

# Safeguarding Children & Young People Policy June 2015



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# 1. Foreword

Surf Life Saving Great Britain's (SLSGB) safeguarding policy contains all the information we need as a community of lifesavers, trainers, coaches, and sportsmen and women to actively promote and sustain a culture of safeguarding for young people and volunteers.

Protecting young people and volunteers in SLSGB is a priority for our community of clubs and centres. With a significant proportion of our members being under eighteen and with a high proportion of all our activities on the beach involving young people the need for well communicated and understood guidelines and then well delivered safeguarding is without question.

We state that our clubs and centres have a duty to act in the capacity of a reasonably prudent parent in our approach to safeguarding and this guide has been produced to firstly inform you when safeguarding is a requirement and then guide you in the implementation and delivery of robust safeguarding procedures.

With these guidelines we have the basis on which to build a strong safeguarding culture in SLSGB. Our safeguarding officers are the custodians of this document, but not the custodians on how we deliver safeguarding.

All of us have a duty of care to ensure we create a safe, equal and happy environment that enables our young people to thrive in our communities and to become the lifesavers of the future.

Pete Lawrence

**Chairman SLSGB**

## Acronyms

<b>CMT</b>	Case Management Team
<b>CPSU</b>	Child Protection in Sport Unit
<b>CSO</b>	Club Safeguarding Officer
<b>DBS</b>	Disclosure and Barring Service
<b>EAP</b>	Emergency Action Plan
<b>LADO</b>	Local Authority Designated Officer
<b>MOT</b>	Ministry of Transport
<b>NOP</b>	Normal Operating Procedure
<b>NSM</b>	National Safeguarding Manager
<b>NSPCC</b>	National Society for the Prevention of Cruelty to Children
<b>RA</b>	Risk Assessment
<b>SLSC</b>	Surf Life Saving Club
<b>SLSGB</b>	Surf Life Saving Great Britain

## Introduction

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

**Surf Life Saving GB is established for the following objectives:**

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

A significant proportion of SLSGB members are aged under 18 years of age and SLSGB has a number of activities, which involve these members. The activities vary but include education, training & sport. SLSGB and its clubs have a statutory responsibility to safeguard the children & young people in their care (appendix 1).

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

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

It is not always easy to distinguish poor practice from abuse. It is not the responsibility of SLSGB representatives to decide whether or not abuse has taken place. There is a responsibility to act on any concerns by reporting them, as explained further in section 5.

SLSGB's approach to the protection of children and vulnerable adults is based on the principles recognized within UK and international legislation and guidance including:

The Childrens Act 1989

The Children Act 2004

The Safeguarding Vulnerable Groups Act 2006

The Protection of Children Act 1999

The Every Child Matter strategy (DfES,2004)

No Secrets-Guidance on developing and implementing multi-agency policies and procedure to protect vulnerable adults from abuse 2000

Human Rights Act 1998

Working Together to Safeguard Children (HM Government 2013)

The Sexual Offences Act 2003

The Data Protection Act 1998

## Policy Statement

Every adult has a responsibility to safeguard children and young people.

All SLSGB members need to be aware that:

As a member of SLSGB, there is an added expectation and a legal duty to keep children safe.

Failure to do this, could result in potential action from external agencies which could lead to prosecution.

SLSGB has a moral and legal duty of care to safeguard all children involved in its activities from harm.

All children have a right to protection and the needs of disabled children/adults and others who may be particularly vulnerable must be taken into account. SLSGB is committed to the safety and protection of all children involved in all its activities through adherence to safeguarding guidelines adopted by the organisation.

We are committed to ensuring that:

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

SLSGB believes that anyone who has the responsibility for the care of a child should "do what is reasonable in all circumstances for the purpose of safeguarding or promoting a child's welfare" in accordance with The Children's Act 1989. Adoption of and adherence to this policy is mandatory for any Coaches or Officials operating within SLSGB or SLSGB affiliated clubs.

Board members, volunteers, coaches, parents, paid staff and the participants themselves, all bear a responsibility to implement the policy, and each has a right to be protected by it. SLSGB is also committed to supporting anyone who, in good faith, reports his or her concerns that they or a colleague, is at risk, or may actually be, being abused.

## What is Child Protection?

Child protection is one very important aspect of safeguarding. It refers to the activity which is undertaken to protect specific children who are suffering, or are at risk of suffering or significant harm.

### **What is significant harm?**

The Childrens Act 1989 introduced the concept of significant harm as the threshold that justifies compulsory intervention by statutory agencies in family life in the best interests of children. There are no absolute criteria on which to rely when judging what constitutes significant harm. Sometimes it might be a single traumatic event but more often it is a compilation of significant events which damage the child's physical and psychological development. Decisions about significant harm are complex and require discussion with the statutory agencies.

## Scope of Document

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

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

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

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

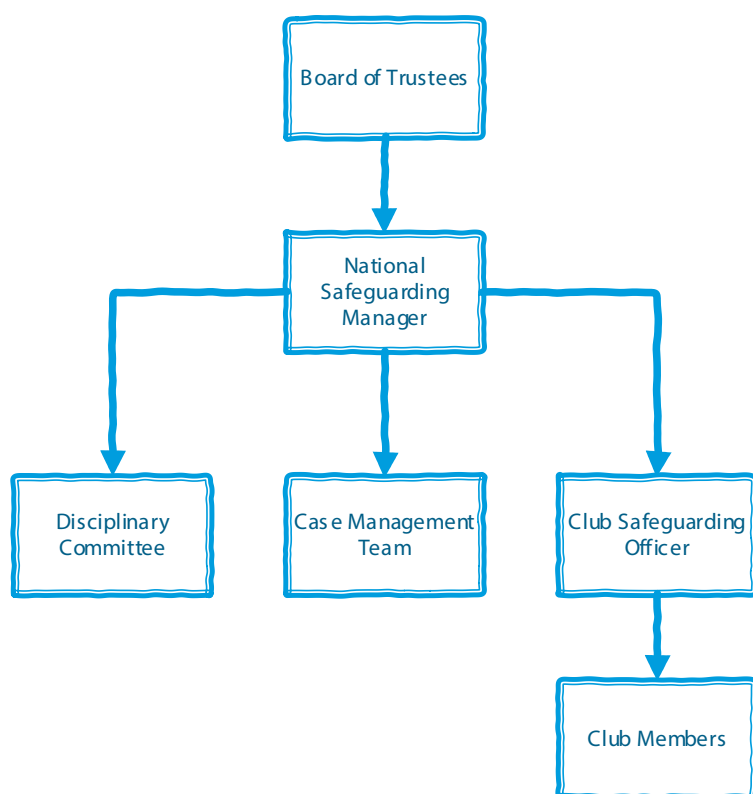
The term 'Parent Helper' describes a parent who is present as additional safety cover or support to the Coach or Trainer taking the session. Duties of a parent helper may include organization of children at a session and setting up of equipment. Parent Helpers should aim to work towards achieving a basic level of leadership, lifesaving or coaching awards/qualifications recognized by SLSGB.

A 'Coach' supports an individual through the process of achieving a specific personal or professional result through skill, fitness, tactical and psychological elements of performance development practices across one or more of the Surf Life Saving Sport disciplines.

A Lifeguard is an individual who is the holder of a current SLSGB Surf Life Saving Qualification as determined by the Risk Assessment.

This policy should be reviewed every 3 years or whenever there is a major change in the association or in relevant legislation. The updated policy will be signed off by the Board of Trustees and the NSPCC Child Protection in Sport Unit for significant changes. The updated policy will be sent to all affiliated Surf Life Saving clubs via their club Safeguarding Officers and will be promoted through the SLSGB website news.

## 2. Organisational Structure



### Board of Trustees

The Board of Trustees, is a body of appointed and elected members who jointly oversee the activities of the organisation. The organisation looks for individuals that will bring expertise and knowledge to the Board.



## **Disciplinary Committee**

The Disciplinary Committee is convened, when needed, to deal with any disciplinary concerns involving staff, clubs or members.

The Chair of the committee is a member of the BoT. The Board of Trustees will appoint an additional three people in addition to the Chair to form the committee, they will provide a level of expertise in the subject area concerning the disciplinary issue in question.

A minimum of three people, including the Chair, is the quorum for a disciplinary meeting.

## **Case Management Team**

The purpose of the CMT is to assess, monitor and take action on any incidents related to the safeguarding of children and vulnerable adults within Surf Life Saving GB.

## **National Safeguarding Manager**

SLSGB employ one National Safeguarding Manager who has responsibility for ensuring the implementation of the Safeguarding policy, reviewing the safeguarding policy and other procedures, risk assessment of all DBS checks, disciplinary concerns, offering guidance and support to all club safeguarding officers, members, children and parents within surf life saving. The NSM will form links with external agencies and communicate relevant information to club safeguarding officers. The NSM is responsible to Board of Trustees.

## **Club Safeguarding Officer**

Clubs must appoint a child Safeguarding Officer. SLSGB would recommend the person designated with safeguarding responsibility is knowledgeable about safeguarding and undertakes the Time to Listen training through SLSGB, to keep themselves updated on new developments. This includes attending national or regional updates on safeguarding run by SLSGB. The Club SO is responsible to the NSM but where there are concerns about the NSM, the club SO can report direct to the BoT.

### **They must:**

Establish contact with the SLSGB National Safeguarding Manager and the Children's Social Care in the Club's catchment area and liaise with them and other agencies as appropriate

Be responsible for recruitment and training including processing application forms, references, DBS checks and the keeping of secure records

Ensure the Safeguarding Children and Young People policy and procedures are explained, publicised, followed and adhered to within the club. This is part of the club affiliation process to SLSGB.

Ensure the club adheres to the minimum safeguarding operating standards. [Link to standards](#). Copy in appendix\*

Be informed of all safeguarding concerns and ensure appropriate action is taken.

A sample role description is available at appendix 19.

## 3. Good Practice & Conduct

All SLSGB representatives should be encouraged to demonstrate exemplary behaviour in order to promote children's welfare and reduce the likelihood of allegations being made.

**The following are common sense examples of how to create a positive culture and climate:**

- 🏆 Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication)
- 🏆 Treating all children fairly, and with respect and dignity
- 🏆 Always putting the welfare of each child first, before winning or achieving goals
- 🏆 Maintaining a safe and appropriate distance with children (e.g. it is not appropriate for SLSGB representatives to have an intimate relationship with a child or to share a room with them, as they are in a position of trust)
- 🏆 Building balanced relationships based on mutual trust which empowers children to share in the decision-making process
- 🏆 Making the experience of Surf Life Saving fun and enjoyable; promoting fair play
- 🏆 Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving, particularly when demonstrating techniques within a swimming environment. Children and their parents/carers should always be consulted and their agreement gained
- 🏆 Keeping up to date with technical skills, qualifications and insurance in sport
- 🏆 Involving parents/carers wherever possible. For example, encouraging them to take responsibility for their children in the changing rooms. If groups have to be supervised in the changing rooms, always ensure you work in pairs
- 🏆 Ensuring that if mixed teams are taken away, a male and female adult should always accompany them. However, remember that same gender abuse can also occur
- 🏆 Ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms
- 🏆 Being an excellent role model – this includes not smoking or drinking alcohol in the company of children
- 🏆 Giving enthusiastic and constructive feedback rather than negative criticism
- 🏆 Recognising the developmental needs and capacity of children – avoiding excessive training or competition and not pushing them against their will
- 🏆 Securing parental/carer consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment
- 🏆 Keeping a written record of any injury that occurs, along with the details of any treatment given

- 🧑 Requesting written parental/carer consent if SLSGB representatives are required to transport children in their cars
- 🧑 Inappropriate or criminal sexual behaviour committed by a young person may lead to disciplinary action in accordance with the governing body guidance and reports being made to external agencies like the police or social work departments
- 🧑 Fully uphold the guidance on how to appropriately use social media within this policy, and promote its safe and responsible use.

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

## Practices to be avoided

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

- 🚩 Avoid spending time alone with children away from others, stay in an open environment where others can see and hear you. Alert others to what has happened and where you are.
- 🚩 Avoid taking children alone in the car

Refer to the Guidance on collection of children within this policy and the guidance on transporting children for further advice.

## Practices never to be sanctioned

The following should never be sanctioned. You should never:

- 🚩 Engage in rough, physical or sexually provocative games, including horseplay
- 🚩 Share a room with a child
- 🚩 Allow or engage in any form of inappropriate touching
- 🚩 Allow children to use inappropriate language unchallenged
- 🚩 Allow bullying
- 🚩 Make sexually suggestive comments to a child, even in fun
- 🚩 Reduce a child to tears as a form of control
- 🚩 Allow allegations made by a child to go unrecorded or not acted upon
- 🚩 Do things of a personal nature for children that they can do for themselves
- 🚩 Invite or allow children to stay with you at your home unsupervised
- 🚩 Take children to your home, where they will be alone with you

## Incidents that must be reported/recorded

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

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

## 4. General Guidance

### Assessing risk

It is advised that the Club undertake risk assessments in relation to the risk of harm to children originating from associated activities within the Club (see appendix 8).

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

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

## Guidance on physical contact

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

Physical contact should always be intended to meet the child's needs, NOT the adult's. Arrangements should be agreed with the parents/carers of a child prior to the activity commencing, concerning the needs of the child. This is for the benefit and clarity of the child and the person in the position of trust.

### **The adult should only use physical contact if their aim is to:**

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

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

The contact should not involve touching genital areas, buttocks or breasts or any other part of the body that might cause a child distress or embarrassment.

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

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

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

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

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

All injuries should be fully recorded on the appropriate form (see appendix 13), and the process on the form followed. (See appendix 12)

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

## Guidance on sexual activity

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

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

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

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

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

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



## Guidance on discipline

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

### **Discipline should be used only to:**

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

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

## Guidance for events

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

<https://thecpsu.org.uk/resource-library/2013/safe-sport-events-activities-and-competitions/>

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

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

## Guidance on supervising children

A clear process for the transfer of duty of care must be established within the club. This process will be clearly communicated to all parents and children on joining the club. Where a child leaves the club/activity outside of the normal process, a transfer of duty of care form must be used.

Appropriate supervision ratios and systems for monitoring the whereabouts of children are essential.

## Participant Ratios for open water environment

### Overview

The actual number of qualified persons required will be determined based on risk assessment completed by a competent person, immediately prior to training or coaching session commencing.

For all aspects of training, coaching or competition activity in on open water and beach environment, safety cover must be provided by the organisers to a minimum standard as determined by a risk assessment.

Risk Assessments (RA) should always be documented and include a time and date. Risk assessments should be retained for a period as determined by your local Environment Health Officer, which may vary from area to area. Where an incident occurs the RA should be kept in accordance with SLSGB Rules. They should also be available for inspection by any authorised party. The SLSGB Accident/Incident Investigation and reporting policy should also be complied with.

These ratios (Table below) have been established to provide the coach or trainer with an indicative ratio to ensure a safe coaching or training session, whilst allowing adequate development from a coach or trainer. Furthermore, this is only to act as a guide, and Coaches, Trainers and Leaders should only coach, train or lead the number of participants they feel comfortable with, this may vary depending on the level of competency of the group and conditions. For more information on competency levels, refer to the SLSGB Qualifications and Awards Guide. The SLSGB levels and criteria are downloadable at [www.sls.gb.org.uk/document-store](http://www.sls.gb.org.uk/document-store)

## Open Water & Beach explanation

If a session is with a floating craft or in shallow water (waist depth) and the individuals are in sufficiently close proximity to the coach then greater ratios may be followed. However, if no craft is being used and participants are out of their depth

(deeper than waist depth), then additional safety cover or safety considerations may be required as identified in the analytical risk assessment, which must be undertaken prior to each session (appendix 9)

For all aspects of training, examinations and coaching in an open water environment, safety cover should be provided by the organisers to a minimum standard as follows;

## Indicative ratios to allow good practice in safety and session delivery

Example Situation for open water session	Indicative ratios of Coach/ Trainer to participants
<b>Coach/Trainer/Leader is not acting as qualified safety cover and separate lifesaver cover is provided</b>	1:10*
<b>Coach/Trainer/Leader is acting as qualified lifesaver cover in reasonable proximity to participants who are; A) with floating Craft or in Shallow Water or B) are Competency qualified and out of depth</b>	1:8*
<b>Coach/Trainer/Leader is acting as qualified lifesaver cover and in reasonable proximity to participants who are out of depth and non-competency qualified - subject to risk factors</b>	1:6*

NB: Competency qualified participant for SLSGB = SLSGB Surf Competency Award Level 2 or above in respective disciplines or an ILS competency

\* These situations are based on reasonable conditions that are being experienced at the beginning of each session. Additional control measures must be considered subject to risk assessment.

Ofsted Guidelines for the supervision of children during beach and teaching activities (non-water based)

<b>4 -8 year olds</b>	1:6
<b>9 – 12 year olds</b>	1:8
<b>13 year olds</b>	1:10

These ratios need to take into consideration the gender, behaviour, ability, competence and experience of staff, any special medical needs and specialist equipment needed.

## Best practice guidance for pool sessions:

Every session will be overseen by a Level 2 coach and there will be Level 1 coaches providing appropriate sessions to the children and young people, under the supervision of the Level 2 coach. Best practice shows that there should be no more than 8 children per lane, unless they are County level swimmers when this can increase to 10 swimmers per lane. Where a Level 2 coach is leading a training session, there must be at least one other member of staff in the vicinity.

For mixed gender activities, separate changing facilities should be available.




Adults should avoid changing or showering at the same time using the same facilities. If mixed use (between adult and children) of the changing facility is unavoidable, then at least two members of staff/volunteers, of the same gender as the children, who have been DBS cleared by SLSGB, should supervise the group. It is important that staff/volunteers seek to balance the need for adult supervision with the rights of children to privacy in this context.

If a child feels uncomfortable changing or showering in public, no pressure should be placed on them to do so. Staff/volunteers should consider offering the option of changing at home as a matter of course.

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

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

### **Where supervision in the changing facility is needed, for example**

-  The children are too young to be left alone, or cannot change themselves.
-  The group includes disabled children who require additional support and assistance with changing.
-  There are concerns about bullying, fighting or other troublesome behaviours taking place which need to be managed,

There must be a minimum of 2 SLSGB representatives (member of SLSGB), of the same gender as the children, that have a valid SLSGB cleared DBS.

Mobile phones must not be used in the changing facility.

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

## Guidance on missing children

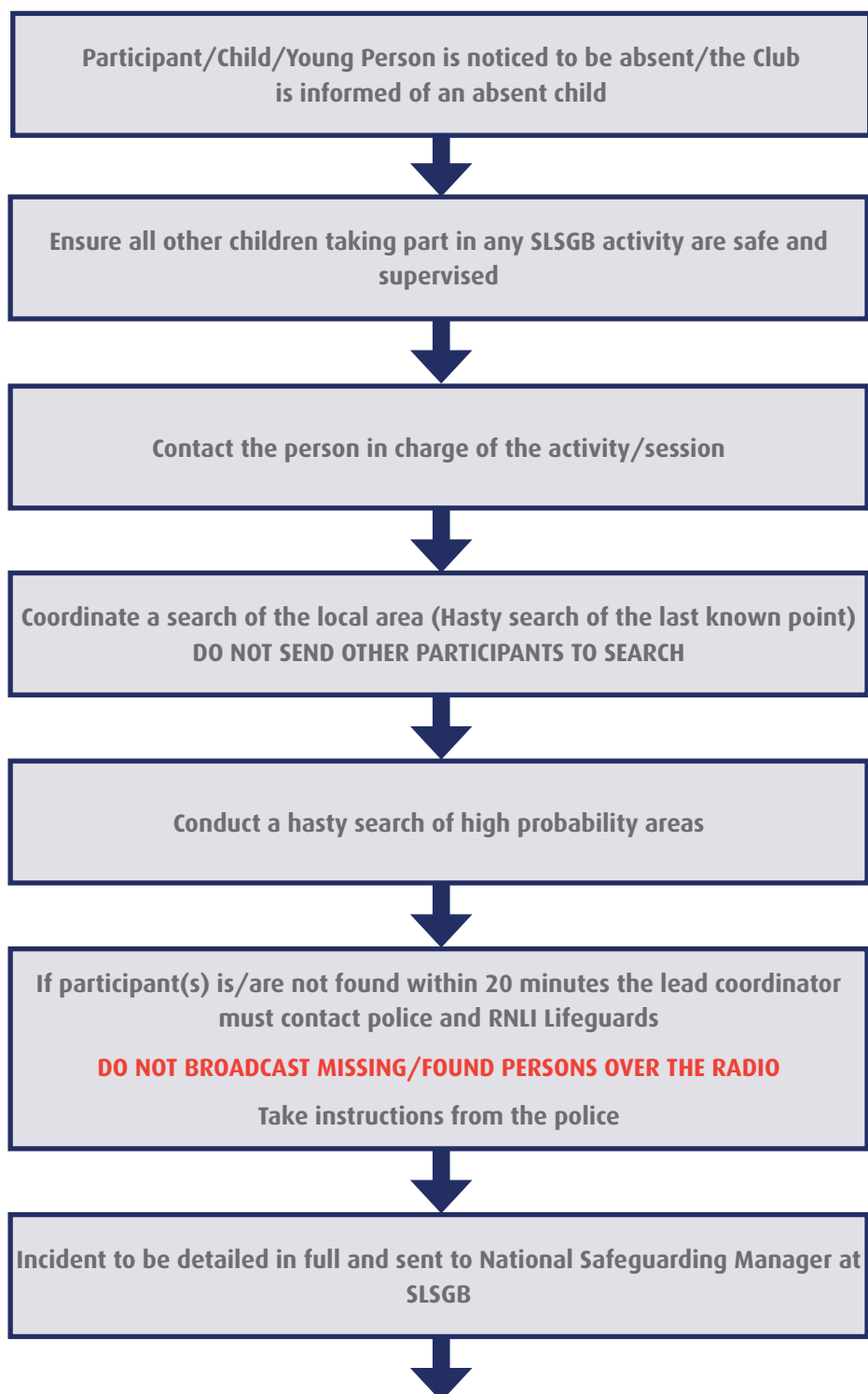
The Club SO must ensure that there is clear guidance on reporting missing children. As a general rule where a child is reported missing there should be a maximum of 20 minutes before the police are called.

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

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

A Missing Persons report form must be completed and returned to SLSGB. Appendix 14

## Missing Person Procedure



## Guidance on collection of children

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

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

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

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

### **In cases of late collection, staff and volunteers should:**

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

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

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



## Guidance on transporting children

Avoid using private cars, for transporting of children to club training events but if it is unavoidable, clubs should implement a policy, which includes:

- 🚗 Only using drivers who have undergone an enhanced DBS check
- 🚗 Do not take a one child in the car, take one of their peers
- 🚗 Ensuring that parental/carer consent has been obtained prior to transportation
- 🚗 Checking driving licenses and appropriate insurance documents prior to travelling.
- 🚗 Check the suitability of the driver
  - Age
  - Experience
  - Physically able
  - Not under the influence of alcohol or drugs
  - Not exhausted
- 🚗 Children must have an appropriate child restraint or seatbelt when travelling in a car or goods vehicle. (For more information visit <https://www.gov.uk/seat-belts-law/overview>)
- 🚗 Children must sit in the backseat of the car

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

- 🚗 Use a reputable company with the necessary insurance
- 🚗 Ensure sufficient SLSGB representatives are on each coach
- 🚗 All children have a seat and seat belt regulations are adhered to
- 🚗 Parents/Carers are issued with detailed information of pick up and drop off points and times.

All SLSGB representatives are issued with relevant information of children e.g. name, number of children, pick up/drop off point, name of parent/carer to collect, emergency telephone number.

Children are not left to be unsupervised i.e. dropped off and a parent/carer is not there.

## Guidance on video and photography

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

There is no intention to prevent SLSGB representatives using video equipment or photographs as a legitimate coaching aid or as promotional material. However, children and their parents/carers should be made aware, their consent given, and such films should be stored safely. Please note: mobile phones should be registered as a camera if it has that facility.

- 🚩 Ensure parents/carers & child have granted their consent for the taking and publication of photographic images and have signed and returned a consent form (e.g. SLSGB membership form)
- 🚩 Ensure that the content or caption cannot be used as a means of identifying children i.e. names
- 🚩 Ensure that images focus on the activity rather than a full body shot
- 🚩 Ensure that children are wearing appropriate safety equipment i.e. no dangling jewellery
- 🚩 All children must be appropriately dressed for the activity, which is taking place and 'one to one' photography sessions should not be permitted
- 🚩 Ensure that content is appropriate and falls in line with equity issues i.e. a good mix of sports, ethnicity, disabled/able-bodied
- 🚩 All images should be stored securely and restricted to appropriate staff
- 🚩 Anyone taking photographs or recording must have a valid reason for doing so and seek permission from the organisers/person in charge. They should be identifiable during the course of any event.
- 🚩 Any member who is asked to act as an official photographer of an event or activity should be checked through the DBS. When using a self-employed photographer SLSGB recommends the club request to see proof that the photographer has a current DBS check and references from other service users
- 🚩 Any concerns should be reported to the event organiser or official and recorded in the same manner as any other child protection concern
- 🚩 Clubs should determine who will hold the images recorded and what will be done with them after they have served their purpose.

Photography registration form in appendix 11

## Guidance on social media

Social media provides a range of unique opportunities for sports organisations. “Social media” refers to the latest generation of interactive online services such as blogs, discussion forums, podcasts and instant messaging.

With all the emerging technologies such as Facebook, Twitter, blogs etc., there is also the potential for misuse.

Risks associated with user interactive services include: cyber bullying, grooming and potential abuse by online predators, identity theft and exposure to inappropriate content including self-harm, racist, hate and pornography.

The ASA have written some Good Practice guidance for Social Media. SLSGB recommend reading them and passing the details on to anyone using social media.

[http://www.swimming.org/assets/uploads/library/SocialNetworking\\_from\\_WavepowerSection2.pdf](http://www.swimming.org/assets/uploads/library/SocialNetworking_from_WavepowerSection2.pdf)

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

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

In addition to referring concerns about possible abuse to the SLSGB National Safeguarding Manager, you should immediately report online concerns to the Child Exploitation and Online Protection Centre ([www.ceop.gov.uk](http://www.ceop.gov.uk)) or the police.

## 5. Procedures

Following a disclosure, remember the five R's: **Receive, Respond, Reassure, Record, Report**

### Receive:

- 👉 Listen sympathetically and with an open mind
- 👉 Stay calm, conveying this through word and action
- 👉 Never promise confidentiality, only discretion. It is important that the child understands from the outset that if they choose to disclose information that indicates actual or potential harm to themselves or others, then certain actions will need to be taken. If necessary, pause a child before he/she has begun what you anticipate might be a disclosure and remind them
- 👉 Allow the child to talk and fully finish what they need to say. Let them tell you what they want and no more
- 👉 Do not ask any leading questions

### Respond:

- 👉 Where necessary clarify what has been said
- 👉 Ensure that you have a full understanding of the facts as related by the child, perhaps by reporting back to the child for his/her confirmation
- 👉 Never ask leading questions
- 👉 When the child has finished, make sure they feel secure. Explain what you will do next and (where appropriate) the referral process
- 👉 Action must be taken immediately if the child is in imminent danger

### Reassure:

- 👉 Acknowledge their courage in talking to you and reassure them that what they have said will be taken seriously
- 👉 Remind them that the abuse is not their fault
- 👉 Reassure them but do not promise what you may not be able to deliver

### Record:

- 👉 Record as much as you can remember as soon as possible (preferably immediately) afterwards, using the child's own words as far as possible. Include who was present and the date, time and location of the incident or disclosure
- 👉 Complete an incident report form and send to the SLSGB National Safeguarding Manager Appendix 12

### Report:

- 👉 Refer the matter within 24 hours or sooner and immediately if any child is in danger to the SLSGB NSM.

The Club Safeguarding Officer or person who reported the disclosure has now fulfilled their duty and should not take any further action or reveal this information to anyone else. The SLSGB NSM will contact the club safeguarding officer for any further information and to offer support following a disclosure.

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

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

It is recognised that strong emotions can be aroused particularly in cases where sexual abuse is suspected. It is normal to feel concern and upset at what a child has said and to be concerned about the consequences of your actions, or when you know the person that is said to be involved. It is important to understand these feelings but not allow them to interfere with your judgement about any action to take.

SLSGB expects its representatives to discuss any concerns they may have about the welfare of a child immediately with the Club SO and subsequently to check that he/she has taken appropriate action.

In the absence of a club SO or if the concern involves the club SO, concerns can be reported to the SLSGB Safeguarding Officer. SLSGB assures all its representatives that it will fully support and protect anyone, who in good faith reports his/her concerns.

Your **Club Safeguarding Officer** is .....

Telephone Number/s .....

or alternative contact .....

The **SLSGB Safeguarding Officer** is .....

Telephone Number/s           **01392 369 111**

or alternative contact .....

Children's Social Care .....

Police                               **999**

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

Childline                           **0800 1111**

*(Help-line specifically for children and young people)*







## Definitions of abuse

'A child is considered to be abused or at risk of abuse when the basic needs of the child are not being met through acts of either commission or omission, leading to demonstrate harm or demonstrable likely harm'. NSPCC 1987 (adapted)

It is generally accepted that there are four main forms of abuse which are not mutually exclusive. The following definitions are based on those from Working Together to Safeguard Children (HM Government 2010).

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

### **Some factors may increase the risk of abuse:**

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

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

### **Child Abuse can be broadly separated into the following categories:**

## Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may include failing to provide the basic necessities of life, adequate food, clothing, warmth and shelter, failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## Physical Abuse

Physical abuse involves physical injury to a child, where there is definite knowledge or reasonable suspicion that injury was deliberately inflicted and was not prevented. It may involve hitting, shanking, throwing, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. It also involves giving a child poisonous substances, inappropriate drugs and alcohol. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. Physical abuse, as well as being a result of an act of commission, can also be caused through omission or the failure to protect, as well as forced marriages and female genital mutilation.

## Sexual Abuse

Sexual abuse involves actual or likely sexual exploitation of a child or adolescent. It involves forcing or enticing a child or young person (including abuse of trust (sexual offences act 2003 amended in 2007 sections 3 and 5) to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

## Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional and psychological development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploring and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another (e.g. in domestic violence). It may involve causing children frequently to feel frightened or in danger.

Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

Serious bullying may be regarded as emotional, sexual or physical abuse and will be considered under Child Protection Procedures.

Bullying, for example, is one of the most frequently reported cause of abuse or harm for children and young people, and you may find that you observe situations where young person appears to be being bullied.

### **Bullying & Discrimination**

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

### **Abuse or bullying by another child or young person**

Many children or young people experience disagreements or arguments with one another from time to time and on occasions may suffer the occasional slight injury. It is often a matter of judgment by club coaches and other volunteers, to determine whether an injury sustained by a child as a result of action by another constitutes abuse or harm.

A physical (or other) injury must be reported where it is the result of an abusive action. The injury should be regarded as an incident and should be reported.

In any situation where it is believed that a child is being sexually abused by another child (or vulnerable adult), a referral must be made to the local authority child and adult social care services.

SLSGB is committed to the elimination of all forms of bullying and harassment. It is the right of each child using SLSGB clubs or activities to be free of fear of bullying or victimization of any kind, including sexual, racial, and religious or disability harassment, or cyber bullying through mobile phones or the internet social network sites.

Careful consideration needs to be given as to whether peer-to-peer abuse requires investigation under the procedures and specialist advice should always be sought where this is a possibility. It is often difficult to decide what is 'teasing' and what constitutes bullying.

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

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

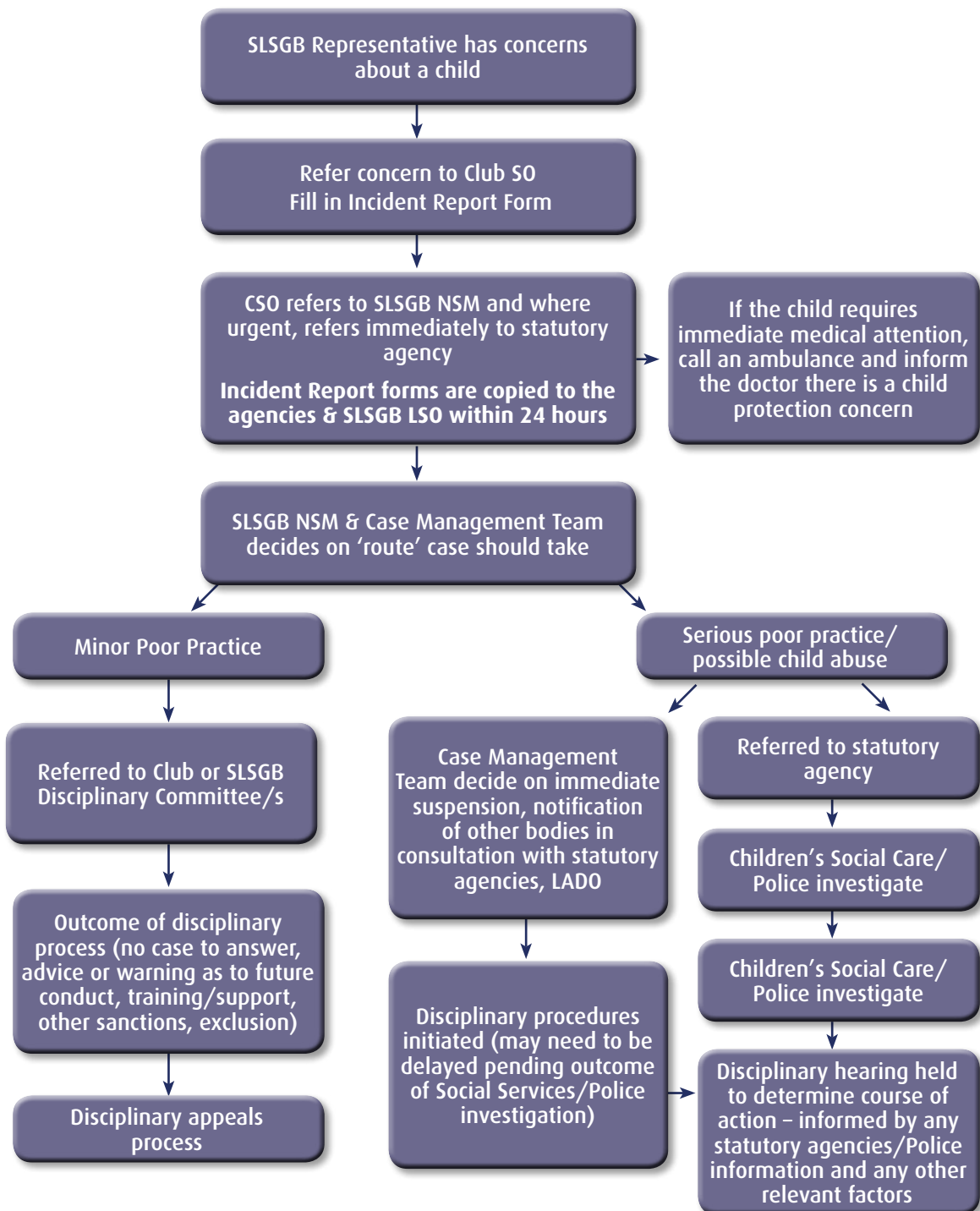


## Indicators/signs of abuse

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

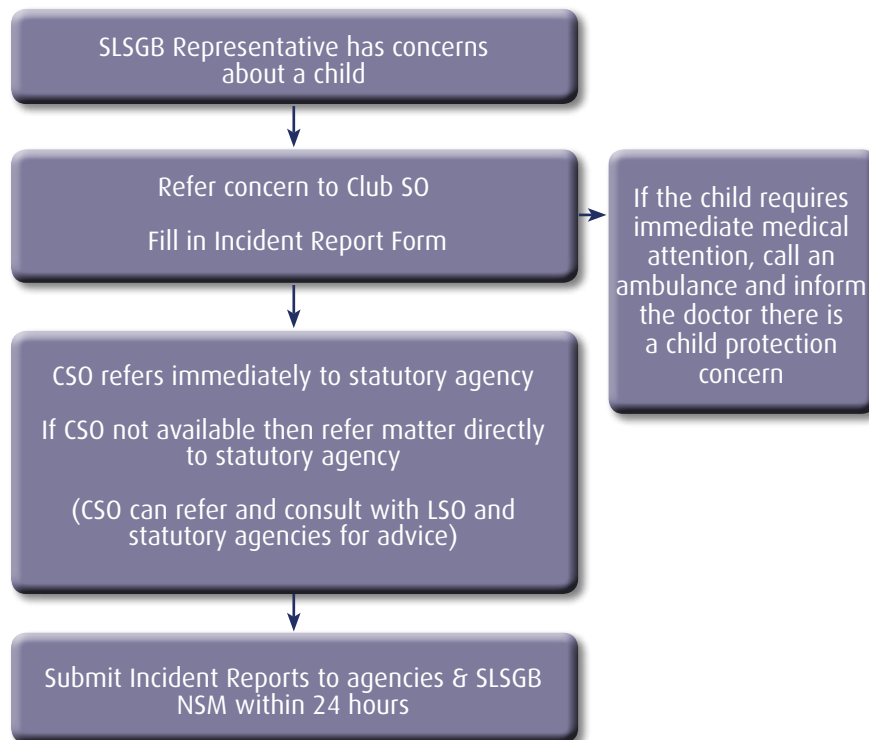
- 🚩 Persistent or multiple bruising that cannot be explained by normal childhood activity
- 🚩 Minor injuries in unlikely places
- 🚩 Burns, scald or bites
- 🚩 An injury where the explanation seems inappropriate
- 🚩 The child describes what appears to be an abusive act involving them
- 🚩 Another child or adult expresses concern about the welfare of a child
- 🚩 Unexplained changes in a child's behaviour, regressive or aggressive behavior e.g. becoming very upset, quiet, withdrawn or displaying sudden outburst of temper, bed wetting
- 🚩 Inappropriate sexual awareness
- 🚩 Engaging in sexually explicit behaviour
- 🚩 Distrust of adults, particularly those with whom a close relationship would normally be expected
- 🚩 Difficulty in making friends
- 🚩 Being prevented from socialising with others
- 🚩 Displaying variations in eating patterns including over eating or loss of appetite
- 🚩 Mention of being left alone or unsupervised
- 🚩 Signs of looking unwashed, undernourished, weight loss etc; inappropriate clothing for the conditions
- 🚩 Fearful behavior-fear of specific people, places, fear of separation etc
- 🚩 Unexplained drop off in performance
- 🚩 Physical signs such as stomach-aches, headaches, damaged clothes, bingeing
- 🚩 Shortage of money or frequent loss of possessions
- 🚩 Delay in seeking access to medical care/treatment

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









## What to do if you are worried a child is being abused outside of Surf Life Saving

(but the concern is identified through the child's involvement in the Club)



## Confidentiality

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

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

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

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

DO NOT approach the alleged abuser.

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

### **Seven golden rules of information sharing:**

- 1.** Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately
- 2.** Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
- 3.** Seek advice if you are in any doubt, without disclosing the identity of the person where possible.
- 4.** Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.
- 5.** Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.
- 6.** Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
- 7.** Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

## Whistle blowing

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

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

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

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

Where there may be a concern about a CSO, concerns can be reported directly to the SLSGB NSM.

Where there may be a concern about the SLSGB NSM, concerns can be reported directly to the Board of Trustee's.

## Case management

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

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

## Incidents

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

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

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

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

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

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

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

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

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

The Case Management Team:

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

Irrespective of the findings of social services or police enquiries, the SLSGB Case Management Team will assess all individual cases. They must reach a decision based upon the available information which could suggest that on a balance of probability; it is more likely than not that all available information is true. The welfare of the child should remain of paramount importance throughout.

In addition a duty to share information is in place, SLSGB is required to notify the DBS (Disclosure & Barring Service) of relevant information so that individuals who pose a threat to vulnerable groups can be identified and barred from working with these groups.

For more information go to [Disclosure and Barring Service: criminal record checks and referrals - Detailed guidance - GOV.UK](#)

SLSGB is required to contact the Local Authority Designated Officer and share relevant information.

## Aftermath

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

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

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

### **The British Association for Counselling & Psychotherapy**

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

Tel: 01455 883300, Fax: 01445 550243

E-mail: [bacp@bacp.co.uk](mailto:bacp@bacp.co.uk)

[www.bacp.co.uk](http://www.bacp.co.uk)

### **NSPCC**

Tel: 0808 800 5000

Text: 88858

E-mail: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

[www.nspcc.org.uk](http://www.nspcc.org.uk)



## 6. Human Resources

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

### Safe Recruitment

It is important for clubs to plan their volunteer recruitment. It will be the responsibility of the Club committee to decide on the final candidate for the position. The Club Safeguarding Officer will take the responsibility to ensure the Safe recruitment process is followed. Clubs can look for potential volunteers from a variety of sources and should advertise to let people know that they have a vacancy for a role.

- 🚩 The committee identify the need to recruit/Forthcoming AGM
- 🚩 Ensure there is a written role description. Example role descriptions for Chairman, Secretary, Treasurer, CSO, Coach, TA, Appendix 15,16,17,18,19

The applicant must be a current member of SLSGB

- 🚩 Volunteers should fill in an application form for the position. Appendix 20, which will be kept securely on file by the CSO unless requested by SLSGB.
- 🚩 A self-declaration form should be completed with the Club Safeguarding Officer, signed and dated. Appendix 21
- 🚩 References should be sought. SLSGB recommend following up a written reference with a phonecall. Appendix 22
- 🚩 Finally, a DBS check (if they are eligible, see table below) DBS supports SLGB by providing access to an individuals full criminal record so the individuals suitability for the particular role/position can be assessed.
- 🚩 Club Induction process

Part of the Safe recruitment process should include a risk assessment to ascertain whether roles are supervised or unsupervised and whether the roles have frequent, intensive or overnight contact with children and young people, therefore requiring appropriate recruitment checks.

Every position/role within clubs will be different. The table below is for guidance only, to decide if a DBS check is eligible, each club will need to decide on an individual basis if a DBS check is required. This process only forms a small part of the SLSGB safer recruitment process.

<b>RSLSGB (CLUB) ROLE</b>	<b>Enhanced DBS required</b>	<b>Barred List required</b>
<b>Trainer Assessor</b>	<b>Yes</b>	<b>Yes</b>
<b>Coach to Children and/or Young People</b>	<b>Yes</b>	<b>Yes</b>
<b>Assistant Coach to Children and/or Young People</b>	<b>Yes</b>	<b>Yes</b>
<b>Coach to Adults</b>	<b>No</b>	<b>No</b>
<b>Assistant Coach to Adults</b>	<b>No</b>	<b>No</b>
<b>Team Manager to Under 18's</b>	<b>Yes</b>	<b>Yes</b>
<b>Team Manager</b>	<b>No</b>	<b>No</b>
<b>Sports Official</b>	<b>Yes</b>	<b>Yes</b>
<b>Nipper/youth Helper</b>	<b>Yes</b>	<b>Yes</b>
<b>Club Officer, that has regular contact with Children and young people</b>	<b>Yes</b>	<b>Yes</b>
<b>Club Officer</b>	<b>No</b>	<b>No</b>
<b>Patrol Member</b>	<b>Yes</b>	<b>Yes</b>

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

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

## Risk Assessment for DBS Checks

Where a DBS recruitment check is required and the DBS check is complete but asks SLSGB to “see disclosure”, the DBS disclosure is risk assessed by the SLSGB National Safeguarding Manager using the relevant risk assessment form. The applicant’s application form & references may be requested at this time. In addition more information outlining the circumstances of any disclosed offences may be requested from the applicant in writing, by email or by telephone interview if appropriate. All risk assessments will be signed off by a minimum of three people within SLSGB-The National Safeguarding Manager, Chairman of SLSGB, Trustee with Safeguarding responsibility, Volunteer Safeguarding advisor.

If after a risk assessment has been collated, the risk assessment gives further rise to concern, and the risk assessment can’t be signed off, the matter will be referred to the Case Management Team to decide:

**a) The applicant should attend an interview**

**b) The applicant is deemed unsuitable for work with children**

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

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

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

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

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

What they want to get from their role with the club?

What was it about the club/role that attracted them?

What skills and attributes could they bring to the position?

What experience they have that would assist them in the position?

What they would require from the club to perform their role?

Whether they could foresee how long they would be involved with the club?

## Induction

Once appointed, club volunteers should receive an induction. This is the responsibility of the Club Safeguarding Officer to organise. The induction should :

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

# Training

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

## **Ongoing safeguarding training should be supplied after appointment:**

- **SLSGB Safeguarding Induction**

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

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

- **SLSGB Safeguarding Updates**

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

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

This 3 hour course is available from County Sport Partnerships County Sports Partnership Contact details), local authorities and volunteer services.

Safeguarding and Protecting Children | sports coach UK

- **SLSGB NSPCC Time to Listen Training will be available to all club Safeguarding Officers and other club volunteers throughout the year.**

Contact SLSGB for course dates and more information.

[safeguarding@slsgb.org.uk](mailto:safeguarding@slsgb.org.uk)

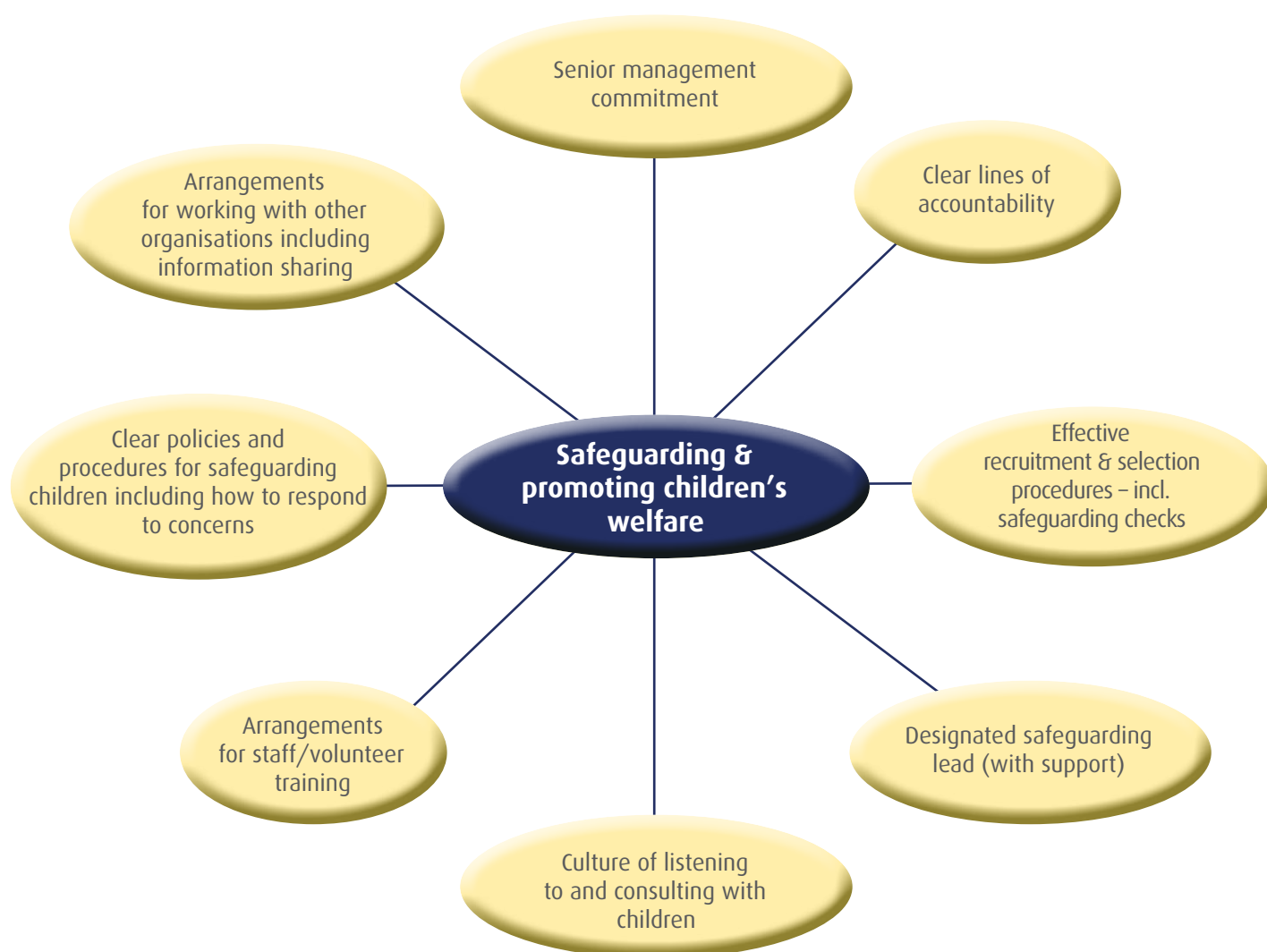
## DBS Glossary

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

For more information refer to the DBS website [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)

## 7. Appendices






### 1. Statutory duties, roles and responsibilities for all organisations



## 2. SLSGB Equal Opportunities Policy

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

### **The aim of the Equal Opportunities Policy is:**

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



### 3. SLSGB Code of Conduct

The Code of Conduct is an expression of the spirit in which it is expected members will conduct themselves on a personal and professional basis. It is not meant to suppress individuality but should reflect the ethos of our Association through the actions of its members. However, as with any code of conduct, serious and flagrant breaches will result in action being taken against offenders.

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

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

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

## 4. SLSGB Fair Play Code

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

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

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

### **SLSGB will:**

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

### **SLSGB Officials will:**

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

**SLSGB Performers will:**

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

**SLSGB Coaches will:**

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

**SLSGB Club Officials will:**

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

**Sponsors and promoters will:**

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

## 5. Secure handling policy

### General principles

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

### Storage and access

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

### Handling

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

### Usage

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

### Retention

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

### Disposal

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

## 6. Recruitment of ex-offenders policy

As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, SLSGB complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed. SLSGB is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within SLSGB and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows SLSGB to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in SLSGB who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

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

## 7. Minimum safeguarding operating standards guidance for all clubs:

Have a hard copy of the SLSGB safeguarding policy in your club house, training area or pool location.

<http://smsgb.force.com/documents/servlet/servlet.FileDownload?file=00P2000000NV5AcEAL>

Ensure the club safeguarding officer has up to date SLSGB safeguarding training or outside agency training that is recognised by SLSGB.

Use safer recruitment guidance for all positions within the club.

Ensure anyone who is eligible for a DBS check has a current, SLSGB verified check

Ensure all volunteers know where the policy is kept.

Offer safeguarding training to all volunteers at the beginning of the season and offer catch up sessions for new starters during the year.

Ensure all children and young people know who the club safeguarding officer by using SLSGB posters and have a welcome talk by the club safeguarding officer at various times throughout the year.

Record and report ALL safeguarding incidents or concerns to SLSGB National Safeguarding Manager.

Ensure all bad practice concerns are recognised, recorded and reported

## 8. Risk Assessment Model

**DATE:** \_\_\_\_\_ **NAME/POSITION:** \_\_\_\_\_

**VENUE:** \_\_\_\_\_ **CLUB:** \_\_\_\_\_

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

## 9. Analytical Risk Assessment

# SLSGB Analytical Risk Assessment



**NB: This form is to only be used once a full risk assessment has been carried out on the activity/ies**

Risk Assessment No:	Date:	Session time:	Location:
Activity (delete as appropriate): Surf Swimming, Board Paddling, Ski Paddling, Surf Boat, Beach, IRB, Beach Activities & Running			
Other (Please state):			
Trainer/Coach:		Lifeguard/First Aider:	

High Tide:	Height:	Low Tide:	Height:
------------	---------	-----------	---------

Key: 'Caution' indicates proceed with caution, 'Change' indicates additional action required should be identified on the following page. 'Stop' indicates the session should not continue.

Adverse Effect on Safety?					Positive Effect on Safety?		
Water State	NA	Caution	Change	Stop	Equipment	Yes	No
Swell Size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wetsuits or other buoyancy aid	<input type="checkbox"/>	<input type="checkbox"/>
Wave Type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floating equipment	<input type="checkbox"/>	<input type="checkbox"/>
Depth of Water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Leash	<input type="checkbox"/>	<input type="checkbox"/>
Tides/Rip Currents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Within 400m of shore	<input type="checkbox"/>	<input type="checkbox"/>
Wind direction & strength	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Flare/whistle/radio/phone (> than 400m from shore)	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>
Remarks:							

Beach State	NA	Caution	Change	Stop	Safety Cover	Proximity	Quantity
Beach Conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lifeguard/Lifesaver Patrol on duty	<input type="text"/>	<input type="text"/>
Headland, Groyne etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Specific Qualified Safety/First Aid Cover	<input type="text"/>	<input type="text"/>
Seaweed/Debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Rescue tubes/rescue boards	<input type="text"/>	<input type="text"/>
Rocks, stones, sand type	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IRB's/RWC's	<input type="text"/>	<input type="text"/>
Water Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communication (radio/whistle/PA system)	<input type="text"/>	<input type="text"/>
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Access to Emergency Services	<input type="text"/>	<input type="text"/>
Remarks:							

Other Risks	NA	Caution	Change	Stop	Participant Capabilities	Numbers
Weather	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Novice (able to swim 50m)	<input type="text"/>
Visibility/Available light	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Competent (skill level 1-2/SLSGB lifeguard)	<input type="text"/>
Sun exposure heat/cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Regional level competitor (skill level 3)	<input type="text"/>
Other beach/water users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	National level competitor (skill level 4)	<input type="text"/>
Endurance session	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	International level competitor (skill level 5)	<input type="text"/>
Speed session	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Support for participants with specific needs	<input type="text"/>
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other (specify)	<input type="text"/>
Remarks:						

	Yes	No		NA	Yes	No
Safety briefing completed	<input type="checkbox"/>	<input type="checkbox"/>	Additional Actions completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participant profile sheets complete?	<input type="checkbox"/>	<input type="checkbox"/>	PAR-Q form complete for over 18's?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment and clothing appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	Participant readiness sufficient?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety cover and controls in place?	<input type="checkbox"/>	<input type="checkbox"/>	Register completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If the answer to any of the questions above is 'no', then people may be at risk.

<b>Trainer/Coach Signature:</b>
---------------------------------

Email: [mail@slsgb.org.uk](mailto:mail@slsgb.org.uk) Telephone: 01392 218007 [www.slsgb.org.uk](http://www.slsgb.org.uk)

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9. Analytical Risk Assessment *continued*



## Additional Action Required

No.	Hazards Involved	Additional Control Measures	Likelihood	Severity	Rating
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**Additional Comments**

Email: [mail@sls.gb.org.uk](mailto:mail@sls.gb.org.uk) Telephone: 01392 218007 [www.sls.gb.org.uk](http://www.sls.gb.org.uk)

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## 10. Events Checklist

DATE:

NAME/POSITION:

VENUE:

CLUB:

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

<b>Purpose of Trip</b>	<p>Competition                  Training                  Social                  Combination</p>	
<b>Planning</b>	<p>When?                  Where?                  Who?                  Risk assessment of the activity</p>	
<b>Communication with Parents</b>	<p>Pick up times                  Destination and venue                  Competition dates                  Kit and equipment list                  Emergency procedures (home contact)                  Consent Form (inc photography)                  Code of conduct</p>	
<b>Accommodation &amp; Venue</b>	<p>What type?                  Catering (special diet, allergies)                  Suitability for group (accessibility)                  Room lists                  Facilities                  Fire Regulations etc</p>	
<b>Hosting or being hosted</b>	<p>Hosts vetted                  Hosts aware of special requirements                  Transport arrangements                  Telephone contact                  Local map and information</p>	
<b>Transport</b>	<p>Journey time &amp; stopping points                  Supervision                  Suitability &amp; access                  Drivers checked                  Insurance</p>	
<b>Supervision &amp; Staffing</b>	<p>Ratio of staff to participants                  Male/female                  Specialist Carers                  Staff checked                  Staff relevant child protection training                  Roles &amp; responsibilities</p>	
<b>Emergency Procedures</b>	<p>NOP/EOPs                  First Aid                  Special Medical Information                  Medications                  EHIC (EU visits)</p>	
<b>Insurance</b>	<p>Liability                  Accident                  Travel                  Medical</p>	

<b>Costs</b>	<ul style="list-style-type: none"> <li>For trip</li> <li>Payment schedule</li> <li>Extra meals &amp; refreshments</li> <li>Spending money</li> <li>Security</li> </ul>	
<b>Documentation</b>	<ul style="list-style-type: none"> <li>Entry pack &amp; declaration</li> <li>Travel tickets</li> <li>Passports &amp; visas</li> <li>Check non EU nationals</li> </ul>	
<b>Preparing participants</b>	<ul style="list-style-type: none"> <li>ID &amp; security</li> <li>Local culture &amp; language</li> <li>Food &amp; drink</li> <li>Currency</li> <li>Telephone</li> <li>Maps of area/site (zones)</li> </ul>	
<b>Arrival</b>	<ul style="list-style-type: none"> <li>Check rooms, meal times, phones, valuables</li> <li>Check sporting venue</li> <li>Collect money &amp; valuables</li> <li>Information on medications</li> <li>Arrange group meeting(s)</li> <li>Confirm care &amp; CP procedures with group/staff</li> <li>Rules &amp; curfews</li> </ul>	



## 12. Incident Report Form

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

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

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

<b>PARENT/CARER</b>	
<b>Name</b>	
<b>Contact details</b>	

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

### 13. Minor First Aid Report Form

# Minor First Aid Report

Report No. \_\_\_\_\_



Area \_\_\_\_\_ Location \_\_\_\_\_

Date / / Time (24hr) :

Full Name _____		<input type="checkbox"/> M	<input type="checkbox"/> F
Age	<input type="checkbox"/> Child (0-12)	<input type="checkbox"/> Teenager (13-17)	<input type="checkbox"/> Adult (18-59)
	<input type="checkbox"/> Senior (60+)		
Postcode	Post Town _____	House No. _____	Telephone No. _____

CATEGORY	
<b>Minor Wounds</b>	
Graze <input type="checkbox"/>	Bruise <input type="checkbox"/>
Puncture <input type="checkbox"/>	Cramp <input type="checkbox"/>
Cut <input type="checkbox"/>	Splinter <input type="checkbox"/>
FO in Eye <input type="checkbox"/>	Break/Loss of Nail <input type="checkbox"/>
Blister <input type="checkbox"/>	
<b>Burns</b>	
Minor Burn <input type="checkbox"/>	Sunburn <input type="checkbox"/>
<b>Sting/Bite</b>	
Weever Fish <input type="checkbox"/>	Insect <input type="checkbox"/>
Jellyfish <input type="checkbox"/>	Unknown <input type="checkbox"/>
Bee/Wasp <input type="checkbox"/>	
Other <input type="checkbox"/>	

TREATMENT/EQUIPMENT USED	
Cold Compress <input type="checkbox"/>	Eyewash <input type="checkbox"/>
Plaster <input type="checkbox"/>	Hot Water <input type="checkbox"/>
Cold Water <input type="checkbox"/>	Shade <input type="checkbox"/>
Warmth/Blanket <input type="checkbox"/>	Reassurance <input type="checkbox"/>
Medi-Wipe <input type="checkbox"/>	Tweezers <input type="checkbox"/>
Crepe <input type="checkbox"/>	Scissors <input type="checkbox"/>
Non Absorbent Gauze <input type="checkbox"/>	
Other <input type="checkbox"/>	

Is there a chance that you have had exposure to blood-borne contamination?

Yes  No

If ticked 'Yes', please refer to the doctor

DECLARATION	
Person treating _____	Signature _____

Name Patient/Parent _____	Signature _____
Decline Treatment <input type="checkbox"/>	Advised to attend Doctor <input type="checkbox"/>
Any advice given <input type="checkbox"/>	

**Data protection Act 1998.**  
Your personal information will be held by the SLSGB. It will be held in compliance with data protection legislation and will be used for the purpose of identifying training needs and insurance liabilities. Where necessary a copy may be given to other Emergency Services, Local Authorities and Lifesaving Organisations.

If this Minor First Aid develops into a Major First Aid, ensure all details are transferred onto a Major First Aid form. Please make a note of the Major First Aid IRN here.

IRN \_\_\_\_\_

**All injuries that incapacitate a worker to be absent from or unable to do work that they would reasonably be expected to do as part of their normal work for more than 7 days, must be kept recorded and reported to the HSE within 15 days of the incident. To report the incident go to [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor) and complete the appropriate online report form or call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30am to 5.00pm)**



## 14. Missing Person Report Form

# Missing Person Report

### GUIDANCE NOTES

- This form collates all information of a person reported missing. It also shows the person he or she was reunited with.
- At no time should contact with the first informant be lost.
- When a child has been found, ensure steps to safeguard yourself-do not be alone be the child.

### DO NOT BROADCAST FULL NAMES OF MISSING / FOUND PERSONS OVER THE RADIO

If, no later than 20 minutes, the missing person is not found, contact the police and where practicable, Her Majesty's Coast Guard Service.

### Step Guide

- Missing person declared – gather information
- Commit a hasty search of “ Last Known Point”
- Commit to hasty search of “ High Probability Areas”
- **After 20 mins:** Persons found or Contact Police – under Police/HMCGS Control and Command
- Person found and reunited

**A copy must be sent to SLSGB.**

### DATA PROTECTION ACT 1998

The personal information collected on this form will be held by the issuing authority. It will be held in compliance with data protection legislation and will be used for the purpose of identifying training needs and insurance liabilities. Where necessary it may be disclosed to other Emergency Services, Local Authorities and Lifesaving Organisations.

## 14. Missing Person Report Form *Continued*

# Missing Person Report










Location: _____ Date: __/__/__      Time reported:(24hr) __:__:__	U.I.I.N.: (if applicable) _____ Time reported to police:(24hr) __:__:__
<b>Missing Person Details</b>	
Full Name: _____	Post Code _____
Post Town: _____	Male <input type="checkbox"/> Female <input type="checkbox"/>
Age: _____	Location Last Seen: _____
Time Last Seen: (24hr) __:__:__	Location Found: _____
Time Found:(24hr) __:__:__	
<b>Narrative of Incident</b>	<b>Person Description</b>
	Hair colour: _____      Height: _____ Clothing: _____      Other: _____
<b>Details of person reunited with</b>	
Name: _____	Time reunited: (24hr) __:__:__
Address: _____	Contact Number: _____
Relationship: _____	
Signature: _____	
<b>Name:</b> _____	<b>SLSGB USE:</b> _____
<b>Position/Role:</b> _____	<b>Signature:</b> _____
<b>Event/Activity:</b> _____	<b>Date recd:</b> _____

 **DATA PROTECTION ACT 1998** Your personal information will be held by the issuing authority. It will be held in compliance with data protection legislation and will be used for the purpose of identifying training needs and insurance liability. Where necessary it may be disclosed to Local Authorities and Lifesaving Organisations.







## 15. Club Chairperson - Role Description

**Purpose:** To chair the club meetings and act as principal officer throughout the year, making decisions whenever the need arises in consultation with other committee members.




### Main Responsibilities:

-  To ensure that SLSGB complies with its governing document, charity law, company law and any other relevant legislation or regulations
-  To ensure that SLSGB pursues its objects as defined in its governing document
-  To ensure SLSGB applies its resources exclusively in pursuance of its objects
-  To contribute actively to the committee role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
-  To safeguard the good name and values of SLSGB
-  To ensure the effective and efficient administration of SLSGB
-  To ensure the financial stability of SLSGB
-  To protect and manage the property of SLSGB and to ensure the proper investment of the SLSGB's funds
-  If SLSGB employs staff, to appoint the chief executive officer and monitor his / her performance

### Key Skills:

-  Be well informed with regard to club activities, the financial situation and all meeting agendas
-  Be able to represent the club at all levels (national and local)
-  Be able to chair committee meetings and all other club meetings, ensuring that all involved in the club can express their views
-  Good preparation and organisational skills
-  Be able to ensure that all meetings run smoothly, follow the agenda and are recorded
-  Be unbiased and impartial – the Chairman must temporarily give up his/her post to another in meetings where he/she is personally involved in a matter to be discussed











### Behaviours:

-  Good listener
-  Effective Communicator
-  Diplomatic and helpful







## 16. Club Treasurer - Role Description

**Purpose:** To be the day to day financial manager of the club, working closely with the committee, providing annual budgets and regular financial reports in order for the committee to make informed decisions and monitor performance against budget.






### **Main Responsibilities:**

-  Invoicing and collecting subscriptions and all money owed to the club
-  Ensuring that all cash and cheques are deposited promptly in the bank or building society
-  Issuing receipts for all money received and recording this information
-  Paying the bills and recording the information
-  Helping to prepare and submit any statutory documents that are required by law (e.g. in the case of a club with employees, PAYE & NI returns, tax returns)
-  Keeping up-to-date records of all financial transactions
-  Reporting regularly to the committee on the club's financial status
-  Identify fundraising opportunities (e.g. government grants, sponsorship)
-  Presenting an end-of-year financial report to the AGM
-  Financial planning, including producing an annual budget and monitoring it throughout the year

### **Key Skills:**

-  Available time to fulfil the role
-  An ability to keep records
-  An ability to handle money and cheques carefully
-  Ensure that tasks you have delegated have been actioned
-  Be alert to constitutional and legal requirements
-  Numeracy

### **Behaviours:**

-  Enthusiasm
-  Be a good communicator and planner
-  Honesty and integrity
-  Be impartial and tactful
-  Be a good decision maker

## 17. Club Secretary - Role Description

**Purpose:** To be the principal administrator of the club. The Secretary carries out or delegates all of the administrative duties that enable the club and its members to function effectively.

### **Main Responsibilities:**

- 🏆 Being the first point of contact for all enquiries
- 🏆 Attending meetings to represent the club
- 🏆 Affiliating the club to the SLSGB
- 🏆 Registering competitors
- 🏆 Dealing with correspondence
- 🏆 Organising and booking competition venues
- 🏆 Organising the club's Annual General Meeting (AGM)
- 🏆 Organising and attending all committee meetings
- 🏆 Taking and distributing minutes
- 🏆 Ensuring action points from meetings have been carried out
- 🏆 Supporting the club with funding applications
- 🏆 Collecting and analysing information from the members

### **Key Skills:**

- 🏆 Be a strategic thinker and be able to plan ahead
- 🏆 Be methodical and reliable
- 🏆 Be able to delegate
- 🏆 Ensure that tasks you have delegated have been actioned
- 🏆 Be impartial and tactful
- 🏆 Be alert to constitutional and legal requirements

### **Behaviours:**

- 🏆 Effective communicator and planner
- 🏆 Good listener
- 🏆 Be interested in people
- 🏆 Be a good decision maker

## 18. Trainer Assessor - Role Description

**Purpose:** Trainer Assessors plan, deliver and make assessment decisions according to SLSGB qualifications and awards guide requirements. Trainer Assessors also exist to support, coordinate and monitor the performance of other Trainer Assessors within their SLSC/ATC as part of the quality assurance processes.

### Duties and Responsibilities:

- 🏆 To plan and organise Training courses within their area of specialism
- 🏆 To organise resources and support materials for all courses
- 🏆 To enrol and induct candidates onto SLSGB courses
- 🏆 To conduct training and support candidates throughout the training courses
- 🏆 To complete all training and assessment paperwork in preparation for assessments
- 🏆 To assess each individual candidates readiness for assessment
- 🏆 To carry out assessments according to SLSGB requirements
- 🏆 To check the authenticity of logbooks, observations and witness statements
- 🏆 To complete and maintaining safe and secure records
- 🏆 To Countersign other assessors judgements
- 🏆 To deal with appeals on assessment decisions
- 🏆 To observe and sign off new Trainer Assessors
- 🏆 To give constructive and developmental feedback throughout training and assessment
- 🏆 To make fair and accurate assessment decisions based on SLSGB guidelines
- 🏆 To assist with standardisation practice of other Trainer Assessors

## Person Specification

### Training and Qualifications:

Essential:

- Must hold/have held an SLSGB qualification relevant to the area of specialism that they wish to go into

Desirable:

- Hold PTTLs/PGCE/Cert Ed or relevant teaching qualification
- Hold A1 or equivalent award

### **Experience:**

Essential:

- Must have the relevant skills and knowledge to be able to deliver in their area of specialism

Desirable:

- Experience in session delivery and assessment

### **Aptitude and Skills**

Essential:

- Excellent communicator
- High standards of delivery
- Very good time management skills
- Good written communication
- A flexible and adaptable approach
- A passion for Surf Life Saving

### **Personal Skills:**

Essential:

- Self-Motivated
- Confident with the ability to communicate with volunteers, professionals and SLSGB membership
- Approachable with a positive attitude
- Confident with ability to adapt and progress with the role
- Pro-active approach

### **Additional Requirements:**

Essential:

- Committed to personal development

Desirable:

- Hold a current, clean driving licence
- Access to a vehicle and willing to travel
- Availability to run a minimum of 1 course per year.








## 19. Club Safeguarding Officer - Role Description

**Purpose:** To provide support to the management with regards to safeguarding, including verifying DBS checks, ensuring the Safeguarding policy and procedures are adhered to, co-ordinating safeguarding groups, training members and staff, and acting as a point of contact for queries and where needed, at club events.







### **Main Responsibilities:**

To take a lead role in administering safeguarding delivery and support.

### **Safeguarding Delivery & Support**

-  To support SLSGB's National Safeguarding Manager with the delivery of DBS checks through the online system.
-  To support clubs and members using the online system for DBS checks.
-  To support clubs with safeguarding advice, information and training.
-  To ensure SLSGB is represented on safeguarding matters and working towards CPSU standards.
-  To act as a point of contact at events.
-  To ensure all current or potential members are given appropriate resources, advice and signposting relating to safeguarding.
-  To promote safeguarding updates and processes to all members, and ensure they have been adopted by the members.

### **General**

-  To be able to communicate SLSGB's plans, projects and key messages with confidence to all enquirers.
-  To report monthly on statistical evidence and member needs.
-  To promote and adhere to the organisational strategy to hold the wishes of the member as central to all activities.
-  To subscribe to the ethos, vision and mission of SLSGB.
-  To work at all times with integrity and to the highest professional standards.
-  To help foster and create a positive team working atmosphere at all times including participating in team discussions and events.



## Key Skills:

### Person Specification

#### Essential Desirable

- Demonstrate core values & principles for safeguarding & promoting the welfare of children & young people
- Own organisation's role and responsibilities to safeguard the welfare of children and young people
- Basic knowledge of core legislation, government guidance and national framework for safeguarding & promoting the welfare of children & young people
- Own organisation's policy & procedures relating to safeguarding children & young people
- Basic knowledge of the roles & responsibilities of statutory agencies (children's social care, police, NSPCC) and local safeguarding children boards
- Poor practice & abuse behaviour which is harmful to children
- Basic knowledge of how abusers target and groom individuals and organisations to abuse children. Best practice in prevention
- Local arrangements for managing safeguarding children & reporting procedures
- Awareness of equalities issues & protecting children from abuse

### Skills and Abilities

#### Essential Desirable

- Great organisational skills • Basic advice & support provision
- Child-focused approach • Ability to provide information about local resources
- Approachable & friendly
- Good listener/effective communicator
- Enthusiastic & a good motivator
- Tactful when dealing with sensitive issues
- Ability to promote organisation's policy, procedures & resources

### Experience

- Experience of safeguarding practice (desirable)
- Experience of working with young people or vulnerable adults (desirable)
- Experience in administration duties
- Experience in providing excellent service to stakeholders / customers

**Skills**

- Excellent communicator
- Literate and numerate
- Excellent organisation / project co-ordination skills
- Able to work on own initiative
- Able to communicate and work with colleagues positively
- A proactive approach to finding solutions
- Able to prioritise tasks

**Behaviours:**

- A positive and engaging manner
- Well presented
- Able to represent SLSGB externally
- Good understanding of SLSGB activities, products and services
- Good working knowledge of SLSGB procedures and policies

## 20. Application Form

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

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

--

Give the details of 2 people who know you well (and are not related to you) who have first-hand experience of you working with children and who we can contact for a reference.

--	--

### Confidential declaration

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

<b>Signature:</b>	
<b>Print name:</b>	
<b>Date:</b>	

## 21. Self Declaration and Disclosure Form

### Private and Confidential

*For roles involving contact with children (under 18 year olds).*

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

### Part One

<b>For Completion by the Club Safeguarding Officer:</b>	
<b>Applicant Name:</b>	
<b>Address and Postcode:</b>	
<b>Telephone/Mobile No:</b>	
<b>Date of Birth:</b>	
<b>Gender: Please circle</b>	Male / Female
<b>Identification (tick box below):</b>	

I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.

<b>Either</b>	
<b>UK Passport Number and Issuing Office</b>	
<b>UK Driving Licence Number (with picture)</b>	
<b>Plus</b>	
<b>National Insurance Card or current Work Permit Number</b>	
<b>Signature of authorised Club Safeguarding Officer:</b>	
<b>Print name:</b>	
<b>Date:</b>	

## Part Two

NOTE: If the role you are in or have applied for involves frequent or regular contact with or responsibility for children you will also be required to apply for a DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role (see organisational guidance about eligibility for DBS checks).

<b>For completion by the individual (named in Part one):</b>	
<b>Have you ever been known to any Children's Services department or Police as being a risk or potential risk to children?</b>	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <i>(if Yes, provide information below):</i>
<b>Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?</b>	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <i>(if Yes, provide information below):</i>
<b>Confirmation of Declaration (tick box below)</b>	
	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.
	In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.
<b>Signature:</b>	
<b>Print name:</b>	
<b>Date:</b>	

## 22. Referee Form

(Edit red text as required)

Dear (Referee)	
(Name of applicant)	
<p>The above has expressed an interest in working/volunteering for (Surf Life Saving GB), and has given your name as a referee.</p> <p>This post involves substantial access to children.</p>	
<p>As an organisation committed to the welfare and safeguarding of children, we are anxious to know whether you would have any reason at all to be concerned about the applicant being in contact with children or young people?</p> <p><b>Yes/No</b></p> <p>If you have answered <b>yes</b>, we will contact you in confidence</p>	
<p>If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the position in question. We would appreciate you being completely open and honest in your evaluation of this person.</p>	
How long have you know this person?	
In what capacity?	
What attributes does this person have that would make them suited to this work?	
Further information (where applicable)	

Please rate this person on the following (please tick as appropriate for each statement)			
	Poor	Average	Good
Is responsible			
Acts with maturity			
Is self motivated			
Can motivate others			
Is trustworthy			
Is reliable			

<b>Your name</b>	
<b>Position/Organisation</b>	
<b>Telephone no.</b>	
<b>Signature</b>	
<b>Date</b>	

Many thanks

<b>Signature</b>	
<b>Name</b>	<b>Date</b>

(Safeguarding Officer)

