



## Safeguarding and Protecting Children and Young Persons Policy

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## INTRODUCTION

Sport can and does have a powerful and positive influence on people – especially young people. Not only can it provide opportunities for enjoyment and achievement, it can also develop valuable qualities such as self-esteem, leadership and teamwork.

Such positive effects can only happen when our sport is conducted by all persons at all levels of the sport that places the welfare of all young people first.

The provision of safeguarding training, knowledge and guidance, and the implementation of safeguarding practices that support, protect and empower young people is the key to embedding safeguarding throughout sport.

## POLICY STATEMENT

Access Adventures is committed to ensuring that all young people who participate in our adaptive sports and activities have a safe and positive experience. Access Adventures recognises its moral and legal responsibilities under current legislation and will do our best to promote good practice to protect children.

- Access Adventures is committed to developing and implementing policies and procedures
- Access Adventures will ensure that everyone knows and accepts their responsibility in relation to their duty of care for young people
- Access Adventures is committed to ensuring that there are correct and comprehensive reporting procedures, and promoting good practice and sound recruitment procedures for all individuals involved
- Access Adventures recognises that it is not the responsibility of those individuals to determine if abuse has taken place, but it is their responsibility to act upon and report any concerns

This policy sets out a framework to fulfil Access Adventures' commitment to good practice and the protection of young people in its care.

## LEGISLATION & GOVERNMENT POLICY

This policy has been developed in line with current legislation and government guidance including Working Together to Safeguard Children (2015) and United Nations Convention on the Rights of Children (UNCRC). Each home nation is guided by the relevant legislation to them; the Children Act 1989 & 2004 (England & Wales), Children & Young People Act 2014 (Scotland) and Safeguarding Board Act 2011 (Northern Ireland).

## DEFINITIONS & TERMS

This policy relates to all recognised sports and activities offered through Access Adventures including: waterskiing, wakeboarding, towing activities, cable riding, surfing, paddlesports, kiting, alpine skiing, wheelchair skills, yoga. For the purposes of this policy, all sports and activities will be referred to as 'activities'.

The term parent/s throughout this policy refers to parent/s, carer/s and guardian/s. The term instructor refers to anyone qualified by Access Adventures to instruct activities.

This policy applies either directly or indirectly to all individuals working with Access Adventures (in a paid or voluntary capacity) according to their level of contact with young people. This group shall be referred to as the Access Adventures Network as a whole.

This policy sits alongside all other Access Adventures policies.

### Acknowledgements

Access Adventures wishes to thank BSW and other Sport National Governing Bodies for their invaluable support and guidance in developing this document.

## THE POLICY

### PRINCIPLES

The guidance given in the procedures is based on the following principles:

- This policy recognises and builds on the legal and statutory definitions of a child
- A young person is recognised as being under the age of 18 years (Children's Act 1989 definition)
- An adult has the moral and statutory duty for the care, custody and control of any child under the age of 18 under their supervision
- The child's welfare is paramount
- All young people, whatever their age, culture, any disability they may have, gender, language, racial origin, religious belief and sexual identity have the right to protection from abuse
- All incidents of poor practice or suspicions of poor practice and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- All young people have the right to participate in activities in an enjoyable and safe environment

- Young people have the right to expect appropriate support in accordance with their personal and social development with regard to their involvement in the activities
- It is the responsibility of the child protection experts and agencies to determine whether or not abuse has taken place, but it is everyone's responsibility to report any concerns
- Confidentiality should be upheld in line with the Data Protection Act 1998 and the Human Rights Act 2000

## RESPONSIBILITIES

The Access Adventures Network will:

- Accept the moral and legal responsibility to implement procedures to provide a duty of care for young people, safeguard their wellbeing and protect them from abuse
- Respect and promote the rights, wishes and feelings of young people
- Recruit, train and supervise their employees and volunteers so as to adopt best practice to safeguard and protect young people from abuse, and themselves against allegations
- Require staff and volunteers to adopt and abide by the Access Adventures Safeguarding Policy and Procedures
- Respond to any complaints about poor practice or allegations of abuse

Working in partnership with young people, their parents and other agencies is essential for the protection of young people. However, the Access Adventures Network recognises that the responsibility of the statutory bodies (Children's Services in England and Wales and Social Services in Scotland) to ensure the welfare of young people has a broader remit within the activities.

All those involved in the management of young people through Access Adventures have a duty to ensure that they are:

- Allowed access to the sport in a way that is appropriate for their age and ability
- Coached and trained by appropriately qualified staff and volunteers
- Not subjected to any form of discriminatory abuse from any source
- Not subjected to bullying or undue pressure from any source
- Encouraged to achieve their full potential at all levels
- Afforded respect, confidentiality and privacy

## IMPLEMENTATION

The Access Adventures Safeguarding Policy and Procedures shall be adopted by all individuals involved with Access Adventures

The Access Adventures Safeguarding Policy and Procedures will be regularly monitored and a full policy review will take place biennially. The following situations may also evoke a review of the policy:

- Any change in legislation
- Any changes in governance of the activities
- The result of a significant case

## RECOGNITION OF POOR PRACTICE, ABUSE AND BULLYING

Abuse can happen on any occasion or in any place where children and young people are present. It is not always easy to recognise a situation where abuse may occur or has already taken place, even for those experienced working within safeguarding and child abuse settings. The staff and volunteers of Access Adventures, whether in paid or voluntary capacity, are not experts at such recognition. However, they do have a responsibility to act if they have any concerns about the behaviour of someone (an adult or another young person) towards a young person and to follow the procedures in this document.

It may be that a child or young person may not be aware that practice is poor or abusive and they may tolerate the behaviour without complaint or will lack the confidence to complain. Therefore, it is important that the Access Adventures Network are aware of the indicators of abuse and poor practice and advocate a safe culture for children and young people in the sport.

## POOR PRACTICE

Poor practice may relate a number of situations and behaviours where a child or young person is not appropriately safeguarded. These can include:

- Practices on the verge of abuse, if repeated would amount to abuse e.g. name calling, constant criticism, excessive pressure
- Breaching the Access Adventures Safeguarding Policy and Procedures e.g. failure to respond to concerns, inadequate supervision or care

- Practices that are known to be significant risk factors in abuse e.g. taking children to your home, sharing a room with a child, abusing a position of power or trust, resorting to bullying tactics or verbal abuse

Poor practice is unacceptable and should be challenged even where the motives of an individual are well meaning.

## ABUSE

Somebody may abuse a young person by inflicting harm, or by failing to act to prevent harm. Young people may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger. The effects of abuse can be so damaging and if untreated, they may follow a person into adulthood.

## TYPES OF ABUSE

**Neglect** – Where adults fail to meet a young person’s basic physical and/ or psychological needs, likely to result in the serious impairment of the young person’s health or development (e.g. failure to provide adequate food, shelter and clothing, failing to protect a young person from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment). It may also include refusal to give young people love, affection and attention.

Neglect in sport could include a coach not ensuring young people were safe, exposing them to undue cold, heat or to unnecessary risk of injury.

**Physical Abuse** - Where adults physically hurt or injure young people by hitting, shaking, throwing, burning, biting, suffocating, drowning or otherwise causing physical harm to a young person.

**Sexual Abuse** - Where girls and boys are abused by adults (both male and female) who use young people to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing young people pornographic material (books, videos, pictures) or talking to young people in a sexually explicit manner is also a form of sexual abuse.

In sport, teaching techniques which involve physical contact with young people could potentially create situations where sexual abuse may go unnoticed. The power of the coach over young performers, if misused, may also lead to abusive situations developing.



**Emotional Abuse** - The persistent emotional ill treatment of a young person such as to cause severe and persistent adverse effects on the young person's emotional development. It may involve conveying to young people that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on young people. It may involve causing young people to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the young person very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill treatment of a young person.

Emotional abuse in sport may occur if young people are subjected to constant criticism, name-calling, sarcasm, bullying or unrealistic pressure to perform to high expectations consistently.

The above definitions are adapted from Department of Health (1999) *Working Together to Safeguard Children – A Guide to Inter-Agency Working to Safeguard and Promote the Welfare of Children*.

## ADDITIONAL VULNERABILITY

Some groups of young people are at greater risk of abuse, therefore additional care should be taken to ensure these group are able to participate safely in sport. These groups include: disabled people, ethnic minorities, LGBTQ young people, those from other religions and elite and talented young people. There are a number of reasons why these groups may be additionally vulnerable, these include:

- Increased likelihood of social isolation
- Fewer outside contacts than other children
- Impaired capacity to resist, avoid or understand abuse
- Limited access to someone to disclose to
- Particular vulnerability to bullying

Instructors and other responsible adults should be aware of these potential risks and should consider how the activity or environment could be adapted to decrease the risk. Further advice on this can be obtained at [www.thecpsu.org.uk/help-advice](http://www.thecpsu.org.uk/help-advice)

## INDICATORS OF ABUSE

Indications that a young person may be being abused can be hard to recognise. The following signs may indicate that a young person is being abused:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury for which the explanation seems inconsistent
- The young person describes what appears to be an abusive act involving him/her
- Someone else (a young person or adult) expresses concern about the welfare of another young person
- Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outburst in temper)
- Inappropriate sexual awareness
- Encouraging sexually explicit behavior
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Has difficulty making friends
- Is prevented from socialising with other young people
- Displays variations in eating patterns including overeating and loss of appetite
- Loses weight for no apparent reason
- Becomes increasingly dirty or unkempt
- Doesn't want to attend club activities
- Changes to their usual routine
- Has possessions that 'go missing'
- Is bullying other young people
- Is frightened to say what's wrong

This list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place, but it should raise concerns. A good working relationship with the parent will help to identify any concerns that a young person maybe experiences e.g. family bereavement.

It is not the responsibility of those working with Access Adventures to decide that child abuse is occurring, but it is their responsibility to act on any concerns and share these concerns with a designated person.

## BULLYING

Bullying is not classified as a form of child abuse, however, it can be a significant factor in other types of child abuse and can have equally detrimental consequences for a child. Bullying is anything done with the intention of hurting, intimidating, frightening or upsetting another person. Bullying is not always physical, but it results in distress to the victim. It is important to note that bullying does not just occur through face to face contact. Instances of bullying can occur between young people but also from adult to young person.

Anyone can be a target of bullying, examples of where this may occur in sport are:

- A participant who is pushed too hard by a parent or instructor
- A participant who intimidates inappropriately
- Any of the Access Adventures Network who places unfair pressure on a person
- A spectator who directs abuse at a participant

Bullying can be prejudiced based (e.g. disablist, racist, homophobic etc.) If this is the case it is important that this is addressed when responding to bullying behaviour.

## FORMS OF BULLYING

Bullying can include:

- Physical e.g. hitting, kicking, pinching, punching, scratching, spitting or any other form of physical attack. Damage to or taking someone else's belongings may also constitute physical bullying
- Verbal e.g. offensive name calling, insults, racist remarks, sexist or homophobic jokes, teasing, threats, using sexually suggestive or abusive language
- Sexual e.g. abusive sexualised name calling, inappropriate sexual innuendo
- Indirect e.g. spreading nasty stories/rumours about someone, intimidation, exclusion from social groups
- Cyberbullying e.g. sending hurtful messages or using videos and images to humiliate, leaving malicious voicemails, a series of silent calls, writing hurtful comments on social networking sites [www.bsw.org.uk/resources/online-safety-social-media-policy](http://www.bsw.org.uk/resources/online-safety-social-media-policy)

## INDICATORS OF BULLYING

The damage inflicted by bullying can be frequently underestimated. It can cause considerable distress to young people, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm).

There are a number of signs that may indicate that a young person or disabled person is being bullied:

- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctant to go to school, training or sports club
- A drop off in performance in school or standard in sport

- Physical signs such as stomach-aches, head-aches, difficulty in sleeping, scratching and bruising, damaged clothes and bingeing for example of food, cigarettes and alcohol
- A shortage of money or frequent loss of possessions

## REPORTING BULLYING

The signs of bullying should be reported to a person of responsibility, preferably one of the Access Adventures management team. It is important that bullying is recognised, appropriate action is taken and anti-bullying strategies enforced. It is vital not to underestimate the damage that can be caused by bullying.

For more information about anti-bullying, please visit Family Lives at [www.familylives.org.uk](http://www.familylives.org.uk) or, for Scotland, Respect Me at [www.respectme.org.uk](http://www.respectme.org.uk).

## RESPONDING TO CONCERNS AND REPORTING PROCEDURES

Access Adventures' primary responsibility is to ensure that concerns and any relevant information are passed on to the Police and Children's Services (in England) or Social Services (in Scotland) without delay. These organisations have the statutory responsibility to make enquiries to establish if a child is at risk of harm.

### RESPONDING TO CONCERNS

Concerns can be raised in various ways and there are a number of reasons someone may need to report a concern:

- Something a young person has said to you – a disclosure
- Signs of suspicions of abuse
- Observation of inappropriate behavior
- Allegations made against a member of staff or volunteer
- Allegations made about a parent, carer or someone not working within the sport
- Bullying
- Anything which makes them uncomfortable based on inappropriate behaviour of an adult or changes in behaviour of a young person
- Behaviour being contrary to Access Adventures' Safeguarding Policy & Procedures

It is important to note that any concern that involves a member of the Access Adventures Network should be reported to Access Adventures even if the incident occurred outside the sport.

If you receive information that raises a concern whether it is directly from a young person or from another source, you should always:

- React calmly
- Keep an open mind
- Tell the person reporting the concern that they are not to blame and that they were right to tell
- Take what the person says seriously, recognising the difficulties inherent in interpreting what is said by a young person who has a speech disability and/or differences in language
- Keep any questions to an absolute minimum to ensure a clear and accurate understanding of what has been said
- Explain that it is likely that the information will need to be shared – do not promise to keep secrets
- Tell them what you will do next and who the information will be shared with
- Record in writing exactly what has been said using the young person's words as soon as possible. Use the Access Adventures Incident Report Form.
- Report the incident to one of the Access Adventures management team as soon as possible and seek advice on what to do next

The person receiving the disclosure should not:

- Panic
- Allow their shock or distaste to show
- Do not ask questions other than to clarify that you have enough information to act
- Speculate or make assumptions
- Make negative comments about the alleged abuser
- Approach the alleged abuser
- Make promises or agree to keep secrets
- Take sole responsibility
- Delay in reporting to the Access Adventures management team

N.B. It may not be that all young people are able to express themselves verbally. Communication difficulties may mean that it is hard for them to complain or to be understood. Sometimes it is difficult to distinguish the signs of abuse from the symptoms of some disabilities or conditions, in relation to the nature of the individual's impairment. However, where there are concerns about the safety of a

young person, record exactly what has been observed in detail and follow the procedures to report these concerns.

## RESPONSIBILITIES

It is not the responsibility of any individual within the Access Adventures Network to decide if a child is being abused or poor practice has occurred. Any concerns raised will be dealt with by Access Adventures. It is the responsibility of anyone within the Access Adventures Network to report any concerns they may have but not to act on them. The Management Team will:

- Listen to you and support you
- Take all concerns seriously
- Act in accordance with Access Adventures' Safeguarding Policy and Procedures
- Advise you what actions need to be taken (if needed)

## TAKING APPROPRIATE ACTION

### HOW TO REPORT CONCERNS

Access Adventures has clear procedures for reporting concerns regarding safeguarding, please ensure you follow the procedures as outlined below. It is important that, in every case, information relating to the concern is recorded accurately and promptly. For this, Access Adventures has developed the Safeguarding Incident Report Form which will assist you in recording all the relevant information. It is recommended that you take a copy of the form for your records. If a concern is reported to you, complete the form as soon as possible and contact one of the Access Adventures management team or email [team@accessadventures.co.uk](mailto:team@accessadventures.co.uk)

### WHO TO REPORT CONCERNS TO?

Concerns should be reported to one of the Access Adventures management team. If no-one is available, and a young person is at immediate risk or in danger, you should contact your local authority Child Services and the Police. They will be able to advise you on the appropriate actions to take including advice on contacting the parents. Expert advice can also be provided to adults by the NSPCC Helpline on 0808 800 5000

## WHAT HAPPENS NEXT

Where a concern has been reported to a Statutory Agency, they will follow appropriate legislative procedures to ensure that the child or young person is protected from harm.

Where a concern has been reported to Access Adventures, the Access Adventures' Safeguarding Procedures will be followed. If further action is required, the Access Adventures management team will make a decision about how the allegation will be dealt with.

A decision will be made with regard to suspending the individual concerned, pending the outcome of the internal or external enquiry.

It is never easy to respond to a young person who tells you that they are being abused and you may feel upset and worried yourself. Make sure that you are offered adequate support by discussing the matter with one of the Access Adventures management team.

If medical attention is required - call an ambulance and inform the doctor / paramedic that there is a child protection concern

The Access Adventures management team will make decisions on how to deal with all reported concerns related to the welfare and protection of children and young people, decide what actions are necessary to take and monitor and review progress on all cases.

One of the following outcomes will be decided:

- No case to answer
- Warrants advice/warning as to future conduct/sanctions
- Further training and support needed
- Banned

Where disciplinary action is taken to remove a person from regulated work as a result of harmful behaviour towards a child or young person, Access Adventures has a responsibility to refer the individual to the Disclosure & Barring Service (England & Wales) or Disclosure Scotland (Scotland) so consideration can be given to whether that individual should be barred from any kind of regulated work with children.

## APPEALS

The appeals procedure is available to anyone under investigation as part of natural justice. The Access Adventures Board of Trustees will review the case. Every participant wishing to appeal against the decisions made by the Access Adventures management team must do so in writing, to be received within seven days of the decision being made.

## MONITORING AND EVALUATION

To be conducted at the close of each case by the Access Adventures management team to see if any changes need to be made to policies/procedures or lessons that can be learnt.

## REINSTATEMENT AND AFTERMATH

Irrespective of the findings of Children's Services and/or Police investigations, all individual cases will be assessed to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled.

This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the Police. In such cases a decision must be reached based upon the information available which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of young people should always remain paramount.

## ALLEGATIONS OF PREVIOUS ABUSE

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a young person or by a member of staff who is still currently working with children). Where such an allegation is made, Access Adventures will follow the procedures outlined in this document. This is because other children, either within or outside sport, may be at risk from this person.

## RECORDING AND SHARING INFORMATION

Information passed the Children's Services or Police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern. Ideally this information should be recorded using the Access Adventures Incident Report Form.



The information needs to include the following:

- Details of the young person i.e. age/date of birth, address, race, gender and ethnic origin
- Details of the facts of allegations or observations
- A description of any visible bruising or other injuries
- The young person's account, if it can be given, of what happened and how any bruising or other injuries occurred
- Witnesses to the incident(s)
- Any times, dates or other relevant information
- A clear distinction between what is fact, opinion or hearsay
- A signature, time and date on the report

Reporting the matter to the Police or Children's Services department should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to the Children's Services department must be confirmed in writing within 24 hours. A record must be made of the name and designation of the Children's Services member of staff or Police Officer to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed.

## CONFIDENTIALITY

The legal principle that the 'welfare of the child is paramount' means that the considerations that might apply to other situations in the organisation, should not be allowed to over-ride the right of young people to be protected from harm. However, every effort must be made to ensure that confidentiality is maintained when an allegation has been made and is being investigated.

Information will be stored in a secure filing cabinet in the Access Adventures office at Edge Adaptive Sports Centre, with limited access to designated people, in line with data protection laws.

## WHISTLE BLOWING POLICY

If you have a concern with regard to the behaviour of an adult towards a young person, it is important that you share your concerns with one of the Access Adventures management team, or email [team@accessadventures.co.uk](mailto:team@accessadventures.co.uk). If you have a concern regarding the Access Adventures management team you should share your concerns with the Access Adventures Board of Trustees at the relevant time.

All information received and discussed will be treated in the strictest confidence and only shared with those individuals who will be able to manage and resolve the situation. On occasion it may be necessary to seek advice from or inform the statutory agencies e.g. Children's Services and/or the Police. All concerns will be taken seriously and managed accordingly within the policy and procedures for the welfare of young people.

You can call the NSPCC Child Protection Helpline on 0808 800 5000 directly for advice if you feel more comfortable in doing so. The helpline is open 24 hours a day and calls are free of charge. Support for children is available from Childline on 0800 1111 – the helpline is open 24 hours a day and is free of charge.

## IF AN ALLEGATION IS MADE AGAINST YOU

Any concerns involving the inappropriate behaviour of an adult towards a young person will be taken seriously and investigated in accordance with Access Adventures' Safeguarding Policy & Procedures.

If you are the person who is the centre of an allegation, the nature of the allegation(s) will be explained to you and you may be required to cease working with young people in Access Adventures activities, and you will be informed as soon as possible based on advice from the Statutory Agencies to whom the matter may be referred if the allegation(s) are serious.

This may result in suspension from activities whilst a full investigation is being carried out, in order to protect all parties involved. Should this situation occur, the Access Adventures management team will keep you informed at all stages of any suspension, investigation or disciplinary process that may ensue.

Additionally, Access Adventures will assess any support needed for the person who has had any allegation(s) made against them. The subject of any allegation(s) may choose to appoint an independent officer or friend to provide support to him/her throughout any suspension, investigation or disciplinary process to its conclusion.

## PROMOTING GOOD PRACTICE WITH YOUNG PEOPLE

Child abuse and poor practice can generate strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about any action to take. Abuse and poor practice can occur within many situations including the home, school and the sporting environment. Some individuals actively seek employment or voluntary work with young people in order to harm them.

A staff member or volunteer may have regular contact with young people and be an important link in identifying cases where a young person needs protection. All suspicious cases of poor practice should be reported following the guidelines in this document. When a young person enters the Access Adventures environment having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the young person's self-esteem. In such instances Access Adventures will work with the appropriate agencies to ensure the young person receives the required support.

## GOOD PRACTICE GUIDELINES

Everyone in the Access Adventures Network should be encouraged to demonstrate exemplary behaviour in order to protect children and themselves from allegations. The following are common sense examples of how to create a positive culture and environment within the Access Adventures activities.

Good Practice Means:

- Adoption of Access Adventures Safeguarding Policy and Procedures
- Promotion of the policy to the whole Access Adventures Network and parents to illustrate Access Adventures' commitment to a safe environment
- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment – i.e. no secrets)
- Treating all young people equally, and with respect and dignity
- Always putting the welfare of young people first, before winning or achieving goals
- Maintaining a safe and appropriate distance from participants (e.g. it is not appropriate to have an intimate relationship with a young person or to share a room with them)
- Building balanced relationships based on mutual trust which empowers young people 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 Access Adventures training programme
- Keeping up to date with technical skills, qualifications and insurance in sport
- Ensuring that at residential events, adults should not enter children's rooms or invite children into their rooms. If an adult is working in a supervisory capacity, they should only enter the children's rooms when accompanied by another adult
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people and promoting a healthy diet
- Giving enthusiastic and constructive feedback rather than negative criticism

- Recognising the developmental needs and capacity of young people – not pushing them against their will
- Securing parental consent in writing to act in loco parentis, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment
- Keeping a written record of any injury that occurs, along with the details of any treatment given. Where staff witness an injury, this must be reported to the parents at the first opportunity

## SESSION RATIOS

When working with groups of children under 8 years of age, Government guidance states clearly that there should be one supervising adult for every six children (Care Standards Act 2000). Participants under the age of 17 must be supervised at all times and cannot be included in staffing ratios. For young people over the age of 8, experience has shown that a ratio of one adult to ten participants is a minimum requirement in keeping with models of best practice.

The national guidance states that the level of supervision should take account of:

- The age and ability of the young people
- The activity being undertaken
- Children's growing independence
- Children's need for privacy
- The geography of the facility being used
- The risk assessment

If there is an accident or an incident involving a young person or member of staff, you should ensure that there are enough people remaining to supervise the group safely. Coaches working with young people should not work in isolation. Good practice suggests that at least one other adult in addition to the coach should be present at every session. The additional adult does not have to be a qualified coach.

## CHANGING ROOMS

Where practical, children and young people should have sole use of the changing facilities participants as this negates any risks and potential vulnerability associated with mixing adults or other young people when changing or showering. If mixed use of changing rooms is unavoidable, the group should be supervised by two members of staff of the same gender as the children. Supervision may also be necessary in the following situations:

- Children are too young to change alone – it is recommended that children under 8 years should be supervised
- Groups including disabled children who require additional support or assistance
- There are concerns about bullying, fighting or other inappropriate behavior

The following recommendations should also be followed:

- Adults should not change or shower at the same time using the same facility as young participants
- If there is a mixed gender group, separate changing facilities should be made available
- If a young person is uncomfortable changing or showering in public no pressure should be placed on them to do so – encourage them to shower and change at home
- Involve disabled participants, and their carers, in deciding how they should be assisted and ensure they are able to consent to the assistance that is offered
- Any staff, medical or otherwise, for example a male coach working with female participants, must not be present in the changing rooms whilst participants are getting showered or changed
- No photographic equipment should be allowed in the changing room environment including cameras, video cameras, camera mobile phones etc.

## TREATMENT OF YOUNG PEOPLE

- It is recommended that no young person should be treated in any way in a situation where the young person is on his/her own in a treatment room with the door closed
- It is strongly recommended that all treatment procedures should be 'open' i.e. the door remains open, parents are invited to observe treatment procedures. Where strict medical confidentiality is to be observed then parents of the young person should be invited to attend
- It is recommended that if treating an area of the body which is potentially embarrassing to a young person (i.e. the groin) a suitable consenting adult acting as a chaperone should be present
- It is important to maintain medical confidentiality and patient dignity at all times
- Prior to medical treatment being carried out on a young person, parental consent in the written form must be sought where appropriate
- It is recommended that all treatment procedures are fully explained to the young person and verbal consent is given before they are carried out

## PRACTICE TO BE AVOIDED

The following should be avoided except in cases of emergencies. If cases arise where these situations are unavoidable (i.e. a medical emergency or a parent has failed to turn up), they should only occur with the full knowledge and consent of the young person's parents:

- Never spend excessive amounts of time alone with young people away from others
- Never take young people to your home where they will be alone with you

The following should never be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horse play
- Share a room with a young person
- Allow or engage in any form of inappropriate touching
- Allow young people to use inappropriate language unchallenged
- Make sexually suggestive comments to a young person, even in fun
- Reduce a young person to tears as a form of control
- Allow allegations made by a young person to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature for young people or disabled adults, that they can do for themselves
- Invite or allow young people to stay with you at home unsupervised

N.B. It may be sometimes necessary for staff or volunteers to do things of a personal nature for individuals, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the participants 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 the dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a young person to carry out particular activities. Avoid taking 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 be informed of the incident:

- If you accidentally hurt a participant
- If he/she is distressed in any manner
- If a participant appears to be sexually aroused by your actions

- If a participant misunderstands or misinterprets something you have done

## RELATIONSHIPS OF TRUST

“The inequality at the heart of a relationship of trust should be ended before any sexual relationship begins.” Caring for Young People and the Vulnerable Guidance for Preventing Abuse of Trust (Home Office, 1999).

This statement recognises that genuine relationships do occur between the different levels of volunteers and participants in a group but that no intimate relationship should begin whilst the member of staff or volunteer is in a ‘position of trust’ over them.

The power and influence that the older member has over someone attending a group or activity cannot be under-estimated. If there is an additional competitive aspect to the activity and the older person is responsible for the young person’s success or failure to some extent, then the dependency of the younger member upon the older will be increased. It is therefore vital for volunteers to recognise the responsibility that they must exercise in ensuring that they do not abuse their positions of trust. Young people aged 16-18 can legally consent to some types of sexual activity; however, in some provisions of legislation they are classified as children.

If you engage in an intimate or inappropriate relationship with a young person it will result in disciplinary action. In certain circumstances, the ‘abuse of trust’ is considered a criminal offence.

## GUIDELINES ON PHOTOGRAPHY AND USE OF VIDEO

Access Adventures is keen to promote positive images of young people participating in the activities and is not banning the use of photographic or videoing equipment. However, there is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young people. If you witness this occurring, it should be reported to one of the Access Adventures management team.

## USE OF IMAGES OF YOUNG PEOPLE

The use of images of young people, for example on the web, in the media or in publications:

- Ask for written parental permission to use the young person’s image. This ensures that they are aware of the way the image is to be used to represent the sport

- Ask for the young person's written permission to use his/her image. This ensures that he/she is aware of the way the image is to be used to represent the sport
- If the young person is named, avoid using his/her photograph
- If a photograph is used, avoid naming the young person
- Only use images of young people in appropriate dress, to reduce the risk of inappropriate use, and to provide positive images of the young people
- Encourage the reporting of inappropriate use of images of young people

## USE OF VIDEO AS A COACHING AID

There is no intention to prevent coaches using video equipment as a legitimate coaching aid. However, participants and their parents should be aware that this is part of the coaching programme and care should be taken in storing such films. The parents and young people must provide written consent for the use of photography and video analysis.

## SAFE RECRUITMENT

The vast majority of potential staff and volunteers are committed, dedicated people who are motivated to work within the sport for commendable reasons. However, it is important that all reasonable steps are taken to ensure that unsuitable people or people with inappropriate motivation are prevented from working with young people. The following procedures should be adopted and applied consistently when appointing an individual in either a voluntary or paid capacity full or part time. Under the Protection of Children Act 1999 (England & Wales) and the Protection of Vulnerable Groups (Scotland) Act 2007, all individuals working on behalf of, or otherwise representing, an organisation are treated as employees whether working in a paid or voluntary capacity.

## ADVERTISING

When any form of advertising is used to recruit staff or volunteers, the following information should be reflected:

- Aims of Access Adventures and where appropriate, the particular programme involved
- Key responsibilities of the role
- Level of experience or qualifications required, particularly if experience of working with young people is an advantage
- Access Adventures' open and positive stance on child protection and equal opportunities



- If the post is classed as regulated work and therefore subject to a disclosure check – in England and Wales, an Enhanced DBS check would be required and in Scotland PVG scheme membership would be required

## APPLICATION PROCESS

Pre-application information sent to interested or potential applicants should include:

- A job description, including roles and responsibilities
- A person specification which clearly states qualifications and experience required
- An application form
- A self-disclosure form

All applicants, whether paid or voluntary, full or part time positions should complete an application form. An application form which has been designed to elicit the necessary information.

Contact details of two written references (not relatives) should be provided, one of which should be a previous employer, who have agreed to provide written comment on the individual's experience and suitability to work with young people. References should only be taken up when the position has been offered to the applicant.

A formal interview is always required for positions involving working with young people. The interview should be carried out according to acceptable protocol and recommendations.

## DISCLOSURES

All those with significant access to or responsibility for young people (based on the definition of regulated activity) will be required to complete a disclosure check relevant to the home nation they are working or volunteering in.

It is a requirement for all Access Adventures staff and volunteers to complete a disclosure through Access Adventures or British Waterski & Wakeboard, which must be renewed every three years. In England and Wales, a DBS disclosure is required and in Scotland, PVG scheme membership is required.

The successful applicant should be issued with an offer letter. It should specify full details and requirement of the position and any probation period if appropriate. The applicant should be informed that the appointment is subject to satisfactory DBS Disclosure / PVG scheme membership and two references.

All staff will undergo a formal induction in which:

- Their qualifications are substantiated
- They complete a profile to identify training needs/aspirations
- The expectations, roles and responsibilities of the job are clarified (e.g. thorough a formal or informal work programme or goal setting exercise)
- The Access Adventures' Safeguarding Policy and Procedures are explained and training needs established
- If practicable, the new recruit should be mentored by an experienced person

Checks are only part of the process to protect young people from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse.

Access Adventures will provide details of training opportunities for people involved/working with young people.

#### MONITORING AND APPRAISAL

At regular intervals (or following a particular programme) all employees should be given the opportunity to receive formal (e.g. through an appraisal) feedback, to identify training needs and set new goals. Access Adventures should be sensitive to any concerns about poor practice or abuse and act on them at an early stage following the guidelines in this document. Access Adventures should also offer appropriate support to those who report concerns/complaints.

#### COMPLAINTS AND DISCIPLINARY PROCEDURES

Access Adventures should ensure that parents and young people are aware of the complaints and disciplinary procedures detailed in this document.