



# **British Ski and Snowboard**

# **Child Safeguarding Policy & Procedures**

**May 2013**

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(Registered Charity 216401)

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# SECTION 1

## Safeguarding Children Policy

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### 1.1 Introduction

Everyone who participates in the activities of BSS is entitled to do so in an enjoyable and safe environment. BSS has a moral and legal obligation to ensure that, when given responsibility for children, coaches, volunteers and all those working on behalf of the organisation, it provides them with the highest possible standard of care.

BSS is committed to devising and implementing policies so that everyone in the sport accepts their responsibilities to safeguard children from harm and abuse. This means following procedures to safeguard 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 and protection whilst involved in the activities of BSS, and to allow staff and volunteers to make informed and confident responses to specific safeguarding and Child Protection issues.

### 1.2 British Ski and Snowboard – our Role in Snowsports

British Ski and Snowboard (BSS) is the National Governing Body for Skiing and Snowboarding in the United Kingdom. It is recognised by the International Ski Federation (FIS) and by the British Olympic Association (BOA). We manage the elite British teams and the development pathway for those elite teams. We provide development programs in four FIS disciplines; alpine skiing, cross country, freestyle, and snowboarding. We also license competitors in telemark, speed skiing and ski jumping.

We work closely with Clubs, Academies and Home Nations to provide opportunities for aspiring international athletes. We have between 300 and 400 athletes registered to compete in international events.

### 1.3 Who the Policy Applies To

Everyone working with, or for BSS is required to adopt our policy.

A child is defined as a person under the age of 18 (Children Act 1989). We have a moral and legal duty to safeguard all children in our care.

### 1.4 Safeguarding and the Duty of Care

BSS will:

Appoint a Lead Welfare Officer

- Provide support and guidance for all staff and Disciplines
- Ensure all cases of poor practice that may be abuse and any allegations of abuse are dealt with confidentially and properly and where appropriate, referred to other agencies
- Convene a Disciplinary Panel when necessary
- Deal with all allegations and make decisions within agreed timescales according to our Disciplinary Policy

- Keep a list of all suspended, disciplined and disqualified persons and where appropriate refer people disqualified to the Disclosure and Barring Service and other relevant government agencies.

### **1.5 The Role of the Lead Welfare Officer**

The lead welfare officer will:

- Offer support and help on safeguarding matters to all BSS staff and volunteers, and the Disciplines we work with
- Take a lead role in the development and establishment of the organisation's approach to safeguarding children and young people
- Manage cases of poor practice
- Manage the referrals to Children's Social Care Services, the Police or the Local Authority Designated Officer (LADO)
- Be the central point of contact for internal and external individuals/agencies
- Represent the organisation at external meetings related to child protection or safeguarding
- Co-ordinate dissemination of policy, procedures and resources throughout the organisation
- Advise on the organisation's child protection training needs and development of its training strategy
- Maintain confidentiality regarding cases
- Take a lead role in maintaining and reviewing the organisation's child protection Implementation Plan

The CEO is responsible for ensuring Standards are met.

### **1.6 Policy Statement**

BSS fully accepts its legal (Children Act 1989 and 2004) and moral obligations to provide a duty of care to protect all children. BSS is committed to ensuring that:

- the welfare of the child is paramount
- all children, whatever their age, gender, race, religion or belief, sexual orientation, ability or disability have the right to participate in snow sports in a fun and safe environment and have the right to protection from abuse
- 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 BSS employees/volunteers 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
- all those in a position of responsibility throughout the organisation recognise it is not their responsibility to determine if abuse has occurred, but it is their responsibility to report and act on any concerns they have.

**May 2013**

The practices and procedures within this policy are based on principles contained within UK and International legislation and Government guidance.

British Ski and Snowboard is a UK wide Governing Body of Sport covering England, Northern Ireland, Scotland and Wales. It is imperative therefore that the policy meets the legal requirements of all home countries. Our BSS policy is based on the English guidance and legislation but, in the light of the common principles and similar approaches taken by all home nations, the procedures in this document are fully applicable to all members and affiliated organisations. Where there are differences, these are acknowledged.

**BSS's Child Protection Policy is reviewed every 3 years or whenever there is a major change in the organisation or in relevant legislation. The Policy was first published in November 2007, updated in February 2010 and rewritten in May 2013.**

***Policies, legislation, structures and procedures are, of course of immense importance but they serve only as the means of securing better life opportunities for each young person. It is the robust and consistent implementation of these procedures, which keeps children and young people safe.***

Protection of Children in England: A progress Report (2009) Lord Laming, Crown Copyright

# SECTION 2

## Promoting Best Practice

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### 2.1 Guidance for Coaches and others Working with Children

Coaches have a vital role to play in safeguarding children in snowsports. Good coaching is about providing an enjoyable and safe environment in which children can enjoy the sport and achieve their potential.

It is not always easy to distinguish poor practice from abuse. It is therefore NOT the responsibility of employees or participants in snowsports 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.

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

### 2.2 Promoting Good Practice

Child abuse and harassment can take place in many situations, from the home and school to a snowsports environment. Snowsport coaches have regular contact with children and should adopt the highest standards of practice and be responsible for identifying those in need of protection.

As a coach, the child will look up to you and if they decide to talk to you about abuse, you need to know what to do. You also need to understand your duty of care towards children in snowsports, the current guidance on good practice and the need to act responsibly when you are around children. This will not only protect the children you coach, but reduce the potential for misunderstandings and inappropriate allegations being made.

- Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets)
- Make the experience of snowsports fun and enjoyable: promote fairness, confront and deal with bullying
- Treat all children equally and with respect and dignity
- Do not swear in front of children and do not allow swearing to go unchallenged
- Be an excellent role model; this includes not smoking or drinking alcohol whilst in the company of children under your care
- Always put the welfare of the child first, before winning, the child's welfare being paramount
- Be acutely aware of the power that a coach, volunteer or official develops with participants in snowsports and avoid any inappropriate or intimate interaction (sexual or otherwise)
- 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

- Obtain written parental consent for any significant travel arrangements e.g. overnight stays
- Ensure that if boys and girls 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 except in an emergency, eg the child is very unwell
- Do not engage in a sexual relationship with anyone under the age of 18 in your care
- Always give enthusiastic and constructive feedback rather than negative criticism
- Keep up to date with technical skills relative to your coaching, qualifications and insurance
- Recognise the developmental needs and capacity of the child and do not risk sacrificing welfare in a desire for 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
- Promote good sportsmanship, encouraging children to be considerate of other athletes, officials and volunteers and by being modest in victory and gracious in defeat
- Keep a written record of any injury that occurs, along with details of any treatment given
- Help BSS to work towards eradicating harassment and abuse of children in snowsports
- Abide by the BSS [Officials Code of Conduct](#)

### **2.3 Examples of poor practice – you must never:**

- Unnecessarily spend excessive amounts of time alone with children away from others
- At an away event, go into a child's room without another adult in a position of responsibility
- Share a room with a child
- Engage in rough, physical or sexually provocative games, including horseplay
- Allow or engage in inappropriate touching of any form
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Reduce a child to tears as a form of control
- Take part in, or tolerate, behaviour that frightens, embarrasses or demoralises a child or affects their self esteem
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Shower with a child
- Do things of a personal nature that the child can do for themselves
- Take a child alone in a car with you (unless it is an emergency)

***Any of these situations can leave you open to allegations and many of these actions would be difficult to defend***

Where cases arise where it is impractical or impossible to avoid certain situations, the task 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.

If during your care you accidentally hurt a child, a child seems distressed in any manner, acts in a sexually inappropriate manner, misunderstands or misinterprets something you have done; you should immediately report any such incidents as soon as possible to another colleague and make a written note of it. The Lead Welfare Officer must be informed as soon as possible. Parents should also be informed where appropriate.

## 2.4 Guidance on physical contact

Physical contact can be used appropriately to instruct, encourage, protect or comfort. The aim of guidelines relating to physical contact is to provide adults and children with appropriate types and contexts for touching and an understanding of what physical contact should reasonably be expected within the sport and the purpose of this.

The following guidance is intended to safeguard children whilst they are in your care in a snowsports environment. Regardless of how many children are present, there should always be a minimum of two coaches or appropriately vetted club personnel present. This ensures at least basic cover in the event of something impacting on the availability of one of the adults (eg in the event of an accident). It will also help to protect coaches and other responsible adults from unnecessary or malicious allegations when working with children.

By its nature, coaching may require some physical contact between coach and athlete. In this context the term “coach” includes anyone engaged in the assistance, guidance or supervision of children in a snowsports situation – ***provided they have had the recommended training to do so***. This is accepted as reasonable practice. Following principles of good practice will help to ensure that problems and difficulties do not arise.

At all times coaches should be aware there may be a multi-cultural mix of children from different ethnic and religious backgrounds, children who may already be on the Child Protection Register or have previously been, or are currently being abused at home. Not all children are used to, or are comfortable, with any type of touching, be it friendly or otherwise. In many cultures girls in particular are uncomfortable about any kind of touching by a stranger.

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 or accident occurring
- Meet the requirements of the particular sport, e.g. sports massage
- Give appropriate comfort to a child or appropriately celebrating a success with them

Physical contact should:

- Not involve touching genital areas, buttocks or breasts
- Meet the needs of the child and not the needs of the adult
- Be carried out by those appropriately qualified to do so
- 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

If it is thought necessary to use physical contact to demonstrate a move or position, review your teaching methods and consider asking another athlete to demonstrate. Explanation and demonstration might make physical contact unnecessary. If there is no alternative ask permission and ensure that touching is done in an appropriate manner. Never use any physical contact in an isolated environment – always be in public view.

**Repeated physical contact and in particular with the same child, is inappropriate and may be misconstrued by both the child and observers. Coaches should always consider appropriateness, potential carelessness, unnecessary repetition and context. Think it through and if in doubt – don't.**

## **2.5 First Aid**

Where possible, two first-aiders should treat casualties or a first aider accompanied by another adult of the same gender as the casualty. Never take the casualty alone into a room and close the door behind you. Always leave the door open, or attend to them in an open environment. Sometimes a little privacy for the casualty may be required, for example where they need to remove clothing and unless it is an emergency, there should always be two adults present. It is important at the first opportunity to fill in an Accident Report form, no matter how trivial the accident may seem. Accident Books that comply with HSE requirements are available from stationers, or use the [Accident Report Form](#) template provided. Parents should always be informed of injuries.

## **2.6 Relationships with 16 – 17 year old athletes**

Coaches should ensure they maintain healthy, positive and professional relationships with all athletes. Coaches and others in positions of authority and trust in relation to athletes aged 16 and 17 years must not engage in sexual relationships with them while that unequal power relationship exists.

This applies to all those involved in snowsports. This must also be explained to any young coaches as the guidelines include 16 – 17 year old coaching assistants who may wish to develop a relationship with someone the same age. If they are coaching the 16 – 17 year old, or in a position of responsibility, they must not enter into a relationship with them due to the unequal power relationship. Failure to comply would be a Disciplinary matter.

# SECTION 3

## Child Abuse

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### 3.1 Defining Child Abuse

#### *What Is Child Abuse?*

All those involved in snowsports have a responsibility to be able to recognise and respond to signs of child abuse.

***Remember, it is not your responsibility to determine if abuse has occurred, but it is your responsibility to report and act on any concerns you have.***

Any person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in the family, in an institution, or in a community (including snowsports) setting. Abusers are usually known to the child and can be adults or other children. If untreated, the effects of abuse can be extremely damaging and have a lifelong impact on the child. Abused children may feel useless or worthless, go on to become abusers in the future, find it difficult to have a meaningful and trusting relationship, or turn to drugs, prostitution or attempt suicide.

The types of abuse below refer to all settings and are not limited to the snowsports setting.

### 3.2 Types of Child Abuse

#### **Physical Child Abuse**

This may involve:

- Hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, biting, or other physical harm of a child.

In snowsports physical abuse may occur where the level and intensity of training or competition exceeds the capacity of the child's immature and growing body, or where drugs are used to enhance a child's performance.

#### **Emotional child abuse**

This is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may include:

- Constant belittling, shaming or humiliation of a child
- Telling a child he is worthless, no good, bad or useless
- Constantly ignoring a child
- Not giving the child any signs of affection or physical contact (in the home setting)
- Exposing the child to violence or abuse by others
- Not allowing a child to express their views, or making fun of them when they do, or letting others make fun of them

- Imposing unrealistic expectations on them relative to their age or ability or preventing them from participating in normal social or age appropriate activities
- Seeing or hearing the ill-treatment of another and doing nothing about it
- Serious bullying or cyber bullying

There is a degree of emotional abuse involved in all types of child abuse, though it can occur alone.

In snowsports emotional abuse may occur if children are subjected to constant criticism or name calling, sarcasm, bullying or racism. Coaches or other team members may be putting unrealistic pressure on them to consistently perform to high expectations.

## **Neglect**

This is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of the child's health or development. It may involve:

- Failure to provide adequate food, clothing or shelter
- Failure to protect a child from physical or emotional harm or danger
- Failure to adequately supervise children
- Failure to provide the child with adequate medical care or treatment

Within snowsports neglect could occur if children are subjected to undue cold, or not recognising the need for a child to have a rest. It could include subjecting them to unnecessary risk of injury either through pushing the athlete too hard or beyond their capability.

## **Sexual abuse**

This involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. It may involve:

- Rape or oral sex
- Masturbation, kissing, rubbing and touching outside of the clothing
- Enticing a child to watch sexual activities, look at sexual material or participate in sexual discussions
- Involving the child in the production of sexual images including photos, on line or videos
- Encouraging the child to behave in a sexually inappropriate way
- Grooming a child in preparation for abuse (including via the internet)

It should be noted that some individuals deliberately target sports activities in order to gain access to, and abuse children. Grooming may occur over several years before an individual makes his or her move. There is evidence within sports that some individuals have deliberately ignored governing body codes of practice and used physical contact within a coaching role to mask their inappropriate touching of children. Some people have used sporting events as an opportunity to take inappropriate photos or videos of children in vulnerable positions.

Boys and girls can be sexually abused. Men, women and children can be the abusers. The shame of sexual abuse often prevents children from coming forward. Unfounded accusations of sexual abuse are not common; if a child confides in you, take him or her seriously.

***Remember, it is not your responsibility to determine if abuse has occurred, but it is your responsibility to report and act on any concerns you have.***

## **Bullying**

This is not officially defined as a form of abuse (UK Government Guidance - Working Together to Safeguard Children 2010 (1.33-1.36)) but there is clear evidence that it is abusive and will include at least one, if not two, three or all four, of the defined categories of abuse above.

Bullying is deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms but the main three types are:

- Physical bullying including hitting, kicking or stealing from
- Verbal including name calling, homophobic or racist comments, threats
- Emotional including isolating them from the activities of their peers, or the rest of the group

The competitive nature of snowsports makes it an ideal environment for bullies to operate in. Bullying may take place by the competitive parent who pushes their child too hard; by the coach who shouts at or humiliates children, or by a child that actively seeks to make sport a difficult or unhappy experience for others. If a child does well, other children are sometimes jealous and may bully the child. If a child does not do well other children may humiliate them or tell them they have let the team down. If repeated over a period of time, this is bullying.

BSS will not tolerate bullies at any level. [NSPCC Sample Policy](#)

You should be prepared to:

- Take the problem seriously
- Investigate all incidents
- Talk to bully(ies) and victim(s) separately

Then decide on appropriate action, such as:

- Obtain an apology from the bully(ies) to the victim
- Inform the parents of the bully(ies)
- If appropriate, ensure the return of items 'borrowed' or stolen
- If appropriate, ensure the bully(ies) compensate the victim
- Provide support for the coach of the victim if appropriate
- Invoke disciplinary measures if appropriate by informing BSS

You should:

- Ensure coaches, volunteers and officials are aware of how to deal with bully(ies)
- Ensure children are aware of what to do if they feel they are being bullied

## **Cyber bullying**

This is when a person or group of people use the internet, mobile phone, online games or other kind of digital technology to threaten, tease, upset or humiliate someone else. It is a form of bullying but because it happens online or on mobile phones can happen 24 hours a day, 7 days a week. A child cannot get away from the bully by going home, or going out, and it can feel as though there is no escape. It can be done anonymously by blocking the sender's details or setting up a fake account. Cyber bullying can also involve a lot of people and the child may feel as though everyone is ganging up on them. There is however always a trail,

and children should be asked to keep copies of the e mails, abusive texts and messages and seek help.

There are links to [websites](#) containing more information about bullying at the end of this document.

## Hazing

Hazing refers to any activity expected of someone on joining a group, or maintaining status in a group, that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. We know that hazing exists in schools, universities and in sports environments and need to be aware it could exist within snowsports. Typical hazing activities include sleep deprivation, personal servitude, binge drinking and drinking games, being forced to wear embarrassing attire, carry out dangerous stunts and sexual assault. Hazing will not be tolerated and should be dealt with and reported to the Lead Welfare Officer.

## 3.3 Recognising Signs of Abuse

Recognising child abuse is not easy. Below are some guidelines and common indicators of abuse.

Most children will collect cuts and bruises as part of the rough and tumble of everyday life. Injuries should be interpreted in light of the child's medical and social history, developmental stage and the explanation given. Most accidental injuries occur over bony parts of the body, eg elbows, knees, shins, and are usually on the front of the body. With the exception of the physical signs (bruising, bites, scalds etc) you should primarily be concerned with changes in a child's behaviour. Some children may always have difficulty in interacting with other children. Indicators that a child may be being abused include the following:

- Unexplained bruising, marks or injuries on any part of the body
- Multiple bruises, in clusters, often on the upper arm or outside of the thigh
- Cigarette burns
- Human bite marks
- Broken bones
- Scalds with upward splash marks
- Multiple burns with a clearly demarcated edge
- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Fear of being left with a specific person or group of people
- Reluctance to get changed
- Depression or withdrawn behaviour
- Saying they have secrets they cannot tell anyone
- Sexual knowledge beyond their age or developmental level
- Dirty, smelly or inappropriate clothing for the conditions, or getting clothes torn
- Pain or itching in the genital area or discomfort when walking or sitting down
- Sulking, hair twisting, rocking, fear of making mistakes, sudden speech disorders
- Fears of parents being approached for an explanation
- Developmental delay in terms of emotional progress
- Complaining of being tired all the time

If a child is being bullied or abused within snowsports, in addition to the above, the following may be observed:

- Reluctance to go to training or competitions
- An unexplained drop off in performance
- Behavioural changes

This is not a definitive list, but should serve as a guide to assist you. Remember too that many children will exhibit some of these indicators at some time, and the presence of one or two indicators should not be taken as proof that abuse is occurring. There may well be other reasons for changes in behaviour.

# SECTION 4

## Dealing with an Allegation

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There must be clear instructions about what to do if someone has a concern. ***Remember, it is not your responsibility to determine if abuse has occurred, but it is your responsibility to report and act on any concerns you have.*** This applies to both allegations or suspicions of abuse occurring within snowsports, and also to allegations or suspicions that abuse is taking place elsewhere, such as in a child's family or the community.

Information should be shared on a strictly need to know basis and other than in order to protect a child, should remain confidential. Further information can be found in the CPSU briefing document about [sharing information](#). If you receive any [media enquiries](#), refer these straight on to BSS.

### 4.1 How the Concern is Raised

There are a number of reasons why you may become aware of a possible case of abuse and these include:

- Something a child has said
- You may see it happening
- Signs or suspicions of abuse
- An allegation made against a colleague
- An allegation made about a parent/carer or someone not working within the sport
- Response to bullying
- Response to a breach of a code of conduct, or poor practice
- Observation of inappropriate behaviour

You may witness something yourself, or someone might come to you with their concerns.

There are three important steps in taking the appropriate action and they are essential.

- **Step 1 - Responding to the disclosure, suspicion or allegation**
- **Step 2 - Recording the relevant information**
- **Step 3 - Reporting the relevant information**

Throughout, confidentiality must be maintained. Never approach or contact the alleged perpetrator if it is a child protection matter.

### 4.2 Step 1 – Responding to the disclosure, suspicion or allegation

Anyone responding to a disclosure, suspicion or allegation must:

- Stay calm – so as not to frighten the child. Do not show disgust or disbelief
- Ensure the child is safe and feels safe
- Reassure the child that they are not to blame, and that it is right to tell
- Be honest, do not say you can keep a secret, but say you may need to tell someone else in order for them to be helped

- Listen carefully, showing they are being taken seriously
- Keep questions to a minimum, only if really necessary to clarify what is being said. Avoid asking leading questions. 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
- Keep an open mind, do not make assumptions or judgments
- If the child needs urgent medical help – call an ambulance. Inform doctors of the concern and ensure they are aware it is a Child Welfare issue.
- If you are concerned for the **immediate safety** of the child, call the Police, 999 or 112 from most places within Europe (check for other countries).

#### **NEVER:**

- Approach any alleged abuser to discuss the concern
- Make promises to the child you cannot keep
- Rush into actions that may be inappropriate

Remember to maintain confidentiality; only tell others if it will help protect the child.

### **4.3 Step 2 – Recording the relevant information**

Any information passed to BSS, Children's Social Care, the Police, the LADO etc must be as helpful and accurate as possible. It is important to write down as much information at the time, or as soon as possible afterwards. The [Incident Report Form](#) should be used if possible. Information recorded must include:

- Details of the child (name, address, gender, date of birth, home telephone number)
- Details of the parent/carer or guardian (name, address, telephone number)
- Whether or not the parents/guardian have been informed
- Details of the person expressing their concern
- Details of the nature of the allegation – what you are told, use the exact words if you can, or observations
- Description of any visible bruising or other injuries
- Details of the person alleged to have caused the incident, injury (name, address, date of birth/approximate age, telephone number – if you are able to get this information without arousing suspicion)
- Witnesses to the incident
- Times, dates and other relevant information
- It must be clearly documented what is fact, or you have been told, and what is opinion or hearsay
- A signature, date and time on the report

### **4.4 Step 3 – Reporting the relevant information**

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.

**Lead Welfare Officer** - all incidents should be reported to the Lead Welfare Officer at BSS, who will handle any referral, where appropriate. If the Lead WO is not contactable, the Chief Executive Officer of BSS should be informed without delay.

## 4.5 REPORTING OF CONCERNS WITHIN A SNOWSPORTS SETTING

Are you concerned with the behaviour towards a young person of another adult in snowsports?

- Stay calm
- If the child/young person is present reassure him/her they are not to blame
- Keep questions to a minimum
- Record information accurately – as spoken by the child/young person

**If the child requires immediate medical attention**

Dial 999 (or appropriate number if abroad) for an ambulance and inform the doctor there is a child protection concern

- Complete an Incident form
- Report to the Lead WO at BSS
- Where you have urgent concerns and the Lead Welfare Officer is unavailable – refer immediately to Children's Social Care or Police and forward them and the Lead WO a copy of the incident form within 24 hours.

**Lead Welfare Officer**

**Alleged Minor Poor Practice**

- Complaints Procedure
- Disciplinary Procedure
- No further action

**Possible Outcomes**

- No case to answer
- Complaint resolved with agreement between parties
- Training/mentoring agreed
- More significant concerns emerged – follow Serious Poor Practice guidelines

**Serious Poor Practice or Alleged Child Abuse**

**Possible processes:**

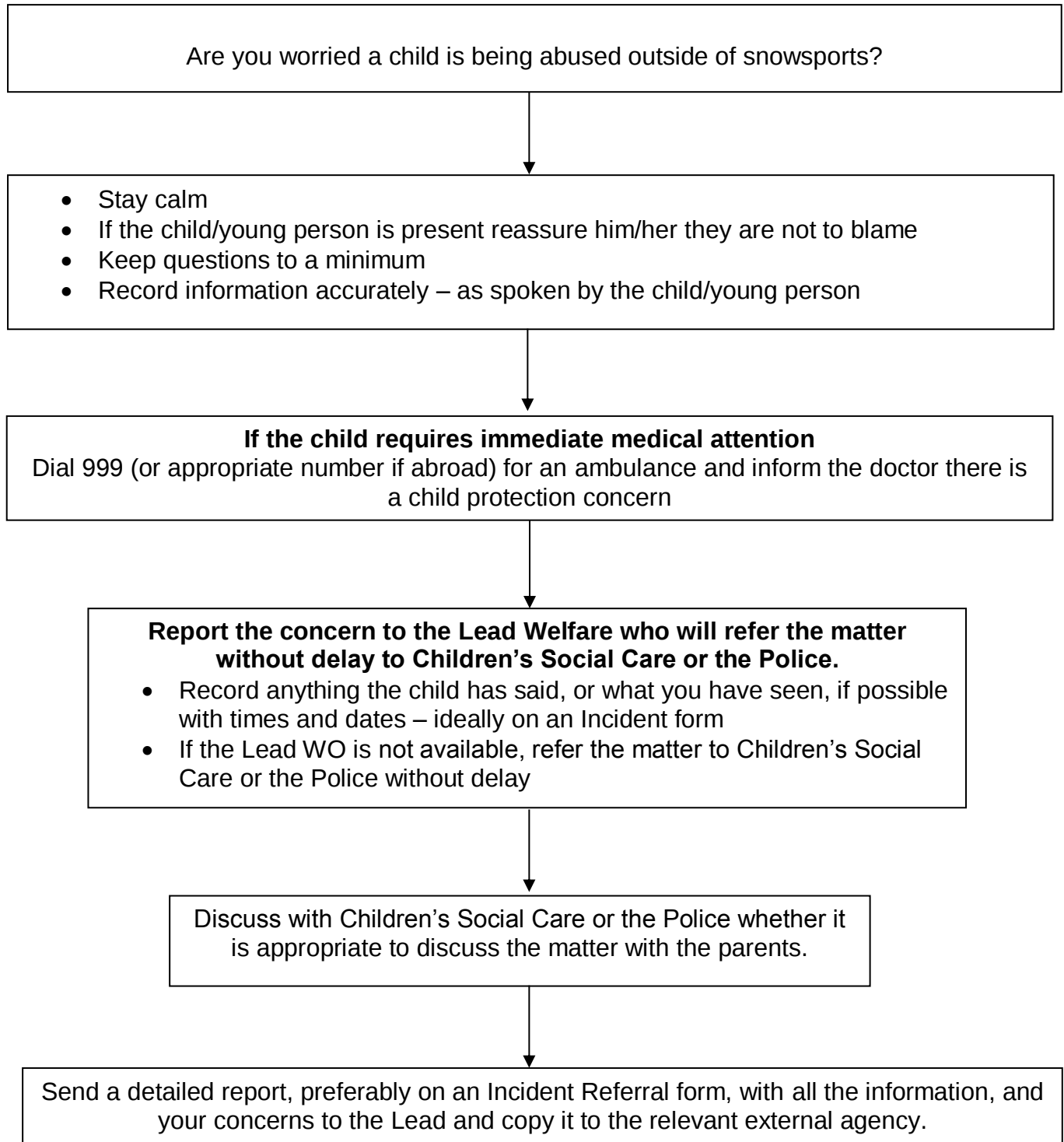
- Child Protection Investigation
- Criminal Investigation/proceedings
- Investigations under disciplinary proceedings
- Referral to Disciplinary Panel for consideration of suspension/disciplinary

**Possible Outcomes**

- No case to answer
- Complaints, Disciplinary Procedure Invoked
- Sanctions/suspension
- Civil proceedings

Appeals

## 4.6 REPORTING OF CONCERNS OUTSIDE A SNOWSPORTS SETTING



**REMEMBER TO KEEP THIS CONFIDENTIAL – STRICTLY ON A NEED TO KNOW BASIS**

## What Happens Next?

Where there is a complaint against a snowsports volunteer, coach, official or member of staff there may be three types of investigation:

1. A criminal investigation
2. A child protection investigation
3. A disciplinary investigation by BSS

The Disciplinary Panel will decide if an individual accused of abuse or misconduct should be temporarily suspended from membership pending Police or Children's Social Care enquiries. Sometimes the authorities will not wish such action to be taken immediately as it could jeopardise their enquiries.

The results of the Police and Social Care investigation will inform the disciplinary investigation. If the investigation involves an Employee (paid or otherwise) the Local Authority Designated Officer ([LADO](#)) will be informed.

If the investigation shows the allegation is clearly about poor practice, the Case Management Panel will follow the [Disciplinary Procedure](#).

Irrespective of the findings of Police and Children's Social Care, BSS will assess all individual cases as outlined in the Disciplinary Policy to decide if a member of staff or volunteer can be reinstated and how this can be handled sensitively.

Decisions can be difficult, particularly where there is insufficient evidence for the Police to prosecute. The Disciplinary Panel for Child Protection will reach a decision based on the information available and on a balance of probability that the person may pose a risk towards children within snowsports.

The welfare of children should always remain paramount.

Consideration should be given where appropriate to provide support for the child, parents and staff and volunteers.

### 4.7 Allegations of previous abuse

Allegations of abuse can be made some period of time after the event. For example, by an adult who was abused as a child by a member of staff who is still currently working with children.

Where such an allegation is made, the same procedure should be followed.

This is because other children, either within or outside of snowsports, may be at risk from this person.

### 4.8 Working with the Aftermath

After a suspicion or allegation about a Child Welfare concern has been investigated, there are likely to be strong feelings amongst staff, parents and children, 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. Information should be shared strictly on a need-to know basis. Support can be obtained from the Lead 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.**

You should not delay reporting the matter to police, Children's Social Care or the LADO whilst trying to get more information. If you report it to one of these agencies, you must keep a record of the name, job title and telephone number of the person you reported it to, together with the date and time, in case any follow-up is required. You will usually be required to confirm in writing within 24-48 hours.

**NB** The parents/carers should be informed prior to making a referral to statutory agencies **unless to do so** would put the child at increased risk of harm. If you are not sure, the LADO, Police or Children's Social Care will advise you about when to inform parents.

### **What Next?**

There is no absolute definitive list of what to do in any case. Common sense, together with training, must come into the decision making process. In all cases, report the incident to the Lead WO who will offer you support. For all cases if the Lead WO is not available you should take responsibility and seek advice from other agencies or from the NSPCC 24-hour help line Tel No: 0800 800500.

Make sure you complete an Incident Report Form. One copy should be kept confidentially filed by you and another sent to the Lead WO.

## **4.9 Confidentiality**

Coaches and club officials may gather a great deal of personal information about athletes in the course of their working relationship and this information may be confidential. Confidentiality does not however preclude the disclosure of information to the appropriate person/ people where a child's welfare is concerned.

If a child welfare concern is raised, every effort should be made to ensure that confidentiality is maintained wherever possible. Information should be handled and disseminated on a need to know basis only, which may include the following people:

- The parents of the child (where appropriate)
- The person making the allegation
- Children's Social Care
- Police

- LADO
- BSS Lead WO - **always**
- Disciplinary Panel and designated officers within BSS eg Legal Advisor.

All information should be stored in a secure place with limited access to designated people, in line with the Data Protection Act 1984.

### **Notification**

Local Children's Social Care and any other sporting professional body to which the accused belongs shall be notified of the outcome by the Lead Welfare Officer.

### **Record of Offenders**

- The BSS Lead Welfare Officer will keep a confidential record of offenders who have been disciplined, barred, restricted or warned.
- The BSS Lead Welfare Officer will refer details of any person they think may be unsuitable to work with children to the Disclosure and Barring Service for consideration for inclusion on the barring list, where appropriate.

### **Responsibilities for costs incurred**

BSS will not accept responsibility for any fees, expenses or other costs incurred by either or any party bringing or defending the action and shall have no liability to award any compensation for harm done or suffering by either party.

# SECTION 5

## Recruitment and Training

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### 5.1 Recruitment

#### Appointing Appropriate Staff and Volunteers to Work with Children

It is BSS's policy that all staff and volunteers working closely with children must go through an appropriate vetting process prior to their appointment to establish their suitability to work with children.

When you recruit new volunteers or paid staff all reasonable steps must be taken to ensure unsuitable people are prevented from working with children. In addition the selection process must be fair and equitable.

Most people working in snowsports with children have the best possible intentions. However our duty of care includes having sound recruitment practices and procedures.

### 5.2 Planning your recruitment

Whilst accepting that finding volunteers is not always easy, it is advisable to draw up a list of volunteer roles you require. A person specification listing the necessary and desirable skills and experience required to fulfil the role should be listed and a role description produced. This only needs to be a simple one page document. This helps ensure that all the "duties" required to be fulfilled can be allocated to different people, rather than one person doing it all!

#### Application forms

An [Application Form](#) should be drawn up to collect the information required.

#### Meeting or interview

If the advertised post is paid or will prove popular, you should follow standard recruitment procedures including asking them to fill in an application form, having a role/job description, drawing up a list of questions, interviewing, taking up references, doing a DBS check (where applicable) etc to make sure the process is fair and equitable.

It is more likely the role will be a voluntary one and you may only have one person expressing interest in the role. You should still ask them to complete an application form, show them the role description, interview/meet with them to discuss the role, your expectations and theirs, take up references and do a DBS check (where applicable).

Sometimes it is difficult to attract new volunteers, and tempting though it might be to welcome new volunteers with open arms, it is imperative to make sure they are suitable before doing so.

Clearly for a coaching role, qualification certificates need to be seen and it is important to gain information about an applicant's attitudes and commitment to child safeguarding. No matter how good they are at coaching, they are not suitable to work with children if they do not take safeguarding seriously.

### 5.3 Criminal Record Checks

As an organisation operating across the whole of the UK, there are three organisations responsible for issuing criminal records disclosures. Disclosure Scotland, who administer the Protecting Vulnerable Groups Scheme (PVG) in Scotland, the Disclosure and Barring Service (DBS) who issue DBS checks and make barring decisions in England and Wales and Disclosure NI who issue disclosures in Northern Ireland. The DBS is responsible for placing or removing people from the barred lists in England, Wales and Northern Ireland. As BSS' head office is based in England, we are required to abide by English law but will ensure that the laws applying to the other Home Countries are adhered to.

#### Disclosure and Barring Service (DBS)

The DBS was formed in December 2012 by the merger of the Criminal Records Bureau (CRB), who issued disclosures, with the ISA, who made barring decisions. Instead of reference to CRB checks, in the future you may hear the term "DBS checks", "vetting checks" or "criminal records checks".

- It is now a criminal offence for individuals barred by the DBS to work or apply to work with children in [Regulated Activity](#)
- It is also a criminal offence for Employers to knowingly employ a barred individual
- As part of the [Protection of Freedoms Act \(2012\)](#) new legislation will mean from later this year (2013) or early in 2014, it will be a criminal offence for an Employer to recruit anyone (paid or volunteer) to work with children in Regulated Activity without first having checked they are not barred from working with children.

#### Protecting Vulnerable Groups Scheme (PVG)

The PVG Scheme is administered by Disclosure Scotland. This is a membership scheme. Anyone wishing to undertake Regulated Work can apply to be a member provided they are not barred from working with children. If they are not barred, they will be issued with a Scheme Record and so will the organisation requesting it. Employers can then check to ensure they are not barred, before employing them. The organisation requesting the PVG Scheme Record will be notified if the Scheme Record changes (i.e. if there is subsequently a caution, conviction, reprimand or warning).

Enhanced disclosures are no longer available to people who are doing regulated work with vulnerable groups because the Scheme Record is available instead.

The definitions of Regulated Activity (England, Wales and Northern Ireland) and Regulated Work (Scotland) differ slightly, but for the purposes of all snowsports activities, the definition of RA encompasses any Regulated Work that snowsports personnel will be carrying out.

#### 5.4 Regulated Activities (RA) are:

- Teaching, training, instructing, caring for or supervising children **OR**
- Providing guidance/advice on well-being **OR**
- Driving a vehicle only for children **AND**
- It happens frequently (once a week or more) **OR**
- It happens intensively (4 or more days in a 30 day period – or overnight **AND**
- The individual carrying out this activity is **UNSUPERVISED**

If the work is supervised, it is not Regulated Activity, but will still require a DBS check (but not barred list status). If the “frequently” or “intensively” thresholds are not met, they may still require a check; contact the Lead Welfare Officer.

## **5.5 Definition of Supervision**

To be supervised, the coach, or other worker, would need to be within hearing, and sight of, a senior coach or other person supervising them, who is themselves in Regulated Activity. It is not possible to guarantee that anyone working or volunteering for BSS would always be “supervised”. Therefore, if the person is carrying out any activities above, they will be in Regulated Activity and it will be necessary to ensure they are not barred from working with children.

## **5.6 Our Requirements regarding DBS and PVG**

As an organisation whose Registered Address is in England, we are required to follow DBS procedures. In England, Wales and Northern Ireland we have a duty (soon to be a legal requirement) to check the barred list before we allow someone to start to work or volunteer for us in Regulated Activity.

- Anyone working in RA will be required to have an enhanced DBS certificate with check against the barred list for working with children. If dated before 31 December 2012 this must have been issued to a snowsports organisation within our Information Sharing Policy. If dated after 1 January 2013, at the Lead Welfare Officer’s discretion, DBS disclosures issued to other organisations may be accepted where it is possible to verify the information is current
- A PVG Scheme record will be accepted if it was obtained via an organisation within our information sharing policy. At the Lead Welfare Officer’s discretion, PVG Scheme Records issued to other organisations may be accepted where it is possible to verify the information is current. The Lead Welfare Officer may require someone to obtain a Scheme Record Update.
- If an applicant has lived abroad during the last 5 years, they will be asked to obtain a Certificate of Good Conduct (or equivalent) from that country in addition to having a DBS or PVG Scheme check.
- The cost of the DBS check or PVG Scheme Membership must be paid by the applicant, or as agreed between the applicant and the Head of Discipline.
- The names and contact details of everyone working or volunteering within your Discipline must be given to the Lead Welfare Officer who will keep a record of DBS or PVG status.
- The Lead Welfare Officer will maintain a list of those cleared to work with children and you must check everyone you use is on the list (if they are working with under 18s).

Remember – a DBS check or PVG Scheme Record will only show cautions, convictions, reprimands or warnings the person has received. If they have never been suspected of being an abuser, the criminal records check will be clear. A DBS check or PVG Scheme Record (where applicable) is only part of good recruitment practice.

## **Post Recruitment**

- All new coaches and volunteers should be made aware of the Child Protection Policy and are required to abide by the Policy and Codes of Conduct

## **5.7 How to Obtain a DBS check**

An application form for a DBS check should be requested from the Lead Welfare Officer. If applicants have an existing PVG Scheme Record they should contact the [Lead Welfare Officer](#) to see if it is acceptable.

## **5.8 Safeguarding Training**

All coaches who work with children must attend the Safeguarding and Protecting Children (SPC) workshop every 3 years, or an equivalent workshop or training course approved by a UK Home Nation or Professional Organisation and signed off by the BSS CEO. The SPC course is generic sports safeguarding training and will help them to:

- analyse their own practice against what is deemed good practice, to help ensure no concerns arise from misunderstandings or misinterpretation
- 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

Coaches should also have an up to date First Aid Certificate (issued within the last 3 years).

## **5.9 Referral to the DBS**

If you stop using someone in Regulated Activity because you are concerned about their suitability to work with children, you have a legal obligation to pass on your concern to the Disclosure and Barring Service (DBS) or Disclosure Scotland. Should the person leave before you have had a chance to ban them, you still have a duty to refer this information on.

You should contact the Lead Welfare Officer in the first instance who would manage the referral.

## 5.10 BSS Posts Requiring a Disclosure and Barring Service (DBS) Check

### MANDATORY LIST

If working/volunteering with under 18s, or if there are under 18s under your care in the group you are travelling abroad with, and the frequency, intensively or overnight criteria are met –

**A DBS check with Children's Barred List Status check is mandatory**

These roles are undertaking Regulated Activity (RA) (as defined by [POFA 2012](#))

- Coaches
- Welfare Officer
- Event Welfare Officer
- Houseparent (for trips overnight)
- Physiotherapists
- Sports therapists
- Minibus drivers arranged by you

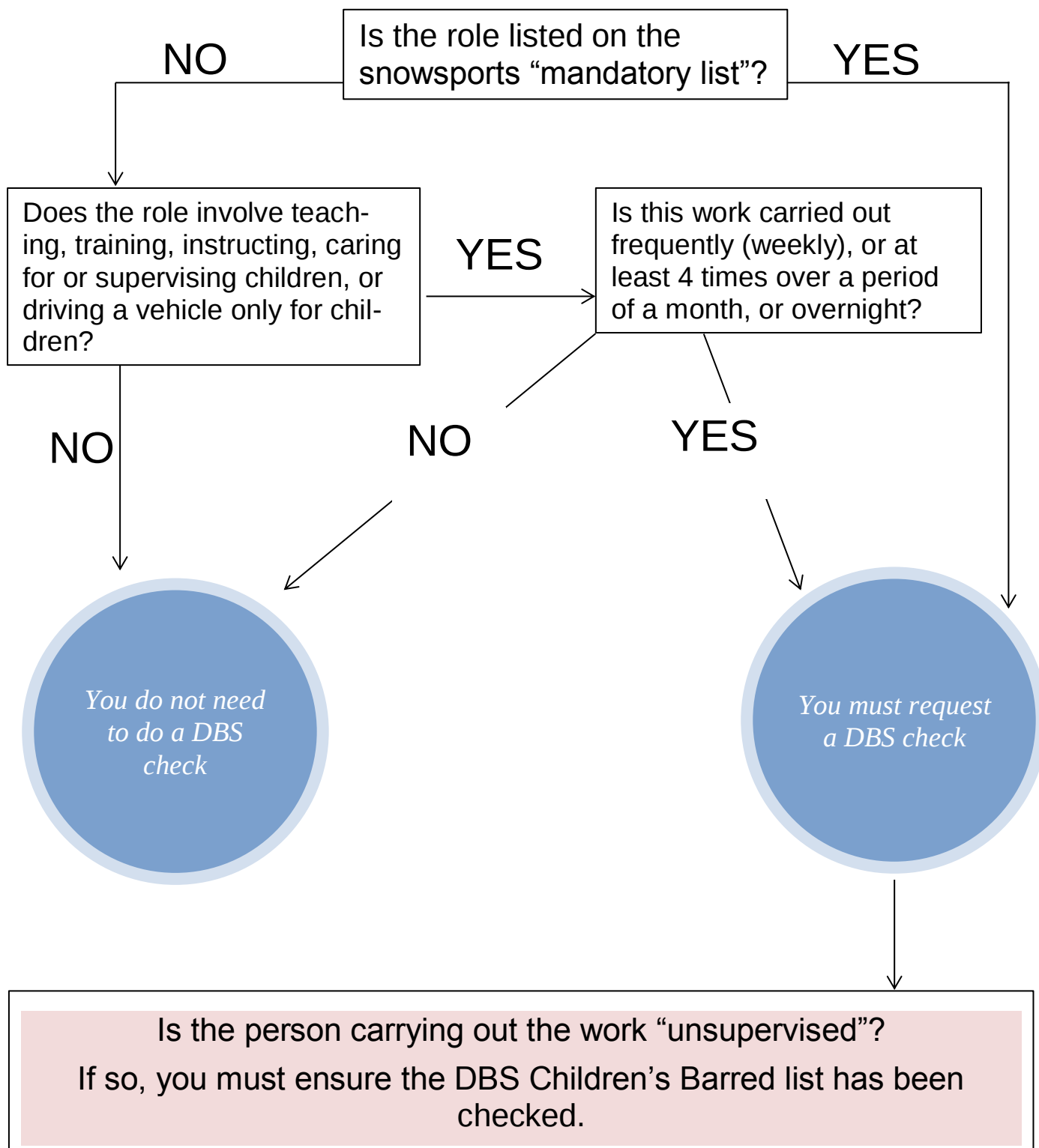
### List of roles for which a Risk Assessment should be carried out

- Cook on residential trips (only requires DBS check if they carry out other roles – e.g. supervising children)
- Ski technician on residential trips (only if they also teach, train, instruct, supervise or care for children)
- All other helpers

**If in any doubt, contact the Lead Welfare Officer**

### 5.11 Risk Assessment for deciding if a DBS check is necessary

Follow this flow chart to do a Risk Assessment to assess whether or not you should be asking someone to undertake a DBS check or ring the Lead Welfare Officer for advice



# SECTION 6

## Trips Away With Children

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### 6.1 Guidelines for the Designated Lead Responsible Adult (e.g. Head Coach, Team Leader, Manager)

As the Lead Responsible Adult you have a '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. You are responsible for ensuring the child protection policy and procedures are being followed and in the event of an incident will be held to account. You are responsible for the welfare of the children and must ensure there are sufficient responsible adults on the trip.

***Do not take your responsibility lightly.  
You are not on holiday, but on duty 24 hours a day.***

All Responsible Adults will have been vetted according to the BSS Policy and should ensure they are fully aware of our Child Protection Policy. Current advice regarding [physical contact](#) with children should be followed. Adults should be aware of, and abide by, the relevant Code of Conduct. The Lead Responsible Adult is likely to be the Head Coach, Team Leader or the Manager.

***There should always be a minimum of two responsible adults on the trip***

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.

Boys and girls should be in separate sleeping quarters, and children must not share rooms with adult staff members or adult athletes.

Responsible Adults should not go into the bedrooms of children without another Responsible Adult present.

At least one of the Responsible Adults should be with the children at all times of the day, 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.

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.

British Ski and Snowboard has a Dry Team Policy, which means that from the day upon which a Team is assembled until it is disbanded, no Team Member is allowed to drink alcohol or to purchase or knowingly have alcohol in their possession without the consent of the Team Manager. This policy may only be relaxed for celebrations or other occasions involving (in ei-

ther case) the Team (over 16s only) as a whole at the discretion of the Team Manager. Staff should be aware they are role models for the athletes. The laws of the country you are visiting must be adhered to. There must always be at least one responsible adult who has refrained from drinking alcohol in case of emergency.

Insurance documents and contact details should be carried by the lead Responsible Adult at all times in case of accident.

The lead Responsible Adult should carry, or have access to, extra funds in case of any emergency (e.g. hospital treatment of a child).

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 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.

### **The Lead Responsible Adult Must:**

- Have a copy of the consent forms, emergency contact details, passport details, flight details etc

In addition in a mountain environment:

- If athletes have mobile phones, it is advisable for the Lead Responsible Adult to have their number to be used in an emergency
- Copies of all emergency contact details and athletes telephone numbers should be given to any other coaches or staff with responsibilities for welfare when abroad, in case of emergency
- Athletes should be given mobile telephone numbers of all staff with responsibilities for welfare, to be used in an emergency. This is particularly important if athletes are travelling independently from the group.

Further guidance can be found in the NSPCC publication [Away Trips and Hosting](#).

## **6.2 Guidelines on Supervision of Children**

It is important to remember when planning any type of snowsports activity with children that sufficient adults must be present to adequately supervise all participants and manage any incident that may arise. Prevention is the most important aspect of supervision of children. 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, at residential venues or abroad.

***There must always be a minimum of two responsible adults present***

This ensures at least basic cover in the event of something impacting on the availability of one of the adults during the activity (e.g. in the event of a participant requiring the attention of an adult during the activity following an accident). Ensuring there are always at least 2 responsible adults also helps safeguard the adults, in the event of an accusation.

***For single gender groups, there must be at least one Responsible Adult of the same gender.***

***For mixed gender groups, there must be at least one male & one female Responsible Adult.***

***Supervision ratios are NOT the same as coaching ratios***

A supervision ratio of adults to participants of 1:10 is required for children aged 12 and over, whilst observing the minimum of two rule. If there are participants of both genders on the trip, the Responsible Adults should include at least one of each gender. At least one of the responsible adults should be trained in First Aid. Responsible adults can be coaches or other suitably vetted adults (house parent, manager etc).

A risk assessment should be carried out prior to the event - the key factors to assess include:

- Age of children
- Additional supervision/support needs of some or all participants (for example due to medical condition)
- Competence/experience of participants for the specific activity
- Nature of activity (for example glacier training sessions will require higher levels of supervision than a dry land fitness session). The coaching ratios will also be taken into account by the Head Coach here
- Nature of venue (whether closed and exclusive, or open and accessible to members of the public)

The risk assessment may well indicate the need for an enhanced level of supervision and staffing for a particular activity (e.g. when on snow trips).

Although it is accepted that parents or carers may accompany children, or be present at events, you should not count parents in the supervision ratio, unless they are formerly volunteering for the role. Any parent officially taking on the volunteering role of Responsible Adult should have had appropriate checks carried out prior to the trip, had their role explained to them, understand what acceptable practice is and know who has overall responsibility for the group.

All responsible adults must be a minimum of 18 years old. Whilst it is accepted that sixteen year olds may be assisting in a coaching support role, they are not “adults” in child safeguarding terms and therefore must not count in supervision ratios.

Due to the diverse nature of snowsports, the information above can only be guidance and your risk assessment may demonstrate you require more adults present.

***Supervision ratios are NOT the same as coaching ratios***

***Your expertise and risk assessment of the activity will determine your coaching ratios. Coaching Ratios should be agreed by your Discipline Committee***

## 6.3 Guidelines on Sexual Activities in Snowsports

Within snowsports, as within other activities, sexual relationships do occur. All Disciplines should therefore be aware of the law relating to sexual behaviour. This advice relates to sexual activity between children and young people and between adults and young people.

Anyone “in a position of trust” which for snowsports purposes would include coaches, child welfare officers, responsible adults, house parents, physios, must not engage in any type of sexual activity with anyone under the age of 18. These people are in a position of power and such a relationship could constitute an abuse of this position.

**Sexual activity between children/young people involved in snowsports** will be prohibited during team events, in sports facilities or social activities organised by or on behalf of BSS. Inappropriate or criminal sexual behaviour committed by a young person will lead to disciplinary action in accordance with the BSS guidance and reports being made to external agencies including the Police or Children’s Social Care Service if necessary.

**Sexual activity between adults (aged 18 or over) in a position of trust, and young people (16+) involved in snowsports** is prohibited. Inappropriate sexual behaviour committed by an adult in a position of trust will lead to suspension and disciplinary action in accordance with BSS governing body guidance.

**Sexual activity between children aged 16-17 in a position of trust and young people (16+) involved in snowsports** is prohibited. Inappropriate sexual behaviour will lead to suspension and disciplinary action in accordance with BSS governing body guidance.

**Sexual activity between adults and children under the age of 16** is a criminal act and immediate action will be taken to report it to the police.

**Sexual interactions on a residential trip of athletes aged 16 – 18 who are legally married or have civil partners** – BSS actively discourages athletes engaging in any sexual relationships for the duration of a residential trip, even if they are legally married or in a civil partnership. This recommendation is to help coaches and house parents with decision making and ensure all athletes are treated equitably, and work as part of a team, whilst on residential trips.

## 6.4 Child Welfare in the Mountain Environment

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 the mountains are a dangerous environment; accidents in the mountains can lead to injury and, in extreme cases, to death. Coaches 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.

Coaches 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 coach or staff member, they have clearly understood the level of risk associated with the activity to be undertaken.

Coaches 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.

A risk assessment should be carried out to ensure there are sufficient Responsible Adults and Coaches present.

### **Group safety**

The safety of the whole group is always paramount. Coaches 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.

### **Stress and tiredness**

Coaches 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.

Athletes will be competing, but coaches should, however, ensure that this is never harmful and that it would not lead to over-exertion or excessive risk-taking.

### **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 and ensure boys and girls are kept apart, and children and adults are kept apart. A child should not be left in a dormitory on their own. Children should not be left in a dormitory with a single adult.

With careful thought and planning, it should be possible to avoid any situation that could potentially put children at greater risk of abuse, or be deemed bad practice.

## 6.5 Children at High Altitude – Managing the Risks

Dr Jenny Shute – Youth and Children's Consultant, British Ski and Snowboard  
Member of FIS Medical Committee

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There are many opportunities for children to travel to areas of high altitude (>2500m) for tourism, for skiing, and for racing and training. This short summary focuses on some of the hazards that may affect children at altitude, and identifies ways in which the risks can be managed, notably by careful planning, awareness and rapid and effective treatment. It is intended primarily for those with no specialist medical knowledge; some references for further reading are listed.

**Careful assessment and management of the risks will facilitate safe enjoyment of some of the most beautiful places in the world (Pollard, Murdoch, 1996).**

**Factors which affect the safety and physical well-being of children high in the mountains include:**

- Mountain/environmental/climatic hazards, including terrain, snow conditions, crevasses, rock/ice falls, avalanches, changeable weather, wind, visibility (not covered in this short risk management summary)
- Cold exposure
- Sun exposure
- Dehydration
- Individual responses to altitude, and the various forms of altitude sickness

**Cold exposure** - Small children are particularly vulnerable to the effects of cold because of their large surface area to volume ratio. Adequate clothing is essential to prevent misery, hypothermia, and frostbite. Physical exercise will allow the children to generate heat through muscle activity, and the risk of hypothermia will be lessened. Younger children may become susceptible to hypothermia on long slow chairlifts at any altitude; T-bar or Poma alternatives should be used in preference. Remember to make particular allowance for the added effects of wind-chill.

**Sun exposure** - Reflection from snow and a thinner atmospheric layer at high altitude

make the risk of solar ultraviolet radiation burns more likely than at sea level. Children are more likely to burn than adults if exposed to excess sun. Snow blindness results from solar damage to the cornea and conjunctiva. Appropriate sun-block creams (protection from UVA and UVB, SPF at least 30, applied before sun exposure), hats, long sleeves and goggles are required to prevent sunburn or snow blindness.

**Dehydration** - Since minute ventilation is about 20% higher at an altitude of 2500m and each breath must be humidified, relative dehydration is a frequent issue. Adequate fluid intake should be encouraged, and sports drinks should be available for 'resuscitation'.

**Children with pre-existing illnesses** - Children with certain underlying chronic medical conditions may be at increased risk of developing either an exacerbation of their chronic illness or an illness directly related to altitude. Risk factors include a history of high-altitude illness, residence at an altitude below 900m, exertion, and certain pre-existing cardiopulmonary conditions.

**N.B.** Don't travel on cable cars or any aircraft with sick children – the pressure changes are too rapid.

## ***Individual responses to altitude, and the various forms of altitude sickness***

The major categories of altitude illness are acute mountain sickness (AMS), high altitude pulmonary oedema (HAPE), and high altitude cerebral oedema (HACE). The two latter more serious conditions are usually preceded by AMS. The mainstay of treatment for each of these conditions is DESCENT. The incidence of acute mountain sickness (AMS), the most common form of altitude illness, is high – approximately 1 in 4 visitors to Colorado ski resorts develop AMS symptoms.

### **Acute mountain sickness (AMS)**

- An acute illness characterised by headache, anorexia, nausea, vomiting, fatigue, weakness, dizziness, light-headedness, and sleep disorder. The symptoms typically develop within 6 to 10 hours after ascent, but sometimes as early as 1 hour.
- Children are no more susceptible than adults; being fit doesn't help.
- Previous history may indicate susceptibility

### **High altitude pulmonary oedema (HAPE)**

- Acute pulmonary oedema caused by altitude hypoxia, presenting as dyspnoea (breathing difficulty), reduced exercise tolerance, cough, haemoptysis (coughing up blood), tachycardia (fast pulse), tachypnoea (fast breathing), cyanosis (blueness of fingers, lips etc), fever
- Conditions that predispose a child to HAPE include recent inflammatory processes, such as viral infection, and conditions linked with underlying pulmonary hypertension.

### **High altitude cerebral oedema (HACE)**

- HACE consists of headache, ataxia (disturbances of balance), behavioural changes, hallucinations, confusion, disorientation, decreased level of consciousness, focal neurological signs, and coma.
- There is no published information about the incidence of HACE in children.

### **Sleeping Altitude**

- Most mountain tourist sites and ski resorts are located at or below about 3200m, and the majority of travelers to these sites will sleep at 2000m or below.
- Ascents with sleeping altitudes at or below 3000m carry a low risk of serious altitude illness. Sleeping altitude is more important than 'active altitude', perhaps because with wakefulness and activity the ventilation rate is higher and therefore oxygen saturations are higher.
- Staying even one night at lower elevation significantly mitigates the incidence of AMS
- Remember, wherever possible 'climb high, sleep low'.

### **Risk Management re Altitude illnesses:**

#### ***Planning***

- Plan for slow graded ascent
- Plans should include sleeping at lower altitude wherever possible
- Drug prophylaxis (usually acetazolamide\*) may be used in adults but is not indicated in children except under special circumstances
- Management of group size, provision for adequate supervision at all times on the hill
- Prepare an evacuation strategy in case urgent descent is necessary
- Be flexible – if one child becomes sick

the group plan may need to be adjusted

### **Awareness**

- Full awareness by all responsible adults re signs and symptoms
- Watch out for all in a big group
- Be aware that non-specific signs (e.g. fussiness) may present in younger children
- Care – upper respiratory infections are a predisposing factor for HAPE; URTI may also lead to
- problems of equalising pressure on rapid ascent in lifts, perforated eardrums

- DESCENT (a descent of only 500 to 1000m usually leads to resolution of AMS)
- Further ascent is contraindicated
- Descent, when possible, should involve minimal exertion (exertion is likely to exacerbate the symptoms); the child should be carried where practical during descent.
- Oxygen when available
- If HAPE is suspected, the patient should remain sitting upright.
- Call for urgent medical assistance if HAPE or HACE are suspected

### **Treatment**

**\*NB** acetazolamide (used in the prophylaxis and treatment of altitude illness) is on the WADA list of prohibited drugs.

**In short, the keys to management of the risks of altitude illness are careful planning, full awareness of the risks and of the signs and symptoms, flexibility and rapid treatment – most notably descent.**

### **Acknowledgements**

Thanks to Larry Gaul M. D. FACC /USSA, fellow member of the FIS Medical Committee, for his helpful and expert advice.

This short summary has been gleaned from the literature, in particular from the publications listed below.

### **References**

For those who would like to read more, and for medical personnel requiring more detailed information regarding prophylaxis and treatment:

**Children at High Altitude: An International Consensus Statement by an Ad Hoc Committee of the International Society for Mountain Medicine, March 12, 2001** – Pollard et al, published in HIGH ALTITUDE MEDICINE & BIOLOGY, Volume 2, Number 3, 2001; Mary Ann Liebert, Inc.

**High Altitude Illness** – Peter H Hackett, MD, & Robert C Roach, PhD; published New England Journal of Medicine, Vol. 345, No. 2, July 12, 2001

**The High Altitude Medicine Handbook** – Andrew Pollard & David Murdoch (Third Edition 2003); published by The Radcliffe Medical Press, Oxford

**Travel to High Altitude with Young Children: An Approach for Clinicians** - Michael Yaron and Susan Niermeyer; published in HIGH ALTITUDE MEDICINE & BIOLOGY, Volume 9, Number 4, 2008

**Children at Altitude** – 2008 Consensus Statement of the UIAA Medical Commission, Meijer, H.J. & Jean, D.

# SECTION 7

## General Guidance

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### 7.1 E-Safety Guidelines

BSS is keen to promote the safe and responsible use of communication and interactive communication technologies within snowsports. These guidelines are intended to support you to use these technologies safely and responsibly. To do this requires an awareness of the benefits and risks involved to both children and coaches and other staff members.

Part of the challenge for many adults when considering safeguarding and young people on line is the gap between children's knowledge and their own general lack of understanding, knowledge and skills in relation to the online world. Developing a basic knowledge of the technology can help you understand e-safety issues, manage the risk and deal with incidents as well as supporting athletes and any parents/carers who seek advice and information. There are links to further websites offering information and support to parents and organisations at the end of this guideline.

#### The technologies

There are many ways in which children use, and are exposed to the internet including the World Wide Web, e mails, instant messaging, web cams, blogs, podcasting, social networking sites, video broadcasting including "YouTube", Skype, chat rooms, gaming sites, music downloads, mobile phones with cameras and videos and smart phones with e-mail and web functionality. It is not the role of snowsports staff to understand how to use all of these, but advisable for you, or someone within your Discipline to understand their use and risks. These risks must be appropriately managed.

For young people the safeguarding risks associated with communication technologies include:

- Inappropriate access to, use or sharing of personal details (names, phone numbers etc)
- Unwanted contact with children by adults with poor intent
- Text bullying and cyber bullying
- Being sent offensive or unsuitable materials
- Grooming for sexual abuse
- Direct contact and actual abuse
- Exposure to inappropriate content including self-harm, racist, hate and adult pornography
- Glorifying activities such as drug taking or excessive drinking
- Leaving and running away from home as a result of contacts made online

Many children also fail to recognise that the internet is a public place and anything they post on the internet, or anything posted about them, can potentially be seen by many other people.

There is also the risk that the capabilities of social networking services may increase the potential for sexual exploitation of children and young people. There have been a number of cases where adults have used social networking and used interactive services as a means of grooming children and young people for sexual abuse. Online

grooming techniques include:

- Gathering personal details (age, name, school, photos etc)
- Promising meetings with sports idols or celebrities
- Offering cheap tickets to sporting or music events
- Offering material gifts
- Paying children to appear naked or perform sexual acts
- Bullying and intimidating behaviour such as threatening to expose the child by contacting their parents and tell them about their activities on a social networking site
- Asking sexually themed questions
- Asking to meet children and young people offline
- Sending sexually themed images to a child
- Masquerading as a minor or assuming a false identity on a social networking site to deceive a child

For adults the risks involved include:

- Misinterpretation of their communication with young people
- Potential investigation (internal or statutory agencies) and potential disciplinary action

### **Guidelines for Disciplines**

These guidelines are provided to help ensure that coaches, managers and other members who need to contact athletes can do so in a safe way.

### **Reviewing Your Safeguarding Policies and Procedures**

E safety is an important part of safeguarding and it is important to adopt and implement an e safety policy.

### **Problems Encountered**

Most of the problems encountered to date by Snowsports organisations have been around junior members posting inappropriate comments on social networking sites. Children need to be made aware of what is acceptable to post on line, and what is not and sign up to abide by the Code of Conduct. In addition inappropriate content of e mails can be forwarded to clubs and officials; e mails are a written record and can be used as evidence in Court.

### **Written Consent**

Written consent should be obtained from parents/carers before any contact is made with children under the age of 18 by any form of interactive communications technology. It is suggested this is incorporated in the membership form.

### **Websites**

Your Discipline may wish to its own website and ultimately this will be the responsibility of your website administrator. A website is a useful tool for advertising, showcasing what you do, gaining sponsorship and giving information to members. The website administrator should have an understanding of both the technology used and safeguarding and it is recommended he/she undergoes basic safeguarding training. You must ensure that the content of the website is suitable and is monitored regularly. The website administrator should ensure the Policy regarding Photographs is adhered to. It is suggested you place the CEOP "Report Abuse" app on your web site and the link to the [www.ThinkUKnow.co.uk](http://www.ThinkUKnow.co.uk) internet safety site provided by the CEOP which gives highly effective and age appropriate advice to children, young people, parents and carers.

You should consider the benefits, and risks involved in hosting message boards, fo-

forums or blogs. If you decide to use these methods of communication ensure they are password protected and only allow comments to be posted by members and other trusted people. Remember you are responsible for all content on the website and this content should be monitored daily. Users should be issued with acceptable use guidelines. Don't post anything that can be regarded as hurtful, insulting, offensive, abusive or threatening or bring snowsports into disrepute.

### **Use of Social Networking Sites**

If you decide the best way of communicating with young people is via a social networking site, you must set up an account in the name of Your Discipline, or name you can all relate to, and explicitly for use by named members and parents. This must solely be used for information about snowsports matters, for example information about training, camps, cancellations, successes etc. Many social networking sites have a minimum age of 13 for members and it is recommended you use 13 as the minimum age.

### **Personal Networking Sites**

Unless a coach or other official is related to a child, they should not accept any member under the age of 18 as a friend on their own personal site, or share their own site details with them. Problems arise when coaches and other people in a position of responsibility accept children as "friends" on their own personal social networking site. They should not use web based communications to send personal messages of a non-snowsports nature to anyone involved in their Discipline under the age of 18 and should not enter into "banter" with them. This advice is to safeguard the official, as well as the child. If coaches and others wish to access the club Facebook page, they can set up a "Club Facebook account"

for themselves. Material posted should be able to be viewed by everyone, not sent individually to children. Their personal networking site can then just be used for personal use.

### **Texts and E mails**

BSS accepts that the use of texts and e mails to communicate effectively is necessary. Where possible, and certainly where the child is under the age of 13, coaches should communicate with parents. For over 13 year olds, if you have written consent, you should use "group e mails or texts" to communicate with members and ALWAYS copy in the parents/carers. Remember to "blind carbon copy" all recipients of the text or e mails, to ensure personal e mails and telephone numbers are not made widely available. In addition you may wish to have a "designated person" who is copied into all e mails and texts; or different designated people for different age groups if this is more manageable. Any e mail or text sent to children would then also be sent to the designated person and the parent or carer. If coaches and others stick to this requirement, they will safeguard themselves and not leave themselves open to misinterpretations or allegations of misconduct.

If there is a message for a single athlete, ideally a different means of communication should be used (face to face contact or telephone the parents). If this is not possible and you need to send individual texts or e mails ALWAYS copy in the parent/ carer. It is recommended the "designated person" is also copied in. This is to safeguard the coach or official, as well as the child. Only send texts or e mails in relation to club activities. Do not send jokes, pictures or personal conversations. You should not respond to e mails or texts from young people other than those directly about club matters. If you receive any inappropriate

e mails from children, forward them to the Lead Welfare Officer immediately and do not respond to the child yourself.

### **Who should be given the contact details of children?**

- The Head Coach or other designated person will collect in the membership forms and keep the information confidential.

- BSS office should be given details of any athletes that have accepted places on squads or teams.
- It is accepted that other coaches and responsible adults may be given contact details and mobile phone numbers of athletes for trips abroad, to be used in an emergency.

More information can be found on the following websites:

[Safe Network](#)

[CEOP](#)

[Thinkuknow](#) (part of CEOP)

[Childnet](#)

## **7.2 E-safety Policy**

It is important to discuss the needs of your Discipline and adopt the BSS Policy. If you wish to produce your own policy it must incorporate a statement that you “Agree to abide by the BSS E-safety policy”.

All staff and athletes will:

- Take responsibility for their own use of communication and interactive technologies, making sure they use new technologies safely, responsibly and legally
- Not use any communication device or service including social networking, to bring BSS, its staff, members or snowsports into disrepute
- Not use any communication device or service, including interactive services such as social networking for inappropriate behaviour online within the context of snowsports including bullying or harassment of others in any form, defamation, obscene or abusive language, the uploading of material which is libellous, defamatory, obscene, illegal, shows nudity or is violent

- Report to the Lead Welfare Officer of BSS any known misuses of communication and interactive technologies within the context of snowsports, including unacceptable behaviour, inappropriate contact with children online and illegal content including sexual abuse/indecent images of children
- Be aware that any report of the misuse of communication and interactive technologies within the context of snowsports will be investigated and may result in sanctions being enforced. Where suspected criminal activity has taken place a report will be made to the police.

Where BSS provides network access or communication devices all staff and athletes will:

- Protect passwords and personal network logins. Where available, security settings should be set on mobile devices. Any attempts to access, corrupt or destroy other users' data in any way using technology is unacceptable.

In addition to the above; coaches and other personnel will:

- Take responsibility for their professional reputation in the online environment, making sure they follow e-safety advice, adhere to privacy and safety settings and report any concerns in accordance with BSS policies and procedures.

- Not ask for e mail addresses, mobile phone numbers or social networking profiles of junior members under the age of 18, or search for junior members on social networking sites or search engines – staff will have been given the details of those they need.

## 7.3 Antibribery Policy

BSS is committed to operating in a fair, ethical and equitable manner and in line with its values operates a zero tolerance to bribery and corruption. We are committed to preventing acts of bribery and corruption which damage free and fair competition.

We recognise our obligations under applicable legislation, including the UK Bribery Act 2010 and are committed to ensuring no bribes or corrupt payments are made, offered, sought or obtained by anyone on our behalf, to anyone.

We recognise in a competitive sport there may be situations where coaches or officials are open to potential bribery. For example:

- where there are 5 athletes competing for 4 places in a squad
- where it would be beneficial for racers to go early, or late in the race

### What is a Bribe?

- A bribe may include a payment, benefit or gift offered or given with the purpose of influencing a decision or outcome.

- A bribe may not always be of a large value, it could be a lunch or tickets to a sporting event.

### What is not a Bribe?

- Small gifts to say "thank you", for example a small box of chocolates or bottle of wine are acceptable provided they are not given with the purpose of influencing a decision.

### Who is covered by this Policy?

This policy is applicable to all employees, volunteers, athletes and officials and anyone acting on BSS's behalf.

### What you should do if you have a concern

- If you believe you have been offered a bribe, or believe someone else has offered or been offered a bribe, you should report the matter to the CEO of BSS. Do not wait until someone else voices their concern.
- BSS will investigate the claim and if required will use their Disciplinary Procedure.

## 7.4 Guidance on the Use of Photographic Equipment/Recording Images

It is important to acknowledge that parents/carers may wish to take photographs or videos of their own children participating in snowsports. Coaches may also wish to video athletes as this is a useful coaching aid and take photographs,

### Key Concerns

The key concerns regarding the use of images of children/young people relate to:

- The possible identification of children when a photograph is accompanied by personal information.
- The inappropriate use, adaptation or copying of images for use on child pornography or illegal website.
- The taking of inappropriate or unauthorised photographs or recorded images of children

You need to be aware that there have been concerns about the risks posed directly and indirectly to children through the use of photographs on sports websites and other publications. Photographs can be used as a means of identifying children when they

are accompanied with personal information. E.g. “this is X who lives at y, is a member of z snowsports club ... whose other hobbies include mountain biking and cello”. This sort of information can lead to the child being identified and vulnerable to an individual who may wish to start to “groom” that child for abuse. Photographs and information on the internet have also been used by estranged parents (e.g. in adoption or domestic violence circumstances) to identify, trace and cause significant difficulties for, or harm to children.

Whilst BSS recognises that publicity and pictures/recordings of children and young people enjoying snowsports is essential to promote the sport and a healthy lifestyle, the following guidelines should be observed.

### Guidelines for Photographic and Recorded Images

- There should be signed consent on membership forms for parents/carers and the athletes to show their consent to opt-in to photographs and video recordings being made
- There should be signed consent on event registration forms for parents/carers and the athletes to show their consent to opt-in to photographs and video recordings being made at any events you organise
- All athletes featured in recordings must be appropriately dressed for the activity they are participating in
- The photograph or recording should focus on the activity rather than a particular young person and personal details which might make the young person vulnerable, such as their exact address should not be revealed
- 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
- You should not use any images of a child or young person known to be the subject of any court order or who has denied you their consent
- Parents and spectators taking photographs/recordings should be prepared to identify themselves if requested and state their purpose for photography/filming
- Any instances of the use of inappropriate images should be reported to the Lead Welfare Officer and to Children’s Social Care or the Police.

## Guidelines for Publishing Photographic and Recorded Images

- If a photograph is used, personal details of children such as an e mail address, home address and telephone numbers should never be revealed on a website or in print.
- If you name a child in an article, do not include their picture
- Think about the level of consideration that you give to the use of images in all publications, for example the process used in choosing photographs for a publicity brochure. Apply an increased level of consideration to the images of children used on websites.

## Guidelines for the Official Photographer

- Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Issue the photographer with ID which must be worn at all times
- Inform the athletes and parents that a photographer will be in attendance and ensure they have signed the opt in box on the event registration form for any photographs or films that feature and clearly identify their child (eg close ups, small group and team photos)
- The photographer may wish to take a wide angle, general photograph of the slope, of course inspection etc. Parents/carers should be warned that this type of photograph may be taken
- Do not allow unsupervised access to children or one to one photo sessions at events
- Ensure if photographs can be viewed on the day, the children do not give their e mail address to the photographer for photos to be e mailed to them, but that the parents/carers e mail address is given
- Any other professional photographers attending the event (eg local press, TV etc) must seek accreditation with the event organiser by producing their professional identification for the details to be recorded. This should ideally be done a week before the event
- Ideally accreditation should include: name and address of person; names of subjects they are filming/photographing (if specific people); the reason the images are being taken, or where they will be used and a signed declaration that the information is valid and that the images will only be used for the reasons given.

## 7.5 Guidelines for Transporting Children and Young People

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

If children are to be transported by bus or 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 if mixed teams)
- all participants should have a seat and seat belt regulations must be adhered to
- parents/carers are issued with detailed information of drop-off and pick-up points and times
- all supervisory staff are issued with all relevant information of passengers e.g. name/contact number of parent/carers, name/contact number of person who is collecting them (if different), pick-up/drop-off point, medical information, emergency telephone number

- participants are not to be left unsupervised, i.e. dropped off when a parent/carer is not there

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

If private cars are used for transport, BSS should not make transport arrangements. The parents/carers should arrange transport between themselves for their own children.

If BSS needs to arrange transport, and private cars are used, careful consideration should be given to the following, and notes should be kept of:

- The driving licence of the person/s who will be driving

- Insurance details, including insurance to travel abroad (if applicable)
- The car is taxed/MOT (driver declaration)
- It is preferable to have 2 adults in the car
- A child should not be alone in the car with adults

On no occasion should a child be taken alone in a car by a staff member, except in an emergency where there is no other adult available to accompany them. If possible, the child should sit in the back seat and it is preferable to take more than one child.

For more information about transport children see the [CPSU Briefing Paper](#) on Guidelines on transporting young people in your car.

## 7.6 Guidance on Missing Children

The Responsible Adults must ensure 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. Clearly in a mountain environment the alarm may need to be raised much sooner.

For residential events, it is recommended the Team Manager 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. A photocopy of their passport could be used for this purpose.

### What to do if a young person is suspected of being missing

- Ensure all other children continue to be supervised appropriately while a search for the child is carried out
- Inform the head coach or designated Lead Responsible Adult
- Make an immediate assessment of the situation. Eg if the child was seen stepping into an unknown car, inform the Police immediately
- Organise the remaining available responsible adults to conduct a search of the surrounding area allocating each individual to a specific area. Ask them all to report back to you within a short time
- If the child is missing on the hill, report this to the piste patrol or lift operators

### DO NOT SEND OTHER YOUNG PEOPLE TO SEARCH

- Make a note of the circumstances in which the child has gone missing and where he/she was last seen. Prepare a detailed physical description of the child, to include their hair and eye colour, approximate height and build and clothing he/she was wearing, as this will be required by police
- If the child is not found after a thorough search, call the Police – 999, 112 or appropriate number if abroad
- Keep searching, if the child is subsequently found, call off the search and inform relevant parties including parents, searchers and police

- If the child is not found, follow police guidance if further action is recommended and maintain close contact with the police
- Record the incident on an Incident Report Form and report it to the Lead Welfare Officer.

## Abroad

- For training and racing abroad you should review these guidelines and have a specific emergency plan in place, relevant to the activity.

**There should be a maximum of 20 minutes before you call the Police, or call them sooner if you have searched extensively and are concerned**

## 7.7 Dealing with Media Enquiries about an alleged Incident

### Why you need a Media Strategy

Child abuse is an issue which will generate media interest. It is imperative to have an effective strategy for dealing with media enquiries.

It is important to 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 and new legislation that prevents the naming of teachers, who may also be involved in snowsports.

BSS is committed to investigating all allegations.

**All media enquiries regarding alleged child abuse or safeguarding issues should be referred on to the Chief Executive Officer of British Ski and Snowboard – do not talk to the Press yourself.**

### Be prepared

- If you know of an allegation of child abuse, it is important to be prepared in advance for potential publicity.
- Contact the Lead Welfare Officer at BSS 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 BSS is aware of all the details.

### 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 you direct and ask for a 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 the CEO of BSS to discuss the matter and to enable him to formulate an appropriate response. If he/she is unavailable, contact the Lead Welfare Officer
- The CEO will discuss the matter with the Lead Welfare Officer who may have other information about the incident or person alleged to have committed the offence

- The CEO of BSS will then respond to the journalist and inform you of that response.

### 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 won't have more questions in the future.

Follow the same procedure as before and contact BSS.

**"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. Never speak off the record in any situation involving Child Protection issues.

## 7.8 Safe Events

When organising an event, you must appoint a Child Welfare Officer who will be the Event Welfare Officer. They will be responsible for:

- Child welfare
- Child Safeguarding
- Duty of care to participants and to all involved in the organisation

The event Welfare Officer's core responsibilities are to:

- Provide and promote a welfare plan
- Aim for best practice, but 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

- Utilise, where possible, the help of some registered Race Officials
- Ensure safeguarding checks have been carried out in advance, where appropriate.
- If it is a one off, one day event, DBS checks are not specifically required as helpers will not meet the "frequency" criteria for having one
- Ensure there is no opportunity for non-registered officials to have unsupervised contact with participants
- Ensure a complaints/disciplinary procedure is in place and implemented for participants and staff working at the event

## Minimum Learning Requirements & Safeguarding Checks for staff involved in an event

| Staff                                                                                | Roles & Responsibilities                                 | DBS   | Safeguarding training*                        |
|--------------------------------------------------------------------------------------|----------------------------------------------------------|-------|-----------------------------------------------|
| Event Welfare Officer (1 per 100 participants)                                       | Responsibility for implementation of event welfare plan  | Yes   | Yes                                           |
| Coaches who are involving in the running of the event                                | Course setting, organising of event etc                  | Yes   | Yes                                           |
| Other Staff recruited by BSS                                                         | Other aspects of the event                               | Yes** | No                                            |
| Race Officials                                                                       | Responsibility for race or event procedures and protocol | No    | Encouraged to do training, but not obligatory |
| Other helpers on the day – should not have direct unsupervised contact with children | Supporting race officials and servicing the event        | No    | No                                            |
| Coaches, team managers, drivers – NOT employed or arranged by Event Organisers       | Not the responsibility of the Event Organiser            | No    | Not the responsibility of the Event Organiser |

\*SportscoachUK Safeguarding & Protecting Children, LSCB (Local Safeguarding Children Boards) Course or similar recognised/accredited course

\*\* If they are in an appropriate role and meet the frequency

You should also refer to the Transport Guidelines and Supervision Guidelines

## 7.9 Codes of Conduct

### Why do we need a code of conduct?

Codes of Conduct are important so everyone in snowsports knows what is required of them. Unfortunately, they are often introduced after a problem has occurred.

British Ski and Snowsport has the following Codes of Conduct:

- [Team and Squad Members](#)
- [Officials](#)
- [Coaches Declaration](#)

You should ask your Athletes to read and sign the Team and Squad Members

Code of Conduct. This will hopefully prevent a problem arising in the future with conduct, but should you experience a problem with someone's behaviour, you can draw their attention to the relevant Code of Conduct and the Disciplinary Procedure.

All new coaches are asked to complete and return the Coaches declaration, which contains their Code of Conduct.

# SECTION 8

## Forms – Templates to Adapt and Use

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### 8.1 INCIDENT REPORT FORM for Safeguarding Concerns

Have you?

- Reassured the young person
- Been honest and not made promises you cannot keep
- Explained why you may have to tell other people in order to stop what's happening
- Avoided closed questions and asked as few questions as possible
- Encouraged the child to use their own words
- The less questions you ask, the better

|                                                                |                                              |
|----------------------------------------------------------------|----------------------------------------------|
| Name of Child:                                                 |                                              |
| Age and date of birth:                                         |                                              |
| Parent/carer's details:                                        | Name:<br>Address:<br><br>Telephone number/s: |
| Date of Incident:<br>Time of Incident:                         |                                              |
| Details of the incident/concern<br>Including where it happened |                                              |
| Details of any physical signs of<br>abuse e.g. bruising        |                                              |

|                                                                                                                                                                                                                       |                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Have you spoken to the child?<br/>If yes, what exactly did they say</p>                                                                                                                                            | <p>Yes      No</p>                                                                                                                                                                  |
| <p>Have you spoken to parents/ carers?<br/>If yes, provide details of what was said.<br/>(NB – depending on the allegation, it is not always appropriate to speak to parents)</p>                                     | <p>Yes      No</p>                                                                                                                                                                  |
| <p>Have you spoken to person the allegations are being made against?<br/>NB – never speak to them if it is a child abuse allegation – only if it is “poor practice”.<br/>If yes, provide details of what was said</p> | <p>Yes      No</p>                                                                                                                                                                  |
| <p>Have you informed statutory authorities? If so –</p>                                                                                                                                                               | <p>Yes      No</p> <p>If yes, was it      Police      Social Services      LADO</p> <p>Name of person you reported it to:</p> <p>Designation/Position:</p> <p>Telephone Number:</p> |
| <p>Details of any action taken</p>                                                                                                                                                                                    |                                                                                                                                                                                     |

|                                                               |                                                                                           |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| Details of any action you intend to take                      |                                                                                           |
| Details of Witnesses (continue on separate sheet if required) | Name:<br>Address:<br><br>Telephone:<br>Witness Comments:                                  |
| Details of Person alleged to have committed the offence       | Name:<br>Address (if known):<br><br>Telephone Number (if known):                          |
| Details of Person reporting concern:                          | Name:<br>Position in Club: (parent, coach, child etc):<br>Address:<br>Telephone Number/s: |
| Details of Person completing the form:                        | Name:<br>Position in Club: (CWO, coach etc)<br>Address:<br><br>Telephone number:          |
| Signed:                                                       |                                                                                           |
| Date:                                                         |                                                                                           |

**REMEMBER TO MAINTAIN CONFIDENTIALITY.  
DO NOT DISCUSS WITH ANYONE OTHER THAN THOSE WHO NEED TO KNOW**

**Contact the Lead Welfare Officer at BSS and report this concern**

## 8.2 Accident Report Form

An accident book is useful to record all accident information as part of your management of health and safety. It is important to comply with data protection laws, and the Accident Books available to purchase from good stationers are compliant; i.e. the details of the injured person are not kept in the book, but taken out and filed safely in a locked cabinet. They need to be kept for 7 years, in case there is a claim at a later stage against the Club. Accident Report Forms are useful and can be taken out to other venues and completed if there is an accident and should then be filed safely in a locked cabinet.

|                                                          |             |       |
|----------------------------------------------------------|-------------|-------|
| Name of Injured person:                                  |             |       |
| Address of Injured person:                               |             |       |
| Date and time of Accident :                              | Date:       | Time: |
| Nature of Injury:                                        |             |       |
| Describe the Accident                                    |             |       |
| Details of any first aid given                           |             |       |
| Was the parent contacted:<br>Details given to the parent | Yes      No |       |
| Who by?                                                  |             |       |
| Additional Actions undertaken or required                |             |       |
| Additional Notes:                                        |             |       |

.....  
Signature of Coach/First Aider      Signature of Parent/Carer      Date

Please return this form to the Head Coach or person responsible for Welfare – who should send copy to BSS.

## 8.3 Registration Form

### 1.1.13 to 31.12.13

Data Protection. BSS will use the information provided on this form, as well as other information it obtains about your child to administer their snowsports activities and in any other activities in which they participate, to care for and supervise activities in which they are involved. In the event of a medical or child safeguarding issue arising, BSS may disclose certain information to doctors and other medical specialists and/or to police, Children's Social Care, the courts and/or probation offices and potentially, to legal and other advisers involved in an investigation. As the person completing this form, you must ensure each person whose information you include in this form knows what will happen to their information and how it may be disclosed.

To ensure we have the correct contact details for your child, please complete and return this form by ..... (date)

A parent/carer or guardian will need to sign the Registration Form before returning it, for all children aged under 18. Your child will also need to sign the form. We will use this information to ensure that you are kept informed about events. By giving your child's e mail address and/or mobile phone number, you are consenting to us using these mediums to contact your child regarding our activities. If you do not wish us to contact your child, you should not give **their** mobile number or e mail address.

### Section 1 –Details

|                                                           |                                                                                               |
|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| Child's Name:                                             | <input type="text"/>                                                                          |
| Address:                                                  | <input type="text"/>                                                                          |
| Postcode:                                                 | <input type="text"/>                                                                          |
| Home telephone number:                                    | <input type="text"/>                                                                          |
| Your mobile number:                                       | <input type="text"/>                                                                          |
| Your child's mobile number –if you consent to us using it | <input type="text"/> Only complete if your child is 13 or over and you consent to us using it |
| Date of birth:                                            | <input type="text"/>                                                                          |
| Name of School / College                                  | <input type="text"/>                                                                          |
| Parent/Guardian's E mail for correspondence:              | <input type="text"/>                                                                          |
| Child's E mail address – if you consent to us using it    | <input type="text"/> Only complete if your child is 13 or over and you consent to us using it |

### Section 2 – Medical Information

Please detail below any important medical information that our coaches and staff should be aware of (e.g. epilepsy, asthma, diabetes, allergies etc) and medication. Continue overleaf if necessary.

Condition:

Medication/Instructions:

#### Section 4 - Disability

The Disability Discrimination Act 1995 defines a disabled person as anyone with 'a physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities'.

Do you consider your child to have a disability?      Yes      ☐      No      ☐

If yes, what is the nature of the disability? Please list overleaf any special requirements your child may have.

Visual impairment      ☐      Hearing Impairment      ☐      Learning Disability      ☐  
Physical disability      ☐      Multiple disability      ☐      Other (please specify)      ☐

#### Section 5 – Emergency Contact Details

This section is to be completed by the parent/carer or guardian. Please insert the information below to indicate the persons who should be contacted in the event of an incident/accident:

##### Name 1:

Relationship to individual:

Home Tel:

Work Tel:

Mobile Tel:

##### Name 2:

Relationship to individual:

Home Tel:

Work Tel:

Mobile Tel:

- I give permission for my son/daughter to receive medical or dental treatment in the event of an emergency and in accordance with the recommendations of a qualified medical practitioner. I understand in the event of injury or illness all reasonable steps will be taken to contact me, and to deal with the injury/illness appropriately
- I confirm that I have read, understand and accept BSS's policy on transportation
- I confirm if I have given my child's e mail address, or mobile phone number, I am happy for them to be contacted via these methods
- I confirm I have read, and will abide by the Parents Code of Conduct and Ethics, and my child has read and will abide by the Athlete's Code of Conduct
- I have read the photographic policy and give my consent to BSS photographing or videoing my child's involvement in snowsports and publishing the photographs in publications, on the website, in press articles according to BSS's Photographic Policy
- I will update BSS if any of the information above changes
- By returning this completed Membership Form, I agree to my child taking part in the activities of BSS.

Signature of parent/carer: .....

Name of Parent/carer: ..... Date: .....

Name of Child: .....

- Children Over 12 declaration: I confirm I have read and will abide by the Athlete's Code of Conduct and that I consent to BSS photographing or videoing my involvement in snowsports and publishing the photographs in Club publications, websites or press articles.

Signature: ..... Date: .....

## 8.4 Application form for Work or Volunteering with BSS

|                                                                      |           |
|----------------------------------------------------------------------|-----------|
| Name:                                                                |           |
| Address:                                                             | Postcode: |
| Telephone: Home<br>Telephone: Mobile                                 |           |
| Post applied for:                                                    |           |
| Qualifications/training<br>(if applicable):                          |           |
| Previous Experience of working/volunteering in similar role:         |           |
| Experience of working/volunteering with children:                    |           |
| Previous snowsports organisations worked/volunteered with and dates: |           |

|                                                                                                                                                               |                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| Referee 1 – Professional reference. They must have known you for at least 2 years.                                                                            | Name:<br>Address:<br><br>Telephone:<br>E mail: |
| Referee 2 – Someone who can vouch for your work in snowsports, or suitability to work/volunteer with children. They must have known you for at least 2 years. | Name:<br>Address:<br><br>Telephone:<br>E mail: |

- I confirm I have read and agree to abide by the Code of Conduct and Ethics.
- I agree to having a DBS check, if required
- \*I confirm I have not been convicted, cautioned or reprimanded, or have any pending prosecutions against Children or young persons. I have not been disciplined/sanctioned for offences against Children or young persons in any other organisation.

Name: .....

Signed: ..... Date: .....

\*The position you are applying for is exempt from the Rehabilitation of Offenders Act 1974, (Exceptions Order 1975) and you are required to disclose all cautions, convictions, reprimands or warnings whether or not they are spent. However, the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions are “protected” and not subject to disclosure to employers and cannot be taken into account. If you are unsure whether to disclose something, please refer to the Disclosure and Barring Service website. Having a conviction will not necessarily prevent you from working with us; it depends on the nature and details of the offence. Please contact the Lead Welfare Officer if you wish to discuss this further.

|                                    |                                                  |                        |
|------------------------------------|--------------------------------------------------|------------------------|
| Date refs applied for: .....       | Date ref 1 rec'd .....                           | Date ref 2 rec'd ..... |
| DBS Required? Yes/No               | DBS Completed and disclosure verified? Yes/No/NA |                        |
| ISA Barred List checked? Yes/No/NA | Cleared for work/volunteering: Yes/No            |                        |
| Date Person Informed: .....        | By: .....                                        |                        |

## 8.5 Consent Form for the Use of Photographs or Videos

- ..... recognises the need to ensure the welfare and safety of all young people in sport.
- Parents/carers should be aware that photos and videos may be taken of children to enhance the coaching programme.
- ..... recognises that it is almost impossible to prevent the taking of photographs and videos with mobile phones and small cameras but will endeavour to prevent photographs, video or other images of young people being taken without the consent of the parents/carers and children.
- ..... will follow the Guidance for the Use of Photographs, which is available in our Child Protection Policy .
- ..... will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform the Lead Welfare Officer immediately.

I (*parent/carer*) consent to (..... (*BSS/Discipline*)) photographing or videoing

(*insert name*) .....

Signed: ..... Date: .....

For children over 12 years of age: I (*insert name of child*) consent to (*BSS/Discipline*) photographing or videoing my involvement in snowsports.

Signed: ..... Date: .....

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### **For Events**

If organising an event, where some wide angle photographs may be taken by professional photographers, where it would not be possible to single out children who must not be photographed, the following wording is recommended on the entry form:

“At this event the organisers and others may reasonably wish to take wide angle, more general photos of the event. Parents/carers and children should understand that these types of images will be taken during, or at specific points in the event. It is not reasonable, practical or proportionate to require parental consent for this type of photography, or to preclude it on the basis of the concerns of a small number of parents. .... reserves the right to decline entry to any person unable to meet or abide by the promoter's conditions. If you are concerned please contact the event organiser/event welfare officer who will be pleased to discuss the matter with you”.\*

\*Depending on the request, it may be possible if one or two wide angle photographs are going to be published, for the parent/carer to see them first and the child removed digitally from the photograph. It is not reasonable for parents/carers to expect this, but depending on the nature of the concern, the event organiser may think this appropriate.

# SECTION 9

## Useful Information

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### 9.1 Relevant Legislation, Publications and Websites

The Child Protection in Sport Unit (CPSU) has produced an excellent [Fact sheet on Child Protection legislation in the UK](#).

The practices and procedures within ***Snow Safe*** are based on principles contained within UK and International legislation and Government guidance.

#### [Legislation](#)

[Children Act 1989](#)

[Children Act 2004](#)

[Criminal Justice and Court Services Act 2000](#)

[Data Protection Act 1998](#)

[Equality Act 2010](#)

[Human Rights Act 1998](#)

[Protection of Children Act 1999](#)

[Protection of Freedoms Act 2012 - Part 5 Safeguarding of Vulnerable Groups](#)

[Public Interest Disclosure Act 1998](#)

[Safeguarding Vulnerable Groups Act 2006](#)

[Sexual Offences Act 2003](#)

[Sexual Offenders Act 1997](#)

[United Nations Convention on the Rights of the Child](#)

[Working Together to Safeguard Children 2010 - Guide to Inter-agency working](#)

#### [Publications](#)

[Safe Sport Events, Activities and Competitions](#) A booklet to support organisers of sports events ensure the safety and welfare of children. Provides guidance on roles and responsibilities, recruitment and training, reporting procedures for concerns and health and safety.

[Safeguarding deaf and disabled children in sport](#) A training resource to help sports organisations include and safeguard deaf and disabled children more effectively.

**Standards for Safeguarding and Protecting Children in Sport** A downloadable booklet from the CPSU that provides a benchmark for sports organisations make informed decisions, promote good practice and challenge practice that is harmful to children.

The 3 publications above, and others, are available from the CPSU. Tel: 0844 892 1026  
Email: [publications@nspcc.org.uk](mailto:publications@nspcc.org.uk)

## **Websites**

**Anti-bullying Alliance** - Brings organisations together to influence policy, and develop a consensus around how to stop and prevent bullying.

**Anti-bullying activities and exercises** - CPSU has produced some task cards to help clubs and organisations develop an anti-bullying culture. Ideal to raise awareness of bullying, help children in your club get involved and ensure they know what to do if they are being bullied, or witness bullying.

**Beat Bullying** – Is a UK bullying prevention charity, creating a world where bullying, violence and harassment are unacceptable. Working proactively with families, schools and communities by developing mentoring programmes and counseling services to help those being bullied.

**ChildLine** - Information and support for children

**Child Protection in Sport Unit (CPSU)** - An abundance of useful information with resources, news and events, guidance, training, research etc.

**Department of Education** Advice for head teachers, staff and governing bodies on preventing and responding to bullying

**Kidscape** UK charity established specifically to prevent bullying and child sexual abuse

**Safe Network** – Help and advice for individuals and organisations, free safeguarding resources.

**Snowsport England Safeguarding** – See the child protection policy and other safeguarding policies plus lots of guidelines on best practice and forms and templates.

## 9.2 Useful Contact Details

| Snowsports Contacts for Safeguarding (please complete local details)                                                                                    |                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| Person Responsible for Welfare in Your Discipline                                                                                                       | Name:<br>☎<br>✉                                                                        |
| BSS Lead Welfare Officer                                                                                                                                | Name: Bridget Owen<br>☎ 01303 840095<br>☎ 07807 026247<br>✉ owensafeguarding@gmail.com |
| CEO of BSS                                                                                                                                              | Name: Dave Edwards<br>☎ 0207 842 5764<br>☎<br>✉                                        |
| Admin at BSS                                                                                                                                            | Name:<br>☎<br>☎<br>✉                                                                   |
| Local Contacts for Safeguarding (please complete local details)                                                                                         |                                                                                        |
| Local Children's Social Care, including out of hours contact. NB In an emergency the Samaritans will have the Social Care Duty Officer's contact number | ☎                                                                                      |
| Local Authority Designated Officer (LADO)                                                                                                               | Name:<br>☎                                                                             |
| Local Safeguarding Children Board (LSCB)                                                                                                                | ☎                                                                                      |
| Police – Emergency<br>Police – Non emergency local office<br>Local Police Child Protection Team                                                         | ☎ 999 (or 112 - emergency EU no)<br>☎ 101<br>☎                                         |
| National Contacts for Safeguarding                                                                                                                      |                                                                                        |
| ChildLine UK – 24 hour helpline for children                                                                                                            | ☎ 0800 1111                                                                            |
| Child Exploitation and Online Protection Centre                                                                                                         | ☎ 0870 000 3344                                                                        |
| Child Protection in Sport Unit (CPSU)                                                                                                                   | ☎ 0116 234 7278                                                                        |
| Kidscape – helpline for adults concerned about bullying                                                                                                 | ☎ 08451 205 204                                                                        |
| NSPCC Freephone – 24 hour helpline for adults concerned about a child                                                                                   | ☎ 0808 800 5000                                                                        |
| The Samaritans                                                                                                                                          | ☎ 08457 909090                                                                         |

### 9.3 Glossary of Terms and Abbreviations

|                         |                                                                                                                                                                                                                                                                                                                                          |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| BSCWG                   | British Snowsports Child Welfare Group                                                                                                                                                                                                                                                                                                   |
| BSS                     | British Ski and Snowboard                                                                                                                                                                                                                                                                                                                |
| CEOP                    | Child Exploitation and Online Protection Centre                                                                                                                                                                                                                                                                                          |
| Child                   | A child is anyone who has not yet reached their 18 <sup>th</sup> birthday                                                                                                                                                                                                                                                                |
| Child Protection        | Child protection is part of safeguarding and promoting welfare. This refers to the activity undertaken to protect specific children who are suffering, or are at risk of suffering, significant harm as a result of maltreatment. In a proactive safeguarding environment, the need for action to protect children from harm is reduced. |
| Children's Social Care  | The services formerly known as Social Services (the name may vary around the country)                                                                                                                                                                                                                                                    |
| CPSU                    | Child Protection in Sport Unit                                                                                                                                                                                                                                                                                                           |
| DBS                     | Disclosure and Barring Service.                                                                                                                                                                                                                                                                                                          |
| DBS check               | Disclosure and Barring Service check (previously known as CRB disclosure)                                                                                                                                                                                                                                                                |
| LADO                    | Local Authority Designated Officer (in England). The LADO should be involved if an allegation is made about someone (in England) who works or volunteers with children (eg a coach) – as opposed to a family member or friend                                                                                                            |
| Lead WO                 | The Lead Welfare Officer at British Ski and Snowboard to whom all concerns should be reported and from whom advice can be sought.                                                                                                                                                                                                        |
| LSCB                    | Local Safeguarding Children's Board                                                                                                                                                                                                                                                                                                      |
| NSPCC                   | National Society for the Prevention of Cruelty to Children                                                                                                                                                                                                                                                                               |
| PVG                     | Protection of Vulnerable Groups Scheme – Disclosure Scotland's Disclosure Service for criminal records                                                                                                                                                                                                                                   |
| Regulated Activity (RA) | Regulated Activity (RA) is work that a barred person must not do and in this Policy will relate to Children. In snowsports it includes unsupervised teaching, training, instructing, caring for, advising, guidance on well-being, or supervising children or driving a vehicle only for children.                                       |

|                                                    |                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Regulated Work (RW)                                | In Scotland, RW is work that a barred person must not do and in this Policy will relate to children. For snowsports purposes it is very similar to RA (above).                                                                                                                                                                                                                       |
| Safeguarding and promoting the welfare of children | Proactively promoting the welfare of children and working in a positive way to ensure everyone is following best practice regarding child welfare. If there is a good safeguarding culture, the need for “child protection” measures will be reduced.                                                                                                                                |
| Staff/Volunteer                                    | The former usually refers to a paid employee, and the latter to someone giving their time for free, but who may be reimbursed out of pocket expenses. For the purposes of this Policy, these terms are interchangeable and the Policy applies directly, or indirectly, equally to both. In safeguarding, anything that applies to paid employees also applies equally to volunteers. |
| Working/Volunteering                               | For the purpose of this Policy, these terms are interchangeable. In safeguarding, anything that applies to working, also applies to volunteering.                                                                                                                                                                                                                                    |
| WADA                                               | World Anti-Doping Agency - promotes, coordinates and monitors the fight against doping in sport in all its forms.                                                                                                                                                                                                                                                                    |

# SECTION 10

## Useful Checklists

---

### 10.1 Recruitment Checklist for Staff Working or Volunteering with Under 18s

| Have you:                                                                                                                               | Yes | No | Notes |
|-----------------------------------------------------------------------------------------------------------------------------------------|-----|----|-------|
| Produced a job/role description of the task required?                                                                                   |     |    |       |
| Interviewed/met with the person applying for the role?                                                                                  |     |    |       |
| Checked their qualifications (if applicable)                                                                                            |     |    |       |
| Asked them to attend First Aid and Safe-guarding and Protecting Children courses (if applicable)                                        |     |    |       |
| Checked they have appropriate insurance to carry out this work (if applicable)                                                          |     |    |       |
| Taken up 2 references?                                                                                                                  |     |    |       |
| Requested a DBS check if they are working in a role that requires one?                                                                  |     |    |       |
| Given their name and contact details to the Lead Welfare Officer who will confirm their DBS check and add them to the BSS approved list |     |    |       |
| Informed BSS office of their contact details?                                                                                           |     |    |       |
| Asked them to read and comply with the child protection policy?                                                                         |     |    |       |
|                                                                                                                                         |     |    |       |
|                                                                                                                                         |     |    |       |
|                                                                                                                                         |     |    |       |

## 10.2 Checklist for UK training and camps if Under 18s are Present

|                                                                                                                                         |              |                                        |              |
|-----------------------------------------------------------------------------------------------------------------------------------------|--------------|----------------------------------------|--------------|
| <b>Venue:</b>                                                                                                                           | <b>Date:</b> | <b>Name of Lead Responsible Adult:</b> |              |
| <b>Have you:</b>                                                                                                                        | <b>Yes</b>   | <b>No</b>                              | <b>Notes</b> |
| Ensured all staff are appropriately trained and have the appropriate expertise to carry out the role?                                   |              |                                        |              |
| Checked with the Lead WO that all staff members are on the BSS approved list for working with children?                                 |              |                                        |              |
| Obtained emergency contact details, medical consent, photo consent for everyone under 18 (good practice to have this for over 18s too)? |              |                                        |              |
| Given parents/carers details of drop off and pick up times?                                                                             |              |                                        |              |
| Given parents/carers your contact details in case of an emergency preventing them from collecting their child?                          |              |                                        |              |
| Ensured you have enough Responsible Adults present to adequately supervise the number of children present?                              |              |                                        |              |
| Ensured you have enough coaches present?                                                                                                |              |                                        |              |
| Carried out a risk assessment for the proposed activity, and venue?                                                                     |              |                                        |              |
| Ensured travel arrangements are satisfactory and in line with our transport policy?                                                     |              |                                        |              |
|                                                                                                                                         |              |                                        |              |
|                                                                                                                                         |              |                                        |              |
|                                                                                                                                         |              |                                        |              |

**NB You should fill in a Trip Information Sheet for all camps, with all details – available from BSS office**

### 10.3 Checklist for Camps Abroad if Under 18s are Present

|                                                                                                                                        |               |           |                                    |
|----------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------|------------------------------------|
| <b>Date:</b>                                                                                                                           | <b>Venue:</b> |           | <b>Name of Person Responsible:</b> |
| <b>Have you:</b>                                                                                                                       | <b>Yes</b>    | <b>No</b> | <b>Notes</b>                       |
| Obtained medical info, medical consent, and photo consent for everyone under 18? (Good practice to have medical info for over 18s too) |               |           |                                    |
| Obtained emergency contact details of parents/carers for the duration of the trip abroad?                                              |               |           |                                    |
| Given parents/carers your contact details, to be used in an emergency, and the contact details of BSS office?                          |               |           |                                    |
| Taken flight details, EHIC, insurance details, passport details, transfer details for all under 18s on the trip?                       |               |           |                                    |
| If under 18s are travelling independently, ensured staff have copies of their travel itineraries?                                      |               |           |                                    |
| Given BSS office a copy of all the above information, plus the contact details for all other staff on the camp?                        |               |           |                                    |
| Ensured all staff are appropriately trained and have the appropriate expertise to carry out the role?                                  |               |           |                                    |
| Ensured you have enough Responsible Adults present to adequately supervise?                                                            |               |           |                                    |
| Ensured you have enough coaches present?                                                                                               |               |           |                                    |
| Checked with the Lead WO that all staff members are on the BSS approved list for working with children?                                |               |           |                                    |
| Checked that sleeping arrangements are satisfactory (no mixed rooms, staff and children in separate rooms etc)                         |               |           |                                    |

|                                                                                    |  |  |  |
|------------------------------------------------------------------------------------|--|--|--|
| Carried out a risk assessment for the proposed activity, travel and accommodation? |  |  |  |
| Ensured all travel arrangements are satisfactory and in line with our policy?      |  |  |  |
|                                                                                    |  |  |  |
|                                                                                    |  |  |  |
|                                                                                    |  |  |  |
|                                                                                    |  |  |  |

## **NB**

**You should fill in a Trip Information Sheet for all camps, with all details – available from BSS office**

## 10.4 Check List for Welfare in Your Discipline

The checklist will provide you with a useful tool to check progress with implementing a good safeguarding culture within your Discipline.

|                                                                                                                    | Yes/No | Evidence |
|--------------------------------------------------------------------------------------------------------------------|--------|----------|
| Adopt BSS Child Safeguarding Policy                                                                                |        |          |
| Have a named person responsible for Safeguarding within your Discipline                                            |        |          |
| Ensure Committee, coaches, helpers and all responsible adults are aware of Policy                                  |        |          |
| Ensure everyone involved in your Discipline knows the Reporting procedures for concerns                            |        |          |
| Have contact details of all children                                                                               |        |          |
| Have medical information of all children and ensure information is given to relevant people                        |        |          |
| Carry out appropriate safeguarding checks on all new employees and volunteers including DBS check where applicable |        |          |
| Inform BSS Lead WO of all those working with U18s                                                                  |        |          |
| Checked with the Lead WO that all staff members are on the BSS approved list for working with children?            |        |          |
| Written codes of conduct for coaches, staff, parents and athletes                                                  |        |          |
| Inform athletes of Safeguarding Policy and how to obtain Lead WOs contact details (on BSS website)                 |        |          |
| Enforce anti-bullying practice and procedures                                                                      |        |          |
| For trips abroad, complete checklist and risk assessment for camp                                                  |        |          |
| For trips in UK, complete checklist and risk assessment for camp or activity                                       |        |          |
|                                                                                                                    |        |          |