



Snow Safe

Snowsport England's Policy for Safeguarding Children

**March 2013
6th edition
Revised June 2014**

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SECTION 1

Introduction

Dear Member

As the National Governing Body for Snowsports in England we have a responsibility for the well-being of all children participating in the sport. We want to equip you, the snowsports club or provider, with the tools and knowledge required to ensure you provide a safe, happy, rewarding experience for the children in your care.

This is the 6th edition of our Child Protection Policy (updated June 2014) and we have endeavoured to make it as useful and user-friendly as possible, to provide your Club or organisation with all the tools you require to help keep children safe. Suggestions for changes to future versions are always welcome as we strive to provide the most useful resources we can for you.

Snowsport England (SSE) has achieved the Advanced Level of the Standards for Safeguarding Children in Sport which is the highest level obtainable. To achieve this, we had to demonstrate that Clubs are using this policy and working together to safeguard the children participating in snowsports.

Thank you to the many volunteers who give their time so freely to help the sport: Coaches, club welfare officers, race officials, committee members, first aiders and everyone involved at Club level. Safeguarding is everyone's responsibility and I hope **Snow Safe** will provide you with everything you need to enable you to provide a safe environment in your club.

I would also like to acknowledge the help and guidance from the Child Protection in Sport Unit (CPSU). In addition some of the guidelines and templates have been adapted from CPSU resources, the Football Association, British Judo and the England and Wales Cricket Board. This Policy is produced in consultation with Safeguarding in British Snowsports (SIBS); previously known as the British Snowsports Child Welfare Group, which comprises Snowsport England, Snowsport Scotland, Snowsport Cymru/Wales, BARSC, BASI, British Ski and Snowboard and DSUK and I would like to acknowledge their help and input.



Tim Fawke
Chief Executive Officer
Snowsport England

Guidance on Using the *Snow Safe* Manual

As the National Governing Body (NGB) for Snowsports in England, we have a wide ranging membership of Clubs and Snowsports organisations (called Clubs hereafter). We know one size does not fit all, and whilst the overarching message is true for everybody, some of the example templates or documents may not be necessary for your club, or you may require more in depth versions.

Why do Clubs need policies and procedures?

- It enables staff and volunteers to follow best practice and know they are doing all they can to safeguard children in their care (when implemented)
- It enables staff and volunteers to know what to do if they are worried
- It evidences your club is a responsible club and takes pride in doing things well
- When implemented, it helps protect children from harm and abuse

Who is *Snow Safe* For?

Snow Safe is a resource for anyone involved in providing snowsports for children. Snowsport England anticipates the main user of this manual will be your Child Welfare Officer. Their role is to provide information and advice to Club members and the Committee regarding safeguarding at the Club. However safeguarding is everyone's responsibility – so Committee members, coaches, officials and other volunteers at the Club should read the relevant sections and must abide by the ***Snow Safe*** Policy. Parents should also be aware of ***Snow Safe*** and who your Club's Child Welfare Officer is and how to contact them.

What is the Purpose of *Snow Safe*?

The aim is to inform you of both the mandatory requirements for Clubs, and good practice. It takes into account the relevant legislation at the time of publication, and will make reference to this legislation, but does not go into great detail – it is designed to help you safeguard your members, not make you an expert in Child Protection legislation. It has been designed to help clubs by identifying and supporting the implementation of safeguarding measures that clubs are required to have in place. It will clarify the safeguarding roles and responsibilities and provide guidance, tools, examples and templates to support the club's development, implementation and review of good safeguarding practice. It is hoped it will move clubs from providing the minimum standards to engendering a culture of "best practice"

What does the toolkit contain?

The toolkit (Section 6) contains guidance to help you implement the Policy in your club. There are sample policies, guidelines for procedures you should consider implementing, sample codes of conduct for you to adapt and information to support the club.

Finally in Section 7 you are given the relevant legislation, useful contact details and a glossary to clarify the many acronyms used in safeguarding and snowsports.

How do I use Snow Safe?

Snow Safe should be accessible to everyone at your club.

Sections 2, 3, 4b, 4c and 5 should be read by all those who have a responsibility for teaching, training, caring for, or supervising children and all committee members, race officials and people in a position of responsibility at your club.

Section 4a should be read by the Chairman, Club Welfare Officer and anyone responsible for recruiting new volunteers and staff members.

The other sections should be “dipped into” as relevant and appropriate and the intention is not for everyone to read this from cover to cover. The Club Welfare Office will however need to look at and be familiar with all aspects of the **Snow Safe** policy and manual.

Our **Snow Safe** Policy is relevant at all levels of snowsports and is intended for use by all Member Organisations of SSE. This Policy must be adopted and implemented by all Clubs and organisations affiliated to SSE and is a mandatory requirement of membership of SSE.

The guidance in this manual is correct at the time of publication (March 2013, revised June 2014) and will be reviewed every 3 years or when there is a significant change in legislation.

SECTION 2

Safeguarding and Your Duty of Care

Snowsport England's Responsibility

Everyone who participates in the activities of SSE is entitled to do so in an enjoyable and safe environment. SSE has a moral and legal obligation to ensure that, when given responsibility for children - coaches and volunteers provide them with the highest possible standard of care.

SSE is committed to devising and implementing policies so that everyone in the sport accepts their responsibilities to safeguard children from harm and abuse. This means following procedures to protect them and reporting any concerns about their welfare to appropriate authorities.

The aim of the policy is to promote good practice, help clubs understand the issues involved, and implement the safeguarding measures necessary to provide children and young people with appropriate safety and protection whilst involved in the activities of SSE. It aims to allow staff and volunteers to make informed and confident responses to specific Safeguarding and Child Protection issues. It will help to maintain professionalism and high standards of practice.

Snowsport England will:

- Appoint a Safeguarding Lead
- Convene a Disciplinary Panel when necessary
- Ensure all cases of poor practice that may be abuse and any allegations of abuse are investigated and where appropriate, referred to other agencies
- Provide support, training and guidance for Club Welfare Officers
- Provide support, guidance and training through recognised child protection training providers for coaches, instructors and others involved in snowsports
- Deal with all allegations and make decisions within agreed timescales, according to our Disciplinary Procedure
- Keep a list of all suspended, disciplined and disqualified persons and where appropriate refer people disqualified to the Disclosure and Barring Service and other relevant government agencies
- Monitor and evaluate the implementation of this Policy

Snow Safe Policy Statement

Snowsport England fully accepts its legal (Children Act 1989 and 2004) and moral obligations to provide a duty of care to protect all children. Snowsport England is committed to ensuring that:

- the welfare of the child (anyone under the age of 18) is paramount
- all children, whatever their age, gender, race, religion or belief, sexual orientation, ability or disability have the right to participate in snow sports in a fun and safe environment and have the right to protection from abuse

- all reasonable steps are taken to protect children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings
- all suspicions and allegations of poor practice or abuse are taken seriously and responded to swiftly and appropriately
- all Snowsport England employees/volunteers who work with children are recruited with regard to their suitability for that responsibility, and are provided with guidance and/or training in good practice and Child Protection procedures
- working in partnership with parents and children is essential for the protection of children
- all affiliated clubs appoint a Club Welfare Officer to ensure that appropriate safeguarding procedures are followed
- training and support are provided for Club Welfare Officers and coaches so they are aware of, and understand, best practice and how to manage any safeguarding issues
- all those in a position of responsibility throughout the organisation recognise it is not their responsibility to determine if abuse has occurred, but it is their responsibility to report and act on any concerns they have.

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The practices and procedures within this policy are based on principles contained within [UK and International legislation and Government guidance](#).

A Club's Duty of Care

Safeguarding is Everyone's responsibility - All individuals and clubs have a duty of care to ensure the safety and welfare of all children involved in their activities and to safeguard and protect them from reasonably foreseeable forms of harm. [Working Together to Safeguarding Children, HM Government 2013](#))

Safeguarding is everyone's responsibility. It should not be viewed as a standalone process to be done in isolation from the other activities at your club. Everyone working at the club should be aware of good practice and the safeguarding do's and don'ts. Together they should embrace the idea that the most important thing they can offer children is to work together, providing an enjoyable and safe environment where the needs and requirements of children are put first. A child is defined as a person under the age of 18.

What is Safeguarding?

Safeguarding is the proactive work your club does to provide safe and effective care for all children in your care. It includes the policies and procedures, good practice, training and awareness that if fully followed and implemented, will minimise the likelihood of foreseeable harm arising.

What is Child Protection?

Child protection is part of the safeguarding process, protecting individual children identified as suffering, or likely to suffer significant harm. This includes the child protection procedures which detail how to respond to concerns about a child.

If there is a proactive safeguarding culture in your club, the need for child protection action is significantly reduced.

What Must Your Club Do?

All Affiliated Clubs must adopt the SSE **Snow Safe** Policy and any future versions of it. They should formally adopt the Policy in their Constitution and the following wording is suggested:

“The Club will ensure a duty of care to all members of the club by adopting and implementing the “Snow Safe” Policy, Snowsport England’s Policy for Safe-guarding Children, and any future versions of the Policy”.

Snowsport England requires all affiliated clubs to demonstrate their duty of care by:

1. Adopting the **Snow Safe** Policy
2. Recruiting a Club Welfare Officer (and ideally a deputy) and ensure they attend the required training (Safeguarding and Protecting Children (SPC) and Time to Listen)
3. Promoting a Safeguarding Culture throughout their organisation
4. Having the following policies and procedures:
 - a. Recruiting new staff and volunteers
 - b. Anti-bullying and procedures for dealing with bullying
 - c. Photography: Video and use of images including website and press guidelines
 - d. Transport
 - e. Supervision of Children
 - f. Missing Children
 - g. Procedures for Managing Children away from the Club (if applicable)
 - h. E Safety guidelines
 - i. Health and Safety guidelines
 - j. Disciplinary and appeals mechanism

There are examples of many of these in Sections [6a](#) and [6b](#) of **Snow Safe**

These Policies and Procedures must be implemented

SECTION 3

Child Abuse

Defining Child Abuse

What Is Child Abuse?

All those involved in snowsports have a responsibility to be able to recognise and respond to signs of child abuse.

Remember, it is not your responsibility to determine if abuse has occurred, but it is your responsibility to report and act on any concerns you have.

Your Club Welfare Officer will have attended a basic safeguarding course, and a snowsports specific “Time To Listen” course which will cover types of abuse.

Any person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in the family, in an institution, or in a community (including snowsports) setting. Abusers are usually known to the child and can be adults or other children. If untreated, the effects of abuse can be extremely damaging and have a lifelong impact on the child. Abused children may feel useless or worthless, go on to become abusers in the future, find it difficult to have a meaningful and trusting relationship, or turn to drugs, prostitution or attempt suicide.

The types of abuse below refer to all settings and are not limited to the snowsports setting.

Types of Child Abuse

Physical Child Abuse

This may involve:

- Hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, biting, or other physical harm of a child.

In snowsports physical abuse may occur where the level and intensity of training or competition exceeds the capacity of the child’s immature and growing body, or where drugs are used to enhance a child’s performance.

Emotional child abuse

This is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may include:

- Constant belittling, shaming or humiliation of a child
- Telling a child he is worthless, no good, bad or useless
- Constantly ignoring a child
- Not giving the child any signs of affection or physical contact (in the home setting)

- Exposing the child to violence or abuse by others
- Not allowing a child to express their views, or making fun of them when they do, or letting others make fun of them
- Imposing unrealistic expectations on them relative to their age or ability or preventing them from participating in normal social or age appropriate activities
- Seeing or hearing the ill-treatment of another and doing nothing about it
- Serious bullying or cyber bullying

There is a degree of emotional abuse involved in all types of child abuse, though it can occur alone.

In snowsports emotional abuse may occur if children are subjected to constant criticism or name calling, sarcasm, bullying or racism. Coaches or other team members may be putting unrealistic pressure on them to consistently perform to high expectations.

Neglect

This is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in serious impairment of the child's health or development. It may involve:

- Failure to provide adequate food, clothing or shelter
- Failure to protect a child from physical or emotional harm or danger
- Failure to adequately supervise children
- Failure to provide the child with adequate medical care or treatment

Within snowsports neglect could occur if children are subjected to undue cold, or not recognising the need for a child to have a rest. It could include subjecting them to unnecessary risk of injury either through pushing the child too hard or beyond their capability.

Sexual abuse

This involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. It may involve:

- Rape or oral sex
- Masturbation, kissing, rubbing and touching outside of the clothing
- Enticing a child to watch sexual activities, look at sexual material or participate in sexual discussions
- Involving the child in the production of sexual images including photos, on line or videos
- Encouraging the child to behave in a sexually inappropriate way
- Grooming a child in preparation for abuse (including via the internet)

It should be noted that some individuals deliberately target sports activities in order to gain access to, and abuse children. Grooming may occur over several years before an individual makes his or her move. There is evidence within sports that some individuals have deliberately ignored governing body codes of practice and used physical contact within a coaching role to mask their inappropriate touching of children. Some people have used sporting events as an opportunity to take inappropriate photos or videos of children in vulnerable positions.

Boys and girls can be sexually abused. Men, women and children can be the abusers. The shame of sexual abuse often prevents children from coming forward. Unfounded accusations of sexual abuse are not common; if a child confides in you, take him or her seriously.

Remember, it is not your responsibility to determine if abuse has occurred, but it is your responsibility to report and act on any concerns you have.

Bullying

This is not officially defined as a form of abuse (UK Government Guidance - [Working Together to Safeguard Children 2013](#) (Appendix A) but there is clear evidence that it is abusive and will include at least one, if not two, three or all four, of the defined categories of abuse above.

Bullying is deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms but the main three types are:

- Physical bullying including hitting, kicking or stealing from
- Verbal including name calling, homophobic or racist comments, threats
- Emotional including isolating them from the activities of their peers, or the rest of the group

The competitive nature of snowsports makes it an ideal environment for bullies to operate in. Bullying may take place by the competitive parent who pushes their child too hard; by the coach who shouts at or humiliates children, or by a child that actively seeks to make sport a difficult or unhappy experience for others. If a child does well, other children are sometimes jealous and may bully the child. If a child does not do well other children may humiliate them or tell them they have let the Club or team down. If repeated over a period of time, this is bullying.

Snowsport England will not tolerate bullies at any level. [NSPCC Sample Policy](#). Every Club should be prepared to:

- Take the problem seriously
- Investigate all incidents
- Talk to bully(ies) and victim(s) separately

Then decide on appropriate action, such as:

- Obtain an apology from the bully(ies) to the victim
- Inform the parents of the bully(ies)
- If appropriate, ensure the return of items 'borrowed' or stolen
- If appropriate, ensure the bully(ies) compensate the victim
- Provide support for the coach of the victim if appropriate
- Invoke disciplinary measures if appropriate

Your Club should:

- Ensure the Club and teams adopt and are aware of the bullying policy
- Ensure coaches, volunteers and officials are aware of how to deal with bully(ies)
- Ensure children are aware of what to do if they feel they are being bullied

Cyber bullying

This is when a person or group of people use the internet, mobile phone, online games or other kind of digital technology to threaten, tease, upset or humiliate someone else. It is a form of bullying but because it happens online or on mobile phones can happen 24 hours a day, 7 days a week. A child cannot get away from the bully by going home, or going out, and it can feel as though there is no escape. It can be done anonymously by blocking the sender's details or setting up a fake account. Cyber bullying can also involve a lot of people and the child may feel as though everyone is ganging up on them. There is however always a trail, and children should be asked to keep copies of the e mails, abusive texts and messages and seek help.

There are links to [websites](#) containing more information about bullying at the end of this document.

Hazing

Hazing refers to any activity expected of someone on joining a group, or maintaining status in a group, that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. We know that hazing exists in schools, universities and in sports environments and need to be aware it could exist in snowsports. Typical hazing activities include sleep deprivation, personal servitude, binge drinking and drinking games, being forced to wear embarrassing attire, carry out dangerous stunts and sexual assault. Hazing will not be tolerated and should be reported to the club welfare officer.

Recognising Signs of Abuse

Recognising child abuse is not easy. Below are some guidelines and common indicators of abuse.

Most children will collect cuts and bruises as part of the rough and tumble of everyday life. Injuries should be interpreted in light of the child's medical and social history, developmental stage and the explanation given. Most accidental injuries occur over bony parts of the body, eg elbows, knees, shins, and are usually on the front of the body. With the exception of the physical signs (bruising, bites, scalds etc) you should primarily be concerned with changes in a child's behaviour. Some children may always have difficulty in interacting with other children. Indicators that a child may be being abused include the following:

- Unexplained bruising, marks or injuries on any part of the body
- Multiple bruises, in clusters, often on the upper arm or outside of the thigh
- Cigarette burns
- Human bite marks
- Broken bones
- Scalds with upward splash marks
- Multiple burns with a clearly demarcated edge
- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Fear of being left with a specific person or group of people
- Reluctance to get changed
- Depression or withdrawn behaviour
- Saying they have secrets they cannot tell anyone
- Sexual knowledge beyond their age or developmental level

- Dirty, smelly or inappropriate clothing for the conditions, or getting clothes torn
- Pain or itching in the genital area or discomfort when walking or sitting down
- Sulking, hair twisting, rocking, fear of making mistakes, sudden speech disorders
- Fears of parents being approached for an explanation
- Developmental delay in terms of emotional progress
- Complaining of being tired all the time

If a child is being bullied or abused at the Club, in addition to the above, the following may be observed:

- Reluctance to go to training or competitions
- An unexplained drop off in performance
- Behavioural changes

This is not a definitive list, but should serve as a guide to assist you. Remember too that many children will exhibit some of these indicators at some time, and the presence of one or two indicators should not be taken as proof that abuse is occurring. There may well be other reasons for changes in behaviour.

Remember, it is not your responsibility to determine if abuse has occurred, but it is your responsibility to report and act on any concerns you have.

SECTION 4

Safeguarding in Your Club

a) Recruitment

Appointing Appropriate Staff and Volunteers to Work with Children

It is SSE's policy that all staff and volunteers working closely with children must go through an appropriate vetting process prior to their appointment to establish their suitability to work with children.

When you recruit new volunteers or paid staff all reasonable steps must be taken to ensure unsuitable people are prevented from working with children. In addition the selection process must be fair and equitable.

Most people working in snowsports with children have the best possible intentions. However SSE recognises it has a responsibility to safeguard children participating in snowsports by providing a safe and enjoyable environment. Sound recruitment practice will help this process.

Planning your recruitment

It is recommended that Clubs draw up a list of roles within their club. The necessary and desirable skills and experience required to fulfil the role should be listed. A simple person specification should be drawn up. The recruitment process must be developed in such a way that ensures every applicant is treated in a fair and consistent manner. Your club should have a [recruitment policy](#).

Application forms

An [application form](#) should be drawn up to collect the information required.

Meeting or interview

The potential new coach or volunteer should have a meeting before being appointed to help inform the recruitment decision. Ideally two people should meet the person. At this stage it should be possible to confirm the information the applicant has given on the form. Questions can be asked about how they would handle a certain situation? What experience have they had of something?

Sometimes it is difficult to attract new volunteers, and tempting though it might be to welcome new volunteers with open arms, it is imperative to make sure they are suitable before doing so.

Clearly for a coaching role, qualification certificates need to be seen. It is equally important to gain information about an applicant's attitudes and commitment to child safeguarding. It is important to ascertain at this stage, if a coach thinks his role is just to "coach children". If he/she makes remarks such as "I didn't get into coaching to be a social worker, I am here to improve the child's skiing" alarm bells should start ringing. Teachers in schools are there to teach children, but we wouldn't find it acceptable for a teacher to teach our child if they did not think

safeguarding was part of their role. The same applies to coaches – they have a responsibility for safeguarding too. No matter how good they are at coaching, they are not suitable to work with children if they do not take safeguarding seriously.

Questions such as:

- Tell us about your previous experiences of working with children
- It is 8pm and the training session has finished and a child has not been picked up. What would you do?
- Have you ever been refused work with children? Is there anything we should know that could affect your suitability to work with children?

References

At least [two references](#) should be requested from individuals not related to the applicant. Ideally one reference should be work related and the other relating to previous involvement in sport. The referees should have known the applicant for at least 2 years.

References should be followed up before the appointment is made. The references should contain a statement relating to the referee's awareness of the responsibilities the post applied for requires.

Criminal Record Checks

In December 2012 the Criminal Records Bureau (CRB), who issue disclosures merged with the ISA, who make barring decisions, to become the Disclosure and Barring Service (DBS). Instead of reference to CRB checks, in the future you may hear the term "DBS checks" or "vetting checks" or "criminal records checks".

SSE provides a [mandatory list](#) of roles that are required to have a criminal records check. Other roles within different clubs can vary enormously and so a [risk assessment](#) should be carried out for them, and the Club Welfare Officer should advise their club on which roles within their Club require the post holder to undertake a criminal records check. Further help can be sought from the Safeguarding Lead at SSE, or [DBS SSE](#) if required.

The Government brought in changes in the Protection of Freedoms Act 2012. It is against the law for Employers (eg your Club) to employ someone or allow them to volunteer or work with children in Regulated Activity (RA) if they (the club) know the person is barred from doing so. Safeguarding Lead. You should therefore not employ anyone in Regulated Activity (RA) unless you have checked the barred list. RA roles in snowsports include, but are not limited to, coaches, instructors, club welfare officers, house parents, physio and sports therapists, all of whom work unsupervised. (See [mandatory list](#) for complete list).

There is more information on DBS checks, and RA including checking the mandatory lists for people working in regulated activity, and risk assessment procedures in the [toolkit](#).

Remember – a DBS check will only show cautions, convictions, reprimands or warnings the person has received. If they have never been suspected of being an abuser, the criminal rec-

Snow Safe March 2013 (updated June 2014)

It is against the law for Employers (eg your Club) to employ someone or allow them to volunteer to work with children in Regulated Activity (RA) if you know they are barred from doing so.

ords check will be clear. A DBS check (where applicable) is only part of good recruitment practice.

Recruitment Decisions

The CWO should collect all the information, confirm the identity of the applicant (via a photo drivers licence, or passport), check the references, ensure the DBS check (if applicable) is satisfactory, look to see if there are any unexplained gaps in employment history before making the employment decision. Ideally two people should make the employment decision. If you are employing someone from outside the UK you must also ensure they are entitled to work here.

Recruiting Non-UK volunteers and coaches

The employer is responsible for ensuring employees have the right to work within the UK, with a relevant visa, so you should ensure you comply with the [UK Border Agency Requirements](#) if employing staff from overseas. See "[Check if someone can Work in the UK](#)".

Clubs must recognise that checks need to be undertaken on post holders regardless of their nationality. Different countries operate various different methods for providing background checks. Not all countries are able to operate this service at all, and for some that are, their records are not accurate or up to date. Contact the Embassy or High Commission of the country in question for more information or see the [Home Office Guidance](#). You should still obtain 2 references (see References above).

The laws regarding regulated activity still apply for non-UK volunteers and coaches so you must still undertake a DBS check too, with check against the barred list where they meet the eligibility criteria to do so.

Post Recruitment

- All new coaches and volunteers should be made aware of **Snow Safe** and the requirements on them to sign and abide by the Policy and Codes of Conduct
- The new appointee should be given a copy of their role description and told who they should go to if they have any questions (or line manager)
- Any training needs should be identified and met (where possible)
- Where applicable, a mentor should be appointed to enable a period of supervision to support the new volunteer or coach

Safeguarding Training

1. **Coaches:** should attend the Safeguarding and Protecting Children (SPC) Workshop every 3 years. This is generic safeguarding training for sports organisations and will help them to:

- analyse their own practice against what is deemed good practice, to help ensure no concerns arise from misunderstandings or misinterpretation
- recognise their responsibilities and report any concerns about suspected poor practice and/or abuse
- respond to concerns expressed by a child

- work safely and effectively with children

At SSE's discretion other equivalent courses may be accepted in lieu of refreshing SPC, provided they have the same learning outcomes.

2. **Club Welfare Officers:** should attend the Safeguarding and Protecting Children (SPC) workshop or an equivalent one (as above). In addition they should attend the Time to Listen safeguarding training organised by Snowsport England. This course is specific to snowsports and just for CWOs. Both these courses should be repeated every 3 years.

SSE is currently (June 2014) considering a new on line course being developed by the CPSU in lieu of refreshing your SPC, and further information will be provided once available.

Snowsport England Requirements All affiliated clubs will:

- ensure all staff and volunteers who are eligible are subject to a criminal records check
- ensure all staff and volunteers who are undertaking Regulated Activity are checked against the barred list for working with children and not allowed to commence work if they are barred
- ensure all coaches and child welfare officers undertake relevant child protection training every 3 years
- ensure all staff and volunteers working with children are aware of good practice and bad practice and know what to do if they have a concern about a child, or about the behaviour of an adult towards a child
- ensure all coaches, instructors, trainee instructors and leaders have an up to date first aid qualification

b) Promoting Best Practice

Guidance for Coaches and Instructors Working With Children

Coaches have a vital role to play in safeguarding children in snowsports. Good coaching is about providing a fun and safe environment in which children can enjoy the sport, at all levels from the nursery slope right up to high performance skiing.

It is not always easy to distinguish poor practice from abuse. It is therefore NOT the responsibility of employees or participants in snowsports to make judgements about whether or not abuse is taking place. It is however their responsibility to identify poor practice and possible abuse, and to act if they have concerns about the welfare of the child.

This section will help identify what is meant by good practice and poor practice.

Promoting Good Practice

Child abuse and harassment can take place in many situations, from the home and school to a snowsports environment. Snowsport coaches have regular contact with children and should adopt the highest standards of practice and be responsible for identifying those in need of protection.

As a coach, the child will look up to you and if they decide to talk to you about abuse, you need to know [what to do](#). You also need to understand your duty of care towards children in snowsports, the current guidance on good practice and the need to act responsibly when you are around children. This will not only protect the children you coach, but reduce the potential for misunderstandings and inappropriate allegations being made.

- Always work in an open environment (e.g. avoiding private or unobserved situations and encourage open communication with no secrets)
- Make the experience of snowsports fun and enjoyable: promote fairness, confront and deal with bullying
- Treat all children equally and with respect and dignity
- Do not swear in front of children and do not allow swearing to go unchallenged
- Be an excellent role model; this includes not smoking or drinking alcohol whilst in the company of children under your care. All “responsible adults” should refrain from drinking whilst children are under their care
- Always put the welfare of the child first, before winning, the child’s welfare being paramount
- Be acutely aware of the power that a coach, volunteer or official develops with participants in snowsports and avoid any inappropriate or intimate interaction (sexual or otherwise)
- Avoid unnecessary physical contact with children. Where any form of manual/physical support is required it should be provided openly and with the consent of the child. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the child’s consent has been given
- Involve parents/carers wherever possible, e.g. where children need to be supervised in changing rooms encourage parents to take responsibility for their own child. If groups have to be supervised in changing rooms always ensure parents, coaches etc work in pairs
- Obtain written parental consent for any significant travel arrangements e.g. overnight stays
- Ensure that if mixed teams are taken away, they are always accompanied by a male and female member of staff
- Ensure that at away events an unaccompanied adult does not enter a child’s room or invite a child to their room
- Do not engage in a sexual relationship with anyone under the age of 18 in your care
- Always give enthusiastic and constructive feedback rather than negative criticism
- Keep up to date with technical skills relative to your coaching, qualifications and insurance
- Recognise the developmental needs and capacity of the child and do not risk sacrificing welfare in a desire for club or personal achievements. This means avoiding excessive training or competition and not pushing children against their will
- Secure written parental consent for the organisation to act in *loco parentis*, and for the administration of emergency first aid or other medical treatment if the need arises
- Promote good sportsmanship, encouraging children to be considerate of other athletes, officials and volunteers and by being modest in victory and gracious in defeat
- Keep a written record of any injury that occurs, along with details of any treatment given
- Help SSE to work towards eradicating harassment and abuse of children in snowsports
- Abide by the Coaches Code of Conduct.

Examples of poor practice – you must never:

- Unnecessarily spend excessive amounts of time alone with a child away from others
- Take children to your home where they will be alone with you
- At an away event, go into a child's room without another adult in a position of responsibility
- Share a room with a child
- Engage in rough, physical or sexually provocative games, including horseplay
- Allow or engage in inappropriate touching of any form
- 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
- Take part in, or tolerate, behaviour that frightens, embarrasses or demoralises a child or affects their self esteem
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Shower with a child
- Do things of a personal nature that the child can do for themselves
- Take a child alone in a car with you (unless it is an emergency)

Any of these situations can leave you open to allegations and many of these actions would be difficult to defend

Remember, if you are a coach or in a position of responsibility you must always behave professionally whilst in the presence of members of your club who are under the age of 18. This applies whether it is a Club activity or not.

Where cases arise where it is impractical or impossible to avoid certain situations, the task should only be carried out with the full understanding and consent of the parent/carer and the child involved. The reasons for deviating from the above good practice should be documented and made available to the relevant people concerned.

If during your care you accidentally hurt a child, a child seems distressed in any manner, appears to be sexually aroused by your actions and/or if the child misunderstands or misinterprets something you have done, report any such incidents as soon as possible to another colleague and make a written note of it. The Club Welfare Officer must be informed as soon as possible. Parents should also be informed of the incident.

c) Guidance on physical contact

Many sports, by their nature, require a degree of physical contact between adults and children. Physical contact can be used appropriately to instruct, encourage, protect or comfort. The aim of guidelines relating to physical contact is to provide adults and children with appropriate types and contexts for touching and an understanding of what physical contact should reasonably be expected within the sport and the purpose of this.

The following guidance is intended to safeguard children whilst they are in your care in a snowsports environment. Regardless of how many children are present, there should always be a minimum of two coaches or appropriately vetted club personnel present. This ensures at least basic cover in the event of something impacting on the availability of one of the adults during the session (eg in the event of an accident). It will also help to protect coaches and other responsible adults from malicious allegations when working with children.

By its nature, the teaching and coaching of skiing may require some physical contact between coach and pupil. In this context the term “coach” includes instructors of all grades; coaches, tutors, club helpers and anyone else engaged in the assistance, guidance or supervision of children in a snowsports situation – ***provided they have had the recommended training to do so***. This is accepted as reasonable practice and will be reviewed on a regular basis by Safeguarding in British Snowsports (SIBS). Following principles of good practice will help to ensure that problems and difficulties do not arise.

At all times coaches should be aware there is a multi-cultural mix of children from different ethnic and religious backgrounds, children who may already be on the Child Protection Register or have previously been, or are currently being abused at home. Not all children are used to, or are comfortable, with any type of touching, be it friendly or otherwise. In many cultures girls in particular are uncomfortable about any kind of touching by a stranger.

Physically or visually impaired children may need to be touched in order to help them understand, acquire or visualise a posture or position. If a child is visually impaired, you should tell them who you are and ask their permission before you come into physical contact with them.

Physical contact between adults and children should only be used by appropriately qualified people when the aim is to:

- Develop sports skills or techniques
- Treat an injury
- Prevent an injury or accident occurring
- Meet the requirements of the particular sport, e.g. sports massage
- Give appropriate comfort to a child or appropriately celebrating a success with them

Physical contact should:

- Not involve touching genital areas, buttocks or breasts
- Meet the need of the child and not the need of the adult
- Be carried out by those appropriately qualified to do so
- Be fully explained to the child and, with the exception of an emergency, permission should be sought
- Not take place in secret or out of sight of others

In the early stages of learning to ski, the child may require help that necessitates physical contact e.g. putting on boots, getting up after a fall etc. The manner and context in which this is done will determine the child's understanding of what is happening. It is expected that the child's permission will be sought before the instructor takes any action e.g. “May I help you get up?” – offer your hand and let the child take it rather than grabbing hold of the child and picking him/her up.

If it is thought necessary to use physical contact to put the child into appropriate skiing positions the instructor should first review their teaching strategies and look for alternatives. Perhaps moving to more suitable terrain to remove the “fear factor” or using verbal images to

which the child can respond e.g. “like a goal keeper waiting for a penalty”. Explanation and demonstration might make physical contact unnecessary. If there is no alternative ask permission and ensure that touching is done in an appropriate manner. Never use any physical contact in an isolated environment – always be in public view.

Repeated physical contact and in particular with the same child, is inappropriate and may be misconstrued by both the child and observers. Instructors should always consider appropriateness, potential carelessness, unnecessary repetition and context.

Think it through and if in doubt – don’t.

First Aid

Where possible, two first-aiders should treat casualties or a first aider accompanied by another adult of the same gender as the casualty. Never take the casualty alone into a room and close the door behind you. Always leave the door open, or attend to them in an open environment. Sometimes a little privacy for the casualty may be required, for example where they need to remove clothing and unless it is an emergency, there should always be two adults present. Ideally it should be done in the presence of a first aider of the same gender unless the well-being of the casualty is jeopardized by delaying e.g. in the event of cardiac arrest or a major bleed.

Relationships with 16 – 17 year olds

Coaches should ensure they maintain healthy, positive and professional relationships with all athletes. Coaches and others in positions of authority and trust in relation to athletes aged 16 and 17 years must not engage in sexual relationships with them while that unequal power relationship exists.

This applies to all those involved in snowsports. This must be explained to any young coaches in your Club as the guidelines include 16 – 17 year old coaches who may wish to develop a relationship with someone the same age. If they are instructing the 16 – 17 year old, they must not enter into a relationship with them due to the unequal power relationship.

Section 5

Dealing with an Allegation

There must be clear instructions about what to do if someone has a concern. ***Remember, it is not your responsibility to determine if abuse has occurred, but it is your responsibility to report and act on any concerns you have.*** This applies to both allegations or suspicions of abuse occurring within sport, and also to allegations or suspicions that abuse is taking place elsewhere, such as in a child's family or the community.

Information should be shared on a strictly need to know basis and other than in order to protect a child, should remain confidential. Further information can be found in the CPSU briefing document about [sharing information](#). If you receive any [Media enquiries](#), refer these straight on to SSE.

How the Concern is Raised

There are a number of reasons why you may become aware of a possible case of abuse and these include:

- Something a child has said
- You may see it happening
- Signs or suspicions of abuse
- An allegation made against a member of your Club
- An allegation made about a parent/carer or someone not working within the sport
- Response to bullying
- Response to a breach of a code of conduct, or poor practice
- Observation of inappropriate behaviour

You may witness something yourself, or someone might come to you with their concerns.

There are three important steps in taking the appropriate action and they are essential.

- **Step 1 - Responding to the disclosure, suspicion or allegation**
- **Step 2 - Recording the relevant information**
- **Step 3 - Reporting the relevant information**

Throughout, confidentiality must be maintained.

Step 1 – Responding to the disclosure, suspicion or allegation

Anyone responding to a disclosure, suspicion or allegation must:

- Stay calm – so as not to frighten the child. Do not show disgust or disbelief
- Ensure the child is safe and feels safe
- Reassure the child that they are not to blame, and that it is right to tell
- Be honest, do not say you can keep a secret, but say you may need to tell someone else in order for them to be helped

- Listen carefully, showing they are being taken seriously
- Keep questions to a minimum, only if really necessary to clarify what is being said. Avoid asking leading questions. The law is very strict and child abuse cases have been dismissed where it is felt that the child has been led or words and ideas have been suggested during questioning
- Keep an open mind, do not make assumptions or judgments
- If the child needs urgent medical help – call an ambulance. Inform doctors of the concern and ensure they are aware it is a Child Protection issue.
- If you are concerned for the **immediate safety** of the child, call the Police, 999.

NEVER:

- Approach any alleged abuser to discuss the concern
- Make promises to the child you cannot keep
- Rush into actions that may be inappropriate

Remember to maintain confidentiality; only tell others if it will help protect the child.

Step 2 – Recording the relevant information

Any information passed to SSE, children's social care, the Police, the LADO etc must be as helpful and accurate as possible. It is important to write down as much information at the time, or as soon as possible afterwards. The [Incident Report Form](#) should be used if possible. Information recorded must include:

- Details of the child (name, address, gender, date of birth, home telephone number)
- Details of the parent or guardian (name, address, telephone number)
- Whether or not the parents/guardian have been informed
- Details of the person expressing their concern
- Details of the nature of the allegation – what you are told, use the exact words if you can, or observations
- Description of any visible bruising or other injuries
- Details of the person alleged to have caused the incident, injury (name, address, date of birth/approximate age, telephone number – if you are able to get this information without arousing suspicion)
- Witnesses to the incident
- Times, dates and other relevant information
- It must be clearly documented what is fact, or you have been told, and what is opinion or hearsay
- A signature, date and time on the report

Remember - it is not your responsibility to determine if abuse has occurred, but it is your responsibility to report any concerns you may have, or that have been reported to you.

Step 3 – Reporting the relevant information

It is recognised that strong emotions can be aroused, particularly in cases where sexual abuse is suspected or where there is misplaced loyalty to a colleague. It is important to understand these feelings, but not allow them to interfere with your judgement about any action to take.

Club Welfare Officer - all incidents should be reported to the CWO.

The CWO will handle the case for the Club – if the CWO is unavailable, you will need to follow the reporting procedures below, and let the CWO know as soon as possible.

REPORTING OF CONCERNS WITHIN A SNOWSPORTS SETTING

If you are concerned with the behaviour of another adult in snowsports, towards a young person?

- Stay calm
- If the child/young person is present reassure him/her they are not to blame
- Keep questions to a minimum
- Record information accurately – as spoken by the child/young person

If the child requires immediate medical attention

Dial 999 for an ambulance and inform the doctor there is a child protection concern

Report the concerns to the Club Welfare Officer who will:

- Complete an Incident form
- Report to the Safeguarding Lead at SSE
- Where urgent concerns (Safeguarding Lead at SSE unavailable) – refer immediately to Children's Social Care or Police and forward them, and the SSE Safeguarding Lead a copy of the incident form within 24 hours.

SSE Lead Welfare Officer

Alleged Minor Poor Practice

Referred back to club with advice on process to be followed:

- Complaints Procedure
- Disciplinary Procedure
- No further action

Possible Outcomes

- No case to answer
- Complaint resolved with agreement between parties
- Training/mentoring agreed
- More significant concerns emerged – refer back to SSE Safeguarding Lead

Serious Poor Practice or Alleged Child Abuse

Possible processes:

- Child Protection Investigation
- Criminal Investigation/proceedings
- Investigations under disciplinary proceedings
- Referral to Case Management Panel for consideration of suspension/disciplinary

Possible Outcomes

- No case to answer
- Complaints, Disciplinary Procedure invoked
- Sanctions/suspension
- Civil proceedings

Appeals (See SSE [Disciplinary](#) and Dispute Resolution Procedure)

REPORTING OF CONCERNS OUTSIDE OF A SNOWSPORTS SETTING

If you are worried a child is being abused outside of snowsports

- Stay calm
- If the child/young person is present reassure him/her they are not to blame
- Keep questions to a minimum
- Record information accurately – as spoken by the child/young person

If the child requires immediate medical attention
Dial 999 for an ambulance and inform the doctor there is a child protection concern

Report the concern to the Club Welfare Officer or SSE Lead Welfare Officer who will refer the matter without delay to Children's Social Care or the Police.

- Record anything the child has said, or what you have seen, if possible with times and dates – ideally on an Incident form
- If the CWO and SSE Safeguarding Lead are not available, refer the matter to Children's Social Care or the Police without delay

Discuss with Children's Social Care or the Police whether it is appropriate to discuss the matter with the parents.

Send a detailed report, preferably on an Incident Referral form, with all the information, and your concerns to the Safeguarding Lead at Snowsport England and copy it to the relevant external agency.

REMEMBER TO KEEP THIS CONFIDENTIAL – STRICTLY ON A NEED TO KNOW BASIS

What Happens Next?

Where there is a complaint against a snowsports volunteer, coach, official or member of staff there may be three types of investigation:

1. A criminal investigation
2. A child protection investigation
3. A disciplinary investigation by the SSE Case Management Panel

The Case Management Panel will decide if an individual accused of abuse or misconduct should be temporarily suspended from membership pending Police or Children's Social Care enquiries. Sometimes the authorities will not wish such action to be taken immediately as it could jeopardise their enquiries.

The results of the Police and Social Care investigation will inform the disciplinary investigation.

If the investigation shows the allegation is clearly about poor practice, the Case Management Panel will follow the [SSE Disciplinary and Dispute Resolution Procedures](#).

Irrespective of the findings of Police and Children's Social Care, SSE will assess all individual cases under the appropriate complaints or disciplinary procedure to decide if a member of staff or volunteer can be reinstated and how this can be handled sensitively.

Decisions can be difficult, particularly where there is insufficient evidence for the Police to prosecute. The Case Management Panel will reach a decision based on the information available and on a balance of probability that the person may pose a risk towards children within snowsports.

The welfare of children should always remain paramount.

Consideration should be given where appropriate to provide support for the child, parents and staff and volunteers.

Allegations of previous abuse

Allegations of abuse can be made some period of time after the event. For example, by an adult who was abused as a child by a member of staff who is still currently working with children.

Where such an allegation is made, the same procedure should be followed.

This is because other children, either within or outside of snowsports, may be at risk from this person.

Working with the Aftermath

After a suspicion or allegation about a Child Welfare concern has been investigated, there are likely to be strong feelings amongst staff, parents and children and possibly among the wider community, which will need to be addressed.

There are likely to be issues of:

- Communication - if rumour or fact
- Guilt and blame - if suspicions had been around for some time
- Impact - on individuals, or the nature of what occurred and to whom
- Gaps in the organisation in terms of roles and post held

Careful thought will need to be given to the sharing of information and the provision of appropriate support. Once again debriefing sessions with the club, other staff and/or parents may be helpful; information should be shared strictly on a need-to know basis.

In all cases, if you are not sure what to do you can gain help from the NSPCC 24-hour help line Tel No: 0800 800500.

You should not delay reporting the matter to police, children's social care or the LADO. If you report it to one of these agencies, you must keep a record of the name, job title and telephone number of the person you reported it to, together with the date and time, in case any follow-up is required. You will usually be required to confirm in writing within 24-48 hours.

NB The parents/carers should be informed prior to making a referral to statutory agencies **unless to do so** would put the child at increased risk of harm. If you are not sure, the LADO, Police or Children's Social Care will advise you about whether or when to inform parents.

What Next?

There is no absolute definitive list of what to do in any case. Common sense, together with training, must come into the decision making process. In all cases, report the incident to the CWO who will inform SSE Safeguarding Lead. The Safeguarding Lead will offer you support.

For all cases if your CWO is not available you should take responsibility and seek advice from SSE's Safeguarding Lead in the first instance, or from the NSPCC 24-hour help line Tel No: 0800 800500.

If the Club Welfare Officer is the subject of the suspicion/allegation the report must be made **DIRECTLY** to SSE Safeguarding Lead or the statutory agencies.

Make sure you complete an [incident report form](#). One copy should be kept confidentially filed by you and another sent to the Safeguarding Lead at Snowsport England.

Snowsport England staff are not Child Protection experts and it is not their responsibility to determine whether or not abuse has taken place. If they are concerned abuse might have taken place, they will share the information with professional agencies that are responsible for Child Protection.

Snowsport England expects its members and staff to discuss any concerns they may have about the welfare of a child immediately with the person in charge (CWO) and subsequently to check that appropriate action has been taken.

Confidentiality

Coaches and club officials may gather a great deal of personal information about athletes in the course of their working relationship and this information may be confidential. Confidentiality does not however preclude the disclosure of information to the appropriate person/people where a child's welfare is concerned.

If a child welfare concern is raised, every effort should be made to ensure that confidentiality is maintained wherever possible. Information should be handled and disseminated on a need to know basis only, which may include the following people:

- The Club Welfare Officer
- The parents of the child (where appropriate)
- The person making the allegation
- Children's Social Care
- Police
- LADO
- Snowsport England's Safeguarding Lead - **always**
- Case Management Team members and designated officers within SSE eg Legal Advisor.

All information should be stored in a secure place with limited access to designated people, in line with the Data Protection Act 1984.

Notification

Snowsport England will usually notify the Club of the individual who made the accusation and the club to which the accused belongs. Local Children's Social Care and any sporting professional body to which the accused belongs shall be notified of the outcome.

Record of Offenders

- Snowsport England will keep a confidential record of offenders who have been disciplined, barred, restricted or warned.
- All affiliated organisations, Regions and/or clubs shall have the right to request to have the record checked by written request and information will be provided where applicable, in the interests of child safeguarding and in line with the Data Protection Act 1998.
- Snowsport England will refer details of any person they think may be unsuitable to work with children to the Disclosure and Barring Service (DBS) for consideration for inclusion on the barring list in line with the requirements of the DBS.

Responsibilities

Snowsport England will not accept responsibility for any fees, expenses or other costs incurred by either or any party bringing or defending the action and shall have no liability to award any compensation for harm done or suffering by either party.

Section 6

Snow Safe Tool Kit

This is designed to give Clubs all the tools they require to enable them to fulfill their duty of care to junior members, and other children who visit the club.

Snowsport England has produced a list of [requirements](#) which demonstrate this duty of care and helps clubs adopt and implement the **Snow Safe** policy. We have also produced other guidance and templates that may be relevant for different activities your club provides.

Good Safeguarding practice and procedures are important primarily to safeguard the children at your club, and for you to be confident you are doing everything in your power to safeguard them. In addition it will enable you to evidence you have followed good practice, and have peace of mind, in the event of an incident occurring at your club.

How to Use the Toolkit

It is suggested the Club Welfare Officer (CWO) follows the guidance and ensures the policy is implemented at the club. This does not mean the CWO has to do it all themselves!

Recommended process:

1. Committee discusses guidelines and a list is made of all those who need to be aware of, or trained, in each area. Record the activity in the Minutes of the Committee meeting
2. CWO (or other designated person) disseminates information to the relevant people in the Club. Ideally some awareness training should be provided to other appropriate people. The CWO and coaches will have received training on safeguarding; if the awareness training is done by someone else (eg someone whose job involves a significant amount of safeguarding) the CWO should also be present to ensure the training is relevant to snowsports. The training is really to raise awareness of safeguarding, ensure best practice is disseminated and understood, and the guidelines for Clubs are adhered to
3. All those in a position of responsibility must be made aware of the **Snow Safe** policy and procedures and reporting mechanisms
4. The **Snow Safe** policy must be adopted and implemented by the Club
5. A copy of the **Snow Safe** policy statement should be put on the Club notice board and website
6. A copy of the **Snow Safe** Policy should be available at the Club, or a link to it on the Club website
7. CWO report should be an agenda item at each Committee meeting to ensure safeguarding is of importance to all committee members. Possible discussions would include dissemination of information, implementation, problems, examples of good practice, examples of poor practice although no confidential information (eg personal details) would be discussed at a general committee meeting. A drip-drip effect is often the best way to raise the profile of safeguarding to ensure everyone is aware of good practice and proactively working towards achieving a positive safeguarding culture at the Club.

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Check List for CWO

The checklist will provide you with a useful tool to check progress with implementing a good safeguarding culture and practice at your Club. Remember – you are not expected to carry out all these tasks yourself – just ensure the Club is aware of their responsibilities and that the task has been carried out by a named person.

	Mandatory	Desirable	Evidence
Adopt SSE Snow Safe Policy in the Club's Constitution			
Appoint and Train a CWO			
Produce Club Safeguarding Policy Statement			
Appoint and Train deputy CWO			
Ensure Committee, coaches, officials, helpers and all responsible adults are aware of Policy			
Ensure everyone involved in helping at the Club knows to report all safeguarding concerns to CWO			
Have a procedure for what to do if there are concerns at the club			
Have contact details of all children			
Have medical information of all children and ensure information is given to relevant people, including treatment required			
Have a Recruitment Policy			
Carry out appropriate safeguarding checks on all new employees and volunteers including DBS check where applicable			
CWO has place on Committee and reports to meeting			
Written codes of conduct for coaches, parents, children and members and guests			
Written complaints and disciplinary procedure			
Have the telephone numbers of Police, Children's Social Care, LADO and other relevant people accessible			
Contact details of the CWO displayed on the notice board			
Information for children about the CPP and where to go for help			
CWO to send a letter to all new members introducing him/herself with contact details			
An anti-bullying policy			
Consent forms for photos etc			

How to Create your own Club Safeguarding Policy Statement

Your Club will adopt SSE's **Snow Safe** Policy and in addition must create its own Policy Statement which is relevant to Your Club. A suggested process is below.

1. CWO to draft their own, or look at the [draft template](#), edit, and circulate to Committee members
2. Committee to discuss the Policy and agree any amendments, additions etc
3. Minute the agreement
4. Policy to be adopted at AGM
5. Put copy on the notice board and website
6. Make members aware of it

Appointing and Training a CWO

It is a mandatory requirement, if your Club works with children, to appoint and ensure your Club Welfare Officer receives appropriate training from SSE

- The CWO will be the first point of contact for safeguarding matters for everyone within the club, and for Snowsport England
- The CWO will ensure the club is adopting, and implementing, the various safeguarding activities necessary for the club to demonstrate its duty of care for children
- The CWO will be supported in their role by the Safeguarding Lead at SSE
- Everyone in your club - children, parents, carers, coaches, committee members, helpers – should know:
 - who the CWO is
 - that the CWO is the first point of contact if there is a concern
 - how to contact them – [CWO Poster](#)

The Club must ensure the CWO they are seeking to appoint is suitable for the role. The role of CWO would be regarded as “Regulated Activity” (RA) for the purposes of the Safeguarding Vulnerable Groups Act 2006, amended by Protection of Freedoms Act 2012; as such the Club needs to be aware of its obligations when employing people (paid or volunteers) to work in RA. This means the Club must check the person is not barred from working with children **before** they allow them to start work as CWO.

Recommended Process

Identify and select an appropriate CWO

The Club Welfare Officer should be selected as the most appropriate person for the role, and not because “they did not duck fast enough” – as is often heard at Time to Listen Courses! The role of CWO is arguable the most important role in the club.

Many clubs have members who already have experience of safeguarding policies and procedures. These people should be considered.

The person should not already be doing a lot within the club or they may not have time to do the role properly.

It is not advisable to have a coach or instructor as CWO; most allegations are made against coaches or instructors.

The person selected for the role must be able to:

- Satisfy the requirements of the core skills of the [role description](#)
- Be prepared to complete the core tasks
- Be prepared to undergo the mandatory training required

SSE recognises this is a volunteer role, and there may be limited interest. However the importance of selecting the right person cannot be overstated. They may be privy to some of the most private aspects of club members’ lives and must show they are able, and experienced enough, to handle confidential matters.

Once selected:

- Chairman to personally ensure CWO goes through the correct vetting process
 - Chairman to ensure CWO completes an application form
 - Chairman to ensure 2 written references are obtained
- Chairman to ensure a DBS check is carried out
- Name, address, e mail and telephone number of CWO to be given to SSE
- Chairman to ensure CWO attends relevant training (Safeguarding and Protection Children (SPC) or equivalent, and Time To Listen Snowsports training)
- CWO's details (name, telephone number and e mail address, and ideally a photo) to be put on [Club Notice Board](#)
- [Letter](#) to go out from CWO to members and the parents of all those under 18. Consider sending out a Club [Statement of Care](#)
- All members and club officials should be made aware of who the CWO is, and of the requirement to refer all safeguarding issues to the CWO.

Whistle Blowing

The Public Interest Disclosure Act, 1998, more commonly known as the 'Whistleblowing Act', requires employers to make arrangements which allow their employees to make complaints on serious matters without fear of victimisation.

SSE is committed to developing a culture where it is safe, and acceptable, for all those involved in snowsports to raise concerns about unacceptable practice and misconduct. Whistleblowing can involve sharing potentially vital information about health and safety risks, environmental factors, fraud, and harm of children or covering up for someone.

What is Whistle Blowing?

Whistle blowing encourages and enables employees to raise serious issues **within** the organisation, rather than overlooking a problem or "blowing the whistle" outside.

It is important to have procedures and a culture that enables staff and volunteers to share, in confidence with a designated person (normally a Club Welfare Officer or Snowsport England's Safeguarding Lead), concerns they may have. This may be behaviour linked to child abuse or behaviour that pushes boundaries beyond acceptable limits. If this is consistently ignored a culture may develop within an organisation whereby staff and young people are 'silenced'.

Reasons for Whistle Blowing

Everyone has a responsibility for raising concerns about unacceptable practice or behaviour:

- To prevent the problem worsening or
- To protect or reduce risk to others
- To prevent becoming implicated yourself

What stops people from whistle blowing?

- Starting a chain of events which spirals
- Disrupting work or training
- Fear of getting it wrong
- Fear of repercussions or damaging careers
- Feeling of being disloyal to colleagues
- Fear of not being believed

What should you do?

If something is reported to you, try and record the following details:

- Name, address and telephone number of the informant
- Names of individuals involved
- The manner of the alleged incident or circumstances
- Whether they will submit any evidence (if applicable)
- How they became aware of the nature of the allegation
- Do not attempt to deal with the allegation or suspicion yourself

Who should I tell?

- Let the Club Welfare Officer know, who will then report the matter to the Safeguarding Lead at SSE.
- If you cannot refer the matter to the CWO you should go direct to the Safeguarding Lead at SSE.

Don't:

- Assume it doesn't matter, or no harm will arise, or ignore it as "it is not my responsibility"
- Inform the person about whom the concern was raised
- Commence your own investigation
- Inform any other members, participants employees or club members

Do:

- Report it without delay

What happens next?

Snowsport England is fully supportive of whistle blowing for the sake of the child,

and will provide support and protect those who whistle blow. All concerns will be treated in confidence. Reports made in good faith but which are later assessed as unfounded will not result in any action being taken against the reporter. However, persons reporting for malicious reasons may be subject to disciplinary proceedings.

You can also contact [Public Concern at Work](#) on 020 7404 6609 for more help and advice.

Information Sharing Protocol

In order to ensure that children and young people are effectively safeguarded it is important that concerns are shared with appropriate people and agencies – this is one of the key principles embedding best practice in relation to safeguarding.

Snowsport England has adopted an information sharing protocol. This covers confidentiality and data protection principles.

What Information am I allowed to share?

- It is appropriate to share any information you are concerned about, with your CWO.
- It is appropriate for your CWO to share any information he/she is concerned about that warrants referral to, and investigation by, a statutory agency. The first priority has to be the welfare of the child. If you make a referral and are aware the person is also working with children in another organisation you should make the statutory agency aware of this. If the CWO is not available and you have immediate concerns, you should inform the relevant authorities yourself.

Remember, you may only have one part of a jigsaw of concerns – information that you hold may help to inform statutory agencies to enable them to keep that child or young person safe from harm.

If you dismiss or remove someone who is carrying out regulated activity (eg a coach or club welfare officer) or you would have done so had they not already left, because they harmed or posed a risk of harm to children (or vulnerable adults), you are legally required to forward information about this person to the DBS. It is a criminal offence not to do so. You should inform SSE who will make the referral for you.

Snowsport England has an information sharing policy with other snowsports organisations and with your permission, will share your DBS check and Disclosure Scotland PVG disclosure information with other

snowsports organisations if this helps to prevent you having to have repeat snowsports DBS checks.

The Data Protection Act provides a framework to ensure that personal information is handled properly; it is not a barrier to sharing appropriate information about safeguarding. It gives individuals the right to know what information is held about them. For more information visit the [Information Commissioner's Officer website](#)

The [Freedom of Information Act 2000](#) – only affects public bodies, and SSE and Clubs are not required under this Act to disclose any information.

Sharing information arising from recruitment processes

In order to ensure the protection of children it is recognised that information relating to the background of someone involved in a position of responsibility with children must be considered when recruiting or appointing.

There are clear guidelines about limitations to the amount of information that can be shared between organisations. Contents of a DBS check, Disclosure Scotland or Access NI disclosure cannot be shared between one NGB and another without explicit consent (above).

The CPSU would advise however that to safeguard children it may be appropriate to contact another organisation and though not sharing a Disclosure Certificate contents, use the following wording to communicate your concerns:

“This person has applied to join our organisation in a role that would involve contact

with children. As a result of our selection/recruitment process, which includes formal safeguarding checks, he/she has been deemed unsuitable for this post. I strongly suggest that your organisation undertakes

a relevant check immediately". In this situation SSE recommends you contact the SSE Safeguarding Lead who will act on your behalf.

E-Safety Guidelines for Clubs

Snowsport England is keen to promote the safe and responsible use of communication and interactive communication technologies within snowsports. These guidelines are intended to support clubs to use these technologies safely and responsibly. To do this requires an awareness of the benefits and risks involved to both children and coaches and club officers and volunteers.

Part of the challenge for many adults when considering safeguarding and young people on line is the gap between children's knowledge and their own general lack of understanding, knowledge and skills in relation to the online world. Developing a basic knowledge of the technology can help club officials understand e-safety issues, manage the risk and deal with incidents as well as supporting junior members and any parents/carers who seek advice and information. There are links to further websites offering information and support to parents and organisations at the end of this guideline.

The technologies

There are many ways in which children use, and are exposed to the internet. Just a few of these are the World Wide Web, e mails, instant messaging, web cams, blogs, podcasting, social networking sites, Facebook, Twitter, Flickr, Snapchat, Tumblr, Instagram, MySpace, video broadcasting including "YouTube", Skype, chat rooms, gaming sites, music downloads, mobile phones with cameras and videos and smart phones with e-mail and web functionality; the list grows constantly. It is not the role of snowsports staff to understand how to use all of these, but advisable for the CWO or someone at the club to understand their use within the club, and risks. These risks must be appropriately managed.

For young people the safeguarding risks associated with communication technologies include:

- Inappropriate access to, use or sharing of personal details (names, phone numbers etc)
- Unwanted contact with children by adults with poor intent
- Text bullying and cyber bullying
- Being sent offensive or unsuitable materials
- Grooming for sexual abuse
- Direct contact and actual abuse
- Exposure to inappropriate content including self-harm, racist, hate and adult pornography
- Glorifying activities such as drug taking or excessive drinking
- Leaving and running away from home as a result of contacts made online
- Sexting (sending sexually explicit pictures and messages, usually between mobile phones)
- Forwarding of inappropriate images or content that they receive

Many children also fail to recognise that the internet is a public place and anything they post on the internet, or anything posted about them, can potentially be seen by many other people forever.

There is also the risk that the capabilities of social networking services may increase the potential for sexual exploitation of children and young people. There have been a number of cases where adults have used social networking and used interactive services as a means of grooming children

and young people for sexual abuse. Online grooming techniques include:

- Gathering personal details (age, name, school, photos etc)
- Promising meetings with sports idols or celebrities
- Offering cheap tickets to sporting or music events
- Offering material gifts
- Paying children to appear naked or perform sexual acts
- Bullying and intimidating behaviour such as threatening to expose the child by contacting their parents and tell them about their activities on a social networking site
- Asking sexually themed questions
- Asking to meet children and young people offline
- Sending sexually themed images to a child
- Masquerading as a minor or assuming a false identity on a social networking site to deceive a child

For adults at the club the risks involved include:

- Misinterpretation of their communication with young people
- Potential investigation (internal or statutory agencies) and potential disciplinary action

Guidelines for Clubs

These guidelines are provided to help ensure that coaches, managers and other club members who need to contact athletes can do so in a safe way.

Reviewing Your Safeguarding Policies and Procedures

E safety is an important part of safeguarding at your club and it is important to adopt and implement an e safety policy.

Problems Encountered

Most of the problems encountered to date by Snowsports organisations have been around junior members posting inappropriate comments on social networking sites. Children need to be made aware of what is acceptable to post on line, and what is not and sign up to abide by the [Code of Conduct](#). In addition e mails containing inappropriate content can be forwarded to clubs and officials; e mails are a written record and can be used as evidence in Court. Please note, if you receive an indecent image of a child, or see one on your child's phone, DO NOT FORWARD IT TO ANYONE (Chairman, Secretary, CWO etc) as this is a criminal offence.

Written Consent

Written consent should be obtained from parents/carers before any contact is made with club members under the age of 18 by any form of interactive communications technology. It is suggested this is incorporated in the [membership form](#).

Websites

Most clubs will wish to have their own website and ultimately this will be the responsibility of your club's website administrator. A website is a useful tool for advertising your club, showcasing what you do, increasing your membership and giving information to members. The website administrator should have an understanding of both the technology used and safeguarding and it is recommended he/she undergoes basic safeguarding training. The Club must ensure that the content of the website is suitable and is monitored regularly. The website administrator should ensure the Policy regarding Photographs is adhered to and not print a child's photograph, with a name alongside it. It is suggested you place the CEOP "Report Abuse" app on your web site and the link to

the www.ThinkUKnow.co.uk internet safety site provided by the CEOP which gives highly effective and age appropriate advice to children, young people, parents and carers.

Clubs should consider the benefits, and risks involved in hosting message boards, forums or blogs. If you decide to use these methods of communication ensure they are password protected and only allow comments to be posted by members and other trusted people. Remember the Club is responsible for all content on the website and this content should be monitored daily. Users should be issued with acceptable use guidelines. Don't post anything that can be regarded as hurtful, insulting, offensive, abusive or threatening or bring snowsports into disrepute.

Use of Social Networking Sites at your Club

If your club decides the best way of communicating with young people is via a social networking site, the club **MUST** set up an account in the name of the club, and explicitly for use by named club members, parents and carers. This must solely be used for information about snowsports matters, for example information about training sessions, cancellations, club successes etc. Many social networking sites have a minimum age of 13 for members and it is recommended clubs use 13 or above as their minimum age.

Club Officials' Personal Networking Sites

Unless a coach or club officer is related to a child at the club, they should not accept any club member under the age of 18 as a friend on their own personal site, or share their own site details with them. Problems arise when coaches and other people in a position of responsibility at a club accept

children as "friends" on their own personal social networking site. They should not use web based communications to send personal messages of a non-snowsports nature to anyone at the club under the age of 18 and should not enter into "banter" with them. This advice is to safeguard the official, as well as the child. If coaches and club officials need to access the club Facebook page, they can set up a "Club Facebook account" for themselves. Material posted should be able to be viewed by everyone, not sent individually to children.

Texts and E mails

Snowsport England accepts that the use of texts and e mails to communicate effectively is necessary. Where possible, and certainly where the child is under the age of 13, coaches should communicate only with children's parents. Clubs should use "group e mails or texts" to communicate with members and ALWAYS copy in the parents/carers. Remember to "blind carbon copy" all recipients of the text or e mails, to ensure personal e mails and telephone numbers are not made widely available. In addition your club may wish to have a "designated person" who is copied into all e mails and texts. Or different designated people for different age groups if this is more manageable at your club. Any e mail or text sent to a club member would then also be sent to the designated person and the parent or carer. If coaches and others stick to this requirement, they will safeguard themselves and not leave themselves open to misinterpretations or allegations of misconduct.

If there is a message for a single athlete, ideally a different means of communication should be used (face to face contact or telephone the parents). If this is not possible and you need to send individual texts

or e mails ALWAYS copy in the parent/carer. It is recommended the “designated person” is also copied in. This is to safeguard the coach or official, as well as the child. Only send texts or e mails in relation to club activities. Do not send jokes, pictures or personal conversations. You should not respond to e mails or texts from young people other than those directly about club matters. If you receive any inappropriate e mails from children, tell your CWO immediately and do not respond to the child yourself. If you receive any inappropriate photographs of children do not forward them, as this is a criminal offence.

Who should be given the contact details of children?

- The membership secretary will have the contact details of the children registered at the club.
- He/she should only give contact details to a limited number of people in the club, who the Committee has agreed need these contact details. For example the CWO, newsletter secretary, coaches or team managers may need contact details. Coaches and team managers should only be given the contact details for the children they coach, and not all the club members.

More information can be found on the following websites:

[Safe Network](#)

[CEOP](#)

[Thinkuknow](#) (part of CEOP)

[Childnet](#)

Disclosure and Barring Service (DBS) checks

SSE provides a list of [mandatory roles](#) and an enhanced DBS check with children's barred list check must be carried out for everyone on the list. For other roles a risk assessment should be carried out.

The Club Welfare Officer should advise on which roles within their Club require the post holder to undertake the vetting process.

The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) merged in December 2012 and became the Disclosure and Barring Service (DBS). The DBS is now responsible for carrying out vetting checks and barring people known or thought to be a danger to children or adults at risk of harm.

The safety of children is paramount and these guidelines are designed to help you in this regard.

Most people working in snowsports with children have the best possible intentions. However SSE recognises it has a responsibility to safeguard children participating in snowsports by providing a safe and enjoyable environment. Sound recruitment practice will help this process.

The new definition, from September 2012, of Regulated Activity (RA) relating to children, **for snowsports purposes***, comprises only:

Unsupervised activities of:

- teaching, training, instructing, caring for or supervising children, or providing advice/guidance on well-being, or driving a vehicle only for children

It also has to be done frequently:

- Carried out once a week or more often

- or on 4 or more days in a 30 day period
- or overnight

Anyone working "supervised" in the activities above will still be eligible to be considered for an enhanced DBS check, but will not be eligible for a check against the barred list.

The definition of RA in England and Wales is slightly different to Scotland and has changed a few times over the past 3 years.

*Guidance for other sectors may differ

The Guidance for Clubs working with Adults at Risk is slightly different and these Clubs should contact our DBS Service to ensure the correct level of check is carried out.

The Protection of Freedoms Act 2012 brought in changes that means it is against the law for employers to employ someone, or allow them to volunteer in "Regulated Activity" (RA) if they know they are on the barred list for working with children (or adults at risk if they are working with them). You must therefore carry out an Enhanced DBS disclosure with barred list check for working with children before allowing someone to work in RA with children – eg coaches, CWOs and others on the SSE mandatory list.

What is a Disclosure and Barring Service (DBS) check?

A DBS check provides details of an individual's criminal record and if it is **enhanced** (as all SSE ones are) it includes a check of police records held locally.

If someone **is an** offender but has never been caught or suspected of offending, the DBS disclosure will not show this information.

What is a check against the Barred List?

There are two Barred Lists. These are:

- a list of people barred from working with children (this has replaced List 99, the POCA list and disqualification orders) and
- a list of people barred from working with adults (this has replaced the POVA list).

A check against the barred list has to be requested at the same time as a DBS disclosure and can only be requested if the person is in Regulated Activity.

Obtaining a DBS check is just one part of good recruitment practice, where the role warrants one.

DBS SSE will carry out an enhanced DBS check and check the barred list for working with children for all coaches, instructors, club welfare officers and others on the mandatory list.

It is assumed all other helpers will not meet the requirements for a DBS check. If in doubt please contact [DBS SSE](#) for advice.

What does a DBS check reveal?

A DBS check will reveal all cautions, convictions, reprimands or warnings an applicant has received. In addition under "relevant information" the Chief Police Officer of a County force can use his/her discretion to enter non-conviction information if he/she feels it is relevant. For example if someone has been investigated by 3 separate Police Forces as a suspected child abuser, but has never received any cautions or convictions, the Chief Police Officer may put this information on the disclosure if he/she thinks it relevant for the post applied for.

Filtering of Minor Offences

From May 2013 the DBS has been removing some old, minor offences from DBS disclosures. Applicants are now no longer required to declare any that have been filtered. Briefly, for anyone over the age of 18 at the time of the offence, if they only have one offence, and 11 years have elapsed since the date of conviction, and it did not result in a custodial sentence – the conviction will be removed from their criminal record, provided it does not appear on the list of offences which will never be removed from a certificate. For those under 18 at the time of the offence, the same rules apply as for adult convictions, except the time elapsed period is 5.5 years. The DBS [Filtering Guidance](#) gives more information.

Before an organisation considers asking a person to make an application for a DBS check they are legally responsible for ensuring they are entitled to ask that person to reveal their conviction history. Please therefore bear the Filtering rules in mind and adhere to the guidance below.

It is the responsibility of your Club or snowsports organisation to ensure, where applicable, an applicant has a current enhanced snowsports DBS disclosure, with check against the relevant barred list if they are employing you (volunteer or paid work) to work in Regulated Activity.

DBS checks – the process

Since June 2013 the DBS has only sent out one copy of the disclosure, and this is to the applicant; SSE no longer receives a copy of the disclosure. We have therefore had to change our procedure and now use E-Bulk. This enables us to submit DBS applications electronically and also enables us to be told if the disclosure is clear, or has content. Where the disclosure has content the applicant is asked to send their original disclosure in to [DBS SSE](#) so the disclosure can be risk assessed. Snowsport England, like most other sports NGBs makes the suitability decision regarding positive disclosures. Staff at SSE have had training in this respect and we recognise most clubs will not be familiar with the legislation about discrimination and recruiting people with positive disclosures. SSE has consulted with other NGBs and the CPSU and it is widely accepted the NGB is in the best position to do the risk assessment. When deciding whether to let someone with a positive disclosure work in snowsports, it is important that applicants are treated equitably and fairly and not unfairly discriminated against on the grounds of a spent conviction.

It is likely the applicant will show you their DBS check but some applicants may choose not to. For all people required to have a DBS check you should contact DBS SSE for verification that their DBS is current and acceptable to SSE. Occasionally, after a DBS is issued, someone might develop a criminal record that makes them unsuitable to work with children. We cannot withdraw their DBS disclosure as it is their property, but by contacting us you will be ensuring we have received no information that would make them unsuitable to work with children. A [tracking form](#) can be used for this purpose.

If someone tells you they have already had an enhanced snowsport disclosure carried out in the last 3 years, their full name, date of birth and address should be checked with [DBS SSE](#).

It should be noted however that it must be the same “level” check (enhanced) and check the right Barred Lists (children).

Please see the information section for details of how to [request a DBS](#) application form.

Update Service The Government introduced the Update Service last year. All applicants applying for a new DBS disclosure have the option of signing up with the DBS for the Update Service. Once someone has joined, SSE can go on line and do a free Status Update check to ensure their criminal record has not changed. If you have applied for a DBS with another organisation we must ensure it is the same level of check (enhanced, with DBS barred list check for working with children). We will also need to see the disclosure and proof of your identity (eg passport or photo driving licence and proof of your current address). If you apply for a SSE disclosure and then join and remain a member of the Update Service, in 3 years’ time you will not need to do another DBS disclosure unless your criminal record has changed. Instead we will be able to do the free online Status Update check. This service is free for volunteers and costs £13 a year for paid roles – still cheaper in the long run than repeating your DBS every 3 years.

SSE has an information sharing policy with other snowsports NGBs and may be able to accept disclosures issued by them. Please contact [DBS SSE](#) for information or if you have any queries regarding DBS checks.

Please check Snowsport England Website for the most up to date information about DBS disclosures.

SSE Posts that Require a Disclosure and Barring Service (DBS) Check

In England and Wales, vetting checks are no longer called CRB checks, they are now called Disclosure and Barring Service (DBS) checks. These are carried out by [DBS SSE](#) on behalf of Snowsport England.

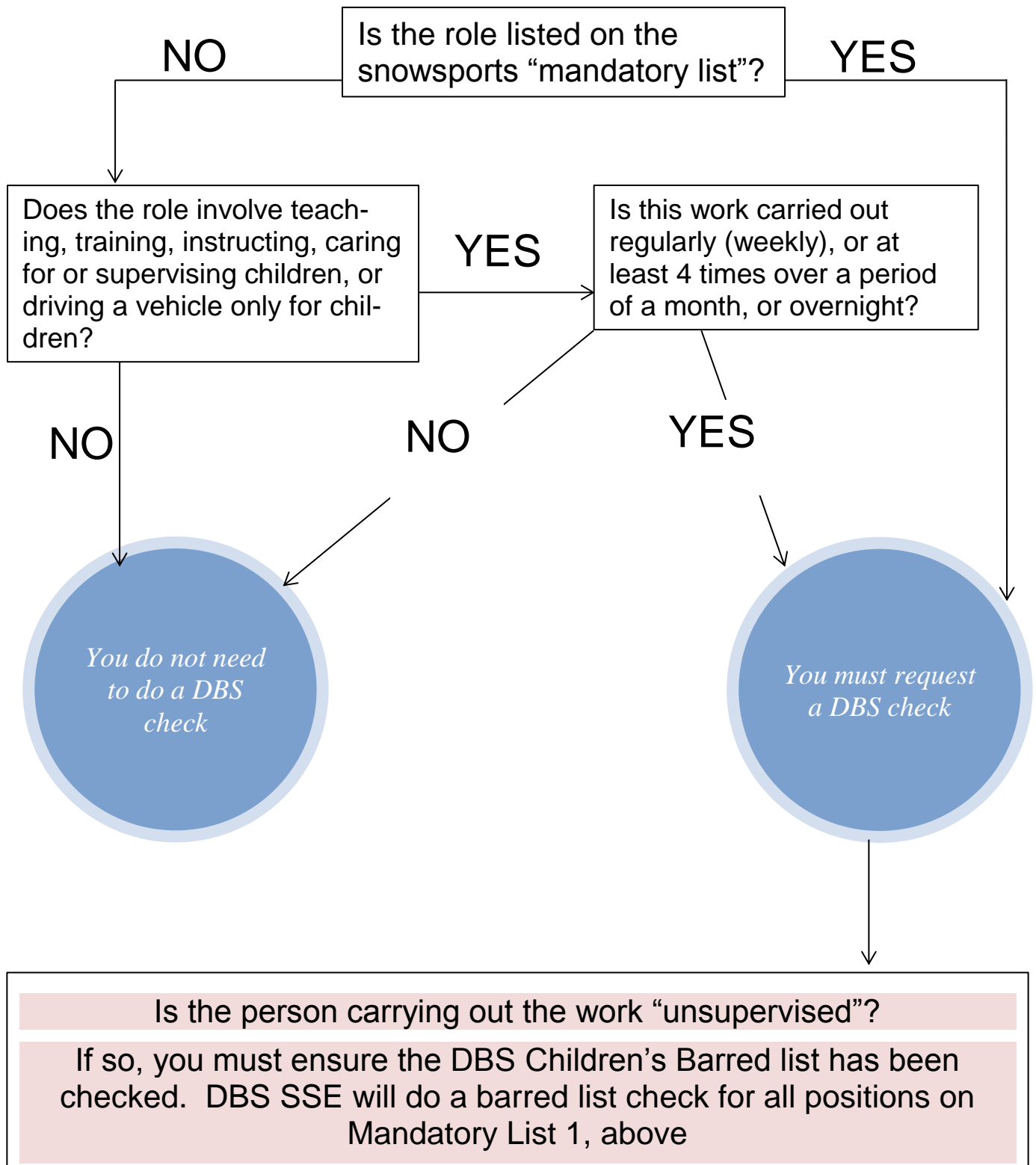
The list below has been developed as guidance for Clubs, for all people working with children. For other posts the CWO will need to do a risk assessment on the role, before making a decision on whether or not a DBS check is required.

Caution should be taken when assessing a “role”. The “role” of a receptionist would not warrant a criminal records check however some receptionists may also supervise children over their lunch break. The role of “supervisor”, if undertaken “regularly” or “intensively” would warrant a DBS check.

If you need help with decision making, contact [DBS SSE](#) for further information.

MANDATORY LIST 1	LIST 2
If working/volunteering with under 18s DBS check with Children’s Barred List Status check	If working/volunteering with under 18s DBS check (no check against the Children’s Barred list)
These roles are undertaking Regulated Activity RA (as defined by POFA 2012)	These roles require a DBS check, but are supervised or the role is not RA
<ul style="list-style-type: none"> • Coach • Instructor • Volunteer Snowsports helper • Club Welfare Officer • Event Welfare Officer • Houseparent (for trips overnight) • Physiotherapists • Sports therapists • Minibus drivers arranged by Club, if also looking after the children 	No roles – it cannot be guaranteed in a snowsports setting (dry slope, indoor snow centre or mountain environment) that anyone for whom a DBS is required, will always be supervised by someone in RA. They are therefore deemed to be in RA themselves.
List of roles for which a Risk Assessment should be carried out	DBS check no longer required for the following roles – BUT a risk assessment should be done in case the role includes other activities
<ul style="list-style-type: none"> • Cook on residential trips (only requires DBS check if they carry out other roles – eg supervising children) • Committee members of disability snowsports clubs • Ski technician on residential trips (only if they also teach, train, instruct, supervise or care for children) • People working with adults at risk • All other helpers 	<ul style="list-style-type: none"> • Committee members • Website Administrator • Race officials (unless Event Welfare Officer) • Official Photographers

Risk Assessment for deciding if a DBS check is necessary - Follow this flow chart to do a Risk Assessment to assess whether or not your snowsports organisation should be asking someone to undertake a DBS check.



Since 2009 it has been a criminal offence for a barred person to work, or volunteer in regulated activity. It is also an offence for you to employ someone to work in RA whom you know is barred from doing so.

In addition if your Club stops using someone in Regulated Activity because you are concerned about their suitability to work with children, you have a legal obligation to pass on your concern to the Disclosure and Barring Service (DBS). Contact SSE for

more advice. Should the person leave your club before you have had a chance to ban them, you still have a duty to refer this information on.

Provided you follow the guidance issued, your Club will be fulfilling its obligations.

The eligibility list has changed considerably since previous guidance issued by SSE, due to the changes brought in by the Protection of Freedoms Act 2012.

How to Obtain a DBS check

All Snowsport England DBS checks are carried out by DBS SSE.

You should apply via our [website](#)

ID Verifying You can visit a local ID verifier for free, or we are now able to offer remote ID verifying which is carried out by another organisation for us and they charge £12.00. If you have a passport or driving licence, (and are aged 18 or over), your ID can be verified from your passport or driving licence details. You will not need to visit an ID verifier; ideal if you are abroad or live a long way from one.

Snowsport England has an information sharing protocol with the following organisations:

- Snowsport Scotland

- Snowsport Cymru/Wales
- BASI
- BSS
- DSUK

If you have had an enhanced CRB/DBS disclosure or Disclosure Scotland PVG carried out in the last 3 years by an organisation in the information sharing protocol, it may not be necessary for you to repeat your DBS check with SSE. Contact [DBS SSE](#) to clarify.

Please note, BASI are regulated by Scottish law and are unable to request an enhanced disclosure, only a Basic Disclosures. These are not acceptable to us or other snowsports organisations. You should apply for a SSE enhanced disclosures and this will also be accepted by BASI.

Costs of DBS checks

Role	SSE charge	APCS Charge	DBS Charge (payable to APCS)	Total Cost	Plus APCS ID Verifying (if required)
Coach/Instructor Member of SSE & Volunteer	None	SSE pays	None	FREE	£12.00
CWO of Member Club Volunteer	None	SSE pays	None	FREE	£12.00
Coach/Instructor/CWO/other Non-member of SSE & Volunteer	£15.00	£7.20	None	£22.20	£12.00
Coach/Instructor Member of SSE & Paid Role	None	£7.20	£44	£51.20	£12.00
Coach/Instructor/other Non-member of SSE & Paid Role	£15.00	£7.20	£44	£66.20	£12.00

NB – If you do not have a passport, or photo driving licence, or birth certificate issued at time of birth, or a Biometric Residence Permit – you may need “Route 2” ID verifying – if you need to use this Route, you will be responsible for this external charge. Please contact DBS SSE for advice.

Please contact [DBS SSE](#) for more information if necessary.

Guidelines on Supervising of Children

It is important to remember when planning any type of snowsports activity with children that sufficient adults must be present to adequately supervise all participants and manage any incident that may arise. Prevention is the most important aspect of supervision of children. From the moment the child arrives at an event, staff and volunteers are 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. It must be clear at all times who in the team is responsible for supervision. This is particularly important where events are held on large sites, at residential venues or abroad.

There must always be a minimum of two responsible adults present

There should always be a minimum of 2 responsible adults present. This ensures at least basic cover in the event of something impacting on the availability of one of the adults during the activity (eg in the event of a participant requiring the attention of an adult during the activity following an

accident). On the dry ski slope there may only be one coach for a small group of children; the other responsible adult may be the ski slope manager or receptionist. Ensuring there are always at least 2 responsible adults also helps safeguard the coach, in the event of an accusation.

For single gender groups, there must be at least one member of staff of the same gender (minimum of 2 staff present). For mixed gender groups, there must be at least one male & one female member of staff.

Supervision ratios are NOT the same as coaching ratios

A session or event can be supervised by people other than coaches, although coaches can count towards the number of responsible adults.

A risk assessment should be carried out prior to the event - the key factors to assess include:

- Age of children
- Additional supervision/support needs of some or all participants (for example due to medical condition or disability)
- Competence/experience of participants for the specific activity
- Nature of activity (for example glacier training sessions will require higher lev-

els of supervision than a dry land fitness session)

- Nature of venue (whether closed and exclusive, or open and accessible to members of the public)

While the risk assessment may well indicate the need for an enhanced level of supervision and staffing for a particular activity, SSE suggests the following guidelines are considered as minimum requirements for any activity:

<i>Child's Age</i>	<i>Ratio of Staff to Children</i>
4 - 8	1:6
9 – 12	1:8
13 – 18	1:10

NB – There should however always be a minimum of 2 responsible adults present – coaches can count in the “responsible adult” ratio. For example:

- If there are 5 children aged 5 present, there must be at least 2 responsible adults present
- If there are 10 children aged 5 present, there must be at least 2 responsible adults present
- If there are 15 children aged 5 present, there must be at least 3 responsible adults present

Although it is accepted that parents or carers may accompany children, or be present at events, SSE does not recommend counting parents in the supervision ratio, unless they are formerly volunteering for the role, or are there in a capacity other than “parent/carer”. Any parent taking on the volunteering role of “supervisor” should have had appropriate checks carried out, had their role explained to them, understand what acceptable practice is and know who has overall responsibility for the group.

Any responsible adult must be a minimum of 18 years old. Whilst it is accepted that sixteen year olds can do their Level 1 qualification, they are not “adults” in child safeguarding terms and therefore must not count in staffing ratios.

Due to the diverse nature of snowsports, the information above can only be guidance and your risk assessment may demonstrate you require more adults present.

Supervision ratios are NOT the same as coaching ratios

Guidance on coaching ratios is given to coaches

Guidelines on Missing Children

The supervisors must ensure that there is clear guidance on reporting missing participants. As a general rule where a child is reported missing there should be a maximum of 20 minutes before the police are called. This may need to be reduced where a young child is involved.

For residential events, it is recommended that the event coordinator has access to photos of children/young people (attached to their consent form) in the event of their having to report a participant missing to the police.

What to do if a young person is suspected of being missing

- Ensure all other children continue to be supervised appropriately while a search for the child is carried out
- Inform the CWO (if present) or person responsible for the session or event
- Make an immediate assessment of the situation. Eg if the child was seen stepping into an unknown car, inform the Police immediately
- Organise the remaining available responsible adults to conduct a search of the surrounding area allocating each individual to a specific area. Ask them all to report back to you within a short time

DO NOT SEND OTHER YOUNG PEOPLE TO SEARCH

- Make a note of the circumstances in which the child has gone missing and where he/she was last seen. Prepare a detailed physical description of the child, to include their hair and eye colour, approximate height and build and clothing he/she was wearing, as this will be required by police
If the child is not found after a thorough search, call the Police – 999
- Keep searching, if the child is subsequently found, call off the search and inform relevant parties including parents, searchers and police
- If the child is not found, follow police guidance if further action is recommended and maintain close contact with the police
- Record the incident on an [Incident Report Form](#) and report it to the Child Welfare Officer
- Inform Snowsport England

Snow trips abroad

- For snow trips abroad you should review these guidelines and have a specific emergency plan in place, relevant to the activity – 112 is an emergency telephone number in all EU countries and some others.

There should be a maximum of 20 minutes before you call the Police, or call them sooner if you have searched extensively and are concerned

Trips Away With Children - Guidelines For the designated 'Responsible Adult'

(Head Coach, Team Leader, Manager and/or Head Instructor)

As the designated Responsible Adult you have a 'duty of care' as well as a legal responsibility under the Children Act for the safety and well-being of the children at all times. You are responsible for ensuring the child protection policy and procedures are being followed and in the event of an incident will be held to account.

***Do not take your responsibility lightly.
You are not on holiday, but on duty 24 hours a day.***

Responsible Adults will have been vetted according to standard current practice, and should ensure that they are fully aware of **Snow Safe**. Current advice regarding [physical contact](#) with children should be followed. Adults should be aware of, and abide by, the relevant Code of Conduct.

There should be at least two responsible adults on the trip. A staffing ratio of adults to participants of 1:8 is suggested as an acceptable provision for children aged 9 and over, or 1:10 if aged 13 and over. If there are participants of both sexes on the trip, the Responsible Adults should include at least one of each gender. At least one of the responsible adults should be trained in First Aid. Coaches can count towards the quota of responsible adults.

The Responsible Adults should ensure that participants have read, understood and signed the relevant [Code of Conduct](#) for participants (including the [FIS Rules](#) for Conduct of Skiers and Snowboarders), and should reinforce these rules at every opportunity.

Disciplinary measures may at times be necessary, and such procedures must be conducted with fairness. Firm guidelines for behaviour, curfews, rendezvous times etc must be laid down clearly to the participants, so they know what is expected of them at all times. At least two Responsible Adults must be present and involved in any disciplinary matter, and the child must, if at all possible, be represented by an accompanying adult. Participants and parents will have read and signed the relevant

Code of Conduct and will be aware of possible procedures and sanctions.

Be aware at all times of possible tensions within the group. The competitive nature of snowsports may lead to jealousies and to bullying.

Boys and girls should be in separate sleeping quarters, and children must not share rooms with adult staff members.

Responsible Adults should not go into the bedrooms of children without another Responsible Adult present.

At least one of the Responsible Adults should be with the children at all times of the day, or at least within very easy reach. The children must at all times know the whereabouts of at least one of the Responsible Adults in case of emergency.

Where there are organised events for the adults (e.g. race meetings, hospitality events) it is reasonable for all the Responsible Adults to attend these only if the conditions above pertain, i.e. the children must know how to contact them and be able to do so readily (e.g. in the same building). If this is impracticable, then one Responsible Adult should remain with the children for the duration of the event.

The Responsible Adults should lead by example and not consume alcohol in case there is an emergency requiring their attend-

ance. Under 18s should not be allowed to consume alcohol.

Insurance documents and contact details should be carried by the lead Responsible Adult at all times in case of accident.

The lead Responsible Adult should carry, or have access to, extra funds in case of any emergency (e.g. hospital treatment of a child).

Finally, participants should be encouraged to make the most of the opportunities in the course of the event – whether in making friends from other areas or nations, identifying and achieving personal goals in the sport (including in competition), or in discovering a little about the regions they are visiting.

Further guidance can be found in the NSPCC publication ‘[Safe Sport Events](#)’

Child Welfare in the Mountain Environment

Background

Many of the issues and guidance on Child Welfare are common to all sports, and indeed to all school and club environments. There are, however, some situations that are either unique to, or are made more tricky by, the mountain environment in which many of our activities take place. This note gives some examples and is intended to provoke thought and promote best practice. It is not intended to refer to evenings in resorts or behaviour in mountain restaurants, but to the open mountainside, in any part of the world.

Understanding the risks

Children who take part in snowsports, and their parents and guardians, must accept that the mountains are a dangerous environment; accidents in the mountains can lead to injury and, in extreme cases, to death. Coaches, instructors and leaders can minimise these risks through their skills and experience, but risks cannot be eliminated completely. In more dangerous situations, greater care and greater ability are required from all participants.

Clubs should always give clear guidance in advance regarding the type of activity, the level of experience or qualifications of the leader, the remoteness of the location and any other special factors (e.g. glaciated terrain). Children, parents and guardians should ensure, through comparison and discussion with a Club officer, that they have clearly understood the level of risk associated with the activity to be undertaken.

Coaches, instructors and leaders shall be free to refuse to take on the mountain any person (of any age) who appears not to have an adequate understanding of the risks or who does not take precautions appropriate to the prevailing environment. They should satisfy themselves that any child is sufficiently mature to understand the risks and to cope, both physically and

mentally, with the conditions that may be encountered.

Supervision ratios should be adhered to and more coaches or Responsible Adults may be required.

Group safety

The safety of the whole group is always paramount. Coaches, instructors and leaders must constantly assess factors such as the weather, visibility and snow conditions when determining the activity to be undertaken or route to be followed. Children in particular should always be kept together in a group of manageable size.

There are very few situations in which it is acceptable for the group to be split up (an injury in a remote location might be an exception); generally the whole group must stay with the responsible person for the whole day or session. Where a child must leave the group (for example to visit the toilet), it is preferable for two or more to go together, and they should go no further than is necessary for privacy.

Stress and tiredness

Coaches, instructors and leaders must be alert to signs of cold and tiredness, which may lead to errors of judgement. The same applies to stress caused by a child being stretched beyond his or her limits. Although such stress is not always unhealthy, and is sometimes a necessary part of learning, it can be dangerous if taken to extremes or if combined with other risk factors.

Competition is an essential part of some snowsports activities, and even informal competition can lead to greater enjoyment and motivation. Coaches, instructors and leaders should, however, ensure that this is never harmful and that it would not lead to over-exertion or excessive risk-taking.

An accompanying parent, a sibling or a close friend is more likely to detect signs of

stress in a child, and should be encouraged to communicate these to the responsible person. However, they can also be a source of stress, particularly in a competitive environment.

Mountain accommodation

In mountain huts and similar accommodation, shared dormitories are common.

Where this is the only option, the responsible person should take particular care over sleeping arrangements and ensure boys and girls are kept apart, and children and adults are kept apart.

A child should not be left in a dormitory on their own. Children should not be left in a dormitory with a single adult.

With careful thought and planning, it should be possible to avoid any situation that could potentially put children at greater risk of abuse, or be deemed bad practice.

Children at High Altitude – Managing the Risks

Dr Jenny Shute, MBE – Youth and Children's Consultant, British Ski and Snowboard
Member of FIS Medical Committee

There are many opportunities for children to travel to areas of high altitude (>2500m) for tourism, for skiing, and for racing and training. This short summary focuses on some of the hazards that may affect children at altitude, and identifies ways in which the risks can be managed, notably by careful planning, awareness and rapid and effective treatment. It is intended primarily for those with no specialist medical knowledge; some references for further reading are listed.

Careful assessment and management of the risks will facilitate safe enjoyment of some of the most beautiful places in the world (Pollard, Murdoch, 1996).

Factors which affect the safety and physical well-being of children high in the mountains include:

- Mountain/environmental/climatic hazards, including terrain, snow conditions, crevasses, rock/ice falls, avalanches, changeable weather, wind, visibility (not covered in this short risk management summary)
- Cold exposure
- Sun exposure
- Dehydration
- Individual responses to altitude, and the various forms of altitude sickness

Cold exposure - Small children are particularly vulnerable to the effects of cold because of their large surface area to volume ratio. Adequate clothing is essential to prevent misery, hypothermia, and frostbite. Physical exercise will allow the children to generate heat through muscle activity, and the risk of hypothermia will be lessened. Younger children may become susceptible to hypothermia on long slow chairlifts at any altitude; T-bar or Poma alternatives should be used in preference. Remember to make particular allowance for the added effects of wind-chill.

Sun exposure - Reflection from snow and a thinner atmospheric layer at high altitude

make the risk of solar ultraviolet radiation burns more likely than at sea level. Children are more likely to burn than adults if exposed to excess sun. Snow blindness results from solar damage to the cornea and conjunctiva. Appropriate sun-block creams (protection from UVA and UVB, SPF at least 30, applied before sun exposure), hats, long sleeves and goggles are required to prevent sunburn or snow blindness.

Dehydration - Since minute ventilation is about 20% higher at an altitude of 2500m and each breath must be humidified, relative dehydration is a frequent issue. Adequate fluid intake should be encouraged, and sports drinks should be available for 'resuscitation'.

Children with pre-existing illnesses - Children with certain underlying chronic medical conditions may be at increased risk of developing either an exacerbation of their chronic illness or an illness directly related to altitude. Risk factors include a history of high-altitude illness, residence at an altitude below 900m, exertion, and certain pre-existing cardiopulmonary conditions.

N.B. Don't travel on cable cars or any aircraft with sick children – the pressure changes are too rapid.

Individual responses to altitude, and the various forms of altitude sickness

The major categories of altitude illness are acute mountain sickness (AMS), high altitude pulmonary oedema (HAPE), and high altitude cerebral oedema (HACE). The two latter more serious conditions are usually preceded by AMS. The mainstay of treatment for each of these conditions is DESCENT. The incidence of acute mountain sickness (AMS), the most common form of altitude illness, is high – approximately 1 in 4 visitors to Colorado ski resorts develop AMS symptoms.

Acute mountain sickness (AMS)

- An acute illness characterised by headache, anorexia, nausea, vomiting, fatigue, weakness, dizziness, light-headedness, and sleep disorder. The symptoms typically develop within 6 to 10 hours after ascent, but sometimes as early as 1 hour.
- Children are no more susceptible than adults; being fit doesn't help.
- Previous history may indicate susceptibility

High altitude pulmonary oedema (HAPE)

- Acute pulmonary oedema caused by altitude hypoxia, presenting as dyspnoea (breathing difficulty), reduced exercise tolerance, cough, haemoptysis (coughing up blood), tachycardia (fast pulse), tachypnoea (fast breathing), cyanosis (blueness of fingers, lips etc), fever
- Conditions that predispose a child to HAPE include recent inflammatory processes, such as viral infection, and conditions linked with underlying pulmonary hypertension.

High altitude cerebral oedema (HACE)

- HACE consists of headache, ataxia (disturbances of balance), behavioural changes, hallucinations, confusion, disorientation, decreased level of consciousness, focal neurological signs, and coma.
- There is no published information about the incidence of HACE in children.

Sleeping Altitude

- Most mountain tourist sites and ski resorts are located at or below about 3200m, and the majority of travelers to these sites will sleep at 2000m or below.
- Ascents with sleeping altitudes at or below 3000m carry a low risk of serious altitude illness. Sleeping altitude is more important than 'active altitude', perhaps because with wakefulness and activity the ventilation rate is higher and therefore oxygen saturations are higher.
- Staying even one night at lower elevation significantly mitigates the incidence of AMS
- Remember, wherever possible 'climb high, sleep low'.

Risk Management re Altitude illnesses:

Planning

- Plan for slow graded ascent
- Plans should include sleeping at lower altitude wherever possible
- Drug prophylaxis (usually acetazolamide*) may be used in adults but is not indicated in children except under special circumstances
- Management of group size, provision for adequate supervision at all times on the hill
- Prepare an evacuation strategy in case urgent descent is necessary
- Be flexible – if one child becomes sick the group plan may need to be adjusted

Awareness

- Full awareness by all responsible adults re signs and symptoms
- Watch out for all in a big group
- Be aware that non-specific signs (e.g. fussiness) may present in younger children
- Care – upper respiratory infections are a predisposing factor for HAPE; URTI may also lead to
- problems of equalising pressure on rapid ascent in lifts, perforated eardrums
- DESCENT (a descent of only 500 to 1000m usually leads to resolution of AMS)
- Further ascent is contraindicated
- Descent, when possible, should involve minimal exertion (exertion is likely to exacerbate the symptoms); the child should be carried where practical during descent.
- Oxygen when available
- If HAPE is suspected, the patient should remain sitting upright.
- Call for urgent medical assistance if HAPE or HACE are suspected

Treatment

***NB** acetazolamide (used in the prophylaxis and treatment of altitude illness) is on the WADA list of prohibited drugs.

In short, the keys to management of the risks of altitude illness are careful planning, full awareness of the risks and of the signs and symptoms, flexibility and rapid treatment – most notably descent.

Acknowledgements

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This short summary has been gleaned from the literature, in particular from the publications listed below.

References

For those who would like to read more, and for medical personnel requiring more detailed information regarding prophylaxis and treatment:

Children at High Altitude: An International Consensus Statement by an Ad Hoc Committee of the International Society for Mountain Medicine, March 12, 2001 – Pollard et al, published in HIGH ALTITUDE MEDICINE & BIOLOGY, Volume 2, Number 3, 2001; Mary Ann Liebert, Inc.

High Altitude Illness – Peter H Hackett, MD, & Robert C Roach, PhD; published New England Journal of Medicine, Vol. 345, No. 2, July 12, 2001

The High Altitude Medicine Handbook – Andrew Pollard & David Murdoch (Third Edition 2003); published by The Radcliffe Medical Press, Oxford

Travel to High Altitude with Young Children: An Approach for Clinicians - Michael Yaron and Susan Niermeyer; published in HIGH ALTITUDE MEDICINE & BIOLOGY, Volume 9, Number 4, 2008

Children at Altitude – 2008 Consensus Statement of the UIAA Medical Commission, Meijer, H.J. & Jean, D

Safeguarding Disabled Children in Snowsports

Snowsport England is committed to ensuring snowsports are open and accessible to all members of the community, and everyone is supported to achieve their potential in any capacity whether as a participant, employee, volunteer, coach or official.

There are around 11 million disabled people in the UK of which an estimated 0.7 million are disabled children. This constitutes about 5% of the total child population. Just because a child is disabled they should not be excluded from participating in snowsports; they should be seen as “child first” and disability second. Deaf and disabled children increasingly benefit from taking part in sports activities. Sadly, research shows that they are at significantly greater risk of abuse and neglect than their peers.

Where children have additional needs, which prevent them from taking part in the regular snowsports classes, some clubs are proactively providing coaching for children (and adults) with disabilities and this is welcomed by SSE. There are a number of courses run by [Sportscoach UK](#) and [UK Snowsports](#) and other providers, providing training for people wanting to coach disabled children including “How to Coach Disabled People in Sport” and “Inclusive Coaching: Disability”.

BASI has an adaptive qualification for ski instructors which gives them specialist knowledge about disabilities and adaptive equipment required in snowsports. A qualification framework for adaptive snowboarding is currently being developed by BASI that will enable snowboarders to have the same specialised instruction and training as their skiing counterparts.

Clubs considering offering training specifically for disabled groups will need to consider:

- The definition of disability, medical and social models

- Managing of medical information
- Assessment of the needs of the individuals
- Recognising the rights of young people
- Additional staff training needs
- Higher staff:child supervision ratios
- Additional Safeguarding training
- Additional positions that may require a DBS check (contact [DBS SSE](#) for information)
- Inclusive language
- Facilities for Disabled Children
- Impairment Specific Information

Clubs offering snowsports for disabled children may wish to appoint an additional Club Welfare Officer to provide additional support to these children.

The Club Welfare Officer and other responsible adults in the club have a duty to assist in safeguarding disabled children. The guidance in Working Together 2010 states:

“Particular attention should be paid to promoting a high level of awareness of the risks of harm and high standards of practice, and strengthening the capacity of children and families to help them. Measures should include:

- Making it common practice to help disabled children make their wishes and feelings known in respect of their care and treatment
- Making sure that all disabled children know how to raise concerns, and giving them access to a range of adults with whom they can communicate. Those disabled children with communication impairments should have available to them at all times a means of being heard

- An explicit commitment to and understanding of disabled children's safety and welfare among providers of services used by disabled children;
- Close contact with families, and a culture of openness on the part of services;
- Guidelines and training for staff on good practice in intimate care; working with children of the opposite sex; handling difficult behaviour; consent to treatment; anti-bullying strategies; and sexuality and sexual behaviour among young people, especially those living away from home; and
- Guidelines and training for staff working with disabled children aged 16 and over to ensure that decisions about disabled children who lack capacity will be

governed by the Mental Health Capacity Act once they reach the age of 16".

SSE also recommends clubs:

- Ensure that there is sufficient information about the child (including their preferred methods of communication, level of understanding, behaviour, access requirements and equipment needs) from the outset to inform planning
- Have an explicit commitment to, and understanding of all children's safety and welfare among providers of services used by disabled children; and
- Consult fully and regularly with young people with disabilities.

For more information and details of Clubs already offering snowsports opportunities for children with disabilities, see the SSE website [Disability Snowsports](#) or contact [DSUK](#).

The NSPCC has produced some excellent guidance on [Safeguarding deaf and disabled children in sport](#) and this is available to purchase from [NSPCC Publications](#). For further information read the [CPSU Briefing Paper](#) on Safeguarding deaf and disabled children and young people.

Or to involve disabled volunteers at your Club, or see tips for communicating with people with disabilities, read [Can Do Volunteering](#).

The [English Federation of Disability Sport](#) has more information and is the national body and charity dedicated to disabled people in sport throughout England.

Codes of Conduct

Why do we need a code of conduct?

Codes of Conduct are important so everyone in snowsports knows what is required of them. Unfortunately, many clubs only introduce them after they have had a problem within their club. We have provided templates in section 6b. Your club may not require all of them, it depends on the nature and scope of your activities.

Examples of Codes of Conduct are provided in Section 6b for:

- [Children](#)
- [Athletes](#)
- [Coaches](#)
- [Parents/Carers](#)
- [Members and Guests](#)
- [Volunteers and Officials](#)

Guidelines for a Code of Conduct for Children

Snowsport England actively encourages clubs to use the templates as a starting point for producing your own Codes of Conduct. It is possible clubs may wish to have two Codes of Conduct for Children; one for general members of the Club who may be starting out with you, and another if you have athletes taking part in competitive snowsports.

NSPCC research has shown when children are empowered to create rules for themselves these rules are usually far more greatly respected, and often stricter, than those that adults responsible for supervising the groups might impose. Children can feel empowered by the ability to voice

their own opinion about what they feel is acceptable behaviour.

Club Welfare Officers are encouraged to work with coaches, managers and children from across the club to design something that everyone signs up to.

Guidelines for a Code of Conduct for Parents/Carers and Members and Guests

It is generally accepted at Clubs that Codes of Conduct should exist for Coaches, and people in a position of responsibility at the Club.

It is however equally important to formally decide the type of conduct you expect from parents, members and guests and spell it out for them in a Code of Conduct. This will hopefully prevent a problem arising in the future with conduct, but should you experience a problem with the behaviour of a member, parent or guest you can draw their attention to the relevant Code of Conduct and the [Discipline and Dispute Resolution Procedures](#).

Some sports have been blighted by reports of bribery and it is therefore advisable to include a bribery statement in some of the Codes of Conduct – specifically the Coaches, the Athletes and the Parents/Carers.

Guidance for Parents/Carers

Parents/carers (called parents hereafter) have a very important part to play in the sport. Parents clothe and equip athletes, drive them to and from training and race venues and the mountain. Parents stand on the hill and encourage, often as race volunteers. Parents make big commitments and sacrifices to support their athletes and respective clubs.

Snowsport England, together with the Safeguarding in British Snowsports Committee, has produced a [SIBS](#) guideline for parents to help them choose a club for their child. Unfortunately there may be some snowsports providers who do not provide basic safeguarding for the children in their care.

Sportscoach UK has produced a booklet [A Parent's Guide to Effective Coaching](#) which offers some sensible advice when looking for a club. This is generic advice for sports clubs so not all the information may be relevant to snowsports.

Once you have found a suitable club parents should consider the following.

Training Sessions

Training sessions are valuable times for the coach and the athletes. Parental participation in training sessions can cause a distraction for coaches and children. Therefore clubs should encourage parents to observe, but normally discourage parents from joining in training sessions. Young children will become more independent and better at their desired sport when given “elbow room” on the slope. Adult training sessions should ideally take place separately to the children’s race sessions.

Parent-Coach Communications

It is important that parents communicate with the coaches but this should be at an appropriate time and place after training sessions. The decisions coaches make regarding coaching philosophies, training plans, athlete development and athlete management are the products of experience, careful thought and collaboration. Parents should trust and respect coaches’ decisions regarding programmes and individual athletes. If parents have questions or comments in this area then they should communicate directly with the head coach. Parents should not interfere with programme activities or take matters into their own hands.

Competitive snowsports requires athletes to develop patience, focus and confidence. The “mental” part of the sport presents challenges for coaches, athletes and parents. It can sometimes be difficult to keep things in perspective on race days. For parents, the urge to coach, provoke and criticise athletes can be almost irresistible. Young athletes will not perform at their best when receiving advice and direction from the sidelines.

It is hard for children to remain relaxed, confident and to maintain a love for the sport in the face of unrealistic expectations or criticism for their efforts.

[Click here](#) for a 3 minute video produced by the Child Protection in Sport Unit (CPSU) of the NSPCC illustrates the problems with parental behaviour some children experience

RACE/EVENT DAY DO'S AND DON'TS FOR PARENTS

- Nutrition and clothing are just as important as wax. A nutritionally balanced breakfast, healthy snacks and water or still drinks should be available.

Ensure that in all the turmoil of race day children have a light lunch or small snacks throughout. Weather is unpredictable on the mountain, an extra neck warmer, gloves, goggles and socks are recommended.

- Arrive at the race/event in good time. A hurried athlete is a stressed athlete and that is the worst ingredient for race day. Check with the coach on the previous day with regards to time and meeting place.
- Skis should be tuned and waxed the night before.
- Try to avoid the “Finish” or result board. This sends the message that race time and results are the single most important thing.
- Think before speaking to athletes – what may seem helpful to an adult can be seen as criticism to a child. Leave technical advice and comments to the coaches; parents should create a positive environment, welcoming smiles and perhaps a good joke! Children should be aware that parental disappointment is **for** them and not **in** them.
- Try to support all athletes. A compliment from someone else’s parent/carer could be the key to a child’s best day.
- Relax and enjoy the day!
- Leave course inspection to the coaches. Coaches will have worked on specific things with each athlete and are able to pinpoint what that athlete needs to be thinking about. Too much information or a change of focus on race/event day can have a negative effect.
- Parents should normally stay away from the “Start” area. An athlete needs to be able to focus on the race and this can often be hard when parents are present. Again, each coach is very aware of what

each child should be doing in preparation for his/her run.

- Whether watching the race/event or back in the lodge, keep negative comments about other children, coaches or the running of the race to yourself. Racers will quickly pick up on these comments, use them as excuses and will carry them around for the rest of the day.
- Video plays a key role in the development of ski racers, but it has a specific time and place. Athletes tend to focus on what they have done wrong after watching video and so watching their first run is not a positive thing. Athletes can also be given different information or a new focus from what a coach has been working on with them.

It is hard for children to remain relaxed, confident and to maintain a love for the sport in the face of unrealistic expectations or criticism for their efforts.

- Ideally leave the video analysis to the coach. It should be relaxed, short, positive and fun. Give athletes the chance to watch it alone and give their own feedback.
- Last but certainly not least coaching is done during training. Race/event day is where all the information on technique, inspection, line tactics, psychology and sportsmanship from training sessions should come together. It is often said, “If you didn’t bring it with you, you won’t find it here”.
- Give positive guidance, support and understanding and then stand back and watch the athletes develop.

Statement from Safeguarding in British Snowsports (SIBS) Committee (formally known as British Snowsports Child Welfare Group (BSCWG))

Skiing plays a positive role in the development of children whether they are looking to become a top athlete or just enjoying the sport recreationally. As well as the obvious health benefits, they also gain important social and life skills. That is why it is important that everyone who provides training does as much as possible to create and maintain an enjoyable and safe environment.

The Safeguarding in British Snowsports Committee is concerned that individuals and organisations should always follow “Best Practice” when offering training opportunities to children. While it always remains the parents’ responsibility for deciding what events and activities children and young people participate in, we believe Snowsport has a responsibility for promoting awareness of current guidelines for good practice. This guidance is based on advice from the Child Protection in Sport Unit (CPSU) and they have advised us on this statement as they also have concerns about certain practices that are happening within Snowsports.

Whilst we want there to be as many training opportunities as possible this needs to be done in the correct way to ensure the safety of all individuals and organisations involved. We would encourage all organisations and parents to read the following Good Practice guidelines.

Guidelines for Good Practice

The following may alert you to any inappropriate situations that may be affecting your child

- Activities where limited information is made available

- Activities where parents are discouraged from staying to watch or from becoming involved
- Individuals who take charge and operate independently of organisational guidelines
- Individuals who show favouritism or personally reward specific children
- Encouragement of inappropriate physical contact
- Poor communication and negative responses to questions about safeguards for your child
- A “win at all costs” attitude towards the sport or activity
- Children who drop out or stop going for no apparent reason
- Invitations for children to spend time alone with staff or volunteers (or even to visit their home)

When choosing which organisation or club to send your child with you should ask the following questions?

- **Do you have a Child Protection Policy?**

A good club will promote and welcome questions about its activities and the safety of its environment, its staff and the qualifications and cover staff and the club have. It will have a child protection policy and you should be told what to do if your child has any concerns. There should be a club welfare officer who will answer any questions you might have.

- **Do you carry out DBS Checks?**

You need to be sure that the staff and volunteers who will be working with your child are suitable.

- Ask if the club undertakes DBS checks on coaches and other staff?

- **Have the coaches and volunteers undertaken training through a recognised National Governing Snowsports Body? What snowsports qualifications do they have?**

Appropriate training and education ensures that everyone working with children in sport is aware of how to make the activities enjoyable for them.

- **What arrangements does the club make to ensure children are kept safe when they take part in competitions or events away from home?**

Homestay situations are a particular cause for concern as standards of care, transport and sleeping arrangements may be difficult to clarify and the home situation may bring the child into unforeseen contact with other unvetted adults. When staying overseas appropriate medical and personal insurance should always be available. Ask

what will happen in the event of an emergency and what medical provision is available.

Whilst we recognise we live in a free society, and that communication between individuals regardless of age is part of daily life, we do not consider it good practice for coaches to text or email individual children or young people. In regards to websites and chat rooms it is important that children do not give out any personal information about themselves and their families, in particular their address or phone number or the schools or clubs they go to. If anyone requests this information, whoever they might be, the child must not divulge this information, but should say they will pass the request on to their parents or carers.

If you do have any concerns then please contact the [Safeguarding Lead at SSE](#).

British Snowsports Child Welfare Group – 2007

Now called Safeguarding in British Snowsports (SIBS) 2013; statement above updated to reflect change in name and change of CRB to DBS.

SIBS now comprises

- **BARSC**
- **BASI**
- **British Ski and Snowboard (BSS)**
- **DSUK**
- **Snowsport England (SSE)**
- **Snowsport Scotland (SSS)**
- **Snowsport Cymru/Wales (SSW)**

Guidelines on Sexual Activity in Snowsports

All snowsports organisations should be aware of the law relating to sexual behaviour and should develop and promote guidelines relating to sexual activity to ensure any sexual relationships that do occur are within the scope of lawful and acceptable within snowsports. These guidelines should address sexual activity between children and young people and between adults and young people.

Anyone “in a position of trust” which for snowsports purposes would include – but is not limited to - coaches/instructors, child welfare officers, responsible adults, house parents etc must not engage in any type of sexual activity with anyone under the age of 18. These people are in a position of power and such a relationship could constitute an abuse of this position.

Sexual activity between children/young people under the age of 18 involved in snowsports will be prohibited during team events, in sports facilities or 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 SSE guidance and reports being made to external agencies including the police or Children’s Social Care if necessary.

Sexual activity between adults (aged 18 or over) in a position of trust, and young people (16+) involved in snowsports is prohibited. Inappropriate sexual behaviour committed by an adult in a position of trust will lead to suspension and disciplinary action in accordance with the SSE govern-

ing body guidance, which in the case of criminal action will include contacting the police.

Sexual activity between children aged 16-17 in a position of trust and young people (16+) involved in snowsports is prohibited. Inappropriate sexual behaviour will lead to suspension and disciplinary action in accordance with the SSE governing body guidance.

Sexual activity between adults and children under the age of 16 is a criminal act and immediate action will be taken to report it to the police.

Sexual interactions on a residential trip of athletes aged 16 – 18 who are legally married or have civil partners Snowsport England actively discourages athletes engaging in any sexual relationships for the duration of a residential trip, even if they are legally married or in a civil partnership. This recommendation is to help coaches and house parents with decision making and ensure all athletes are treated equitably, and work as part of a team, whilst on residential trips.

SAFE EVENTS

When organising an event, you must appoint an Event Welfare Officer. A Club Welfare Officer is usually the most suitable person for the role, as they will have undergone SSE safeguarding training.

The event Welfare Officer's core responsibilities are to:

- Be responsible for safeguarding children at the event. Be a central point of contact for anyone who has any concerns regarding welfare of children at the Event
- Ensure the [Event Photographic Policy](#) is publicised and on display
- Ensure [Incident Report Forms](#) are completed where necessary and a copy forwarded to the Safeguarding Lead at SSE without delay
- Ensure [Accident Report Forms](#) are completed where necessary and a copy forwarded to SSE. NB You must keep a copy of all accident forms for 7 years.
- Ensure that DBS checks have been completed in advance where necessary (see table below)
- Be vigilant and aware that race officials should not have unsupervised contact with children
- Be the central point of contact for a missing child and be responsible for organising the search and if necessary reporting to the Police. [See Guidelines for Missing Children.](#)
- Ensure concerns are dealt with appropriately and where necessary make referrals to the Safeguarding Lead at SSE, the Police or Children's Social Care

Minimum Learning Requirements & Safeguarding Checks for staff involved in an event

Staff	Roles & Responsibilities	DBS	Safeguarding training*
Event Welfare Officer (1 per 100 participants)	Responsibility for implementation of event welfare plan	Yes**	Yes**
Coaches who are involving in the running of the event	Course setting, organising of event etc	Yes**	Yes**
Level 2 Race Officials	Responsibility for race or event procedures and protocol	No	Encouraged to do training, but not obligatory
Other helpers on the day – should not have direct unsupervised contact with children	Supporting race officials and servicing the event	No	No
Coaches, team managers, drivers – NOT employed or arranged by Event Organisers	Responsibility of the Club or Team, not the Event Organiser	No	Not the responsibility of the Event Organiser

*SportscoachUK Safeguarding & Protecting Children,

** Use only appropriately qualified and up to date CWOs and Coaches, as these will meet SSE DBS and Safeguarding training requirements and therefore will be straightforward for you

You should also refer to the Transport Guidelines and Supervision Guidelines

Dealing with Media Enquiries about an alleged Incident

Why You need a Media Strategy

Child abuse is an issue which will generate media interest. It is imperative for each club to have an effective strategy for dealing with media enquiries.

It is important to handle any initial enquiries in a way that will not aggravate the situation or generate negative publicity. It is also

important to be aware of legislation that prevents the naming of children and young people in the media and new legislation that **prevents the naming of teachers**, who may also be involved in snowsports.

Snowsport England is committed to investigating all allegations on behalf of Affiliated Clubs and Organisations.

Clubs should **not** take responsibility for managing press or media enquiries regarding alleged child abuse or safeguarding issues, but pass the enquiry to Snowsport England. Please make Club personnel aware of this **now**, do not wait until an incident occurs as it will draw attention to the issue.

Be prepared

- Each Club should record contact details for SSE's staff member who will deal with all enquiries. This will be the [Safeguarding Lead at SSE](#).
- If you know of an allegation of child abuse, it is important to be prepared in advance for potential publicity.
- Contact the Safeguarding Lead at Snowsport England and give them **ALL** the facts. Don't hide anything or pretend the situation is not as serious as it is or might become. The press can put a large headline on even the smallest story and it is important that Snowsport England is aware of all the details.

What to do when approached or contacted by a journalist

- A journalist may hear of an alleged case of abuse from a source or directly from a relative or acquaintance of the alleged victim
- They are likely to approach the Club or coach/official and ask for their response. It is worth remembering that the journalist may already have the story mapped out in his/her own mind, so what you say, and how you say it, is important

- Make sure you clearly hear the name of the journalist and the media they are working for. If necessary, ask them to repeat it and write it down
- Make sure you fully understand what the journalist is asking you. Ask them to repeat a question if necessary. You may be aware of the incident concerned but not always
- Do not say 'No comment' - it makes you sound guarded and as if you have something to hide
- Take contact phone number where they can be easily contacted and find out when their deadline is
- Contact Snowsport England and discuss the matter and to formulate an appropriate response
- Snowsport England will then respond to the journalist and inform you of that response.

The follow-up

Allegations of child abuse are rarely one-day stories, so be prepared for more phone calls and media enquiries. Just because one response has been given does not mean that the media won't have more questions in the future.

Follow the same procedure as before and contact Snowsport England.

"Off the record"

Journalists like nothing better than going 'off the record'. They use this tool to get more information but with the undertaking that they will not publish what you say. Never speak off the record in any situation involving Child Protection issues.

Guidance on the Use of Photographic Equipment/Recording Images

It is important to acknowledge that parents/carers may wish to take photographs or videos of their own children participating in snowsports. Clubs may want to take photos to promote their activities and increase participation and coaches may also wish to video club members as this is a useful coaching aid. This guidance applies whether images are taken using cameras, video cameras, mobile phones or any other equipment. The introduction of proportionate controls on the use of photographic equipment is part of general safeguarding good practice in a club. All clubs will have different facility access and needs, which is why each club must create their own policy.

Key Concerns

The key concerns regarding the use of images of children/young people relate to:

- The possible identification of children when a photograph is accompanied by personal information.
- The inappropriate use, adaptation or copying of images for use on child pornography or illegal website.
- The taking of inappropriate or unauthorised photographs or recorded images of children

Clubs need to be aware that there have been concerns about the risks posed directly and indirectly to children through the use of photographs on sports websites and other publications. Photographs can be used as a means of identifying children when they are accompanied by personal information. Photographs and information on the internet have also been used by estranged parents (eg in adoption or domestic violence circumstances) to identify, trace and cause significant difficulties for, or harm to children.

Whilst Snowsport England recognises that publicity and pictures/recordings of children and young people enjoying snowsports is essential to promote the sport and a healthy lifestyle, the following guidelines should be observed.

Guidelines for Photographic and Recorded Images – Club Activities

- There should be signed consent on club [membership forms](#) for parents/carers

and the children to show their consent to opt-in to photographs and video recordings being made

- All children featured in recordings must be appropriately dressed for the activity they are participating in
- The photograph or recording should focus on the activity rather than a particular young person and personal details which might make the young person vulnerable, such as their exact address should not be revealed
- Clubs, coaches and volunteers should be allowed to use video equipment as a legitimate coaching aid and means of recording special occasions, however care should be taken in the dissemination and storage of the material and this must be done in line with the Data Protection Act 1998.
- You should not use any images of a child or young persons known to be the subject of any court order or who has denied you their consent
- Parents and spectators taking photographs/recordings should be prepared to identify themselves if requested and state their purpose for photography/filming
- Any instances of the use of inappropriate images should be reported to the Club Welfare Officer or to Snowsport England Safeguarding Lead and to Children's Social Care or the Police.

Regional and National Events - it should be made clear that members of the press may be present, or photographs may be taken for publicity purposes by the Organisers and it may not therefore be possible to guarantee photographs of specific

children will not be used. The Event Organisers reserve the right to decline entry to any person unable to meet or abide by the promoter's conditions. [See Event Photographic Policy.](#)

Data Protection

Photographs are considered "personal data" in terms of the Data Protection Act (DPA). Therefore consent should be sought (in line with guidance above) before taking, sharing or publishing images where a child can be identified. In addition, as with all personal data you process, it should be processed in accordance with the principles laid out in the DPA and other relevant legislation. NB - Photographs taken of children by their parents clearly do not come under the DPA.

Guidelines for Clubs on Publishing Photographic and Recorded Images

- If a photograph is used, avoid naming the child. Personal details of children such as an email address, home address and telephone numbers should never be revealed on a website or in print.
- If you name a child in an article, do not include their picture
- Think about the level of consideration that you give to the use of images in all publications, for example the process used in choosing photographs for a publicity brochure for the club. Apply an increased level of consideration to the images of children used on websites.

Guidelines for the Official Photographer

Provide a clear brief about what is considered appropriate in terms of content and behaviour

- Issue the photographer with ID which must be worn at all times
- Inform the children and parents that a photographer will be in attendance and for **club events**, ensure they have given consent on their membership form, or opted in for any photographs or films that feature and clearly identify their child (eg close ups, small group and team photos).
- The photographer may wish to take a wide angle, general photograph of the slope, of course inspection etc. Parents/carers should be warned that this type of photograph may be taken
- Do not allow unsupervised access to children or one to one photo sessions at events
- Ensure if photographs can be viewed on the day, the children do not give their email address to the photographer for photos to be emailed to them, but that the parents/carers email address is given
- Any other professional photographers attending the event (eg local press, TV etc) must seek accreditation with the event organiser by producing their professional identification for the details to be recorded. This should ideally be done a week before the event
- Ideally accreditation should include: name and address of person; names of subjects they are filming/photographing (if specific people); the reason the images are being taken, or where they will be used and a signed declaration that the information is valid and that the images will only be used for the reasons given.

NATIONAL SAFEGUARDING LEAD - Role Description

KNOWLEDGE	SKILLS	
<ul style="list-style-type: none"> • Legislation, government guidance. National framework for child protection • Role and responsibilities of statutory agencies and Area Child Protection Committees • Planning processes – children ‘in need’ – child protection enquiries/investigations • Behaviour which is harmful to children – thresholds ‘poor practice’ – ‘abusive behaviour’ • Own organisation’s role and responsibilities. Boundaries of the Lead Officer role • Organisation’s policy and procedures related to child protection • Core values/principles of work with children • Equalities issues and child protection • How abusers target and groom organisations in order to abuse children. • Best practice in prevention. 	<ul style="list-style-type: none"> • Child-focused approach • Administration and systems (records) management • Ability to promote and demonstrate anti-discriminatory practice • Advice and support provision – all levels within the organisation • Communication skills • Ability to develop and produce national level guidance and resources • Influencing skills and ability to work with conflict and with emotionally distressing matters. <p><u>Recommended</u></p> <ul style="list-style-type: none"> • Ability to deliver core child protection training through different levels within the organisation. 	<ul style="list-style-type: none"> • Lead role in development and establishment of the organisation’s approach to safeguarding children and young people. Key role within organisation • Management of cases of poor practice/abuse reported to the organisation – including records system • Management of referrals to Social Services and Police • Central point of contact for internal and external individuals/agencies • Represent the organisation at external meetings related to child protection • Co-ordinate dissemination of policy, procedures and resources throughout the organisation • Advise on the organisation’s child protection training needs and development of its training strategy. Provision of training where appropriate • Maintain confidentiality re cases • Lead role in maintaining and reviewing the organisations’ child protection Implementation Plan • Ensure ‘Standards’ are met • Keep up to date with own knowledge and skills.

- In addition to basic safeguarding training the Safeguarding Lead is required to attend the 2 day NSPCC/CPSU Time To Listen Course for Lead Welfare Officers and ongoing CPD.
- The Safeguarding Lead is required to have a SSE Enhanced DBS Disclosure with barred list check for working with children.

CLUB WELFARE OFFICER - Role Description Template

Knowledge	Skills	Tasks
<ul style="list-style-type: none"> • Basic knowledge of core legislation, government guidance and national framework for child protection • Basic knowledge of roles and responsibilities of statutory agencies and their role in child safeguarding • Knowledge of local arrangement for managing child protection and reporting procedures. • Awareness of SSE's Snow Safe Policy and Club's child protection policy • Knowledge of poor practice and abuse – behaviour that is harmful to children. • Own organisation's role and responsibilities to safeguard the welfare of children and young people – boundaries of the Club Welfare Officer role. • Own organisation's policy and procedures related to safeguarding children and young people. • Core values and principles underpinning practice. • Awareness of equality issues and child protection <p>RECOMMENDED</p> <ul style="list-style-type: none"> • Basic knowledge of how abusers 'target' and 'groom' organisations to abuse children. Best practice in prevention. 	<ul style="list-style-type: none"> • Basic administration - maintain records • Basic advice and support provision • Child focussed approach • Good communication skills • Ability to promote organisation's policy, procedures and resources • Ability to provide information about local resources <p>DESIRABLE</p> <ul style="list-style-type: none"> • Previous experience of child safeguarding either at work or through volunteering (eg teacher, social worker, police officer, charity worker etc) 	<ul style="list-style-type: none"> • Promote good practice in safeguarding and protecting children in their club, working with coaches, club committee and club members to create a child centred environment and develop a proactive safeguarding culture within the club • To help safeguard and protect children by assisting in the promotion and implementation of Snow Safe and the Club's Child Protection Policy. • Be the first point of contact for all safeguarding matters at the club • Be the first point of contact with SSE's Safeguarding Lead. • Maintain contact details for Children's Social Care, Police and LADO • Be a member of, and report to, the Club's Management Committee meetings • Advise the Committee on the Club's mandatory responsibilities regarding safeguarding • Ensure DBS checks are carried out on anyone working in a role requiring one • Promote and ensure confidentiality is maintained • Promote anti-discriminatory practice

Training 1) Club Welfare Officers are required initially to attend a generic "Safeguarding and Protecting Children" workshop. If you have undertaken another basic child protection course, for example as part of your work, contact SSE to see if this is acceptable.

2) CWOs must then attend the Snowsports specific "Time to Listen" course. This course must be repeated every 3 years. For information about courses contact [SSE](#).

CWOs are required to undergo a SSE or SSE approved enhanced DBS disclosure with barred list check for working with children

The Role of a Local Authority Designated Officer (LADO)

The role of the LADO is set out in the HM Government guidance [Working Together to Safeguard Children](#) 2013.

The LADO works within Children's Services and should be alerted to all cases in which it is alleged that a person who **works with children** has:

- behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against children, or related to a child
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

This applies to paid, unpaid, volunteer, casual, agency and self-employed workers. For example coaches, child welfare officers or any volunteers at the club choosing to "work" with children. The LADO cap-

ture concerns, allegations or offences emanating from outside of work. The LADO is involved from the initial phase of the allegation through to the conclusion of the case.

They will provide advice, guidance and help to determine whether the allegation sits within the scope of the procedures.

The LADO helps co-ordinate information-sharing with the right people and will also monitor and track any investigation, with the aim to resolve it as quickly as possible.

Section 6b – Templates for you to adapt

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AnySlope Snowsports Club Safeguarding Policy Statement

AnySlope Snowsports (The Club) is committed to ensuring all Children participating in snowsports have a safe and positive experience.

We will do this by:

- Recognising all children participating in snowsports, regardless of age, gender, ability or disability ethnicity, religion or beliefs, sexual orientation or socio-economic background, have the right to participate in snow sports in a fun and safe environment and have the right to protection from harm
- Ensuring that all individuals working with children in snowsports at the Club or for the Club, provide a safe, positive and fun snowsports experience for children
- Adopting the **Snow Safe** Policy, Snowsport England's Policy for safeguarding, and any future versions of the Policy
- Appointing a Child Welfare Officer and ensuring they receive the mandatory training for CWOs, so they have the necessary skills to undertake their role effectively
- Ensuring all people who work with children at the Club or for the Club understand the **SnowSafe** Policy applies to them
- Ensuring all those working with children at the Club or for the Club are recruited in accordance with the **Snow Safe** Policy and relevant legislation
- Ensuring all people who work with children at the Club or for the Club are provided with the necessary training and information on good practice and code of conduct
- Ensuring the name and contact details of the CWO are promoted to children and parents and displayed at the Club
- Ensuring children, parents, Club officials and members are aware that the CWO should be the first point of contact for any concerns
- Ensuring the CWOs details are available as the main point of contact for the Safeguarding Lead at SSE and external agencies regarding safeguarding
- Ensuring correct and comprehensive reporting procedures exist for raising and managing child safeguarding concerns.
- Ensuring everyone connected with the Club (including parents, children, volunteers and visitors) have the opportunity to voice any concerns they have about poor practice or suspected abuse, to the CWO
- Ensuring all suspicions, allegations and concerns are taken seriously and dealt with swiftly and appropriately
- Ensuring access to confidential information regarding safeguarding concerns is restricted to the CWO, SSE Safeguarding Lead and appropriate external authorities eg Local Authority Designated Officer (LADO), Children's Social Care etc
- Ensuring all those in a position of responsibility at the Club recognise it is not their responsibility to determine if abuse has occurred, but it is their responsibility to report and act on any concerns they have.

Code of Conduct and Ethics for Coaches

SSE has a [Coaches Code of Conduct and Ethics](#). It is suggested Clubs produce their own “local” Code of Conduct and Ethics that is consistent with their other Club policies. It is hoped all instructors and coaches will be members of SSE, to enjoy the benefits, guidance and insurance this provides, but for any who are not, it is very important they should sign up to the Club Coaches Code of Conduct and Ethics.

Coaches play a crucial role in the development of any sport and in the lives of the performers that they coach. Good coaches ensure that participants in snowsports have positive experiences and are therefore more likely to continue and achieve their potential. Coaching, as an emerging profession, must demonstrate at all levels a high degree of honesty, integrity and competence. The need for coaches to understand and act upon their responsibilities is of critical importance to snowsports, as is the need to protect the key concept of participation for fun and enjoyment as well as achievement. This is implicit within good coaching practice and promotes a professional image of the good practitioner. This Code of Practice defines all that is best in good coaching practice.

Coaches must:

- Promote the welfare and best interests of their performers
- Assist in the creation of an environment where every individual has the opportunity to participate in snowsports
- Create and maintain an environment free of fear and harassment for all participants, parents, volunteers, officials and coaches
- Ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the participant
- Recognise the rights of all performers to be treated as individuals
- Recognise the rights of performers to confer with other coaches and experts
- Promote the concept of a balanced lifestyle, supporting the well-being of the performer both in and out of snowsports
- Not engage in behaviour that constitutes any form of abuse (physical, sexual, emotional, neglect, bullying – both on line or face to face)
- Avoid sexual intimacy with performers either while coaching them or in the period of time immediately following the end of the coaching relationship
- Take action if they have a concern about the behaviour of an adult towards a child by reporting this to the Club Welfare Officer
- Empower performers to be responsible for their own decisions
- Clarify the nature of the coaching services being offered to performers
- Communicate and cooperate with other organisations and individuals in the best interests of performers.
- Be fair, honest and considerate to performers and others in snowsports
- Be positive role models for performers at all times

- Follow club procedures when communicating with children by telephone, e mail or other social media
- Recognise the professional boundaries and conduct applies when coaching, on residential trips or whenever members of the club are present whether it is a club activity or not
- Promote the execution of safe and correct practice ensuring the environment is as safe as possible, taking into account and minimising possible risks
- Be professional and accept responsibility for their actions
- Make a commitment to providing a quality service to their performers
- Actively promote the positive benefits to society of participation in snowsports, including the positive contribution snowsports can make to achieving improved outcomes for children and young people
- Contribute to the development of coaching as a profession by exchanging knowledge and ideas with others and by working in partnership with other agencies and professionals
- Not use or tolerate the use of inappropriate language
- Gain coaching qualifications appropriate to the level at which they coach
- Hold an up to date nationally recognised Governing Body license, and operate within Snowsport England's Governing Body's guidelines.
- Comply with **SnowSafe**, SSE's Policy for Safeguarding Children
- Abide by the SSE Coaches Code of Conduct and Ethics
- Abide by the SSE Anti-Bribery Policy

Signed: Date:

Print Name:

Code of Conduct and Ethics for Volunteers and Officials

All volunteers and officials must:

- Treat everyone equally and not discriminate on the grounds of age, gender, race, religion or belief, sexual orientation, ability or disability
- Not condone, or allow to go unchallenged, any form of discrimination if witnessed
- Display high standards of behaviour
- Consider the well-being and safety of participants before the development of performance
- Develop an appropriate working relationship with participants, whether skiers, parents, volunteers, coaches or anyone involved in the club, based on mutual trust and respect
- Under the guidance of the coaches ensure all activities are appropriate to the age, ability and experience of those taking part
- Promote the positive aspects of snowsport (e.g. fair play and support for others)
- Encourage all participants to respect the decision of officials and avoid arguing with officials
- Display consistently high standards of behaviour and appearance
- Hold appropriate valid qualifications and insurance cover (as appropriate)
- Follow Club procedures when communicating with children by telephone, e mail, or other social media
- Never exert undue influence over performers to obtain personal benefit or reward
- Never condone rule violations, bad sportsmanship or the use of prohibited substances
- Encourage participants to value their performances and not just results
- Encourage and guide participants to accept responsibility for their own performance and behaviour
- Follow all guidelines laid down by Snowsport England and the Club
- Abide by the Snowsport England Anti-bribery Policy
- Report any concerns in relation to a child, following the procedures in **Snow Safe**
- Promote the club in a positive light.

Signed: Date:

Print Name:

Code of Conduct and Ethics for Parents/Carers

Snowsport England and ***AnySlope Snowsports Club*** expects the highest standards of all young people participating in snowsports and their families. Parents/carers (hereafter called parents) will:

- Respect the rights, dignity and worth of every person within the context of snowsports
- Not use inappropriate language or gestures, including foul, sexist, abusive, racist or prejudicial language or tolerate it from other members or guests
- Not condone, or allow to go unchallenged, any form of discrimination if witnessed
- Positively reinforce their child and show an interest in their snowsports activity
- Not place their child under pressure or push them into activities they do not want to do
- Complete and return the Medical Consent form pertaining to their child's participation within the Club
- Deliver to, and collect their child punctually from coaching sessions and races
- Ensure their child is properly and adequately attired for the weather conditions of the time, including long trousers, long sleeves and gloves for dry slope and appropriate attire for snow; details from your coach
- Ensure that protective equipment is worn at ALL times including helmet and gloves
- Detail any health concerns pertaining to the child on the consent form, in particular breathing or chest conditions. Any changes in the state of the child's health should be reported to the coach prior to coaching sessions
- Inform the coach prior to departure from the slope if a child is to be collected early from a coaching session.
- Encourage their child to abide by the rules and teach them that they can only do their best
- Behave responsibly when observing, and not embarrass their child.
- Be respectful towards the coach and challenge any concerns through the appropriate channels
- Be realistic and supportive
- Recognise good performance and not just race results
- Ensure their child's hygiene and nutritional needs are met.
- Accept the official's judgement
- Acknowledge the importance and role of the club coaches who provide their time for free to ensure children's participation in the club
- Promote their child's participation in snowsports for fun
- Abide by the ***SnowSafe*** Policy
- Abide by SSE's anti-bribery policy

Parents/Carers have the right to:

- Know their child is safe
- Be informed of problems or concerns relating to their children
- Be informed if their child is injured
- Have their consent sought for issues such as trips
- Contribute to decisions within the club
- Complain if they have concerns about the standard of coaching
- Be told who the Club Welfare Officer is

Any misdemeanours and breach of this code of conduct will be dealt with immediately by (name the official). Persistent concerns or breaches will result in the parent/carer being asked not to attend if their attendance is detrimental to their child's, or other children's welfare.

Name of Child: Date:

Signature of Parent/Carer: Name of Parent/Carer:

Code of Conduct and Ethics for Members and Guests

All Members and Guests of this Club will:

- Display high standards of behaviour
- Treat everyone equally and not discriminate on the grounds of age, gender, race, religion or belief, sexual orientation, ability or disability
- Not condone, or allow to go unchallenged, any form of discrimination if witnessed
- Conduct themselves in a manner that takes all reasonable steps to protect their own safety and that of others
- Promote the positive aspects of snowsports and fair play
- Encourage all participants to respect the decision of officials and avoid arguing with officials
- Recognise good performance and not just good results
- Take all possible steps to prevent snowsports from being brought into disrepute
- Place the well-being and safety of the child above the development of performance
- Respect children's opinions when making decisions about their participation in snowsports
- Abide by the **Snow Safe** Policy
- Understand that any breach of the Policy may result in disciplinary action

Signed: Date:

Print Name:

Code of Conduct for Children (General Members – not racers or high performance)

As a member of *Anyslope* Club I agree to abide by the Children's Code of Conduct.

- I will arrive promptly for snowsports activities and allow enough time to be ready to start at the agreed time
- I will dress appropriately for the activity and weather conditions including long trousers, long sleeves, gloves and helmet for dry slope and as directed by my coach for snow
- I will show respect and courtesy to coaches and officials at all times and understand participation in snowsports is only possible due to the time volunteers give freely to help myself and other children
- I will try my best and listen to coaches and officials at all times
- I will show respect and courtesy to other snowsports participants at all times
- I will abide by the club rules
- I will not be involved in any bullying or practices that can be deemed as bullying
- I will not use the internet, phone or other electronic device to make derogatory remarks about other people involved in snowsports, or clubs, or anything related to snowsports that could bring the sport into disrepute
- I will report any concerns I have to my coach, Club Welfare Officer or parents/carers
- I will demonstrate sporting behaviour in all my activities and promote good sportsmanship, being modest in victory and gracious in defeat
- I understand that if I do not abide by the Club rules I may be subject to disciplinary action

Signed (Child)..... Date:

I am the parent/carer of the child named above and agree to support my child to abide by the Club rules.

I have read and agree to abide by the Parents' Code of Conduct.

Parent's/Carer's Signature: Date:

Code of Conduct for Athletes

As an athlete and participant in competitive snowsport competitions I agree to follow the Athlete's Code of Conduct as given below:

- I will show respect to coaches at all times
- I will respect officials and volunteers involved in snowsports and understand participation in snowsports is only possible due to the time volunteers give freely to help myself and other children
- I will show respect to my racing colleagues and other snowsports athletes
- I will not be involved in any bullying or practice that can be deemed as bullying
- I will demonstrate sporting behaviour with race results and decisions made
- I will demonstrate sporting behaviour in all my activities and promote good sportsmanship, being modest in victory and gracious in defeat
- I will act in a manner at all times that does not bring myself or my sport into disrepute during ski races and practice/training sessions
- I will attend and present for prize giving ceremonies should I be a prize winner unless circumstances do not allow me
- I will not enter into relationships with other athletes on the Team while on training and race camps.
- I will read, understand and agree to the BSS Drugs and Doping policy.
- I will not use prohibited or recreational drugs, as defined by WADA
- I will not use the internet, phone or other electronic device to make derogatory remarks about other racers, teams, officials, clubs or anything related to snowsports that could bring the sport into disrepute
- I will abide by SSE Anti-bribery policy

The harmful effects of smoking cigarettes and the consumption of alcohol are well recognised and can debilitate the performance of racers. Snowsport England actively discourages the consumption of these substances during race events and training.

I understand that disciplinary action may be imposed for breach of rules or for reasons of behaviour. Any action will depend on the type and seriousness of any breach of rules or behaviour, but will be accompanied by a verbal warning and/or a written warning as necessary. I understand athletes shall have the right to appeal all such measures, to the race organisers/Club in the first instance, then the Board via the Athletes Representative within 3 months of disputed disciplinary measure.

Athlete's signature: Date:

Parent/Guardian's signature (if under 18): Date:

INCIDENT REPORT FORM for Safeguarding Concerns

Have you?

- Reassured the young person
- Been honest and not made promises you cannot keep
- Explained why you may have to tell other people in order to stop what's happening
- Avoided closed questions and asked as few questions as possible
- Encouraged the child to use their own words
- The less questions you ask, the better

Name of Child:	
Age and date of birth:	
Parent/carer's details:	Name: Address: Telephone number/s:
Date of Incident: Time of Incident:	
Details of the incident/concern Including where it happened	
Details of any physical signs of abuse eg bruising	

<p>Have you spoken to the child? If yes, what exactly did they say</p>	<p>Yes No</p>
<p>Have you spoken to parents/ carers? If yes, provide details of what was said. (NB – depending on the allegation, it is not always ap- propriate to speak to parents)</p>	<p>Yes No</p>
<p>Have you spoken to person the allegations are being made against? NB – never speak to them if it is a child abuse allegation – only if it is “poor practice”. If yes, provide details of what was said</p>	<p>Yes No</p>
<p>Have you informed statutory authorities? If so –</p>	<p>Yes No If yes, was it Police Children’s Social Care LADO Name of person you reported it to: Designation/Position: Telephone Number:</p>
<p>Details of any action taken</p>	

Details of any action you intend to take	
Details of Witnesses (continue on separate sheet if required)	Name: Address: Telephone: Witness Comments:
Details of Person alleged to have committed the offence	Name: Address (if known): Telephone Number (if known):
Details of Person reporting concern:	Name: Position in Club: (parent, coach, child etc): Address: Telephone Number/s:
Details of Person completing the form:	Name: Position in Club: (CWO, coach etc) Address: Telephone number:
Signed:	
Date and Time:	Date: Time:

**REMEMBER TO MAINTAIN CONFIDENTIALITY.
DO NOT DISCUSS WITH ANYONE OTHER THAN THOSE WHO NEED TO KNOW**

Accident Report Form

An accident book is useful to record all accident information as part of your management of health and safety at the club. It is important to comply with data protection laws, and the Accident Books available to purchase from good stationers are compliant; i.e. the details of the injured person are not kept in the book, but taken out and filed safely in a locked cabinet. They need to be kept for 7 years, in case there is a claim at a later stage against the Club. Accident Report Forms are useful and can be taken out to other venues and completed if there is an accident and should then be filed safely in a locked cabinet.

Always ensure the parent/carer is informed of an accident, and signs the book or form.

Name of Injured person:		
Address of Injured person:		
Date and time of Accident :	Date:	Time:
Nature of Injury:		
Describe the Accident		
Details of any first aid given		
Was the parent contacted: Details given to the parent	Yes No	
Who by?		
Additional Actions under- taken or required		
Additional Notes:		

.....
Signature of Club Official/First Aider

.....
Signature of Parent/Carer

.....
Date

Please return this form to the CWO.

Junior Club Membership Form

AnySlope Snowsports Junior Membership form – Year

Data Protection. The Club will use the information provided on this form, as well as other information it obtains about your child to administer their snowsports activities at this Club and in any other activities in which they participate, to care for and supervise activities in which they are involved. In some cases this may require the Club to disclose the information to Snowsport England. In the event of a medical or child safeguarding issue arising, the Club may disclose certain information to doctors and other medical specialists and/or to police, children's social care, the courts and/or probation offices and potentially, to legal and other advisers involved in an investigation. As the person completing this form, you must ensure each person whose information you include in this form knows what will happen to their information and how it may be disclosed.

Thank you for joining/renewing membership for **Anyslope** Snowsports. To ensure we have the correct contact details for your child, please complete and return this form with your membership fee.

A parent/carer or guardian will need to sign the Membership Form before returning it, for all children aged under 18. Your child will also need to sign the form. We will use this information to ensure that you are kept informed about events and the club. By giving your child's e mail address and/or mobile phone number, you are consenting to us using that information to contact your child regarding Club activities. If you do not wish us to contact your child, you should not give **their** mobile number or e mail address.

Section 1 – Junior Member's Details

Child's Name:	<input type="text"/>
Address:	<input type="text"/>
Postcode:	<input type="text"/>
Home telephone number:	<input type="text"/>
Your mobile number:	<input type="text"/>
Your child's mobile number –if you consent to us using it	<input type="text" value="Only complete if your child is 15 or over and you consent"/>
Date of birth:	<input type="text"/>
Name of School / College	<input type="text"/>
Parent/Guardian's E mail for correspondence:	<input type="text"/>
Child's E mail address – if you consent to us using it	<input type="text" value="Only complete if your child is 15 or over and you consent"/>

Section 2 – Medical Information

Please detail below any important medical information that our coaches and helpers should be aware of (e.g. epilepsy, asthma, diabetes, allergies etc) and medication. Continue overleaf if necessary.

Condition:

Medication/Instructions for what to do if treatment required:

The Disability Discrimination Act 1995 defines a disabled person as anyone with 'a physical or mental impairment, which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities'.

Do you consider your child to have a disability? Yes ☐ No ☐

If yes, what is the nature of the disability? Please list overleaf any special requirements your child may have.

Visual impairment ☐ Hearing Impairment ☐ Learning Disability ☐

Physical disability ☐ Multiple disability ☐ Other (please specify) ☐

Section 5 – Emergency Contact Details

This section is to be completed by the parent/carer or guardian. Please insert the information below to indicate the persons who should be contacted in the event of an incident/accident:

Name 1:

Relationship to individual:

Home Tel:

Work Tel:

Mobile Tel:

Name 2:

Relationship to individual:

Home Tel:

Work Tel:

Mobile Tel:

- I enclose my annual membership fee of £ made payable to Anyslope Snowsports
- I give permission for my son/daughter to receive medical or dental treatment in the event of an emergency and in accordance with the recommendations of a qualified medical practitioner. I understand in the event of injury or illness all reasonable steps will be taken to contact me, and to deal with the injury/illness appropriately
 - I confirm that I have read, understand and accept the Club's policy on transportation
 - I confirm if I have given my child's e mail address, or mobile phone number, I am happy for them to be contacted via them
 - I confirm I have read, and will abide by the Parents Code of Conduct and Ethics, and my child has read and will abide by the Children's Code of Conduct
- I have read the photographic policy and give my consent to the Club photographing or videoing my child's involvement in snowsports and publishing the photographs in Club publications or press articles according to the Club's Photographic Policy
- By returning this completed Membership Form, I agree to my child taking part in the activities of Anyslope Snowsports.

Signature of parent/carer:

Name of Parent/carer: Date:

Name of Child:

- Children Over 12 declaration: I confirm I have read and will abide by the Children's Code of Conduct and that I consent to Anyslope Snowsports photographing or videoing my involvement in snowsports and publishing the photographs in Club publications or press articles.

Signature: Date:

Application form for volunteer role at Club

Name:	
Address:	Postcode:
Telephone: Home Telephone: Mobile	
Post applied for:	
Qualifications/training (if applicable):	
Experience of working/ volunteering in similar role:	
Experience of working/ volunteering with children:	
Previous clubs worked/ volunteered with and dates:	

Referee 1 – preferably professional reference . They must have known you for at least 2 years.	Name: Address: Telephone: E mail:
Referee 2 – preferably someone who can vouch for your work in snowsports, or suitability to work/volunteer with children. They must have known you for at least 2 years.	Name: Address: Telephone: E mail:

- I confirm I have read and agree to abide by the Code of Conduct and Ethics.
- I agree to having a DBS check, if required
- *I confirm I have not been convicted, cautioned or reprimanded, or have any pending prosecutions against Children or young persons. I have not been disciplined/sanctioned for offences against Children or young persons in any other organisation.

Name:

Signed: Date:

*If the position you are applying for is exempt from the Rehabilitation of Offenders Act, you are required to disclose all cautions, convictions, reprimands or warnings which would not be filtered in line with [current guidance](#).

Anyslope club complies fully with the Rehabilitation of Offenders Act 1974 and having a conviction will not necessarily prevent you from working with us, it depends on the nature and details of the offence. Please contact the Club Welfare Officer if you wish to discuss this further.

For Club Use

Date refs applied for: Date ref 1 rec'd Date ref 2 rec'd

DBS Required? Yes/No DBS Completed and disclosure verified? Yes/No/NA

ISA Barred List checked? Yes/No/NA Cleared for volunteering: Yes/No

Date Volunteer Informed: By:

Tracking Form for DBS Disclosures

This table can be used for recording DBS information for staff/volunteers requiring a DBS check.

Remember – you should check any new staff/volunteers joining the Club have a SSE DBS (where required) BEFORE allowing them to start. E mail [DBS SSE](#) with their full name and date of birth to check.

AnySlope Snowsports Club

First Name	Last Name	Date of Birth	Role	Disclosure Expiry Date	DBS outcome verified	Name of SSE verifier
Nicholas	Jay	1/1/74	L1 Coach	12/5/15	✓ 16/4/14	SSE name
Christopher	North	2/2/62	L2 Coach	14/2/16	✓ 16/4/14	SSE name
Sarah	Goldspring	3/6/82	L2 Coach	29/10/14	✓ 16/4/14	SSE name
Jason	Sayer	1/11/69	CWO	15/6/15	✓ 16/4/14	SSE name
Daryl	Scott	11/3/82	Dep CWO	Applied 1/8/14		
Bill	Green	7/8/53	House Parent	11/2/16	✓ 16/4/14	SSE name
Kav	Rushby	9/8/81	House Parent	EXPIRED		
Josh	Clarke	23/2/74	Physio	31/8/15	✓ 16/4/14	SSE name

Reference Request Letter

Dear

Re: (Name of Applicant)
Address

(Name of applicant) has applied to work with (Your Club) as a (state position – coach, club welfare officer etc) and has given your name as a reference. If you would prefer to ring me, please telephone (00000000). Please feel free to continue on a separate sheet if required.

- 1) How long have you known this person?
- 2) In what capacity do you know them?
- 3) What attributes does this person have that would make them suited for this work?

4) Please rate the person on the following – tick one box for each statement:

	Poor	Average	Good	V Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Can motivate others					
Communication skills					
Gets on with colleagues					
Gets on with children					
Reliability					
Trustworthiness					

This post involves substantial access to children. As an organisation committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people.

Yes No If you have answered YES we will contact you in confidence.

Signed:

Print name: Date:

Position and Organisation (if applicable)

Thank you for completing the form.

Yours sincerely

(NB – Ensure you put your Club details on the form, and your contact details)

Recruitment Policy

Anyslope Club recognises the need for careful consideration of all applications for people wishing to work or volunteer at the snowsports club. The club has therefore agreed the following recruitment policy:

Where the work or volunteering will bring the person into contact with children:

- All new applicants wishing to volunteer or work at the club will be required to fill in an application form
- They will be required to provide 2 references
- Where applicable, they will be required to undergo a Disclosure and Barring Service (DBS) check (having a criminal record will not necessarily preclude anyone from working or volunteering at the club, it depends on the nature of the offence)
- Where applicable, they will be required to have a check against the DBS barred list for working with children
- If they are going to work or volunteer in Regulated Activity, they will not be able to do so until their Barred List status has been verified
- They will be provided with a role description for the work they will be undertaking
- They will attend an interview/informal meeting
- They will be required to accept and adhere to all other Club policies
- They will receive an induction which will include:
 - Verification of their identify*
 - Verification that they meet the UK Border Agency Requirements to work here (where applicable) - <http://www.ukba.homeoffice.gov.uk/>
 - Verification of their qualifications (where applicable to their role)
 - Signing up to the relevant Code of Conduct
 - An explanation of welfare of young people and the policies and procedures including reporting procedures
 - An introduction to club members relevant to their role
- All people working or volunteering with children will initially be supervised by the CWO or other appropriate person

* Check their passport or photo driving licence where possible and a document with proof of their address. If they do not have a passport or driving licence, ask to see their original birth certificate and proof of current address.

CWO Welcome Letter to new Junior Members Parents

Dear

I am really pleased to welcome you to *Anyslope* Club and want to take this opportunity to introduce myself.

I am the Child Welfare Officer at the club and my role is to safeguard the children here and help them have a positive and rewarding experience.

Anyslope Club is affiliated to Snowsport England (SSE) and complies fully with **SnowSafe**, SSE's Child Protection Policy, a copy of which is available for you to see in the Club. We have procedures in place to ensure that all children are treated equitably and cared for whilst at the Club.

If you, or your child, has any safeguarding issues you wish to discuss please do not hesitate to get in touch. My telephone number is: 000000 and my e mail address is: xxxxxx. I am usually at the club on X day between xx and yy hours.

We ask all new parents or carers, and children at the Club to read, agree to, and sign a Code of Conduct (one for parents and another one for the children). This is so we all understand what is expected of us and helps to ensure the children have a positive and happy experience here.

For best practice and guidance documents please visit the [Snowsport England website](#) where information for parents, athletes and coaches can be found.

There is a new parents' coffee and chat drop in on the first Saturday of each month from 11.00 until 12.00. Please feel free to drop in and meet the coaches, team managers, other parents and myself. This is a great opportunity to find out what goes on at the club and talk about any general matters.

With kind regards



Welcome to our Club Our Statement of Care:

Insert a
club logo
here

AnySlope Snowsports Club accepts that all children and young people have the following basic rights:

- to be valued as a person
- to be treated with dignity and respect
- to be cared for as a young person
- to be kept safe

AnySlope Snowsports Club will provide training for staff, to ensure each young person feels safe and cared for, is valued, and is treated with dignity and respect.

AnySlope Snowsports Club will provide a duty of care to help protect each young person from abuse.

Your Club Welfare officer is:

Name: _____

Tel: _____

E mail: _____

AnySlope Snowsports Club is an affiliated member of Snowsport England and follows Snowsport England's Child Protection Policy **SnowSafe**.

For best practice and guidance documents please visit the [Snowsport England](http://www.snowsportengland.org.uk) website where further information for parents, athletes and coaches can be found.

Snowsport England's Safeguarding Lead is:
Bridget Owen – Telephone 01509 232323
Email: welfare@snowsportengland.org.uk

Guidelines for Transporting Children and Young People

It is important that all steps are taken to ensure the safe transport of children and young people.

If children are to be transported by bus or coach the following should be considered:

- use a reputable company providing transport and necessary insurance
- ensure sufficient supervisors are on each coach (male and female if mixed teams)
- all participants should have a seat and seat belt regulations must be adhered to
- parents/carers are issued with detailed information of drop-off and pick-up points and times
- all supervisory staff are issued with all relevant information of passengers
e.g. name/contact number of parent/carer, name/contact number of person who is collecting them (if different), pick-up/drop-off point, medical information, emergency telephone number
- participants are not to be left unsupervised, i.e. dropped off when a parent/carer is not there

If using mini-buses then consideration must be given to the relevant legislation, both in the UK and abroad.

If private cars are used for transport, the Club should not make transport arrangements. The parents/carers should arrange transport for their own children.

On no occasion should a child be taken alone in a car by a club official, except in an emergency where there is no other adult available to accompany them. If possible, the child should sit in the back seat and it is preferable to take more than one child.

For more information about transporting children see the [CPSU Briefing Paper](#) on Guidelines on transporting young people in your car.

Antibribery Policy

Snowsport England is committed to operating in a fair, ethical and equitable manner and in line with its values operates a zero tolerance to bribery and corruption. We are committed to preventing acts of bribery and corruption which damage free and fair competition.

We recognise our obligations under applicable legislation, including the [UK Bribery Act 2010](#) and are committed to ensuring no bribes or corrupt payments are made, offered, sought or obtained by anyone on our behalf, to anyone.

We recognise in a competitive sport there may be situations where coaches or officials are open to potential bribery. For example:

- where there are 5 athletes competing for 4 places in a squad
- where it would be beneficial for racers to go early, or late in the race

What is a Bribe?

- A bribe may include a payment, benefit or gift offered or given with the purpose of influencing a decision or outcome.
- A bribe may not always be of a large value, it could be a lunch or tickets to a sporting event.

What is not a Bribe?

- Small gifts to say “thank you”, for example a small box of chocolates or bottle of wine are acceptable provided they are not given with the purpose of influencing a decision.

Who is covered by this Policy?

This policy is applicable to all employees, volunteers, officials and anyone acting on Snowsport England’s behalf. It is applicable to all affiliated Clubs and their employees, volunteers, officials and anyone acting on their behalf.

What you should do if you have a concern

- If you believe you have been offered a bribe, or believe someone else has offered or been offered a bribe, you should report the matter to your Club Chairman. The CEO of Snowsport England should also be informed. Do not wait until someone else voices their concern.
- Snowsport England will investigate the claim and if required will use their [Discipline and Dispute Resolution Procedures](#).

Sample Club Photographic Policy

Clubs should create their own Photographic policy as each will have different facility access and other requirements. Your club may have children who must not be identified; for example some cared for children may be in danger if their mother/father is able to make contact with them. Clubs must do their best to accommodate these children as to exclude them may be an equal opportunities issue.

This policy should cover all activities the club undertakes. If the club undertakes activities which are not covered under this policy (eg a large race where other clubs are invited) they should have an Events Photographic Policy and ensure everyone who attends is aware of it.

Please adapt as required:

- *Anyslope Snowsports Club* (hereafter called “The Club”) is keen to promote positive images of children involved in snowsports activities and is not preventing the use of photographic or video equipment either by Club staff or parents/carers
- The Club recognises the need to ensure the welfare and safety of all young people in snowsports
- The Club acknowledges that parents/carers may wish to take photographs of their own children but asks that parents/carers do not take photographs of other children without their consent and the consent of their parents/carers
- The Club requires parents/carers to consent to their child being videoed and photographed when completing the membership form
- If parents/carers are unable to consent to their child being photographed or videoed the Club will make all reasonable attempts to exclude the child from photos and videos, but cannot guarantee this
- The Club recognises that it is almost impossible to prevent the taking of photographs and videos with mobile phones and small cameras but will endeavour to prevent photographs, video or other images of young people being taken without the consent of the parents/carers and children
- Parents/carers should be aware that photographs and videos may be taken of children for promotional and publicity purposes and to enhance the coaching programme
- The Club will follow the Guidance for the Use of Photographs, which is available from the Club Welfare Officer or see **Snow Safe**, our Child Protection Policy
- The Club will store and use photographs in line with the Data Protection Act 1998
- The Club will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform the Club Welfare Officer immediately
- If a child has concerns about images being taken they should report this immediately to the Child Welfare Officer or in his/her absence a coach
- Where images of children are used by the club for publicity, promotion, celebration etc, the child’s name will not also be used
- Where a child is named in an article, their photograph will not be used if this identifies them

*SSE recommends you ask for consent on your membership form. However if you need to obtain consent for a small club event, (for example for a couple of non-club members who may be participating) – it is suggested you add the following at the end:

I (*parent/carer*) consent to (*club/organisation*) photographing or videoing (*insert name*) in line with the Club Photographic Policy.

Signed: Date:

Sample Event Photographic Policy – for larger or National events

If organising a large event, where some wide angle photographs may be taken by SSE/Club staff or professional photographers, and where it would not be possible to single out children who must not be photographed, the following wording is recommended on the entry form, or website information; this must be a place where it will be seen by anyone entering the competition. There should also be a notice to this effect on display at Registration together with the Event Welfare Officers name. Official photographers should be issued with a badge.

At this event the Organisers and others may reasonably wish to take general photos or videos of the event. Children, young people and their parents/carers should be aware this will be taking place. It is not reasonable, practical or proportionate to require parental consent for this type of photography, or to preclude it on the basis of the concerns of a small number of parents. The Organisers reserve the right to decline entry to any person unable to meet or abide by the Organiser's conditions. If you are concerned please contact the Event Welfare Officer who will be pleased to discuss the matter with you.

The Event Welfare Officer for this Event is:

Mobile Contact Number:

Please adapt as required for your event:

- The Organisers are keen to promote positive images of children involved in snowsports activities and are not preventing the use of photographic or video equipment at this event
- The Organisers recognise the need to ensure the welfare and safety of all young people in snowsports
- Please ensure you only take photographs or videos of your own children. If photographing or videoing other young people (eg other members of your Team) please ensure this is only done with their consent and the consent of their parents.
- At this event there may be Professional Photographers or photographers acting on behalf of the Organisers. The Organisers will provide these photographers with an identification badge
- If parents/carers do not wish their child to be photographed or videoed by our Official Photographers they should make their wishes known to the Event Welfare Officer. The Event Welfare Officer will relay this information to the Official Photographers who will make all reasonable attempts to exclude the child, **but cannot guarantee this.**
- Parents/carers should be aware that photographs and videos may be taken of children for promotional and publicity purposes and to celebrate snowsports activities
- The Organisers will store and use photographs in line with the Data Protection Act 1998
- The Organisers will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform the Event Welfare Officer immediately or if you become aware after the Event, please contact the Safeguarding Lead at SSE.

- If a child has concerns about images being taken they should report this immediately to the Event Welfare Officer
- Where images of children are used by the Organisers for publicity, promotional or celebratory purposes etc, the child's name will not usually be used and if a child is named in an article, their photograph will not usually be used if this identifies them: -
 - It is recognised that when children compete at National events it may be appropriate to name the winners and feature a photograph. Permission will be sought from both the child and the parent/carer if the child is named alongside a photograph

Snowsport England's Equality Policy 2013

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It involves changing the culture and structure of sport to ensure that it becomes equally accessible to all members of society.

Equity Policy Statement

Snowsport England is fully committed to the principles of equality of opportunity and is responsible for ensuring that everyone who wishes to, has a genuine and equal opportunity to participate in all snowsport disciplines at all levels and in all roles of the sport; irrespective of their age, ability, disability, gender-reassignment, religion or belief, ethnic origin, nationality, social status, marital status and civil-partnership, sex, sexual orientation, pregnancy and maternity or political belief. This includes members, volunteers, participants, supporters, coaches and officials in the sport or as a job applicant or employee of Snowsport England and its constituent parts.

The full SSE Equity Policy 2013 can be found [HERE](#).

Guidelines for creating and using an acceptable e-safety policy

It is important to discuss your clubs needs and produce your own policy as all clubs are different. The guiding principles are:

All club members and guests will:

- Take responsibility for their own use of communication and interactive technologies, making sure they use new technologies safely, responsibly and legally
- Not use any communication device or service including social networking, to bring the club, its members or snowsports into disrepute
- Not use any communication device or service, including interactive services such as social networking for inappropriate behaviour online within the context of snowsports including bullying or harassment of others in any form, defamation, obscene or abusive language, the uploading of material which is libellous, defamatory, obscene, illegal, shows nudity or is violent
- Report any known misuses of communication and interactive technologies within the context of snowsports, including unacceptable behaviour, inappropriate contact with children online and illegal content including sexual abuse/indecent images of children, to the Club Welfare Officer according to club and SSE safeguarding policies and procedures
- Be aware that any report of the misuse of communication and interactive technologies within the context of snowsports will be investigated according to the club's policy and procedures and may result in the club's sanctions being enforced. Where suspected criminal activity has taken place a report will be made to the police.

Where a club provides network access or communication devices all members and guests will:

- Protect passwords and personal network logins. Where available security settings should be set on mobile devices. Any attempts to access, corrupt or destroy other users' data in any way using technology is unacceptable.

In addition to the above; coaches, club officers and appointed volunteers will:

- Take responsibility for their professional reputation in the online environment, making sure they follow e-safety advice, adhere to privacy and safety settings and report any concerns in accordance with the club and SSE policies and procedures.
- Not use their own personal Facebook or other social networking account to communicate with members of the club who are Under 18; ie have separate accounts for personal and professional use.
- Not ask for e mail addresses, mobile phone numbers or social networking profiles of junior members under the age of 18, or search for junior members on social networking services or search engines – club officials will have been given the details of those they need. The membership form enables parents to give consent for the e mail addresses and mobile phone numbers of their children to be used, if the child is aged 15 or over.

SECTION 7

Useful Information

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Relevant Legislation, Publications and Websites

The Child Protection in Sport Unit (CPSU) has produced an excellent [Fact sheet](#) on Child Protection legislation in the UK.

The practices and procedures within **Snow Safe** are based on principles contained within UK and International legislation and Government guidance.

Legislation

[Children Act 1989](#)

[Children Act 2004](#)

[Criminal Justice and Court Services Act 2000](#)

[Data Protection Act 1998](#)

[Equality Act 2010](#)

[Human Rights Act 1998](#)

[Protection of Children Act 1999](#)

[Protection of Freedoms Act 2012 - Part 5 Safeguarding of Vulnerable Groups](#)

[Public Interest Disclosure Act 1998](#)

[Safeguarding Vulnerable Groups Act 2006](#)

[Sexual Offences Act 2003](#)

[Sexual Offenders Act 1997](#)

[Working Together to Safeguard Children 2013](#)

Publications

[Safe Sport Events, activities and competitions](#) A booklet to help you ensure you meet the safeguarding responsibilities for your event and take steps to promote the wellbeing of all participants and other young people involved, eg as volunteers or officials. It is appropriate for events held anywhere in the UK.

[Safeguarding deaf and disabled children in sport](#) A training resource to help sports organisations include and safeguard deaf and disabled children more effectively.

[Standards for Safeguarding and Protecting Children in Sport](#) A downloadable booklet from the CPSU that provides a benchmark for sports organisations make informed decisions, promote good practice and challenge practice that is harmful to children.

Websites

Anti-bullying Alliance - Brings organisations together to influence policy, and develop a consensus around how to stop and prevent bullying.

Anti-bullying activities and exercises - CPSU has produced some task cards to help clubs and organisations develop an anti-bullying culture. Ideal to raise awareness of bullying, help children in your club get involved and ensure they know what to do if they are being bullied, or witness bullying.

Beat Bullying – Is a UK bullying prevention charity, creating a world where bullying, violence and harassment are unacceptable. Working with families, schools and communities proactively by developing mentoring programmes and counselling services to help those being bullied.

ChildLine - Information and support for children

Child Protection in Sport Unit (CPSU) - An abundance of useful information with resources, news and events, guidance, training, research etc.

Department of Education Advice for head teachers, staff and governing bodies on preventing and responding to bullying

Kidscape UK charity established specifically to prevent bullying and child sexual abuse

Safe Network – Help and advice for individuals and organisations, free safeguarding resources.

Snowsport England Safeguarding – See the child protection policy and other safeguarding policies plus lots of guidelines on best practice and forms and templates.

Useful Contact Details

Snowsports Contacts for Safeguarding (please complete local details)	
Club Welfare Officer	Name: ☎ ✉
Snowsport England Safeguarding Lead	Name: Bridget Owen ☎ 01509 232323 ✉ welfare@snowsportengland.org.uk
Snowsport England Chief Executive and Deputy Safeguarding Lead	Name: Tim Fawke ☎ 01509 232323 ✉ tim@snowsportengland.org.uk
DBS SSE (for DBS application forms)	Name: Bridget Owen ☎ 01303 840095 ✉ dbs@snowsportengland.org.uk
Local Contacts for Safeguarding (please complete local details)	
Local Children's Social Care, including out of hours contact. NB In an emergency the Samaritans will have the Social Care Duty Officer's contact number	☎
Local Authority Designated Officer (LADO)	Name: ☎
Local Safeguarding Children Board (LSCB)	☎
Police – Emergency	☎ 999 (or 112 - emergency EU no)
Police – Non emergency local office	☎ 101
Local Police Child Protection Team	☎
National Contacts for Safeguarding	
ChildLine UK – 24 hour helpline for children	☎ 0800 1111
Child Exploitation and Online Protection Centre	☎ 0870 000 3344
Child Protection in Sport Unit (CPSU)	☎ 0116 234 7278
Kidscape – helpline for adults concerned about bullying	☎ 08451 205 204
NSPCC Freephone – 24 hour helpline for adults concerned about a child	☎ 0808 800 5000
The Samaritans	☎ 08457 909090

Glossary of Terms and Abbreviations

BSCWG	British Snowsports Child Welfare Group
BSS	British Ski and Snowboard
CEOP	Child Exploitation and Online Protection Centre
Child	A child is anyone who has not yet reached their 18 th birthday
Child Protection	Child protection is part of safeguarding and promoting welfare. This refers to the activity undertaken to protect specific children who are suffering, or are at risk of suffering, significant harm as a result of maltreatment.
Children's Social Care	The services formerly known as Social Services (the name may vary around the country)
Coach/Instructor	The former usually refers to a Performance Coach, the latter to Instructors teaching people in snowsports. For the purposes of this Policy, these terms are interchangeable.
CPSU	Child Protection in Sport Unit
CWO	Child Welfare Officer
DBS	Disclosure and Barring Service.
DBS check	Disclosure and Barring Service check (previously known as CRB disclosure)
LADO	Local Authority Designated Officer (in England). The LADO should be involved if an allegation is made about someone (in England) who works with children (eg a coach)
Lead WO or Safe-guarding Lead	The Safeguarding Lead at Snowsport England to whom all concerns should be reported and from whom advice can be sought.
LSCB	Local Safeguarding Children's Board
NGB	National Governing Body – in sports, they are a regulatory body, licensing body or have a sanctioning function. They are usually responsible for the strategic national development of the sport and provide information training and support for their membership
NSPCC	National Society for the Prevention of Cruelty to Children

PVG	Protection of Vulnerable Groups Scheme – Disclosure Scotland’s Disclosure Service for criminal records
Regulated Activity (RA)	Regulated Activity (RA) is work that a barred person must not do and in this Policy will relate to Children. In snowsports it includes unsupervised teaching, training, instructing, caring for, advising, guidance on well-being, or supervising children or driving a vehicle only for children.
Safeguarding and promoting the welfare of children	Proactively promoting the welfare of children and working in a positive way to ensure everyone is following best practice regarding child welfare. If there is a good safeguarding culture, the need for “child protection” measures will be reduced.
Staff/Volunteer	The former usually refers to a paid employee, and the latter to someone giving their time for free, but who may be reimbursed out of pocket expenses. For the purposes of this Policy, these terms are interchangeable and the Policy applies directly, or indirectly, equally to both. In safeguarding, anything that applies to paid employees also applies equally to volunteers.
SSE	Snowsport England – the National Governing Body for English snowsports. It is a Federation of member clubs and associated individuals with a current aggregate membership of 25,000 snowsports participants.
Working/Volunteering	For the purpose of this Policy, these terms are interchangeable. In safeguarding, anything that applies to working, also applies to volunteering.
WADA	World Anti-Doping Agency - promotes, coordinates and monitors the fight against doping in sport in all its forms.

Snowsport England's Monitoring Strategy

If **Snowsafes**, Snowsport England's Child Protection policy and procedures are to be effective, they need to be integrated into current practice and implemented in a planned and staged way.

SSE has made a commitment to implement the National Standards for Safeguarding Children in Sport which support external monitoring systems for evidence of successful implementation of the NGB's policies and procedures. The data is also collated by the NGB at National level to ensure that stakeholder feedback and the issues impacting upon young people in snow-sports is used to inform changes to policy and practice and to identify areas for shared learning and support needs.

Snowsport England acknowledges the need to ensure that it also maintains the following information for its own monitoring and evaluation processes and for external evaluation (data anonymised):

- the number of allegations made and breakdown of 'no case', 'poor practice' and 'abuse' incidence. This information to be monitored by the Safeguarding Lead for the purpose of internal audit and in case of future problems relating to the same individuals or trends in poor practice.
- the number of club welfare officers in place, contact details and the courses attended
- feedback from clubs on the implementation of the policy, as well as information from children and young people on their views and experience of the policies and its implementation
- reports from the disciplinary and appeals panel
- the number of personnel trained in Child Protection awareness
- the number of DBS checks undertaken
- the number of offenders who have been disciplined, barred, restricted or warned

Snowsport England is committed to monitoring the Child Protection Policy and will monitor 10% of clubs every 3 years. This will include Snowmark clubs, SSE's Clubmark accreditation process, and non-Snowmark accredited Clubs.