

Safeguarding Children & Young People



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1. Introduction

Surf Life Saving GB would like to thank the Child Protection in Sport Unit for their help in developing this policy.

Surf Life Saving GB is established for the following objectives:

- 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.

Over 50% of SLSGB members are aged under 18 years of age and SLSGB has a number of activities, which involve these members. The activities vary but include education, training & sport.

SLSGB and its clubs have a statutory responsibility to safeguard the children & young people in their care (appendix 1).

To provide children with the best possible experience and opportunities in Surf Life Saving, everyone must operate within an accepted ethical framework, which includes the SLSGB Equity Policy (appendix 2), Code of Conduct (appendix 3) and Fair Play Code (appendix 4).

The purpose of this document is to provide policy & procedures which ensure children and young people have appropriate safety and protection whilst in the care of the organisation and allow all staff/ volunteers to make informed and confident responses to specific child protection issues.

It is not always easy to distinguish poor practise from abuse. It is not the responsibility of SLSGB representatives to decide whether or not abuse has taken place. There is a responsibility to act on any concerns by reporting them, as explained further in section 4.

Policy Statement

SLSGB has a moral and legal 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 safeguarding guidelines adopted by the organisation.

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 or poor practice 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 and checks undertaken where required and able to
- 🏆 Working in partnership with children, their parents/carers and other agencies is key to promoting young people's welfare.

Scope of Document

This document applies to all volunteers and permanent and temporary employees.

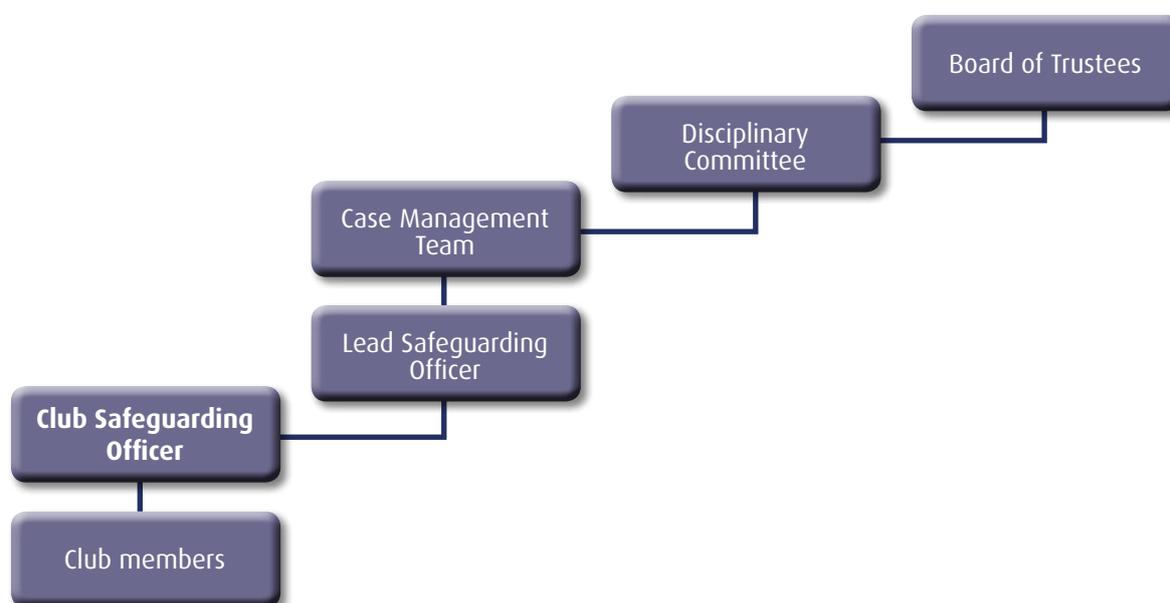
The above will be referred to as SLSGB representative(s) throughout this document.

Adults responsible for the day to day care 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).

This policy should be reviewed every 3 years or whenever there is a major change in the association or in relevant legislation. The updated policy will be signed off by a Case Management Team and/or the NSPCC for significant changes. The updated policy will be sent to all affiliated Surf Life Saving clubs via their club Safeguarding Officers and will be promoted through the SLS website news.

Organisational Structure



Club Safeguarding Officer

Clubs should appoint a child Safeguarding Officer. SLSGB would recommend the person designated with safeguarding responsibility is knowledgeable about child protection and undertakes any training considered necessary, to keep themselves updated on new developments. This includes attending national or regional updates on safeguarding run by their national governing body, and it is recommended the Officer has attended a Level 1 Safeguarding Training through their local Safeguarding Board.

They must:

- 🚩 Establish contact with the SLSGB LSO and the Children's Social Care in the Club's catchment area and liaise with them and other agencies as appropriate
- 🚩 Be responsible for recruitment and training including processing application forms, references, checks and the keeping of secure records
- 🚩 Ensure the Safeguarding Children and Young People policy and procedures are explained, publicised, followed and adhered to within the club. This is part of the club affiliation process to SLSGB.
- 🚩 Be informed of all safeguarding concerns and ensure appropriate action is taken.

A model role description is available at appendix 5.

2. Good Practice & Conduct

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)
- 🏆 Treating all children fairly, 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, as they are in a position of trust)
- 🏆 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, particularly when demonstrating techniques within a swimming environment. 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
- 🚩 Inappropriate or criminal sexual behaviour committed by a young person may lead to disciplinary action in accordance with the governing body guidance and reports being made to external agencies like the police or social work departments
- 🚩 Fully uphold the guidance on how to appropriately use social media within this policy, and promote its safe and responsible use.

The following SLSGB roles may hold a position of trust with children: Trainer, Assessor, Coach, Assistant Coach, Team Manager, Sports Official, Nipper/Youth Helper, Club Officer, Patrol Member. These roles are to uphold their positions of trust. Any breach of a position of trust will be referred to the Case Management Team to assess as appropriate and may lead to the suspension or barring of membership to SLSGB and referring to appropriate agencies.

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

Refer to the Guidance on collection of children within this policy.

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
- 🚩 Allow bullying
- 🚩 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 Safeguarding Officer (CSO) 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

3. General Guidance

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 6).

The Club should consider all of its activities. 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 or protect. 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. Arrangements should be agreed with the parents/carers of a child prior to the activity commencing, concerning the needs of the child. This is for the benefit and clarity of the child and the person in the position of trust.

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 or accident from occurring
- 👉 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 or any other part of the body that might cause a child distress or embarrassment.

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.

Children should be encouraged to voice concerns they have if any physical contact makes them feel uncomfortable or threatened.

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 on the appropriate form, and the process on the form followed. For example, the SLSGB Minor First Aid form, or Incident Report form. Forms can be downloaded from the Document Store on the SLSGB website.

Guidance on sexual activity

Within sport, as within other activities, sexual relationships do occur. These guidelines should address sexual activity both between children and young people and between adults and young people.

Sexual activity between children/young people involved in life saving is prohibited during team events, in facilities or on social activities organised by the club/organisation. Inappropriate or criminal sexual behaviour committed by a young person may lead to disciplinary action in accordance with the governing body guidance and reports being made to external agencies like the police or social work departments.

Sexual interactions between adults and young people (16+) involved in life saving raise serious issues given the power imbalance inherent in the relationship. Where a young person is of the age of consent the power of the adult over that young person may influence their ability to genuinely consent to sexual activity. A coach or other adult in a position of authority may have significant power or influence over a young person's career.

Sexual activity between adults and young people (16+) involved in the same sport is prohibited when the adult is in a position of trust or authority (coach, trainer, official for example). This is important when maintaining healthy and positive relationships between adults who hold positions of trust and young people.

Inappropriate or criminal sexual behaviour committed by an adult should lead to suspension and disciplinary action in accordance with the governing body guidance, which in the case of criminal action must include contacting the police.

Sexual activity between adults and children under the age of 16 is a criminal act and immediate action must be taken to report it. This is also a breach of the code of conduct and will be taken to a Case Management Team to consider as a disciplinary case.

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

It is advised that clubs include parent/guardians and children and young people in forming their rules of conduct, which should apply to all members including coaches and instructors, and ensure that club members agree to these rules when they register for club membership. It is recommended that club rules of conduct include a process for managing challenging behaviour. For more information on managing challenging behaviour refer to the CPSU briefing paper 'Managing Challenging Behaviour' <https://thecpsu.org.uk/resource-library/2013/managing-challenging-behaviour/>

Guidance for events

An Events Checklist for clubs is available at appendix 7; further information can be found in the NSPCC's Safe Sport Away and Safe Sports Events publications.

At all national events, SLSGB will appoint an Event Safeguarding Officer and issue a Safeguarding Plan within an information pack to clubs following their competition entries being approved. The relevant club officers should familiarise themselves with this Safeguarding Plan. The club is responsible for monitoring the welfare of children in their care and raising any safeguarding issues with the appropriate person.

Clubs should ensure that an appropriate person is appointed as 'safeguarding officer' for their club and that they 'register' with the appointed SLSGB Event Safeguarding Officer.

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 training manuals).

When children use changing rooms, they should be supervised by 2 SLSGB representatives. Adults should avoid changing or showering 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.

Where appropriate, encourage parents/carers to take responsibility for their children. For example, if the child needs to change clothes or use the toilet.

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.

Where a club allows access to under 18's of its facilities 'out of hours' and unsupervised, it should ensure parent/guardians understand and have given consent.

The Club SO 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.

Guidance on missing children

The following guidelines are recommended should a child, for whom you or your club has responsibility, go missing whilst in your care:

- 🚩 Ensure other young people in your care are supervised appropriately while a search for the child concerned is organised and conducted
- 🚩 Arrange for other available adults to conduct a search of the surrounding area, and for them to report back within a short amount of time at a specified location
- 🚩 Inform the child's parents of the concern, and reassure them that appropriate actions are being taken
- 🚩 Record the circumstances in which the child has gone missing and where he/she was last seen and create a physical description of the child including their hair and eye colour, approximate height and build and clothing they are wearing
- 🚩 Report the concern to the police if the search is unsuccessful and no later than 20 minutes after the initial missing person report if the search is not complete
- 🚩 Follow recommended guidance from the police, and maintain contact with the police
- 🚩 Inform the designated safeguarding officer of the incident
- 🚩 At any stage the missing child is located ensure all adults involved are updated, including the child's parents, searchers and police.

Guidance on collection of children

Your club should develop and publicise policies about the collection of children and young people from activities. These policies should be based on the age of the children and the location, time and type of activity.

You should provide a timetable of activities at the beginning of the season. You should also notify parents/carers of any changes to this timetable in writing.

Late collection of children by parents presents clubs and coaches with a potentially difficult situation. Your club should develop written guidelines for parents; this could be included in a parents/carers code of conduct which explains your policy for dealing with late collection of children.

- 🚩 Make clear that it is not your organisation's responsibility to transport children home on behalf of parents who have been delayed
- 🚩 Include a staff/volunteer contact number and an instruction to parents/carers to phone if there is any likelihood of late collection
- 🚩 Ask parents to provide an alternative contact name and number, for staff/volunteers to use when they are not available on their usual number.

In cases of late collection, staff and volunteers should:

- 🚩 Attempt to contact the child's parent or carer on their contact number
- 🚩 Use the alternative contact name/number if necessary
- 🚩 Wait with the child/young person at the facility, with other staff/volunteers or parents present if at all possible
- 🚩 Remind parents/carers of the club policy relating to late collection.

In cases of late collection, staff and volunteers should not:

- 🚩 Take the child home or to any other location
- 🚩 Send the child home with another person without permission from a parent or carer
- 🚩 ask the child to wait in a vehicle or facility with you alone.

Guidance on transporting children

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

- 🚗 Only using drivers who have undergone an enhanced DBS check
- 🚗 Ensuring that parental/carer consent has been obtained
- 🚗 Checking driving licenses and appropriate insurance documents prior to travelling.

Children must have an appropriate child restraint or seatbelt when travelling in a car or goods vehicle. (For more information visit <https://www.gov.uk/seat-belts-law/overview>)

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.

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, their consent given, and such films should be stored safely. Please note: mobile phones should be registered as a camera if it has that facility.

- 🚩 Ensure parents/carers & child have granted their consent for the taking and publication of photographic images and have signed and returned a consent form (e.g. SLSGB membership form)
- 🚩 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 member who is asked to act as an official photographer of an event or activity should be checked through the DBS. When using a self-employed photographer SLSGB recommends the club request to see proof that the photographer has a current DBS check and references from other service users
- 🚩 Any concerns should be reported to the event organiser or official and recorded in the same manner as any other child protection concern
- 🚩 Clubs should determine who will hold the images recorded and what will be done with them after they have served their purpose.

Guidance on social media

With emerging technologies such as Facebook, Twitter, blogs etc., there is also the potential for misuse. Risks associated with user interactive services include: cyber bullying, grooming and potential abuse by online predators, identity theft and exposure to inappropriate content including self-harm, racist, hate and pornography.

The following guidelines provide a useful starting point for clubs using social media:

- 🏆 Think about your objectives i.e. what you want to achieve, who you want to attract, which types of media you want to use and any safeguarding implications of the medium
- 🏆 Review your existing safeguarding policies & procedures to ensure that they address online issues, which can easily overflow from offline to online
- 🏆 Decide who will be responsible for managing your social media, vet and train them
- 🏆 Get to know the service you wish to use before setting up your club's presence including privacy settings, terms of service and how to contact the provider
- 🏆 Only use official organisation email addresses e.g. joeblogs@slsc.org.uk
- 🏆 Keep your log-in details secure
- 🏆 Set the appropriate privacy levels
- 🏆 Set the 'accept comment' setting so you can check all posts and messages before they appear on the site
- 🏆 Include details so people can contact and verify your club directly
- 🏆 Promote your social networking site directly to avoid people finding fake profiles
- 🏆 Register as a charitable organisation with your service provider (if appropriate)
- 🏆 Don't target underage children (which is usually 13 years – check with the provider) and don't accept 'friend' requests from underage children
- 🏆 Avoid taking personal details of children & young people (that may help locate a child)
- 🏆 Be careful how you use images of children - avoid naming/tagging children
- 🏆 Remind people to protect their privacy online
- 🏆 Think before you post
- 🏆 Promote safe and responsible social networking, provide links to safety & support organisations.

In addition to referring concerns about possible abuse to the SLSGB Lead Safeguarding Officer, you should immediately report online concerns to the Child Exploitation and Online Protection Centre (www.ceop.gov.uk) or the police.

4. Procedures

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

It is not always easy to distinguish poor practise from abuse and it is not the responsibility of SLSGB representatives to decide whether or not abuse has taken place. There is a responsibility to act on ANY concerns, whether it be of poor practise or alleged/suspected abuse and whether you have concerns which involve yourself or of someone else, by reporting it appropriately. Concerns can be raised by a variety of people in a variety of ways.

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, or when you know the person that is said to be involved. 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 SO and subsequently to check that he/she has taken appropriate action. In the absence of a club SO or if the concern involves the club SO, concerns can be reported to the SLSGB Safeguarding Officer. SLSGB assures all its representatives that it will fully support and protect anyone, who in good faith reports his/her concerns.

Your **Club Safeguarding Officer** is

Telephone Number/s

or alternative contact

The **SLSGB Safeguarding Officer** is

Telephone Number/s **01392 218007**

or alternative contact

Children's Social Care

Police **999**

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

Childline **0800 1111**

(Help-line specifically for children and young people)

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 the following categories:

Neglect

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

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.

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.

Sexual Abuse

- The child is involved in physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts.
- The child is being shown pornographic books, photography or videos
- Sexual abuse could involve perpetrators who act alone or as part of an organised group. These perpetrators could include other children, family members, individuals who target voluntary organisations.

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 document in order to protect all concerned.

Emotional Abuse

- The child may have a persistent lack of love and affection, resulting in feelings such as worthlessness and inadequacy
- 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
- The child is not given the chance to express their views, deliberately silencing them or making fun of what they say or how they communicate
- The child may have seen or heard the ill-treatment of another.

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

Bullying & Discrimination

- Usually occurs over time as repeated deliberate actions or hurtful behaviour, rather than being a single aggressive act
- It involves an imbalance of power, the powerful attack the weak
- It can be psychological, verbal, physical, emotional, racial or sexual 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 SO and follow the procedures to report a concern shown later in this document.

Harassment

Harassment is an act that is unwanted by the recipient. By definition it is the unwanted nature of the action or item which distinguishes the nature of the act to be harassment.

The impact of harassment for the recipient can be profound.

In some circumstances harassment can be deemed to be a criminal offence and can lead to a restraining order or criminal prosecution.

You should discuss/report any concerns of harassment to the Club SO and follow the procedures to report a concern shown later in this document.

Indicators/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.

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**

Stress they are not to blame and that they were right to tell.

- **Listen**

Do not query what the child says; show you are taking what is being said seriously.

- **Keep questions to a minimum**

There should be 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**

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**

Complete an Incident Report Form with all information, and follow the process on the form (see appendix 9).

- **Report the incident**

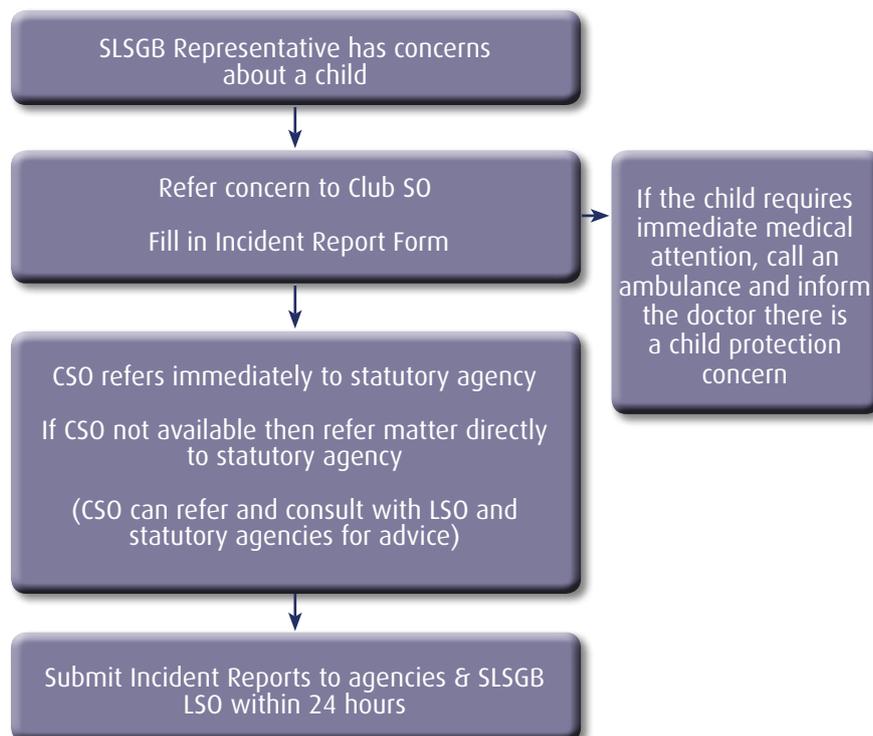
Tell the Club SO or the SLSGB LSO as soon as possible.

What to do if you're worried about a member, volunteer, coach, official or other young person in surf life saving



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 may include the following people:

- 👤 The Club Safeguarding Officer
- 👤 The parents of the person who is alleged to have been abused
- 👤 The person making the allegation
- 👤 Social Services/Police
- 👤 The SLSGB Lead Safeguarding Officer

The alleged abuser (and parents if the alleged abuser is a child), but only on advice from the statutory agencies.

DO NOT approach the alleged abuser.

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

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' or below acceptable practices may escalate .

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 CSO. All representatives will be encouraged to talk to the CSO if they become aware of anything that makes them feel uncomfortable.

The CSO should then follow the procedures within this document for reporting a concern.

Case management

The purpose of the Case Management Team is to assess, monitor and take action on recruitment checks & incidents related to the safeguarding of children and vulnerable adults within Surf Life Saving GB (appendix 10).

In addition to these terms of reference, they are governed by the DBS Code of Practice (www.gov.uk/government/publications/dbs-code-of-practice), which includes the requirement to have available policy statements for:

-  Secure handling of information (appendix 11)
-  Recruitment of ex-offenders (appendix 12)

The CMT may, where appropriate, immediately suspend the membership of the individual(s) in lieu of SLSGB disciplinary action.

Irrespective of the findings of social services or police inquiries the SLSGB Case Management Team will assess all individual cases. They 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 all available information is true. The welfare of the child should remain of paramount importance throughout.

In addition a duty to share information is in place, SLSGB is required to notify the DBS (Disclosure & Barring Service) of relevant information so that individuals who pose a threat to vulnerable groups can be identified and barred from working with these groups. For more information go to www.gov.uk/disclosure-and-barring-service-criminal-record-checks-referrals-and-complaints.

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.

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

There is a variety of support available following an incident/concern, some links are listed here, for more visit <https://thecpsu.org.uk/help-advice/deal-with-a-concern#who-can-support-you>

The British Association for Counselling & Psychotherapy

15 St John's Business Park, Lutterworth, LE17 4HB

Tel: 01455 883300, Fax: 01445 550243

E-mail: bacp@bacp.co.uk

www.bacp.co.uk

NSPCC

Tel: 0808 800 5000

Text: 88858

E-mail: help@nspcc.org.uk

www.nspcc.org.uk

5. Human Resources

To ensure that all reasonable steps are taken to ensure unsuitable people are prevented from working with children these procedures must be followed.

Recruitment

It is important for clubs to plan their volunteer recruitment and this should include a risk assessment to ascertain whether roles are supervised or unsupervised and whether the roles have frequent, intensive or overnight contact with children and young people, therefore requiring appropriate recruitment checks.

SLSGB have risk assessed the eligible roles within the organisation, refer to the below table to see which roles require recruitment checks.*

Eligible roles within SLSGB clubs

Roles within surf lifesaving	Enhanced DBS required	Barred List required
Trainer	Yes	Yes
Assessor	Yes	Yes
Coach	Yes	Yes
Assistant Coach	Yes	Yes
Team Manager	Yes	Yes
Sports Official	Yes	Yes
Nipper/Youth Helper	Yes	Yes
Club Officer	Yes	Yes
Patrol Member	Yes	Yes

SLSGB roles are largely unsupervised because it cannot be guaranteed that a suitable level of supervision is in place to safeguard children.

* If a club feels the person in their environment that holds a certain job title (role) is supervised then they need to, contact the SLSGB Safeguarding Officer and, justify showing that a barred list check is not required.

Clubs should outline the requirements of the volunteer position (role outline with skills, attributes and requirement for recruitment checks - appendix 13).

Clubs can look for potential volunteers from a variety of sources & should let people know that they are interested in filling a role.

- 👉 Potential volunteers must complete an Application Form, which will elicit information about an applicant's past and a self-disclosure about any criminal record. This should be kept securely on file by the CSO unless requested by SLSGB (appendix 14). Any qualifications should be substantiated.
- 👉 Two confidential references, including one regarding previous work with children must be taken up and confirmed through telephone contact (appendix 15).
- 👉 The applicant must be a current member of SLSGB and from a club that is affiliated to SLSGB to ensure that they are adequately covered by SLSGB's liability insurance.
- 👉 DBS supports SLSGB by providing access to an individual's full criminal record and other information so the individual's suitability for the particular role/position can be assessed.

The applicant should complete a DBS form, which may include a Barred List check where appropriate, and provide evidence of identity (for example, passport or driving licence with photo), which must be checked in person by the CSO.

Enhanced DBS checks and/or Barred List checks are required to be updated every 2/3 years and should be carried out using the same form.

Further guidance on processing DBS applications can be found at appendix 16.

Clubs may conduct an interview with the applicant prior to them taking the position. Suggested questions to ask include:

- 👉 What they want to get from their role with the club?
- 👉 What was it about the club/role that attracted them?
- 👉 What skills and attributes could they bring to the position?
- 👉 What experience they have that would assist them in the position?
- 👉 What they would require from the club to perform their role?
- 👉 Whether they could foresee how long they would be involved with the club?

In the Appendices of this document there is a person specification template and club Safeguarding Officer role outline. These templates will detail to the applicant what is expected of them from their role if successfully appointed, and should help the club interviewers to match correct answers to the specification of the role.

Glossary

DBS	Disclosure and Barring Service
Barred List check	Belongs to DBS and is a check against the list of individuals barred from working within regulated activity. There are separate barred lists for work with adults and work with children. The focus for SLSGB roles will be working with children.
DBS Enhanced Check	This enhanced DBS check will include a check of the Police National Computer and any local police information, using the 'relevancy test'. It will not include a barred list check or tell you whether or not a person is barred, but it will provide information about cautions, convictions, reprimands and warnings that the person has received.
Supervision	To direct or oversee the performance or operation of Surf Life Saving GB activities, or to watch over so as to maintain order of Surf Life Saving GB members.
Regulated activity	<p>Activity which involves:</p> <p>Teaching, training, instructing, caring for or supervising children <i>OR</i></p> <p>Providing guidance/advice on well-being <i>OR</i></p> <p>Driving a vehicle only for children</p> <p><i>AND</i></p> <p>Happens frequently (once a week or more often) <i>OR</i></p> <p>Happens intensively (on 4 or more days in a 30-day period, or overnight)</p> <p><i>AND</i></p> <p>The individual carrying out the activity of teaching, training or instructing is unsupervised (or cannot be guaranteed to be supervised), except for in paid roles in specified places.</p>

For more information refer to the DBS website www.gov.uk/disclosure-barring-service-check

Induction

Once appointed volunteers should receive an induction:

- 🏆 Introduce the new volunteer to key people around the club including a selection of members to make them feel comfortable in the surroundings.
- 🏆 Take the new volunteer on a tour of the facilities at the club. Highlight the location of key things that the volunteer will need in their role (e.g. equipment, manuals).
- 🏆 Talk the volunteer through their role (with a role description). Highlight the key aspects of the position and how it contributes to the objectives of the club.
- 🏆 Let the volunteer know what will be expected of them in their role, including duties and time commitment required.
- 🏆 Provide the volunteer with information that will help them to undertake their role successfully. This will include contact details of club officers.
- 🏆 Explain the club's emergency procedures including what their role would be in the case of an emergency; familiarise them with the club's H&S policy.
- 🏆 Explain the club's safeguarding procedures including what their role would be; familiarise them with the club's safeguarding policy.
- 🏆 Familiarise the new volunteer with what would occur in a typical week at the club.
- 🏆 Sign up to the club's Code of Conduct, and SLSGB Code of Conduct if an SLSGB member.

Training

All positions require some form of training, whether it is merely an initial introduction to the job or considerable skill-building in specific areas.

Ongoing safeguarding training should be supplied after appointment:

- **SLSGB Safeguarding Induction**

This PowerPoint presentation is available on CD from SLSGB and provides a basic outline of what constitutes good practise and the need for safeguarding procedures.

It is recommended for all club members and is included in Coach/Trainer courses.

- **SLSGB Safeguarding Updates**

Safeguarding updates/notifications will be provided to club Safeguarding Officers by email throughout each year. SLSGB may also invite club Safeguarding Officers to attend a national or regional update in order to up skill their understanding of current good practice and procedures.

- **Sports Coach UK 'Safeguarding & Protecting Children'**

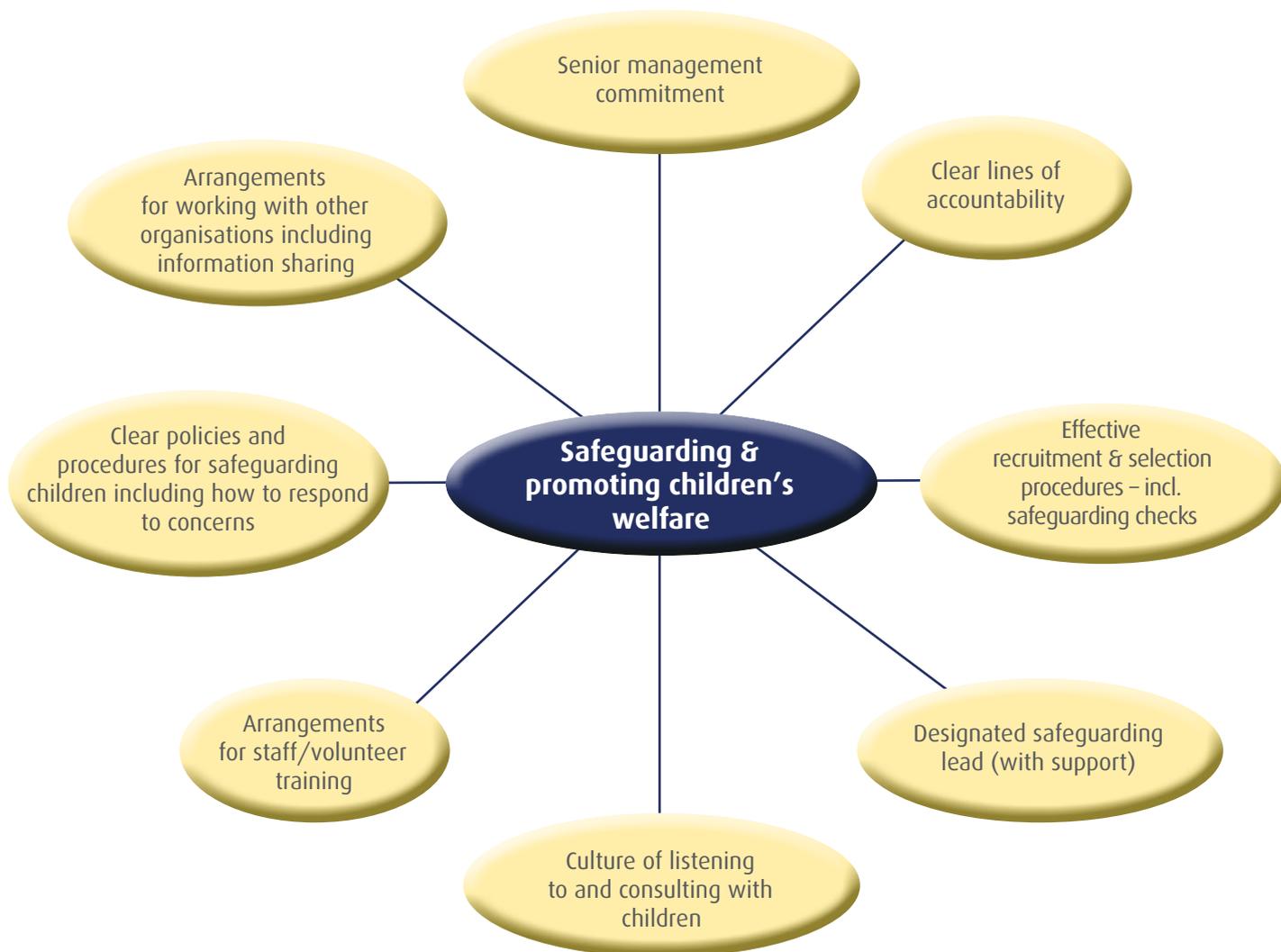
This 3 hour course is available from county sport partnerships, local authorities and volunteer services from around £30.

It is recommended for all those on the list within the recruitment section of this document.

All training should be recorded and notified to SLSGB (appendix 17).

6. Appendices

1. Statutory duties, roles and responsibilities for all organisations



2. SLSGB Equal Opportunities Policy

Surf Life Saving GB 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 organisation.
- b) An expectation that the membership and its associates will actively promote equality of access to the organisation, 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 SLSGB needs
 -  Know about SLSGB
 -  Comment on the experiences of SLSGB
 -  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) SLSGB 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.

3. SLSGB Code of Conduct

The Code of Conduct is an expression of the spirit in which it is expected 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; 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 SLSGB.

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

- a)** Comply with the law
- b)** Not misuse their authority or office for personal or other gain
- c)** Fully uphold the 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 SLSGB
- h)** Fully uphold the Good Practice and Conduct requirements within the SLSGB Safeguarding Children & Young People Policy
- i)** Fully uphold the Guidance on Social Media within the SLSGB Safeguarding Children & Young People Policy.

4. 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.

Fair play applies to both on line and off line behaviour and conduct, and to all members within the organisation.

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;
- Tackle bullying;

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.

5. Club Safeguarding Officer Role Outline

Purpose:	The Club Safeguarding Officer's role is to promote and administer the organisation's policy and procedures for the protection of children and vulnerable adults.
Responsible to:	Sample SLSC Management Committee
Commitment:	<p>This role requires a commitment of 3 hours per week including attendance at Nipper Training on Friday evenings and at committee meetings, which are held on the 1st Thursday of each month at the Clubhouse from 7.30pm. The term of office is 2 years starting on 1st May and ending on 30th April. You need to have your own IT equipment.</p> <p>We pay your expenses in accordance with our expense policy available from the Club Secretary. Mentoring and/or training including 'NSPCC's Time to Listen' will be made available where appropriate. We will provide you with our past records and filing facilities as appropriate. Confidential records related to the role are kept securely at the Clubhouse.</p>
Safeguarding:	<p>This role requires you to undergo standard recruitment checks including completing an application form, references and interview. The role has been risk assessed as being regulated activity, of an intensive and frequent nature, and being unsupervised, which requires an Enhanced DBS disclosure.</p> <p>DBS applications can take up to 6 weeks to complete and there is an online tracking facility. For more information and advice go to www.gov.uk/disclosure-barring-service-check/overview</p> <p>A confidential checking process is in place for transgender applicants, contact sensitive@dbs.gsi.gov.uk or call 0151 676 1452</p>

Core duties and responsibilities

- To subscribe to the ethos, vision and mission of Xxxxx SLSC
- Demonstrates duty of care and reasonably complies with Health & Safety guidelines
- Promotes and encourages personal growth and effective communication
- Displays willingness to assist others, shares knowledge openly, cooperates and supports other volunteers (members) & staff
- Regularly meets with the Club Chairman to discuss performance, plans and current issues.

Role duties & responsibilities

- Assist the organisation to fulfil its responsibilities to safeguard children and young people
- Be the first point of contact for staff, volunteers, parents, children/young people where concerns about a children's welfare, poor practice or abuse are identified and ensure appropriate actions are taken
- Be the first point of contact with SLSGB's lead officer for safeguarding children
- Maintain contact details for the local children's social care department, the police and local safeguarding children board
- Ensure appropriate confidentiality is maintained
- Be responsible for recruitment and training including processing application forms, references, checks and the keeping of secure records
- Ensure the Safeguarding Children & Young People policy and procedures are explained, publicised, followed and adhered to within the club.

Person Specification

Experience	
Essential	Desirable
<ul style="list-style-type: none"> Demonstrate core values & principles for safeguarding & promoting the welfare of children & young people 	
Qualifications/Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> Own organisation's role and responsibilities to safeguard the welfare of children and young people 	<ul style="list-style-type: none"> Basic knowledge of core legislation, government guidance and national framework for safeguarding & promoting the welfare of children & young people
<ul style="list-style-type: none"> Own organisation's policy & procedures relating to safeguarding children & young people 	<ul style="list-style-type: none"> Basic knowledge of the roles & responsibilities of statutory agencies (children's social care, police, NSPCC) and local safeguarding children boards
<ul style="list-style-type: none"> Poor practice & abuse behaviour which is harmful to children 	<ul style="list-style-type: none"> Basic knowledge of how abusers target and groom individuals and organisations to abuse children. Best practice in prevention
<ul style="list-style-type: none"> Local arrangements for managing safeguarding children & reporting procedures 	
<ul style="list-style-type: none"> Awareness of equalities issues & protecting children from abuse 	
Skills and Abilities	
Essential	Desirable
<ul style="list-style-type: none"> Great organisational skills 	<ul style="list-style-type: none"> Basic advice & support provision
<ul style="list-style-type: none"> Child-focused approach 	<ul style="list-style-type: none"> Ability to provide information about local resources
<ul style="list-style-type: none"> Approachable & friendly 	
<ul style="list-style-type: none"> Good listener/effective communicator 	
<ul style="list-style-type: none"> Enthusiastic & a good motivator 	
<ul style="list-style-type: none"> Tactful when dealing with sensitive issues 	
<ul style="list-style-type: none"> Ability to promote organisation's policy, procedures & resources 	

6. Risk Assessment Model

DATE:

NAME/POSITION:

VENUE:

CLUB:

RISK	Level of risk (✓)			Action to be taken to minimise risk	Action to be taken in the event of risk happening
	High		Low		
Will the activity contravene any of the guidance? If so, detail the risks.					
Is the area fit & appropriate for the activity?					
Is the equipment safe & appropriate for the activity?					
Are the registers in order? Are the participants appropriately attired & safe for activity?					
Can emergency vehicles access facilities and is there a working telephone available?					
Are emergency procedures published & accessible for those with responsibility for the activity?					

7. Events 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	

8. Incident Report Form

(Please complete this form as fully as possible and attach any previous/subsequent notes)

YOU	
Name	
Contact details	
Club	
Date (of completing this form)	
Time (of completing this form)	
Are you reporting your own concerns or passing on those of someone else?	
Give details (name, club, contact details)	

CHILD/YOUNG PERSON/VULNERABLE ADULT	
Name	
Age/Date of birth	
Club	
Contact details	

PARENT/CARER	
Name	
Contact details	

REPORT	
Give a brief description of the concerns including date, time and location of specific incidents	
Are there any physical and/or behavioural signs? What are they?	
Have you spoken to the child? If so, what was said?	
Have you spoken to the parent/carer/s? If so, what was said?	
Has anyone been alleged to be the abuser? If so, give details; include their relationship to the child.	
Have you consulted/reported your concerns to anyone else? Give details and any action that has been agreed.	
Your Signature	

9. Case Management Team

The purpose of the Case Management Team is to assess, monitor and take action on recruitment checks and incidents related to the safeguarding of children and vulnerable adults within Surf Life Saving GB.

In addition to these terms of reference, they are governed by the DBS Code of Practice, which includes the requirement to have available policy statements for:

- 🚩 Secure handling of information
- 🚩 Recruitment of ex-offenders

The Case Management Team consists of:

- 🚩 Lead Safeguarding Officer
- 🚩 Deputy Lead Safeguarding Officer
- 🚩 Disciplinary Committee Member
- 🚩 Additional voluntary members (x3/4) from statutory authorities

The Case Management Team:

- 🚩 Is available at short notice to meet and discuss cases (by telephone, email or in person)
- 🚩 Ensures that all matters are regarded as highly confidential and not for disclosure outside the group unless so agreed, on a strictly need to know basis in line with current legislation
- 🚩 Ensures that decisions are fair, open and transparent; the group will be guided by the organisation's equity policy and codes of conduct
- 🚩 Ensures that in any decision taken by the group, the welfare of the child or vulnerable adult is the paramount concern and takes precedence over those of any adult where there is a perceived conflict of interest
- 🚩 Is empowered to make decisions on the initial approach (route) to all reported cases i.e. internal, referral, disciplinary, without influence or prejudice by others in the organisation
- 🚩 Will advise others within the organisation about actions they may need to take, such as initiating disciplinary proceedings
- 🚩 Will monitor and review progress on all cases and identify any trends emerging, which may require a revision of existing policies
- 🚩 Will ensure that it records all actions, decisions and outcomes.

Recruitment checks

Where DBS recruitment checks are required and the individual is ISA registered, the DBS disclosure is risk assessed by appropriately trained volunteers/staff (such as the Lead Signatory and Counter Signatory for DBS applications through SLSGB) using the relevant risk assessment form. The applicant's application form & references may be requested at this time. In addition more information outlining the circumstances of any disclosed offences may be requested from the applicant in writing, by email or by telephone interview if appropriate.

If after this information has been collated, the risk assessment gives rise to concern, the matter will be referred to the Case Management Team to decide:

- a) The applicant should attend an interview
- b) The applicant is deemed unsuitable for work with children

If a) the CMT will decide what questions they wish to ask at the interview. The questions will be printed out and given to each member of the team for them to make their own observations and notes during the interview.

The group will review the interview and discuss their notes to make a decision on whether the individual should be approved to work with children and vulnerable adults in Surf Life Saving GB. If the decision goes to a vote, there will be no abstentions and the majority wins.

If b) the person may submit a grievance using the SLSGB Rules & Procedures.

The CMT will notify the individual, the Club CSO and the Board, of their decisions.

Incidents

Following an incident, the CMT will assess, using the 'good practice guidelines', whether the incident is likely to be considered:

- a) Minor poor practice
- b) Serious poor practice
- c) Abuse

They will determine whether there have been any previous reported incidents and the likelihood of any recurrence.

If a), the CMT may make recommendations to the Club for further training or suspension of the individual(s) in lieu of Club disciplinary action.

If b) or c), the CMT will put together a report including the above information and copies of any incident report forms; whether recruitment procedure was followed and training was carried out and whether any previous incidents gave rise to disciplinary action and if correct procedure was followed.

The CMT may, where appropriate, immediately suspend the membership of the individual(s) in lieu of SLSGB disciplinary action.

The CMT will notify the Club of the action taken and make a recommendation to the Club, where appropriate, for immediate suspension of the individual(s) in lieu of SLSGB disciplinary action.

The CMT will notify the individual(s) of the action taken.

Where the individual(s) has been suspended, the case will be referred to the SLSGB Disciplinary Committee for examination. The SLSGB Disciplinary Committee procedures may be delayed pending the outcome of any Social Services/Police investigation.

10. Secure handling policy

General principles

As an organisation using the Disclosure & Barring Service (DBS) to help assess the suitability of applicants for positions of trust, SLSGB complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Certificates and Certificate information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Certificate information and has this written policy on these matters.

Storage and access

Certificate information is kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, Certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Certificates or Certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep Certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any Certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Certificate or any copy or representation of the contents of a Certificate. However, notwithstanding the above, we may keep a record of the date of issue of a Certificate, the name of the subject, the type of Certificate requested, the position for which the Certificate was requested, the unique reference number of the Certificate and the details of the recruitment decision taken.

11. Recruitment of ex-offenders policy

- 🚩 As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, SLSGB complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.
- 🚩 SLSGB is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- 🚩 We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- 🚩 A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- 🚩 Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within SLSGB and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- 🚩 Unless the nature of the position allows SLSGB to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.
- 🚩 We ensure that all those in SLSGB who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- 🚩 At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- 🚩 We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.
- 🚩 We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

12. Sample volunteer role outline

(Edit red text as required)

Insert position

Purpose: Insert the overall purpose of the role e.g. to be responsible for the selection, preparation, coaching and performance of the team.

Responsible to: Sample SLSC Management Committee

Commitment: This role requires a commitment of 5 hours per week including attendance at Training on Friday evenings and at committee meetings, which are held on the 1st Thursday of each month at the Clubhouse from 7.30pm. The term of office is 2 years starting on 1st May and ending on 30th April. You need to have your own IT equipment.

We will/will not pay your expenses in accordance with our expense policy available from the Club Secretary. Mentoring and/or training including Level 2 Coach & associated courses will/will not be made available where appropriate. We will provide you with our past records and filing facilities as appropriate. Confidential records related to the role are kept securely at the Clubhouse.

Safeguarding: Insert as appropriate: This role requires you to undergo standard recruitment checks including completing an application form, references and interview. The role has been risk assessed as being regulated activity of an unsupervised nature, which requires an Enhanced DBS disclosure.

DBS applications can take up to 6 weeks to complete and there is an online tracking facility. For more information and advice go to <https://www.gov.uk/disclosure-barring-service-check>

A confidential checking process is in place for transgender applicants, contact sensitive@dbs.gsi.gov.uk.

Core duties and responsibilities

- To subscribe to the ethos, vision and mission of Xxxxxx SLSC
- Demonstrates duty of care and reasonably complies with Health & Safety guidelines
- Promotes and encourages personal growth and effective communication
- Displays willingness to assist others, shares knowledge openly, cooperates and supports other volunteers (members) & staff
- Regularly meets with the Club Chairman to discuss performance, plans and current issues

Role duties & responsibilities

- Assist the organisation to fulfil its responsibilities to safeguard children and young people
- Be the first point of contact for staff, volunteers, parents, children/young people where concerns about a children's welfare, poor practice or abuse are identified
- Be the first point of contact with SLSGB's lead officer for safeguarding children
- Maintain contact details for the local children's social care department, the police and local safeguarding children board
- Ensure appropriate confidentiality is maintained

Person Specification

Experience	
Essential	Desirable
<ul style="list-style-type: none"> • Previous coaching/training or support 	
Qualifications/Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> • Level 1 Coach • Awareness of equalities issues & protecting children from abuse 	<ul style="list-style-type: none"> • Basic knowledge of awards & qualifications available
Skills and Abilities	
Essential	Desirable
<ul style="list-style-type: none"> • Child-focused approach • Approachable & friendly • Good listener/effective communicator • Enthusiastic & a good motivator 	<ul style="list-style-type: none"> • Organisational skills

13. Application Form

Position applied for:	
Club	
Full Name	
Date of birth	
Gender	Male/Female
SLSGB Membership no.	
Home address	
Telephone no./s	
E-mail address	

Give details of relevant experience, qualifications & training; include any previous experience of working with children.	
Give the details of 2 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. Having a criminal record will not necessarily be a bar to obtaining a position.	
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 any a disciplinary sanction (from a sport or other organisation's governing body) related to child abuse?	Yes/No
If yes, give details	
I undertake to inform SLSGB within 48 hours if I am subsequently arrested or investigated in relation to a child welfare matter.	
Signature	Date

14. Referee Form

(Edit red text as required)

Dear (Referee)	
(Name of applicant)	
<p>The above has expressed an interest in working/volunteering for (Surf Life Saving GB), and has given your name as a referee.</p> <p>This post involves substantial access to children.</p>	
<p>As an organisation committed to the welfare and safeguarding 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?</p> <p>Yes/No</p> <p>If you have answered yes, we will contact you in confidence</p>	
<p>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.</p>	
How long have you know 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
Is responsible			
Acts with maturity			
Is self motivated			
Can motivate others			
Is trustworthy			
Is reliable			

Your name	
Position/Organisation	
Telephone no.	
Signature	
Date	

Many thanks

(Safeguarding Officer)

15. DBS Forms

Club Safeguarding Officers can request application forms from SLSGB. Continuation sheets are available online (www.gov.uk/government/uploads/system/uploads/attachment_data/file/193483/Continuation_sheet_v4.pdf) or from SLSGB.

Full guidance notes are included on the front of the application forms, and an additional guidance sheet is enclosed with each form. These guidance documents should be followed as failure to complete the form correctly will delay applications.

-  Applicants must use black ink and use capital letters
-  Applicants must complete the sections A, B, C and E – paying particular attention to the questions marked in yellow and the questions which follow on from these.
-  Section a – applicants should provide their passport and driving licence (for information about other acceptable ID refer to the guidance sheet enclosed with the application form or go to www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide-
-  Section c – applicants must give a full 5 year address history

Only CSO's or other nominated persons may complete the verification boxes (sections a & b - registered body use only) and the sections marked in blue (w & x numbers 61 and 62).

-  The verification boxes in sections a & b correspond to the ID-relevant fields on the form. Cross them through once you have seen an original document that verifies the applicant's identity information where the corresponding fields have been completed.
-  Insert a position/role at x61, there is no need to state that the role is voluntary. Eligible roles:
 - Trainer
 - Assessor
 - Coach
 - Assistant Coach
 - Team Manager
 - Sports Official
 - Nipper/Youth Helper
 - Club Officer (where in a position of power/influence with young people)
-  Insert your club name at x62
-  Please leave all other boxes blank and return the form to SLSGB

Once the form has been checked it will be submitted to the DBS. A copy of the Disclosure will be sent directly to the applicant and a copy sent to the SLSGB Lead Safeguarding Officer. Where a disclosure returns information, the Case Management Team will assess, monitor and take action to safeguard children and vulnerable adults within Surf Life Saving GB.

(Please note: DBS checks and processes may be subject to change in accordance with Government Legislation or further guidance.)

Confidentiality is assured at all times.

16. Training Record Form

(Edit red text as required)

All those working with children & young people must complete appropriate safeguarding training either as part of the requirement of a qualification or as ongoing professional development.

This must be recorded and sent to the SLSGB Office (submit with Assessment Application Form).

Award:	e.g. Level 1 Sport Coach or Trainer
Training:	e.g. (SCUK) Good Practice or SLSGB Child Welfare
Location:	
Trainer:	
Date:	

Declaration

I hereby declare that I have undertaken appropriate safeguarding training and I understand my responsibilities when working with young people.

SLSGB Membership No.	First Name	Surname	Signature