



Practical Safeguarding Best Practice Guidance

The British Aikido Association recognises its responsibilities both morally and legally under current legislation and will use our best efforts to promote good practice to protect children and the safeguarding of adults

The British Aikido Association are committed to the safeguarding of its membership within the practice of Aikido These safeguards cover juniors, youth, cadet and adults.

These are covered in more detail within: -

- **Code of Conduct Policy No 4**
- **Child Protection Policy No 17**
- **Equity Policy No 18**
- **Adult safeguarding Policy No 19**

Association's Safeguarding Best Practice

Health and safety

It is the responsibility of the coach to ensure that a risk assessment has been carried out of the dojo and is kept on file for future reference. Any facility used for the purpose of practice, seminar or competition must be risk assessed and potential hazards identified and mitigated against. These risks should be particular to the age of the participants. Sample risk assessments can be found on the associations website.

Emergency Aid

This should be considered as part of these assessments. At club level an emergency plan should be in place with access to First aid provision. At competition level appropriately qualified, experienced and insured provision should be made. It is highly recommended that all Coaches hold a First Aid qualification.

Insurance

It is the Duty of Care that the Coach ensures that all members carry the association's Insurance cover. Members who do not carry this provision may seek to recover any financial losses direct from the Coach. It is therefore a requirement that all practitioners are covered by the associations insurance. This cover included member-to-member liability cover. All Coaches must carry the associations Professional Indemnity Insurance cover. Application forms can be found on the associations website.

Safeguarding

All officers, officials, coaches and volunteers to have an enhanced DBS check.

Code of Conduct for members, parents and carers

As a practitioner member make sure

- You abide by the code of conduct
- Have insurance cover through the association membership
- Disclose any pre existing injuries or conditions
- Take note of all coach instructions and teaching
- Respect your training partner



As a parent or carer of a child taking part in our club we'd like you to:

- Make sure your child has the right kit for the session as well as a sealed water bottle, and when needed enough to eat.
- Try to make sure your child arrives to sessions on time and is picked up promptly; or let us know if you are running late or if your child is going home with someone else.
- Complete all consent/membership, contact and medical forms and update us straight away if anything changes.
- Make sure your child wears any protective kit we provide for them.
- Maintain a good relationship with your child's coach and catch up with them as much as you can about their development.
- Talk to us if you have any concerns about any part of your child's involvement

Behaviour

- Try and learn about your child's sport and what it means to them.
- Take the time to talk to your child about what you both want to achieve.
- Remember that children get a wide range of benefits from participating in sport; making friends, getting exercise and developing new skills.
- Listen when your child says they don't want to do something.
- Behave positively if you stay at class to watch your child.
- Use social media responsibly when talking about what goes on in our club, by behaving in the same way online as you would in person.
- Talk to your child about embracing club etiquette and sportsmanship.
- Ensure your child understands the code of conduct.

As a Coach ensure: -

- You have read, understood and complied with the association's policies and procedures with regard safeguarding.
- That you carry the associations insurance cover and are DBS checked.
- That you always act within a Duty of Care to the membership
- That you have undertaken the Associations Coach Award or Qualification at Level 1 and operate within current best practice guidelines
- That you understand and abide by the associations Code of Conduct.

Online Safeguarding

The British Aikido Association understands the importance of online communication for young people's development. However, we recognise that relevant safeguards need to be put in place to ensure children and young people remain safe while online or using social media.

We expect all young people to read through this document and parents to discuss these statements with their child and then sign the membership form to evidence they are aware and understand the following.

- I will be responsible for my behaviour when using the Internet and social media at my sports club, including the content I access and how I conduct myself.
- I will not deliberately create, browse or access material that could be considered offensive or illegal. If I accidentally come across any such material, I will report this to a member of the association.
- I will not use social media or the Internet to send anyone material that could be considered threatening, offensive, upsetting, bullying or that is illegal.



- I understand that I should only use the association's official social media or website communication channels to contact them and should not seek out individual volunteers or coaches.
- I understand that all my use of Internet and social media is potentially visible to everyone and that any issues involving my behaviour online may be addressed by my coach or other members of the association.
- I will not give out any of my personal information (such as name, age, address or telephone number online), or that of anyone else.
- I will not share my passwords with anyone else.
- I will not arrange to meet someone that I have met online unless accompanied by a coach or parent.
- I understand that these rules are designed to keep me safe, and if they are not followed my parents may be contacted.

Photographic image and filming consent

Sports organisations and clubs benefit from using images of young participants to promote and celebrate activities, events and competitions. Some coaches also find it helpful to use photographs or videos as a tool to support a young athlete's skills development.

However, the use of photos and videos on websites and social media, and in posters, the press or other publications, can pose direct and indirect risks to children and young people if not managed correctly.

In accordance with our child protection policy we will not permit photographs, video or other images of young people to be taken without the consent of the child or the parent if the child is under 16. The association will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform the association immediately. Photographic consent may be given on the association's membership application form and the permission accessed on the association's database.

Minimising the risks

- think carefully before using any images showing young people on your club website, social media or other publications.
- choose images that present the activity in a positive light, and promote the best aspects of the sport and organisation
- don't supply full names of young people along with the images, unless:
 - it's considered necessary – such as for elite young athletes
 - it's in the young persons best interests
 - the young person and parent have consented
- only use images of young people in appropriate dress or kit, including recommended safety wear
- activities such as martial arts can present a higher risk for potential misuse than others, so images of these activities should:
 - focus on the activity rather than a particular young person
 - avoid showing the young person out of context
 - avoid images and camera angles that may be more prone to misinterpretation or misuse than others
- coaches who use images of athletes as part of their training need clear guidelines by which they are required to comply, including: use of the images, consents, and retention, safe storage and confidentiality



Using official or professional photographers

You should establish and clarify many of these points as part of the commissioning or contracting process:

- inform parents and young people that a photographer will be in attendance
- ensure parents and young people consent to both the taking and publication of films or photos – see consent form on association website
- check the photographer's identity, the validity of their role, and the purpose and use of the images to be taken
- issue the photographer with identification, which must be worn at all times
- provide the photographer with a clear brief about what is considered appropriate in terms of image content and their behaviour
- clarify areas where all photography is prohibited (toilets, changing areas, first aid areas, and so on)
- inform the photographer about how to identify – and avoid taking images of – young people without the required parental consent for photography
- don't allow unsupervised access to young people or one-to-one photo sessions at events
- don't allow photo sessions away from the event – for instance, at a young person's home
- clarify issues about ownership of and access to all images, and for how long they'll be retained and/or used

Responding to concerns

All staff, volunteers, young people and parents should be informed that if they have any concerns regarding inappropriate or intrusive photography (in terms of the way, by whom, or where photography is being undertaken), these should be reported to the event organiser, another official or club coach.

This may be referred through the associations safeguarding procedure to ensure that reported concerns are dealt with in the same way as any other child-protection issue.

Ensure that your club or event organiser, or lead child protection or safeguarding officer is informed. Concerns about professional photographers should also be reported to their employers. If there are concerns or suspicions about potentially criminal behaviour this should include referral to the police.

When to seek parental permission

- Close-up images
- seek parents' consent to take and use images of individual or smaller groups of participants in which their young person would easily be recognisable
- let parents know how, where and in what context an image may be used – for example, on a public website, through social media or in a printed resource
- make parents aware of the associations policy on using young peoples images, and of the way these represent the organisation or activity
- complete a parental consent form for use of images of young people, possibly as part of the process for registering and consent of participation in the activity or event
- ask for the young persons permission to use their image – you could have them fill in a permission form to ensure they're aware of how the image may be used



General images of events

At many events, organisers will wish to take wide-angle, more general images of the event, the site, opening and closing ceremonies, and so on.

It's usually not reasonable, practical or proportionate to secure consent for every participating young person in order to take such images, or to preclude such photography on the basis of the concerns of a small number of parents.

In these circumstances, event organisers should make clear to all participants and parents that these kinds of images will be taken, and for what purposes.

What to do when parental consent is not given

Organisers have a responsibility to put in place arrangements to ensure that any official or professional photographers can identify (or be informed about) which young people should not be subject to close-up photography.

This could involve providing some type of recognisable badge, sticker or wrist band, and/or a system for photographers to check with the activity organiser and/or team manager to ensure it's clear which groups or individuals should not feature in images.

Secure storage of images

Images or video recordings of young people must be kept securely:

hard copies of images should be kept in a locked drawer

electronic images should be in a protected folder with restricted access

images should not be stored on unencrypted portable equipment such as laptops, memory sticks or mobile phones

Avoid using any personal equipment to take photos and recordings of young people – use only cameras or devices belonging to your club/organisation.

If you're storing and using photographs to identify young people and adults for official purposes – such as identity cards – ensure you comply with the legal requirements for handling personal information.

Talented young athletes

As young athletes progress up the competitive ladder, their sporting success can lead to an increased public profile:

- elite-level events are more likely to take place in a public arena
- event organisers and the association will look to positively promote Aikido
- elite young athletes who receive endorsements or sponsorship may welcome positive media coverage on a local, regional or national level

In these cases, some aspects of the guidance around the use of images and publishing identifying information are neither practical nor desirable.

However, the association retains its duty of care to these athletes and a responsibility to safeguard them. They must ensure that the athletes and their parents consent to images being taken and what information will be published alongside them. And it's important that our other good-practice guidance regarding supervision and the nature and use of images is still applied.



In addition, athletes, their parents and media representatives need to be clear about appropriate arrangements and ground rules for interviews, and for filming and photo sessions. The association will help to manage these issues as part of their overall support of elite athletes.

Use of CCTV in leisure facilities

If a leisure facility intends to use a live video stream of leisure activities for parents to spectate, which is displayed in public areas, facilities should make sure that:

- all customers are aware
- images are not recorded
- footage is shown without sound (reduces potential identification of individuals)
- any cameras provide wide-angle, general views
- there are arrangements in place to respond to any concerns about anyone watching the stream whose behaviour gives cause for concern

Photography by parents and spectators at events and club

Most spectators – especially competitors' family and friends – will want to take photos or videos at sports events. The club must have a photography policy and procedures in place to safeguard children. As part of their planning process, they'll need to factor in any additional facility or venue policies, as well as determine what stance to take on when photography by the public is allowed. Although parental consent is not required for photography by the public, event organisers should make the photography policy clear to all participants and parents ahead of the event.

Minimising the risks

Decide on a spectator photography policy during the planning stages of the event which may include:

- a total ban on any photography
- registration of individuals who intend to take photos
- no overall public photography ban for the event
- the event venue is a public area, so no ban is possible
- clarify and promote the photography rules for the event to all staff, volunteers, spectators, parents and young participants
- in these rules, include areas where photography is banned; for more on this,
- warn parents and spectators that there can be negative consequences to sharing images linked to information about their own or other people's children on social media (Facebook, Twitter) – and care should be taken about 'tagging'
- establish procedures to respond to and manage any concerns arising, including clear reporting structures and a system to contact police when necessary

Getting the message across

There's a range of ways event organisers and club coaches can inform stakeholders about their photography policy, including:

- pre-event/club registration, consent or information forms
- packs and leaflets for all event staff and volunteers, participants and parents
- pre-event induction or training for staff and volunteers
- event programmes
- posters and signage around the venue
- public-address announcements during the event
- Responding to concerns



All staff, volunteers, young people and parents should be informed that if they have any concerns regarding inappropriate or intrusive photography (in terms of the way, by whom, or where photography is being undertaken), these should be reported to the event organiser, another official or club coach.

There must be a safeguarding procedure in place to ensure that reported concerns are dealt with in the same way as any other child-protection issue. Ensure that your club or event organiser, or lead child protection or safeguarding officer is informed. If there are concerns or suspicions about potentially criminal behaviour this should include referral to the police.

Options for spectator photography policies

Photographic policies can range from total bans on image-taking, to no restrictions (other than those that are covered by the law). Here, we look at the pros and cons of each option.

Banning public photography

With the widespread use of smartphones, tablets and other equipment that can take photos, there are challenges in seeking to impose an outright ban on photography by parents and spectators. Clear communication to all parties is key to this approach, together with well-publicised systems for anyone to raise concern about breaches of these rules.

Advantages and challenges

Many operators of closed facilities (for example, some Leisure Centres) prohibit any unauthorised photography. Others may impose bans in specific areas within the facility. Club organisers need to establish, comply with and promote any venue policies or procedures, regardless of their own.

A total ban may make policing the rules more straightforward – although the use of phones may remain an issue – and provides a clear message from organisers about their commitment to safeguarding. However, a ban can be difficult to enforce, given the number of devices with which images can be taken.

A ban may be very unpopular with parents and other spectators who wish to record the efforts and achievements of their children or friends. A compromise is to let them have access to official photographs of the event.

Registering individuals who wish to take photos

Many event and club organisers require anyone wishing to take photographs to register. Communicating this to the public is essential, together with establishing a straightforward process for doing so.

Usually, individuals will register via a basic form and receive a sticker or equivalent to indicate they have undergone the process.

Staff, volunteers, participants, parents, spectators and the public need to be both informed about this process and encouraged to report anyone apparently taking photos without the necessary registration.



Advantages and challenges

This system has the advantage of providing a clear message about the organisers' commitment to safeguarding, potentially deterring individuals with bad intent.

It may provide identifying information about someone should concerns arise, depending on the thoroughness of any identity-checking included in the registration process. And when well advertised, it effectively enlists many spectators in 'policing' the rules.

However, registration itself clearly requires resources and time (including for spectators). Unless it's linked to some form of robust identity check, it won't provide a mechanism to identify individuals should concerns subsequently arise.

It may provide someone with bad intent with apparent legitimacy for their actions in terms of having official permission to take photographs of participating young people.

No outright ban on photos

Some clubs have opted not to ban all photography. Instead, they proactively promote guidance about those specific areas where photography is not permitted under any circumstances (for example, toilets and changing areas).

You should provide the public with key messages about the risks associated with online postings, and encourage them to report any concerns about anyone's behaviour in this context.

Advantages and challenges

This approach has the advantage of not requiring any registration system (other than for official and professional photographers attending the event).

It focuses more on the concerning aspects of photography being undertaken, rather than photography itself. It acknowledges that many spectators will wish to take photographs, while also promoting safeguarding messages.

This system relies on a high level of public awareness of what behaviours should raise concerns, and of the event's process for reporting and responding to reported concerns. It provides no process to secure identity details of any spectators.

Photography at open event sites

In general, members of the public are entitled to take photos in public areas, whether or not this includes taking images of young people involved in sports events or activities.

Regardless of any policies or procedures governing photography by those involved in or watching sports events, organisers have no right to impose these rules on other members of the public accessing or using the same public spaces.

However, if there are any indications or concerns that an individual may be taking images of young people that are inappropriate or illegal, this should immediately be reported to the organiser/club coaches, who have responsibility for contacting the police. This could include images of young people taken in changing areas or toilets. Or images taken in ways or from angles that suggest inappropriate or abusive intent. Organisers/Coaches should have in place and actively promote clear ways for anyone to report concerns they have about photography or any other aspect of young persons wellbeing.



Photography in changing rooms and showers

A growing number of incidents involving inappropriate or illegal photography of young people in changing and shower areas of many sports and leisure facilities are being reported.

What are the risks?

Some incidents clearly involve an individual with bad intent deliberately targeting a vulnerable young person to take and misuse images. These images may be uploaded to social media or shared with other likeminded individuals or groups motivated by sexual interest. Occasionally, these images are also used to threaten and force the young person into unwanted, illegal sexual activity.

Upskirting, although not specific to changing rooms, is a risk in this setting and is a distressing violation of privacy. It is where someone takes a picture under a person's clothing without their permission and or knowledge. This is now a criminal offence in England and Wales.

Taking and sharing images like this may form part of wider bullying of the targeted young person by other young people, motivated more by a wish to cause humiliation and embarrassment.

Even in the context of a shared joke among friends, without abusive intent, a young person taking and sharing inappropriate images may be committing a serious offence and risk criminal prosecution.

Minimising the risks

Many facility operators have put in place policies and procedures to reduce the likelihood of such incidents taking place. These almost always include imposing a ban on photography of any form in these areas of the facility (regardless of rules that apply in other areas). Such bans cover participants, spectators, all staff and volunteers.

It can be difficult to be sure whether someone using a mobile phone is actually taking photos or videoing their environment. In order to further deter photography in changing and shower areas, some operators have banned the use of mobiles and other equipment capable of taking images altogether from these areas.

It's important that all users, staff and volunteers within the facility understand the operator's stance on photography. For instance, policies can be communicated through clear signage and posters.

Responding to concerns

Everyone should be made aware of what they should do if they have concerns about the behaviour of any other person in this context.

If anyone is suspected of taking images of young people (or adults) in a state of undress, the facility manager or safeguarding lead should be informed immediately and the police consulted.



Away Trips and Hosting

Away Trips

Traveling to away to courses and competitions is regular event for many clubs and teams. Trips may vary from short journeys across town to practice with another local club or involve more complicated arrangements involving overnight stays and events overseas. But even what may appear as the most straightforward of trips will require some level of planning. The following will outline a number of issues that need to be considered when traveling with young people.

Communication with:

Young people – they should be aware of the travel plans, venue and time for collection, time of return and any costs. Young people should also have a clear understanding of what standard of behaviour is expected of them. Young people must know what sports kit and accessories they need to bring with them.

Parents – should be made aware of the above and must have completed a consent form detailing any medical issues that the team coach should be aware of. Parents should also have the name and contact details of the team coach in the event of an emergency.

Other coaches / volunteers – need to be made aware of what their responsibilities are in advance of the trip. If the trip is a long journey, it is important that all coaches / volunteers have an itinerary.

Transport

Planning needs to take place before the event to make sure that, whatever mode of transport is being used, any safeguarding concerns can be addressed. It is best practice for an individual adult/coach not to be alone in a vehicle.

Ratio

Dependent on the sport the ratio of adult to child may vary but what ever is considered appropriate would generally need to be increased when traveling away from home. For under 10 years a recommended level is 1:8 for U16s 1:15 maximum. In all cases there should be at least two adults on any journey and a mixture of genders.

Insurance

The team coach needs to ensure that the club's general insurance covers travel to away events and cover should include baggage loss, medical cover and emergency expenses to cover accommodation and transport. The Associations insurance does cover legitimate Aikido or club related activity. Please check prior to event.

Emergencies

Procedures need to be in place in the case of an emergency taking place during an away trip or whilst being hosted.

Hosting

A host should be provided with as much information about the young people staying with them and details of the competition/course. The host should agree to provide references and be vetted when this is available. When arranging for events/trips abroad, the club or Association will be dependent on the ability of the host organisation to access vetting services and obtain appropriate references.



Associations Travel Charter

Youth Member Right To Responsibility

- Be safe
- Have any concerns listened to
- Be respected by their coach and host family
- Have easy access to phone contact with the trip organiser
- Have a list of events (itinerary)
- Regular group meetings with other young people
- Have their religious needs facilitated
- Have prior knowledge of climatic variation to enable them to bring adequate clothing
- Be made aware of the codes required for phoning home
- Maps of the local area
- Have the currency of the country they are visiting explained to them
- Be made aware of collection and drop off arrangements
- Show respect to their host families
- Show respect to other youth members and their leaders
- Attend any prior planning meeting to ensure they are fully informed of the plans
- Maintain the sport's reputation by adhering to the code of conduct
- Discussing their dietary needs with the host family
- Maintain the accommodation to the standard set by the host
- Be aware they are ambassadors for their sport and on occasions their country
- Dependent on arrangements with parents, manage their own money

Coach / Manager Right To: Responsibility

- Have support from the Association if reporting any concerns about the arrangements
- Respectful behaviour from young people, other adults, members or parents involved
- Not be left vulnerable when working with young people
- Receive the relevant information from parents/guardians in advance of the trip i.e. –
Dietary needs – Any personal care needs – Emergency contact numbers –
Signed medial consent form – List of any medication/allergies - Insurance
- To plan well in advance of the trip
- Check Association guidelines
- Gather information on destination and venue (if possible carry out a risk assessment)
- Facilitate information meetings prior to the trip for parents and young people
- Maintain confidentiality about sensitive information
- Model effective behaviour including time keeping, commitment and compliance with procedures
- Fostering teamwork to ensure the safety of youth members in their care
- Respond to youth members' statements and concerns and report these in
- To have any personal "out of pocket" expenses reimbursed
- To be able to apply sanctions in line with the Associations guidelines and discussed prior to the trip
- To share responsibilities, such as being an emergency contact, with other staff/volunteers rather than being solely responsible
- Record any complaints or accidents on relevant documentation
- Provide the young people, parents and host with an itinerary of events
- Have clear arrangements for collecting and transporting young people during the trip



- Ensure that if a young person has to share a room that it is with someone of the same sex and that they are aware of who this is in advance
- Check adequate insurance cover is arranged
- Ensure they have received the relevant documentation from the young persons parents/guardians
- To ensure that there is an appropriate adult/child ratio
- To submit a report to club or Association after the trip
- Make parents and young people aware of photographic policy and obtain parent's signature (or include on permission form)

Parent's / Guardians

Right To:

Responsibility

- Know their child is safe
- Be informed of any problems or concerns relating to their children
- Be informed if their child is injured
- Have their consent sought prior to the trip
- Contribute to the decisions in planning the trip (when appropriate)
- Have knowledge of where their child is staying and with whom
- Have a contact number for their child's hosts and trip organiser
- Have a detailed itinerary of events that their child will be taking part in
- To be aware of the Code of Conduct for young people, coaches and hosts and encourages their child to abide by these
- To agree sanctions with the coach and child prior to the trip, in accordance with organisational procedures
- Ensure the child has appropriate spending money
- To pay for relevant costs prior to their child going on the trip
- Provide the coach with all relevant documents and emergency contact number
- Ensure the child has a passport and insurance (if required) prior to the trip
- Provide appropriate clothing to meet the needs of the child while away from home
- Drop off and collect their child at agreed time

Hosts

Right To:

Responsibility

- To be treated with respect by the young people, coaches and parents
- To have prior knowledge of any special requirements e.g.- Medical - Food - Religious - Transport - Mobility
- To have telephone contacts, lists of parents and coaches in the event of an emergency
- To be financially reimbursed for any expenses (when agreed)
- To be informed of competition/course details
- To have clearly defined roles prior to the event
- To be consulted about any change in plans
- To have agreed to a Code of Conduct
- To consent to checks/references being sought into the appropriateness of them being hosts
- To provide a safe and supportive environment for the young people while they are hosting them
- To attend host family meetings prior to and during the visit if arranged
- To provide the young person with a positive experience of staying away from home and possibly a different culture



Events held in public parks and spaces: safeguarding considerations

Introduction

This section provides advice and guidance for anyone responsible for planning and running sports events for young people on public spaces, e.g. on fields, parks or other areas that are open to the general public. It provides essential guidance for event organisers on how to address the particular challenges presented by these more open sites.

Considerations fall into the following broad areas, their relevance being determined by the venue, the planned activity, the range of participants, and so on:

Supervision Event Management processes Pre Event

The pre-event site visit (part of the site/facility risk assessment) should include:

- identification of all entrances and exits to the event area – and the security of any boundary fences, hedges or walls
- noting any specific potential risk features (e.g. lakes, rivers, buildings, equipment and so) -specific points where the public may come into contact with athletes (e.g. toilets, cafes, shops and so on)
- checking that the facilities and activities are accessible for disabled children and adults
- establish if other activities will be held on the site at the same time

In light of the risk assessment plan for: Staffing

- adequate staffing of all entrances, exits, toilets and other identified points
- event staff patrolling the site perimeter
- event staff, volunteers and participants wearing identifiable clothing

Security and signage

- cordoning off activity areas for event staff, participants and approved others only, and provide accreditation for event staff, volunteers and participants
- signage (appropriate for young people) to help them find their way around the site/s depending on the size and complexity of the site provide maps/plans for staff, volunteers, participants and parents
- establish and sign post to an information/lost children point and establish a procedure to respond to lost/found young people who have become separated from their parents/carers (typically non-participants)

Handover arrangements

- a clear venue and system for the handover of young people to parents at end of event (do not allow young people to just disappear unaccounted for); stipulate that young people leave as they arrive in school/club groups unless it is pre-agreed with parents/guardians that older participants will travel home independently
- arrangements so event staff stay until the last young person is safely accounted for and that suitable arrangements are made for any participants whose parents/guardians fail to collect them

Weather contingencies

Weather contingencies being in place the distance to adequate cover e.g. in the event of a storm places where can young people can shelter/rest when eating etc.



Other on-site activities

- any other activities taking place on the site e.g. other groups or events on the day
- informing group leaders or team coaches that young people may wish to use static facilities (e.g. bouncy castles or playgrounds) in down times
- ensuring that clarifying group leaders or team coaches understand that such facilities are not part of the event and participants use at own risk

Pre event Information to parents/carers

- Ensure that parents and team coaches are aware of when the duty of care is transferred from and back to the parent (is this at event site or at school/club departure points, and at what times)
- Emphasise the importance of parents complying with these arrangements – particularly at the end of the event where it is vital that a formal handover takes place to avoid confusion or fears that young people are simply missing
- If there are no catering facilities inform parents that food and drink will be required.
- If there are catering facilities it may be helpful to let parents/carers know what is available and the cost.
- In the pre- event information to parents/carers in addition to the normal registration forms: Inform parents that the event is in a public park/place, and that:
 - Members of the public who are not part of the event may be taking photographs
 - Toilets/cafes and other facilities will be being used by people who are not part of the event.
 - They should advise their children not speak to strangers and to stay with their group.

Supervision of the young people

- In addition to usual ratios for adults to young people ensure extra adult supervision as required by the nature of the site/facility
- Plan and use suitable group control measures (e.g. buddy systems, large groups split in small groups each with named leaders),
- Ensure both the young people and the adults managing them wear recognisable/identifiable clothing
- Ensure the young people receive a pre event briefing on what to do if separated from group and that all relevant adults are aware of the procedure (establish key muster point/s) for responding
- Ensure head counts are undertaken by leaders particularly at arrival/departure points, and when separating and reforming groups
- Promote an event missing young person procedure
- Ensure young people are aware of arrangements for toilet use by young people when public will also be using them.
- If members of the public will be using toilets, cafes and other facilities- make sure that there is an event presence at these points:
 - To monitor and ensure that contact between young people and members of the public is appropriate
 - Motivate and encourage young people to return to their groups in a timely manner
 - To help young people if they are lost etc.
 - Ensure all teams/participants are registered and that they are signed in and out of the activity.



Event Management

- Inform local police that the event is taking place.
- Check local bye-laws, for example in relation to dogs being allowed off leads and also public alcohol consumption.
- Contact the local council/provider to find out numbers for dog wardens especially what to do for out of hours, if for example there is a dog causing a nuisance on the site. Ensure areas are clear of debris and litter especially dog faeces which can cause illness.
- Ensure first aid cover
- Establish if other activities are planned for the site and risk assess implications
- Put signage up to advise that in a public place photographs may be taken as part of event media or by members of the public
- Ensure that the facilities and the activities remain accessible for people with disabilities.
- Check that you have mobile phone coverage at all parts of the venue.
- Provide First Aid
- Provide water for participants

Briefings for staff and volunteers should cover:

- potential dangers of infection from animal faeces (EColi) and preventative measures
- supervision on pavements, roads and especially crossing of any fast roads is pre-planned. It is recommended to cross in lines parallel to road, with an adult at each end; and with large groups split into smaller waves
- potential hazards associated with the site
- responding to suspicious behaviour by members of the public
- codes of conduct for events should enforce that those taking part should not consume alcohol or smoke, even though members of the public may smoke or consume alcohol
- lost/missing young person or separated parents/carers procedure
- comfort break arrangements

Briefings for young people should cover:

- what to do if they get lost or separated from their group
- their timetable for the day
- where key facilities are on-site
- potential hazards associated with the site – including areas they are prohibited from going
- group discussion and agreement on standards of behaviour expected when representing their sport, club, school or region, and potential consequences of breaches
- what to do if they are concerned about someone's behaviour towards them or another young person
- arrangements for refreshments and comfort breaks
- departure arrangements, muster and pick up points
- reminding young people to take extra care of personal belongings, particularly any valuables such as mobile phones.

Post Event Management

- Review all safeguarding concerns/cases arising at the event
- Evaluate and recommend any future changes.
- Check social media sites as far as possible to ensure photographs etc. are appropriate.



Events held on public parks and spaces: Additional considerations checklist

	Yes/No	Comments/Actions	Responsibility
1. Site visit undertaken			
2. Specific risk feature identified			
3. Mobile reception on venue			
4. Other events taking place at venue			
5. Entrance/boundaries & staffing			
6. Public access to facilities			
7. Disability Access			
8. Site signage required			
9. Site map required			
10. Weather/cover contingencies			
11. Duty of Care handover arrangements & communication			
12. Supervision arrangements			
13. Lost/found arrangements			
14. First Aid provision			
15. Insurance provision			

Data Protection

The association is fully compliant with the general data protection legislation (GDPR) and the UK Data protection Bill. The Association will only use the data collected for the administration of the association and not pass to third parties. All data is password protected and encrypted to ensure maximum confidentiality and safety.

Equity

The Association is committed to treat everyone equally within the context of their activity, regardless of sex, ethnic origin, religion, disability, age, sexual orientation or political persuasion.

“Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure that it becomes equally accessible to all members of society, whatever their age, ability, gender, race, ethnicity, sexuality or socio-economic status.”

Reporting safeguarding concerns

The association has an extensive reporting system in place, which is outlined in the Child Welfare and Safeguarding Policy. It is the Duty of all concerned to report any and all suspicions of abuse.