

## Safeguarding Policy

(version controlled)

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V1.1	Iain Clyde	December 2018	Initial issue

**Purpose:**

To layout the safeguarding Framework for Darlington Triathlon Club:

Club Safeguarding Policy Statement.

Part 1 Introduction and:

Types of Abuse and grooming.

SEND Junior Athletes

Young Volunteers

Part 2 Safer Recruiting and training:

Disclosure and Barring Service enhanced Checks

Safeguarding Training.

Safeguarding awareness

Codes of conduct for Parents and Junior Club Members

Minimum number of adults.

Part 3 Specific guidance on:

Social Media.

Sexting.

Online safety and social Media Policy.

Transport.

Physical contact and young people in triathlon.

Changing Room Policy.

Mixed Adult and Child swimming lanes.

Part 4: Reporting and recording concerns. Whistleblowing

**This document has been produced in conjunction with British Triathlon Safeguarding Policy(ies). Where any conflict or incongruity exists between this and the Safeguarding Policy, the latter takes precedent.**

Darlington Triathlon Club acknowledges the duty of care to safeguard and promote the welfare of children and vulnerable adults and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and British Triathlon requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children

- have a positive and enjoyable experience of sport at Darlington Triathlon Club in a safe and child centred environment.
- are protected from abuse whilst participating in Triathlon or outside of the activity.

Darlington Triathlon Club acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy Darlington Triathlon Club will:

- promote and prioritise the safety and wellbeing of children, young people, and vulnerable adults.
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children young people, and vulnerable adults.
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- prevent the employment/deployment of unsuitable individuals
- ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in Darlington Triathlon Club. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

## **Monitoring**

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by the Local Safeguarding Children Board, UK Sport and/or Home Country Sports Councils and British Triathlon
- as a result of any other significant change or event.

## Part 1

### References:

- A. Children's Acts 1989 and 2004
- B. Working Together to Safeguard Children.
- C. British Triathlon Safeguarding Policy.
- D. Triathlon England Safeguarding and Child Protection Procedures
- E. British Triathlon Adults at Risk Policy and Guidelines.
- F. Child Protection in Sport Unit.

### **INTRODUCTION**

The purpose of this instruction is to outline the Darlington Triathlon Club policy regarding safeguarding of vulnerable groups within the club. The policy applies across the club with particular emphasis on the Junior Section.

For the purposes of Reference A the definition of a child is a person who has not yet reached their 18<sup>th</sup> birthday, and as such are protected by this safeguarding policy. Where appropriate this policy will also apply to vulnerable adults, where the club is aware of these persons.

Darlington Triathlon Club has agreed to uphold the British Triathlon Equality and Diversity policy and all children will be treated equally and fairly regardless of background.

### **TYPES OF ABUSE**

There are four primary types of child abuse against Children<sup>6</sup>. These are:

#### Physical:

Physical abuse is deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts.

It isn't accidental - children who are physically abused suffer violence such as being hit, kicked, poisoned, burned, slapped or having objects thrown at them. Shaking or hitting babies can cause non-accidental head injuries (NAHI). Sometimes parents or carers will make up or cause the symptoms of illness in their child, perhaps giving them medicine they don't need and making the child unwell – this is known as fabricated or induced illness (FII).

There's no excuse for physically abusing a child. It causes serious, and often long-lasting, harm – and in severe cases, death.

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<sup>6</sup> Source NSPCC: [www.NSPCC.org.uk](http://www.NSPCC.org.uk)

## Emotional:

Emotional abuse is the ongoing emotional maltreatment of a child. It's sometimes called psychological abuse and can seriously damage a child's emotional health and development.

Emotional abuse can involve deliberately trying to scare or humiliate a child or isolating or ignoring them.

Children who are emotionally abused are often suffering another type of abuse or neglect at the same time – but this isn't always the case.

## Sexual:

There are 2 different types of child sexual abuse. These are called contact abuse and non-contact abuse.

**Contact abuse** involves touching activities where an abuser makes physical contact with a child, including penetration. It includes:

- sexual touching of any part of the body whether the child's wearing clothes or not
- rape or penetration by putting an object or body part inside a child's mouth, vagina or anus
- forcing or encouraging a child to take part in sexual activity
- making a child take their clothes off, touch someone else's genitals or masturbate.

**Non-contact abuse** involves non-touching activities, such as grooming, exploitation, persuading children to perform sexual acts over the internet and flashing. It includes:

- encouraging a child to watch or hear sexual acts
- not taking proper measures to prevent a child being exposed to sexual activities by others
- meeting a child following sexual grooming with the intent of abusing them
- online abuse including making, viewing or distributing child abuse images
- allowing someone else to make, view or distribute child abuse images
- showing pornography to a child
- sexually exploiting a child for money, power or status (child exploitation).

## Neglect

### **Physical neglect**

Failing to provide for a child's basic needs such as food, clothing or shelter. Failing to

adequately supervise a child, or provide for their safety.

### **Educational neglect**

Failing to ensure a child receives an education.

### **Emotional neglect**

Failing to meet a child's needs for nurture and stimulation, perhaps by ignoring, humiliating, intimidating or isolating them. It's often the most difficult to prove.

### **Medical neglect**

Failing to provide appropriate health care, including dental care and refusal of care or ignoring medical recommendations.

## **GROOMING**

Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual exploitation or trafficking.

Children and young people can be groomed online or face-to-face, by a stranger or by someone they know - for example a family member, friend or professional.

Groomers may be male or female. They could be any age.

Many children and young people don't understand that they have been groomed or that what has happened is abuse.

### **Signs of grooming**

The signs of grooming aren't always obvious and groomers will often go to great lengths not to be identified.

If a child is being groomed they may:

- be very secretive, including about what they are doing online
- have older boyfriends or girlfriends
- go to unusual places to meet friends
- have new things such as clothes or mobile phones that they can't or won't explain
- have access to drugs and alcohol.

In older children, signs of grooming can easily be mistaken for 'normal' teenage behaviour, but you may notice unexplained changes in behaviour or personality, or inappropriate sexual behaviour for their age.

### **How grooming happens**

Grooming happens both online and in person. Groomers will hide their true intentions and may spend a long time gaining a child's trust. Groomers may try to gain the trust

of a whole family to allow them to be left alone with a child and if they work with children they may use similar tactics with their colleagues.

Groomers do this by:

- pretending to be someone they are not, for example saying they are the same age online
- offering advice or understanding
- buying gifts
- giving the child attention
- using their professional position or reputation
- taking them on trips, outings or holidays.

**All Members of the Club and Parents/Carers of Junior Club Members should be aware the Club has a zero tolerance of all types of abuse and bullying within Darlington Triathlon Club.**

All coaches sign to state they agree to uphold the Coaching Code of Conduct and Ethics before being permitted to coach with the Club.

Forced Marriage and FGM

All Club members have a statutory duty to report concerns on these matters to the Club Welfare Officer.

**SEND JUNIOR MEMBERS**

The Welfare Officer is the lead for Junior athletes with SEND. Advice should be sought during the admissions process for these athletes, so all reasonable steps can be made to fully incorporate all athletes into Triathlon so they can have a fun and challenging experience.

**YOUNG VOLUNTEERS**

Darlington Triathlon Club adheres to the guidance in the British Triathlon Guidance on INVOLVING YOUNG VOLUNTEERS - SAFEGUARDING AND GOOD PRACTICE GUIDANCE.

## **Part 2**

### **DBS CLEARANCE**

The following Club appointments must have a satisfactory Enhanced DBS certificate (against the Barred List) as a condition of their appointment:

- a. Club Welfare Officer.
- b. All Club Coaches.

The process for obtaining a DBS Certificate is as per British Triathlon Procedures. For any coach where DBS certificate is not received and registered by the Club Welfare officer **by 1 March 2019** they will not be permitted to coach within the club until the DBS procedures are complete and the registration has been made with British Triathlon and the club Welfare officer.

### **DBS CERTIFICATE RECORDS**

The Club Welfare officer is to maintain a database of all coaches and their DBS certificate details. The database is to be maintained password protected with only the Welfare officer and Club Secretary having access to its contents.

The club Welfare officer is to record their own DBS Certificate data within the same database. The details are to be verified by the Club Secretary.

Each Coach is to have their certificate renewed every 3 years. A reminder of renewal communication will be sent out by the Club Welfare officer 6 months in advance of the 3 year expiry date. A further warning will be give 1 month before the 3 year expiry date.

If a coach does possess an in date their DBS Certificate they will not be permitted to coach within Darlington Triathlon Club until the certificate details are registered with British Triathlon and the Club Welfare Officer.

The Club Welfare officer is to liaise with the Club head Coach and the Junior Section Head Coach on coaches whose certificate has expired and when the renewal has been registered by both British Triathlon and the Club Welfare Officer.

### **AMBER DISCLOSURES**

British Triathlon have a duty to ensure the information released doesn't affect the safety of children. All disclosures are considered on a case-by-case basis, accounting for the individual's age at the times of the conviction and the nature of the conviction.

British Triathlon will sometimes contact you about convictions or information on your DBS check. This is to enable British Triathlon to be sure you are suitable to be involved with children's triathlon and to confirm that your convictions or other information isn't relevant to the welfare of under 18's in triathlon. If you are asked for this information, it is very

important that you provide it quickly – failure to do so could lead to your suspension from the Home Nation Associations.

Occasionally, British Triathlon will make the decision that a person should be suspended whilst enquiries are completed. If this happens you will be provided with clear information about what you may and may not do in triathlon and how to progress your situation.

Once the enquiry has been completed and British Triathlon are satisfied the disclosure will be treated as though it is clear of convictions and will be destroyed, in accordance with the law.

### **SAFEGUARDING TRAINING FOR CLUB WELFARE OFFICER AND COACHES**

All Personnel who hold an enhanced DBS certificate must undertake face to face safeguarding training with the British Triathlon approved provider before **1 July 2019<sup>7</sup>**; and tri-annually thereafter.

Course completion certificates are to be shown to the Club Welfare officer who will maintain a record of when the course was attended and when the next training is due.

From 1 July 2019 coaches will have 6 months from course completion date to completing approved Face to Face safeguarding training. The date is taken from the final day of the relevant Coaching course.

### **SAFEGUARDING AWARENESS FOR JUNIOR SECTION MEMBERS**

The Club will provide an annual awareness session on safeguarding for both Junior Members and their parents. The welfare officer will publish dates and venues for the event by 1 Feb annually.

### **CODES OF CONDUCT**

Codes of expected conduct for Parents and Junior Members, are contained in reference D.at the end of this document.

Parents should note that Darlington Triathlon Club has a zero tolerance approach towards abuse of coaches and other volunteers involved in the running of the Club.

### **MINIMUM NUMBER OF ADULTS**

For a session to run the two adults must be present. One must be a DBS checked and Qualified Coach, minimum BTF Level 1 and another adult; who can either be a parent or another qualified club coach.

If neither of these criteria can be met the lead Coach is not permitted to run a session. Parents should not leave their child at the session until it the lead coach confirms the session can run.

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<sup>7</sup> Where approved face to face courses have been provided. Darlington Triathlon will fund these courses on a repayment basis.

## **Part 3**

### **SOCIAL MEDIA**

All Coaches and committee members are not to be friends or follow any Junior Club Member on social media. The exception is where there is a direct familial link between the adult and Athlete; that would normally exist if the young person were not a member of the Club.

Postings of pictures and text is to be on official Club sites only, and should be within the law for posting of pictures. Correspondence is to be on open sites and there are to be no private chats or private chatroom correspondence between Coaches, committee members and Junior Club Members

### **SEXTING**

Sexting is the transmission of sexually explicit images between two or more people<sup>8</sup>. The possession or transmission of a sexually provocative or explicit image may lead to a criminal conviction if proven in a Court of Law.

Should a Club Coach receive a “sexting” image on their phone, or wish to report a picture on their private phone, from a Junior Club Member that they consider of a sexual nature they are to immediately inform the Club Welfare Officer who will then inform the British Triathlon Safeguarding team and where appropriate the Police. Under no circumstances are the pictures to be deleted or forwarded onto another person.

### **ONLINE SAFETY AND SOCIAL MEDIA**

See the Clubs Online and Social Media Policy.

### **TRANSPORT**

Coaches are not to transport Juniors Club members in their personal cars. The exception is where there is a direct familial link between the adult and Athlete; that would normally exist if the young person were not a member of the Club.

In exceptional circumstances the coach should consult with the Welfare Officer on transportation of Junior Athletes. The welfare coach will record the following information:

Name of Junior Club Member.

Reason for transporting the young person.

The destination of the transportation requirement.

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<sup>8</sup> 'Sexting' is the exchange of self-generated sexually explicit images, through mobile picture messages or webcams over the internet. Source NSPCC:

<http://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/sexting/>

Time of start of journey.

Time of journey completion.

Adult to whom the Junior Club Member was placed in the care of at the completion of the journey.

## **PHYSICAL CONTACT AND YOUNG PEOPLE IN TRIATHLON**

All coaches are to read and adhere to the following CPSU Briefing Document<sup>9</sup>: at Annex A to this Policy. Darlington Triathlon Club requires all coaches and members to adhere to this policy.

## **CHANGING ROOM POLICY<sup>10</sup>**

Triathlon clubs have a duty of care to safeguard children during club sessions, including the wellbeing of children in changing rooms. This doesn't mean that the child's parents have no responsibility. However, parents are not always at the training facility. Therefore, important the clubs will clearly identify to parents the circumstances in which they are expected to remain at the venue, for example if their child may require special assistance or additional help that the club cannot provide.

### **Changing room guidance for parents**

It is not recommended that supervision is provided within changing rooms as this places both the adult and children at risk of harm or allegation. Instead clubs may wish to place a club official outside of the doors to the changing room which enables children to call for assistance if required.

Additionally, parents should specifically be aware of:

- The type of changing facilities at the venue – for example, are they village changing or separate for males and females.
- Whether changing facilities will be accessible by members of the public using the facilities as well as club members, and if club members over 18 years of age will be accessing them at the same time as members under 18 years of age.
- Avoiding being in the changing rooms whilst the athletes are changing unless their child required additional assistance. In these circumstances the parent/carer must be the same gender as the child unless there is access to a family changing room or the venue has village changing facilities.

## **YOUNG PEOPLE AND ADULTS TRAINING**

There may be occasions where training sessions may include both children and adults. If such a case arises the lead coach must conduct an additional risk assessment and be prepared to

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<sup>9</sup> The document can be downloaded from the following link: <https://thecpsu.org.uk/resource-library/best-practice/physical-contact-and-young-people-in-sport/#>

<sup>10</sup> From the British Triathlon Safeguarding and Protecting Children Policy

make appropriate adjustments to account for the child's stage of development; physically and mentally. If any doubt exists a separate training programme, constructed with the advice of any junior Club Level 2 coach should be sought.

Specific guidance on mixed adult and child swimming lanes is contained within Reference C, page 11. This guidance must be adhered to when the occasion arises.

Coaches are to note:

**The British Triathlon and Darlington Triathlon Club do not consider that children under 14 should share training lanes with adults.**

### **MANAGING CHALLENGING BEHAVIOUR**

Guidance for Coaches on managing challenging behaviour is at Annex B.

The Club have a duty of care to children and young people should develop and implement a policy and procedures on managing challenging behaviour.

It should include:

- The standard of conduct expected from staff/volunteers and participants is contained in the relevant codes of conduct for Coaches, Athletes and Parents.
- How the organisation will respond to unacceptable behaviours. The club framework is as follows:
  - Conversation<sup>11</sup> with coach on how to improve behaviour.
  - Conversation with Junior Section Head Coach. Parents to be informed of discussion.
  - Time out for 10 minutes followed by debrief by Junior Section Head Coach. Time out agreed between Athlete, Coach and or Junior Section Head Coach. Parents to be informed of time out and reason.
  - Formal warning if challenging behaviour continues and athlete to miss next training session. Parents to be informed of time out and reason.
  - Formal disciplinary process to be instigated should challenging behaviour continue, either in single or multiple sessions. See Club Discipline policy.
- How your organisation will respond to 'high risk' behaviours. High risk behaviours will see the following sanctions being followed:
  - Time out for 10 minutes followed by debrief by Junior Section Head Coach. Time out agreed between Athlete, Coach and or Junior Section Head Coach. Parents to be informed of time out and reason.
  - Formal warning if challenging behaviour continues and athlete to miss next training session. Parents to be informed of time out and reason.
  - Formal disciplinary process to be instigated should challenging behaviour continue, either in single or multiple sessions. See Club Discipline policy.

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<sup>11</sup> Any conversation must happen away from the main group and out of hearing of other athletes and coaches. The Coach should never raise their voice to the athlete being spoken to and any feedback must be positive on how to improve behaviour.

- The circumstances in which physical interventions will be used. These will only be deemed acceptable in line with the guidance in Annex B.
- What will happen after an incident with regards to debrief. Following an incident The Head Junior Coach will endeavour to have a constructive dialogue with the athlete and their parents/carers. The incident will also be recorded by the Club Welfare officer.

## **Part 4**

### **REPORTING SAFEGUARDING CONCERNS**

Dealing with Safeguarding Concerns and how to report them are contained in Reference D. All junior Club Coaches are required to read this document. Adult coaches are strongly encouraged to read this document.

Reporting a Concern Should a coach or other club member have a concern regarding the safety of a child or vulnerable adult they should either:

Where the Club Coach or other person believes the Young person is in immediate threat of harm:

Contact the Police.

This should be followed up by a report to the Club Welfare officer when as soon as practicable.

Contact the Club Welfare officer: Karen Donnelly

Telephone: 07807078453.

Email: [karenhopcraft@btinternet.com](mailto:karenhopcraft@btinternet.com)

The Club Welfare Officer will then contact the British Triathlon Safeguarding team on: Linda Haywood **01509 226 159**

All other Concerns:

The concern should be raised with the Club Welfare Officer in the first instance.

Club Welfare Officer to inform Triathlon England Lead Safeguarding Officer of concerns as soon as possible.

Once advised of any situations, and taking the known details into consideration, the Triathlon England Lead Safeguarding Officer will begin an investigation into the report and notify the statutory agencies as appropriate.

### **RECORDING SAFEGUARDING CONCERNS INCIDENTS**

All Safeguarding Concerns incidents are to be reported to the Club welfare officer as soon as possible.

If a child makes a disclosure to them Club Coaches and other members are to follow the procedures as follows:

- Full details of the child concerned, including their age (or date of birth), gender, and address.

- Their parent or guardian's details.
- What information has been shared with the child's parent/guardian.
- Full details for the person about whom the allegation has been made, including their full name, age (or date of birth), address, relationship to the child and their position within the club, if applicable.
- A note of any visible injuries the child has, such as bruising or cuts, and where they are located.
- The child's account as fully as you can, remaining factual to what the child has told you.
- The details of any witnesses.
- Other relevant information including, for example, any other incidents and the dates of these.
- Information which has been passed on as hearsay, second hand, or is opinion based, ensuring that you make it evident as such.
- The date you have completed the form and a contact number for any follow up conversations. You should also sign the form.

Please ensure that you complete as much of the information as you can but, ensure that identifying the details doesn't delay the information being passed to the relevant agencies. Be aware that your records may be passed on to local designated officers, the Police or Children's Social Care Teams and therefore it is important that all information is recorded as soon as possible and is factual. If you are not clear on a detail either do not include it or state that you are surmising the information provided.

**IMPORTANT: Do not attempt to conduct your own investigation as this may compromise any investigation by the Police.**

### **WHISTLEBLOWING**

Darlington Triathlon Club supports the British Triathlon Whistleblowing policy detailed in Reference D.

**CPSU Briefing Document****Physical Contact and Young People in Sport****What is this briefing about?**

This briefing offers guidelines for how physical contact between adults and children in sport can take place appropriately and safely. There may be a number of circumstances in a sports context when it is appropriate for an adult to touch (have direct physical contact with) a child. Parents need to feel confident that contact between those running sports activities and children are safe and appropriate. Adults in sport need confidence that their actions cannot be misconstrued. Children have a right to say what level of contact they are comfortable with.

**When is physical contact appropriate in sport?**

The CPSU is aware of no sports bodies that have banned any physical contact i.e. under any circumstances within the context of coaching or teaching. Physical contact between adults and children in sport should take place only when necessary to:

- Develop sports skills or techniques
- Treat an injury
- Prevent an injury or accident from occurring
- Meet the requirements of the sport
- Comfort a distressed child or to celebrate their success.

**What are good principles to follow?**

- Physical contact should take place in the interests of and for the benefit of the child, rather than the adult involved.
- Adults should explain the nature of and reason for the physical contact to the child.
- Unless the situation is an emergency, the adult should ask the child for permission, for example to aid the demonstration a specific sports technique.
- Sports clubs and coaches should provide an induction for new young members and their parents/carers that covers guidance about any physical contact that will be required as part of that activity.
- Children should be encouraged to voice concerns they have if any physical contact makes them feel uncomfortable or threatened.
- Contact should not involve touching genital areas, buttocks, breasts or any other part of the body that might cause a child distress or embarrassment.
- Physical contact should always take place in an open or public environment and not take place in secret or out of sight of others.
- Well intentioned gestures such as putting a hand on the shoulder or arm, can, if repeated regularly, lead to the possibility of questions being raised by observers. As a general principle adults in positions of responsibility should not make gratuitous or unnecessary physical contact with children and young people.

**What about children who need specific assistance due to disability or injury?**

- In the case of a young person with a disability specific support or assistance may be required. The following guidelines should be followed:
- Parents/carers or their delegated care providers should be asked to undertake all intimate or personal care tasks for their child. This is not an appropriate role for coaches and others involved in leading activities.
- When children with disabilities are lifted or manually supported, they should be treated with dignity and respect.
- Relevant health and safety guidelines must be followed to ensure the safety of the child and those assisting.

- It is recommended that those assisting receive appropriate training in order to minimise the risk of injury both to themselves and the child.

### **What about physical punishment?**

Any form of physical punishment of children by anyone other than their parent/carer is unlawful, as is any form of physical response to misbehaviour unless it is by way of physical intervention to prevent a young person from:

- harming themselves
- harming others
- damaging property

It is particularly important that adults understand this to protect the children in their care, their own position, and the overall reputation of the organisation in which they are involved.

### **What about direct contact in coaching?**

Some sport or physical activities are more likely to require coaches or teachers to come into physical contact with children and young people from time to time in the course of their duties. Examples include teaching a pupil how to use a piece of apparatus or equipment or demonstrating a move or exercise during a coaching or teaching session in order to reduce the risk of injury due to falls or errors when performing. Adults should be aware of the limits within which such contact should properly take place, and of the possibility of such contact being misinterpreted.

. A number of sports governing bodies have developed sport-specific guidance to assist coaches in this area. This guidance should be followed by those teaching these sports. Even in sports where there is a need to support or touch a child, over-handling should be avoided.

### **Is it ok to comfort a child or celebrate success?**

There may be occasions where a distressed young person needs comfort and reassurance which may include physical comforting such as a caring parent would give. A young person may also want to mark a success or achievement with a hug or other gesture. Adults should use their discretion in such cases to ensure that what is (and what is seen by others present) normal and natural does not become unnecessary and unjustified contact, particularly with the same young person over a period of time. Contact that an adult may feel is appropriate may be unwanted or uncomfortable to a young person.

### **Where do specific sports science and medical roles fit in?**

There may be some roles within sport or physical activities where physical contact is common place and/or a requirement of the role, particularly sports science or medicine. These tasks should only be undertaken by properly trained or qualified practitioners. This guidance does not seek to replace the specific guidance and codes of practice developed for those professionals and reference should be made to the appropriate body for that discipline.

## ANNEX B

# Guidance on Managing Challenging Behaviour

In dealing with children who display negative or challenging behaviours, staff and volunteers might consider the following options:

- Time out - from the activity, group or individual work.
- Reparation - the act or process of making amends.
- Restitution - the act of giving something back.
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour.
- De-escalation of the situation - talking with the child and distracting them from challenging behaviour.
- Increased supervision by staff/volunteers.
- Use of individual 'contracts' or agreements for the child's future or continued participation.
- Sanctions or consequences e.g. missing an outing or match – see sample sanctions guidance from Derbyshire Sport
- Seeking additional/specialist support through working in partnership with other agencies.
- Temporary or permanent exclusion.

The following should never be permitted as a means of managing a child's behaviour:

- Physical punishment or the threat of such.
- Refusal to speak to or interact with the child.
- Being deprived of food, water, access to changing facilities or toilets or other essential facilities.
- Verbal intimidation, ridicule or humiliation.

### Physical Intervention

Staff/ volunteers should consider the risks associated with employing physical intervention compared with the risks of not employing physical intervention.

The use of physical intervention should always:

- Be avoided unless it is absolutely necessary to prevent a child injuring themselves or others, or causing serious damage to property.
- Aim to achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern
- Form part of a broader approach to the management of challenging behaviour.
- Be the result of conscious decision-making and not a reaction to an adult's frustration.
- Employ the minimum force needed to avert injury to a person or serious damage to property - applied for the shortest period of time
- Used only after all other strategies have been exhausted
- Be recorded as soon as possible using the appropriate organisational reporting form and procedure.

Parents should always be informed following an incident where a coach/volunteer has had to physically intervene with their particular child

Physical intervention must not:

- Involve contact with buttocks, genitals and breasts.
- Be used as a form of punishment.
- Involve inflicting pain

### **Views of the child**

A timely de-brief for staff/volunteers, the child and parents should always take place in a calm environment following an incident where physical intervention has been used. Even children who haven't directly been involved in the situation may need to talk about what they have witnessed.

There should also be a discussion with the child and parents about the child's needs and continued safe participation in the group or activity.

### **A policy for managing challenging behaviour**

All organisations that have a duty of care to children and young people should develop and implement a policy and procedures on managing challenging behaviour.

It should include:

- The standard of conduct expected from staff/volunteers and participants.
- How the organisation will respond to unacceptable behaviours.
- How your organisation will respond to 'high risk' behaviours.
- The circumstances in which physical interventions will be used.
- Guidance, support and/or training available to staff/volunteers.
- The circumstances where external agencies will be contacted for support or in response to concerns e.g. – Children's Social Care services, the Police.
- What will happen after an incident with regards to debrief.