



STIRLING NETBALL CLUB SAFE IN CARE GUIDELINES

These guidelines provide practical guidance for those working with children to promote an environment to keep children safe. These guidelines should be read in conjunction with the Stirling Netball Club Code of Conduct. The following guidelines are based on good practice and common sense.

ADULT TO CHILD RATIO

If all children are aged over 8 years – **1:10**

However, all activities should be planned with at least 2 adults and a risk assessment conducted, which will take into account the following factors:

- ❖ The number of children involved in the activity
- ❖ The age and maturity of the children
- ❖ Identify if there are any special needs requirements of the group
- ❖ The level of qualification/experience of the coach/leader
- ❖ The programme of activity during the training session

ONE TO ONE COACHING SESSIONS

If the coach feels that an athlete would benefit from a one to one coaching session to enhance their performance, the parent/carer consent will always be sought.

PHYSICAL CONTACT

All training/coaching techniques should in the first instance be delivered by demonstration (either by the coach or another child with the ability). Educational instruction should be clearly explained with a description of how it is proposed to have contact with the child. Ask the child in the first instance if he/she is comfortable with this. Manual support should be provided openly and proportionate to the skill being learned.

Staff/volunteers should not take the responsibility for areas in which they are not trained e.g. manual assistance for a child with a physical disability.

FIRST AID & TREATMENT OF INJURY

Staff/volunteer should ensure that:

- ❖ A first aid kit is readily available for use at every training session should it be required

- ❖ They are aware of any existing medical conditions by ensuring the parent/carer has completed and returned the relevant documents
- ❖ Only those that have a qualification in First Aid should administer treatment and for serious injury, further more professional medical advice is sought
- ❖ The incident is recorded on the Concern Report Form
- ❖ The parent/carer is advised as soon as possible
- ❖ Review of how the incident occurred and avoidance of future repetition

TRANSPORTING CHILDREN & COLLECTION BY PARENTS/CARERS

All of the following should be considered around the safety of children arriving and returning home following sessions:

- ❖ It will be the responsibility of the parent/carer to arrange transport for their child to and from the training sessions
- ❖ It is NOT the staff/volunteer responsibility to transport children to and from training sessions
- ❖ The parent/carer and child will be informed of times and venues for training sessions at the start of the season and updated should any changes/amendments occur
- ❖ The parent/carer should make contact with the lead at the training session, if they are running late to collect their child
- ❖ Where possible make sure that more than one volunteer is available to 'lock up' at the close of a session
- ❖ If a parent has not arrived to collect their child staff/volunteer should attempt to contact the parent/carer and wait with the child and another staff/volunteer
- ❖ If left alone with a child wait in a public area and make sure that you inform the club CPO and the parent/carer of this
- ❖ Staff/volunteers should **avoid** taking the child home or to any other location
- ❖ Staff/volunteer should **never** ask the child to wait in your car or club alone with you
- ❖ Staff/volunteer should **never** allow the child to leave the session with another adult/person without permission from the parent/carer
- ❖ Permission will be sought when transporting children **to competition** and **away from home** events
- ❖ In this case, a risk assessment of the transportation required will be undertaken, including:
 - a) Ensuring that all vehicles and drivers are correctly insured for the purpose.
 - b) Ensuring the driver has a valid and appropriate license for the vehicle being used.
 - c) All reasonable safety measures are available e.g. fitted, working seatbelts, booster seats where appropriate.
 - d) An appropriate ratio of adults per child.
 - e) Ensuring drivers have adequate breaks
 - f) When transporting children, wherever possible they should be in the back seat of the car for health and safety reasons.

- g) Where practicable and planned, written parent/carer consent will be requested if staff/volunteers are required to transport children

To safeguard the member of staff/volunteer the following good practice is required:

- Agree a collection policy with parents/carers which will include a clear and shared understanding of arrangements for collection on arrival at a designated 'meeting point'
- Always tell another member of staff/volunteer that you are transporting a child, give details of the route and the anticipated length of the journey
- Take all reasonable safety measures e.g. children in the back seat, seatbelts worn.
- Where possible, have another adult accompany you on the journey

TRIPS AWAY FROM HOME

When taking a group of children away from home on a trip the following guidelines are advised:

- ❖ Designate a CPO for the trip. The appointed CPO will act as the main contact for dealing with any concerns about the safety and welfare of the children while away from home
- ❖ Complete a Risk Assessment prior to the trip
- ❖ Ensure adequate travel insurance is organised
- ❖ Consider the adult to child ratio (minimum 2 adults)
- ❖ Where possible arrange a pre-trip visit to the accommodation and surrounding area
- ❖ Hold a meeting with the parents/carers to share information
- ❖ Confirm arrangements for child supervision during the trip (children should never be allowed to wander alone)
- ❖ Review the trip to discuss opportunities for improvement for future trips

PREVENTING AND RESPONDING TO BULLYING BEHAVIOUR

Bullying may be seen as particularly hurtful behaviour where it is difficult for those being bullied to defend themselves. This can be in many forms and include by other children or adults. It can often be difficult to identify but is something that all staff/volunteers should be able to recognise. Signs to be aware of that may cause concern:

- ❖ Hesitant to return to training session
- ❖ Reluctant to join a group involving a certain individual
- ❖ Bruising or other injuries
- ❖ A child becoming nervous or withdrawn
- ❖ Losing money repeatedly
- ❖ Sudden bouts of lashing out either physically or verbally out of character

Therefore, it is important to implement an anti-bullying policy and make all children, parents/carers and adults aware of it and that bullying will not be tolerated within Stirling

Netball Club. Children should be encouraged to speak out, allowing the child the opportunity to voice concerns. Support should be offered to the young person by way of:

- ❖ Listening
- ❖ Take their concerns seriously
- ❖ Keep a record of incidents
- ❖ Advise the young person of websites and contact numbers that may be able to help
- ❖ Inform parent/carer
- ❖ Speak to the person displaying the bullying behaviour to ask them to change this
- ❖ Impose consequences if necessary, until the behaviour improves

Action to help children and young people on the receiving end of bullying behaviour:

- ❖ Cultivate an ethos where there's an anti-bullying culture
- ❖ Take all signs of bullying very seriously
- ❖ Create an open environment that encourages all children to speak and share their concerns
- ❖ Help those being bullied to speak out and tell the person in charge or someone in authority
- ❖ Take all allegations seriously and take action to ensure the young person is safe. Speak with those being bullied and those displaying bullying behaviour separately
- ❖ Reassure the young person that you can be trusted and will help them, although you can't promise to tell no-one else
- ❖ Keep records of what is said i.e. what happened, by whom and when
- ❖ In cases of cyberbullying advise young people who are being bullied by text, email etc. to keep the communication or to print it out
- ❖ When bullying is occurring, report any concerns to the Stirling Netball Club CPO.

Support for children and young people involved in bullying behaviour:

- ❖ Talk with the young person (or people), explain the situation and try to get them to understand the consequences of their behaviour
- ❖ In some cases it might be worth considering seeking an apology from those involved in bullying behaviour (for example where those on the receiving end wish reconciliation)
- ❖ Be sensitive and use good judgement when it comes to informing parents/carers of those whose negative behaviour is impacting on others. Put the child at the centre – will telling the parents/carers result in more problems for the young person?
- ❖ If appropriate, insist on the return of 'borrowed' items and compensation for the person/people being bullied
- ❖ Impose consequences as necessary, e.g. exclusion from the team until behaviour standards are improved. Sport offers good opportunities for this and may act as a motivator to improve
- ❖ Encourage and support those displaying bullying behaviour to change this behaviour. Ask them to consider the impact their actions are having
- ❖ Keep a written record of action taken

MANAGING CHALLENGING BEHAVIOUR

On occasions it may be necessary to deal with a child's challenging behaviour. When dealing with a child displaying a challenging behaviour it is necessary to consider one/some of the following options as a possible solution:

- ❖ Give the child a 'time out'
- ❖ Ask the child to 'make up' – apologise
- ❖ Talk to the child to calm the situation down
- ❖ Enforce small penalties i.e. missing out on something

It may be necessary to speak to the parent/guardian to discuss the child's behaviour and a review period imposed. If a child continues to behave this way and no improvement is observed, the child may be removed from participating as part of the squad/team.

SEXUAL ACTIVITY

Within sport, as with other activities, sexual relationships will occur.

- ❖ Sexual activity between children/young people should be prohibited during team events or any social activities organised by the club or Stirling Netball Club. Any inappropriate behaviour or criminal sexual behaviour by a child/young person will lead to disciplinary action in accordance with Stirling Netball Club Disciplinary Procedures and reports will be submitted to the police and social work services
- ❖ Sexual activity between adults and young people (over 16 years) is inappropriate and is prohibited when the adult is the coach, assistant coach or any other position of trust. Inappropriate or criminal sexual behaviour committed by an adult will lead to disciplinary action in accordance with Stirling Netball Club Disciplinary Procedures and will include contacting the police
- ❖ Sexual activity between adults and children under the age of 16 years is a criminal act and immediate action must be taken to report this to the police

ICT & SOCIAL NETWORKING

Technology offers the opportunity for activities and communications to be promoted quickly and widely through the young people that frequently use social media sites, mobile phones and emails. Where this is extremely popular and can benefit the club/organisation, this can also cause problems or put them at considerable risk without realising it. So, the following guidelines of good practice are highly recommended:

- ❖ Ensure that children who do not have access to technology are not excluded in any way from receiving information from you (find an alternative method)

- ❖ Gain permission from the parent/carer that they agree to communication via text, email or social networking sites - including specifically created squad/team specific group/page
- ❖ Agree that information communicated in this way will not be personal communication but open, transparent and appropriate i.e. last minute changes to a training session
- ❖ Agree that the parent/carer can be copied into all messages their child will be sent
- ❖ Only invited guests will be allowed as members of squad specific groups and the appropriate privacy settings will be applied
- ❖ The Stirling Netball Club representative shall monitor group/team groups and accept or decline requests to join
- ❖ Individual members of any group/team pages should only post comments that are useful, positive and encouraging to other members and never say anything that they do not mean as it may cause distress and hurt
- ❖ All mobile phone numbers and email addresses of children should be recorded and kept in line with the procedures for Secure Storage and the number of people with access to their details will be kept to a minimum

Use the following advice as guidelines on how your child/young person can remain safe while using social networking sites, emails and mobile phones and how to deal with any concerns that the young person might have:

- ❖ Never give your name, address or mobile phone number to anyone you meet online
- ❖ Never agree to meet anyone you have met online
- ❖ Never download files sent to you by someone you do not know
- ❖ If you receive texts or comments that are inappropriate or that make you feel uncomfortable then you should report it – tell someone that you trust
- ❖ Do not respond to this type of message but do take screen shots or save the message as evidence
- ❖ Block the persons number or remove them from your friend list (if a personal page)

GUIDELINES FOR THE USE OF PHOTOGRAPHS & VIDEO

Photographs and video may be used with several purposes; celebrating achievement, promote activity locally, use with performance analysis and development opportunity. The club should aim to protect children/young people from risk of harm in this way

- ❖ On occasions that your session is in an environment which the public has general access to, you should make all reasonable attempt to promote the safe use of photographs and filming and report any concerns if they arise
- ❖ Parents/carers and children should be informed prior to the use of photographs or video filming
- ❖ Permission should always be given from parents & child before any photography or filming takes place and to the use of photographs/video
- ❖ Materials promoting events will state, where relevant, that photography and filming will take place

- ❖ Special care must be taken in relation to vulnerable children and consideration given to whether publication or use of the pictures/film would place the child at risk
- ❖ Those approved to photograph or video will be identifiable by wearing a badge or arm band provided by the Organiser of the event
- ❖ Photographing or videoing will not be permitted in changing room areas
- ❖ All photographs/videos will be used in accordance with Stirling Netball Club Safe in Care guidelines
- ❖ No images will be used by any external agencies unless permission has been granted by parents and the child/young person
- ❖ All actions by Stirling Netball Club will be based on the best interest of the child
- ❖ All images should be password protected on a hard drive stored in a secure place, in line with the Data Protection Act 1998
- ❖ If anyone is observed acting in an inappropriate manner should be reported to the duty manager (if in a sport centre) or the lead person at the session
- ❖ Information should be provided on what to do if you have any concerns about the photographing or videoing at an event
- ❖ Any concerns raised should be recorded and reported to the CPO for Stirling Netball Club and where appropriate, the police