangements that are in place for consultation and engagement with coaches, and parents and schools on Safety and Wellbeing.

We recognise the importance of both our coaches and students appreciating the extent of their individual responsibilities and co-operating fully in ensuring that the Health and Safety Policy and procedures are observed.

We all have a role to play ‘Together’ on safety at The Club.

HEALTH AND SAFETY POLICY STATEMENT

Cambridge Sword Club is committed to providing a safe working environment for all its coaches and students and for others who work in or visit The Club. It will do so within the framework of the duties laid upon it by the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992.

These responsibilities will be exercised on The Club’s behalf by The Club Manager who is expected to do all that is reasonably practicable to meet the health and safety standards laid down. The responsibility extends to all the sites occupied by The Club and to approved off-site activities.

The aims of The Club H&S policies are:

- to set health and safety standards that meet not only the requirements of current legislation but also reflect
- to encourage the full participation of all members (coaches and students) of The Club in matters concerning health and safety at The Club;
- the identification and elimination or effective control of situations likely to be hazardous to health and safety or to cause damage to persons and/or equipment;
- the prevention of accidents, injuries and ill-health to all users of The Club;

- the continuous improvement in standards of occupational health and safety.

The Club Manager will discuss safety issues with coaches and contractors on an annual basis or when there is a specific cause.

This policy and its implementation will be subject to be reviewed annually. The policy will be brought to the attention of all coaches and students of The Club.

British Fencing has drawn up a set of safety guidelines to ensure that fencing remains one of the safest sports to practise. The full guidelines can be found on the British Fencing website at www.britishfencing.com. For the benefit of Cambridge Sword members, a summary of the key points is given below.

- It is each fencer's responsibility to look after their own and others safety at all times whether participating or in the venue.
- Never fool around with fencing equipment or other equipment at the venue.
- Report damaged club equipment to coach or parent helper.
- Do not stand or sit near a piste where you might be hit or get in the way of the fencers.
- All fencers must carry their weapons by the handle with the point towards the floor when not fencing or practising. However, do not bang the foil tip on the floor as this damages it.
- Never point a foil at someone who is not wearing a mask.
- Fencers must not use two hands to put on mask while holding a weapon. If necessary, put the weapon down and put the mask on first.
- Be very careful when testing at the beginning of a bout before masks are put on – watch where your foil point is and look at the box only after you have safely made contact with your opponents lame.
- Never give the instruction to begin fencing without checking that both fencers are wearing their masks correctly.
- Never take your mask off in a bout without telling the referee and/or your opponent first.
- Fencers must stop immediately the referee calls halt.
- Fencers must stop immediately if a blade breaks.
- All fencers must wear protective clothing in line with the 2006 clothing rules: Jacket, breeches, mask and glove manufactured to CEN Level 1 (350N). Plastron to CEN Level 1 (350N) when all participating fencers are using.
- Non-electric foils or size 3 electric foils. Plastron to CEN Level 2 (800N) and at least 350N breeches when any participating fencer is using a size 5 electric foil.
- In all regular club sessions, breeches and 800N plastrons must be worn.
- Females must wear chest protectors.
- Fencers must wear long socks so that the whole leg is covered when breeches are worn. When breeches are not required, the whole leg must also be covered and pockets zipped, taped or covered up so that a blade cannot get caught.
- Braces must not be allowed to dangle where they could catch a blade and T-shirts must be tucked in.
- There should be a minimum of 10cm overlap between breeches and jacket when the fencer is on guard.
- The gauntlet of the glove should be long enough and firm enough to remain over the sleeve of the jacket while fencing.
- Masks must have backstraps and fit securely.
- Fencers are responsible for ensuring that their personal equipment is safe.

- Clothing must be regularly checked for damage. It is important that there are no holes or undone seams that could catch a blade tip, causing the blade to overbend and break.
- Masks should be checked for: weakness due to rust, softness, holes or excessive deformation from original shape, bib not properly attached or curling up, gaps at side or under chin.
- If a weapon guard develops sharp edges, it must not be used.
- Never use a blade that shows signs of 'softness' or is badly bent. To test for 'softness', place the point on the floor and depress the top by about 15cm. The curve should be even, a 'soft' region will bend more than the rest.

If you are unsure about the safety of any of the clothing or equipment you are going to use, please check with the coach first.

ORGANISATION FOR IMPLEMENTING THE HEALTH AND SAFETY POLICY

Managing Health and Safety

Individual coaches are responsible for the health and safety standards within their own classes.

Each coach has a duty to ensure that systems are in place to identify all relevant hazards and legislation applicable to the work in the areas for which they are responsible and that all risks to coaches, students, visitors and others (e.g. contractors) are systematically assessed and the significant findings recorded. Coaches are given a copy of the The Club's generic risk assessment which can be adapted for their specific venues. Any preventative and protective measures necessary to comply with the relevant statutory provisions must be identified and implemented; ensuring priority is given to the greatest risks. Appropriate local arrangements must be made to monitor and review the effectiveness of these activities.

Whilst the duty to ensure compliance remains with the relevant coach, other coaches with management responsibilities are expected to take care of the health and safety of coaches and visitors (which include contractors) under their immediate supervision.

RESPONSIBILITY AND ROLE OF COACHES AND STUDENTS

The success of The Club Health and Safety Policy depends on all coaches and students accepting and observing the need to take reasonable care of their own health and safety and that of other persons who may be affected by their acts or omissions, whilst at work or learning at The Club. Therefore, all coaches and students of The Club are required to cooperate with the lead coaches in carrying out the duties necessary to comply with the law and with The Club's policies. Failure to follow the requirements of this policy can lead to termination of contractors in accordance with the agreed procedures for both coaches and students.

MONITORING AND AUDITING

Monitoring will be undertaken through review of accidents and incidents on an annual basis or sooner if necessary.

REPORTING AND INVESTIGATING ACCIDENTS

All accidents, whether they be to coaches, students or visitors to The Club, must be reported as soon as practicable to The Club Manager. All coaches have report forms and if are responsible for obtaining them from the Club Manager if they have mislaid them. Under the Reporting of Injuries,

Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, The Club Manager MUST be informed of any accident or injury which is expected to prevent a coach or student from doing his/her normal activities for more than 7 working days.

ACTION IN EMERGENCY

In the event of an emergency, coaches should manage the class appropriately and administer first aid if qualified whilst accessing the help required (School Reception or 999). Following the immediate event, coaches should use The Club emergency number, 07837933603 to relay the information relating to the accident.

POLICY 3: ANTI-BULLYING

Cambridge Sword Club Policies June 2025 next review June 2026

Statement of Intent

We are committed to providing a caring, friendly and safe environment for all our members so they can participate in fencing in a relaxed and secure atmosphere.

Bullying of any kind is unacceptable in fencing.

If bullying does occur, all members should be able to tell and know that incidents will be dealt with promptly and effectively. This means that anyone who knows that bullying is happening is expected to tell the welfare officer as soon as they have concerns.

What is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional -- being unfriendly, excluding, tormenting (e.g. threatening gestures)
- Physical -- pushing, kicking, hitting, punching or any use of violence
- Racist -- racial taunts, graffiti, gestures
- Sexual -- unwanted physical contact or sexually abusive comments
- Homophobic—because of, or focusing on the issue of sexuality
- Verbal name--calling, sarcasm, spreading rumours, teasing
- Cyber -- any issues relating to the internet, such as email & internet chat room misuse, mobile threats by text messaging & calls, misuse of associated technology, i.e. camera & video facilities

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. The sport has a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this Policy

- All members, coaches, volunteers and parents should have an understanding of what bullying is
- All members, coaches and volunteers should know what the policy is on bullying and follow it when bullying is reported
- All members and parents should know what the policy is on bullying, and what they should do if bullying arises
- As a sport, we take bullying seriously. Anyone involved in fencing should be assured that they will be supported when bullying is reported

Further Information

Further help and guidance can be obtained from the following:

- Children's Legal Centre 0845 345 4345
- KIDSCAPE Parents Helpline (Mon--Fri, 10--4) 0845 120 5204
- Parentline Plus 0808 800 2222
- Youth Access 020 8772 9900
- BullyingOnline www.bullying.co.uk

www.kidscape.org.uk

POLICY 4:

DISCIPLINE AND MANAGING BEHAVIOURS

CAMBRIDGE SWORD CLUB Policies June 2025 next review June 2026

CAMBRIDGE SWORD CLUB always encourages good behaviour through clear guidelines, Club Values and leading through example and mutual respect between members, coaches and supporters/parents.

What Cambridge Sword Club expects of Pupils, Parents and Coaches

All individuals and parties interacting with Cambridge Sword Club should promote good behaviour, prevent bullying, show respect and uphold all Club values. When individuals fall short of expectations appropriate action should take place to ensure safety, a welcoming and functioning working environment. Ultimately Cambridge Sword Club promotes good behaviour, self-discipline and respect.

First and foremost, there are the “rules of the game”. These will be taught and upheld rigorously by coaches.

Apart from the rules and policies for the club there are member behaviours which we have tried to define in the codes of conduct (see section 10). If a coach deems that a member (or parent/carer) has transgressed the club code of conduct and behaviour expectations then the disciplinary action described below will be taken.

Examples of issues last term were for example using/messing about at venues and using its fixtures and kit (Health & safety plus insurance implications) and members distracting other members. We would urge parents/carers to emphasise that these behaviours will not be acceptable in the future.

Not wearing full kit, not using braces, not tying back hair, not wearing long socks – not difficult but have serious implications – will result in not being allowed to fence until complied with.

Where possible Cambridge Sword Club will always emphasise rewards and highlight good behaviours during sessions to encourage a positive learning environment. However, when necessary disciplinary action will take place. Cambridge Sword Club will work with schools to ensure managing behaviours is in line with the Headteachers requirements at the particular school or follow the guidelines of The Club procedures detailed by The Club Manager during community classes to manage behaviours and ensure disciplinary/ rewards actions are consistent and appropriate.

Coaches can discipline pupils whose conduct falls below the standard which could reasonably be expected of them. This means that if a pupil misbehaves, breaks a session rule or fails to follow a reasonable instruction, the coach can impose a punishment on that pupil. A punishment must be proportionate. In determining whether a punishment is reasonable, section 91 of the Education and Inspections Act 2006 says the penalty must be reasonable in all the circumstances and that account must be taken of the pupil’s age, any special educational needs or disability they may have, and any religious requirements affecting them.

Steps for disciplinary action:

1. Warning: A verbal reprimand.
2. Yellow card: Sitting out of the session

3. Red card: Contacting school/parents and talking through incident with parents and school which may result in a loss of privileges – for instance the loss of a prized responsibility or not being able to participate in a competition.
4. Black card: in more extreme cases Cambridge Sword Club has the right to temporary or permanently exclusion from the sessions with membership refund.

Where necessary Cambridge Sword Club will follow all school guidelines and policies.

CAMBRIDGE SWORD CLUB Policies June 2025 next review June 2026

POLICY 5: PAYMENTS AND RETURNS

CAMBRIDGE SWORD CLUB Policies June 2025 next review June 2026

Payment Methods and Due dates

Payments for Club sessions are due by the 1st day of the term.

1. Payments are due online.
2. Your place is only guaranteed upon receipt of full membership payment by the first day of the term.
5. Members who fail to pay will not be allowed to attend The Club Sessions or Cambridge Sword Club run events.

Refunds

1. Termly memberships are non-refundable for any reason.

Missed/Cancelled Lessons

1. Sessions missed due to the individual cannot be made up as part of their membership fee.
2. Sessions cancelled by The Club for any reason can be made up at other sessions listed by The Club or a credit code will be issued for next term booking or other events.

Lesson times

1. Parents/Guardians are responsible for their children until the official start time of their fencing sessions.
2. Fencers are to be registered on attendance and collected by a responsible adult at the end of the session. If the fencer can walk home/get a taxi by themselves/ lift with another adult the Parent/ Guardian must tick this box in their online booking. All members must follow the pick-up and drop-off procedures listed in the Club rules.

School Membership Terms and Conditions

1. Payments are due online.
2. Your place is only guaranteed upon receipt of full membership payment by the first day of the term.
3. Members who fail to pay will not be allowed to attend The Club Sessions or Cambridge Sword Club run events.

Table summarising our credit and cancellation policy

It is very important that changes/cancellations are kept to a minimum. In general, there are no refunds for your non-attendance. If we must cancel sessions, then we will offer alternatives and credit against future bookings.		
	Individual lessons	Club/after school sessions/Easter and Summer Camps

1	Slot times	You will book your slot for the term. You are welcome to make private arrangements to change slots but you MUST let me know the evening before.	You will book a specific class/session. You cannot swap between these. If you can no longer attend a session, we will try to accommodate you in another class, but we cannot guarantee this.
2	Cancellations	If you cancel and don't tell me with 48 hours' notice I cannot give you a replacement slot or credit.	N/A
3	Replacement slots	<ol style="list-style-type: none"> 1. If you cancel with more than 48 hours' notice, I will try to find another slot (2 alternatives) 2. If I cancel you will be offered 2 alternatives or credit. 3. If the venue cancels and no alternative can be found - credit next term. 	<ol style="list-style-type: none"> 1. If you cannot attend – no refund. 2. If I cancel you will be offered an extra session at end of term or next term (for camps – a place at next scheduled camp) 3. If venue cancels and no alternative can be found - credit next term against a club session or camp
4	Venue change	We will advise any change to the venue via our WhatsApp groups – this sometimes happens because the venue holds exams etc	We will advise any change to the venue via our WhatsApp groups – this sometimes happens because the venue holds exams etc
5	Welfare	If there is only one adult/coach in the room, then a parent carer MUST stay with their child.	

POLICY 6: PRIVACY POLICY

CAMBRIDGE SWORD CLUB Policies August 25 next review June 2026

Cambridge Sword Fencing Club customer privacy notice

Registered name: Cambridge Sword Ltd

We are the controller of your personal data. For more information on controllers and their responsibilities please see our guidance on [data protection principles, definitions, and key terms](#).

This privacy notice tells you what to expect us to do with your personal information.

[Contact details](#)

- [What information we collect, use, and why](#)
- [Lawful bases and data protection rights](#)
- [Where we get personal information from](#)
- [How long we keep information](#)
- [Who we share information with](#)
- [How to complain](#)

Contact details

Telephone

07837 933603

Email

headcoach@cambridgesword.co.uk

What information we collect, use, and why

We collect or use the following information **for Coach employment, student education and welfare:**

- Names of students/children

- Names and contact details for parents, guardians, carers
- Gender
- Date of birth
- Next of kin and emergency contact information
- Payment details and financial information including transactions
- Welfare information (only when relevant to taking part in a fencing session or if an issue is raised)
- Details of any criminal convictions
- Attendance and reason for absence data
- Exam results and qualifications for coaches
- Progress reports
- Information relating to compliments and complaints
- Right to work information

We collect or use the following personal information for **dealing with queries, complaints or claims**:

- Names and contact details
- Payment details
- Purchase or service history
- Witness statements and contact details
- Financial transaction information
- Attendance and reason for absence data

We collect or use the following information **for information updates or marketing purposes**:

- Names and contact details
- Marketing preferences

- Photographs
- Website and app user journey information
- Records of consent, where appropriate
- Alumni records

We collect or use the following information **for recruitment purposes:**

- Contact details (eg name, address, telephone number or personal email address)
- Date of birth
- National Insurance number
- Copies of passports or other photo ID
- Employment history (eg job application, employment references or secondary employment)
- Education history (eg qualifications)
- Right to work information
- Details of any criminal convictions (eg DBS, Access NI or Disclosure Scotland checks)
- Security clearance details (eg basic checks and higher security clearance)

We collect or use the following information **to comply with legal requirements:**

- Identification documents
- Criminal offence data (including Disclosure Barring Service (DBS), Access NI or Disclosure Scotland checks)
- Safeguarding information
- Any other personal information required to comply with legal obligations

We collect or use the following information to **manage membership of the club, sessions, attendance, payments and session organization:**

- Names of students or children
- Names and contact details for carers

- Gender
- Date of birth
- Dietary requirements (including vegetarian, vegan, gluten free and religious requirements)
- Health information (including conditions and allergies)
- Special Educational Needs and Disabilities (SEND) or additional support information (includes reasonable adjustments and special educational needs and disabilities)
- Attendance and reason for absence data
- Progress reports
- Health and safety information

Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible [lawful bases](#) in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are set out in brief below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. [Read more about the right of access.](#)
- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. [Read more about the right to rectification.](#)
- **Your right to erasure** - You have the right to ask us to delete your personal information. [Read more about the right to erasure.](#)
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. [Read more about the right to restriction of processing.](#)

- **Your right to object to processing** - You have the right to object to the processing of your personal data. [Read more about the right to object to processing.](#)
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. [Read more about the right to data portability.](#)
- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time. [Read more about the right to withdraw consent.](#)

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information **for student education and welfare** are:

- Legitimate interests – we’re collecting or using your information because it benefits you, our organization or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:

- we ask all our participants if there is anything we should know (physical, emotional etc) to help us manage our fencing sessions appropriately. Our specific questions is "please tell us anything we need to know about your fencer to help us teach them and ensure they have the best experience" and the further detail says "Any illness, disability, eccentricity, learning styles are worth mentioning as it helps us work with you to help you find the pleasure and fulfilment that fencing with us and at our club can bring, if nothing just put N/A"

For more information on our use of legitimate interests as a lawful basis you can contact us using the contact details set out above.

- Vital interests - collecting or using the information is needed when someone’s physical or mental health or wellbeing is at urgent or serious risk. This includes an urgent need for life sustaining food, water, clothing or shelter. All of your data protection rights may apply, except the right to object and the right to portability.

Our lawful bases for collecting or using personal information for **dealing with queries, complaints or claims** are:

- Legitimate interests – we’re collecting or using your information because it benefits you, our organization or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
 - We are primarily a club for children and therefore take our responsibilities for safeguarding very seriously. We have a qualified welfare officer and a process for dealing with welfare concerns. If we have non safeguarding issues we take the minimum information required to respond and to refund if necessary - mostly we do this via Stripe so have no need for much information.

For more information on our use of legitimate interests as a lawful basis you can contact us using the contact details set out above.

- Vital interests - collecting or using the information is needed when someone’s physical or mental health or wellbeing is at urgent or serious risk. This includes an urgent need for life sustaining food, water, clothing or shelter. All of your data protection rights may apply, except the right to object and the right to portability.

Our lawful bases for collecting or using personal information **for information updates or marketing purposes** are:

- Contract - we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- Legitimate interests – we’re collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:
 - We need to be able to communicate with our customers and to manage our classes appropriately. We need to be able to take a register, see what physical, health or mental, emotional issues an attendee may have relevant to taking part in a fencing class

For more information on our use of legitimate interests as a lawful basis you can contact us using the contact details set out above.

- Vital interests - collecting or using the information is needed when someone's physical or mental health or wellbeing is at urgent or serious risk. This includes an urgent need for life sustaining food, water, clothing or shelter. All of your data protection rights may apply, except the right to object and the right to portability.

Our lawful bases for collecting or using personal information **for recruitment purposes** are:

Our lawful bases for collecting or using personal information **to comply with legal requirements** are:

- Contract - we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- Legal obligation - we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.
- Legitimate interests – we're collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:

- we contract with coaches and employ coaches therefore we need to comply with recruitment and employment law. we need to advise venues that our coaches comply with their requirements for qualification standards, right to work in UK, safeguarding training and relevant DBS.

For more information on our use of legitimate interests as a lawful basis you can contact us using the contact details set out above.

Our lawful bases for collecting or using personal information **To manage membership of the club, sessions, attendance, payments and session organisation** are:

- Contract - we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- Legitimate interests – we're collecting or using your information because it benefits you, our organisation or someone else, without causing an undue risk of harm to anyone. All of your data protection rights may apply, except the right to portability. Our legitimate interests are:

- We need to be able to communicate with our customers and to manage our classes appropriately. We need to be able to take a register, see what physical, health or mental, emotional issues an attendee may have relevant to taking part in a fencing class

For more information on our use of legitimate interests as a lawful basis you can contact us using the contact details set out above.

- Vital interests - collecting or using the information is needed when someone's physical or mental health or wellbeing is at urgent or serious risk. This includes an urgent need for life sustaining food, water, clothing or shelter. All of your data protection rights may apply, except the right to object and the right to portability.

Where we get personal information from

- Parents or carers

How long we keep information

We have set up an auto-delete date in Pembee which is 36 months since the last activity (we do get fencers coming back to us after exams, a move away etc.). Our previous booking system was Bookwhen and records are held for 24 months since last activity.

Information down loaded to PC/phone or printed for administration purposes – registers for camps, sessions is deleted after the event, and any printed copy is shredded.

Who we share information with

Data processors

Pembee and Bookwhen which are membership applications,

This data processor does the following activities for us: membership applications. process our booking information and take payments via STRIPE

STRIPE

This data processor does the following activities for us: takes payments from our customers via our membership applications

Robert Mansfield Accounting

This data processor does the following activities for us: processes payroll, pension, annual accounts and tax return

Others we share personal information with

- Parents and carers
- Organisations we need to share information with for safeguarding reasons
- Organisations we're legally obliged to share personal information with

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

Last updated

26th August 2026

POLICY 7: USE OF MOBILE PHONES AND CAMERAS

CAMBRIDGE SWORD CLUB Policies June 2025 next review June 2026

Taking and Using Photos

All members are required to put in writing through the Cambridge Sword Club sign up portal, the permission to take photos for publicity, promotion or record keeping reasons, for use on social media, website and other Cambridge Sword Club marketing channels during club sessions or events.

Permission Granted

Permission will be asked for once and if the status of permission changes the parent or guardian should email [The Club Manager](#) making clear that the status has changed.

Permission Denied

If permission is denied for a pupil to have their photo taken, they will not be included in photos taken during their session and all photos will be double checked prior to use.

Camera Use

The use of video analysis in fencing can be a valuable aid to lessons, and as such, all coaches will be cleared for permission to take photos at Cambridge Sword Club events on personal devices for Cambridge Sword Club use. Cambridge Sword Club may hire photographers and camera phones amongst other recording devices.

Mobile Phones

Mobile phones are permitted for Coaches, Pupils and Parents during community sessions, but must only be used at appropriate times and not to be used in changing rooms. During School sessions mobile phones are only to be used for emergencies or photos by coaches.

Photography at Cambridge Sword Club organised Fencing Events

CAMBRIDGE SWORD CLUB do not wish to discourage the use of filming or photography at events, but we understand that it must be used appropriately, and will do our best to prevent the possibility of any inappropriate filming or photography. If Cambridge Sword Club believes that any inappropriate filming or photography is taking place, the organiser is able to exercise their right to ask the person to leave the premises immediately and surrender or delete any footage or images taken.

Illegal use of Cambridge Sword Club content

If you believe that a Cambridge Sword Club image or video has been used online illegally, please report it to **Child Exploitation and Online Protection Centre (UK) (CEOP)**, who will provide a single point of contact for reporting the abuse of children online.

Policy 8: BFA Membership

BFA (British Fencing Association) membership is compulsory **from the first session attended** – beginners get membership free for 3 months and it is arranged by the club after you book. This is not our rule, but a restriction imposed by our Governing Body.

There are several levels of membership:

1. Starter Membership: If you have fenced for more than one term you must purchase the annual Starter Membership for c£15.00.
2. Recreational Membership: This level of membership is for those that have fenced for more than two years. This membership restricts you to club organised inter-club competitions only. Annual membership is £17.00 pa.
3. Compete Membership: If you wish to fence for the club against other clubs and go to local or regional competitions you must purchase Compete membership at a cost of £29.00 - £40.00pa depending on age.

You can join the BFA by going to <http://britishfencing.com/membership/>. Please ensure you affiliate to Cambridge Sword when you are joining/renewing your BFA membership. If you are affiliated to another club, please enter this on the membership form.

We will ask you for your/your child's BFA number and renewal date on the membership application form. If you/your child is new to fencing, this section will not be applicable until completion of the first term. We will remind new fencers that they will need to provide their BFA number and renewal at the end of the first term in order to continue fencing.

Policy 9: Equipment and armoury

ALL KIT IS SUPPLIED AT AFTER SCHOOL SESSIONS. Kit may be hired for evening sessions

Fencing Kit and training kit

Appropriate sportswear must be worn for general training and warm-up sessions – T shirts not cropped tops, no outdoor shoes, mid-thigh length shorts or longer.

The club provides all the fencing kit required for after school clubs and its use is included in the term fee. Those attending after school clubs **MUST** wear long thick tracksuit bottoms, preferably without pockets and trainers **NOT** school shoes.

All our kit complies with the BFA rules and standards and is checked regularly as per our rules and risk assessment. Fencer's kit will also be checked for safety and compliance.

Please remember that foil sizes are as follows and fencers are **NOT** allowed to use a longer length if their age indicates a different size.

Size 0 – Age 10 and under

Size 3 – age 13 and under

Size 5 – over 13

Kit for evening sessions

The club has kit available for loan for those attending evening sessions– all must be booked via the booking website. Full kit including breeches is required for evening sessions. Foils are not hired out, but coaches will bring them to the relevant session. (Kit hire is only available to those whose named club is Cambridge Sword. It is not a resource for members of other clubs.)

We can hire kit to fencers attending evening sessions however we expect fencers attending the **evening sessions** to purchase the following kit

1st term – glove (approx. £19.00)

2nd term – foil and body wire (approx. £84)

3rd term – lame (electric jacket) (approx. £77.50)

4th term – a mask (approx. £60)*

- If you are entering competitions and need to use a lame bib mask you will need to purchase your own for your second event. The club cannot undertake to supply and maintain lame bib masks – they wear out quickly in a communal mask bag (fine for individual use when not being constantly rubbed or sweated on!)

This kit will be bought by the club at a fair price if the fencer does not continue.

We can advise on the best sources for kit and obtain discount from some retailers.

We will organise a second-hand kit sale and exchange

From the Summer Term 2025 we will have to ask fencers who break a club blade to replace it.

If fencers have not yet purchased their own, as in first term of evening club, they have a one blade grace period but must provide a replacement when the second blade is broken.

Club blades are c£58 now - fencers go through phases of breaking blades and it's normally because they are too close. I'd say for a club fencer one blade a term would be normal wear and tear. For those attending competitions it may be more.

We will invoice for broken blades.

We recommend that for fencer's own foils that they invest in FIE maraging blades as these last MUCH longer. We can help choose which blade.

NOTE also that the club only has a legacy amount of size 5 foils and we don't replace them often. If you are using size 5 you should have at least one anyway but be aware you will probably have to use a size 3 if yours is broken or in for repair - best to have at least two working foils.

If you are attending your third competition or more then you are expected to have two of your own blades and wires - club support blades and wires at a competition are back-up. Believe me, you will need back-up - very serious competitive fencers will have at least 3 working foils to take account of electrical failures, dirty points and breakages.

Damage to club kit

Sometimes unfortunately fencers can lack respect for the kit that they use. To put this into context, Cambridge Sword is lucky enough to own many electric scoring sets, more than many other clubs in the country not just the region. These sets cost a great deal to maintain and to purchase approx. £1500 for a full set.

Obviously, accidents happen, and we have no problem with those repairs but if a fencer either through thoughtlessness or frustration does not treat the kit with respect, they will be asked to pay a fine or not attend the club for an equivalent length of time. Example of behaviours and the associated fines are as follows

Switching off a box with foot or their foil tip - £100 fine. This is thoughtless and damaging behaviour.

Letting a spool wire go from a distance through temper or frustration - £100 fine. This happens rarely when a fencer mishandles the wire and of course that's an accident but on purpose is unacceptable.

Please note the important information below about mask safety

The FIE and BFA are tightening up on mask safety. We are very careful about our masks and check them frequently but please read the following and especially if you have long hair – we will be enforcing this rule at all times and in all sessions.

All those involved in running competitions/clubs have a responsibility for safety, whatever their role. Anyone can step in if they think a fencer is at risk due to an ill-fitting mask or one that is not secured correctly.

Dangerous examples include:

- metal tang pulled out away from the head

- weak Velcro
- loose elastic strap (loss of elasticity)
- **long hair tied up under the elastic strap so pushing it higher up the head (hair should always come out above this strap so improving mask stability)**
- mask too large so that it does not fit firmly between chin and top of head

Policy 10: Code of Conduct – fencers, volunteers, parents, carers, coaches

Cambridge Sword is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with the Club Officers.

As a member of Cambridge Sword, you are expected to abide by the following code of conduct:

- All members must play within the rules and respect officials and their decisions.
- All members must respect the rights, dignity and worth of all participants regardless of gender, ability, cultural background or religion.
- The safety guidelines must be followed at all times.
- Members must wear fencing kit meeting the requirements of the British Fencing clothing regulations for training and match sessions. Cambridge Sword requires the following:
 - Hair must be tied back for the whole session and must not infringe on the electric jacket at any time (it gives an off target and is cheating as well as potentially dangerous and painful)
 - T-shirts not crop tops
 - Shorts to at least mid-thigh length (only for warm up and warm down)
 - Trainers not shoes
 - For After School Club sessions, where the kit is brought to the session by the coach: fencers must wear long tracksuit bottoms, trainers not shoes, a jacket, and mask manufactured to CEN Level 1 (350N), a plastron to CEN Level 1 (350N) and a glove.
 - Girls and women must wear a chest protector.
 - For all other sessions, wherever kit is lent by the club or your own, fencers must wear a jacket, breeches and mask manufactured to CEN Level 1 (350N), a plastron to CEN Level 2 (800N) and a glove. Girls and women must wear a chest protector. Long socks should be worn so that the whole leg is covered.
- Fees for training or events should be paid promptly.
- Members are not allowed to smoke or consume alcohol or drugs anywhere in or around the venue or whilst fencing at competitions.
- Members must not behave in an inappropriate and/or bullying manner.

Policy 11. Arriving at and leaving a session

Our members are mostly minors and therefore their safety arriving and leaving sessions is of great importance and is the responsibility of their parents/carers until handed over to the session coach/s or handed back after a session. It is imperative that parents/carers drop off on time and not early and that pick up is on-time and not late!

Arriving early for a session or event

Children should NOT arrive early for a session unless they are looked after and supervised by an adult until the coach arrives and the session/event starts. In the very unlikely event that a coach is late (they will try to warn of this on the relevant WhatsApp) a parent/carer must stay with the fencer. Venues are not a substitute for a responsible adult, and they will not accept the responsibility.

Leaving after school club sessions/events

At the end of any session ALL fencers must stay until the coach finishes the session and releases the participants. Usually the coach will take a check-out register and fencers should not leave until the coach acknowledges that they are leaving and confirms it's ok to go.

Participant's carers are asked at booking for specific permission if a child is to be allowed to leave unaccompanied. If they are not allowed to leave unaccompanied, participants MUST stay with the coach until a carer/parent arrives – the coach can use the emergency numbers to contact. Please be aware that coaches will have other venues and sessions to get to and persistent lateness in picking up will be discussed with parents/carers which may result in the participant being unable to attend the session.

If a late pick-up is avoidable due to unforeseen circumstances (normal Cambridge traffic isn't an unforeseen circumstance!) then parents can contact the session coach whose number is in the info on the session WhatsApp. They should also, if their message is within 15 minutes of the session end or not acknowledged, ring the session coach not message them - in the busyness of clearing up, they won't be looking at WhatsApps until we see who is waiting after the session finishes.

Leaving evening club sessions

The arrangements are the same for evening sessions except that fencers should wait **inside** the sports hall in the corner nearest the reception/office. Coaches maybe putting equipment away, but they will always check if any fencers are in that position within a few minutes of the session finishing – fencers should NOT leave the fencing venue and should NOT go into the car-park or outside to wait.

Policy 12: WhatsApp Policy

Cambridge Sword WhatsApp Policy

Created September 25. To be reviewed August 26

Cambridge Sword shares information via its website, its newsletters sent by email, which all members receive and the instant messaging app WhatsApp. We have tried other means but they have gained no traction against the relentless tide of Whatsapp use.

1. In using WhatsApp, the following concerns need to be considered:

Because of the nature of WhatsApp groups:

- it is possible to add participants without their prior consent – Cambridge Sword Ltd does NOT add participants but gives the link to parents/guardians when activities are booked. There are some exceptions to this rule see 2.6
- Participants should be aware that their telephone numbers are visible on the group as is their profile picture. This is a GDPR and potentially safeguarding concern
- Participants should be aware that unsuitable material may be posted to a WhatsApp group and can be difficult to remove although our administrators will try to ensure this is removed as quickly as possible.
- Photographs and Videos shared on the group potentially remain in the camera roll on all participants phones
- The Administrator does not have the ability to audit the groups content
- Without effective controls and if abused by users there may be risks of cyber bullying, grooming young people, and exposure to inappropriate content.

2. Our policy and standards

To address these concerns Cambridge Sword has agreed the following standards which should be followed by any Cambridge Sword member using WhatsApp groups in relation to club activities or business:

2.1 All Cambridge Sword WhatsApp groups will be part of the Cambridge Sword WhatsApp community unless they are small groups discussing an event/fencer/activity with one or two families and a coach and are not appropriate for the general community.

2.2 Cambridge Sword WhatsApp groups will be created by a coach or official volunteer – all of whom are safeguarding trained.

- 2.3 Each WhatsApp group should have an Administrator who will name the group and control who is invited to join and where necessary is responsible for removing people.
- 2.4 The admin is responsible for the members content and therefore should outline what the group will be used for from the outset.
- 2.5 When a booking is made, we give parents/guardians a link to the relevant groups. Participants should never be automatically added. (Due to the growing use of WhatsApp, if a person declines to use it we do not have an alternative).
- 2.6 In some circumstances such as when fencers sign up to fence for Cambridge Sword in an up-coming competition, we will create a WhatsApp group so that we can co-ordinate the attendance, assist with kit and provide coach support where possible.
- 2.7 Inactive participants may be removed from WhatsApp groups but should first be given notice and can state that they wish to continue.
- 2.8 All participants must abide by the British Fencing Codes of Conduct, which have been adopted as club policy by Cambridge Sword. These include acting with dignity and displaying good manners towards others; not undermining, putting down or belittling others; avoiding swearing and abusive language; challenging inappropriate behaviour and language by others and reporting any suspected misconduct.
- 2.9 Any inappropriate content, language or content should be reported to the Club Manager Sarah Paveley headcoach@cambridgesword.co.uk or to our Welfare Officer Hannah Jones joneshannah@btinternet.com
- 2.10 Additionally for any WhatsApp group relating to athletes under 18 the following standards apply:
- 2.10.1 Children (U18) should not be included in WhatsApp groups without the express permission of a parent and guardian. Cambridge Sword does not give any WhatsApp link to its fencers only to parents and guardians therefore it is the parent/guardian who controls the fencers access and gives permission. We cannot control members as often only numbers are identifiers or nick names. If an U18 is added to a group, the parent guardian MUST be part of the group and remain in the group. Adults must not send personal messages to under 18s using WhatsApp.
- 2.10.2 We recommend that children younger than 16 are NOT allowed in the WhatsApp groups

Appendix 1: Risk assessment

The club has a comprehensive risk assessment as follows. This assessment is reviewed regularly – at least once a year. Please ask for current version.

ID	ISSUE/ISSUE STATEMENT	ISSUE STATEMENT	RISK FACTOR	RISK CATEGORY	ACTION GUIDELINES	Signed by: <input type="text"/>		Date	Version
						Reviewed	Approved		
1	Worshiping at the club	Worshiping at the club	Worshiping at the club	Worshiping at the club	Worshiping at the club				
2	Worshiping at the club	Worshiping at the club	Worshiping at the club	Worshiping at the club	Worshiping at the club				
3	Worshiping at the club	Worshiping at the club	Worshiping at the club	Worshiping at the club	Worshiping at the club				
4	Worshiping at the club	Worshiping at the club	Worshiping at the club	Worshiping at the club	Worshiping at the club				
5	Worshiping at the club	Worshiping at the club	Worshiping at the club	Worshiping at the club	Worshiping at the club				
6	Worshiping at the club	Worshiping at the club	Worshiping at the club	Worshiping at the club	Worshiping at the club				
7	Worshiping at the club	Worshiping at the club	Worshiping at the club	Worshiping at the club	Worshiping at the club				
8	Worshiping at the club	Worshiping at the club	Worshiping at the club	Worshiping at the club	Worshiping at the club				
9	Worshiping at the club	Worshiping at the club	Worshiping at the club	Worshiping at the club	Worshiping at the club				
10	Worshiping at the club	Worshiping at the club	Worshiping at the club	Worshiping at the club	Worshiping at the club				
11	Worshiping at the club	Worshiping at the club	Worshiping at the club	Worshiping at the club	Worshiping at the club				
12	Worshiping at the club	Worshiping at the club	Worshiping at the club	Worshiping at the club	Worshiping at the club				
13	Worshiping at the club	Worshiping at the club	Worshiping at the club	Worshiping at the club	Worshiping at the club				
14	Worshiping at the club	Worshiping at the club	Worshiping at the club	Worshiping at the club	Worshiping at the club				
15	Worshiping at the club	Worshiping at the club	Worshiping at the club	Worshiping at the club	Worshiping at the club				
16	Worshiping at the club	Worshiping at the club	Worshiping at the club	Worshiping at the club	Worshiping at the club				
17	Worshiping at the club	Worshiping at the club	Worshiping at the club	Worshiping at the club	Worshiping at the club				
18	Worshiping at the club	Worshiping at the club	Worshiping at the club	Worshiping at the club	Worshiping at the club				
19	Worshiping at the club	Worshiping at the club	Worshiping at the club	Worshiping at the club	Worshiping at the club				
20	Worshiping at the club	Worshiping at the club	Worshiping at the club	Worshiping at the club	Worshiping at the club				

8	Warm-up, footwork exercises and sparring	Injuries sustained by: • falling over • colliding with object/wall • colliding with another person • Muscle damage		To be run by qualified coach who is on BFA coach register. Will not occur if parent or coaches safety monitors and arrange first aid appropriate (either individual's first aid kit, or support provided by Leisure facility first aid personnel) All incidents which require first aid to be recorded in Coach accident book and a copy sent to the club manager Ensure Club Members are signed up to BF Membership	2	1	1	Minor injury e.g. small cut, graze, bumps, bruises • Take appropriate First Aid action • Make provision for the injured person to rest or continue as appropriate • Record incident or injury in CS accident book Major Injury • Arrange for injured person to be taken to hospital or ring for an ambulance. • Use your discretion as to whether to administer First Aid • Telephone the next of kin • Record incident or injury in CS accident book/notify BFA
9	Group sessions	Injuries sustained by: • falling over • colliding with object/wall • colliding with another person • Weapon injury • Muscle damage	Damage to muscle, broken bones, bang on head. Cuts, grazes, stabbings	To be run by qualified coach who is on BFA coach register Ensure correct protective clothing is worn No sessions to be run without qualified BFA retrained coach present	2	1	1	Minor injury e.g. small cut, graze, bumps, bruises • Take appropriate First Aid action • Make provision for the injured person to rest or continue as appropriate • Record incident or injury in CS accident book Major Injury • Arrange for injured person to be taken to hospital or ring for an ambulance. • Use your discretion as to whether to administer First Aid • Telephone the next of kin • Record incident or injury in CS accident book/notify BFA
10	Individual lessons	Injuries sustained by: • falling over • colliding with object/wall • colliding with another person • Weapon injury • Muscle damage	Damage to muscle, broken bones, bang on head. Cuts, grazes, stabbings	Given qualified coach who is on the BFA coaching register or by a junior trainee coach if supervised by a registered coach Ensure the correct protective clothing is worn by both coach and fencer as in accordance with BFA requirements.	2	1	1	Minor injury e.g. small cut, graze, bumps, bruises • Take appropriate First Aid action • Make provision for the injured person to rest or continue as appropriate • Record incident or injury in CS accident book Major Injury • Arrange for injured person to be taken to hospital or ring for an ambulance. • Use your discretion as to whether to administer First Aid • Telephone the next of kin • Record incident or injury in CS accident book/notify BFA
	Child Protection	U16 participants	Welfare - physical and mental	Supervised by a club appointed adult at all times with requisite DBS. Coaches all registered with DBS and meet their Child Protection requirements.	3	1	1	Supervision and observation. Fencers and parents encouraged to report any concerns to coaches, club welfare officer or club manager
Arriving at and pick up after any club session or event								
This is for those fencers who do NOT have specific permission to leave the training area unaccompanied.								
	Children arriving at any after school or club session	U16 participants	Children getting lost, scared, disorientated. Danger in car parks unsupervised. Parents not knowing where they are. Venues do NOT accept any responsibility and will not look after minors left to await the start of the session	Children should NOT arrive early for a session unless they are looked after and supervised by an adult until the coach arrives and the session starts. In the very unlikely event that a coach is late they will try to warn of this on the relevant Whatsapp) a parent/carer must stay with the fencer. Venues are not a substitute for a responsible adult and they will not accept the responsibility.	3	2	2	fencers and parents/carers MUST ensure they understand and follow the procedure for arriving at the sessions. Unsupervised early drop-offs will be discussed with parents/carers.
12	Children leaving after school sessions session	U16 participants	Children getting lost, scared, disorientated. Danger in car parks unsupervised. Parents not knowing where they are.	Follow Club rules. Fencers are supervised by a club appointed adult. Participants carers are asked to book for specific permission if a child is to be allowed to leave unaccompanied - coaches can check this in book when at any time and should be aware every week. If not allowed to leave participants MUST stay with the coach until a carer/parent arrives - coach can use the emergency numbers to contact. if parent/carers are going to be late for pick up - they should use the specific WhatsApp group. They should also, if their message is within 15 minutes of the session end or not acknowledged, ring the session coach not message them - in the business of clearing up, we won't be looking at whatsapp until we see who is waiting after the session finishes. coaches phone numbers are now in the WhatsApp chat description and so is the Head coach's	3	1	1	fencers and parents/carers MUST ensure they understand and follow the procedure for leaving the sessions. Persistent late pick-ups will be discussed with parents/carers.
	PICK UP AFTER CLUB SESSIONS	U16 participants	Children getting lost, scared, disorientated. Danger in car parks unsupervised. Parents not knowing where they are.	1. Fencers should stay in the hall in the corner by the door to the car park and wait for their parents 2. If a parent/carer doesn't turn up on time they should wait for a coach who always check to see if anyone is waiting in that corner 3. They SHOULD NOT go into the car park or outside the classroom/fencing area 4. If parent/carers are going to be late for pick up - they should use the specific WhatsApp group. 5. They should also, if their message is within 15 minutes of the session end or not acknowledged, ring the session coach not message them - in the business of clearing up, we won't be looking at whatsapp until we see who is waiting after the session finishes. 6. coaches phone numbers are now in the WhatsApp chat description and so is the Head coach's	3	2	1	fencers and parents/carers MUST ensure they understand and follow the procedure for leaving the sessions. Persistent late pick-ups will be discussed with parents/carers.

Created: Date: 20 June 24

Version No	Date	Changes	Review date
V1	20/6/24		June 25
V2	24/6/24	Minor typos and added policies and risk assessment.	June 25
V3	25/6/24	Minor typos	June 25
V5	2 nd Sept 25	Under review for new season. Dates reviewed, RA updated, New privacy section added. Sent to colleagues for review. Whatsapp policy added. Privacy policy updated	September 25
V5	13/9/25	Final version circulated	