



**Basingbourn
Snowsports Centre**

"The place to ski and
snowboard"



CHILD PROTECTION POLICY and Procedures

November 2005

**Produced in association with the Child Protection in Sport
Unit (CPSU) and endorsed by NSPCC**

NSPCC 
Cruelty to children must stop. FULL STOP.
Registered Charity Number 216401

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SECTION 1 - CHILD PROTECTION POLICY

1.1 Introduction

Everyone who participates in the activities of Snowsport England is entitled to do so in an enjoyable and safe environment. Snowsport England has a moral and legal obligation to ensure that, when given responsibility for children and vulnerable adults, coaches and volunteers provide them with the highest possible standard of care.

Snowsport England is committed to devising and implementing policies so that everyone in the sport accepts their responsibilities to safeguard children and vulnerable adults from harm and abuse. This means following procedures to protect them and reporting any concerns about their welfare to appropriate authorities.

The aim of the policy is to promote good practice, providing children and young people with appropriate safety/protection whilst involved in the activities of Snowsport England, and to allow staff and volunteers to make informed and confident responses to specific child protection issues. **A child is defined as a person under the age of 18 (Children Act 1989). However, note that throughout this document the term 'children' also includes vulnerable adults where appropriate.**

1.2 Policy Statement

Snowsport England fully accepts its legal (Children Act 1989) and moral obligations to provide a duty of care to protect all children. Snowsport England is committed to ensuring that:

- the welfare of the child is paramount
- all children, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity are able to participate in snow sports in a fun and safe environment
- all reasonable steps are taken to protect children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings
- all suspicions and allegations of poor practice or abuse are taken seriously and responded to swiftly and appropriately
- all Snowsport England employees who work with children are recruited with regard to their suitability for that responsibility, and are provided with guidance and/or training in good practice and child protection procedures
- working in partnership with parents and children is essential for the protection of children

Child Protection Policies should be reviewed every 3 years or whenever there is a major change in the organisation or in relevant legislation.

1.3 Legal and Procedural Framework

The practices and procedures within this policy are based on principles contained within UK and International legislation and Government guidance (**See Appendix 14**).

- The Children Act 1989
- The Protection of Children Act 1999
- Working Together to Safeguard Children and Young People (1999)
- 'Caring for the young and vulnerable' Home Office guidance for preventing the abuse of trust (1999)
- Criminal Justices and Court Services Act (2000)
- The UN Convention on the Rights of the Child (1989/1990)
- Human Rights Act (1998)
- The Data Protection Act (1998)

SECTION 2 - PROMOTING GOOD PRACTICE

2.1 Introduction

To provide children with the best possible experience and opportunities in snow sports, everyone must operate within an accepted ethical framework such as the Coaches Code of Conduct and the Equity policy (**See Appendices 1 and 2**).

It is not always easy to distinguish poor practice from abuse. It is therefore NOT the responsibility of employees or participants in snow sports to make judgements about whether or not abuse is taking place. It is however their responsibility to identify poor practice and possible abuse, and to act if they have concerns about the welfare of the child, as explained in Section 4.

This section will help identify what is meant by good practice and poor practice.

2.2 Good Practice

All personnel should adhere to the following principles and actions:

- Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets)
- Make the experience of snow sports fun and enjoyable: promote fairness, confront and deal with bullying
- Treat all children equally and with respect and dignity
- Always put the welfare of the child first, before winning
- Maintain a safe and appropriate distance with performers (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them)
- Avoid unnecessary physical contact with children. Where any form of manual/physical support is required it should be provided openly and with the consent of the child. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the child's consent has been given
- Involve parents/carers wherever possible, e.g. where children need to be supervised in changing rooms, encourage parents to take responsibility for their own child. If groups have to be supervised in changing rooms always ensure parents, coaches etc. work in pairs
- Request written parental consent if club officials are required to transport children in their cars
- Gain written parental consent for any significant travel arrangements e.g. overnight stays

- Ensure that if mixed teams are taken away, they are always accompanied by a male and female member of staff
- Ensure that at away events an unaccompanied adult does not enter a child's room or invite a child to their room
- Be an excellent role model; this includes not smoking and reasonable standards of behaviour in respect of drinking alcohol in the company of children
- Always give enthusiastic and constructive feedback rather than negative criticism
- Recognise the developmental needs and capacity of the child and do not risk sacrificing welfare in a desire for club or personal achievements. This means avoiding excessive training or competition and not pushing children against their will
- Secure written parental consent for the organisation to act in *loco parentis*, and for the administration of emergency first aid or other medical treatment if the need arises
- Keep a written record of any injury that occurs, along with details of any treatment given

2.3 Examples of Poor Practice

The following are regarded as poor practice and should be avoided by all personnel:

- Unnecessarily spending excessive amounts of time alone with children away from others
- Taking children alone in a car on journeys, however short
- Taking children to your home where they will be alone with you
- Sharing a room with a child
- Engaging in rough, physical or sexually provocative games, including horseplay
- Allowing or engaging in inappropriate touching of any form
- Allowing children to use inappropriate language unchallenged
- Making sexually suggestive comments to a child, even in fun
- Reducing a child to tears as a form of control
- Allowing allegations made by a child to go unchallenged, unrecorded or not acted upon
- Doing things of a personal nature that the child can do for themselves

Where cases arise where it is impractical/impossible to avoid certain situations, e.g. transporting a child in your car, the tasks should only be carried out with the full

understanding and consent of the parent/carer and the child involved. The reasons for deviating from the above good practice should be documented and made available to the relevant people concerned (**See Appendices 3 and 4**).

If during your care you accidentally hurt a child, the child seems distressed in any manner, appears to be sexually aroused by your actions and/or if the child misunderstands or misinterprets something you have done, report any such incidents as soon as possible to another colleague and make a written note of it. Parents should also be informed of the incident.

2.4 Physical Contact in Sport

Many sports, by their nature, require a degree of physical contact between adults and children. Physical contact can be used appropriately to instruct, encourage, protect or comfort. The aims of guidelines relating to physical contact are to provide adults and children with appropriate types and contexts for touching.

Physical contact between adults and children should only be used by appropriately qualified people when the aim is to:

- Develop sports skills or techniques
- Treat an injury
- Prevent an injury
- Meet the requirements of the particular sport, e.g. sports massage

Physical contact should:

- Not involve touching genital areas, buttocks or breasts
- Meet the need of the child and not the need of the adult
- Be fully explained to the child and, with the exception of an emergency, permission should be sought
- Not take place in secret or out of sight of others

Records of injuries should be fully recorded.

2.5 Use of Photographic/Filming Equipment at Sporting Events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of children. All clubs should be vigilant and any concerns should be reported to the Club Child Welfare Officer.

All parents and performers should be made aware when coaches use video equipment as a coaching aid (**Attention is drawn to Appendix 5**).

SECTION 3 - DEFINING CHILD ABUSE

3.1 Introduction

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. It commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a child regardless of their age, gender, race or ability.

There are four main types of abuse: **physical abuse, sexual abuse, emotional abuse and neglect**. The abuser may be a family member, or someone the child encounters in residential care or in the community, including sports and leisure activities. Any individual may abuse or neglect a child directly, or may be responsible for abuse because they fail to prevent another person harming the child.

Abuse in all of its forms can affect a child at any age. The effects can be so damaging that if not treated may follow the individual into adulthood.

Children with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse had occurred.

3.2 Types of Abuse

Physical Abuse: where adults physically hurt or injure a child e.g. hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, and drowning. Giving children alcohol or inappropriate drugs would also constitute child abuse.

This category of abuse can also include when a parent/carer reports non-existent symptoms or illness, or deliberately causes ill health in a child they are looking after.

In a sports situation, physical abuse may occur when the nature and intensity of training disregard the capacity of the child's immature and growing body.

Emotional Abuse: the persistent emotional ill-treatment of a child, likely to cause severe and lasting adverse effects on the child's emotional development. It may involve telling a child they are useless, worthless, unloved, and inadequate or valued in terms of only meeting the needs of another person. It may feature expectations of children that are not appropriate to their age or development. It may cause a child to be frightened or in danger by being constantly shouted at, threatened or taunted, which may make the young person frightened or withdrawn. Ill-treatment of children, whatever form it takes, will always feature a degree of emotional abuse.

Emotional abuse in sport may occur when the child is constantly criticised, given negative feedback, or expected to perform at levels that are above their capability.

Other forms of emotional abuse could take the form of name calling and bullying.

Bullying: In sport, bullying may arise when a parent or coach pushes the child too hard to succeed, or a rival athlete or official uses bullying behaviour. See Section 3.4 below for more on this.

Neglect: occurs when an adult fails to meet the child's basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the child's health or development. For example, failing to provide adequate food, shelter and clothing, failing to protect from physical harm or danger, or failing to ensure access to appropriate medical care or treatment.

Refusal to give love, affection and attention can also be a form of neglect.

Neglect in sport could occur when a coach does not keep the child safe, or exposes them to undue cold/heat or unnecessary risk of injury.

Sexual Abuse: occurs when adults (male or female) use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing children pornography or talking to them in a sexually explicit manner are also forms of sexual abuse.

In sport, activities that might involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. Also the power of the coach over young athletes, if misused, may lead to abusive situations developing.

3.3 Indicators of Abuse

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that a child is being abused may include one or more of the following:

- 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 an explanation seems inconsistent
- the child describes what appears to be an abusive act involving them
- another child or adult expresses concern about the welfare of a child
- unexplained changes in a child's behaviour, e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper
- inappropriate sexual awareness
- engaging in sexually explicit behaviour
- distrust of adults, particularly those with whom a close relationship would normally be expected
- difficulty in making friends
- being prevented from socialising with others
- displaying variations in eating patterns including over-eating or loss of appetite
- losing weight for no apparent reason
- becoming increasingly dirty or unkempt

3.4 Bullying

Bullying is not easy to define, can take many forms and is usually repeated over a period of time. The three main types of bullying are: physical (e.g. hitting, kicking), verbal (e.g. racist remarks, threats, name calling) and emotional (e.g. isolating an individual from activities). They will include:

- deliberate hostility and aggression towards the victim
- a victim who is weaker than the bully or bullies
- an outcome which is always painful and distressing for the victim

Bullying behaviour may also include:

- other forms of violence
- sarcasm, spreading rumours, persistent teasing or theft
- tormenting, ridiculing, humiliation
- racial taunts, graffiti, gestures
- unwanted physical contact or abusive/offensive comments of a sexual nature

Emotional and verbal bullying is more likely; however it is more difficult to cope with or prove. It is of paramount importance that all clubs develop their own anti-bullying policy that all its members, coaches, players, staff, volunteers and parents subscribe to and accept.

Every club should be prepared to:

- take the problem seriously
- investigate any incidents
- talk to bullies and victims separately

Decide on appropriate action, such as:

- obtain an apology from the bully(ies) to the victim
- inform parents of the bully(ies)
- insist on the return of items 'borrowed' or stolen
- insist bullies compensate the victim
- hold club discussions on bullying
- provide support for the coach of the victim

Signs of bullying include:

- behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to training or competitions
- an unexplained drop off in performance
- physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing e.g. on food, alcohol or cigarettes
- a shortage of money or frequent loss of possessions

It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place. It is **NOT** the responsibility of those working for Snowsport England to decide that child abuse is occurring. It **IS** their responsibility to act on any concerns.

SECTION 4 - RESPONDING TO CONCERNS AND ALLEGATIONS

4.1 Introduction

It is not the responsibility of anyone working in Snowsport England in a paid or unpaid capacity to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities so that they can then make inquiries and take necessary action to protect the young person. This applies both to allegations/suspicions of abuse occurring within the sport and to allegations/suspicions that abuse is taking place elsewhere (**See Appendix 11**).

This section explains how to respond to allegations/suspicions.

At all times, bear in mind there may be media interest; refer to **Appendix 15** on how to deal with this issue.

4.2 Responding to Concerns/Allegations

We may become aware of possible abuse in various ways. We may see it happening; we may suspect it happening because of signs such as those listed in Section 3 above of this document; or it may be reported to us by someone else or directly by the young person affected.

In the last of these cases, it is particularly important to respond appropriately. If a young person says or indicates that they are being abused:

- **stay calm** so as not to frighten the young person
- **reassure** the child that they are not to blame and that it was right to tell
- **listen** to the child, showing that they are being taken seriously
- **keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. The law is very strict and child abuse cases have been dismissed where it is felt that the child has been led or words and ideas have been suggested during questioning. Only ask questions to clarify
- **inform** the child that other people have to be informed about what they have told you. Tell the child this is to help stop the abuse continuing.
- **safety of the child** should be maintained as paramount. If the child needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection issue
- **record** all information
- **report** the incident to the Club Child Welfare Officer

In all cases, if you are not sure what to do you can gain help from the NSPCC 24-hour help line Tel No: 0800 800500.

4.3 Recording Information

To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. (The Incident Report Form on page 36 can be used.) In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Do not include your own opinions.

Information should include the following:

- the child's name, age and date of birth
- the child's home address and telephone number
- whether or not the person making the report is expressing their concern or someone else's
- the nature of the allegation, including dates, times and any other relevant information
- a description of any visible bruising or injury, e.g. location, size etc. Also any indirect signs, such as behavioural changes
- details of witnesses to the incidents
- the child's account, if it can be given, of what has happened and how any bruising/injuries occurred
- have the parents been contacted? If so what has been said?
- has anyone else been consulted? If so record details
- has anyone been alleged to be the abuser? Record details

4.4 Reporting the Concern

All suspicions and allegations **MUST** be reported appropriately. It is recognised that strong emotions can be aroused, particularly in cases where sexual abuse is suspected or where there is misplaced loyalty to a colleague. It is important to understand these feelings, but not allow them to interfere with your judgement about any action to take.

Snowsport England expects its members and staff to discuss any concerns they may have about the welfare of a child immediately with the person in charge and subsequently to check that appropriate action has been taken.

If the nominated child welfare officer is not available you should take responsibility and seek advice from the NSPCC Helpline, the duty officer at your local social services department or the police. Telephone numbers can be found in your local telephone directory.

A summary of reporting procedures is provided in **Appendix 11**. Where there is a complaint against an employee or volunteer, there may be three types of investigation:

- **Criminal** in which case the police are immediately involved
- **Child protection** in which case the social services (and possibly) the police will be involved
- **Disciplinary or misconduct** in which case Snowsport England will be involved (see **Appendix 10**)

As mentioned previously in this document, Snowsport England are not child protection experts and it is not their responsibility to determine whether or not abuse has taken place. All suspicions and allegations must be shared with professional agencies that are responsible for child protection.

Social services have a legal responsibility under The Children Act 1989 to investigate all child protection referrals by talking to the child and family (where appropriate), gathering information from other people who know the child and making inquiries jointly with the police.

NB: If there is any doubt, you must report the incident: it may be just one of a series of other incidences which together cause concern.

Any suspicion that a child has been abused by an employee or a volunteer should be reported to Snowsport England who will take appropriate steps to ensure the safety of the child in question and any other child who may be at risk. This will include the following:

- Snowsport England will refer the matter to social services department
- The parent/carer of the child will be contacted as soon as possible following advice from the social services department
- The Chairman of Snowsport England should be notified to decide who will deal with any media inquiries and implement any immediate disciplinary proceedings
- If the club Child Welfare Officer is the subject of the suspicion/allegation the report must be made to the appropriate manager who will refer the matter to social services

Allegations of abuse are sometimes made some time after the event. Where such an allegation is made, you should follow the same procedures and have the matter reported to social services. This is because other children in the sport or outside it may be at risk from the alleged abuser. **Anyone who has a previous conviction or caution for offences related to abuse against children should be automatically excluded from working with children.**

4.5 Whistle Blowing

It is important that organisations have well known procedures for enabling staff and volunteers to share, in confidence with a designated person (normally a Club Child Welfare Officer or Snowsport England's Lead Child Protection Officers), concerns they may have about a colleague's behaviour.

This may be behaviour linked to child abuse or behaviour that pushes boundaries beyond acceptable limits. If this is consistently ignored a culture may develop within an organisation whereby staff and young people are 'silenced'.

Snowsport England is fully supportive of 'whistle blowing' for the sake of the child, and will provide support and protect those who 'whistle blow'. While it is difficult to express concerns about colleagues, it is important that these concerns are communicated to the designated officer or manager. All staff and volunteers will be encouraged to talk to the designated officer if they become aware of anything that makes them feel uncomfortable.

4.6 Outside Concerns

Any person having concerns outside the immediate sporting environment (e.g. a parent or carer) should:

- Report the concerns to the Child Welfare Officer
- If the Child Welfare Officer is not available, the person being told or discovering the abuse should contact their local social services department or the police immediately
- Social Services and the Child Welfare Officer will decide how to inform the parents/carers
- The Child Welfare Officer should also report the incident to the Chairman of Snowsport England. The Governing Body should ascertain whether or not the person/s involved in the incident play a role in the organisation and act accordingly
- Maintain confidentiality on a need to know basis

4.7 Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only, which may include the following people:

- The Child Welfare Officer
- The parents of the child
- The person making the allegation
- Social Services/police
- Lead Child Protection Officers
- The Chairman of Snowsport England
- The alleged abuser (and parents if the alleged abuser is a child) – but see 4.8

All information should be stored in a secure place with limited access to designated people, in line with data protection laws.

4.8 Approaching Alleged Abusers

Any person reporting or investigating an accusation should not contact the alleged abuser or child, but should seek advice from Social Services.

4.9 Internal Inquiries and Suspension

Snowsport England will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.

Irrespective of the findings of the social services or police enquiries the Snowsport England Disciplinary Committee will assess all individual cases 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; especially where there is insufficient evidence to uphold any action by the police. In such cases the Snowsport England Disciplinary Committee must reach a decision based upon the available information which could suggest that, on the balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

4.10 Working with the Aftermath

After a suspicion or allegation about a child protection concern has been investigated, there are likely to be strong feelings amongst staff, parents and children and possibly among the wider community, which will need to be addressed.

There are likely to be issues of:

- Communication - if rumour or fact
- Guilt and blame - if suspicions had been around for some time
- Impact - on individuals, or the nature of what occurred and to whom
- Gaps in the organisation in terms of roles and post held

Careful thought will need to be given to the sharing of information and the provision of appropriate support.

SECTION 5 - RECRUITING AND SELECTING

5.1 Introduction

It is important that all reasonable steps are taken to prevent unsuitable people from working with children. This applies equally to paid staff and volunteers, both full and part time. To ensure unsuitable people are prevented from working with children the following steps should be taken when recruiting.

5.2 Controlling Access to Children

All staff and volunteers with direct or indirect access to children should complete a self-disclosure form about any criminal record on page 44.

All staff and volunteers with direct or indirect access to children should complete an application form (see example forms on page 45).

Consent should be obtained from the applicant to seek information from the Criminal Records Bureau on page 44.

Two confidential references, including one regarding previous work with children, should be sought (see example forms on page 47).

Evidence of identity must be obtained (passport or driving licence with photo).

5.3 Interview and Induction

All employees and volunteers with direct or indirect access to children will be required to undertake an interview carried out to acceptable protocol. All employees and volunteers with direct or indirect access to children should receive an appropriate level of formal or informal induction during which:

- checks are carried out to ensure application forms are completed in full
- their qualifications are substantiated
- the job requirements and responsibilities are clarified
- they sign up to the organisation's Code of Ethics and Conduct
- Child Protection Procedures are explained and training needs identified, e.g. basic child protection awareness

5.4 Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- analyse their own practice against what is deemed good practice, and to ensure their practice is likely to protect them from false allegations
- recognise their responsibilities and report any concerns about suspected poor practice and/or abuse

- respond to concerns expressed by a child
- work safely and effectively with children

Snowsport England requires:

- **all staff and volunteers who have access to children to undergo an enhanced CRB check covering children and vulnerable adults**
- **all employees, volunteers, coaches, welfare officers and team managers to undertake relevant child protection training or undertake a form of home study, to ensure their practice is exemplary and to facilitate the development of positive culture towards good practice and child protection**
#
- **all staff and volunteers to receive advisory information outlining good/bad practice and informing them what to do if they have concerns about the behaviour of an adult towards a young person**
- **all coaches, instructors, trainee instructors and leaders should have an up to date first aid qualification**

To be determined

SECTION 6 – IMPLEMENTATION AND MONITORING PROCEDURES

6.1 Introduction

If Snowsport England's child protection policy and procedures are to be effective, they need to be integrated into current practice and implemented in a planned and staged way.

This will involve the:

- design and dissemination of information
- piloting of procedures
- execution of recruitment strategies for volunteers as well as employees
- identification of a National Child Welfare Officer (**see Appendix 12A**)
- identification of affiliated Club Child Welfare Officers (**see Appendix 12B**)
- provision of training and review of existing training, following its determination and implementation

6.2 Monitoring Strategy

It will be the responsibility of Snowsport England's Board of Directors to establish and implement the strategy. This might include monitoring:

- the number of leaflets distributed
- the number of allegations made and breakdown of 'no case', 'poor practice' and 'abuse' incidence
- the number of child welfare officers in place
- feedback from clubs on the implementation of the policy
- reports from the disciplinary and appeals panel
- the number of personnel trained in child protection awareness
- the number of enhanced CRB checks made

SECTION 7 - USEFUL CONTACTS

Snowsport England Child Welfare Officer

Tel: 0121 501 2314

Snowsport England Chairman

Tel: 0121 501 2314

Childline UK

Post 1111
London N1 OBR
Tel - 0800 1111

Criminal Records Bureau

PO Box 110 Liverpool L3 6ZZ
Helpline 0870 90 90 811
www.crb.gov.uk

NSPCC Child Protection Helpline

National Helpline 0808 800 5000
Asian Helpline 0800 096 7719
Deaf User's Text phone 0800 056 0686
www.nspcc.org.uk

NSPCC Child Protection in Sport Unit

NSPCC National Training Centre
3 Gilmour Close
Beaumont Leys
Leicester LE4 1EZ
Tel: 0116 234 7278
www.sportprotects.org.uk

Police and Social Services

Consult your telephone directory for the most relevant local numbers

APPENDIX 1

Coaches' Code of Conduct

1. Coaches MUST hold an up to date nationally recognised Governing Body coaching qualification and operate within their Governing Body's guidelines.
2. Coaches must respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
3. Coaches must place the well-being and safety of the performer above the development of performance. They should follow all guidelines laid down by their sport's Governing Body and hold appropriate insurance cover.
4. Coaches must develop an appropriate working relationship with performers, especially children, based on mutual trust and respect. Coaches must not exert undue influence to obtain personal benefit or reward.
5. Coaches must encourage and guide performers to accept responsibility for their own behaviour.
6. Coaches must ensure the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
7. Coaches should at the outset clarify with performers, and where appropriate their parents, exactly what is expected of them and what performers are entitled to expect from the coach.
8. Coaches must be able to recognise and accept when to refer or recommend performers to other coaches or structures. It is the coach's responsibility as far as possible to:
 - (a) verify the competence of the performer
 - (b) verify the competence and integrity of any other persons or structure to whom they refer the performer.
9. Coaches should cooperate fully with other specialists, e.g. other coaches, officials, sports scientists, doctors or physiotherapists in the best interest of the performer.
10. Coaches should always promote the positive aspects of their sport e.g. fair play, and never condone rule violations or the use of prohibited substances.
11. Coaches must consistently display high standards of behaviour and appearance.

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APPENDIX 2

Equity Policy

- Snowsport England, both as a corporate body and in all of its constituent parts, will take positive action and special measures to ensure that no participant (be they competitor, official, coaching scheme member or person in any other capacity) is in any way discriminated against or subject to any form of harassment or abuse by virtue of their age, ethnicity, creed, gender, sexual orientation, disability, skiing discipline or personal circumstances.
- It is the aim of Snowsport England to ensure that all present and potential members and employees receive fair and equitable treatment. It is therefore the aim of Snowsport England to provide all services in a way that is fair and equitable to everyone.
- In pursuance of the policy, Snowsport England may take special measures or positive action in favour of any group that is currently under-represented in its membership, representative body or its workforce. In this, Snowsport England will take account of the following Acts of Parliament:
 - Race Relations Act 1976 (amendment 2000)
 - Equal Pay Act 1970
 - Sex Discrimination Acts 1975, 1986, 1999
 - Disability Discrimination Act 1995
 - Rehabilitation of Offenders Act 1974
 - Human Rights Act 2000
- Snowsport England reserves the right to discipline any members or employees of Snowsport England who are considered to have practiced any discrimination on the grounds set out in this policy.
- Where selection is made this will be solely on the basis of relevant criteria published in advance and fairly and transparently administered.
- This policy will be monitored and evaluated on an ongoing basis by Snowsport England. Information on its implementation and impact will be provided to employees and members.

APPENDIX 3

Guidelines for Transporting Children and Young People

It is important to ensure that all steps are taken to ensure the safe transport of children and young people.

If children are to be transported by coach the following should be considered:

- use a reputable company providing transport and necessary insurance
- ensure sufficient supervisors are on each coach (male and female)
- all participants have a seat and seat belt regulations are adhered to
- parents/carers are issued with detailed information of pick-up and drop-off points and times
- all supervisory staff are issued with all relevant information of passengers e.g. name/contact number, pick-up/drop-off point, name of parent/carer to collect, emergency telephone number
- participants are not to be left unsupervised, i.e. dropped off when a parent/carer is not there

If private cars are used for transport, you should ensure parental consent has been obtained. All vehicles and drivers must be adequately insured.

If using mini-buses then consideration must be given to the relevant legislation, both in the UK and abroad.

APPENDIX 4

Supervision of Children and Young People

Prevention is the most important aspect of supervision of children and young people. From the moment the child arrives at an event, staff and volunteers are acting *in loco parentis* and have a duty of care towards them.

Appropriate supervision ratios and systems for monitoring the whereabouts of children are essential. It must be clear at all times who in the team is responsible for supervision. This is particularly important where events are held on large sites and at residential venues.

For events involving children under the age of 8, the supervision ratios are set out in **Out of School Care** (available to download on www.ofsted.gov.uk). For children over the age of 8, experience has shown that a ratio of 1 adult to 10 participants is the minimum required.

The supervisor must ensure that there is clear guidance on reporting missing participants. As a general rule where a child is reported missing there should be a maximum of 20 minutes before the police are called. This may need to be reduced where a young child is involved.

For residential events, it is recommended that the event coordinator has access to photos of children/young people (attached to their consent form) in the event of their having to report a participant missing to the police.

APPENDIX 5

Photographic/ Recorded Images

While Snowsport England recognises that publicity and pictures/recordings of young people enjoying skiing and snowboarding events are essential to promote the sport and a healthy lifestyle, the following rules should be observed:

- ensure parents/guardian/young persons have the choice to opt out from the taking and publication of photographic images and have signed and returned the Opt Out Form to the organisation on following page.
- all young people must be appropriately dressed for the activity taking place.
- photography or recording should focus on the activity rather than a particular young person. Personal details that might make the young person vulnerable, such as their exact address, should never be revealed. If the athlete is named, avoid using their photograph; likewise if the photograph is used for publicity avoid naming the player.
- anyone taking photographs or recording must have a valid reason for doing so and seek permission from the organisers/person in charge.
- any Official Photographer should make themselves known to the event organiser/person in charge, and should be able to identify themselves if requested during the course of the event.
- clubs' or organisations' instructors / coaches should be allowed to use video equipment as a legitimate coaching aid and means of recording special occasions. However, care should be taken in the dissemination and storage of the material.
- participants and parents must be informed that a photographer/camera person will be in attendance at an event. PA announcement should be made to competitors and spectators at the commencement of the event.
- do not allow photographers/camera people unsupervised access to players or one to one photo sessions at events.
- parents and spectators taking photographs/recordings should be prepared to identify themselves if requested and state their purpose for photography/filming.
- concerns regarding inappropriate or intrusive photography should be reported and recorded in the same manner as any other Child Protection concern.

OPT OUT FORM (FOR THE USE AND PUBLICATION OF PHOTOGRAPHS AND RECORDED IMAGES)

EVENT: _____

I _____ (insert parent/carer full name)

DO NOT CONSENT to the publication of images of

_____ (name of young person)

at this event under the Snowsport England Child Protection guidelines and I confirm that I am legally entitled to sign this form.

Signature of Parent/Carer: _____

Date: _____

I _____ (name of young person)

DO NOT CONSENT to the publication of my image at this event under the Snowsport England Child Protection guidelines.

Signature of Young Person: _____

Date: _____

Please return this form to: (insert details)

Event Organiser: _____

APPENDIX 6

Trips Away With Children & Vulnerable Adults - Guidelines For Responsible Adults (Coaches, Leaders And Instructors)

1. You have an ethical 'duty of care' as well as a legal responsibility under the Children Act for the safety and well-being of the children at all times.
Do not take your responsibility lightly. You are not on holiday, but on duty 24 hours a day.
2. Responsible adults will have been vetted according to standard current practice, and should ensure that they are fully aware of Snowsport England's Child Protection Policy. Current advice regarding physical contact with children should be followed (see Child Protection Policy). Adults should be aware of, and abide by, the relevant staff Code of Conduct (that for coaches is included within the Child Protection Policy).
3. The responsible adults should ensure that participants have read and understood the relevant Code of Conduct for participants (including the FIS Skiers Code), and should reinforce these rules at every opportunity.
4. Disciplinary measures may at times be necessary, and such procedures must be conducted with fairness. Firm guidelines for behaviour, curfews, rendezvous times, etc. must be laid down clearly to the participants, so that they know what is expected of them at all times. At least two responsible adults must be present and involved in any disciplinary matter, and the child must, if at all possible, be represented by an accompanying adult. Participants and parents will have read and signed the relevant Code of Conduct and will be aware of possible procedures and sanctions.
5. Be aware at all times of possible tensions within the group. Snowsport is an individual sport, and its competitive nature may lead to jealousies and to bullying.
6. A staffing ratio of adults to participants of 1:8 is suggested as an acceptable provision, with two as a minimum requirement. If there are participants of both sexes on the trip, the responsible adults should be at least one of each sex. At least one of the responsible adults should be trained in First Aid.
7. Boys and girls should be in separate sleeping quarters, and children must not share rooms with adult staff members. An exception may be made in the case of married couples
8. At least one of the responsible adults should be with the children at all times, or at least within very easy reach. The children must *at all times* know the whereabouts of at least one of the responsible adults in case of emergency.
9. Where there are organised events for the adults (e.g. race meetings, hospitality events) it is reasonable for *all* the responsible adults to attend these *only if the conditions above pertain*, i.e. the children must know how to contact them and be able to do so readily (e.g. in the same building). If this is impracticable, then one responsible adult should remain with the children for the duration of the event.
10. The responsible adults should lead by example, and reasonable standards of behaviour in respect of alcohol consumption should be upheld by all on the trip. *At*

least one of the responsible adults should maintain complete abstinence from alcohol at a given time in case of emergency.

11. Insurance documents should be carried by the lead adult at all times in case of accident.
12. The lead adult should carry, or have access to, extra funds in case of any emergency (e.g. hospital treatment of a child).
13. Finally, participants should be encouraged to make the most of the opportunities in the course of the event – whether in making friends from other areas or nations, identifying and achieving personal goals in the sport (including in competition), or in discovering a little about the regions they are visiting.
14. Further guidance can be found in the NSPCC publication ‘Safe Sport Away’, published 2001.

APPENDIX 7

CHILD WELFARE IN THE MOUNTAIN ENVIRONMENT

Background

Many of the issues and guidance on Child Welfare are common to all sports, and indeed to all school and club environments. There are, however, some situations that are either unique to, or are made more tricky by, the mountain environment in which many of our activities take place. This note gives some examples and is intended to provoke thought and promote best practice. It is not intended to refer to evenings in resorts or behaviour in mountain restaurants, but to the open mountainside, in any part of the world.

Understanding the risks

Children who take part in snowsports, and their parents and guardians, must accept that the mountains are a dangerous environment; accidents in the mountains can lead to injury and, in extreme cases, to death. Coaches, instructors and leaders can minimise these risks through their skills and experience, but risks cannot be eliminated completely. In more dangerous situations, greater care and greater ability are required from all participants.

Clubs should always give clear guidance in advance regarding the type of activity, the level of experience or qualifications of the leader, the remoteness of the location and any other special factors (e.g. glaciated terrain). Children, parents and guardians should ensure, through comparison and discussion with a Club officer, that they have clearly understood the level of risk associated with the activity to be undertaken.

Coaches, instructors and leaders shall be free to refuse to take on the mountain any person (of any age) who appears not to have an adequate understanding of the risks or who does not take precautions appropriate to the prevailing environment. They should satisfy themselves that any child is sufficiently mature to understand the risks and to cope, both physically and mentally, with the conditions that may be encountered.

Group safety

The safety of the whole group is always paramount. Coaches, instructors and leaders must constantly assess factors such as the weather, visibility and snow conditions when determining the activity to be undertaken or route to be followed. Children in particular should always be kept together in a group of manageable size.

There are very few situations in which it is acceptable for the group to be split up (an injury in a remote location might be an exception); generally the whole group must stay with the responsible person for the whole day or session. Where a child must leave the group (for example to visit the toilet), it is preferable for two or more to go together, and they should go no further than is necessary for privacy.

Stress and tiredness

Coaches, instructors and leaders must be alert to signs of cold and tiredness, which may lead to errors of judgement. The same applies to stress caused by a child being stretched beyond his or her limits. Although such stress is not always unhealthy, and is sometimes a necessary part of learning, it can be dangerous if taken to extremes or if combined with other risk factors.

Competition is an essential part of some snowsports activities, and even informal competition can lead to greater enjoyment and motivation. Coaches, instructors and leaders should, however, ensure that this is never harmful and that it would not lead to over-exertion or excessive risk-taking.

An accompanying parent, a sibling or a close friend is more likely to detect signs of stress in a child, and should be encouraged to communicate these to the responsible person. However, they can also be a source of stress, particularly in a competitive environment.

Mountain accommodation

In mountain huts and similar accommodation, shared dormitories are common. Where this is the only option, the responsible person should take particular care over sleeping arrangements. They should avoid leaving a child in a dormitory on their own or with a single adult.

APPENDIX 8

PARENTAL PARTICIPATION

Parents have a very important part to play in the sport. Parents clothe and equip athletes. Parents drive them to and from the mountain and to their races. Parents stand on the hill and encourage, sometimes as race volunteers. Parents make big commitments and sacrifices to support their athletes and respective clubs.

Training Sessions

Training sessions are valuable times for the coach and the skiers.

Parental participation in training sessions can cause a distraction for coaches and skiers. Therefore clubs should normally discourage parents from joining in training sessions. Young skiers will become more independent and better skiers when given “elbow room” on the slope.

Adult training sessions should take place separately to the children’s race sessions.

Parent-Coach Communications

It is important that parents communicate with the coaches but this should be at an appropriate time and place after training sessions. The decisions coaches make regarding coaching philosophies, training plans, athlete development and athlete management are the products of experience, careful thought and collaboration. Parents should trust and respect coaches’ decisions regarding programmes and individual athletes. If parents have questions or comments in this area then they should communicate directly with the head coach. Parents should not interfere with programme activities or “take matters into their own hands”.

Competitive skiing requires athletes to develop patience, focus and confidence. The “mental” part of the sport presents challenges for coaches, athletes and parents. It can sometimes be difficult to keep things in perspective on race days. For parents, the urge to coach, provoke and criticise athletes can be almost irresistible. Young athletes will not perform at their best when receiving advice and direction from the “sidelines”.

It is hard for children to remain relaxed, confident and to maintain a love for the sport in the face of unrealistic expectations or criticism for their efforts.

RACE DAY DO’S FOR PARENTS

- Nutrition and clothing are just as important (more!) than wax. A nutritionally balanced breakfast, healthy snacks and water or still drinks should be available. Ensure that in all the turmoil of race day children have a light lunch or small snacks throughout. Weather is unpredictable, an extra neck warmer, gloves, goggles and socks are recommended.
- Arrive at the race in good time. A hurried athlete is a stressed athlete and that is the worst ingredient for race day. Check with the coach on the previous day with regards to time and meeting place.
- Skis should be tuned and waxed the night before.

- Try to avoid the “Finish” or result board. This sends the message that race time and results are the single most important thing.
- Think before speaking to athletes – what may seem helpful to an adult can be seen as criticism to a child. Leave technical advice and comments to the coaches; parents should create a positive environment, welcoming smiles and perhaps a good joke! Children should be aware that parental disappointment is *for* them and not *in* them.
- Try to support all athletes. A compliment from someone else’s parent/carer could be the key to a child’s best day.
- Relax and enjoy the day!

RACE DAY DON'TS FOR PARENTS

- Leave course inspection to the coaches. Coaches will have worked on specific things with each athlete and are able to pinpoint what that athlete needs to be thinking about. Too much information or a change of focus on race day can have a negative effect.
- Parents should normally stay away from the “Start” area. An athlete needs to be able to focus on the race and this can often be hard when parents are present. Again, each coach is very aware of what each child should be doing in preparation for his/her run.
- Whether watching the race or back in the “lodge”, keep negative comments about other children, coaches or the running of the race to yourself. Racers will quickly pick up on these comments, use them as excuses and will carry them around for the rest of the day.
- Video plays a key role in the development of ski racers, but it has a specific time and place. Athletes tend to focus on what they have done wrong after watching video and so watching their first run is not a positive thing. Athletes can also be given different information or a new focus from what a coach has been working on with them.
- Keep video analysis at home relaxed, short, positive and fun. Give athletes the chance to watch it alone and give their own feedback.
- Last but certainly not least coaching is done during training. Race day is where all the information on technique, inspection, line tactics, psychology and sportsmanship from training sessions should come together. It is often said, “If you didn’t bring it with you, you won’t find it here”.

Give positive guidance, support and understanding and then stand back and watch the athletes develop.

APPENDIX 9

SAFE EVENTS

Each event should have a Child Protection Coordinator who is responsible for

- Child welfare
- Child protection
- Health and safety matters
- Duty of care to participants and to all involved in the organisation

The event coordinator's core responsibilities are to

- Provide and promote a welfare plan
- Aim for best practice, but at least ensure that minimum standards are met, i.e. in terms of recruitment, selection and training of staff.

He/she must:

- Ensure that all staff who provide services to the event are appropriately qualified and have been subject to safeguarding checks in advance. If not, then it is imperative that they do not have unsupervised contact with participants.
- Collect written evidence that all staff and volunteers have completed appropriate *child protection training**. (Staff in direct contact will need more in-depth training).
- Ensure provision of medical services as appropriate
- Ensure adequate security to prevent unauthorised access
- Ensure that all participants and staff have signed up to the 'Code of Conduct'
- Ensure a complaints/disciplinary procedure is in place and implemented for participants and staff working at the event
- Appoint a welfare manager for the event, and liaise throughout; if there are participants of both sexes, there should be at least one of each sex.

Minimum Training Requirements & Safeguarding Checks for staff involved in an event

Staff	Roles & Responsibilities	CRB check Disclosure	Child Protection Awareness training*
Event Coordinator	Overall responsibility for developing event welfare plan	Yes	Yes
Designated Welfare Manager (1 per 100 participants)	Responsibility for implementation of event welfare plan	Yes	Yes
Team Managers		Yes	Yes
Coaches		Yes	Yes
All staff under 18	Acting as instructors, leaders or officials	No unsupervised contact with participants unless CRB checked	
All staff in direct contact with participants		Yes	Yes
All event and support staff not in direct contact	Responsible for servicing the event	Must ensure no unsupervised contact with participants	
Drivers		Yes	Suitable, valid driving licence; relevant insurance

*SportscoachUK Good Practice and Child Protection, ACPC (Area Child Protection Committee) Course or similar recognised/accredited course

With acknowledgements to the NSPCC publication 'Safe Sport Events (2003)

APPENDIX 10

CHILD WELFARE DISCIPLINARY PROCEDURE

When an allegation of abuse to a child/vulnerable adult is suspected or reported, the following steps will be taken, always based on the principle that the welfare of the child is paramount:

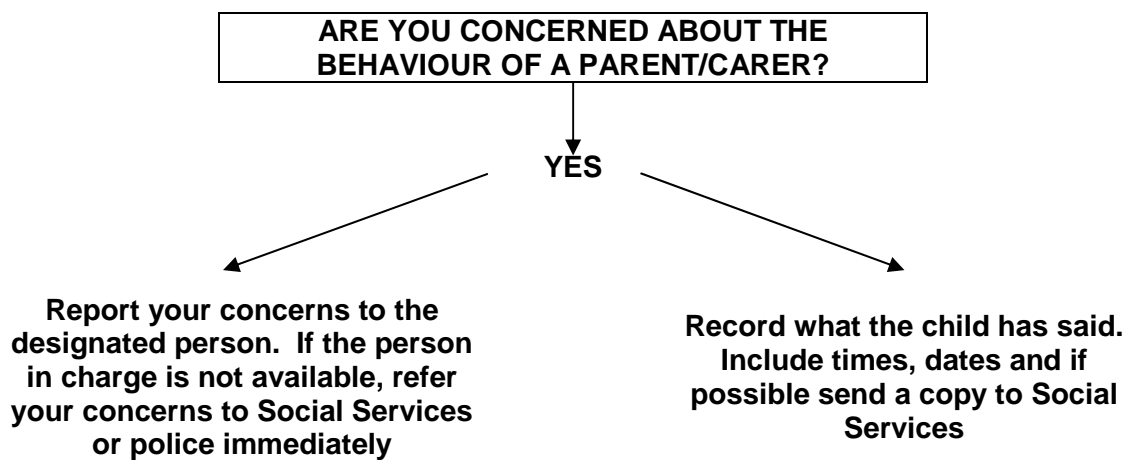
- The Lead Child Protection Officer will be contacted.
- Following an initial assessment by the Lead CPO and a Disciplinary Committee consisting of the Snowsport England Chairman, the Child Protection Officer and one other person, a decision on further proceedings will be made. This may entail immediate suspension from the position held (possibly including suspension of licence). Being suspended does not indicate that one is presumed guilty, but is a measure of good practice by Snowsport England.
- Where the concern warrants reporting to the statutory authorities, their advice will be taken with regard to further procedures. Where they are not involved, the individual will be informed in writing of the nature of the complaint and given an opportunity to state their case.
- Full details of the allegations, the statement and any information from the statutory authorities will be recorded in writing along with the action taken as a result of the hearing by the Disciplinary Committee.
- If a verbal warning is given it will be confirmed in writing to the individual that she/he has received a verbal warning and outlining the breach of conduct. The individual must acknowledge receipt of the warning by signing a copy of the letter that must be forwarded to the Chairman of Snowsport England.
- If a written warning is given, the letter must state clearly the breach of conduct and whether it is the first, second or final written warning. The individual must acknowledge receipt of the warning by signing a copy of the letter, which must be forwarded to the Chairman of Snowsport England.
- All documentation regarding the disciplinary procedure will be kept on a personal file that is kept in a secure location with limited access to designated people, in line with Data Protection laws.

APPENDIX 11

RESPONDING TO CONCERNS

About Parent/Carer

This guide is designed to inform the most appropriate action in relation to concerns about a parent or carer.

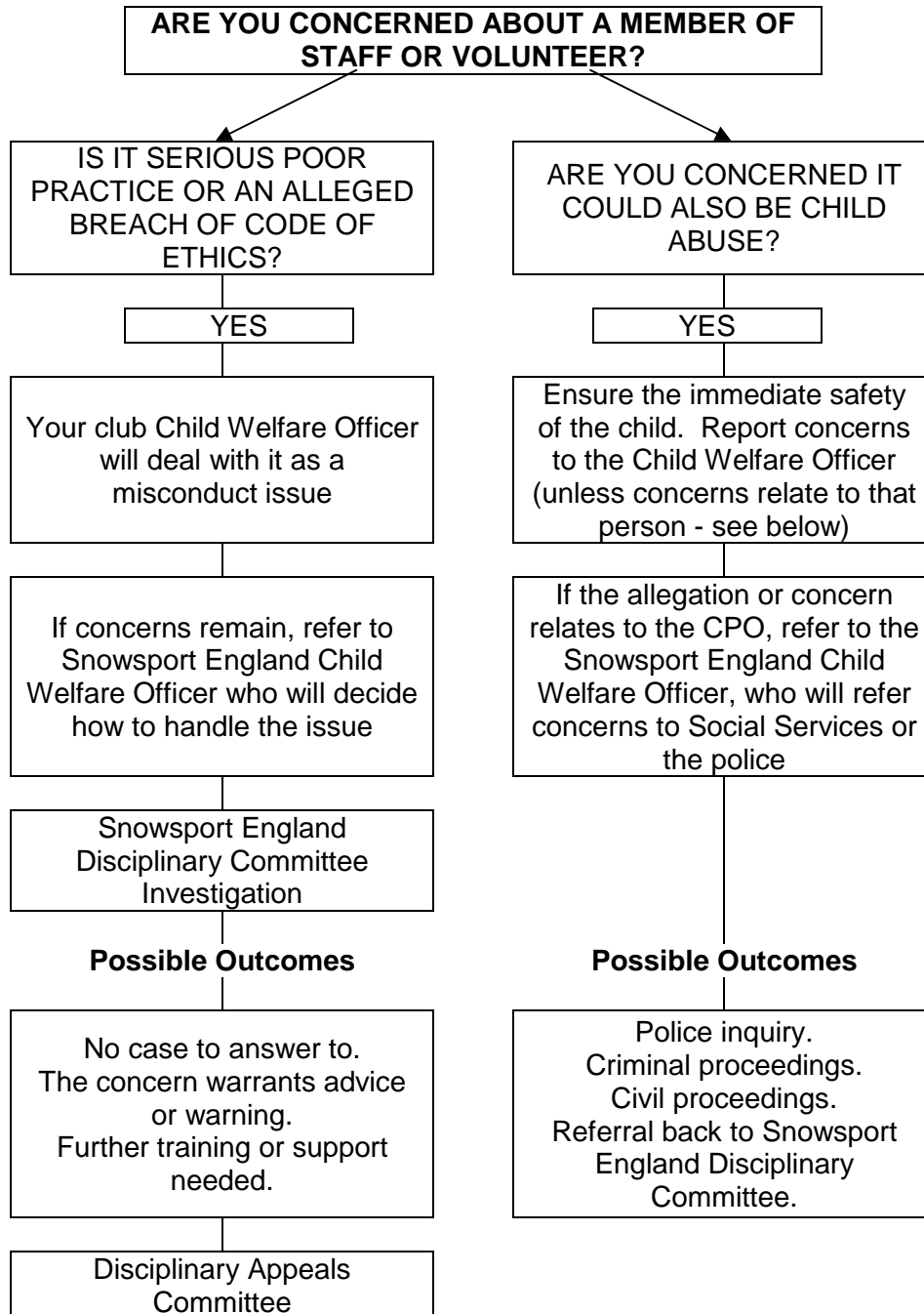


Remember:

- **Maintain confidentiality**
- **Ensure the person in charge follows up with Social Services**

About a Member of Staff or Volunteer

This guide is designed to inform the most appropriate action in relation to concerns about a member of staff or volunteer within sport.



Incident Report Form

Name of child _____ Age/D.o.b. _____

Parent's/Carer's name _____

Home address _____

Telephone number _____

Are you reporting your own concerns or passing on those of someone else? Give details of witnesses.

Brief description of the concerns: include date, time, and location, etc of specific incidents

Any physical or behavioural signs?

Have you spoken to the child? If so, what was said?

Have you spoken to the parent/carer(s)? If so, what was said?

Has anyone been alleged to be the abuser? If so give details, including the relationship with the child. Have you consulted with anyone else? Give details.

Your name/position _____

To whom reported and date of reporting? Give contact information for future reference.

Signature _____

Date _____

APPENDIX 12A

CHILD WELFARE OFFICER

JOB DESCRIPTION

General

Every organisation should designate a person or persons to be responsible for dealing with any concerns about the protection of children.

The sports organisation's child protection policy and procedures should include the name of this person, his/her role and responsibilities and how he/she can be contacted. The person designated should ensure that he/she is knowledgeable about child protection and that he/she undertakes any training considered necessary to keep him/herself updated on new developments.

The role of the designated person is to:

- establish contact with the senior member of Social Services staff responsible for child protection in the organisation's catchment area
- provide information and advice on child protection within the organisation
- ensure that the organisation's child protection policy and procedures are followed and particularly to inform social services/health board of relevant concerns about individual children
- be aware of the Area Child Protection Committee (ACPC) and to be familiar with local procedures
- ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing, under confidential cover
- liaise with social services (social work services, Scotland, health board, Northern Ireland) and other agencies, as appropriate
- keep relevant people within the organisation, particularly the Chairman, informed about any action taken and any further action required, for example disciplinary action against a member of staff
- ensure that an individual case record is maintained of the action taken by the organisation, the liaison with other agencies and the outcome
- advise the organisation of child protection training needs

Responsibility

The designated person is responsible for acting as a source of advice on child protection matters, for coordinating action within the organisation and for liaising with health and social services departments and other agencies about suspected or actual cases of child abuse. He/she may also be responsible for implementing child protection training within the organisation.

APPENDIX 12B

CLUB CHILD WELFARE OFFICER

DESIGNATED PERSON - JOB DESCRIPTION

It is good practice for all sports organisations, however small, to identify at least one person to be responsible for dealing with allegations or suspicions of abuse.

Each club should have a designated person who should be supported in their role by an officer within their governing body or sports organisations. Everyone in the organisation should know who this is and how to contact them. If you are organising an event or competition away from home it is also advisable to nominate a designated person for that activity.

The role of the designated person is to:

- receive information from club staff, volunteers, children or parents and carers who have child protection concerns and record it
- assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate
- consult initially with a statutory child protection agency, such as the local social services department or health board, or the NSPCC, to test out any doubts or uncertainty about the concerns as soon as possible
- make a formal referral to a statutory child protection agency, e.g. Social Services department or the police, without delay. It is NOT the role of the club to decide whether a child has been abused or not. This is the task of the Social Services department and the police who have the legal responsibility, or the NSPCC who also have powers to investigate child protection concerns under the Children Act and the Children (N Ireland) Order. It is, however, everybody's responsibility to ensure that concerns are shared and appropriate action taken
- report the concerns to the national Governing Body

The designated person should be aware of the local statutory child protection network, the role of the Area Child Protection Committee (ACPC) and the existence of local inter-agency child protection procedures.

The designated person needs to be aware of the relevant contact numbers and addresses of the statutory agencies in their locality. If concerns arise, for example, when away on a competition or training camp, contact should be made with local agencies whose details will be in the telephone directory. Social Services departments have an out-of-hours duty team who can be contacted at any time.

It is also important for the designated person to have received the appropriate level of training in child protection.

For information about relevant training contact the CPSU on 0116 234 7278 or visit www.sportprotects.org.uk. A list of useful contact numbers is in Section 7.

APPENDIX 13

Criminal Records Bureau (CRB)

The Criminal Records Bureau (CRB) enables employers of private, paid and voluntary organisations in England and Wales to do checks related to an applicant's suitability to work with children. Access to the CRB is available to all organisations working with children and young people, either directly as registered bodies or through 'umbrella' organisations.

Snowsport England is registered with the CRB as an umbrella organisation and is entitled to use their services to obtain Disclosure checks on Snowsport England employees and volunteers. There is a fee incurred for all staff and paid 'volunteers' disclosures, but checks are completely free for volunteers.

All individuals working with/having regular contact with children should undertake an **enhanced disclosure** CRB check covering children and vulnerable adults.

Snowsport England's CRB Policy is as follows:

General principles

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust, Snowsport England complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access

Disclosure information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and it is a **criminal offence** to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the CRB about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However notwithstanding the above, we will keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

Acting as an Umbrella Body

Before acting as an Umbrella Body (one which countersigns applications and receives Disclosure information on behalf of other employers or recruiting organisations), we will take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of Disclosure information in full compliance with the CRB Code and in full accordance with this policy. We will also ensure that any body or individual, at whose request applications for Disclosure are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.

For more information on CRB checks:

**CRIMINAL RECORDS BUREAU
PO Box 110
Liverpool L3 6ZZ**

Helpline: 0870 90 90 811

www.crb.gov.uk
www.disclosure.gov.uk

DISCLOSURE FORMS

Can be obtained from the Snowsport England office. Tel: 0121 501 2314

APPENDIX 14

Relevant Legislation, Guidance & Publications

The Children Act 1989. (England and Wales)

Criminal Justice and Court Services Act 2000

www.hmso.gov.uk

The Data Protection Act 1984 and 1998

www.legislation.hmso.gov.uk/acts/acts1998/19980029.htm (the Act)

www.homeoffice.gov.uk/ccpd/dpu98news.htm the overview)

The Human Rights Act 1998

www.homeoffice.gov.uk/hract/hramenu.htm

The Protection of Children Act 1999

www.doh.gov.uk/scg/childprotect

Sexual Offences (Amendments) Act 2000

www.hmso.gov.uk/acts/en/2000en44.htm

The United Nations Convention on the Rights of the Child

www.un.org

Our Duty to Care

www.volunteering-ni.org

Working Together to Safeguard Children

www.the-stationary-office.co.uk/doh/worktog.htm

Publications

SafeSport Away: a guide to planning

Available from the NSPCC Child Protection in Sport Unit

Tel: 0116 234 7278 Email: cpsu@nspcc.org.uk

Code of ethics and conduct for sports coaches

sports coach UK

www.brianmac.demon.co.uk/ethics.htm

Sportscheck: a step by step guide for sports organisations to safeguard children

E mail: cpsu@nspcc.org.uk

Safe Sports Events

E Mail: cpsu@nspcc.org.uk

Time to Listen

E Mail: cpsu@nspcc.org.uk

APPENDIX 15

Dealing with Media Enquiries

1. Why you need a media strategy

Child abuse is an issue which will quite correctly generate media interest. Snowsport England is developing a comprehensive training and certification programme for those working with young people in snowsports. It is, however, imperative that each club/school has an effective strategy for dealing with media enquiries.

It is important that you handle any initial enquiries in a way that will not aggravate the situation or generate negative publicity. It is also important to be aware of legislation that prevents the naming of children and young people in the media.

Snowsport England is committed to investigating all allegations, but the potential damage the publication of false allegations can do to an individual or club should not be underestimated.

2. Be prepared

- Each Club should have a Press Officer or representative to handle media enquiries;
- If you know of an allegation of child abuse, it is important to be prepared in advance for potential publicity;
- Contact Lead Child Protection Officers at Snowsport England head office (0121 501 2314) and give them ALL the facts. Don't hide anything or pretend the situation is not as serious as it is or might become. The press can put a large headline on even the smallest story and it is important that Snowsport England is aware of all the details.

3. What to do when approached or contacted by a journalist

- A journalist may hear of an alleged case of abuse from a source or directly from a relative or acquaintance of the alleged victim;
- They are likely to approach the Club or coach/official and ask for their response. It is worth remembering that the journalist may already have the story mapped out in his/her own mind, so what you say, and how you say it, is important;
- Make sure you clearly hear the name of the journalist and the media they are working for. If necessary, ask them to repeat it and write it down;
- Make sure you fully understand what the journalist is asking you. Ask them to repeat a question if necessary. You may be aware of the incident concerned but not always;
- Do not say 'No comment' - it makes you sound guarded and as if you have something to hide;
- Take a contact phone number where they can be easily contacted and find out when their deadline is;
- Contact Snowsport England and discuss the matter and to formulate an appropriate response;
- Snowsport England will then respond to the journalist and inform you of that response.

5. The follow-up

Allegations of child abuse are rarely one-day stories, so be prepared for more phone calls and media enquiries. Just because one response has been given does not mean that the media will not have more questions in the future.

Follow the same procedure as before and contact Snowsport England.

6. 'Off the record'

Journalists like nothing better than going 'off the record'. They use this tool to get more information but with the undertaking that they will not publish what you say. Do not speak off the record in any situation involving child protection issues.

Sample Declaration Form

Confidential: Declaration from all staff and volunteers working with children and young people

Have you ever been convicted of a criminal offence or been the subject of a caution or a Bound over Order? YES _____ NO _____ (please tick)

If yes, please state below the date(s) and nature of offence(s)

NOTE: You are advised that under the provision of the Rehabilitation of Offenders Act 1974 (Exception) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986 you should declare all convictions including 'spent' convictions.

Are you a person known to any social services department as being an actual or potential risk to children? YES _____ NO _____

If yes please supply details

Have you had a disciplinary sanction (from a sport or other organisation's governing body) related to child abuse? YES _____ NO _____

If yes, please supply details

Signed: _____ Date: _____

Mr/Mrs/Miss/Ms First Name: _____

Surname: _____

Any surname(s) previously known by: _____

Address: _____

Post Code: _____ Tel No: _____

Date of Birth: _____ Place of Birth: _____

Sample Application Form: Post of _____

Surname: _____ First Name: _____

Title: _____ Sex: M/F _____

National Insurance Number: _____

Any previous names by which you may have been known:

Address:

Postcode: _____ Tel No: _____

Date of Birth: _____ Place of Birth: _____

Post for which applying: _____

Relevant experience, qualifications and training:

Career/involvement in sport (with dates):

I confirm that I have read and agree to abide by Snowsport England Code of Conduct

Signature: _____ Date: _____

Please supply the names and addresses of two people (not relatives) who will provide references regarding your experience of, and suitability for, working with children and young people (e.g. previous employers):

Name: _____

Address:

Position: _____

Tel No: _____

Name: _____

Address:

Position: _____

Tel No: _____

For club / office use:

Identity checked against:

Sample Reference Form

(Name of staff/volunteer) _____

has expressed an interest in working for Snowsport England, and has given your name as a referee. If you are happy to provide this reference all information contained on the form will remain absolutely confidential and will only be shared with the applicant's immediate supervisor should they be offered a position.

How long have you known this person? _____

In what capacity? _____

Would this person be suitable to work with children/young people? _____

Further information (where applicable) _____

Signed _____

Position _____

Date _____

Address _____

Telephone Number _____

The above should be regarded only as the minimum information that must be obtained in relation to Child Protection. In practice, requests for references are likely to include further questions relevant to the particular circumstances.

NB: Give full contact details of the person to whom the reference is to be sent, including name, address, telephone number and any other relevant details.