

What is Good Practice in the context of Safeguarding Children & Young People

1. Safe Practice

- always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment (e.g. no secrets)
- treating all young people/disabled adults fairly, and with respect and dignity
- always putting the welfare of each young person first, before winning or achieving goals
- maintaining a safe and appropriate distance with performers (e.g. it is not appropriate to have an intimate relationship with a child or to share a room with them)
- building balanced relationships based on mutual trust which empowers children to share in the decision-making process
- making sport fun, enjoyable and promoting fair play
- ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the NGB. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Young people and parents should always be consulted and their agreement gained.
- keeping up to date with the technical skills, qualifications and insurance in sport
- involving parents/carers wherever possible (e.g. for the responsibility of their children in the changing rooms). If groups have to be supervised in the changing rooms, always ensure parents/teachers/coaches/officials work in pairs
- ensuring that if mixed teams are taken away, a male and female member of staff should always accompany them. (NB however, same gender abuse can also occur.)
- ensuring that at tournaments or residential trips, adults should not enter children's rooms or invite children into their rooms
- being an excellent role model – this includes not smoking or drinking alcohol in the company of young people
- giving enthusiastic and constructive feedback rather than negative criticism
- recognising the developmental needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will
- securing parental consent in writing to acting *in loco parentis*, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment
- awareness of any medicines being taken by participants, or existing injuries
- keeping a written record of any injury that occurs, along with the details of any treatment given

There are many sports, which by their nature require a degree of physical contact. This can be used appropriately to instruct, encourage, protect or comfort. When physical contact is required both children and adults should be clear about the context and appropriateness of that contact. Physical contact between adults and children should only be used when the aim is to:

- develop sports skills or techniques
- to treat an injury or respond to distress
- to prevent an injury
- to meet the requirements of the particular sport

Physical contact should:

- not involve touching genitals, buttocks or breasts
- meet the needs of the child/young person and not the needs of the adult
- be fully explained to the child/young person and, with the exception of an emergency, permission be sought
- not take place in secret or out of sight of others

Some sports have developed specific guidance and where this is the case these should be followed.

2. Practices to be avoided

The following should be **avoided** except in emergencies (e.g. a child sustains an injury and needs to go to hospital or a parent fails to arrive to pick a child up at the end of a session). If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of someone in charge in the organisation or the child's parents.

- avoid spending time alone with children away from others
- avoid giving children a lift in your car, and if this is unavoidable, ensure another adult is present

Practices never to be sanctioned

The following should **never** be sanctioned. You should never: -

- take, invite or allow children to your home where they will be alone with you
- give children lifts in your car without another adult present
- engage in rough, physical or sexually provocative games, including horseplay
- share a room with a child
- allow or engage in any form of inappropriate touching
- allow children to use inappropriate language unchallenged
- make sexually suggestive comments to a child, even in fun
- reduce a child to tears as a form of *control*
- allow allegations made by a child to go unrecorded or not acted upon
- do things of a personal nature for children or disabled adults, that they can do for themselves
- administer drugs (including performance enhancing substances)

It may sometimes be necessary for employees / volunteers to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and written consent of parents and the performers involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

If any of the following incidents should occur, you should report them immediately to another colleague and make a written note of the event. Parents should also be informed of the incident:

- if you accidentally hurt a child

- if he/she seems distressed in any manner
- if a child appears to be sexually aroused by your actions
- if a child misunderstands or misinterprets something you have done

3. Code of Conduct

County Durham Sport employees / volunteers are required to sign up to the 'Code of Conduct' as part of the induction process. The Code encourages the following four principles:

- Rights: Employees / volunteers must respect and champion the rights of every individual to participate in sport
- Relationships: Employees / volunteers must develop a relationship with participants (and others) based on openness, honesty, mutual trust and respect
- Responsibilities (Personal Standards): Employees / volunteers must demonstrate proper personal behaviour and conduct at all times
- Responsibilities (Professional Standards): To maximise benefits and minimise the risks to participants, employees / volunteers must attain a high level of competence through qualifications and a commitment to ongoing training that ensures safe and correct practice

4. Guidelines for use of Photographic / Filming Equipment at AC Events/Activities

Parental consent will be requested on all Partnership event/activity registration forms concerning photography and any subsequent use for publicity / promotion will not include details of individuals.

Professional photographers/filming/video operators wishing to record the event/activity should seek accreditation with the event/activity organiser by producing their professional identification for the details to be recorded. Ideally they should request this at least five working days before the event. Identification details will be checked with the issuing organisation prior to event.

Students or amateur photographers/film/video operators wishing to record the event/activity should seek accreditation with the event/activity organiser by producing their student or club registration card and a letter from their club/educational establishment outlining their motive for attending the event/activity.

All other spectators wishing to use photographic/film/video equipment should register their intent with the event organisers on the day of the event.

A record will be made of the individual's name and address (and organisation if appropriate). On registering, AC will issue an identification label, which will highlight those who have accreditation.

Public Information Announcement:

The specific details concerning photographic/video and filming equipment will, where possible, be published prominently in event programmes and announced over the public address system prior to the start of the event. The wording will read "In line with County Durham Sport Safeguarding Policy, we request that any person wishing to engage in any form of photography should register their details with staff at the registration / information desk before carrying out any such photography."

Guidelines for Use of Photographic/Filming Equipment as part of a Coaching Session:

There is no intention to prevent coaches and teachers using a video as a legitimate coaching aid. However, athletes and their parents should be aware and must consent to this being used as part of the coaching programme and care should be taken in the storing of such films. Permission should also be sought for the use of photographic material for promotional or web-site publications (children's names should not appear with photographs). If coaches are concerned that someone that they do not know is using their sessions for photography or filming purposes, they should ask them to leave.