



WIGILANCE
AND
SERVICE

SLSCGB

CHILD PROTECTION POLICY & PROCEDURES

v02/08



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POLICY

IDENTITY OF ORGANISATION

The Surf Life Saving Association of GB is established for the following objects:

- a) to save lives
- b) to promote, improve and control the work of life saving, resuscitation and first aid on all beaches in Great Britain
- c) to provide facilities for young people to participate in organised life saving as a voluntary, vital public service and in beach and water sports for enjoyment and recreation and also to encourage the high standards of team work and responsibility in both activities
- d) to promote and improve national and international standards of water safety
- e) to develop and improve beach life saving methods and equipment
- f) to establish and monitor nationally and internationally recognised qualifications in beach life saving, resuscitation and first aid
- g) to cooperate with all organisations with similar aims

The SLSGB has a number of activities, which involve children. These vary but include education, training & sport. The purpose of this document is to provide children and vulnerable young people with appropriate safety and protection whilst in the care of the association and its clubs and allow all staff / volunteers to make informed and confident responses to specific child protection issues.

SCOPE OF DOCUMENT

This document applies to all volunteers, permanent and temporary employees and other associated persons.

The above will be referred to as SLSGB representative(s) throughout this document.

Adults responsible for the care and welfare of individual children will be referred to as parent/carer(s) throughout this document.

A child is defined as a person under the age of 18 years (The Children Act 1989).

It is recognised that some people may also be vulnerable, e.g. people with disabilities, and they will be included in any references to child/children throughout this document.

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POLICY STATEMENT

SLSGB has a duty of care to safeguard all children involved in its activities from harm. All children have a right to protection and the needs of disabled children / adults and others who may be particularly vulnerable must be taken into account. SLSGB is committed to the safety and protection of all children involved in all its activities through adherence to child protection guidelines adopted by the association and its clubs.

We are committed to ensuring that:

- The welfare of the child is paramount
- All children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- All SLSGB representatives who work with children will be recruited with regard to their suitability for that responsibility and will be provided with guidance and/or training in good practice and child protection procedures
- Working in partnership with children, their parents/carers and other agencies is key to promoting young people's welfare

This policy should be reviewed every 3 years or whenever there is a major change in the association or in relevant legislation.

CODES OF GOOD PRACTICE AND CONDUCT

To provide children with the best possible experience and opportunities in Surf Life Saving, everyone must operate within an accepted ethical framework, such as the SLSGB Code of Conduct (appendix 1), SLSGB Fair Play Code (appendix 2) and SLSGB Equity Policy (appendix 3).

It is not always easy to distinguish poor practise from abuse. Therefore it is not the responsibility of SLSGB representatives to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns by reporting them as explained further in section 3.

GOOD PRACTICE

All SLSGB representatives should be encouraged to demonstrate exemplary behaviour in order to promote children's welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets)
- Treating all children equally, and with respect and dignity
- Always putting the welfare of each child first, before winning or achieving goals
- Maintaining a safe and appropriate distance with children (e.g. it is not appropriate for SLSGB representatives to have an intimate relationship with a child or to share a room with them)
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process
- Making the experience of Surf Life Saving fun and enjoyable; promoting fair play
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Children and their parents/carers should always be consulted and their agreement gained
- Keeping up to date with technical skills, qualifications and insurance in sport
- Involving parents/carers wherever possible. For example, encouraging them to take responsibility for their children in the changing rooms. If groups have to be supervised in the changing rooms, always ensure you work in pairs
- Ensuring that if mixed teams are taken away, a male and female adult should always accompany them. However, remember that same gender abuse can also occur
- Ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of children
- Giving enthusiastic and constructive feedback rather than negative criticism
- Recognising the developmental needs and capacity of children – avoiding excessive training or competition and not pushing them against their will
- Securing parental/carer consent in writing to act *in loco parentis*, if the need arises to administer emergency first aid and/or other medical treatment
- Keeping a written record of any injury that occurs, along with the details of any treatment given
- Requesting written parental/carer consent if SLSGB representatives are required to transport children in their cars

PRACTICES TO BE AVOIDED

The following should be **avoided** except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge in the club or the child's parents/carer. For example, a child sustains an injury and needs to go to hospital, or a parent/carer fails to arrive to pick a child up at the end of a session:

- Avoid spending time alone with children away from others
- Avoid taking children alone in the car

PRACTICES 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 unrecorded or not acted upon
- Do things of a personal nature for children, that they can do for themselves
- Invite or allow children to stay with you at your home unsupervised
- Take children to your home, where they will be alone with you

INCIDENTS THAT MUST BE REPORTED/ RECORDED

If any of the following occur you should report this immediately to the Club Child Protection Officer (Club CPO) and record the incident. You should also ensure the parents/carers of the child are informed:

- If you accidentally hurt a child
- If he/she seems distressed in any manner
- If a child appears to be sexually aroused by your actions
- If a child misunderstands or misinterprets something you have done

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ASSESSING RISK

It is advised that the Club undertake risk assessments in relation to the risk of harm to children originating from associated activities within the Club (see appendix 4).

The Club should consider all of its activities including any extra-curricula ones. Particular attention should be given to activities away from the main site, including residential trips.

The assessments should include both the direct risks to members and those under their care/supervision but also to minimise the opportunities for allegations to be made against them. For example, supervision levels do not allow individuals to be in one to one situations with children and/or vulnerable adults.

GUIDANCE ON PHYSICAL CONTACT

Physical contact may sometimes be needed to instruct, encourage, protect or comfort. It may sometimes be necessary for SLSGB representatives to do things of a personal nature, particularly for young or disabled children.

Physical contact should always be intended to meet the child's needs, NOT the adult's. The adult should only use physical contact if their aim is to:

- Develop the sport/activity skill or technique
- To treat an injury
- To prevent an injury
- To meet the requirements of the sport/activity

The adult should explain the reason for the physical contact to the child. Unless the situation is an emergency, the adult should ask the child for permission.

The contact should not involve touching genital areas, buttocks or breasts.

Physical contact should not take place in secret or out of sight of others.

Personal tasks should only be carried out with the full understanding and written consent of parents/carers and the child involved.

There is a need to be responsive to a child's reactions. If a child is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so where there is physical contact, lifting or assisting a child to carry out particular activities or if you are involved in any dressing or undressing of outer clothing.

Avoid taking on the responsibility for tasks for which you are not appropriately trained.

All injuries should be fully recorded.

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GUIDANCE ON SUPERVISING CHILDREN

From the moment a child arrives at an event or activity, SLSGB representatives will be 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. Safety ratio guidelines are set out in the SLSGB Awards Manual.

When children use changing rooms, they should be supervised by 2 SLSGB representatives. Adults should not change or shower at the same time using the same facilities. For mixed gender activities, separate facilities should be available. If a child feels uncomfortable changing or showering in public, no pressure should be placed on them to do so. Encourage parents/carers to take responsibility for their children in the changing rooms.

It must be clear at all times, who is responsible for supervision. This is particularly important where events are held on large sites, in the public domain or at residential venues.

The Club CPO must ensure that there is clear guidance on reporting missing children. As a general rule where a child is reported missing there should be a maximum of 20 minutes before the police are called. For residential events, it is recommended that the event coordinator has access of photos of the children (attached to their consent form) in the event of them having to report a child missing to the police.

GUIDANCE ON TRANSPORTING CHILDREN

Avoid using private cars, but if it is unavoidable, clubs should implement a policy, which includes:

- Only using people who have undergone an enhanced CRB check
- Ensuring that parental/carer consent has been obtained
- Checking driving licenses and insurance documents prior to travelling

If children are to be transported by coach the following should be taken into consideration:

- Use a reputable company with the necessary insurance
- Ensure sufficient SLSGB representatives are on each coach
- All children have a seat and seat belt regulations are adhered to
- Parents/ Carers are issued with detailed information of pick up and drop off points and times
- All SLSGB representatives are issued with relevant information of children e.g. name, number of children, pick up/ drop off point, name of parent/ carer to collect, emergency telephone number
- Children are not left to be unsupervised i.e. dropped off and a parent/carer is not there

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GUIDANCE ON DISCIPLINE

When discipline is used it should be with the clear intention of teaching or reinforcing appropriate behaviour. It must not be used impulsively, to gain power, or to embarrass or humiliate a child.

Discipline should be used only to:

- Develop a sense of responsibility for behaviour
- Develop respect for others and their property
- Reinforce the rules or values of the sport/activity
- Reinforce positive behaviour or attitudes
- Reinforce awareness of health & safety aspects of the activity

GUIDANCE ON VIDEO AND PHOTOGRAPHY

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of children in vulnerable positions.

There is no intention to prevent SLSGB representatives using video equipment or photographs as a legitimate coaching aid or as promotional material. However, children and their parents/carers should be made aware and such films should be stored safely.

- Ensure parents/carers & child have granted their consent for the taking and publication of photographic images and have signed and returned a consent form (see appendix 6).
- Ensure that the content or caption cannot be used as a means of identifying children i.e. names
- Ensure that images focus on the activity rather than a full body shot
- Ensure that children are wearing appropriate safety equipment i.e. no dangling jewellery
- All children must be appropriately dressed for the activity, which is taking place and 'one to one' photography sessions should not be permitted
- Ensure that content is appropriate and falls in line with equity issues i.e. a good mix of sports, ethnicity, disabled/able-bodied
- All images should be stored securely and restricted to appropriate staff
- Anyone taking photographs or recording must have a valid reason for doing so and seek permission from the organisers/ person in charge. They should be identifiable during the course of any event.
- Any concerns should be reported to the event organiser or official and recorded in the same manner as any other child protection concern

All clubs should be vigilant and any concerns should be reported to the Club CPO.

PROCEDURES

All concerns whether it be of poor practise, or alleged/ suspected abuse MUST be reported appropriately. It is recognised that strong emotions can be aroused particularly in cases where sexual abuse is suspected. It is normal to feel concern and upset at what a child has said and to be concerned about the consequences of your actions. It is important to understand these feelings but not allow them to interfere with your judgement about any action to take.

SLSGB expects its representatives to discuss any concerns they may have about the welfare of a child immediately with the Club CPO and subsequently to check that he/she has taken appropriate action. SLSGB will assure all its representatives that it will fully support and protect anyone, who in good faith reports his/ her concerns.

DEFINITIONS OF ABUSE

'Child Abuse' is a phrase that describes ways in which children / vulnerable people are harmed in a physical or psychological manner.

The abuser may be a family member, someone the child encounters in residential care or in the community, including sports and leisure activities. Any individual may abuse or neglect a child directly or may be responsible for abuse because they fail to prevent another person harming a child. It is usually someone the child knows and trusts. Abusers can be male or female, adult or other young people.

Some factors may increase the risk of abuse:

- Young children might have difficulty telling others
- Disabled children may have difficulty in communicating or knowing who to tell
- Children who are already experiencing some form of discrimination
- Poor relationship between children and parents / carers
- High levels of stress
- History of violence / abuse in the family

It should be recognised that some children may be particularly vulnerable, for instance children with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse has occurred.

Child Abuse can be broadly separated into five categories:

1. Neglect

- A child's basic needs are not meet (e.g. food or warm clothing)
- The child is constantly left alone and unsupervised
- The child has no love or affection

In a club environment this could include a coach or instructor failing to ensure that a child/children were safe, e.g. exposing them to undue cold or to unnecessary risk or injury.

2. Physical Abuse

- The child is physically hurt or injured
- The child is given alcohol, inappropriate drugs or poison
- The child is given drugs to enhance performance or delay puberty.

In a club situation, physical abuse can be deemed to occur if the type/ intensity of training does not take into account the child's immature and growing body or predisposes the child to injury resulting from fatigue or overuse.

3. Sexual Abuse

- The child is involved in sexual intercourse, masturbation, oral sex, anal intercourse or fondling or other such activities.
- The child is being shown pornographic books, photography or videos

Activities, which involve physically supporting children during the coaching of new skills, may potentially create situations in which sexual abuse might go unnoticed. Coaches should be aware of this and follow the guidelines contained within this manual in order to protect all concerned.

4. Emotional Abuse

- The child may have a persistent lack of love and affection
- The child is constantly over-protected which denies them the opportunity to mix and socialise
- The child is constantly being shouted at, threatened or taunted, which makes them very nervous and withdrawn or negative, influencing their feelings of competence and self worth

In extreme circumstances, over enthusiastic parents or coaches can be guilty of emotionally abusing a child.

5. Bullying & Discrimination

- Usually occurs over time, rather than being a single aggressive act
- It involves an imbalance of power, the powerful attack the weak
- It can be psychological, verbal or physical in nature e.g.
 - Being called names, insulted or verbally abused
 - Being deliberately embarrassed and humiliated by other children
 - Being made to feel different or like an outsider
 - Being lied about
 - Being physically assaulted or threatened with violence
 - Being ignored

It is often difficult to decide what is 'teasing' and what constitutes bullying.

It is believed that up to 12 children per year commit suicide as a result of bullying, so take all signs of bullying very seriously.

You should discuss/ report any bullying to the Club CPO and follow the procedure as on page 11.

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IDENTIFYING SIGNS OF ABUSE

It is not always easy to recognise a situation where abuse may occur or has already taken place. It must be recognised that the following list is not exhaustive and that the presence of one or more indicators is not necessarily proof that abuse is taking place.

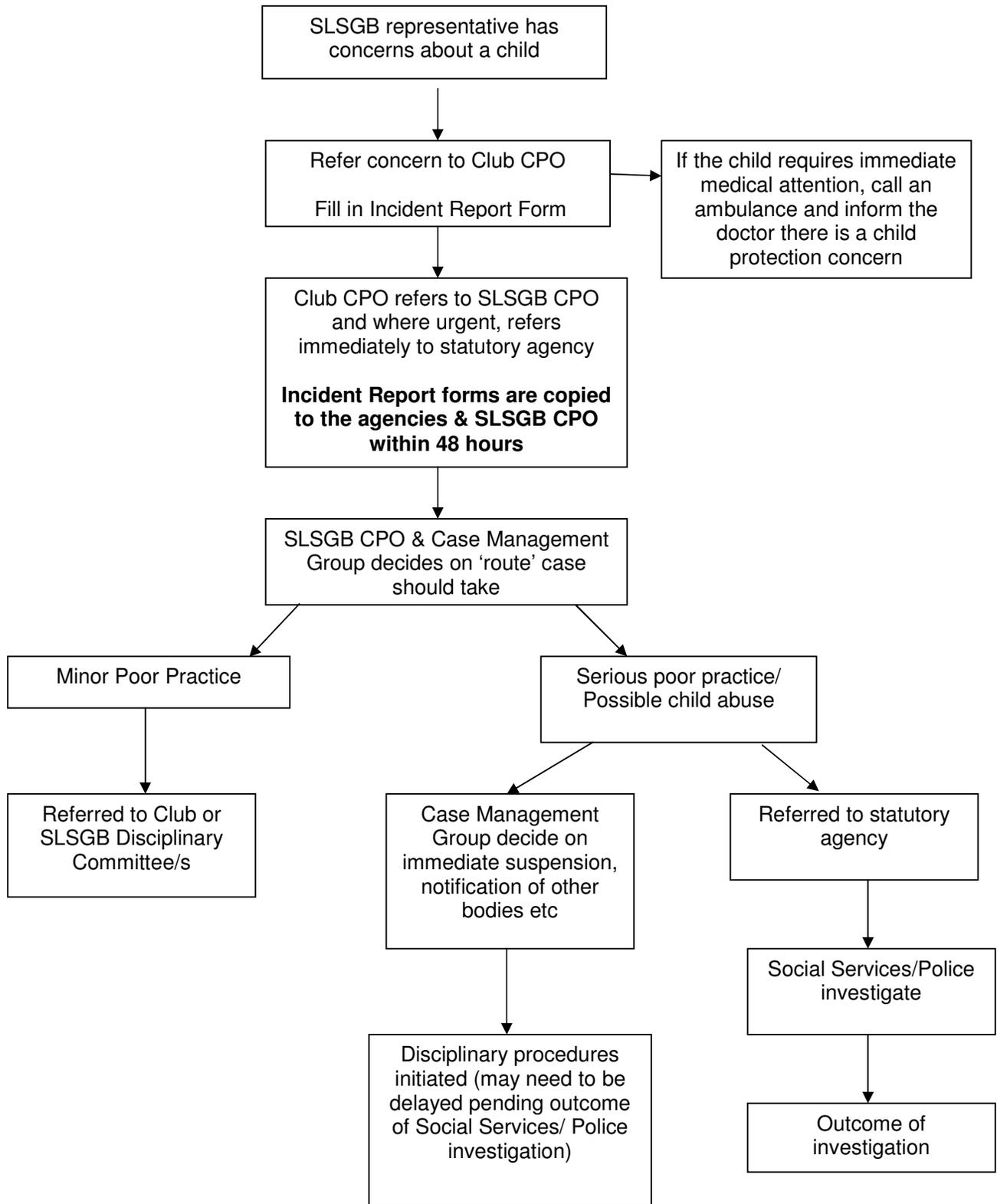
- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to injuries
- An injury for which an explanation seems inconsistent
- The child describes what appears to be an abusive act involving them
- Another child or adult expresses concern about the welfare of a child
- Unexplained changes in a child's behaviour, e.g. becoming very upset, quiet, withdrawn or displaying sudden outburst of temper
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Difficulty in making friends
- Being prevented from socialising with others
- Displaying variations in eating patterns including over eating or loss of appetite
- Losing weight for no apparent reason
- Becoming increasingly dirty or unkempt
- Unexplained drop off in performance
- Physical signs such as stomach-aches, headaches, damaged clothes, bingeing
- Shortage of money or frequent loss of possessions

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RESPONDING TO A CHILD WHO SAYS EITHER THEY OR ANOTHER CHILD IS/ARE BEING ABUSED/ BULLIED

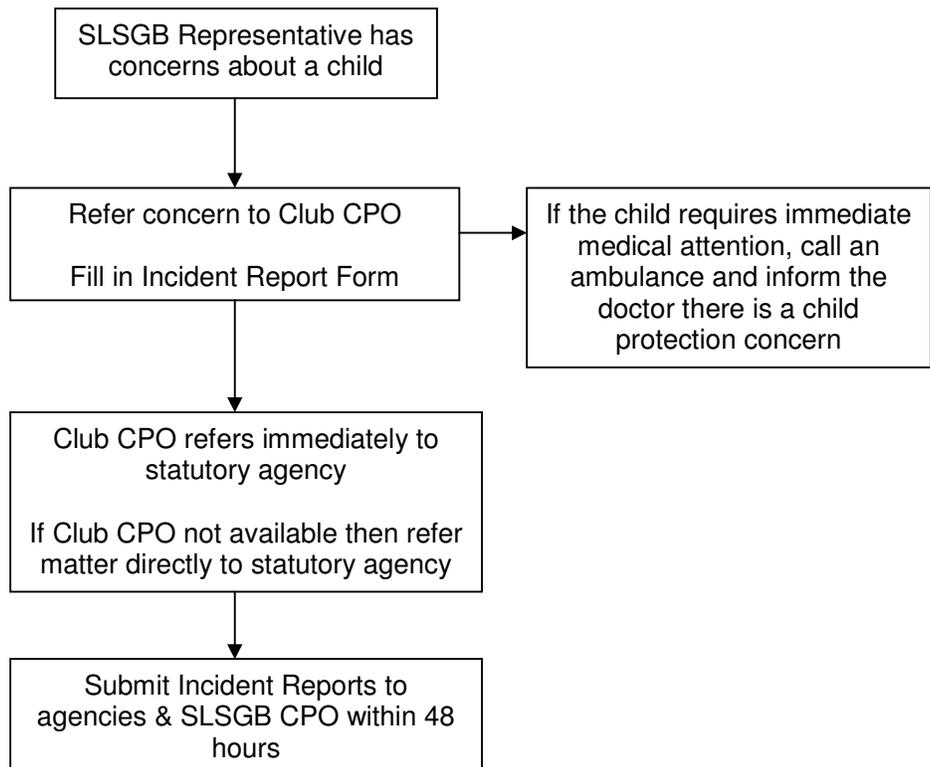
- **Stay calm**, do not frighten the child and do not rush into actions that may be inappropriate
- **Reassure** the child, stress they are not to blame and that they were right to tell
- **Listen** and believe what the child says; show you are taking what is being said seriously
- **Keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. The law is very strict and a child abuse case can be dismissed if it appears the child has been led, or word and ideas have been suggested. In view of these complexities it is better to refer the matter to professionals as soon as possible.
- **Explain** that you may have to tell other people in order to stop what is happening.
- **Safety of the child is paramount.** If the child needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure that they are made aware that this is a child protection issue.
- **Record** all information (see appendix 7)
- **Report the incident** to the Club CPO or the SLSGB CPO.

WHAT TO DO IF YOU'RE WORRIED ABOUT A MEMBER, VOLUNTEER, COACH, OFFICIAL OR OTHER YOUNG PERSON IN SURF LIFE SAVING



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WHAT TO DO IF YOU ARE WORRIED A CHILD IS BEING ABUSED OUTSIDE OF SURF LIFE SAVING (but the concern is identified through the child's involvement in the Club)



CONFIDENTIALITY

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

- The Club Child Protection Officer
- The parents of the person who is alleged to have been abused
- The person making the allegation
- Social Services/Police
- The *SLSGB* Child Protection Officer

- The alleged abuser (and parents if the alleged abuser is a child)

DO NOT approach the alleged abuser.

The Club CPO should store information in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

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WHISTLE BLOWING

It is important that the organisation has well known procedures for enabling SLSGB representatives to share, in confidence, with a designated person, concerns they may have about a colleague's behaviour.

This may be behaviour linked to child abuse or poor practise & breaches of procedure. If this is consistently ignored a culture may develop within an organisation whereby SLSGB representatives and children are 'silenced'.

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

INTERNAL INQUIRIES

The SLSGB Child Protection Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.

Irrespective of the findings of the social services or police inquiries the SLSGB Disciplinary Committee will assess all individual cases to decide whether a SLSGB representative should be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the SLSGB or Club Disciplinary Committee must reach a decision based upon the available information which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

AFTERMATH

Consideration should be given to the kind of support that children, parents/carers and SLSGB representatives may need. Use of help-lines, support groups and open meetings will maintain an open culture and help the healing process.

The British Association for Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, E-mail: bac@bacp.co.uk, Internet: <http://www.bacp.co.uk>.

Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

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CONTACTS

Please ensure that all copies of this page are completed with appropriate local details and at least one copy is on display in your Club:

Your Club Child Protection Officer is

Telephone Number

In an Emergency

or alternative contact.....

The SLSGB Child Protection Officer is

Telephone Number.....

In an Emergency

or alternative contact.....01392 218007.....

Social Services.....

Police

NSPCC 24 Hour help-line.....0808 800 5000.....

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RECRUITMENT AND TRAINING

SLSGB recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children.

CLUB CHILD PROTECTION OFFICER

Clubs should appoint a Child Protection Officer. The person designated should ensure that they are knowledgeable about child protection and that they undertake any training considered necessary e.g. Sports Coach UK Good Practise & Child Protection courses or County Sports Partnerships courses, to keep themselves updated on new developments.

They must:

- Establish contact with the SLSGB CPO and the Social Services in the Club's catchment area, liase with them and other agencies as appropriate
- Be responsible for processing application forms, references, checks and keeping secure records
- Ensure Child Protection Policy and Procedures are explained, publicised, followed and adhered to within the club
- Be informed of all safeguarding concerns and ensure appropriate action is taken

RECRUITMENT/APPOINTMENT

All SLSGB representatives who have access to children, particularly those with the following job role should undergo the recruitment checks below prior to appointment:

- Trainer (Instructor)
 - Assessor (Examiner)
 - Coach
 - Assistant Coach
 - Nipper/Junior Helper
 - Team Manager
 - Sports Official
 - Club Officer
-
- All SLSGB representatives should complete an Application Form, which will elicit information about an applicant's past and a self disclosure about any criminal record (appendix 8)
 - Consent should be obtained from the applicant to seek an enhanced level disclosure from the Criminal Records Bureau
 - Two confidential references, including one regarding previous work with children must be taken up and confirmed through telephone contact (appendix 9)
 - Evidence of identity (passport or driving licence with photo) must be obtained

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CRIMINAL RECORDS BUREAU

SLSGB Representatives requiring an Enhanced CRB Disclosure can obtain a blank form from Head Office. Guidance on completion can be found at Appendix 10

Applicants should then send the form to the SLSGB Child Protection Officer

This service is free to current members of SLSGB. Non-members must pay an administration fee of £7.50

Once the form has been checked it will be submitted to the CRB. A copy of the Disclosure will be sent directly to the applicant and a copy sent to the SLSGB Child Protection Officer.

If a Disclosure is not satisfactory the SLSGB CPO will contact the Club CPO to advise them that the Applicant is not a suitable candidate to work with children.

Confidentiality is assured at all times.

INDUCTION

All SLSGB representatives should receive an induction during which:

- The above checks are completed in full
- Qualifications are substantiated
- Job requirements and responsibilities are clarified
- Child Protection Policy & Procedures are explained and training needs are identified

SLSGB has produced an induction training pack; copies can be obtained from Head Office. Once completed, this should be recorded and registered with SLSGB (using an Exam Application Form).

TRAINING

In addition to pre-selection checks and induction, the safeguarding process should include ongoing training after appointment. Contact the SLSGB CPO to discuss what training may be required, by whom and how it can be arranged.

APPENDICES

1. SLSGB CODE OF CONDUCT

The Code of Conduct is an expression of the spirit in which it is expected Association members will conduct themselves on a personal and professional basis. It is not meant to suppress individuality but should reflect the ethos of our Association through the actions of its members.

However, as with any Code of Conduct, serious and flagrant breaches will result in action being taken against offenders.

The Code of Conduct prescribes the standards, which the Disciplinary Committee may take into account when considering the conduct of a member of the Association; but so that the committee shall not be prevented from considering other matters. Any member contravening any section of the Code of Conduct may be liable to disciplinary action, which could result in expulsion from the Association.

At all times a member shall uphold the good standing and reputation of the Association and shall:

- a) Comply with the law.
- b) Not misuse their authority or office for personal or other gain.
- c) Fully uphold the Association Equal Opportunities Policy.
- d) Observe the standards prescribed in the guides to good practice approved by the Council.
- e) Have a duty to provide information if requested by the Disciplinary Committee investigating any breach of this code.
- f) Respect a person's rights and treat everyone accordingly.
- g) If teaching life saving or working as a lifeguard or equivalent, hold a qualification to do so, approved by the Association.

2. SLSGB FAIR PLAY CODE

Fair play is defined as much more than playing within the rules. It incorporates the concepts of friendships, respecting others and always playing within the right spirit. Fair play is defined as a way of thinking, not just a way of behaving. It incorporates issues concerned with the elimination of cheating, gamesmanship, doping, violence (both physical and verbal), exploitation, unequal opportunities, excessive commercialisation and corruption.

Fair play is an essential and central part of successful promotion, development and involvement in sport. Through fair play, the individual, the sports organisations and society as a whole all win. We all have responsibility to promote: Fair play - The winning way.

The SLSGB will:

- Promote and encourage fair play through its members;
- Ensure that its rules are fair, clearly understood by performers, coaches, officials and administrators and properly enforced;
- Make every effort to ensure that its rules are applied consistently and with absolute impartiality;
- Treat all members equally, irrespective of gender, race or physical characteristics;
- Impress upon performers, coaches, officials and administrators the need to maintain the highest standards of sportsmanship in running and playing their sport.

SLSGB Officials will:

- Abide by the rules and the spirit of the competition;
- Be fair, considerate and honest with others;
- Be professional in their actions, language, presentation, manner, punctuality and should reflect high standards;
- Resolve conflicts fairly and promptly through established procedures;
- Maintain strict impartiality;
- Maintain a safe environment for others;
- Show caution and concern toward others;
- Be a positive role model to others;
- Show respect to performers;

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SLSGB Performers will:

- Abide by the rules and the spirit of the competition;
- Accept the decisions of referees and judges without question or complaint;
- Never consider cheating and in particular, must not attempt to improve their individual performance by the use of drugs;
- Exercise reasonable self-control at all times;
- Learn to accept success and failure, victory and defeat, with good grace and magnanimity and without excessive emotional display;
- Treat their opponents and team-mates with respect both in and out of the competition arena.

SLSGB Coaches will:

- Insist that performers understand and abide by the principles of fair play;
- Never countenance the use of drugs by performers;
- Never employ methods or practices that could involve risks, however slight, to the long-term health or physical development of their performers;
- Not attempt to manipulate the rules in order to take advantage of their performers or their opponents.

SLSGB Club Officials will:

- Respect the regulations and authority of their governing body and its member organisations and not attempt to avoid or circumvent these regulations;
- Recognise the special role that they have to play in the establishment of standards by setting a good example of sportsmanship at all times;
- Respect the rights of other clubs and not deliberately act in a manner intended to be to the detriment of any other club;
- Respect the rights of performers, coaches, officials and not exploit or deliberately act in a manner intended to be detrimental to them;
- Not endeavour to influence the result of a competition by any action not strictly within the rules and regulations, or within the fundamental precepts of fair play.

Sponsors and promoters will:

- Not seek to influence unduly or improperly the outcome of competitions by financial or other inducements;
- Recognise that the administration and organisation of all sporting competitions and events is the exclusive responsibility of the governing body.

3. SLSGB EQUITY POLICY

The Surf Life Saving Association is committed to incorporating equal opportunities into all aspects of its work. Members and employees are expected to ensure that no one suffers discrimination, abuse or harassment on the grounds of race, sex, disability, marital status, religious beliefs, sexual orientation or class.

The aim of the Equal Opportunities Policy is:

- a) To promote respect for both individuals and groups in all aspects of the Association.
- b) An expectation that the membership and it's associates will actively promote equality of access to the Association, which should be welcoming and indicate an understanding and response to a variety of needs and requirements.
- c) That members shall be afforded an equal opportunity to:
 - Be consulted on Association needs.
 - Know about the Association.
 - Comment on the experiences of the Association.
 - Receive full consideration and be fairly treated.
 - Know about positions whether voluntary or paid that arise within the association and to meet the requirements of the same.
- d) The Association will endeavour to give fair access to everyone taking into account any special provisions that may be required; for recruitment to training and surf sports of disadvantaged people. Training and education in relevant skills being provided without bias at all levels.

03-09-08

4. RISK ASSESSMENT MODEL

DATE: _____

CLUB: _____

RISK	How likely is this to happen? (✓)			Action to be taken to minimise risk	Action to be taken in the event of risk happening
	VERY	POSSIBLY	NEVER		

COMPLETED BY: _____

5. EVENT CHECKLIST

Purpose of Trip	Competition Training Social Combination	
Planning	When? Where? Who? Risk assessment of the activity	
Communication with Parents	Pick up times Destination and venue Competition dates Kit and equipment list Emergency procedures (home contact) Consent Form (inc photography) Code of conduct	
Accommodation & Venue	What type? Catering (special diet, allergies) Suitability for group (accessibility) Room lists Facilities Fire Regulations etc	
Hosting or being hosted	Hosts vetted Hosts aware of special requirements Transport arrangements Telephone contact Local map and information	
Transport	Journey time & stopping points Supervision Suitability & access Drivers checked Insurance	
Supervision & Staffing	Ratio of staff to participants Male/female Specialist Carers Staff checked	

	Staff relevant child protection training Roles & responsibilities	
Emergency Procedures	NOP/EOPs First Aid Special Medical Information Medications E111 (EU visits)	
Insurance	Liability Accident Travel Medical	
Costs	For trip Payment schedule Extra meals & refreshments Spending money Security	
Documentation	Entry pack & declaration Travel tickets Passports & visas Check non EU nationals	
Preparing participants	ID & security Local culture & language Food & drink Currency Telephone Maps of area/site (zones)	
Arrival	Check rooms, meal times, phones, valuables Check sporting venue Collect money & valuables Information on medications Arrange group meeting(s) Confirm care & CP procedures with group/staff Rules & curfews	

6. SAMPLE CONSENT FORM

Name:	
Date of birth:	
Address:	
Tel No:	
Emergency Contact:	
Address:	
Tel No:	

Medical information

Any specific medical conditions requiring medical treatment and/or medication?

Yes If Yes, give details:

No

Any allergies?

Yes If Yes, give details:

No

Any contact with contagious or infectious diseases within the last four weeks?

Yes If Yes, give details:

No

Please provide details of any special requirements and treatment and/or medication that you would NOT permit your child to receive:

--

Declaration

I confirm that I have received the details of the activity and consent to my child taking part in the visits and activities indicated. I acknowledge that the club will be liable in the event of any accident *only if they have failed to take reasonable steps in their duty of care for my child during the trip*. I understand that the staff have a common law duty to act in the capacity of a reasonably prudent parent and therefore may prevent my child from entering events for which they are not considered capable.

I have read the SLSGB Code of Conduct and agree that my child should abide by this whilst in the care of the club and I understand that a serious or continued breach of this code may result in my child being sent home early at my expense.

I undertake to pay the required sums by the dates specified in the information and accept that in respect of any withdrawal, for whatever reason, there can be no refund of the whole or part of the payments unless the circumstances are covered by insurance.

I, _____ being parent/guardian of the above named child hereby give permission for the staff to give the immediately necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my son/daughter's interest, in the doctor's medical opinion, for any delay to be incurred by seeking my personal consent.

I, _____ being parent/guardian of the above named child hereby give permission for SLSGB representatives i.e. Team Manager to photograph/video during their involvement in the activities. I understand that these may be used for publication.

Signed _____ (Athlete) Date _____

Parental Consent (to be signed for competitors under 18 years)

Signature _____ (consent by parent/guardian) Date _____

7. INCIDENT REPORT

NAME OF CHILD	
AGE/ D.O.B	
PARENT/ CARERS NAME	
HOME ADDRESS	
TELEPHONE NO.	

<p>Are you reporting your own concerns or passing on those of someone else?</p> <p>Give details of witnesses.</p>	
---	--

<p>Brief description of the concerns; include date, time, location etc of specific incidents.</p>	
---	--

<p>Any physical signs? Or behavioural signs?</p>	
--	--

<p>Have you spoken to the child? If so, what was said?</p>	
--	--

<p>Have you spoken to the parents/carers? If so, what was said?</p>	
---	--

<p>Has anyone been alleged to be the abuser? If so, give details, include their relationship to the child.</p>	
--	--

<p>Have you consulted/ reported to anyone else? Give details and what action has been agreed.</p>	
---	--

<p>Your name/ position/ contact number</p>	
<p>Signature</p>	
<p>Date</p>	

8. APPLICATION FORM

POSITION APPLIED FOR:	
------------------------------	--

FULL NAME:	
DATE OF BIRTH:	
SEX:	MALE/ FEMALE
SLSGB MEMBERSHIP NO.:	
HOME ADDRESS:	
TELEPHONE NO.:	

Give details of relevant experience, qualifications & training. Include any previous experience of working with children.

Give the details of two people who know you well (and are not related to you) who have first-hand experience of you working with children and who we can contact for a reference.

Confidential Declaration

Have you ever been convicted of a criminal offence, bound over or received a caution or formal warning?	YES/ NO
If Yes, give details:	
NB: You are advised under the provision of the Rehabilitation of Offenders Act 1974 (Exception) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986, you should declare all convictions including 'spent' convictions.	

Are you a person known to any social services department as being actual or potential risk to children?	YES/ NO
If Yes, give details:	

Have you had a disciplinary sanction (from a sport or other organisation's governing body) related to child abuse?	YES/ NO
If Yes, give details:	

A CRB Enhanced Disclosure will be required in the event of a successful application and having a criminal record will not necessarily be a bar to obtaining a position

I undertake to inform SLSGB within 48 hours if I am subsequently arrested or investigated in relation to a child welfare matter	
Signature	
Date	

9. REFERENCE FORM

(Name of staff/ volunteer)
Has expressed an interest in working for (SLSGB), and has given your name as a referee. This volunteer post involves substantial access to children.
As an organisation committed to the welfare and protection of children, we are anxious to know whether you would have any reason at all to be concerned about the applicant being in contact with children or young people?
YES/ NO
(If answered Yes, we will contact you in confidence)

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the position in question. We would appreciate you being completely open and honest in your evaluation of this person.	
How long have you known this person?	
In what capacity?	
What attributes does this person have that would make them suited to this work?	
Further information (where applicable)	

Please rate this person on the following (please tick as appropriate for each statement)			
	Poor	Average	Good
Responsibility			
Maturity			
Self Motivation			
Can motivate others			
Trustworthy			
Reliability			

Your name	
Position	
Telephone No	
Signature	
Date	

10. GUIDANCE ON COMPLETING CRB CHECKS

1. Volunteer members only need to fill out sections **A, B, C, D, and H**
2. Check that they have used black pen and it has been completed in block capitals
3. Check a job title has been inserted at **section B**, from this list; there is no need to state that the post is volunteer:
 - Trainer (Instructor)
 - Assessor (Examiner)
 - Coach
 - Assistant Coach
 - Nipper/Junior Helper
 - Team Manager
 - Sports Official
 - Club Officer

If you feel the job falls outside one of these roles, please contact Kate Morgan on kmorgan@smsgb.org.uk

4. Please make sure they have signed and dated **section H**
5. ID Checks (**section X**) must be carried out face to face and only by the appointed Club Child Protection Officer:

The volunteer member should provide a copy of his/her passport, driving licence, birth certificate, marriage certificate, P45 or P60. They only need to provide a copy of 2 of the above documents.

Check the date of birth matches that at Section A and that any middle names have been declared

Check that there is a full 5 year address history

At the bottom of the section place a cross in the box and fill in your name.

6. If you have any problems/questions please contact Kate Morgan on kmorgan@smsgb.org.uk