

AYLSHAM LEARNING FEDERATION AND AYLSHAM SPORTS HUB

HIRER'S INFORMATION - SAFEGUARDING POLICY

Good Practice Guidelines

Hirers who are employing people or engaging volunteers agree to:

- provide a duty of care for young people and vulnerable adults, and implement procedures to safeguard their well-being
- respect and promote the rights, wishes and feelings of all individuals
- recruit, train and supervise its employees and volunteers to adopt best practice to safeguard and protect others, and themselves against false allegations
- adopt and abide by the National Governing Bodies' Code of Ethics
- adhere to the organisation's safeguarding policy and procedures
- respond to any allegations appropriately and implement the appropriate disciplinary and appeals procedures

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

- the welfare of all young people, (the Children Act 1989 defines a young person as under 18 years of age) and vulnerable adults is the primary concern
- all young people, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual and gender identity have the right to protect from abuse
- it is everyone's responsibility to report any concerns to the safeguarding representative
- all incidents of suspicious poor practice and allegations should be taken seriously and responded to swiftly and appropriately
- confidentiality should be upheld in line with the Data Protection Act 1918 and the Human Rights Act 1998

All employers and employees (paid or voluntary) will ensure good practice and a positive culture by:

- always working in an open environment e.g. avoiding private or unobserved situations and encouraging an open environment (e.g. no secrets)
- treating everyone equally, and with respect and dignity
- always putting the welfare of each individual before winning or achieving goals
- maintaining a safe and appropriate distance with performers (e.g. it is not appropriate to have an intimate relationship with a child or to share a room with them)
- building balanced relationships based on mutual trust that empowers children to share in the decision-making process

- making sessions fun, enjoyable and promoting fair play
- ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the National Governing Body. Care is needed as it is difficult to maintain hand positions when the individual is constantly moving; individuals should always be consulted and their agreement gained and parents/carers' views will be considered when manual support is needed for an individual
- keeping up to date with the technical skills, qualifications and insurance in sport
- involving parents/carers wherever possible (e.g. for the responsibility of their children in the changing rooms). If groups have to be supervised in the changing rooms, always ensure parents/teachers/coaches/officials work in pairs
- being an excellent role model – this includes not smoking or drinking alcohol while at work
- giving enthusiastic and constructive feedback rather than negative criticism
- recognising the developmental needs and capacity of individuals
- avoiding excessive training or competition and not pushing participants against their will
- securing parental consent in writing when acting in loco parentis, if the need arises to give permission for the administration of emergency first aid /or the other medical treatment
- having an awareness of any medicines being taken by participants, or existing injuries
- completing an accident report form, when necessary, which are located at the pool reception or via request from the Aylsham Learning Federation medical needs officer. The parent/carer of the individual should be made aware of the situation immediately as well as the appropriate manager.

Practice to be avoided:

The following should be avoided except in emergencies. For example, if a child sustains an injury and needs to go to hospital, or a parent/carer fails to pick a child up at the end of the session:

- avoid spending excessive amounts of time alone with children away from others
- avoid taking children to your home where they will be alone with you

Practice never to be sanctioned:

The following should never be sanctioned. You should never:

- engage in rough, physical or sexually provocative games, including horseplay
- share a room with a child
- allow or engage in any form of inappropriate touching
- allow children to use inappropriate language unchallenged
- make sexually suggestive comments to a child, even in fun
- reduce a child to tears as a form of control
- allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- do things of a personal nature for children or vulnerable adult that they can do for themselves
- invite or allow children to stay with you at your home unsupervised

The Four Definitions of Types of Abuse:

Neglect - could include a teacher or other members of staff not ensuring that individuals were safe, exposing them to undue cold, heat or to unnecessary risk of injury.

Physical Abuse - may be when the nature and intensity of training and competition exceeds the capacity of the individual's immature and growing body; where the drugs are used to enhance performance or delay puberty.

Sexual Abuse - techniques that involve physical contact with children which could potentially create situations where sexual abuse may go unnoticed. The power of a coach over young performers, if misused, may also lead to abusive situations developing an individual.

Emotional Abuse - may occur if children are subjected to constant criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure to perform to high expectations consistently.

All staff have the responsibility to act if disclosure, suspicions or allegations have been brought to their attention. False allegations of abuse do occur. However, they are rare, and if a young person says or indicates that he/she is being abused, or information is obtained which gives concern that a young person is being abused, you should react immediately. An incident report must be completed immediately and forwarded to your organisation's Designated Safeguarding Officer.