



Scottish Canoe Association
Comann Curach na h-Alba

Child Wellbeing and Protection: Good Practice Guidelines

Purpose of these Guidelines: These guidelines are intended to support the routine operation of SCA and affiliated organisation activities involving children and young people. The guidelines are based on template guidelines provided by the Child Wellbeing and Protection in Sport Service at Children 1st. The guidelines are not intended to cover every scenario or be definitive but should be referred to as the general expectation of how activities will be facilitated.

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Clubhouses and Changing Rooms

This guidance is not intended on being prescriptive or definitive as the physical configuration and operation of changing rooms varies widely and are not always in the control of the organisation running the activity. There are no specific legal requirements regarding the use of changing facilities; this guidance is therefore intended to provide practical guidance to support planning. It is important that once a Changing Room policy has been created, it is clearly communicated and known by everyone using the facility (remember to provide information in advance, to those attending for the first time). It is also important that everyone knows what to do if they feel the policy is not being adhered to or if they have any concerns.

One way of reducing the risks associated with adults and children sharing changing facilities would be to provide separate gender specific facilities for both adults and juniors. However, there are very few venues where it is either practical or possible to provide this level of facility; therefore other Safeguarding measures should be put in place. Unlike some other sports where there is a clear separation between adult team and junior team sessions, canoeing is often participated in by a mix of age groups at the same time. Therefore when it comes to the use of changing rooms it is not always easy to allocate specific time slots for use for adults only or use for children only (although this is an option which may work for some venues). There are no rules stipulating under 18s and adults of the same gender should not share changing facilities; however the following guidance should be considered.

- Gender specific changing rooms are available or fully gender neutral changing cubicle configuration.
- Changing Room Policy and contact details of who to report concerns or breach of the policy to are clearly posted in or near each changing room for all users to see.
- Parents of U18s know and agree to the Changing Room Policy and are aware they are for mixed age group use.
- Where possible, there should not be a time when one adult is alone in the changing room when U18's are present and vice versa, there should not be a time where an U18 is alone in the changing room when there are adults present (unless when the U18 is accompanied by their parent).
- Where possible, coaches should shower and change at a different time or in a different changing facility to the group they are coaching.
- Mobile phones, cameras or any other recording devices must not be used in changing rooms at any time.
- Parents of U18s should be allowed to supervise their child (of the same gender) whilst in the changing room.

- If you need to use a changing room for another purpose, such as a team talk, wait until all children are fully dressed.
- Children under the age of 8 can change, when accompanied by their parent, in the changing room of the opposite gender.
- No photography or filming should be allowed in changing areas.

Remember, not everyone (adult or child) will be comfortable using group changing facilities. No pressure should ever be put on someone using the facilities and the option to change at home or for an individual to find an alternative provision should always be made available.

Collection by Parents/Carers

While the organisation/session/training is running then leaders and coaches have a duty of care to the children that are in their charge.

Make sure that start and finish times are clear and that the arrangements for collection are understood by all. Parents/carers who wish children to go home unaccompanied (according to their age and stage) should give consent in writing. Notify parents/carers that they should not drop children off too early and that they are expected to collect children promptly. Explain late collection procedures.

Have a late collection telephone contact and number on the Partnership with Parents/Carers Form and let the parent/carer know how to contact the organisation if they are held up.

When a parent /carer is delayed or have not turned up

If parents/carers are late when picking up their child, the wellbeing of the child will take precedence, and they must not be left alone. The leaders and coaches have a duty of care to the children in their charge and this continues when the activity has finished. However, it is not the responsibility of volunteers/staff to transport children home. If attempts to contact an adult who is responsible for the child fail, the CWPO and police should be informed.

Where possible have more than one adult/leader to lock up at the end of an activity. If an adult is left in sole charge in these circumstances, they should record any actions taken and inform the CWPO and parents/carers as soon as possible.

Digital Communications and Social Media

Communication technology and social media developments advance extremely quickly, meaning ways in which we communicate and receive and absorb information are changing all the time. This provides a great opportunity for organisations to promote their activities and communicate easily with members. But it can also put children and young people at risk, which is why safeguards must be put in place.

Adults who seek to harm children have been known to use technology and social media to “groom” children. This area is specifically addressed by the Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005. Software enabling the manipulation of online images can also pose a risk of harm to children and young people. It is also widely acknowledged that children can be harmed by the behaviours and actions of their peers, for example online bullying and sexting.

The following guidelines should be followed in order to safeguard all parties when communicating via digital technology and social media:

- All communications from the organisation with children and young people should be open, transparent and appropriate.
- Children and young people and their parents/carers should be informed about the communication approach by the organisation and should also be given information on how to keep themselves safe and who to report any concerns to.
- Messages should only be sent to communicate details of meeting points, training, match details, competition results etc. The same message should be sent to every member of the group/team
- The use of apps must take account of the terms and conditions of using the app including age limitations.
- It should always be clear that it is the organisation who is communicating information – one-to-one messaging arrangements between sports volunteers/staff, and children and young people should be strongly discouraged and safeguards should be in place and settings adjusted to prevent this happening.
- Messages should never contain any offensive, abusive or inappropriate language. They should not be open to misinterpretation.
- Written permission must be sought from parents/carers to communicate with children under 16 years.
- Parents should be offered the option to be copied into any messages their child will be sent.

- Consent to communicate via social media should be sought directly from young people aged 16 to 18. Though consent from parents/carers is not required for this age group it is recommended that parents/carers are informed of the intention to communicate with their children.
- All concerns about the inappropriate use of digital technology and social media will be dealt with in line with the Procedure for Responding to Concerns about a Child. This may include the concerns being reported to police.
- Where phone numbers/email addresses of children and young people are gathered these should be kept securely in a locked cabinet or password-protected electronic file or database.
- The number of people with access to children and young people's details should be kept to a practical minimum. A record should be kept of their numbers/addresses by the Child Wellbeing & Protection Officer

Websites/Social Media Sites

Websites/Social Media sites provide an opportunity for a organisation to extend their community profile, advertise and communicate easily with their members. Thought should be given to consent, tone and how sites and pages will be monitored. In terms of publishing information and pictures the following good practice should be noted:

Permission

- For permission to publish information or pictures about a child aged under 16 written parent/carer consent must be obtained.
- Special care must be taken in relation to vulnerable children, e.g. child fleeing domestic violence or a child with a disability, and consideration given to whether publication would place the child at risk.
- Young athletes who have a public profile as a result of their achievements are entitled to the same protection as all other children. In these cases, common sense is required when implementing these guidelines. All decisions should reflect the best interests of the child.

Use of Images and Information

- Information published on the websites or through social media must never include personal information that could identify a child e.g. home address, email address, telephone number of a child. All contact must be directed to the organisation. Credit for achievements by a child should be restricted to first names, e.g. Tracey was Player of the Year 2002.
- Children must never be portrayed in a demeaning, tasteless or a provocative manner. Children should never be portrayed in a state of partial undress, other

than when depicting an action shot within the context of the sport. Attire such as tracksuits or t-shirts may be more appropriate.

Group Chats/Forums

Where a site or app allows for two-way communication between the organisation and members, or amongst a group of members, close monitoring is required. From time to time group chats/forums can be used to target individuals or to engage contributors in debates that can cause upset and embarrassment to children and young people.

Coaches, members of staff/volunteers should refrain from being drawn into debates concerning selection, performance or personalities – even where the subject of discussion is anonymous.

Any offending comments should be removed by the organisation and appropriate procedures should be used to address poor practice or Code of Conduct breaches.

Concerns

Any concerns or enquiries should be reported to the Child Wellbeing and Protection Officer.

First Aid and Treatment of Injuries

Sports volunteers/staff running an event or activity must be made aware of any pre-existing medical conditions, or medicines being taken by participants or existing injuries and treatment required. This information can be shared by parents/carers completing a Partnership with Parents/Carers Form before their child participates in sport.

The following guidelines should be followed:

- Have an accessible and well-resourced first aid kit and a working telephone at the venue.
- Where possible, access to medical advice and/or assistance should be made available.
- Only those with a current, recognised First Aid qualification should treat injuries.
- Inform parents/carers as soon as possible of any injury and action taken.
- An [Incident Form](#) should be completed if a child sustains a significant injury and the details of any treatment given recorded. Good sense or sport specific guidance should be used to determine which injuries are significant.
- The circumstances of any accidents that occur should be recorded, reviewed, and steps taken to avoid it happening again.
- Attention should be taken to the feedback from the child/young person to ensure the relevant wellbeing indicators have been covered.

Physical Contact

Any necessary physical contact during sport sessions should respect and be sensitive to the needs and wishes of the child and should take place in a culture of dignity and respect. Coaches need to encourage children to speak out if they feel uncomfortable.

Concerns have been expressed about what is and what is not acceptable regarding physical contact with children and vulnerable adults in Paddlesport. Some misleading and inaccurate information has been promoted within the sports sector in general and this can undermine the confidence of coaches and others in applying safe and appropriate coaching methods.

Guidance

There are a number of principles that should be followed when the activity involves physical contact. Physical contact during Paddlesport should always be intended to meet the child's needs, not the adult's. The coach/ volunteer should only use physical contact if their aim is to:

- develop skills or techniques
- treat an injury
- prevent an injury or accident from occurring
- meet the requirements of the activity engaged in

The coach/ volunteer should seek to explain the nature and reason for the physical contact to the child reinforcing the teaching or coaching skill. Unless the situation is an emergency, the adult should ask the child for permission. It is good practice for Paddlesport clubs, as part of an induction process or pack for new members, to explain to parents/carers and their child, or give written guidance, about any physical contact that will be required as part of activities they will be involved in. Children should be encouraged to voice concerns if any physical contact makes them feel uncomfortable or threatened. Contact should not involve touching genital areas, buttocks, breasts or any other part of the body that might cause a child distress or embarrassment. Physical contact should always take place in an open or public environment and not take place in secret or out of sight of others.

In the case of a young person with a disability, specific support or assistance may be required. When children with disabilities are lifted or manually supported, the child should be treated with dignity and respect. Relevant health and safety guidelines

must be followed to ensure the safety of the child and those assisting. It is recommended that those assisting receive appropriate training.

Physical punishment

Any form of physical punishment of children is unlawful, as is any form of physical response to misbehaviour unless it is by way of restraint. It is particularly important that coaches /volunteers understand this, both to protect their own position and the overall reputation of the club, event or organisation in which they are involved.

Contact as part of coaching

Some areas of training are more likely to require coaches or teachers to come into physical contact with children and young people from time to time in the course of their duties, for example, showing a novice how to put on their buoyancy aid, land training in the gym, showing a student how to use a piece of equipment or demonstrating an exercise during a coaching or teaching session in order to reduce the risk of injury. Coaches/ volunteers should be aware of the limits within which such contact should properly take place, and of the possibility of such contact being misinterpreted. Even where there is a need to support or touch a child, over-handling should be avoided. It should be recognised that physical contact between a Coach/ volunteer and a child that may occur during legitimate teaching or coaching may be misconstrued or misunderstood by a student, parent or observer. Touching young participants, including well-intentioned informal and formal gestures such as putting a hand on the shoulder or arm, can, if repeated regularly, lead to the possibility of questions being raised. As a general principle, coaches /volunteers in positions of responsibility should not make gratuitous or unnecessary physical contact with children and young people. It is particularly unwise to attribute frequent touching to their teaching or coaching style or as a way of relating to young participants.

Responding to distress and success

There may be occasions where a distressed young person needs comfort and reassurance which may include physical comforting such as a caring parent would give. Physical contact may also be required to prevent an accident or injury and this would be wholly appropriate. A young person or coach may also want to mark a success or achievement with a hug or other gesture. Coaches/volunteers should use their discretion in such cases to ensure that what is (and what is seen by others present) normal and natural does not become unnecessary and unjustified contact, particularly with the same young person over a period of time. It should also be considered that what as an adult may be felt appropriate may not be shared by a young person.

Sports science and medicine

There may be some roles within Paddlesport where physical contact is commonplace and/ or a requirement of the role, particularly sports science or medicine. These tasks should only be undertaken by properly trained or qualified practitioners. This guidance does not seek to replace the specific guidance and codes of practice developed for those professionals and reference should be made to the appropriate body for that discipline.

Supporting Child with Personal Care

If it is necessary to help a child with personal care e.g. toileting or changing, this should be agreed in advance with the child and parents/carers and guidance taken. Sports volunteers/staff should work with parents/carers and children to develop practiced routines for personal care, such as help with getting changed for younger children, so that parents/carers and children know what to expect. Helpers should not take on the responsibility for tasks for which they are not appropriately trained, e.g. manual assistance for a child with a physical disability.

Preventing and Responding to Bullying Behaviour

Bullying is particularly hurtful behaviour where it is difficult for those being bullied to defend themselves. It can be a 'one-off' occurrence or repeated over a period of time and can take many forms including children being bullied by adults, their peers and in some cases by members of their families. Bullying can be difficult to identify because it often happens away from others and those who are bullied often do not tell anyone. Bullying is not always deliberate.

Examples of bullying

- Physical, e.g. theft, hitting, kicking (this might constitute an assault).
- Verbal (including teasing), e.g. spreading rumours, threats or name-calling, ridicule or humiliation.
- Emotional, e.g. isolating a child from the activities or social acceptance of the peer group.
- Cyberbullying, e.g. sending insulting messages via text or emails, posting images or upsetting information on social networking sites or forums.
- Using abusive or insulting behaviour in a manner which causes alarm or distress.
- Prejudiced based – singling out children who may be perceived as different due to things such as race, gender, sexual orientation, disability, asylum seeking, being looked after or being young carers.
- Having belongings stolen or damaged.
- Being targeted because of who the child is or who they are perceived to be.

Signs which may raise concerns about bullying include:

- Hesitation or reluctance to attend training or activity.
- Reluctance to go to certain places or work with a certain individual.
- Bruising or other injuries.
- Becoming nervous and withdrawn.
- Often last one picked for a team or group activity for no apparent reason, or being picked on when they think your back is turned.
- Clothing or personal possessions going missing or get damaged.
- 'Losing' pocket money repeatedly.
- Suddenly prone to lashing out at people, either physically or verbally, when normally quiet.

When talking about bullying, it's never helpful to label children and young people as 'bullies' or 'victims'. Labels can stick for life and can isolate a child, rather than helping them to recover or change their behaviour. It is preferable to talk about someone displaying bullying behaviour rather than label them a 'bully' – behaviour can be changed with help and support.

Note: Guidance adapted from www.respectme.org.uk

- Action to help children and young people on the receiving end of bullying behaviour:
- Cultivate an ethos where there's an anti-bullying culture – it is especially important that adults are good role models for children and young people.
- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns. Help those being bullied to speak out and tell the person in charge or someone in authority. Create an open environment.
- Take all allegations seriously and take action to ensure the young person is safe. Speak with those being bullied and those displaying bullying behaviour separately.
- Reassure the young person that you can be trusted and will help them, although you can't promise to tell no one else.
- Keep records of what is said, i.e. what happened, by whom and when.
- In cases of cyberbullying advise young people who are being bullied by text, email etc. to retain the communication or to print it out.
- Report any concerns to the person in charge at the organisation where the bullying is occurring.

Support for children and young people involved in bullying behaviour:

- Talk with the young person (or people), explain the situation and try to get them to understand the consequences of their behaviour.
- It might be worth considering seeking an apology from those involved in bullying behaviour (for example where those on the receiving end wish reconciliation). Apologies are only of real value however, when they are genuine.
- Be sensitive and use good judgement when it comes to informing parents/carers of those whose negative behaviour is impacting on others. Put the child at the centre – will telling the parents/carers result in more problems for the young person?
- If appropriate, insist on the return of 'borrowed' items and compensation for the person/people being bullied.
- Impose consequences as necessary, e.g. exclusion from the team until behaviour standards are improved. Sport offers good opportunities for this.

- Encourage and support those displaying bullying behaviour to change this behaviour. Ask them to consider the impact their actions are having.
- Keep a written record of action taken.

What can your organisation do?

Creating an anti-bullying ethos is the best prevention. We should not underestimate the importance of the behaviour of adults as they are role models for children and young people.

Strategies and solutions do not come in 'one size fits all'. Each case is unique and requires an individual response to the individual situation. What might work in one situation might not work in another. You might have to adopt different strategies before finding one that is effective.

It is important to ask for help and support if you need it to deal with a bullying incident. The Useful Contacts list has more details but [respectme](#), [ChildLine](#) and [Children 1st Parentline](#) are useful contacts.

Sexual Activity and Underage Sexual Activity

Within sport, as within other activities, sexual relationships can occur. This section looks at both sexual activity among young people and between adults and young people. Anyone working with children and young people who becomes aware of sexual activity taking place has a duty of care to consider the impact and whether this behaviour is indicative of a wider child protection issue.

There are certain circumstances in which adults working with children and young people should automatically share child protection concerns:

- If the child is, or is believed to be, sexually active and is under 13
- If the young person is currently 13 or over but sexual activity took place when they were 12 or under
- If there is evidence or indication that the young person is involved in pornography or prostitution
- If the 'other person' is in a position of trust in relation to the young person
- If the 'other person' is over the age of 18.

Sexual Activity – Under 13 years:

Children under 13 cannot legally give their consent to any form of sexual activity.

If the underage sexual activity involves a child under the age of 13, or the activity took place when they were 12 or under, the concerns must be passed on to the police in line with child protection procedures.

Sexual Activity – 13-15 years

The Scottish Government acknowledges that not every case of sexual activity in under-16s will have child protection concerns, but young people may still need support in relation to their sexual development and relationships. For more information see the National Guidance on 'Under-age Sexual Activity: Meeting the Needs of Children and Young People and Identifying Child Protection Concerns'.

Whilst sexual activity between the ages of 13-15 is considered an offence, even if both parties' consent, the guidance advises that where there are suspicions that underage sexual activity is taking place, a risk assessment of needs should be carried out in line with the Getting it Right for Every Child (GIRFEC) assessment. This may mean that information is collected through fact finding within the sport and then

shared with other agencies who are best placed to assess the needs of the young people involved. This will help to ensure that the appropriate response is given.

Consideration should be given to whether the sexual behaviour and/or relationship may be abusive or exploitative and it is vital to remember that young people may not be able to identify this type of behaviour. The facts of the actual relationship should be looked at in order to consider the wider needs of the young person involved (such as consent, safe sex, birth control etc.) and where the person carrying out the assessment of needs doesn't know the people involved very well, information sharing must be encouraged to ensure that accurate assessment occurs (this may include speaking

Sexual Activity – 16-18 years

The age of consent to any form of sexual activity is 16 for both men and women, so any sexual activity between an adult and someone under 16 is a criminal offence. The age of consent is the same regardless of sex or sexual orientation.

Over the age of 16, sexual activity is legal. However, consideration should always be given to whether the activity was consensual or if the young person has vulnerabilities and related needs which could impact consent.

There should also be consideration given as to whether the 'other person' in the relationship is in a position of authority.

Sexual Activity – Position of Trust

Sexual interactions between adults and young people (16-17) involved in sport 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 trust may have significant power or influence over a young person's career.

A person in a legally defined 'position of trust' who takes advantage of their position to develop an intimate relationship with a child/young person is committing a criminal offence known as 'abuse of trust'. Sports coaching is not currently defined in law as a 'position of trust' in Scotland, but the principle of the law should be followed and captured in organisation policies.

Sexual activity between adults and young people (16-17) involved in sport should be prohibited when the adult is in a position of trust or authority (coach, trainer, official). This should be communicated clearly to adults in such positions at the outset and

clear procedures drawn up to enable such a situation, should it arise, to be dealt with promptly, fairly and consistently.

Inappropriate or criminal sexual behaviour committed by an adult will lead to suspension and disciplinary action, which in the case of criminal action will include contacting the police. Sexual activity between adults and children under the age of 16 is a criminal act and immediate action will be taken to report it to the police.

The notion of 'positions of trust' applies as much to young people in leadership roles as it does to adults.

Grooming

Most adults involved in sport with children participate with the aim of providing a fun and positive experience for the children taking part. However, a small minority may use sport as a way of gaining access to children with the purpose of developing inappropriate intimate relationships.

People who commit sexual offences against children often first gain the trust of people around the child, such as their family and friends and those involved in sport. Those who commit offences work hard to portray themselves as caring and trustworthy and they befriend their victims to break down barriers before an offence may be committed.

This is referred to as 'grooming'. This predatory behaviour is an offence and may be prosecuted separately to direct sexual abuse. Any suspicions of grooming should be reported to police. For more information about grooming please reference the Children 1st briefing on grooming on the CWPS website (see footer).

Transporting Children

Where it is necessary to transport children, the following good practice is required:

- Where parents/carers decide the transportation of children to and from the activity, without involving SCA it will be the responsibility of the parents/carers to satisfy themselves about the appropriateness and safety of the arrangements.
- Where SCA makes arrangements for the transportation of children the members of volunteers/staff involved will undertake a risk assessment of the transportation required. This will include an assessment of the following areas:
 - All vehicles and drivers are correctly insured.
 - The driver has a valid and appropriate license.
 - All reasonable safety measures are available, e.g. fitted, working seatbelts or booster seats.
 - There is an appropriate ratio of adults per child (consider adults in addition to driver).
 - Drivers take adequate breaks
 - If an adult is regularly transporting children on behalf of the organisation this may be defined as a 'regulated role' with children. As such, this person would be required to be a member of the PVG Scheme. To establish whether a role is regulated work with children contact Volunteer Scotland Disclosure Services (VSDS).

Sports volunteers/staff should be discouraged from transporting children to activities by car. However, when this situation cannot be avoided, the following guidelines should be followed to ensure the safeguarding of children and provide transparency for all concerned:

- Agree a collection policy with parents/carers which includes a clear and shared understanding of arrangements for collection at the end of a session.
- Where possible, have another adult accompany you on the journey.
- Call ahead to inform the child's parents/carers that you are giving them a lift and inform them when you expect to arrive
- Always tell another member of staff/volunteer that you are transporting a child,
- give details of the route and the anticipated length of the journey.
- Take all reasonable safety measures, e.g. children in the back seat, seatbelts worn.

Trips away from home (involving overnight stays)

1. Designate a Child Wellbeing and Protection Officer (CWPO) for the trip and a home contact person
 - a. The CWPO should act as the main contact for dealing with concerns about the safety and wellbeing of children while away from home. Children and parents/carers should be given a detailed itinerary and should be informed of the CWPO contact details and arrangements for handling concerns.
 - b. There should be procedures in place to manage an emergency, this should include the appointment of a home contact person, (someone from within the organisation who is not on the trip), who would be the main point of contact for coaches and parents/carers.
2. Risk assessment
 - a. Potential areas of risk should be identified at the planning stage and safeguards should be put in place to manage them. Risk assessment should be an ongoing process throughout the trip.
3. Involving children/young people and parents/carers
 - a. A planning session with the children/young people to discuss the proposed programme and draw up an agreed code of conduct for the trip ensures that both coaches and athletes have a shared understanding of expectations and behaviours.
 - b. A meeting with parents/carers to share information about the trip, answer questions and make joint decisions is recommended. Parents/carers must complete a Partnership with Parents/Carers form and provide emergency contact details.
 - c. In the event of an emergency at home during the trip, parents/carers should be encouraged to contact the CWPO or named adult named in the trip itinerary in the first instance so that arrangements can be put in place to support the child.
4. Travel arrangements
 - a. If the trip involves travel abroad, ensure that those in charge are aware of local emergency procedures and how to deal with concerns about the wellbeing of children. Children and adults should be informed of any local customs and any differences to child protection legislation for the country being visited. When travelling abroad all participants must adhere to both the local customs AND those in the UK. e.g, when

in countries where the legal age for drinking alcohol is 16, participants must still adhere to UK legislation regarding the legal drinking age.

5. Supervision

- a. Trips should be planned to involve at least two adults and include female and male volunteers. The number of adults required for appropriate supervision will be based on the needs of the group and the size, age and vulnerabilities of the children and young people involved.
- b. Adults responsible for managing the trip should be appointed and selected using the procedure for appointment and selection. All adults should sign up to the child wellbeing and protection policy, procedures and code of conduct for the trip.
- c. Note: young people under the age of 18 should not be delegated sole charge or supervision of children and young people.

6. Accommodation

- a. Find out as much as possible in advance about the venue/accommodation – wherever possible, a pre-event visit is useful.
- b. Check the health and safety of any accommodation and the security and suitability of sleeping arrangements to allow supervision and access in case of emergency.
- c. Sharing arrangements should be appropriate in terms of age and gender and parents/carers and children should be consulted in advance about arrangements.
- d. Facilities checklist could include:
 - i. Being appropriately licensed
 - ii. Having adequate and relevant insurance cover
 - iii. Having a policy on the protection of children
 - iv. Having health and safety policy and procedures
 - v. Having adequate security arrangements
 - vi. Having staff that are vetted, qualified and trained.

7. During the trip

- a. Organisers should have clear roles and responsibilities and must remember that they are always in a position of trust. As such, they

should always adhere to the code of conduct and ensure that any concerns about a child are discussed with the CWPO while on the trip.

- b. The use of alcohol and/or drugs or engaging in sexual relationships (between two young people) should not be allowed, even if the local legislation relating to these behaviours is different than in Scotland.
- c. Organisers must ensure arrangements are in place for the risk assessment of activities during free time.
- d. Group leaders should keep an overview of the wellbeing of all children, making sure they check in with them each day to try to identify any issues early on and resolve them quickly. Children can be encouraged to participate in this process. For example, participating in a debriefing at the end of each day or by completing a daily diary as a way for them to communicate both positive and negative things that they want the group leaders to know.

8. After the Trip

- a. It is recommended that everyone involved in the trip, including the children/young people, takes part in a debrief to reflect on what went well, not so well and what could be done differently next time.

Please also see [Safe Sport Events](#), Activities and Competitions, published by the NSPCC Child Protection in Sport Unit for further guidance.

Managing Challenging Behaviour

Coaches and volunteers who deliver Paddlesport activities to children may, on occasions, be required to deal with a child's challenging behaviour.

These guidelines aim to promote good practice and to encourage a proactive response to supporting children to manage their own behaviour. They suggest some strategies and sanctions which can be used while also identify unacceptable sanctions or interventions which must never be used. The guidelines will also include the views and suggestions of children.

These guidelines are based on the following principles:

- The welfare of the child is the paramount consideration.
- All those involved in activities (including children, coaches/ volunteers and parents/ carers) should be provided with clear guidelines about required standards of conduct, and the organisation/ clubs process for responding to behaviour that is deemed unacceptable.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading.
- Some children exhibit challenging behaviour as a result of specific circumstances, e.g. a medical or psychological condition, and coaches may therefore require specific or additional guidance. These and any other specific needs the child may have should be discussed with parents/ carers and the child in planning for the activity, to ensure that an appropriate approach is agreed and, where necessary, additional support provided e.g. from external agencies, Children's Social Care services etc.
- Sport can make a significant contribution to improving the life experience and outcomes for all children and young people. Every child should be supported to participate and, only in exceptional circumstances where the safety of a child or of other children cannot be maintained, should a child be excluded from club activities.

Planning Activities

Good coaching practice requires planning sessions around the group as a whole but also involves taking into consideration the needs of each individual paddler within that group. As part of session planning, coaches should consider whether any members of the group have presented in the past or are likely to present any difficulties in relation to the tasks involved, the other participants or the environment.

Where coaches/ volunteers identify potential risks, strategies to manage those risks should be agreed in advance of the session, event or activity. The planning should also identify the appropriate number of adults required to safely manage and support the session including being able to adequately respond to any challenging

behaviour and to safeguard other members of the group and the staff/ volunteers involved.

When children are identified as having additional needs or behaviours that are likely to require additional supervision, specialist expertise or support, this should be discussed with parents/ carers and where appropriate young people. Where activities are provided in a club environment, the club should seek to work in partnership with parents/ carers, and where necessary external agencies, to ensure that a child or young person can be supported to participate safely.

Agreeing Acceptable and Unacceptable Behaviours

Coaches, volunteers, children, young people and parents/ carers should be involved in developing an agreed statement of what constitutes acceptable and unacceptable behaviour (code of conduct) and the range of sanctions which may be applied in response to unacceptable behaviour. This can be done at the start of the season, in advance of a trip away from home or as part of a welcome session at a residential camp.

Issues of behaviour and control should regularly be discussed with coaches, volunteers, parents/ carers and children in the context of rights and responsibilities. When children are specifically asked, as a group, to draw up a code of conduct that will govern their participation in club activities, experience indicates that they tend to arrive at a very sensible and working set of 'rules' with greater 'buy-in' from participants than those simply imposed by adults within the club. If and when such a code is compiled, every member of the group can be asked to sign it, as can new members as they join.

Managing Challenging Behaviour

In responding to challenging behaviour the response should always be proportionate to the actions, be imposed as soon as is practicable and be fully explained to the child and their parents/ carers. In dealing with children who display negative or challenging behaviours, Coaches and volunteers might consider the following options:

- Time out - from the activity, group or individual work.
- Reparation - the act or process of making amends.
- Restitution - the act of giving something back.
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour.
- De-escalation of the situation - talking through with the child.
- Increased supervision by staff/ volunteers.
- Use of individual 'contracts' or agreements for their future or continued participation.
- Sanctions or consequences e.g. missing an outing.

- Seeking additional/ specialist support through working in partnership with other agencies to ensure a child's needs are met appropriately e.g. referral for support to Children's Social Care, discussion with the child's key worker if they have one, speaking to the child's school about management strategies (all require parental consent unless the child is felt to be 'at risk' or 'in need of protection').
- Temporary or permanent exclusion

The following should never be permitted as a means of managing a child's behaviour:

- Physical punishment or the threat of such.
- Refusal to speak to or interact with the child.
- Being deprived of food, water, access to changing facilities or toilets or other essential facilities.
- Verbal intimidation, ridicule or humiliation.

Coaches and volunteers should review the needs of any child for whom sanctions are frequently necessary. This review should involve the child, parents/ carers and in some cases others involved in supporting or providing services for the child and his/ her family, to ensure an informed decision is made about the child's future or continued participation. As a last resort, if a child continues to present a high level of risk or danger to him or herself, or others, he or she may have to be suspended or barred from the group or club activities.

Physical Intervention

The use of physical intervention should always be avoided unless it is absolutely necessary to prevent a child injuring themselves or others, or causing serious damage to property. All forms of physical intervention should form part of a broader approach to the management of challenging behaviour.

Physical contact to prevent something happening should always be the result of conscious decision making and not a reaction. Before physically intervening, the member of staff or volunteer should ask themselves, 'Is this the only option in order to manage the situation and ensure safety?' It is good practice to ensure that if you have to physically intervene in a situation with a child/ young person, it is in the least restrictive way necessary to prevent them from getting hurt, and used only after all other strategies have been exhausted. Studies have shown that, where this is the case, children and young people understand and accept the reasons for the intervention.

The following must always be considered:

- Contact should be avoided with buttocks, genitals and breasts. Coaches /volunteers should never behave in a way which could be interpreted as sexual.
- Any form of physical intervention should achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern.
- Coaches/ volunteers should consider the circumstances, the risks associated with employing physical intervention compared with the risks of not employing physical intervention. · The scale and nature of physical intervention must always be proportionate to the behaviour of the young person and the nature of harm/ damage they might cause.
- All forms of physical intervention should employ only a reasonable amount of force -i.e. the minimum force needed to avert injury to a person or serious damage to property - applied for the shortest period of time.
- Coaches /volunteers should never employ physical interventions which are deemed to present an unreasonable risk to children or staff/ volunteers.
- Coaches/ volunteers shall never use physical intervention as a form of punishment. · Physical intervention should NOT involve inflicting pain
- Where children are identified as having additional needs or behaviours that are likely to require physical intervention this should be discussed with parents/ carers and where necessary the coach/ club will seek advice from or to work in partnership with external agencies (e.g. Children's Social Care) to ensure that a child or young person can be supported to participate safely. This may include asking for the provision of a suitably trained support worker/ volunteer or accessing staff/ volunteer training in physical intervention.

Any physical intervention used should be recorded as soon as possible after the incident by the coach/ volunteers involved using the Incident Report Form and passed to the Club Welfare Officer as soon as possible.

Views of the child

It is clear from the accounts of children and young people that physical intervention provokes strong feelings. Children may be left physically or emotionally hurt. Even a child who hasn't directly been involved in the situation may be fearful that it will happen to them in future or have been upset by seeing what has happened to others.

A timely de-brief for coaches/ volunteers, the child and parents should always take place following an incident where physical intervention has been used. This should include ensuring that the physical and emotional well-being of those involved has been addressed and ongoing support offered where necessary. Coaches/ volunteers, children and parents should be given an opportunity to talk about what happened in a calm and safe environment.

There should also be a discussion with the child and parents about the child's needs and continued safe participation in the group or activity.

It is important that coaches and volunteers are made aware of and understand the organisation/ club's guidance about managing challenging behaviour to ensure that they are aware of ways in which they may need to intervene and are clear about the practice guidance in this area.

A policy for managing challenging behavior

In conclusion, all organisations/ clubs that have a duty of care to children and young people should develop and implement a policy and procedures on managing challenging behaviour or consider incorporating this into their child protection policy. It should clearly set out the following:

- The standard of conduct expected from coaches/ volunteers and participants.
- How the organisation/ club will respond to unacceptable behaviours.
- How your organisation/ club will respond to 'high risk' behaviours'. This will give children and young people a clear message about when staff may need to get involved to stop a particular form of behaviour, and describe options to avoid confrontation through for example, time out.
- The circumstances in which children will be restrained. A decision to restrain a child should be firmly based on the safety of the child and must NEVER be made as a punishment or to get children to comply with instructions.
- The guidance, information or any support and/or training available to coaches/ volunteers, particularly where they are supporting a child with recognised challenging behaviour to access club activities.
- The circumstances where external agencies will be contacted for support or in response to concerns e.g. – Children's Social Care services, the Police.
- What will happen after an incident? Your organisation/ club must have in place arrangements to check on the physical and emotional wellbeing of the child and staff, guidance on recording, who should be informed and a system for recording and monitoring.

For further Information: www.everychildmatters.co.uk

Protecting Children and Young People with Disabilities

SCA recognises that some children and young people have additional vulnerabilities. This guidance documents describes the reasons for vulnerabilities and outlines good practice. It should be read alongside our Child and Vulnerable Adult Protection Policy.

Children and young people with disabilities might be additionally vulnerable because they may:

- Lack a wide network of friends who support and protect them.
- Have significant communication differences - this may include very limited verbal communication or they may use sign language or other forms of non-verbal communication.
- Be subject to the prejudices and/or misconceptions of others e.g. about their 'attractiveness' to potential abusers.
- Require personal intimate care – this can make it difficult for them to know what acceptable and unacceptable touch is.
- Have a reduced capacity to resist either verbally or physically.
- They are used to being told what to do – and not given choices.
- Not be believed.
- Depend on the abuser for their involvement in sport or for basic needs.
- Lack access to peers to discover what is acceptable behavior.
- Have medical needs that are used to explain abuse.

Children and young people with disabilities may also be less valued than their peers and poor care may be observed and tolerated by others. This might include such things as not speaking directly to the child or young person, failure to offer choices; using derogatory language; and not respecting their privacy and dignity.

Reducing the potential for vulnerability

Bearing in mind that children and young people can be and are disadvantaged by these and other experiences, it is important for all those that work with children to be extra vigilant in creating a safe culture, including:

- Finding ways of understanding and communicating with all children and young people.
- Ensuring best practice at all times in physical and health care – make sure the young person's health needs are known, recorded and sufficient people know how to respond if required.
- Building relationships with parents and carers and including the families of players in club activities.

- Discuss with parents and carers any physical care that is required and how this can be done.
- Observing carefully changes in mood, appearance and behaviour and discussing those concerns with families, carers or the designated person if suspicions or concerns are significantly aroused about the care of the child or young person.
- Acknowledging that disabled children and young people can be additionally vulnerable and that vigilance is essential.
- Implementation of a club code of conduct for adults and children.
- Give the child or young person every opportunity to make informed choices and respect their choice.

It may be necessary to ask other specialist agencies for help and advice. It should be seen as a strength of the club to approach families, Education, Health, Children's Social Care/ Social Services, voluntary agencies and community groups for advice about supporting a child or young person to participate or ensuring more vulnerable children are afforded appropriate safeguarding and protection.

Procedure for the use of photography and video

Children must be protected from those who would seek to use photos and videos to place them at risk of harm. Written consent must be obtained from the child/young person and their parents/carers before any photography or filming takes place.

Photos and video clips can be used to celebrate achievements, promote your activities, and let people know about your team, organisation or sport. Footage is also recorded for performance development reasons. The aim of these guidelines is not to curb such activity but to ensure that children are protected from those who would seek to take or manipulate photos and video footage in a way that harms children or places them at risk of harm.

Some sports take place in areas where organisers have little or no control over the environment such as open river or areas to which the public have general rights of access, e.g. the open countryside. In these circumstances, organisers should take all reasonable steps to promote the safe use of photographing and filming and to respond to any concerns raised.

Management of photography and videos

Reasonable steps must be taken to promote the safe use of photography and filming at events and activities. It is not possible to prevent individuals photographing or filming in public places, but the organisation does have the right to prohibit the use of photography, film or video at its own events or activities at a private venue.

Where photography or filming is permitted, and consent has been granted from parents/carers and children, the following guidelines should be followed:

- Put a system in place to allow easy tracking of photographers and their equipment. For example, use a badge or sticker to identify those with permission to photograph or film.
- Children must never be portrayed in a demeaning, tasteless or provocative manner. Children should never be shown in a state of partial undress, other than when depicting an action shot within the context of the sport. Attire such as tracksuits or t-shirts may be more appropriate.
- No unsupervised access or one-to-one sessions will be allowed unless this has been explicitly agreed with the child and parents/carers.
- Decisions about publishing images should reflect the best interests of the child and should consider whether they might place the child at risk. Special

care must be taken in relation to vulnerable children such as those in care, fleeing domestic violence or some disabled children.

- Where photographs and/or video footage is used for training and development purposes, coaches must follow guidance on appropriate use of the images, consent and safe storage of the information.
- All copies of videos and digital images must be stored in a secure place. These must not be kept for any longer than is necessary, having regard to the purposes for which they were taken.

If there are concerns about indecent images of young people under 18 years of age being taken or shared, this is classified as child abuse imagery and must be reported immediately to the police.

Mobile phone cameras

Children have been placed at risk as a result of the ability to discreetly record and transmit images through mobile phones. Care is required in areas where personal privacy is important, e.g. changing rooms, bathrooms and sleeping quarters. No photographs or filming should ever be permitted in such areas.

Concerns

Anyone behaving in a way which could reasonably be viewed as inappropriate in relation to filming or taking photographs should be reported to the Child Wellbeing and Protection Officer, or the police.

For more information on the use of photography and filming refer to the Harper McLeod Briefing available on the CWPS website.