

**SAFEGUARDING**

**A GUIDE FOR**

**ICE SKATING CLUBS & RINKS**

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**Adopted by the Nottinghamshire Ice Racing Club**

**To see all the NIRC Safeguarding Policies visit:**

**http://www.nirc.info/safeguardingpolicies.html**

These guidelines aim to help Ice Skating clubs and organisations put in place practical and sensible policies and procedures. Working together we can protect and promote the welfare of all young people and adults in Ice Skating so that they can enjoy the sport free from all forms of abuse and exploitation.

Every individual and organisation within Ice Skating has a role and responsibility to safeguard the safety and welfare of young people and adults and to ensure that Ice Skating activities are safe and fun.

It is the responsibility of ice skating clubs to ensure that the relevant policies are in place and that they communicated effectively to everyone involved. All ice skating clubs and organisations should have the following policies and procedures in place.

**Child Protection Policy/Adults at Risk Policy**

This should include:

* When and how to report a concern, allegation, disclosure about poor practice or possible abuse.
* Who to contact should a welfare incident or concern arise.

NISA’s Safeguarding Children and Young People Policy and Safeguarding and Protecting Adults at Risk are available for download here:

<http://www.iceskating.org.uk/is/assets/File/Safeguarding%20and%20protecting.pdf>

**Code of Conduct**

Codes of Conduct should be in place for coaches, officials, volunteers, ice skaters, spectators and parents/carers. These should be promoted to and adopted by everyone concerned. NISA codes of conducts are available for download. The Nottingham Ice Racing Clubs Code of Conduct is outlined below:

***1. Respect the Sport, Compete fairly and follow its rules and regulations.***

***2. Show respect for authority, NIC Staff and to the officials of the Sport.***

***3. Respect other people - treat them as you would wish to be treated***

***4. Demonstrate good sportsmanship before, during and after Training sessions/Competitions.***

***5. Help parents and spectators understand the rules and objectives so they can watch and enjoy the sport.***

***6. Be courteous to opposing teams/Clubs and treat all skaters and coaches with respect.***

***7. Be modest when successful and be gracious in defeat. Applaud good skating.***

***8. Respect the privilege of the use of all club and NIC facilities.***

***9. Refrain from the use of abusive language.***

***10. When using Social Media all the above points should be respected and adhered to.***

***Any serious breach of the “Code of Conduct” could be considered as acting in a manner derogatory to the Club and therefore subject to Rule 10. (Disciplinary Procedure)***

**Anti-Bullying Policy**

Everyone within ice skating should have an understanding of what bullying is. Bullying of any kind is unacceptable in any Ice Skating club. If bullying does occur, all skaters or parents should be able to tell and know that incidents will be dealt with promptly and effectively. Nisa wishes to promote a telling culture and anyone who knows or suspects that bullying is happening must take the matter seriously, and report it immediately.

**Health & Safety**

This should include details of:

* Risk assessment procedures
* Participants consent forms (including details of emergency contacts, medical history, special requirements and where necessary consent for photography and/or video to be taken)
* How to respond to an incident or accident
* Who to contact should a health and safety concern arise.

**Equity Policy/Statement**

This should reflect that the rights, dignity and worth of everyone should be respected and everyone should be treated equally within the Club. This should be reflected within the clubs’/rink constitution.

**Recruitment & Screening**

All Club coaches who have direct contact with children and adults must be appropriately screened to establish suitability to work with this age group, this should include:

* The successful completion of a DBS check to the appropriate level if required
* A minimum of two references are taken and followed up and qualifications are checked

**Club Welfare Officer (CWO)**

All ice skating clubs must have a designated CWO in place. The CWO should be responsible for the implementation of the child protection policy, and should have a specific role description in place.

Ice skating clubs/organisations should also ensure that the CWO has the appropriate training and has support from the club committee. NISA is able to provide advice and guidance to sports clubs on the role of the CWO.

**National Ice Skating Association (NISA) National Governing Body for Ice Skating**

NISA has appointed a designated Lead Safeguarding Officer (LSO). The LSO can provide further advice and guidance to designated CWO within ice skating clubs.

**Club Delivery Check list**

The wellbeing and safety of every skater be considered at all times in doing so the following must be considered.

**Do you have valid insurance cover?**

All ice skating rinks and coaches must have appropriate and up to date insurance cover. Becoming an affiliated club and holding membership with NISA can provide your club with Public Liability Insurance cover for NISA recognised activities. For more details on membership please visit:

<http://www.iceskating.org.uk/index.cfm/membership-tests/>

**Do you know your participants?**

It is important that as a Club/Rink you have relevant details of all participants. This could include any medical information or special needs. Parents should be asked to complete a consent form where this information is provided along with emergency contact details.

**Do your activities take place in a safe environment, using safe equipment?**

All Clubs/Rinks should have risk assessments in place. Risk assessments should be undertaken (and documented) by named club personnel prior to the delivery of activities.

**Are your activities appropriate?**

All activities must be appropriate for the age, maturity, experience and ability of the participant.

It is recommended that all sessions are planned in advance identifying specific outcomes and appropriate activities.

Every NISA club should maintain a player to coach ratio in line with the NISA Safeguarding Policy.

**Club Training Facility**

Consideration needs to be made to ensure that disabled athletes can access the building, changing rooms and facilities and to make sure that the needs of skaters with disabilities are met.

**Changing Room Policy**

The National Ice Centre (NIC) recognises there are a number of risks specific to changing rooms, ranging from health and safety to supervision. The purpose of this policy is to identify and promote best practice and to provide a safe environment in the changing rooms.

Adherence to the Changing Room Policy enhances privacy and reduces the likelihood of misconduct.

The following guidelines should be adhered to:

* Separate male and female changing rooms must be used at all times
* Whenever possible, and subject to availability, a family changing room will be provided for skaters under the age of 11 years, who require assistance from their parent for changing into their training/competition wear. Please contact the NIC in advance of the planned training and/or competition to check on availability.
* The NIC considers that skaters aged 11 years and over are generally capable of changing themselves and using a changing room without parental supervision
* Parents are not permitted access to a changing room, other than the family changing room
* A skater under 18 years may need to share changing rooms with fellow skaters over 18 years in certain circumstances, ie Academy, NIRC, NSSA. In these circumstances, showers cannot be used, and anyone wishing to undress completely must use the toilet facility located near the changing room.
* All clubs should have a Changing Room Policy in accordance with their NGB guidelines
* Mobile phones and other devices must not be used to take pictures, selfies, videos or other recordings in a changing room
* If skaters are uncomfortable changing at the rink, no pressure should be placed on them to do so, instead it should be suggested that they change at home
* Skaters are required to display a high standard of behaviour at all times. The use of inappropriate or abusive language, horseplay, bullying or physical violence will not be tolerated. Poor behaviour by others should be reported to a coach, team manager or member of NIC staff straight away
* Skaters must respect the rights and privacy of others at all times
* The NIC is not responsible for lost or stolen items and clubs/skaters must report any loss of items or damage to the personal property immediately on discovery to the Control Room Operator
* Skaters shall be responsible for keeping the changing room and their lockers secured
* Changing room are in public areas so doors must remain secure at all times
* The club coach/team manager must complete a changing room check sheet upon receipt of the changing room key and return both the check sheet and key to the Control Room after use
* The club/skater is responsible for any damage caused to a changing room
* Changing rooms, lockers and the content of lockers shall be subject to spot checks if deemed necessary by NIC personnel. The member of staff will knock on the changing room door and will verbally confirm that everyone is fully clothed before entering the room
* NIC reserves the right to dispose of any property left in changing rooms outside of scheduled training times
* Food and other perishable items should not be left in changing rooms overnight
* Medication must be stored in a secure location

**Failure to adhere to the above may result in exclusion from changing rooms**

**Transportation**

When using transport the following should be considered:

* Coaches and club staff will be responsible for young people in their care.
* It is the responsibility of parents to transport their child/children/adult to and from the club or activity
* It is not the coach’s or a volunteer’s responsibility to transport the young people or adults to and from the Club or activity.
* The Club must receive consent from parents for young people and adults at risk to participate in all competitions and away fixtures/events
* The Club will require emergency contact numbers for parents completed on the appropriate consent form
* Use a reputable transport company which has all the necessary insurance cover
* Sufficient supervision (Welfare Officers) are on each vehicle
* Parents/carers are issued with written information about the pickup and drop off points and times
* Participants are not left unsupervised (i.e. dropped off and a parent/carer is not present).

**Qualifications & Training**

All NISA coaches, volunteers and paid staff should have the appropriate skills, and where necessary qualifications and experience to enable them to carry out their role effectively.

All coaches must hold an up to date ice skating coaching qualification/s which are appropriate to the level being coached.

Club Welfare officers and coaches must have attended recognised child protection training.

**Photography and Videoing**

NISA is committed to providing a safe environment for young people and adults and included in this commitment is ensuring that all necessary steps are taken to protect young people and adults from the inappropriate use of their images in resources and media publications, on the internet, and elsewhere.

**Use of images – easy rules to remember**

When the use of images is to be used, the following procedures should be followed:

Publishing Images guidance:

• Ensure that when obtaining permission from the child and their parents/guardians to record images, they are aware of how the images may be used;

• NEVER publish personal details (email address, telephone number, address etc) of a child with their photograph;

• Only use images of players in suitable ice skating clothing;

• Try to focus on the activity rather than a particular child and where possible use images that represent all those involved in ice skating. This might include:

- Boys and girls

- Ethnic minority communities

- People with disabilities

• Ensure that images reflect positive aspects of children’s involvement in ice skating (enjoyment/competition etc);

• If the young people/their parents request an image is removed from a website or not used in any future publications, this request must be respected

Any concerns regarding the use of photography or videoing should be reported to a designated Club Welfare Officer or to NISA’s Lead Safeguarding Officer.

**Do you know what to do in case of an incident, accident, allegation, or disclosure?**

All Clubs/Rinks should have a designated Club Welfare officer. They are the first point of contact if you have any concerns, alternatively you can contact the NISA Lead Safeguarding Officer.

Staff and volunteers in ice skating are not expected to be experts in recognition however, all people working within ice skating have a duty of care to be vigilant and respond to suspicions of poor practice, abuse or bullying appropriately. This does not mean that it is your responsibility to decide if a situation is poor practice, abuse or bullying, but it is your responsibility to report your concerns.

It is not the Club’s responsibility to decide if a child or adult is being abused or poor practice has occurred. Any concerns or allegations will be managed by NISA, with the club’s co-operation and assistance

**To respond to a disclosure from a child or adult**

If you witness or become concerned about someone’s behaviour, or someone tells you they or another person is being or has been abused you should:

**Do’s:**

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| 1 | **Stay calm** – do not rush so you don’t frighten the individual as this may lead to the withholding of information |
| 2 | **Always reassure** – the individual that he/she is not to blame that they were right to raise awareness of this issue |
| 3 | **Follow confidentiality procedures** – this includes telling the individual that you may have to inform others to help stop the abuse. Confidentiality must be maintained but any concerns or information relating to possible abuse must be shared on a need to know basis |
| 4 | **Ensure the safety of the individual** – if urgent medical attention is required, then call an ambulance, inform the paramedics/doctor of concerns and ensure they are aware of the safeguarding/protection issue |
| 5 | **Take notes** – completing of the incident report form. All concerns will be treated with a ‘non-judgemental’ and ‘open mind’ and be handled in a fair and equitable manner |
| 6 | **You** –in order to ensure that your wellbeing is not hindered during a safeguarding issue please be aware that there are support mechanisms for you to access. If you think the situation is an emergency, contact you Club Welfare Officer or NISA Lead Safeguarding Officer. If they are not immediately available then you should contact your local children’s social care, Local Area Designated Officer or police without delay. Expert advice can also be provided by the NSPCC Helpline on 0808 800 5000 |

**Don’t**

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| 1 | No rushing into actions that may be inappropriate. Do not approach the alleged accuser and do not take actions that may compromise/destroy evidence eg washing clothes, showering etc |
| 2 | Express your emotions and or make promises – the individual will need reassurance not an emotional response, blame or denial. Don’t’ guarantee promises you cannot keep |
| 3 | Take sole responsibility – ensure that you consult, refer and handle appropriately |
| 4 | Speculate or make assumptions – outcomes will be focused on evidence and fact. In addition, do not assume that someone else is aware of the abuse and that they are taking action to stop the abuse |
| 5 | Interview the child or adult or probe them for detailed information as this could compromise future police enquiries. Ascertain basic information in order to pass the concern on |

**It is important that information regarding the concerns is recorded properly and promptly. To assist with this process, NISA has developed a Safeguarding Incident form which outlines the information that is required. Download here:**

<http://iceskating.org.uk/is/assets/File/Initial_IssueConcern_Reporting_Form%20April%202016%20V1.pdf>

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| **Organisation** | **Contact details** |
| Your Club Welfare Officers | Name: Chris Murray  Tel: 07479 959 353  Email: [camurray35@gmail.com](mailto:camurray35@gmail.com)  Name: Mandy Worth  Tel: 07810 126247  Email: amanda.worth@national-ice-centre.com |
| NISA | Michelle Draper  NISA Lead Safeguarding Officer  Grains Building  High Cross Street  Hockley  Nottingham NG1 3AX  www.iceskating.org.uk  Tel: 01159 888 060  Tel: 07535 041881  Email: Michelle.Draper@iceskating.org.uk |
| NSPCC Helpline (24 hours) | Tel: 0808 800 5000  Website: [www.nspcc.org.uk](http://www.nspcc.org.uk) |
| NSPCC – Child Protection in Sport Unit (CPSU) | Tel: 0116 234 7278  Email: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk) |
| Local Authority Designated Officers (LADO)  See local phone directories, internet search engines or via Local Authority directly | Name Hazel McKibbin  Tel: 0115 9773921  Email: [info.nscb@nottscc.gov.uk](mailto:info.nscb@nottscc.gov.uk) |
| Local Safeguarding Children’s Board (LSCB) | Website: [www.safenetwork.org.uk](http://www.safenetwork.org.uk) |
| Victim Support Helpline | Tel: 0845 3030 900  Website: [www.victimsupport.org.uk](http://www.victimsupport.org.uk) |
| Childline | Tel: 0800 1111  Website: www.childline.org.uk |