

SnowSafe 2024

Toolkit for Clubs

July 2024

The guidance is correct at the time of publication (July 2024)

Introduction

Snowsport England is committed to safeguarding children and young people involved in our sport and expects all affiliated members and clubs to share this commitment.

The following policies can be found on our [website](#) and must be adhered to by all snowsport participants registered with Snowsport England, all affiliated Clubs, Academies and organisations (hereafter called Clubs) and members of any affiliated club. These policies should be read in conjunction with this Toolkit.

- **SnowSafe Children and Young People (2024):** Snowsport England's Policy for safeguarding children.
- **SnowSafe Adults (2024):** Snowsport England's Policy for safeguarding adults.

SnowSafe Toolkit (2024) - The aim of this document is to support all clubs and organisations affiliated to Snowsport England, Club Welfare Officers, coaches and instructors. Clubs following this guidance will be following best practice and create a positive environment in which children and young people can have fun, achieve success, and will want to continue to participate in our sport.

Clubs running a **facility** may need more comprehensive guidance; these clubs will need to risk assess their activities appropriately and produce policies, procedures and Emergency Action Plans appropriate for their facility and activities.

Whilst the guidance in this Toolkit is aimed at affiliated Clubs operating in both the UK and abroad, some guidance will not always be practicable to follow for Clubs based overseas and common sense must prevail. All clubs should produce their own policies and procedures, where applicable, taking into account our guidance, and ensure these are publicised and communicated to all club members.

We aim to address the majority of issues a club might face but cannot cover them all. When clubs are considering what steps to take in respect of matters not covered in this document, they must always put the welfare of the child first and use common sense to determine the best course of action.

For the purpose of this guidance, the term **coach** is used to include coaches and instructors of all levels.

For the purpose of this guidance, the terms **child** and **young person** are interchangeable and apply to anyone who has not reached their 18th birthday.

Safeguarding is everyone's responsibility. Clubs must accept responsibility for promoting good safeguarding practice and clubs are therefore asked to promote the relevant sections to their coaches and others.

We know one size does not fit all, and whilst the overarching messages are true for all clubs working in the UK and abroad, some of the example templates or documents in the **SnowSafe** Toolkit may not be necessary for your club, or you may require more in-depth versions.

This toolkit does not constitute legal advice

If you have any questions – Snowsport England is here to help – contact the [Safeguarding Lead](#).

Table of Contents

1. General Information for Clubs.....	4
2. Appointing and Training a Club Welfare Officer (CWO).....	8
3. Creating Your Own Club Safeguarding Policy Statement	12
4. Safer Recruitment	13
5. DBS Disclosures	18
6. Safeguarding Training Requirements	24
7. Guidance for Coaches and Others Working or Volunteering with Children.....	26
8. Positions of Trust.....	31
9. Child Abuse	32
10. Guidance for Responsible Adults	41
11. Guidance on Missing Children	42
12. Guidance on Codes of Conduct	43
13. Guidance on Transporting Children	45
14. Guidance on the Use of Photographic Equipment.....	47
15. Cyber Guidance	50
16. Grooming.....	55
17. Mental Health and Wellbeing	56
18. Whistle Blowing	57
19. Confidentiality and Information Sharing.....	59
20. Children at Increased Risk of Abuse	62
21. Supporting LGBT+ members	65
22. Managing Challenging Behaviour	69
23. Safeguarding – One-Day Events.....	71
24. Guidance on Organising Safe Trips Away	72
25. The Role of the Local Authority Designated Officer (LADO or DO)	83

Section 2

Templates for Your Club	84
-------------------------------	----

Section 3

Other Useful Information.....	123
-------------------------------	-----

1. General Information for Clubs

Snowsport England's aim is to support clubs to create a culture where everyone feels confident to raise legitimate concerns without prejudice to their own position. Any concerns about the behaviour of coaches, instructors, officials, or any other members of the children's workforce that may be harmful to a child or adult in their care, must be reported to the Snowsport England Safeguarding lead on an [Incident Referral](#) Form. You can contact the Safeguarding Lead for advice via [email](#) or by telephoning 07462 156784.

Safeguarding is the responsibility of everyone involved in snowsport. Your Committee has overall responsibility for safeguarding at the club; the Club Welfare Officer takes the lead for the day-to-day implementation of safeguarding within the club, but everyone must work together and proactively safeguard all participants.

Why do Clubs need policies and procedures?

- They enable staff and volunteers to follow best practice and know they are doing all they can to safeguard children in their care (when implemented)
- They enable staff and volunteers, parents and children to know what to do if they are worried
- They evidence your club is a responsible club, taking pride in doing things well
- When implemented, they help protect children from harm and abuse

Simply having a static paper document will not safeguard children. The policies and procedures must be put into practice and communicated to all members of the club.

The Club is responsible for ensuring appropriate safeguarding information is given to their employees and volunteers and that they are made aware of good safeguarding practice.

Duty of Care This is a legal and moral obligation imposed on an organisation or an individual that requires them to adhere to a standard of reasonable care when undertaking a task or action that could potentially cause harm to another. Any organisation or individual working with children has a duty of care to safeguard all participants, but specifically the children they are responsible for whilst they are participating in their activities. **SnowSafe** Toolkit has been designed to help you meet that duty of care.

The duty of care starts with individuals and organisations putting in place measures to minimise the likelihood of "foreseeable harm". This would include risk assessments and child safeguarding procedures. The Committee, together with coaches and staff are responsible for developing, maintaining, and reviewing safeguarding policies, procedures, and guidance within your organisation.

[Working Together to Safeguard Children](#) (Government Guidance – updated in December 2020). This guidance sets out what all organisations working with children must do to safe-


guard and promote the welfare of all children and young people under the age of 18. It highlights that anyone working for these organisations is subject to the same responsibilities, whether paid or volunteering, and need to be aware of their safeguarding responsibilities, how to respond to concerns and make a referral to children's or adults' social care or police. Also, that all organisations should have a board level champion with the required knowledge, skills and expertise.

To meet your club's duty of care, you must:

- Adopt, implement, and actively promote **SnowSafe** Children and Young People, and **SnowSafe** Adults and other safeguarding information to your members
- Ensure safeguarding children is the top priority at the club and embedded into all practices
- Formerly adopt the **SnowSafe** Policies in your Constitution (*see suggested wording below)
- Advise all staff that failure to abide by **SnowSafe** Policies and the club's safeguarding procedures may result in Disciplinary action or be reported to Police, or Children's or Adult's Social Care Services (if appropriate)
- Engage with the Snowsport England Safeguarding Support process.
- Offer a welcoming, friendly environment for all participants
- Follow the Whistle Blowing guidance and ensure you promote an environment where legitimate concerns can be raised without fear of recrimination or victimisation
- Appoint and train at least one Club Welfare Officer (CWO) and make children, club members, parents, coaches and staff aware of them
- Ensure the Snowsport England Safeguarding Lead is informed of the current details of your CWO/s
- Ensure safer recruitment practice, references and DBS disclosures (where applicable) are carried out in line with Snowsport England guidance thereby ensuring anyone known by the Authorities to be unsuitable to work with children, is not allowed to do so
- Ensure safeguarding courses are attended or completed by all relevant staff in line with Snowsport England guidance
- Ensure coaches are up to date with current practice
- Ensure contact details, medical information and consents are provided for all children and permission is given to act in loco parentis if the parent is not accompanying a child
- Act upon any concerns reported to you and report any child or adult protection incidents to the Club Welfare Officer and/or Snowsport England Safeguarding Lead
- Have relevant policies and procedures in place, ensure Members are aware of them, and ensure compliance
- Ensure everyone at your club is aware it is not their responsibility to determine if abuse has taken place, but it is their responsibility to report and act on any concerns they have.

* Clubs should formally adopt the Policies in their Constitution and the following wording is suggested:

“The Club will ensure a duty of care to all members of the club by adopting and implementing the SnowSafe Children and Young People and SnowSafe Adult Policies and any future versions of these Policies”



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

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

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

What is Adult Protection? The Care Act 2014 definition relates to “adults at risk” and means protecting an adult’s right to live in safety free from abuse and neglect. The aim of adult safeguarding is to prevent harm and reduce the risk of abuse or neglect to adults with care and support needs.

However, in a snowsport environment we want to go a step further and ensure we have an inclusive environment, where all adults are welcomed and supported to enjoy our sport.

Safeguarding must be an integral part of the activities of your club. It is about creating a culture that enables children and adults to participate safely in snowsport. We want all participants to have an enjoyable and fulfilling experience at the club, and this includes adults too.

Adults at risk

Any adult may experience abuse or harm. However, certain people are considered to be at greater risk so are given more protection by law.

An adult at risk is anyone aged 18 or over who:

- has needs for care and or support
- as a result of care and support needs is unable to protect themselves from abuse
- is currently experiencing or is at risk of abuse.

Adults at risk may:

- have a mental or physical illness
- have a learning disability
- have addiction problems
- be frail.

Whether an adult is at risk or not is something which changes with their circumstances – it is not fixed.

Empowerment and self-determination

Everyone has the right to make decisions for themselves. When you are safeguarding adults, you must understand this right. Otherwise, you can accidentally cause a different kind of harm by removing a person’s freedom of choice.

See our **SnowSafe** Adults safeguarding policy.

Five reasons to think about safeguarding adults and children differently

- Children and adults at risk can experience different types of harm and abuse
- Many people don’t understand why adults need safeguarding. Separate policies and procedures help to get the message across

- The way abuse is reported for children and adults at risk is not the same and the legislation for managing each is different. Organisations must make sure everyone understands the right steps to take when they're worried someone is not safe
- All adults, including adults at risk, have a right to make unwise decisions - including the choice not to take action to protect themselves. This is different for children, where their safety is the primary concern - although listening to their views is still important
- When you are safeguarding adults, you must consider the individual adult's needs in every situation. This might include considering whether the adult is subject to coercion or undue influence.

Creating a safe and welcoming environment, where everyone is respected and valued, is at the heart of safeguarding. It is about making sure your organisation is run in a way that actively prevents harm, harassment, bullying, abuse and neglect. It is also about being ready to respond safely and well if there is a problem. Everyone in the organisation has a role to play in safeguarding. It should become part of your day-to-day activities.

Five reasons to do safeguarding well

- Abuse, harassment and harm can happen to anyone – people we work with, staff or volunteers. It is not always visible and often not spoken about.
- Abuse, harm and neglect are wrong.
- We have a duty to do something about it.
- When everyone understands safeguarding and their right to be safe, people who have nowhere else to turn are protected.
- An organisation that does safeguarding well is an organisation that is trusted.

2. Appointing and Training a Club Welfare Officer (CWO)

It is a Snowsport England mandatory requirement for all affiliated clubs involving participants under the age of 18 to appoint a Club Welfare Officer (CWO) and ensure they complete a Snowsport England/Snowsport England approved DBS and receive Snowsport England approved training.

Clubs only working with over 18s must still appoint a Club Welfare Officer, complete specified training and ensure the Snowsport England Safeguarding Lead has their contact details.

- The CWO will be the first point of contact for safeguarding matters for everyone within the club, and for Snowsport England
- The Club must ensure the Snowsport England Safeguarding Lead is given the up-to-date contact details of their CWO
- The CWO will support the club to adopt and implement the good safeguarding practice necessary for the club to demonstrate its duty of care for children
- The CWO will be supported in their role by the Safeguarding Lead at Snowsport England
- Everyone in the club - children, parents, coaches, members, committee members, helpers – must know:
 - Who the CWO is
 - How to contact them
 - That the CWO is the first point of contact if there is a concern

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

Identify and select an appropriate CWO

The Club Welfare Officer should be selected as the most appropriate person for the role. Many clubs have members who already have experience of safeguarding through their work. These people can be considered but don't rule out other enthusiastic volunteers who may have more

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

The CWO must not be a coach or the spouse/partner of the coach at the club where they are the CWO.

The person selected for the role must be able to:

- Satisfy the requirements of the core skills of the role description
- Be prepared to complete the core tasks
- Be prepared to undergo the mandatory training required
- Be prepared to undergo a Snowsport England DBS disclosure

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

Once selected the recommended process is:

1. Chairman (or person Chairman has delegated the task to) to personally ensure CWO goes through the correct vetting process
2. Chairman to ensure CWO completes an application form
3. Chairman to ensure 2 written references are obtained
4. Chairman to ensure a DBS check is carried out according to Snowsport England's requirements
5. Name, address, e mail and telephone number of CWO to be given to Snowsport England Safeguarding Lead
6. Chairman to ensure CWO attends relevant training
7. CWO's details (name, contact telephone number and e mail address, and ideally a photo) to be put on club notice board, website and in any other appropriate places
8. Letter to go out from CWO to **all club members** (not just those under 18) so anyone with any concerns at the club knows the role of the CWO and how to contact them
9. All club officials (including coaches, helpers, boot room staff, desk staff, first aiders, Committee etc.) should be made aware of who the CWO is, and of the requirement to refer all safeguarding issues to the CWO (or Snowsport England Safeguarding Lead if CWO not available; or in an emergency, the Police).

There is a CWO Forum where CWOs can ask each other general questions, share their policies and best practice and generally receive motivational support from each other. This must not be used for specific child protection concerns. For more information e mail the Snowsport England [Safeguarding Lead](#).

Club Welfare Officer Role Description



Duties

- Promote good practice in safeguarding and protecting children in their club, working with coaches, club committee and club members to create a child centred environment and develop a proactive safeguarding culture within the club
- To help safeguard and protect children by assisting in the promotion and implementation of **SnowSafe** Children and Young People Policy and the club's Child Protection Policy
- To help safeguard adults by assisting in the promotion and implementation of **SnowSafe** Adults and the Clubs Adult Protection Policy
- Be the first point of contact for all safeguarding matters at the club / SE's Safeguarding Lead
- Maintain contact details for Children's and Adults Social Care, Police and LADO
- Be a member of, and report to, the club's Management Committee meetings
- Advise the Committee on the club's mandatory responsibilities regarding safeguarding
- Ensure DBS checks are carried out and recorded on anyone working in a role requiring one
- Promote and ensure confidentiality is maintained
- Promote anti-discriminatory practice.

Person Specification and Suitability Checklist - E (Essential) or D (Desirable)

- Enthusiasm to be a proactive CWO (E)
- Experience of dealing with or working with children or young people (D)
- Knowledge and understanding of safeguarding children issues, or desire to learn (E)
- Knowledge and understanding of adult safeguarding issues, procedures and referral process, or desire to learn (E)
- Knowledge of poor practice and abusive behaviour, or willingness to learn (E)
- Basic knowledge of how abusers 'target' and 'groom' individuals and organisations to abuse children (D)
- Commitment to undertake the relevant training required for the role and promote safeguarding at their club (E)
- Commitment to undertake a Snowsport England DBS¹ and provide 2 references (E)
- A good communicator and ability to use e mails and access the internet (E)
- Good listener (E)
- Non-judgemental (E)
- Commitment to equality and diversity (E)
- Ability to handle confidential information sensitively and with integrity (E)
- Reasonable level of administration experience (E)
- Willingness to ask for advice when required (E)
- Knowledge and understanding of snowsport (D)
 - At least 18 years of age (E)

¹ Having a criminal record will not necessarily preclude you from volunteering; it will depend on the nature of the conviction or information provided

CWO training and mandatory requirements

- 1) Club Welfare Officers need to attend Snowsport England Approved training which is Safeguarding and Protecting Children delivered by UK Coaching which is a safeguarding course designed for the sports sector. This can be done on a face-to-face basis or via a tutor led online classroom. Once completed this qualification last for 3 years and can be revalidated with an online refresher course provided the refresher is completed no more than one month after expiry of the original course. Check the Snowsport England website for the approved refresher course that are available.
- 2) CWOs must then attend the “Welfare Officer Time to Listen” course delivered by UK Coaching. This course is mandatory for all CWOs and must be repeated every 3 years. Please note, if you do not have the time to attend this, it is unlikely you will have the time to be proactive at your club regarding safeguarding and another CWO should be appointed.
- 3) CWOs are required to undergo a Snowsport England or Snowsport England approved enhanced DBS disclosure with barred list check for working with children. [E mail us](#) for details.

Additional Courses

In addition to the mandatory training above, we are encouraging CWOs to attend safeguarding adults training. If you are able to complete training, we ask you to do the UK Coaching [Safeguarding Adults](#) e learning course.

CWOs may wish to complete mental health awareness training (not mandatory) and we ask you to consider the UK Coaching [Mental Health Awareness for Sport and Physical Activity](#) e learning course or Mental Health First Aid.

There are other courses and [webinars](#) you can attend, many of which are featured on the Child Protection in Sport Unit (CPSU) [website](#).

See Section 2 for a Checklist for CWOs.

3. Creating Your Own Club Safeguarding Policy Statement

Your club must adopt Snowsport England's **SnowSafe** Policies and in addition must create its own Policy Statement which is relevant to your club. A suggested process is below.

1. Committee to discuss and make suggestions for statements to be included. Appoint a sub-committee to produce the draft statement.
2. CWO and sub-committee draft a Policy statement, incorporating agreement to abide by **SnowSafe** Policies. Input from additional stakeholders (coaches, parents) should be considered. Look at the draft template in [Resources section](#) of our website or Templates section of this Toolkit.
3. Edit, and circulate your draft Policy to Committee members.
4. Committee to discuss the Policy and agree any amendments, additions etc.
5. Minute the agreement and date the policy.
6. Formally adopt the Policy at AGM.
7. Put copy on the notice board and website.
8. Promote the Policy, make parents, children, coaches, and other members aware of it.
9. Ensure all staff are aware of it and abide by it.

4. Safer Recruitment

This guidance applies to paid staff and volunteers. All clubs must ensure new staff go through an appropriate vetting process prior to appointment to establish their suitability to work with children. Even if your club only works with adults, it is recommended you follow safer recruitment practice, although the procedure will be slightly different (contact Snowsport England for details).

Snowsport England acknowledges almost all people wanting to work with children in snowsport are doing so with the best of intentions. However, it is evident some unsuitable people will seek to work in sports organisations. The more robust your policy and procedures, the less likely it is that someone with ill-intent will seek to work with you; and if they do apply to work in your club, your sound recruitment practice will help in preventing them to do so.

Recruitment

As a minimum requirement, you must follow these 12 steps when recruiting anyone to work or volunteer with children at your club. Snowsport England recognises it has a responsibility to safeguard children participating in snowsport by providing a safe and enjoyable environment. Your club has a moral, and a legal obligation, to follow good practice when recruiting and reasonable steps must be taken to ensure unsuitable people are prevented from working with children.

Snowsport England requires all affiliated clubs and organisations to go through an appropriate vetting process prior to appointing new staff to work with children to establish their suitability to work with them.

- 1) **Recruitment Policy** – Your club should have a simple [recruitment policy](#) to show the club's commitment to safe and fair recruitment.
- 2) **Planning your recruitment** – Clubs should draw up a list of roles they need within their club. For each role, a role description including the necessary and desirable skills and experience required to fulfil the role should be listed.
- 3) **Application Form** – An [application form](#) should be drawn up to collect the information required.
- 4) **Advertising the role** – Depending on the role, you might advertise it locally, on your notice board, in your newsletter, on your website or to a wider audience. In practice, applicants may approach the club asking if they can volunteer. Make sure you mention in adverts you follow safer recruitment practice and that a DBS and references will be required if the role involves working with children.
- 5) **Shortlisting** – If you are advertising a paid role, you will need to go through a fair and equitable shortlisting process. If applicants have volunteered the same process may be required, or you may only have one applicant for the role.
- 6) **Interview or Meeting**

- a) **Interview** – If there is competition for one role, a panel should be appointed, questions agreed, and applicants invited to a formal interview process
- b) **Meeting** – Most volunteer roles at clubs will not attract multiple applicants! You must still ensure however that a meeting takes place before appointment to help inform the recruitment decision. Ideally at least two people should meet the person. At this stage, it should be possible to confirm the information the applicant has given on the application form. Questions can be asked about how they would handle a certain situation? What experience have they had of something? For example:
- Tell us about your previous experiences of working with children
 - It is 8pm and the training session has finished and a child has not been picked up. What would you do?
 - Have you ever been refused work with children? Is there anything we should know that could affect your suitability to work with children?

7) **References** – It is really important 2 references are taken up – even if the person is known to your club. One should be a professional reference (e.g., from their current job, or if no longer working, their last job or a volunteer role) and the other could be from the CWO of the applicant’s last club or other volunteering role. The referee must not be related to the applicant and must have known them for at least 2 years. You might find out they did not adhere to club rules, or did not operate with a child centred approach. Either send a letter including a statement that the person will be working with children, or a [reference request](#) form and make sure you can verify the reply has been sent by the correct person. This can be more difficult if using an e mail address. If they complain that the process is too onerous, remind them you follow safer recruitment practice and this might make you consider whether they are suitable for a role with children.

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

8) **DBS Disclosure** – Snowsport England has a mandatory list of roles that are required to have a criminal records check. Other roles within clubs can vary enormously and so you need to consider if they meet the threshold to carry them. All roles within snowsport that require an Enhanced disclosure with barred list check for working with children are considered “Regulated Activity”, as in a snowsport environment it is not possible to be supervised at all times. Further guidance can be sought from [Snowsport England](#) if required. Record this information on your club [DBS recording form](#). It is important you DBS check appropriately: You MUST do the correct check on anyone in Regulated Activity (e.g., coaches/instructors and CWOs) – but it is against the law to do a DBS disclosure on someone not eligible (except a Basic DBS disclosure).

The applicant must [obtain a DBS](#) (where required) before being allowed to start. This must be an enhanced disclosure, with barred list check for working with children and issued by Snowsport England⁴. Please note Basic disclosures are **NOT ACCEPTABLE** for the work they are doing with you. Contact [Snowsport England](#) to verify the disclosure information is current and acceptable. Snowsport England

⁴ If the applicant has an appropriate disclosure issued by another organisation and has joined the DBS Update Service, Snowsport England might be able to accept it. Ask them to scan a copy to [Snowsport England](#), together with a copy of their photo driving licence OR passport and bank statement.

will need the full name, date of birth and disclosure number. NB – always verify with Snowsport England that the DBS information is correct – never take someone’s word for it. Remember – a DBS check will only show cautions, convictions, reprimands or warnings the person has received. If they have never been suspected of being a risk to children, the criminal records check will be clear. In addition, Snowsport England could be aware of something that has happened since the disclosure was issued but we are not able to withdraw someone’s disclosure once the DBS has issued it, as it is their property. Where this occurs, Snowsport England will make every effort to inform clubs where the person is known to work, but cannot inform other clubs. A DBS check (where applicable) is only part of good recruitment practice.

9) Other Checks – If recruiting a coach, check they have a DBS, a relevant coaching qualification, first aid and safeguarding certificates. If recruiting a CWO, they will need a UK Coaching Safeguarding and Protecting Children certificate (or work based equivalent), DBS and need to attend the Time to Listen course. Other roles within your club may require other qualifications.

10) Recruitment Decision – The CWO/appointed recruiter should collect all the information, confirm the identity of the applicant (via a photo drivers’ licence, or passport), confirm they have the right to work in the UK, check the references, ensure the DBS check (if applicable) is satisfactory, and look to see if there are any unexplained gaps in employment history before the employment decision is made. The decision should be made in consultation with those who interviewed the person. If you need to do a risk assessment as a result of information received, contact [Snowsport England](#) for advice and support. If you are employing someone from outside the EU, you must also ensure they are entitled to work here and where relevant, obtain a Certificate of Good Conduct for them.

11) Induction – Make sure the new staff member has an induction. This should include reference to the club’s policies on safeguarding, communication, transport, photographs, social media, whistleblowing etc. They should be made aware of **SnowSafe** Policies and their requirement to abide by them. Make sure they know who the CWO is, and when they should contact them. They should know how to respond to a concern raised by a child or adult, and about the appropriate reporting procedures for concerns. Talk to them about acceptable/unacceptable behaviours. Ask them to agree to and sign the relevant Code of Conduct. If they are entitled to free tea/coffee or snacks, make them aware of this. If the club reimburses out of pocket expenses, tell them how to claim. This is also an ideal time to establish if any other training is required. Appoint a mentor they can go to for advice and support for a period of time. Set a probationary or trial period (3 or 6 months) and ensure they are supported during this time. See the Coach Induction checklist template in Section 2.

12) Disciplinary Procedure – If you have followed the guidance above, you are less likely to need to invoke your Disciplinary Procedure. However, it is important the club has one, so appropriate steps can be followed should the need arise.

Recruiting Non-EU coaches to work with children

The employer (i.e. the club) is responsible for ensuring employees have the right to work within the UK, with a relevant visa, so you should ensure you comply with the [UK Visas and Immigration’s](#) requirements, when employing people from outside the EU. Clubs must also follow the guidelines above including references, DBS and where required, a Certificate of Good Conduct.

Safeguarding is Everyone's responsibility – All individuals and clubs have a duty of care to ensure the safety and welfare of all children involved in their activities and to safeguard and protect them from reasonably foreseeable forms of harm.

[Working Together to Safeguard Children](#), HM Government (2024)

Snowsport England Requirements

All affiliated clubs/organisations will ensure that:

- Staff and volunteers working with vulnerable groups (children or adults at risk) who are eligible, are subject to a criminal record check
- Staff and volunteers who are undertaking Regulated Activity are checked against the barred list for working with children and not allowed to commence work if they are barred (a Basic DBS disclosure will not suffice)
- Coaches and club welfare officers undertake relevant child protection training
- Coaches undertake relevant first aid training
- Staff and volunteers working with children are aware of good practice and poor practice and know what to do if they have a concern about a child, or about the behaviour of an adult towards a child or another adult
- Coaches and other staff know how to respond to a disclosure, how to record the information and reporting procedures
- Coaches, instructors, trainee instructors and leaders have an up to date licence that is valid for the range of operation of their coaching.

Exit Interviews

Clubs should consider conducting an exit interview when coaches or other staff leave the club. In order to review and improve, this can be a valuable exercise and learning opportunity for the club.

NB The guidance above applies to all people applying for roles working with children. We recommend for roles not working with children you still follow the general principles of the guidance, but you will not be able to ask for the same DBS disclosure, nor ask about unspent criminal convictions. Check with [Snowsport England](#) if you need further information.

Checklist when recruiting staff to work with children and young people



This checklist applies to all posts, whether paid or unpaid, full, or part time.

Your Club will:

- ✓ Have a recruitment policy which has been agreed by your club Committee
- ✓ Have identified the roles required and drawn up role descriptions for the different posts. e.g., Coaches, Instructors, Club Welfare Officers, Team Managers, Responsible Adults etc.
- ✓ Have clearly defined the responsibilities of each post, and the skills, experience, attributes and/or qualifications required for each post (person specification)

For each post have you:

- ✓ Advertised the post? This could be on your website, through newsletters, adverts on your noticeboard, in local papers or maybe advertised more widely. Remember – if the post involves working with children you should also state on the advert a DBS check will be undertaken.
- ✓ Drawn up an application form?
- ✓ Applied for written references?
- ✓ Interviewed the applicant, or had a meeting with them?
- ✓ Carried out ID checking?
- ✓ Checked with Snowsport England that the applicant's DBS is valid for snowsport?
- ✓ Checked their other qualifications (if applicable) e.g., Coaching qualification, First Aid certificate, Safeguarding Certificate etc.?
- ✓ Risk assessed their application if either the DBS or references raise concern? Snowsport England risk assesses all positive DBS disclosures undertaken by them. We have members of staff with training and experience to carry this out. If in doubt, please consult Safeguarding Lead or deputies?
- ✓ Made a recruitment decision taking into account the interview, references, qualifications (where applicable) and DBS disclosure.
- ✓ Carried out an Induction?
- ✓ Arranged for them to be mentored/supported for 3 to 6 months?
- ✓ Given them a probationary period of 3 to 6 months?

5. DBS Disclosures

Snowsport England requires all those working in “Regulated Activity” with children to undergo an Enhanced DBS with barred list check for working with children.

Regulated Activity – for snowsport purposes, is teaching/coaching, training, supervising or caring for children (or someone with day-to-day management of these people). This activity must be done regularly (e.g., 3 times a month or more) or overnight and the person will not be supervised. To be supervised you would have to always be within hearing, and sight, of someone who themselves is in Regulated Activity. Within snowsport we do not believe anybody is always supervised to this level – so anyone needing a DBS according to the criteria, is in Regulated Activity and requires an Enhanced DBS with barred list check for working with children.

Regulated Activity with adults – there are very few people within snowsport who may be doing Regulated Activity with adults and would therefore require the barred list check for working with adults. Teaching or coaching adults with disabilities is **not** Regulated Activity. Regulated Activity with Adults would be helping with personal care (e.g., toileting, washing etc.). We would always recommend adults requiring this amount of assistance have a carer with them whether this is a one-hour snowsport lesson or a residential. However, we know there are a minority of people within snowsport who do provide this service and are therefore in Regulated Activity with adults. When applying for a DBS they must specifically notify Snowsport England that they are undertaking regulated activity with adults – otherwise the barred list for working with adults will not be checked.

Coaches working with adults with additional needs may be eligible for an Enhanced check **without a barred list check**, if the session is specifically designed for adults receiving a health care or social care service. However, if coaches are also working with children, they will have this information on the DBS obtained for their work with children.

MANDATORY LIST

If working/volunteering with under 18s a DBS check with Children’s Barred List check is required for the following roles. These roles are undertaking Regulated Activity (RA) if they meet the frequency criteria above. NB – although we have listed ‘roles’, it is the actual activities that would necessitate a DBS. For example, if the cook on a residential trip looks after children in the evening (e.g. a responsible adult), they will require a DBS for the role of ‘responsible adult’.

- Coach
- Instructor
- Volunteer Snowsport helper
- Responsible Adult
- Club Welfare Officer/Event Welfare Officer
- Houseparent (for trips overnight)
- Physiotherapists, Sports therapists, Strength and Conditioning coaches (arranged/employed by the club)
- Minibus drivers arranged by club if they are also responsible for supervising children

A DBS check is not usually required for the following roles – BUT a risk assessment should be done in case the role includes other activities that would require one.

- Committee members
- Website Administrator
- Race officials (unless Event Welfare Officer)
- Official Photographers
- Cook on Residential Trip

The Club Welfare Officer should advise on which roles within their club require the post holder to undertake the vetting process and should contact Snowsport England for advice if they need it.

How to Obtain a DBS check

You should apply for a [DBS here](#).

One DBS disclosure can be obtained free of charge for:

- Volunteer CWOs of member clubs
- Volunteer coaches who are members of our Coaching Scheme

The applicant should then join the DBS Update Service (free of charge for volunteers) so no further DBS disclosures will be required as Snowsport England can ask the DBS to do a “status update check”. Unfortunately, Snowsport England is unable to pay the administrative charge for repeat DBS checks, where the applicant fails to join the DBS Update Service for free, as we have to pay an administrative charge for these DBS disclosures each time one is submitted.

All other applicants will be required to pay for their DBS disclosure including:

- Coaches who are paid for any of their work
- Non-members (including a non-member fee)
- Other staff at the club requiring a DBS disclosure
- Anyone requiring a repeat disclosure because they have not joined the DBS Update Service.

ID Verifying

You can visit a local ID verifier for free and need to show them at least 3 documents from the list on our [website](#).

You can opt for Post Office verification service; the Post Office charge about £13.00 for this.

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

As an organisation operating within England we are not able to accept PVG disclosures nor Basic Disclosures (often issued for BASI instructors). Basic Disclosures may not fulfil the club’s legal requirement “not to knowingly employ someone who is barred from working with children” as

they do not show this information. Basic disclosures are therefore not acceptable to us or other clubs if the applicant works with children. They will need to apply for a new Enhanced DBS with barred list check.

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

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

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

What is a check against the Barred List?

There are two Barred Lists. These are:

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

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

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

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

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

What does a DBS check reveal?

An Enhanced DBS check will reveal all spent and unspent cautions, convictions, reprimands or warnings an applicant has received, that have not been "Filtered".

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

A person can be barred from working with children, or adults, or both without having received a conviction so it is important not to accept a Basic disclosure as this will not necessarily show barring information.

Filtering of Minor Offences

From May 2013, the DBS has been removing some old, minor offences from DBS disclosures. Applicants are no longer required to declare any that have been filtered.

For those 18 or over at the time of the offence

- An adult conviction will be removed from a DBS certificate if:

- 11 years have elapsed since the date of conviction; and
- it is the person's only offence, and
- it did not result in a custodial sentence

Even then, it will only be removed if it does not appear on the list of offences which will never be filtered. If a person has more than one offence, then details of all their convictions will always be included.

An adult caution will be removed after 6 years have elapsed since the date of the caution – and if it does not appear on the list of offences relevant to safeguarding.

For those under 18 at the time of the offence -

The same rules apply as for adult convictions, except that the elapsed time period is 5.5

years. The same rules apply as for adult cautions, except that the elapsed time period is 2 years. The [DBS Filtering Guidance](#) gives more information.

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

Risk Assessing Positive Disclosures

Snowsport England carries out the risk assessment of positive disclosures. A coaching licence will only be issued if, after a risk assessment of their DBS they are considered suitable to work with children. Club Welfare Officers can contact the Safeguarding Lead to verify someone's DBS.

NB. A DBS (where applicable) is only part of good recruitment practice. Clubs should follow the guidance in [Safer Recruitment](#) guidance.

Occasionally, after a DBS is issued, someone might develop a criminal record that makes them unsuitable to work with children. We cannot withdraw their DBS disclosure as it is their property. We will endeavour to inform clubs the coach is known to work at, of the change in their DBS status. Clubs should check yearly that their coaches have an up-to-date Coaching Licence and they can ask the Safeguarding Lead for confirmation of their DBS status at any stage throughout the year.

If someone at your club tells you they have already had an enhanced snowsport disclosure carried out by Snowsport England in the last 3 years, you should give their full name, date of

birth and address to

**SNOWSPORT
ENGLAND**

[Snowsport England](#) and we will confirm the DBS details.

Update Service

The Government introduced the Update Service in 2013 to help make DBS disclosures more portable, but in a safe way. All applicants applying for a DBS disclosure after June 2013 have had the option of signing up for the DBS Update Service. Once someone has joined, Snowsport England can go online and do a free Status Update check to ensure their criminal record has not changed without the need for them to undergo a further disclosure.

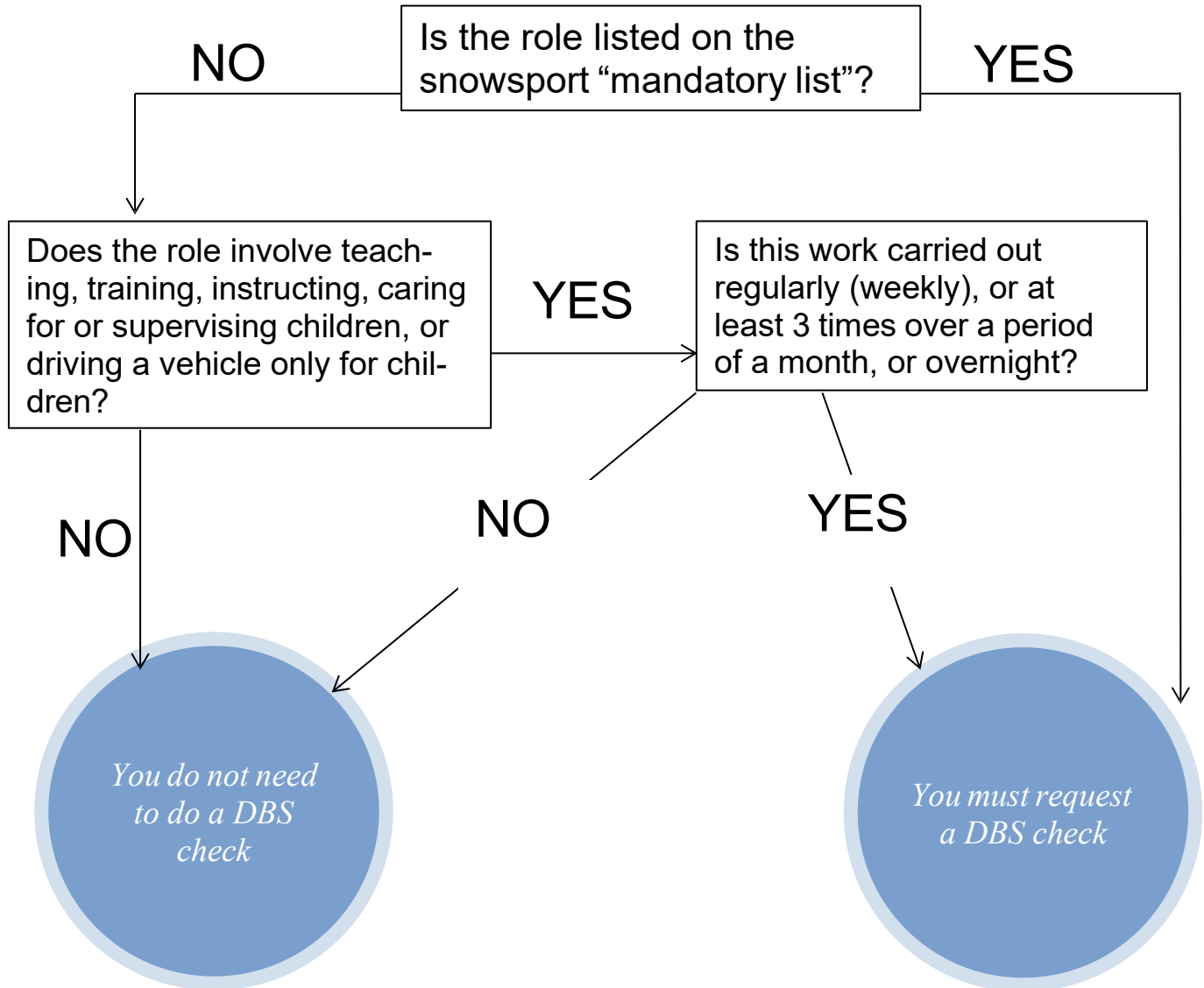
If you have a DBS with another organisation and have joined the Update Service, we must ensure it is the same level of check (enhanced, with DBS barred list check for working with children). We will ask you to provide a scanned copy of your disclosure together with proof of your identity (e.g., photo driving licence or passport and proof of your current address). If the disclosure has content, you will be required to send the original disclosure to us. We will then let you know if we can accept it, or whether you will be required to complete another DBS.

This DBS Update Service is free for volunteers and costs £13 a year for paid roles.

If you have a Snowsport England DBS disclosure we also ask you to join the Update Service. If you are a member, we can do a Status Update check without the need for you to complete a new disclosure in 3 years' time. The Update Service is administered by the DBS and you therefore need to tell us you have joined – we won't know otherwise.

Please check our [website](#) for the most up to date information about DBS disclosures.

Process for deciding if a DBS check is necessary - Follow this flow chart to decide whether your snowsport organisation should be asking someone to undertake a DBS check



If the person is carrying out the work unsupervised the DBS Children's Barred list will be checked. SE will do a barred list check for all positions on the Mandatory List

Since 2009 it has been a criminal offence for a barred person to work, or volunteer in regulated activity. However, this may not stop them applying. It is also an offence for you to employ someone to work in RA whom you know is barred from doing so.

In addition, if your club stops using someone in Regulated Activity because you are concerned about their suitability to work with children, you have a legal obligation to pass on your concern to the Disclosure and Barring Service (DBS). Contact Snowsport England for advice. Should the person leave your club before you have had a chance to ban them, you still have a duty to refer this information on.

If you hear or read in the paper that someone involved in snowsport is being investigated by

Police for any offences that could affect their suitability to work with children (e.g., offences against children, or violent offences etc.) please do let Snowsport England Safeguarding Lead know. We can then consider the situation and take the necessary steps to safeguard children if required. If you hear they have been investigated but not charged or convicted – please also refer this as the threshold for safeguarding children “is on the balance of probability” whereas the Police and Courts must prove “beyond reasonable doubt”.

It may be the case that although someone has not been convicted of a crime there remains a concern about their actions which Snowsport England must consider or investigate as part of its own safeguarding procedures.

6. Safeguarding Training Requirements

Our safeguarding training requirements do change from time to time to reflect best practice and encompass new training solutions. Our [website](#) always has our current requirements and recommendations.⁵ If a different course is attended it is unlikely Snowsport England will be able to accept it.

There are a vast range of child safeguarding training courses which cover basic awareness up to advanced training and knowledge. Many courses delivered however are aimed at the statutory sector and (quite rightly for the statutory sector) go into legal requirements, legal duties, serious case reviews, child deaths and are more geared towards “child protection” rather than “good safeguarding practice”. This type of training is not ideal for our sector where we are looking to deliver information about good safeguarding practice. It is not possible for us to individually assess all these courses. It is for this reason we stipulate which courses we can accept and these are in line with Child Protection in Sport Unit (CPSU) recommendations.

Coaches, Instructors and Tutors

Coaches must complete a [safeguarding course](#) on our list at least every 3 years. This will help them to:

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

The first course must be face to face or via an online tutor led classroom which will be valid for 3 years. On or prior to expiry of the face to face or tutor led online classroom you will be eligible to complete an online E-learning refresher. When that expires the cycle starts again with a face to face or online tutor led course.

Club Welfare Officers – please see section on “Appointing and Training a CWO”

Other Club Members

Training for other club members is not mandatory, but we welcome it. The more safeguarding knowledge there is within your club, the better the environment will be for children.

General training will cover:

- Safeguarding is everybody’s responsibility
- The categories of abuse
- Signs and symptoms of abuse
- What to do if there are concerns about a child and how to respond
- Good safeguarding practice relevant to sport
- How to make a safer environment for young people
 - Signposts for further information and support

Please note any concerns must be reported to your Club Welfare Officer, or the Snowsport England Safeguarding Lead – or in an emergency if you are concerned for the immediate safety of a child, the Police – 999.



See our [website](#) for courses.

Tutors Delivering Snowsport Safeguarding Training

Snowsport England does not accredit safeguarding tutors. The only safeguarding courses we accept are delivered by UK Coaching who only use accredited safeguarding tutors. If your club is considering organising a course for members, they should book a course listed on our website. These are the only courses we can guarantee we will accept for Licensing purposes, and we are likely to reject all other courses. See our [website for current information](#).

7. Guidance for Coaches and Others Working or Volunteering with Children

This guidance (Sections 7 and 8) is designed to be able to be given to new people working or volunteering at a club, along with other club specific guidance. Some of the guidance is therefore repeated elsewhere in the SnowSafe Toolkit. Your club may like to adapt it and add other information relevant to their role.

Coaches and others have a vital role to play in safeguarding children in snowsport. Safeguarding is not the sole responsibility of any one person, but everyone's responsibility. Good coaching is about providing a fun and safe environment in which children can enjoy the sport at all levels from the nursery slope right up to the elite level.

Snowsport England recognises the dedication, commitment and time given by our coaches and others involved within snowsport. Without their help, training, competitions and other events would not take place. We all need to work together to ensure children have the best possible experience and are safeguarded.

The NSPCC and others report that the consistent message we get from inquiry reports into abuse of children is that we need to listen more to children and young people and act on what they tell us.

You must abide by the relevant Snowsport England Code of Conduct and your Club Codes of Conduct.

Clubs should provide all new coaches and instructors with an induction, including making them aware of the club's policies on transporting children, photographs and videos, and social media and communicating.

A Child-centred approach

This focuses on the needs and views of the children. Failings in safeguarding systems are often the result of losing sight of the needs and views of the children, or placing the interests of adults ahead of the needs of the child. For example: A coach pushing a child beyond their ability in the hope of winning. Is the child still enjoying the activity? Is this a realistic aim? Is winning at all costs in the interests of the child, or in the interests of the coach?

Children want to be respected, have their views heard, to have stable relationships with professionals built on trust and to have consistent support provided for their individual needs. Everyone working with children should see and speak to the child; listen to what they say, take their views seriously and work with them to enable them to achieve their potential.

All those working with children must adhere to the relevant policies and procedures, including SnowSafe Children and Young People Policy, and the Code of Conduct relevant to their role and all other Club/Organisation policies and undertake relevant safeguarding training.

Press coverage in 2016 of child abuse in football and more recently in gymnastics and other sports should bring home the importance of acting on anything you are not comfortable with, or anything reported to you. Child abuse and harassment can take place in many situations, from the home and school to a snowsport environment. Snowsport coaches have regular contact with children and young people and can be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

Make sure you are up to date with your coaching qualifications, have the necessary DBS disclosure for snowsport, have attended an appropriate First Aid course (face to face) and a sports safeguarding course in the last 3 years. Check our [website](#) for a list of courses we will accept – we cannot guarantee to accept other courses.

It is really important for coaches and instructors to acknowledge and accept that their work is “Regulated Activity with Children” and they hold a Position of Trust within snowsport. This carries with it responsibilities for their behaviour (similar to those of a teacher) and Snowsport England has obligatory reporting responsibilities to statutory services for breaches of unacceptable behaviour.

Good Practice

All those working in a position of trust with children should ensure that:

- All children are treated equally and with dignity and respect
- Good practice is promoted, in order to reduce the possibility of abusive situations occurring
- They always work in an open environment (e.g., avoiding private or unobserved situations and encourage open communication with no secrets)
- They make the experience of snowsport fun and enjoyable and promote fairness
- They confront and deal with bullying
- They are an excellent role model, including not swearing, smoking or drinking alcohol in the company of young people
- They always put the welfare of the child first, before winning; the child’s welfare being paramount
- They build a balanced relationship based on mutual trust, which empowers young people to share in the decision-making process
- They, along with every coach, volunteer, official and member of staff continually reflect upon their own practice to ensure the safety and wellbeing of children at all times
- They keep up to date with technical skills relative to coaching/other qualifications and insurance
 - They are aware of the power that a coach, volunteer or official develops with participants in snowsport and avoid any inappropriate or intimate interaction
 - They give enthusiastic and constructive feedback rather than negative criticism

- They promote good sportsmanship, encouraging children to be considerate of other athletes, officials and volunteers and by being modest in victory and gracious in defeat
- They avoid unnecessary physical contact with children. Where any form of manual/physical support is required it should be provided openly and with the consent of the child. Physical contact can be appropriate where necessary in the sport, so long as it is neither intrusive nor disturbing and the child's consent has been given
- They obtain written parental consent for any significant travel arrangements including overnight arrangements
- They use social media appropriately and follow their club's policy and guidance for this or in the absence of club policy, Snowsport England's cyber guidance
- They abide by all their club's Policies – including Communication, Transport, Photo, Social Media
- They abide by the appropriate Code of Conduct
- They take all concerns seriously and report any concerns relating to child safeguarding immediately
- They 'whistle blow' if children's welfare or safety is being compromised
- They help Snowsport England work towards eradicating harassment and abuse of children in Snowsport.

REMEMBER

IT IS NOT YOUR ROLE TO DECIDE IF CHILD ABUSE HAS OCCURRED, BUT IT IS YOUR ROLE TO REFER ALL ALLEGATIONS OR CONCERNS APPROPRIATELY

Practical Guidance on Physical Contact

Physical contact can be used appropriately to instruct, encourage, protect or comfort. The aim of guidelines relating to physical contact is to provide adults and children with appropriate contexts for touching and an understanding of what types of physical contact should reasonably be expected within the sport, together with the purpose for this. It is important to stress that the rationale for any physical contact between a coach and child should be fully explained and the permission of the child, (and if appropriate the child's parent/guardian/carer) obtained. In an emergency of course, this might not be possible.

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

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

Physical contact should:

- Meet the need of the child and not the need of the adult
- Be fully explained to the child
- With the exception of an emergency, permission should be obtained
- Not involve touching genital areas, buttocks or breasts
- Not take place in secret or out of sight of others
- Be carried out by those appropriately qualified to do so, (although in emergency situations "appropriately qualified" might mean nothing more than being available)

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

Poor Practice

Poor practice can sometimes lead to, or create an environment conducive to more serious abuse. It may lead to suspicions about the individual's motivation, even where no harm is intended. For example, if a coach is giving one child too much attention, or regularly transports a child in their car, or encourages physical contact with children without obvious justification. These are all examples of poor practice and may be difficult to justify if an allegation is made.

You must not:

- Spend excessive amounts of time alone with one child away from others
- Take children to your home where they will be alone with you
- Take a child alone in a car with you (unless it is an emergency)⁶
- At an away event, go into a child's room without another adult in a position of responsibility (unless it is an emergency), or invite a child into your room
- Share a room with a child
- Shower with a child
- Do things of a personal nature that the child can do for themselves
- Engage in rough, physical or sexually provocative games, including horseplay
- Allow or engage in inappropriate touching of any form
- Make sexually suggestive comments to a child, even in fun
- Allow children to use inappropriate language unchallenged
- Be friends with a child in your club on social media (unless related to them)
- Communicate by phone or social media with a child at the club who is under 18 or in line with club policy. (NB your club may agree a younger age of 16; see Cyber Guidance section of this **SnowSafe Toolkit**)
- Reduce a child to tears as a form of control

⁶ You must follow club policy; some clubs (mainly operating overseas) may risk assess this activity and produce a club policy that allows this in some situations

- Take part in, or tolerate behaviour that frightens, embarrasses or demoralises a child or affects their self esteem
- Fail to act upon any allegations made by a child or fail to record it
- Engage in a sexual relationship with anyone under the age of 18 for whom you have responsibility or hold a position of trust – this would be a disciplinary offence and a criminal offence and will be reported to statutory agencies.
- Engaging in sexual relationships with a child under the age of 16 is a criminal offence and will be reported to the Police.
- It is a criminal offence for coaches and others in a position of trust to engage in sexual activity with anyone under 18, over whom they hold a position of trust.

Any of these situations could leave you open to allegations and many of these actions may be difficult to defend and could result in disciplinary action and in some situations, reported to the Police.

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

Where cases arise where it is impractical or impossible to avoid certain situations that might be considered poor practice, the task should only be carried out with the full understanding and consent of the parent and the child involved **AND** the Club Welfare Officer **must be notified**. The reasons for deviating from the above good practice should be documented on an Incident Report form and given to the CWO and made available to the relevant people concerned.

If during your care you accidentally hurt a child, a child seems distressed in any manner, appears to be sexually aroused by your actions, or if the child misunderstands or misinterprets something you have said or done, report this as soon as possible to another colleague and make a written note of it on an Incident Report Form. The Club Welfare Officer must be informed as soon as possible. In most cases parents should also be informed of the incident.

Child abuse can arouse strong emotions. Snowsport England recognises that it is important to understand these feelings and not allow them to interfere with our judgement about the appropriate action to take.

8. Positions of Trust

Positions of trust within snowsport would include, but are not limited to coaches, instructors, people assisting with coaching, CWOs, managers and responsible adults, physios, sports psychologists etc. Coaches in particular need to ensure they understand the power and influence they may have over children they are coaching. In a competitive environment this dependency will be increased. The relationship, in essence, is no different to that between a school teacher and pupils in their care. Most adults in a position of trust recognise the boundaries that must not be crossed in terms of the relationship with the young person. Clubs should ensure their young coaches in particular are supported to understand these boundaries.

At the time of publication (June 2022), the law changed to include coaches and others in the Position of Trust legislation. This will extend the legal protection for 16- and 17-year-olds to prevent them being targeted by adults who hold a position of power and influence over them. It is a criminal offence to engage in sexual activity with someone they are coaching, or for whom they hold a position of trust. The Ministry of Justice has agreed to extend the law to include coaches and others in the Sexual Offences Act 2003

No-one in a position of trust should encourage a physical or emotionally dependent relationship to develop between them and a child in their care; this is often referred to as grooming. Adults must never send children inappropriate or sexually provocative messages or images by text, or other electronic media or engage in any sexualised conversations with under 18s.

Appropriate behaviour and boundaries must be upheld by anyone “in a position of trust” at the club.

On being notified that an adult in a position of trust is involved or suspected of being involved in a sexual relationship with a child (under 18), Snowsport England will report the matter to the Police and the Local Authority Designated Officer. An adult removed from Regulated Activity for engaging in a sexual relationship with a child will also be referred to the DBS who will consider whether to bar that person from working with children. Incidents occurring outside snowsport (for example teachers, scout leaders, or within other sports) may also be subject to disciplinary action by us if the person is involved within our sport.

Everyone within the club has a duty to raise concerns about the behaviour of any member which may be harmful to young people in their care, without prejudice to their own position. Concerns must be raised with the Club Welfare Officer or Snowsport England Safeguarding Lead or if a child is in immediate danger, the Police.

9. Child Abuse

Abuse is maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused by an adult or by another child. Abuse can occur in any setting including home, school, community, sport setting or online. The abuser may or may not be known to them.

Children with disabilities, elite athletes, children in Care, children who identify as LGBT+, children from black and mixed ethnic backgrounds and children who have previously suffered abuse are all at increased risk of harm. Children whose parents are suffering from mental health problems, pressure, drug or alcohol abuse or domestic violence within the family are at increased risk of harm. However – just because a child is living in these circumstances does not mean they are suffering harm.

There are four main types of child abuse: Physical, Emotional, Neglect and Sexual Abuse

Bullying is also abusive behaviour which generally incorporates more than one of the four types of abuse behaviour. Those involved with children should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label and in most cases, multiple issues will overlap with one another.

Physical Abuse - When someone physically hurts or injures a child; for example, by hitting, shaking, throwing, poisoning, burning or scalding, drowning, biting, or other physical harm of a child. Physical harm may also be caused when a parent fabricates the symptoms of, or deliberately induces illness in a child.

In snowsport physical abuse may occur where the level and intensity of training or competition exceeds the capacity of the child's immature and growing body, or where coaches encourage the use of drugs or harmful substances to enhance a child's performance, or athletes being told to participate when injured or physically assaulting a child.

Emotional abuse - This is the persistent emotional maltreatment of a child to cause severe and persistent adverse effects on the child's emotional development. It may involve telling a child they are worthless, unloved, inadequate or valued only insofar as they meet the needs of another person. It may involve unrealistic expectations for their age or development being imposed on children or even the over protection of a child. Or causing the child to feel frightened or in danger by constantly being shouted at, threatened or taunted which may make the child very nervous and withdrawn.

There is a degree of emotional abuse involved in all types of child abuse, though it can occur alone. In snowsport emotional abuse may occur if children are subjected to constant criticism or name calling, sarcasm, bullying, racism or pressure to perform to unrealistically high expectations; or when their value or worth is dependent on sporting success or achievement. It could include unjustified non-selection for a squad, or deliberately ignoring a child.

Neglect - This is when adults consistently or repeatedly fail to meet a child's basic physical and/or psychological needs, which could result in the serious impairment of the child's health or development. It may involve failure to provide adequate food, clothing or shelter; failure to protect a child from physical or emotional harm or danger; failure to adequately supervise children.

Within snowsport neglect may occur through failure to ensure children are safe or supervised; subjecting children to undue cold or extreme weather conditions without ensuring adequate clothing or hydration; exposing children to unnecessary risk of injury e.g., by ignoring safe practice guidelines; requiring children to perform when tired, injured or unwell, or pushing the child too hard or beyond their capability or failing to seek medical help when required.

Sexual abuse - This is where children and young people are abused by adults (male or female) or other children who use them to meet their own sexual needs. It could include full sexual intercourse, masturbation, oral sex, anal intercourse, kissing, sexual fondling and grooming a child in preparation for abuse (including via the internet). Showing children pornographic material (books, videos, pictures) or involving the child in the production of sexual images, watching sexual activities, looking at sexual material or participating in sexual discussions are also forms of sexual abuse.

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

It should be noted that some individuals deliberately target sports activities to gain access to, and abuse children. Grooming may occur over several years before an individual makes his or her move. There is evidence within sport that some individuals have deliberately ignored governing body codes of practice and used physical contact within a coaching role to mask their inappropriate touching of children. Contacts made within sport and pursued through texts, WhatsApp, Facebook, Twitter etc. have been used to groom children for abuse.

Within snowsport, coaching techniques which involve physical contact with children can create situations where sexual abuse can be disguised and may therefore go unnoticed. The power and authority of, or dependence on the coach if misused, may also lead to abusive situations developing. It is inappropriate for coaches and others to ask young people intimate questions about their boyfriends and girlfriends and in some cases, this could be part of a grooming process.

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

Bullying - Bullying can occur whenever children and young people come together, including within sport situations. Bullying can take many forms and is harmful to the victim. It may be physical such as hitting; online or cyber such as abusive messages, comments or images on social media; involve damage or theft of property; be based on someone's gender, ethnicity, sexuality or disability; or be about their sporting ability.

The competitive nature of snowsport makes it an ideal environment for bullies to operate in. Bullying will not be tolerated, and clubs and coaches must challenge bullies and support anyone who experiences bullying.

Increasingly there is a range of specific areas of concern that children may be being abused that you need to be aware of, some of which are summarised below:

- **Cyber-bullying:** When a person or group of people use the internet, mobile phone, online games or other kind of digital technology to threaten, tease, upset or humiliate someone else. It is a form of bullying but because it happens online or on mobile phones can happen 24 hours a day, 7 days a week. It can be done anonymously by blocking the sender's details or setting up a fake account. There is however often a trail, and children should be asked to keep the e mails, abusive texts and messages and seek help.
- **Hazing:** Hazing refers to any activity expected of someone on joining a group, or maintaining status in a group, that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. We know that hazing exists in schools, universities and in sports environments and need to be aware it could exist in snowsport. Typical hazing activities include sleep deprivation, personal servitude, binge drinking and drinking games, being forced to wear embarrassing attire, carry out dangerous stunts and sexual assault.
- **Child sexual exploitation:** the request/demand/ performing of any sexual act of an under 18-year-old, in exchange for any type of reward, monetary or otherwise, including a threat to carry out/not to carry out an action (e.g., sending pictures of the child to others).
- **Female Genital Mutilation (FGM):** An illegal procedure which involves the partial or complete removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons. This usually takes place between infancy and 15 years of age, but can be performed on older girls. Traditionally it is carried out in 29 countries in Africa and parts of Asia, Latin America and the Middle East. Due to migration, FGM is now practiced globally.
- **Racist or homophobic abuse:** usually verbal and can be threatening in its use
- **Self-harm:** self-inflicted cutting, scratching, injecting or other types of self-physical harm including drug misuse.

Recognising Child Abuse

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

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

Indicators that a child may be being abused include the following:

- Unexplained bruising, marks or injuries on any part of the body
- Multiple bruises, in clusters, often on the upper arm or outside of the thigh
 - Cigarette burns
 - Human bite marks
 - Broken bones
 - Scalds with upward splash marks

- Multiple burns with a clearly demarcated edge
- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Fear of being left with a specific person or group of people
- Reluctance to get changed
- Depression or withdrawn behaviour
- Saying they have secrets they cannot tell anyone
- Sexual knowledge beyond their age or developmental level
- Dirty, smelly or inappropriate clothing for the conditions, or getting their clothes torn
- Pain or itching in the genital area or discomfort when walking or sitting down
- Sulking, hair twisting, rocking, fear of making mistakes, sudden speech disorders
- Fear of parents being approached for an explanation
- Developmental delay in terms of emotional progress
- Complaining of being tired all the time

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

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

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

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

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

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

Responding to the allegation, disclosure or suspicion

Anyone responding to a disclosure, suspicion or allegation must:

1. Stay calm – so as not to frighten the child. Do not show disgust or disbelief.
2. Ensure the child is safe and feels safe.
3. Reassure the child they are not to blame, and it is right to tell.
4. Be honest, do not say you can keep a secret, but say you may need to tell someone else for them to be helped.
5. Listen carefully, showing they are being taken seriously.
6. Keep questions to a minimum, only if necessary, to clarify what is being said. Avoid asking leading questions. The law is very strict and child abuse cases have been dismissed where it is felt that the child has been led or words and ideas have been suggested during questioning.
7. Keep an open mind, do not make assumptions or judgments.
8. If the child needs urgent medical help – call an ambulance. Inform doctors of the concern and ensure they are aware it is a Child Protection issue.
9. If you are concerned for the **immediate safety** of the child, call the Police, 999.

Avoid Leading Questions. A “leading question” is one which may prompt the respondent to answer in a particular way and often result in false, biased or distorted information. Children are particular susceptible to leading questions.

NEVER:

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

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

Recording the relevant information

Any information passed to Snowsport England, children’s social care, the Police, the Designated Officer (formerly the LADO) must be as helpful and accurate as possible. It is important to write down as much information at the time, or as soon as possible afterwards. An Incident Report Form should be used if possible. Information recorded should be factual and must include:

- Details of the child (name, address, gender, date of birth, home telephone number)
- Details of the parent or guardian (name, address, telephone number)
- Whether the parents/guardian have been informed
- Details of the person expressing their concern
- Details of the nature of the allegation – what you are told, use the exact words if you can, or observations
 - Description of any visible bruising or other injuries
 - Details of the person alleged to have caused the incident or injury (name, address, date of birth/approximate age, telephone number – if you are able to get this information without arousing suspicion)

- Witnesses to the incident
- Times, dates and other relevant information
- It must be clearly documented what is fact, or you have been told, and what is opinion or hearsay
- A signature, date and time on the report.

Reporting the relevant information

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

If you are concerned for the immediate welfare of a child, dial 999 and say it is a child protection concern. Keep a note of the name and job title of the person you spoke to, and the crime reference number. For other concerns:

Information should be shared on a strictly need to know basis and other than to protect a child, should remain confidential.

- Only tell people who “need to know” to safeguard the child. This will not usually include any other staff at the club. You may feel happier sharing the information with another CWO if there is one at your club.
- Ensure anyone you share the information with understands the need for confidentiality.
- If the parents are not implicated, let them know your concerns, unless it would put the child at further risk to do so.
- ALWAYS – let the Safeguarding Lead at Snowsport England know. He/she may need to take further steps to ensure children at other clubs or facilities are safe, or may need to report it to Statutory Services.
- If you become aware that someone may not be suitable to work or be around children – e.g., you read something in the paper, or hear something about someone, and this person is involved within snowsport in any capacity including parent, participant, competitor, coach, committee member, official etc. – ALWAYS report it to the Safeguarding Lead at Snowsport England – don’t assume someone else has.

Who to report concerns to:

- Always report concerns to your Club Welfare Officer (CWO)
- At a club event, report to your CWO
- At a Regional, National or International event, report to the CWO on duty at the event
- The relevant CWO should only deal with minor issues themselves and must always pass on any possible child protection concerns to the Safeguarding Lead at Snowsport England or in an emergency, the Police/Children’s Social Care (and let the Snowsport England Safeguarding Lead know at the earliest opportunity)
- If a criminal offence has taken place report it to the Police.

It is often only by seeing the larger picture, that we can identify someone is a potential risk to children.

You or the CWO should complete an [Incident form](#) and forward a copy to the Safeguarding Lead at Snowsport England who will:

1. Record the concern
2. See if any other incidents have been reported
3. Advise the CWO if there is any further action they should take
4. Where appropriate, deal with the matter themselves, informing the CWO where possible
5. Where appropriate, refer the matter to the Police, Children's Social Care or the DO
6. Where appropriate, report it to the Snowsport England Case Management Group or start Disciplinary Proceedings.

It is not always possible to inform the club of the outcome of the matter, for reasons of confidentiality (for example if the person has subsequently left the club). In other situations, the club will be informed.

If you are concerned a child may be being abused outside snowsport, follow the same procedures for reporting. If you are concerned for the immediate welfare of a child, dial 999 and say it is a child protection concern.

Useful contact numbers are given at the end of this Toolkit.

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

Consideration should be given to the support required for everyone affected by the disclosure. This includes the young person, the person reporting, other club members and potentially the alleged perpetrator of the abuse. Contact Snowsport England [Safeguarding Lead](#) for further information. The NSPCC can be contacted 24/7 for advice or guidance. Contact details are at the end of this Toolkit.

Finally:

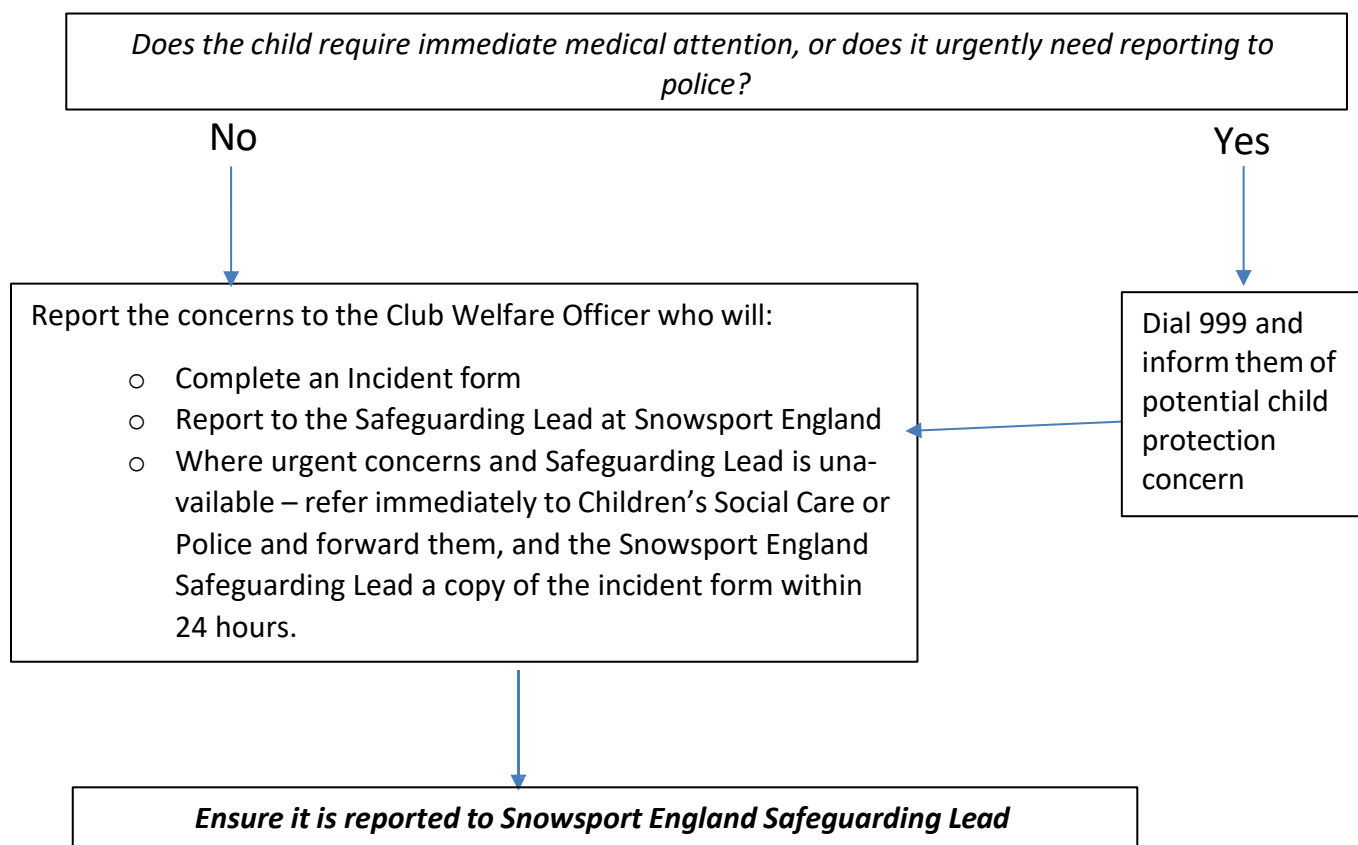
It is your responsibility to ensure you abide by the **SnowSafe** Children and Young People and **SnowSafe** Adults policies, the Snowsport England Coaches Code of Conduct and Ethics (if you are a coach or instructor) and your club's policies and Codes of Conduct. Please ensure you read other appropriate guidance on [our website](#) as appropriate. For example:

- Safer Recruitment – if you are involved in recruiting staff and volunteers
- Guidance on Organising Safe Trips Away - if you are arranging trips, or going abroad with your club
- Appropriate Communication, Social Media and E-Safety Guidance
- Guidance on Physical Contact

If you need advice contact your Club Welfare Officer or the Safeguarding Lead/Deputy at Snowsport England on 01509 232323 – welfare@snowsportengland.org.uk. You can contact the NSPCC Helpline for advice 24/7; 0808 800 5000. If you have an urgent concern about the immediate safety of a child, telephone 999 and say it is a child protection concern; you can ring the Police with less urgent concerns on 101.

Flowchart for Reporting Concerns About Someone Within Snowsport (e.g., a Coach, CWO, Another Participant)

Stay Calm - Reassure - Don't make promises - Few questions - Follow guidance



What Next?

Once a concern is reported to Snowsport England in most instances the case will be handled by the Snowsport England Case Management Group to decide on the best course of action. The Case Management Group may at any time refer the case to statutory services or to the Snowsport England Disciplinary Panel.

Some more minor concerns may be referred back to the Club to handle, with support from Snowsport England where appropriate.

If in doubt – refer it in.

Remember to Maintain Confidentiality – Strictly on a Needs to Know Basis

Always complete an Incident Form and forward to Snowsport England Safeguarding Lead at the earliest opportunity

Flowchart for Reporting Concerns About Someone Outside a Snowsport Setting (e.g., a Parent, Teacher, or member of the public)

Stay Calm - Reassure - Don't make promises - Few questions - Follow guidance

Does the child require immediate medical attention, or does it urgently need reporting to police?

No

Yes

- Report the concerns to the Club Welfare Officer who will:
 - Complete an Incident form
 - ALWAYS Report to the Safeguarding Lead at Snowsport England
 - If the allegation does not involve parents, inform the parents

Dial 999 and inform them of potential child protection concern

What Next?

Once a concern is reported to Snowsport England in most instances if the concern does not relate to anyone involved within our sport, they will ensure, where necessary, statutory authorities are informed. The CWO will be contacted to ensure the child is supported.

If the concern relates to a parent, or another sport, additional actions may be required.

Some more minor concerns may be referred back to the Club to handle, with support from Snowsport England where appropriate.

If in doubt – refer it in.

Remember to Maintain Confidentiality – Strictly on a Needs to Know Basis

Always complete an Incident Form and forward to Snowsport England Safeguarding Lead at the earliest opportunity

10. Guidance for Responsible Adults

Clubs should risk assess their activities and ensure there are enough adults (18 or over) present to cover reasonably foreseeable problems when children are present. This is best practice from a safeguarding point of view. Having another adult present may flag up any poor practice issues and will also help to protect coaches and other responsible adults from misunderstandings when working with children. Sport has unfortunately experienced several instances of poor practice going unnoticed, which has led to abuse. Best practice is to have a minimum of two responsible adults present and available at club activities to help if necessary. This ensures at least basic cover in the event of something impacting on the availability of one of the adults during the session e.g., in the event of an accident.

It is up to the club to decide who their responsible adults will be for activities. They may be for example a coach or instructor, Club Welfare Officer, House Parent, Committee member or parent recruited for the role. People designated as responsible adults should have undergone safe recruitment practice to work with children and it is recommended, they receive safeguarding training or for roles where this is not mandatory, at least a briefing by the Club Welfare Officer on safeguarding children in our sport.

Where possible, aim to have one responsible adult of the same gender as the children, whilst observing the recommendation of a minimum of 2 present or available. Clubs should aim for this gender balance, although it is accepted this may not always be possible.

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

Clubs should ensure they have Emergency Action Plans (EAPs) for activities so everyone knows what to do in the event of an emergency; including how to raise the alarm, who will deliver first aid, how to keep all participants safe and how to contact parents. EAP examples can be found on Snowsport England website.

No guidance is given here on coaching ratios. Coaches should use their skill, judgement, training and experience to ensure they are operating safely and within the scope of their qualifications.

The [CPSU](#) has additional information.

11. Guidance on Missing Children

Clubs must ensure there is clear guidance on reporting missing participants. For all activities a Risk Assessment should be completed, and an Emergency Action Plan created and communicated to relevant staff. It is not possible to give suggestions for timings etc., as activities on Dry Slopes, at Snow Domes, in the mountains or on residential will all have different causes for concern and appropriate time-scales in which to react.

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

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

- Ensure all other children continue to be supervised appropriately while a search for the child is carried out
- Inform the CWO (if present) or Club person responsible for the session or event and the facility duty manager
- In a mountain environment, alert ski patrol at the earliest opportunity
- Make an immediate assessment of the situation. E.g., if the child was seen stepping into an unknown car, inform the Police immediately
- Organise the remaining available responsible adults to conduct a search of the surrounding area allocating each individual to a specific area. Ask them all to report back to you within a short time

DO NOT SEND OTHER YOUNG PEOPLE TO SEARCH

- Make a note of the circumstances in which the child has gone missing and where he/she was last seen. Prepare a detailed physical description of the child, to include their hair and eye colour, approximate height and build and clothing he/she was wearing, as this will be required by police
- If the child is not found after a thorough search, call the Police – 999/112 if abroad
- Keep searching, if the child is subsequently found, call off the search and inform relevant parties including parents, searchers and police
- If the child is not found, follow police guidance if further action is recommended and maintain close contact with the police and inform the parents
- Record the incident on an [Incident Report Form](#) and report it to the Child Welfare Officer
- Inform Snowsport England.

Snow trips abroad

For snow trips abroad you should review these guidelines and have a specific emergency action plan in place, relevant to the activity and this should include relevant information specific to the resort you are in. 112 is an emergency telephone number that can be used abroad.

12. Guidance on Codes of Conduct

Why do Clubs need a code of conduct?

Clubs should produce their own Code of Conduct for their Coaches and others to outline the ethos and behaviour they expect of their volunteers and staff. This should include promoting a child centered approach; behaviour that promotes the welfare and best interests of their performers and prohibited behaviours - for example sexual intimacy with all performers but particularly those aged under 18. Codes of Conduct are important so everyone in snowsport knows what is required of them. If someone does not abide by the Code of Conduct, you have a mechanism for holding them to account or preventing them from attending club activities. Unfortunately, many clubs only introduce them after they have had a problem within their club. Codes of Conduct should include expected behaviour around use of social media and online activities.

Examples of Codes of Conduct are provided in Section 2 of this **SnowSafe** Toolkit. Your club should agree Codes of Conduct for the following:

- Children and Young People
- Other Participants
- Parents
- Coaches
- Members and Guests
- Volunteers and Officials

Guidelines for a Code of Conduct for Children and Young People

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

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

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

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

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

Guidelines for a Code of Conduct for Coaches

Coaches play a crucial role in the development of any sport and in the lives of the performers they coach. Good coaches ensure that participants in snowsport have positive experiences and are therefore more likely to continue and achieve their potential. Coaches must demonstrate

at all levels a high degree of honesty, integrity and competence. The need for coaches to understand and act upon their responsibilities is of critical importance to snowsport, as is the need to protect the key concept of participation for fun and enjoyment as well as achievement. This is implicit within good coaching practice and promotes a professional image. Clubs should ensure they include reference to all the rules and internal policies they have, that they need the coach to sign up to.

Snowsport England has the following Codes of Conduct and these are mandatory for relevant members and they can be found on Snowsport England's website under [Policies and Procedures](#).

Officials, Volunteers and Directors

This states the conduct and behaviour expected by:

- Directors of SE
- Members of SE Committees
- Officials relating to any Discipline within Snowsport
- Employees of SE

Coaches

This states the conduct, ethics and behaviour expected of all coaches and instructors. All Snowsport England affiliated coaches and instructors must agree to this when affiliating every year.

Athletes

This states the conduct and behaviour expected by:

- All Squad members
- All Dry slope Ambassadors

Parents

This states the conduct and behaviour expected by parents of athletes on our squads.

There are example templates for the roles above in Section 2 of the **SnowSafe** Toolkit.

13. Guidance on Transporting Children

Snowsport England strongly recommends coaches and others in a position of responsibility or trust do not transport children and young people (aged under 18) in their own private car, unless they are related to them. Clubs should place full responsibility on parents for ensuring appropriate arrangements are made for transporting their children to and from training and events. Where parents transport their own children, or make private arrangements with other parents to deliver and collect their children, they are responsible for their children's safety and for the suitability of any travel arrangements just as they would be if their children were going to and from school.

Clubs must produce their own Transport Policy and the Committee must agree this. Individuals must not be allowed to ignore the Club Policy. See [template](#).

Parents must not ask or expect coaches or others in a position of responsibility at the club to transport their child, except in an emergency. Coaches and others in a position of responsibility should not agree to transport children in their own private car, except in an emergency.

The vast majority of volunteers help out through their genuine desire to help children in snowsport. Unfortunately, we must face the reality that a minority of others will join a sports club to gain access to children for other reasons which may harm children.

Best practice is clearly to avoid transporting a child alone, but we recognise that in some circumstances it is an essential part of a child's participation in training and competition, for example at the clubs that operate overseas.

There are a number of safety measures to consider, and put in place to minimise the risk if the club is **asking drivers to represent the club**, including:

- Establishing the suitability of any driver. The driver like all others in the club who have direct responsibility for children should have agreed to a DBS check, references taken up and this should be carried out as part of wider safe recruitment procedures.
- Does the driver have a clean/appropriate driving licence? What is the club's policy on Penalty points, previous drink driving convictions, and other motoring offences?
- Is the driver's car roadworthy, with tax, MOT and appropriate level of insurance?
- Ensuring the driver/s abide by the laws of the countries they are driving in, e.g., breathalyser kits, hazard warning triangle, high viz waistcoats, GB sticker, snow chains, using headlamp beam deflectors etc where applicable.
- Parents/carers should be informed of transport arrangements including (where feasible) the person who will be transporting their child, the reasons why and how long the journey will take. For clubs operating overseas, parents should discuss and sign up to the Club's transport policy when their child joins the club and annually.
- Parents or the club should ensure the child is happy with these arrangements, and the child knows what to do if they become concerned in the future.
- Organisations/clubs should try to ensure there is more than one child in the car, and that the same child is not always alone with the same driver. A lone child should sit in the back of the car.
 - Ensure the driver has a back-up plan in case they break down (e.g., onward vehicle recovery, the contact details of someone back at base, and access to money should they need it in an emergency).
 - Ensure you have the parents' contact details in case of emergency.

- Children should wear seatbelts at all times, and it is the responsibility of the driver to ensure they do so.

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

- Use a reputable company providing transport and necessary insurance
- Ensure sufficient responsible adults are on each coach (ideally male and female if mixed teams)
- All participants should have a seat and seat belt regulations must be adhered to
- Parents issued with detailed information of drop-off and pick-up points and times (where applicable)
- All staff supervising children are issued with all relevant information of passengers e.g., name/contact number of parent, name/contact number of person who is collecting them (if different), pick-up/drop-off point, medical information, emergency telephone number
- Participants are not to be left unsupervised, i.e., dropped off when a parent is not there.

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

It is accepted that some of the Clubs operating abroad will need to transport athletes to and from the hill, usually in club minibuses and vehicles. These clubs must risk assess this activity, write their own policy for transporting children, and ensure coaches abide by it. They should also ensure that drivers are able to take adequate breaks and overnight accommodation is available if necessary, and there are enough responsible adults present.

14. Guidance on the Use of Photographic Equipment

Parents and young people generally welcome opportunities to celebrate or publicise their involvement and achievements when taking part in sport by photographing children. Clubs will also want to promote and celebrate their activities to encourage participation. This guidance will help ensure your club takes the appropriate steps necessary to protect children and young people from the inappropriate use of their images. Coaches may also wish to use videos as part of the coaching process.

Clubs should:

- Produce a club photographic policy – relevant for their club activities
- Obtain written consent from parents and children, for the club to take photos and videos and use them in line with club policy. This can usually be done annually when children join, or re-join.
- Ensure you cover every circumstance you may wish to photograph or video, or use the photographs for. For example XX Club may promote these images across all media platforms, including, but not limited to, our social media channels, website, You Tube platforms, e mails, newsletters and PR.
- Ensure all coaches, other helpers, children and parents know and understand the club photographic policy.
- Remember you should have consent from adults too, as photographs are included in the Data Protection Act. We suggest you ask for consent via your yearly membership form.

Ideally club equipment should be used to take images. Hard copies should be kept securely in locked drawers, and electronic images should be in a password-controlled folder with access restricted in line with Data Protection 2018 requirements and GDPR. The risks associated with publicising images are increased when the name, or personal information including address, club or sports hero is published alongside the image. This can make them identifiable and therefore vulnerable to individuals looking to locate, contact or groom children for abuse.

Clubs should ensure if there are increased risks for specific children (for example the child may be placed with a foster family due to potential harm from a parent) that images are not taken of the child.

Sports images have in the past been copied and edited, and child-abuse images created.

To minimise the risk:

- Always gain consent from parents and the young person to take images and use them on club websites or social media
- In line with GDPR requirements, make sure they opt in, don't ask them to opt out
- Tell them what the images may be used for; where they may appear, and how they can get them removed if they are unhappy with them
- Consider whether it is necessary to give the full name of children along with the images? Maybe you could just use their first name and club?
 - As children progress, it is more likely you will wish to name them alongside their photograph and this may be appropriate, providing you have permission from the athlete and parent and let them know the content you wish to share

- Ensure photos used for promoting club activities are appropriate and the children are dressed appropriately including wearing the appropriate safety gear where applicable (helmets, gloves)
- Where possible, focus on the activity, rather than a particular child
- Ensure you have a club photographic policy, including use, consents, storage and retention and confidentiality - and all staff abide by it.

Information for Event Organisers

At some events you organise you may wish to take general photographs of participants, opening and closing ceremonies etc. It is not usually reasonable, practical or proportionate to get consent for everyone present, or to preclude photography on the basis of the concerns of a small number of people. In these circumstances, event organisers should make it clear to all participants and parents that these kinds of images will be taken, and for what purpose. This should be on the entry form, and a poster at the competition office.

Snowsport England has a “Safe Events” pack you should [ask for](#) and use to support you with safeguarding at a Snowsport England event.

What to do if Parental Consent is Not Given

It is important to make every effort to comply with a parent’s wishes. Staff taking photographs, and/or the official photographer should be told not to take close-up photographs of the particular child (or adult) and the simplest way may be to give them the person’s name and bib number (this may vary depending on the event).

If it is a large event, the parents and adults should be advised the Event Organisers will do their best, but cannot guarantee photographs that could identify their child/them will not be taken, and they should be given the opportunity to withdraw, or the parent given the opportunity to withdraw their child. At public venues it is not possible to prevent people from taking photographs or videos.

Using an Official Photographer

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

- Inform the children, parents and adults that a photographer will be in attendance
- If a club event, ensure adults, parents and children have “opted in” to allow close-up photographs or photographs where participants can easily be recognised, to be taken.
- Event organisers should ensure a list of people for whom permission has not been given for close ups, is given to the official photographer (i.e., name and bib number)
- Check the photographers ID and issue them with an ID badge
- Check how they will use the images and provide them with a clear brief about what is considered appropriate in terms of image content and behaviour
- The photographer may wish to take a wide angle, general photograph of the slope, of course inspection etc. Participants and parents should be warned that this type of photograph may be taken
- Do not allow unsupervised access to children or one to one close up photo sessions at events
 - Ensure if photographs can be viewed on the day, the parent’s e mail address is given to the photographer, and not the child’s
 - The club should determine who will hold the images recorded and what is to be done with them after they have served their purpose

- Many of the official photographers used within snowsport make the photographs available for purchase for some time after the event. Consideration must be given to ensure this is in line with good safeguarding practice. This information should be made available to parents, and it is suggested this is in pre-competition information and on the entry form.

Parents taking photographs and videos

Most venues where snowsport activities take place are public areas, or if private, places where it is very difficult to prevent photographs and videos being taken. Parents will want to take photographs of their own children and Snowsport England has no wish to prevent this.

Parents should be reminded only to take pictures of their own children. Where pictures are posted publicly (e.g., on Facebook and other social media sites) they should ensure that if other children are included in the picture, the children would be happy to be included. For example, only post positive pictures of children and not where they have fallen during snowsport activities, are upset, angry or for some other reason would not want the photo posted.

Data Protection

Photographs are considered “personal data” in terms of the Data Protection Act (DPA) 2018 and GDPR. Therefore, consent should be sought (in line with guidance above) before taking, sharing or publishing images where an adult or child can be identified. In addition, as with all personal data you process, it should be processed in accordance with the principles laid out in the DPA, GDPR and other relevant legislation.

Responding to Concerns

Any concerns should be reported to the Event Welfare Officer immediately. There should be a recognised procedure to deal with concerns, just as there would be for any other child protection concerns. Concerns about professional photographers must be reported to Snowsport England, and the person’s employer. If the concerns are potentially criminal behaviour, they should be reported to the Police.

15. Cyber Guidance

Websites

Most clubs will wish to have their own website to promote and celebrate their activities. Websites are a good way of communicating with members and potential members for very little cost. They can also be used safely to communicate with children if they are used responsibly and guidance is adhered to.

A club has a legal and moral responsibility for the content on its website. The club must ensure that there is nothing on their website that could harm a child directly or indirectly:

- Clubs must ensure that no personal information about a child is disclosed to anyone accessing the website. For example, their name should not appear with address, contact details, interests, date of birth; any information that could help a stranger target a child or engage them in conversation.
- Clubs must ensure that no abusive or inappropriate content, including photos, videos or text, is included on their website, or on linked sites. Clubs should check links periodically to ensure they are still appropriate. Think carefully before posting photos of social activities, to ensure they are appropriate. Ensure photos and videos are posted in line with your Club Photography Policy.
- Clubs must ensure that all content on their website is appropriate and no information humiliates a child (including for example pictures or videos of a child crashing out) or criticises a child.
- The website should have at least 2 moderators who have an understanding of safeguarding children and appropriate behaviour.
- Clubs should have their Club Welfare Officer's contact details clearly visible on their website.

Social Media and Communication

Many clubs are using social media responsibly to communicate with members of all ages. There are however risks involved and clubs must develop a safe social media policy that all members abide by.

Online communication can be via email, text, instant messaging and social networking sites including Facebook etc. There are risks involved including privacy, content transmitted (including content of a violent, sexual or hateful nature) and not necessarily knowing who you are really communicating with.

In sport additional risks include inappropriate pressure being exerted by coaches or other adults on children, inappropriate criticism of a child's performance both by club staff and other parents. Inappropriate communication with children can be part of a grooming process.

It is really important the club agrees and communicates their rules to all members including children, parents, other participants and coaches and staff; they must create their own Social Media Policy that covers their particular circumstances and meets their club's particular needs.

Recommendations for the Club Policy include:

- Communication with children under 16 should always be via their parents⁷.
- Communication with children aged 16 and 17 can be directly with them where appropriate⁸, with parents or other club official copied in.
- All communication with under 18s should be strictly professional, and related to sporting activities only.
- All contact details for under 18s should be collected on the membership form and disseminated appropriately; coaches and club officials should never ask a child for their contact details.
- A statement that cyber-bullying will not be tolerated, and what someone should do if they are experiencing this.
- Messages should be sent at appropriate times (not usually after 10pm), language should not be overly familiar, with no emoji, kisses etc. The Club will want to project a professional image.
- For Clubs operating abroad, WhatsApp or other similar Apps may be used to communicate with groups about other essential information, but never with a single child. For example, they may be used to communicate a change of time for a meal; to inform them about the evening's leisure activity etc. Copy another member of staff or the house parent into all communications and keep them professional.
- UK based clubs may wish to set up WhatsApp or similar groups to communicate with parents and children about training. If including 16 or 17 year-olds, always copy the parent into the group chat.
- Coaches and Club officials should not be "friends" on social media with children at the club unless related to them.
- Coaches and Club Officials must not communicate with children through social networking sites such as Facebook unless related to them. Caution must be exercised when "liking" children's posts on social media; keep them professional and only "like" snowsport activities not other social activities or posts. It is recommended staff do not use their personal social media accounts but have a "snowsport" account if they are going to "like" posts. It is not appropriate for children they are coaching or responsible for, to see posts celebrating coaches and club officials' personal life, or social life including getting drunk.

If a Club produces their own Policy, communicates it to all members, and lets them know that breaches may be subject to disciplinary action – there is no excuse for staff not to adhere to the Policy. If a coach or club official subsequently communicates on a one-to-one basis with a child, it should initially be assumed, as they have breached well communicated club policy, that there may be ill-intent, and this must be investigated. Someone intending to abuse a child may start by pushing the

⁷ When on the mountain it may be necessary to communicate with children – communication should always be strictly professional and parents or another club official copied in

⁸ Permission must be obtained for this on the Membership form

boundaries, and breaking small rules and this is poor practice, but may be the start of abuse. This poor practice has been observed in most sports and has led to abuse.

For further information visit the NSPCC's [Child Protection in Sport Unit](#) (CPSU); this provides additional guidance for children, parents and carers and resources for clubs.

Stamp out Poor Practice – and there is limited opportunity for Abuse

Virtual Meetings

When using technology to facilitate virtual meetings, clubs should consider the following:

- Online training and meetings must be with the approval of the Club Committee
- Ensure you have parental permission
- Don't publicise your meeting's link on social media
- Meetings should be password protected
- Familiarise yourself with the security icon in the menu bar so you can lock the meeting, use the waiting room and remove and mute participants
- Use the Waiting Room feature which allows you to admit people individually
- Don't allow attendees to join before the host
- Mute attendees and have videos off when joining
- Turn screen sharing off
- Only record sessions if you have Club Committee approval and parents' and children's consent and sessions should be stored in line with GDPR
- The coach/person delivering the session must be appropriately dressed, ensure there is nothing inappropriate or potentially offensive behind them and use appropriate language
- If a fitness session, ensure a risk assessment has been completed and adequate safety messages given to participants
- If one to one, or fitness sessions, the parents should be asked to be in attendance/in the same room
- If interactive, remind users about respecting others and using the chat box
- Consider having another club member attending the session
- Staff should understand that some children may not be comfortable attending and attendance should be voluntary
- Children should know how to contact the Club Welfare Officer if they need to.

The Child Protection in Sport Unit has additional information on their [website](#).

Sexting or Youth Produced Sexual Imagery

Sexting is when someone shares a sexual message, naked or semi-naked image, video or text message with another person. It could be an image of themselves, or someone else. Young people send them using phones, tablets and laptops and can share them across any App, site or game including livestreaming and many young people share them on social media channels.

There are lots of reasons why young people do this including:

- Peer pressure
- Being blackmailed, harassed or threatened
- To increase their self esteem
- To prove their sexuality
- Feeling worried they will be seen as frumpy, shy, or not sexy if they don't – they think everyone else is doing it
- Feeling confident about themselves and wanting to share this confidence with others
- Feeling they owe their boyfriend or girlfriend and being made to feel guilty if they don't
- Being in love with someone and fully trusting them
- They are in a long distance or online relationship and want to have a sexual relationship.

The risks to the child include losing control of the images, videos or messages they have shared. Once something is shared online it is public and can be saved or copied by others. Images shared privately with their boyfriend or girlfriend are often shared either for fun by the person or when the relationship breaks down. Children can be blackmailed and told to send another more extreme photo otherwise the photo will be sent to their family and friends. Children can be bullied as a result. These images can be shared without consent and children can suffer embarrassment, humiliation, shame and guilt leading to self-harm and sometimes suicide.

It is really important to support the child. It is tempting (especially if you are the parent) to feel angry or upset with the child, but it is very important the child shares their worries with you, and you reassure them.

- Don't get angry with them, or tell them they are stupid – they are probably very upset and worried and need your help
- Do reassure them, and say they have done the right thing to tell you, and remind them they can always come and talk to you or another trusted adult or [ChildLine](#)
- Ask open questions; if you ask them "why did you do it" this may prevent them from opening up to you
- Contact Snowsport England for support.

If you become aware that a child has sent or received something via social media of a sexual theme (naked or topless pictures, a picture displaying genitals or committing a sex act) you should:

- Never copy, forward or print the image
- Do not ask to view the image yourself
 - ALWAYS contact the SE Safeguarding Lead for support
 - If you are concerned for the immediate safety of a child, ring the Police without delay
 - You cannot confiscate the phone/device (teachers and police have additional powers)
 - Offer the child support to deal with the issue (as above)

Many of our clubs operate overseas, or UK clubs take children on residential training camps overseas away from the child's family, friends and usual support networks and these children may be more prone to this type of behaviour.

Sexting is a criminal offence, but the Police do not want to criminalise young people if they are willing, of the same age and there is no coercion. However, there are times when this would need reporting to Police including:

- If an adult asked for or received images of a child
- If it involves children of very different ages
- If it involves a child aged under 13
- If there are concerns about sexual exploitation or grooming.

The Child Exploitation and Online Protection Centre ([CEOP](#)) can be contacted or the NSPCC helpline on 0808 800 5000 for advice.

Sexual images and videos of children posted online should be reported to the [Internet Watch Foundation](#) who can often get it removed quickly if it has not been shared widely. You can contact the social media platform where the image has been shared to ask them to remove it, or visit [Net Aware](#) for more information on different social networks, Apps and games.

Please always report these incidents to Snowsport England [Safeguarding Lead](#). They may be aware of other incidents involving the same child or adult, and this may be part of a bigger picture.

16. Grooming

Under the Sexual Offences Act 2003, the grooming of a child for the purposes of developing that relationship into a sexual one is a criminal offence.

Grooming is when an abuser builds a relationship with a child or young person in an attempt to set them up, or prepare them in order to sexually abuse them. Not all sexual abuse is preceded by grooming, but it is very common and may be used by strangers or those known to the victim. It often involves a process of deceit, where the abuser continually appears to be a helpful and generous person to the child or their parent, to get their trust in order to gain the opportunity to abuse. The grooming process can take weeks, months or years and can be very subtle. Many adult and child victims of grooming do not realise they are being manipulated until after the sexual abuse has taken place. Some victims are never able to see how the grooming led to their abuse, or their child's abuse.

People who sexually abuse children may use many techniques to prepare their victims. Some of these techniques include:

- Offering services or assistance that is inappropriate from someone in a position of trust
- Paying inappropriate attention to certain children in a group situation
- Offering lifts
- Giving gifts
- Contacting them by social media
- Having an inappropriate and intrusive interest into a child's physical and sexual development
- Having inappropriate social boundaries (e.g., telling the potential victims about their own personal problems etc)
- Sexualising physical contact, such as inappropriate tickling and wrestling

This can lead to:

- Manipulating a child through threats or coercion
- Gradually exposing the victim to nudity and/or sexual material in order to "normalise" inappropriate behaviour
- Sexual abuse.

This is not an exhaustive list and other exploitative strategies can be used and adapted to the individual child that the potential abuser has targeted.

Snowsport England recognises the importance of the positive coach-young person relationship. It is the positive nature of that relationship that has led to many coaches being the person a young person discloses their concerns of abuse to. Nearly all coaches behave professionally and develop the coach-young person relationship in a responsible and appropriate manner. However, it is clear there are a small minority of persons in a position of trust, including sports coaches, that abuse their position and groom young people, and in many cases groom their parents too, or other club members, prior to committing acts of sexual abuse. These people can be long-standing members of the club whom everyone trusts. They come from all walks of life and professions, including doctors, teachers and nurses.

Snowsport England has clear expectations that anyone working with children within snowsport has a responsibility to maintain that relationship of trust within professional boundaries. Anyone who breaches that professional relationship in a manner that may be considered as possible grooming, even without police action being taken, are not only placing the young person at risk but also placing themselves at risk of allegations and disciplinary action.

17. Mental Health and Wellbeing

We want everyone participating in snowsport, of any age, to enjoy the sport and be supported in their snowsport activities. We know sport and exercise is good for us and can help promote positive mental health and wellbeing. Getting out and about, meeting other people and taking physical exercise can all help people to enjoy good mental health and help reduce the chances of people feeling isolated and getting into difficulties they can't cope with on their own.

Sport also helps people learn a range of positive coping strategies so they can better deal with difficulties, by developing a young person's resilience through positive coaching values, and can also help reduce anxiety and depression. As a club you can start introducing the topic and help reduce the stigma surrounding mental ill health. As a coach you may have team chats at the beginning or the end of sessions – don't be afraid to talk about mental health and ill health.

It is important to help end the stigma that is often associated with mental health problems; we all have mental health and 1 in 4 of us will experience a mental health problem of some kind each year in England.⁹ Support Snowsport England's Mental Health and Wellbeing Campaign - #SNOWMoreStigma.

If you are a coach, a club welfare officer or other person working in snowsport make sure you take the time to ask people how they are, listen to them, give them some support. If you think someone is acting differently, ask them twice: **How are you?** *I'm OK, thanks.* **Are you really OK?** *Well.....* Keep the chat positive and supportive. Keep your body language open and non-confrontational. Be empathetic and take them seriously. Ask them how they are feeling at the moment? How long have they felt like this? Who do they feel they can go to for support? Is anything in their personal life contributing to how they are feeling? Is there anything you can do to help? Offer support, not solutions; everyone is different. Make sure they know there are organisations that can help them.

What Next? If they are a child, encourage them to talk to their parents or ask them if you can say something to their parents. Make sure you tell your Club Welfare Officer as you or the Club Welfare Officer need to pass on any concerns you have. Make sure you ask them how they are next time you see them.

If they are an adult – let them know you are there for them and thinking of them. Signpost to organisations that can help (below). You cannot solve their problems, but you can let them know you are supporting them.

If you are concerned for the immediate welfare of someone – call 999. If it is not a medical emergency but you still need urgent help – ring 111 for advice.

MIND has a lot of useful information on their [website](#) including [types of mental health problems](#), [helping someone else](#), [blogs](#) shared by people with mental health problems, information for [young people](#).

There are lots of charities and organisations that can help too.

[Download our resource sheet here](#)

#SNOWMoreStigma

⁹ [Mental health statistics · MHFA England](#)

18. Whistle Blowing

The Employment Rights **Act** 1996 (as amended by the Public Interest Disclosure **Act** 1998) – more commonly known as the ‘Whistleblowing Act’, requires employers to make arrangements which allow their employees to make complaints on serious matters without fear of victimisation

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

What is Whistle Blowing?

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

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

Reasons for Whistle Blowing

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

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

What stops people from whistle blowing?

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

What should you do?

If something is reported to you, try and record the following details on an Incident Form:

- Name, address and telephone number of the informant
 - Names of individuals involved
 - The manner of the alleged incident or circumstances
 - Whether they will submit any evidence (if applicable)
 - How they became aware of the nature of the allegation

- Do not attempt to deal with the allegation or suspicion yourself

Who should I tell?

- Let the Club Welfare Officer know, who will then report the matter to the Safeguarding Lead at Snowsport England
- If you cannot refer the matter to the Club Welfare Officer, you should go direct to the Safeguarding Lead at Snowsport England
- Criminal behaviour may need reporting straight away to the police.

Don't:

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

Do:

- Report it without delay.

What happens next?

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

Snowsport England's Whistleblowing Policy can be found on [our website](#).

19. Confidentiality and Information Sharing

With whom am I allowed to share information?

- It is always appropriate to share any information you are concerned about, with your Club Welfare Officer or in his/her absence, the Snowsport England Safeguarding Lead
- It is always appropriate for your CWO to share any information he/she is concerned about with the Snowsport England Safeguarding Lead
- Any information that warrants referral to, and investigation by, a statutory agency (Police, Social Services etc) **MUST** be shared with the Snowsport England Safeguarding Lead either before or after it has been referred to statutory services. The first priority must be the welfare of the child.
- If you make a referral and are aware the person is also working or volunteering with children in another organisation you should make Snowsport England Safeguarding Lead and statutory agencies aware of this.
- If the Club Welfare Officer or Snowsport England Safeguarding Lead is not available and you have **immediate concerns**, you should inform the relevant authorities (e.g., Police or Children's Social Care) yourself or contact NSPCC on 0808 800 5000 who can make the referral for you.

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

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

- The Club Welfare Officer
- The parents of the child (where appropriate and if it will not harm the child to do so)
- The person making the allegation
- Children's Social Care
- Police
- LADO/Designated Officer
- Snowsport England's Safeguarding Lead - **always**
- Case Management Team members and designated officers within Snowsport England e.g., Legal Advisor.

All information should be stored in a secure place with limited access to designated people, in line with the Data Protection Act 2018.

Any allegation about someone working with children that requires reporting to Social Services LADO/Designated Officer, must be done within 24 hours.

Occasionally the Police may contact a club and make a "3rd Party Disclosure" saying this information must not be shared with anyone. You should inform them **you will be** sharing it with Snowsport England Safeguarding Lead, or as a minimum requirement tell them you will be telling the Snowsport England Safeguarding Lead "the Police have made a 3rd Party Disclosure – this is the Policeman's/Police-woman's name, contact details and crime reference number". It is never appropriate for a club to withhold information about a member from Snowsport England as we need to ensure all children participating in snowsport are safeguarded, not just children at your club.

If you dismiss or remove someone who is carrying out regulated activity (e.g., a coach or club welfare officer) or you would have done so had they not already left, because they harmed or posed a risk of harm to children (or an adult at risk), you are legally required to forward information about this person to the DBS. You should inform Snowsport England Safeguarding Lead, and they will make the referral for you.

It is important to share information appropriately, whilst recognising the need for confidentiality. The Government document *Information Sharing: Advice for Practitioners (2018)*, although written for frontline practitioners and managers, is a useful document to help understand the necessary process. It outlines the seven golden rules for information sharing:

1. Remember that the Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from Police or Social Services if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information [this applies to over 18s – information should always be shared if it concerns under 18s]. For over 18s, you may still share information without consent if, in your judgement, there is good reason to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be certain of the basis upon which you are doing so. Where you have consent, be mindful that an individual might not expect information to be shared. Contact [Snowsport England](#) for guidance if required.
5. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely (see principles).
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Point 6 is particularly helpful when decided who with, what and when to share information.

Information is confidential, but must be shared appropriately. All paperwork must be kept in a safe and secure manner. Confidentiality must never prevent an individual from sharing information with appropriate and relevant people, when to do so may prevent the child from being safeguarded. Research and learning from previous cases have demonstrated to keep children safe, it is essential all who work with children share concerns and this includes those working in sport. It is only when information from a number of sources has been shared, collated and analysed that it becomes clear a child is suffering, or is likely to suffer significant harm.

“Proportionality” is key in deciding what, with whom, and when to share information.

- The amount of information disclosed: It might be appropriate to tell a limited number of officials at your club, in order to safeguard children “we have serious concerns about this person and Snowsport England has temporarily suspended them”, rather than “this person has been accused of child abuse”

- The number of people to whom this is disclosed at your club: The Club Welfare Officer (in consultation with Snowsport England) will probably only disclose the outline information above to one or two people, for example if the person under investigation is a coach, the head coach may need to know the coach must not be allowed at the club (but not necessarily why). Parents asking where the coach is would just be told he is not available to coach at the moment. One or two other people may need to be told he has been suspended (but not why), in order to ensure the coach complies.

The number of people told, and the amount of confidential information disclosed should be no more than is necessary to protect the child/children.

You must always share the information with Snowsport England Safeguarding Lead. He/she will offer guidance and support and look at measures to ensure children at other clubs are not at risk.

Remember – it is not your role to decide if abuse has occurred, but it is your role to act on any concerns you have.

Record of Offenders

- Snowsport England will keep a confidential record of offenders who have been disciplined, barred, restricted or warned
- All affiliated organisations, Regions and/or clubs shall have the right to request to have the record checked by written request and information will be provided where applicable (for example if the person coaches at their club), in the interests of child safeguarding and in line with the Data Protection Act 2018. Minimal information will be shared.
- Snowsport England will refer details of any person they think may be unsuitable to work with children to the Disclosure and Barring Service (DBS) for consideration for inclusion on the barring list in line with the requirements of the DBS.

Responsibilities

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

20. Children at Increased Risk of Abuse

Any child can be abused, and anyone (children and adults) can be the abuser. It is well documented that children with disabilities are at increased risk of abuse.

Children in Care, children from black and mixed ethnic backgrounds, LGBT+ young people and children who have previously suffered abuse are all at increased risk of harm. Children whose parents are suffering from mental health problems, pressure, drug or alcohol abuse or domestic violence within the family are at increased risk of harm. However – just because a child is living in these circumstances does not mean they are suffering harm.

Elite Athletes

Elite athletes are particularly vulnerable to abuse. This may take the form of over-training or being pushed too far and are focused on the goals to achieve success, rather than the needs of the young person. There have been great strides made in challenging the “no pain no gain” culture within all sport, but when it comes to elite sport this viewpoint does sometimes still exist. Many elite athletes in sport are afraid of their coach, or feel intimidated by them. Due to the culture of sport sometimes an ethos exists which facilitates power, obedience and potentially the rationalisation of abuse which can be more prevalent at the elite level. Reports in other sports of coaches “crossing the line” include social outings, time in hot tubs, hugs, kisses, texts/phone calls and highly personal conversations irrelevant to the athlete’s participation in sport.

The media coverage of abuse in football in late 2016 and more recently in gymnastics evidences the power coaches and others can have over children desperate to do well and achieve. This 3 minute [video clip](#) with Andy Woodward (footballer sexually abused by his coach) demonstrates this better than we can hope to do in words in this Policy.

At the elite level, a young person’s commitment is expected and assumed, but in situations where this operates within an established culture of risk, such commitment can be abused physically, sexually or emotionally. Clubs must ensure suitable boundaries are maintained and poor or dangerous practice removed from snowsport.

See the [CPSU website](#) for more information.

Safeguarding Children with a Disability

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

There are around 11 million people with a disability in the UK of which an estimated 0.7 million are children with a disability. This constitutes about 5% of the total child population. Just because a child has a disability does not mean they should be excluded from participating in snowsport; they should be “child first” and their disability second. Children who are deaf or disabled increasingly benefit from taking part in sport. Sadly, research shows they are at significantly greater risk of abuse and neglect than their peers.

Disabled children are over three times more likely to be abused or neglected than non-disabled children¹⁰. Some disabled children may not understand that what is happening to them is abuse and that it is wrong. Even if they do, they might not be able to ask for help. This is even harder to do if the abuser is their carer or someone they rely on to meet their care needs. Parents and professionals may mistake the signs a child is being abused or neglected as part of a child's impairment. Others may deliberately target children with disabilities.

Some of our clubs are proactively providing coaching for children (and adults) with disabilities and this is welcomed by Snowsport England. There are a number of courses run by [UK Coaching](#) and [UK Snowsport](#) and other providers, providing training for people wanting to coach children with disabilities including "How to Coach Disabled People in Sport", "Inclusive Activity Programme" and courses to help you communicate with participants who are deaf etc.

Snowsport England runs an Adaptive Awareness course which gives helpers, instructors and coaches information about disabilities and adaptive equipment used in snowsport.

Clubs considering offering participation for participants with disabilities will need to consider:

- The definition of disability
- Assessment of the needs of the individuals
- The roles that parents and carer can play in light of their detailed knowledge of the individual
- Recognising the rights of young people
- Additional staff training needs
- The blend of roles and number of people needed to provide support
- Additional Safeguarding training to understand increased vulnerability of disabled children
- Additional positions that may require a DBS check (contact [SE](#) for information)
- Inclusive language
- Facilities for Disabled Children
- Managing of medical information
- Impairment Specific Information

Clubs offering snowsport for children with disabilities may wish to appoint an additional Club Welfare Officer to provide additional support to these children.

The Club Welfare Officer and other responsible adults in the club should pay particular attention to high standards of practice when working with children with disabilities by:

- Ensuring there is sufficient information about the child (including their preferred methods of communication, level of understanding, behaviour, access requirements and equipment needs) from the outset to inform planning
- Having an explicit commitment to, and understanding of all children's safety and welfare among providers of services used by disabled children
- Consulting fully and regularly with young people with disabilities and their parents/carers
- Ensuring the young people and their parents know how to raise a concern if they have one
- Ensuring all staff working with them have appropriate training and support to help them in their role
- Having a clear policy on who is permitted to assist with medication and personal needs (which is normally restricted to direct family and carers).

¹⁰ [Jones et al 2012](#)

The [Activity Alliance](#) is a charity working to help people with disabilities get active for life.

The CPSU has a great deal of information about safeguarding [deaf and disabled children](#) on their website.

21. Supporting LGBT+ members

Snowsport England is committed to tackling homophobia and transphobia within our sport and encourage LGBT+ people to take part in and enjoy snowsport. Clubs should take steps to prevent bullying behaviour and homophobic and transphobic language. Codes of Conduct should include the need to treat other people with respect and that failure to behave appropriately will have consequences. Transphobia and homophobia are often driven by a lack of understanding which can strengthen stereotypes which can lead to actions that may cause LGBT+ people to feel excluded, isolated or undervalued.

Snowsport England wants to support clubs to be inclusive and welcome LGBT+ participants of all ages including children and young people. Research has shown that 75% of LGBT+ respondents have heard homophobic 'banter' whilst either watching or playing sport and many respondents described negative personal experiences of sport which they felt occurred because of their sexual orientation. 55% of LGBT+ pupils have experienced direct homophobic bullying. 99% of gay young people hear phrases such as 'you're so gay', 'that's so gay', and 'get up, you fairy' in school and sport and 96% hear homophobic language such as 'poof' and 'leza'. 60% of gay young people say although their teachers have witnessed it, they did not intervene. Young people also change their future educational plans because of it and 41% have attempted or thought about taking their own life because of the bullying they have experienced and 41% have self-harmed.

83% of trans young people say they have experienced name calling and 35% have experienced physical attacks and over a quarter of trans young people have attempted suicide. In another survey approximately half of trans respondents had not told their parent or siblings that they are trans, and 28% have not told anybody. 35% of respondents identified as male, 35% as female and 30% identified themselves in another way.

All bullying has the potential to cause significant harm (physical, emotional or psychological) and blights our sport if it occurs within it. Homophobic and transphobic bullying may take place face to face, or online and may be difficult for adults to spot. Other children and young people may witness it, but may be reluctant to report it to coaches and other adults for fear of judgement or rejection.

Clubs should create an inclusive environment for all participants. For example:

- Reference gay and transgender sports role models when talking to children and young people.
- Display posters or signs that promote the club as inclusive and welcoming LGBT+ participants.
- Ensure homophobic and transphobic behaviour is included as unacceptable in bullying policy.
- Promote a zero-tolerance approach to homophobic abuse. This is a key feature in LGBT+ people not feeling able to be themselves and be open with others.
- Encourage LGBT+ children to talk to coaches or the Club Welfare Officer if they are experiencing any negative behaviour. Negative behaviour can include being ignored as well as bullying etc.
- Keep a track of bullying. If you notice a problem at your club, think about starting a 'bullying box' where people can anonymously report incidents.
- Encourage staff to attend training about sexuality, diversity and gender identity.
- Not use stereotyping when talking to children; e.g., 'act like a man' suggesting they should be masculine and strong or suggesting women are feminine and emotional.
- Practices should be open and inclusive and not automatically assume that everyone is heterosexual or cis-gendered (someone who identifies themselves as the sex they were assigned at birth).

- Ensure there is knowledge within the club about the range of LGBT+ resources available nationally and locally (see the end of this briefing).

Clubs should respond to any incidents of homophobic or transphobic bullying. Coaches and other staff and volunteers should be aware of gender identity issues so they will recognise inappropriate behaviour but also so they will avoid using such language themselves, and know how to challenge negative behaviour. It is important that clubs deal with these incidents as they would other incidents of bullying.

- Ensure everyone is aware that discriminatory language of any kind will not be tolerated in your snowsport club
- Ensure all coaches and other adults do not tolerate any inappropriate language and challenge anyone using it
- Challenge positively. Use questions and explain why and how someone's actions and words have an impact. "What do you mean by that"? "Do you realise that what you've said is hurtful/unkind to LGBT+ people". Ask them if they understand why it is?
- Talk about the personal impact and make it real. "When you use that word, it can make someone who is gay or has gay family members or friends feel uncomfortable and unwelcome".
- If an incident occurs at a competition and involves someone from a club other than yours, let the Event Welfare Officer know.
- Ensure any young LGBT+ members are supported and know who they can speak to if they are experiencing problems or bullying.
- Ensure your policies and procedures include statements that participants must not discriminate on the grounds of sexual orientation or gender reassignment (along with the other protected characteristics of the Equality Act 2010).
- If a young person makes inappropriate remarks, their parents must also be spoken to, as well as the child, along with supportive measures to ensure they do not continue making remarks.
- If they continue making remarks, appropriate sanctions must be invoked.

Many clubs will wish to welcome LGBT+ members, but may themselves be anxious about language to use, any additional measures they need to think about or put in place. We provide some brief information for clubs to help inform you including some key definitions. A more comprehensive glossary can be found on [Stonewall's website](#).

- There are many terms people use to describe their sexual orientation and gender identity, and the terms people use may change over time. These include Lesbian, Gay, Bisexual and Transgender (LGBT) but there are many other terms including Questioning or Queer (Q) and Intersex. (I). Some organisations refer to LGBT, LGBTQ, LGBTQI etc and we are using the term LGBT+ to include all.
- Orientation – is an umbrella term describing a person's attraction to other people. This attraction may be sexual (sexual orientation) and/or romantic (romantic orientation). These terms refer to a person's sense of identity based on their attractions, or lack thereof.
- Gender identity – is a person's innate sense of their own gender, whether male, female or something else which may or may not correspond to the sex they were assigned at birth
- Lesbian – refers to a woman who has an emotional, romantic and/or sexual attraction towards women.
- Gay – refers to a man who has an emotional, romantic and/or sexual attraction towards men. It is also a generic term for lesbian and gay sexuality, and some women identify as gay rather than lesbian.

- Bi – refers to a person who has an emotional, romantic and/or sexual attraction towards more than one gender.
- Trans - is an umbrella term to describe people whose gender is not the same as, or does not sit comfortably with, the sex they were assigned at birth. We are assigned a sex at birth (male or female), but our gender identity is our internal sense of our gender (male, female or something else).
- Only some trans people choose ‘medical’ intervention (e.g., surgery or hormones) others may choose ‘social’ (e.g., changing their name, their pronoun, the way they look or dress). 1% of people fall under the broad trans umbrella.
- A trans woman describes someone who was assigned male at birth but identifies and lives as a woman.
- A trans man describes someone who was assigned female at birth but identifies and lives as a man.
- Non-binary is an umbrella term for a person whose gender identity does not sit comfortably into the generic categories of male or female.
- Pronouns are words we use to refer to people’s gender in conversation, for example ‘he’ or ‘she’. Some people prefer gender neutral language such as ‘they/their’ or ze/zir.
- Gender reassignment - which refers to anyone proposing to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning their sex by changing physiological or other attributes of sex. These steps can be ‘social’ (e.g., changing their name, their pronoun, the way they look or dress) or ‘medical’ (e.g., hormone treatment or surgery). The Equality Act 2010 makes it clear these are protected characteristics, whether or not surgery or hormone treatment has taken place.

Clubs can be more welcoming by:

- Use gender neutral language where possible.
- Avoid collective gendered language – e.g., ‘girls on the right, boys on the left’.
- Encourage the team by shouting “Go team” or “Go (and team/club name)” rather than “Go girls/boys”
- Offer mixed gender sessions and do not split into boys’ and girls’ groups or teams
- If you make a mistake with language when talking to a LGBT+ young person, do not dwell on it, apologise, correct the mistake and move on.
- Challenge homophobic or transphobic language or behaviour.
- Don’t make a big deal of it, but have a quiet word with them showing your support and have a named person they can go to for support or with worries.
- Take confidentiality seriously – never ‘out’ someone unnecessarily to their parents or anyone (unless you have a serious child protection concern).
- When welcoming a trans person to the club, have a chat with them, ask them what pronoun they want you to use. Consider using ‘they’ instead of ‘he’ or ‘she’. If you have gender-neutral toilets great! But unfortunately, most clubs will not – so make it clear to the young person they can use either toilet or the disability toilet if they prefer (but they don’t have to). Ask them to let you know if there is anything else the club can do to support them.
- Supporting someone’s needs as they communicate them, rather than the other way round. Treat them with respect and not as a problem to solve.

See Stonewall’s [Top Tips for LGBT](#) inclusion in sport. Tips for clubs, teammates, fans and tackling abuse.

The [Equality Act 2010](#) has ten protected characteristics – characteristics that are protected by law, that you and club members must not discriminate against. Age, disability, **gender reassignment**, marriage and civil partnership, pregnancy and maternity, race, religion or belief, **sex** and **sexual orientation**.

For more information see below, or if you have any questions do not hesitate to contact the Snowsport England Safeguarding Lead.

Additional information and resources for Clubs:

[CPSU](#) (Child Protection in Sport Unit) information for clubs

[Pride Sports](#) – A Charity challenging homophobia in sport and striving to improve access to sport for LGBT+ people.

[Stonewall](#) – A charity supporting and campaigning for LGBT people. They provide information and advice for the LGBT community and their allies.

A Stonewall publication - [LGB people in sport \(2012\)](#)

Stonewall [Toolkit for Sport](#)

22. Managing Challenging Behaviour

Coaches may on occasions be required to deal with a child's challenging behaviour. When responding to challenging behaviour the response should always be:

- Proportionate to the actions you are managing
- Imposed as soon as practicable
- Fully explained to the child and their parents
- Based on the principle that the welfare of the child is paramount

For more information see CPSU "[Managing Challenging Behaviour](#)" Guidance.

Ensure your coaching sessions are well planned. For example, as part of your session planning consider whether any members of the group have displayed difficulties in the past. Where potential risks are identified, strategies to manage those risks should be agreed in advance. The planning should ensure an appropriate number of adults are available to safely manage and support the coaching session, including being able to adequately respond to any challenging behaviour and to safeguard other members of the group and staff.

Where a child has been identified as having additional needs or behaviours likely to require additional supervision, or specialist expertise, a discussion should take place with the parents to ensure the child can be supported to participate safely. You should have a clear written plan with acceptable and unacceptable behaviour that has been produced with the child and communicate this clearly to the child and parents together with the sanctions to be applied if unacceptable behaviour is exhibited. If you have included the views of the child, you are likely to achieve better buy in and understanding.

It is hoped the club will already have a Children's Code of Conduct which has been produced with input from children.

Suggested strategies to consider when dealing with children who display negative or challenging behaviours are:

- Time out - from the activity, group, or individual work, always ensuring the child is in a safe place
- 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 with the child and distracting them from challenging behaviour
- Increased numbers of staff/volunteers
- Asking the parent to remain at the slope
- Use of individual 'contracts' or agreements for the child's future or continued participation.
- Sanctions or consequences e.g., missing a training session or competition
- Seeking additional/specialist support through working in partnership with other agencies
- 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.

Physical Intervention

Staff should consider the risks associated with employing physical intervention compared with the risks of not employing 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
- Aim to achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern
- Form part of a broader approach to the management of challenging behaviour
- Be the result of conscious decision-making and not a reaction to an adult's frustration
- Employ the minimum force needed to avert injury to a person or serious damage to property - applied for the shortest period of time
- Used only after all other strategies have been exhausted
- Be recorded as soon as possible using an Incident Report Form and reported to the Club Welfare Officer
- Parents should always be informed.

Physical intervention must not:

- Involve contact with buttocks, genitals or breasts
- Be used as a form of punishment
- Involve inflicting pain.

Views of the child

A timely de-brief for staff/volunteers, the child and parents should always take place in a calm environment following an incident where physical intervention has been used. Even children who have not directly been involved in the situation may need to talk about what they have witnessed. 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.

A policy for managing challenging behaviour

All clubs that have a duty of care to children and young people should develop and implement a policy and procedures on managing challenging behaviour.

Consider:

- The standard of conduct expected from staff/volunteers and participants
- How the organisation will respond to unacceptable behaviours
- How your organisation will respond to 'high risk' behaviours
- The circumstances in which physical interventions will be used
- Guidance, support and/or training available to staff/volunteers
- 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 with regards to debrief?

For further information see:

CPSU Guidance on [Managing Challenging Behaviour](#)

Consider [UK Coaching Workshop](#) Positive Behaviour Management in Sport

UK Coaching E learning [Inspiring Positive Behaviour in Sport](#)

23. Safeguarding – One-Day Events

Depending on the nature and size of your event, different levels of preparation will be required. For a typical snowsport one day event the following guidance applies.

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

The event Welfare Officer's core responsibilities are to:

- Be responsible for safeguarding children at the event
- Be a central point of contact for anyone who has any concerns regarding welfare of children at the Event
- Ensure their contact details are advertised prior to the event
- Ensure their contact details are advertised at the event (e.g., on a poster, as part of information given to competition officials, over the loud speaker)
- Ensure the Event Photographic Policy is publicised and on display
- Ensure Incident Report Forms are completed where necessary and a copy forwarded to the Safeguarding Lead at Snowsport England without delay
- Ensure Accident Report Forms are completed where necessary and a copy forwarded to Snowsport England (if a Snowsport England event). NB You must keep a copy of all accident forms in line with current requirements.
- Ensure that DBS checks have been completed in advance where necessary (see table below)
- Be vigilant and aware that race officials have not been vetted and should not be alone with a child
- Be the central point of contact for a missing child and be responsible for organising the search, or delegating this responsibility and if necessary, reporting to the Police. See Guidelines for Missing Children
- Ensure concerns are dealt with appropriately and where necessary, make referrals to the Safeguarding Lead at Snowsport England, the Police or Children's Social Care.

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

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

* It is anticipated the same staff will be used frequently. Use only appropriately qualified and up to date CWOs and Coaches, as these will meet Snowsport England DBS and Safeguarding training requirements and therefore will be straightforward for you.

For larger events, see the CPSU [Safe Sports Events Management](#).

24. Guidance on Organising Safe Trips Away

Safeguarding children on trips away is of paramount importance. Problems and allegations have occurred on these trips where boundaries are blurred, and good practice has not been adhered to.

It is very important to establish from the onset whether or not this is a club trip; if it is, the club will have responsibility for safeguarding all children attending.

Does your club organise trips to the mountains for members? Or does your club suggest a venue and leave members to make their own arrangements? Or maybe some of your coaches or other officials organise trips away to the snow? Your club and everyone on the trip need to be very clear about whether this is a club trip, or a holiday with like-minded friends from your snowsport club. Snowsport England has produced the guidance below to ensure your club knows its responsibilities and to help ensure you safeguard all children and young people. A child is anyone who has not yet reached their 18th birthday.

This guidance is consistent with nationally expected standards of safeguarding across the sport sector and is based on best practice. Taking children away on trips can be fantastic for their growth and confidence but only if these trips are managed correctly, particularly with regards to the adults in a position of trust looking after the children involved.

Parents, children, coaches, club welfare officers and all committee members must know their responsibilities whilst away. It is up to the club to make everyone aware of the rules and best practice required whilst away.

Clubs must ensure parents and children understand that mountains are potentially a dangerous environment and understand the risks involved. Coaches can minimise these risks through their skills and experience, taking into account the terrain, weather conditions and abilities of the participants involved, but risks cannot be eliminated completely.

When parents are present on club trips it is important the parents agree to abide by the club rules. For example, parents may wish to ski with their own children some of the time. Your club may decide this can be done but the conditions must be agreed (e.g., on one or two afternoons/every afternoon/at no time). Problems occur when parents demand to take their own children, or the children of others, off for a free ski during the lunch break. If children are the club's responsibility, the coaches should decide whether to allow this and should feel confident to say "no" if the child needs the rest.

Set out the club's expectations, rules and requirements clearly before you go, together with the relevant Codes of Conduct and ask all to agree to the conditions and sign to show their agreement. You may think you are organising a club training trip; parents may think this is a holiday; neither is right or wrong, but expectations should be consistent.

Communication is Key

Is the Club organising the trip?

If you answer “yes” to **ANY** of the following questions, it is likely the club is responsible for the organisation, risk assessment, safeguarding of children and young people and the responsibilities associated with the trip – or at the very least has some responsibility for certain aspects of the trip.

- Has someone from the club e-mailed/contacted members asking who is interested in going on the trip, using contacts they have obtained from the club database or from previous e-mails/contacts they have received from club officials?
- Has a coach, committee member or official asked members if they want to participate?
- Is one of your coaches, or a coach organised by the club, going to be coaching or leading children or young people whilst away?
- Has someone at the club arranged the accommodation, room allocation or travel arrangements?
- Is it a race training trip or preparation for a competition?

Is the trip being organised totally independently of the Club?

If you answer “yes” to **ALL** the following statements, it should be accepted by all on the trip that it is a private arrangement – make sure there can be no confusion here and if in doubt, it is recommended the club makes and communicates a statement saying they are not making any arrangements for ski trips/race training/holidays this year and any arrangements being made are not the responsibility of the club.

- ✓ The club Committee has had no involvement in the organisation of the trip
- ✓ It is not a coach organising the trip
- ✓ The person organising the trip has just asked a few people/friends to come and not opened it up as a general invitation to club members, or certain groups at the club
- ✓ Everyone has made their own travel arrangements to get there and back
- ✓ Everyone has made their own arrangements for accommodation
- ✓ Any coach who happens to be going will not be acting in any way as a coach on the trip (e.g., leading, instructing, helping racers in the gate or with course inspection etc) – unless it is clear to all concerned this is a private arrangement between the coach and a family/families.

Why does it matter whether this is a Club trip or a family trip or holiday with like-minded friends?

In order to have a safe trip and ensure children are safeguarded it is really important everyone knows who is responsible for your children and where the responsibilities start and finish. This avoids any potential confusion and safeguards children and/or club officials who might be in attendance in either a club or non-club capacity.

Decide – Is it a club organised trip either completely or in part? Or is it a group of friends going on holiday together? Make sure everyone knows including parents and most importantly, the children.

If it is a not a club trip, the club should not be involved in any aspects of the organisation of it and it is up to parents, guardians, and families to make their own arrangements among friends, just as they would if they were going on a Summer holiday to the sun.

The following information is only applicable if the club has any responsibility for any aspects of the trip.

GUIDANCE WHEN ORGANISING A CLUB TRIP

Parents can be a great support on away trips. It can however be confusing for children to know who is responsible for them. Where no parents are accompanying the trip, this becomes clearer.

The club trip may be a training or competition camp where club staff ensure children are looked after and with someone appointed to take care of their welfare. Children know the coaches are responsible for them and they should do as they are asked (assuming it is a reasonable request). The coaches or staff are responsible for the children on the mountain, at lunch, off the mountain, in the evenings and at bedtimes. Misunderstandings are rare and everyone knows what is required of them.

However, within snowsport, club trips often include parents accompanying their children and either participating in training themselves, or having a “holiday” whilst their children are receiving training. Boundaries must be very clearly set and abided by. The club should have Codes of Conduct and rules for coaches, volunteers, children and parents and all should sign and abide by them. Clubs may need to produce a separate Code of Conduct for the trip, to outline the rules and behaviour required whilst away.

Club staff must be made aware of the need to act professionally at all times. A club trip will have periods where staff are “off duty” but they must be mindful that they are still the official, and not the child’s friend. Informal settings can create environments where abuse can occur under the guise of getting to know the children or enjoying down-time with them or having a laugh with them. Abusive signs and indicators can be harder to spot in these situations.

Things to think about when organising a Club Trip

- Staffing for the trip
- Travel arrangements for getting to the resort
- Flight ratios and appropriate paperwork for travel consent
- Getting the children to and from the ski area
- Licences and driving experience, local bus times
- Arrangements for lunch
- Allergies and food intolerances
- Sick children
- Accommodation arrangements
- Who is responsible for the children when they are not taking part in snowsport activities?
- Allowing the coaches down time in the evening (i.e., ensure other staff are able to look after the children at least for some of the time during the evening)
- If you allow unaccompanied children, who will be responsible for them off the mountain?
- Your club’s practice, including photography and use of social media
- Protocols and payment agreed prior to travel.

a) Staffing for the trip

- Ensure you have adequate staff on the trip to look after the children
- There should be an adequate number of coaches so children can be split into appropriate groups (your head coach/appropriately qualified coaches for snow are best to advise about this)
- Ensure the coaches you are using are appropriately qualified and insured to coach on snow
- There must be a designated Welfare Officer or House Parent present
- You may wish to officially recognise one or two parents as club officials for the trip to help; if you do, they must undergo the usual recruitment checks including DBS and references
- DO NOT rope ad hoc parents in to look after other people's children whilst away on the trip unless it is an emergency. In this situation, review your practice afterwards and reflect on whether you should have had more staff present.

b) Travel Arrangements

- You will need to do a risk assessment for the method of travel you choose
- Are these arrangements compatible with your club transport policy?
- If parents are going too, ideally parents will be responsible for making their own travel arrangements for their own children and the club will not then be involved in this aspect
- Hiring a coach and driver from the UK to the resort can be a good option, depending on numbers involved
- Hiring a minibus from the UK may be an alternative option but most of the points below should be noted
- Some travel companies will arrange the travel for you
- Snowsport England **does not** recommend the club arrange transport in private vehicles, with coaches and club staff taking other people's children in their own vehicle. This is because if you do, it is the club's responsibility to ensure (where appropriate) or consider:
 - anyone covered by these arrangements has a roadworthy vehicle
 - they hold adequate insurance for this (taking passengers abroad)
 - they have a clean driving licence
 - if they have Penalty Points or other driving convictions a risk assessment must be done
 - driver/s have adequate breaks
 - you consider whether they need a DBS as they will be "Driving a vehicle for children"
 - that drivers abide by the laws of the countries they are driving in, e.g., breathalyser kits, hazard warning triangle, high viz waistcoats, GB sticker, snow chains, using headlamp beam deflectors etc where applicable.
 - ideally having 2 adults (18+, preferably a female and male if children of both genders present) in each vehicle or if the club decides this is not possible, ensuring:
 - one adult and one unrelated child **never** share a vehicle without anybody else present; i.e. there should be at least two children with one adult.

This list is not exhaustive.

- If travelling by minibus, ensure you abide by the UK law and by the laws of the countries you are travelling through.

c) Getting Children to and from the ski area

- If this is by public transport, ensure this can be done safely and children are appropriately supervised

- If this is by minibus, private cars, or club official's cars, see above
- If the children can ski to and from the hill, consider appropriate arrangements
- If the club decides parents are allowed to take their children away from the bottom of the ski lift, the coaches/a responsible adult is responsible for the children until they are all collected
- Always make it very clear to parents the arrangements for dropping off and picking up their children and always have a back-up plan in case they do not arrive.

d) Arrangements for lunch

- Arrangements must be pre-agreed
- Coaches/club staff will usually be responsible for the children during the lunch break if lunch is taken on the mountain
- Make sure you communicate with parents about lunch arrangements and any allergies, this involves having the parent's contact details for each child you are responsible for and these must be obtained before the trip and circulated confidentially to staff who need the information
- Parents must not be tempted to take their children off for one or two runs during the lunch break. It is important for the children to have a rest no matter how much energy they appear to have, and coaches must always know where the children are, so this will be at the coaches' discretion
- If lunch is taken back at the accommodation, the same arrangements should be made as above (*Getting Children to and from the ski area*).

e) On the Mountain

- Club staff will be responsible for the children whilst on the mountain
- The club must ensure there are enough coaches present and this will depend on the age, abilities present, and other factors
- The club must ensure coaches have all medical details for the children in their care, including dietary restrictions
- The club must ensure coaches have emergency contact details for parents
- The club must ensure all children have adequate travel insurance cover, including race cover, off piste where applicable
- The club must ensure they have emergency travel insurance details/EHIC or GHIC/copies of passport etc with them (where applicable)
- It is recommended the above information is put onto a spreadsheet and is made accessible (e.g., on a shared drive), in confidence, to all club staff who may need it and destroyed after the camp
- Coaches or other club staff should not take a lone child away from the rest of the group except in the case of injury or an emergency or as part of the agreed coaching plan
- Ensure children are using the lifts safely
- Coaches should be mindful if sharing a lift with a lone child they coach. If it is not possible to avoid this, they should ensure on the next occasion it is a different child
- Where possible have radio links to ask for help or to arrange for parents to collect children if they are tired
- If children are being met by parents after coaching, wait for the parents or guardians to arrive.

f) Sick children

- The club must adequately supervise a child who is not able to take part due to illness or injury

- The club will have a child welfare officer or house parent present and if the child needs to remain at the accommodation, they must remain with them. This person will have been appropriately recruited for the role including DBS disclosure and references
- If they need to enter the child's room ideally another adult will be present and wait by the door, but it should be accepted this might not be possible during the day due to staff numbers
- If entering the child's room, ensure the door is propped open whilst the adult is in the room with the child
- If the child's parents are present it may be appropriate for them to look after their own child. However once other children are back from the mountain the rules concerning parents not entering bedrooms must be applied or the child/other child moved
- **NEVER ALLOW ANOTHER PARENT TO LOOK AFTER AN UNRELATED SICK CHILD** unless they are in an official volunteering role, and have been subject to your recruitment checks including DBS disclosure
- The role of the house parent must be explained to the volunteer before the trip. Many think they will be able to ski/board in the day and are not prepared when asked to remain at the accommodation with a child.

g) Accommodation arrangements

- Has the club made the accommodation arrangements? Or are children staying with their families?
- If the club has made the accommodation arrangements care must be taken over the rooming allocations
- Boys should share with boys, and ideally of approximately the same age
- Girls should share with girls, and ideally of approximately the same age
- Boys must not enter the rooms of girls
- Girls must not enter the rooms of boys
- Parents must not enter the bedroom if their child is sharing with other children
- Children should only socialise in the communal areas and not in their rooms. Rooms should be for rest and sleep
- Coaches, CWOs, club officials should not enter the children's rooms unless absolutely necessary, and then they should go in in pairs. There should ideally be at least one adult of the same gender as the children (except in cases of emergency)
- Evening patrol – if the club is responsible for the rooming arrangements two club officials should check the children are quiet. Always work in pairs to safeguard yourself from potential misunderstandings or allegations. Whilst unfounded allegations are rare, best practice is not to put yourself in any situation where they could occur
- Club staff should stipulate bedtime
- Consider having a “no social media after 9/10pm policy”. This may involve children having to hand in their devices but encourages children to get a good night's sleep and helps ensure bullying does not take place late at night. Some clubs have this policy, whilst others are wary of doing so in case of loss of the children's expensive phones
- Under 18s should not share with over 18s
- Club staff must never share with children, even if the staff member is under 18 themselves.

h) Who is responsible for the children when they are not taking part in Snowsport activities?

- If the club has made all the arrangements, the club will be responsible for children in the evenings.

- If all parents are in the resort, the club and parents might agree that the parents have responsibility for their children for 2 or 3 hours in the evening. This must, however, be agreed before the camp.
- If parents look after their own children in the evening, there should be a formal hand over of the children at an agreed time, and it should be made clear to parents and children the responsibility has been handed over to the parents. The club should stipulate the time the children need to be returned and a club member should ensure they record the children have returned.
- The system can be complicated if there are unaccompanied children. If there are, and they are the club's responsibility, many more safeguards need to be put in place and other children's parents must ensure they do not compromise the safety of unaccompanied children by entering their rooms etc.
- If swimming, the club must ensure they know the capabilities of the children in the pool and there must be either a lifeguard present, or suitably qualified people responsible for the children in the pool.
- Coaches/officials must not get changed in the same changing room at the same time as the children.
- It is recommended all individuals use separate changing cubicles where provided.
- In some countries, it is customary practice for adults to be naked in the sauna; coaches/officials **MUST NOT** do this with U18s present.
- Your club may have a "dry camp" policy regarding alcohol; if not, at any one time there must be a nominated club official in a position of responsibility who must refrain from alcohol in case of emergency.
- If you allow club officials to drink alcohol, they should ensure they drink alcohol in moderation where U18s are present, e.g., a beer or glass of wine with a meal (whilst ensuring at least one person refrains from all alcohol).
- Make sure whoever is supervising the children in the evenings knows about allergies and other conditions.
- If some children go to an activity and others stay at the accommodation there must be adequate staff to supervise them, without asking parents to help unless it is just to look after their own children – never ask parents to look after other people's children unless they are officially volunteering and have been subject to the club's recruitment checks (as before).
- Transporting children to and from activities requires the same safeguards as above.

i) If you allow unaccompanied children, who will be responsible for them off the mountain?

- Careful consideration needs to be given if taking a few unaccompanied children.
- If a family arranges with another family to take responsibility for their child, this must be a firm arrangement made between the parents before the child is accepted on the trip. No parent should be asked by club officials, or allowed to volunteer during the trip, to look after a child they are not related to.
- Parents of unaccompanied children (not being cared for by the parents of friend – see above) must accept their child will be under the care of the club and abide by club procedures and trip policies.
- The club must ensure other children's parents do not enter the bedroom of an unaccompanied child, even if their children are sharing a room with the unaccompanied child.
- It is often best to have a named staff member/members to look after the unaccompanied children. The child must be made aware of who this is, and told to go to them with any concerns.

- Depending on the number of unaccompanied children it might be appropriate for one or two parents to officially volunteer for the role of supervising these children. The parents should then go through the club's usual recruitment procedures including a DBS disclosure and references and have their role clearly identified in consultation with the CWO. This should be communicated to the parents of unaccompanied children before the trip.

j) Club practice including photography and use of social media

- Your club will have policies for photography/videos and social media
- Staff, children and parents (where present) should be reminded of these policies including:
- Photographs (unless taken by children/parents for their own private use) are covered by the Data Protection Act and this must be considered when staff take, store or share them
- Do you have permission to take photographs and videos of all children? E.g., there may be children who must not be identified due to potentially being in danger if someone was aware of their whereabouts
- Make sure you only share photographs in accordance with your photographic policy. E.g., to celebrate club events and for the promotion and publicity of snowsport activities
- Do not share photos that may embarrass or humiliate children
- Do you have permission to share photographs on the club Facebook account?
- If so, make sure photographs being shared are appropriate
- Coaches and club officials should not be friends with children (under 18) on Facebook, twitter and other forms of social media using their personal account. It might be appropriate to have a club Facebook account so comments and photographs can be shared. However:
 - Always ensure comments are limited to snowsport activities
 - Never contact someone under the age of 18 without including their parents in the communication
 - Use group e mails/texts/messages where possible and never send a message to just one child under the age of 18
 - If you wouldn't display it on the club noticeboard with your name beside it, you should not be displaying it elsewhere or sending it to anyone.

k) Dealing with poor behaviour and minor incidents

- Make sure all incidents of poor behaviour and any breach of acceptable practice are reported to the camp CWO
- Any disciplinary procedures must be conducted fairly
- At least two responsible adults should be present when disciplining children
- Where possible the child should be represented by another responsible adult
- Complete an Incident Report form and ensure the Club Welfare Officer is given a copy
- If you have set out your expectations clearly before you go, in a Code of Conduct, this will make it easier for all concerned if a child is behaving inappropriately
- Snowsport England Safeguarding Lead can be contacted for advice if required.

The information above will give you an idea of important things to think about, but it is not intended to cover every eventuality.

Are you a Coach or Instructor going away with families?

Your Coaching Code of Conduct applies at all times. You must always:

- Maintain professional boundaries with the children and young people you coach
- Be an excellent role model at all times including not smoking or drinking alcohol whilst in the company of children in your care
- Ensure you abide by the club's transport policies
- Ensure you are not alone with a child or young person when off the mountain
- Refrain from going into bedrooms of children or young people (unless you are supervising them in the evening, and another staff member is present) and never invite them into your room
- It should not usually be necessary to supervise children getting changed; if they are so young as to require this, they are probably too young to be on the trip
- Ensure if changing or showering that you do so before, or after the children or young people or in a different changing room to them; never shower or change with them
- Treat all children equally with respect and dignity
- Refrain from swearing in front of children and challenge others in the club who swear in front of children
- Put the welfare of the child first, before winning, the child's welfare being paramount
- Be acutely aware of the power that a coach develops with participants in snowsport and avoid any inappropriate or intimate interaction (sexual or otherwise)
- Avoid unnecessary physical contact with children. Where any form of manual/physical support is required it should be provided openly and with the consent of the child. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the child's consent has been given
- Always work in an open environment
- Always give enthusiastic and constructive feedback rather than negative criticism
- Remember always, you are the coach, they are the child/athlete and make sure you maintain professional boundaries at all times.

Coaches and Club officials, when in the company of Club children, must always behave professionally, abide by the Code of Conduct, and adhere to Club policies.

Guidance for the Camp Welfare Officer or House Parent

Only suitable House Parents/CWOs (referred to hereafter as house parent) should be appointed; not just a parent because they are available and want a free holiday. They must go through the usual safe recruitment practice including an Enhanced DBS with barred list check for working with children and references taken up. A role description should be given to the house parent with responsibilities clearly documented. House parents will usually be responsible for all the children at all times when they are not on the hill and all staff should be clear where and when their responsibility for children starts and ends.

It is recommended all house parents:

- Are appointed for their child-centred approach and suitability for the role
- Receive an induction, and their role is clearly explained to them. Club policy on bedtimes, children going out in the evening, going out with their parents, having mobile phones at night etc are clearly defined
- Introduce themselves to all children at the first available opportunity, explaining what their role is and that children can come to them with any problems or concerns

- Have attended safeguarding training
- Have attended first aid training
- Have another member of staff on duty with them at all times, or available within 5 minutes, in case of emergency (or more staff depending on the number of children present)
- Understand they must remain with any children unable to participate in snowsport (i.e., they may not be able to ski/board every day)
- Abide by the club's photographic and social media policies, and know appropriate boundaries when working with children.

Guidance if a Child is Injured

Accidents whilst taking part in snowsport activities do occur. The club must have a clear procedure to follow if a child is injured. This will include:

- Knowing who all the qualified first aiders are
- Having contact details for other staff to inform them of the injury if required
- Having a copy of all children's European Health Insurance Cards (EHIC) or Global Health Insurance Cards (GHIC) (where applicable) and travel insurance documents and passport which will be required if attendance at a medical centre is required
- Ensuring another member of staff looks after the other children in the group
- Reassuring the child, and staying with them and accompanying them to the medical centre or hospital
- Ensuring you behave professionally at all times and giving the child the attention they need
- Following the advice of the qualified medical professionals and not accepting parental waivers to go against this advice (e.g., do not let the child compete if the medical professional says they must not)
- Whilst the priority must be the child, aim to let the parent know at the earliest opportunity by text/message that there has been an accident and give them brief details of the injury (e.g., hurt their arm, or leg and going to hospital). Let them know you will update them when you have more information. Parents will inevitably be very worried, but must be made to understand when you are travelling to hospital, or in hospital with their child it may be difficult for you to speak with the parent, and the child's wellbeing must come first. Consider updating another staff member and asking them to communicate with the parents if you are unable to
- You must remain with the child in hospital, do not leave them unaccompanied
- If the child is to remain in hospital and you are asked by the hospital to leave, do not do so until you have ensured the child is happy with the arrangements, you have spoken to the parents and/or your Club Welfare Officer and explained the situation. Parents will usually wish to come straight to the hospital and you should remain in the hospital until they have got there, unless agreed with them, and the child is safe to leave. NB this may be some considerable time if they have to fly out to the hospital

- Ensure an Accident Report form is completed, signed, and a copy given to the parents with the original kept securely in line with your Club policy. You should aim to do this within 24 hours of the injury, or as soon as you get back to base.

The welfare of the child is paramount at all times. Document everything you do including times so you can evidence you have followed best practice and putting the needs of the child first.

25. The Role of the Local Authority Designated Officer (LADO or DO)

The Local Authority Designated Officer, now usually known as Designated Officer (DO) works within Children's Services and should be alerted to all cases in which it is alleged that a person who **works with children** has:

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

This applies to paid, unpaid, volunteer, casual, agency and self-employed workers. For example, coaches, child welfare officers, house parents, physios or any volunteers at the club choosing to "work" with children. Or anyone who works with children outside a snowsport environment (e.g., a teacher, child minder, sports coach in another sport). The DO captures concerns, allegations or offences emanating from outside of work, or within the working environment. The DO is involved from the initial phase of the allegation through to the conclusion of the case.

Allegations must be reported to the DO within 24 hours.

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

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

You should ensure you make the Snowsport England Safeguarding Lead aware the person you have concerns about works with children – either within snowsport, or outside snowsport. Snowsport England will then contact the DO.

Section 2 – Templates for your Club to adapt

2.1	Club Safeguarding Policy Statement Template	85
2.2	Club Code of Conduct and Ethics for Coaches Template	86
2.3	Club Code of Conduct and Ethics for Volunteers and Officials Template	88
2.4	Club Code of Conduct and Ethics for Parents Template	89
2.5	Code of Conduct and Ethics for Members and Guests Template	91
2.6	Code of Conduct for Children (General Members ..)	92
2.7	Code of Conduct for Athletes Template	93
2.8	Incident Report Form for Safeguarding Concerns Template	95
2.9	Accident Report Form Template	99
2.10	Junior Club Membership Form Template	101
2.11	Application form for role at Club Template	103
2.12	Recording Form for DBS Disclosures Template	105
2.13	Reference Request Letter Template	106
2.14	Club Recruitment Policy Template	108
2.15	Checklist for CWOs	109
2.16	CWO Welcome Letter to new Junior Members' Parents Template	110
2.17	Welcome to Our Club Poster Template	111
2.18	Club Photography and filming consent form Template	112
2.19	Club Photographic Policy Template	114
2.20	Event Photography & Filming Consent Form – Larger/National	115
2.21	Event Photographic Policy template – for larger or National events	116
2.22	Club Social Media Policy Template	118
2.23	Club Transport Policy Statement Template	120
2.24	Anti-bullying Policy Template	121
2.25	Checklist for Safeguarding Induction for Coaches	123

2.1 Club Safeguarding Policy Statement Template

All clubs must create their own Club Safeguarding Policy. The following template may be used to help start the process.

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

We will do this by:

- Recognising all children participating in snowsport, regardless of age, ability or disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, socioeconomic status, sex or sexual orientation all children and young people have the right to participate in snowsport in a fun and safe environment and have the right to protection from harm
- Ensuring that all individuals working with children in snowsport at the club or for the club, provide a safe, positive and fun snowsport experience for children
- Adopting the **Snow Safe** Children and Young People Policy, Snowsport England's Policy for safeguarding, and any future versions of the Policy
- Appointing a Club Welfare Officer (CWO) and ensuring they receive the mandatory training for CWOs, so they have the necessary skills to undertake their role effectively
- Ensuring all people who work with children at the club or for the club understand the **SnowSafe** Children and Young People Policy applies to them
- Ensuring all those working with children at the club or for the club are recruited in accordance with the **SnowSafe** Children and Young People Policy and relevant legislation and undergo a DBS disclosure where required
- Ensuring all people who work with children at the club or for the club are provided with an induction, including the necessary training and information on good practice and code of conduct
- Ensuring the name and contact details of the CWO are promoted to children and parents and displayed at the club and on the website and are made available as the main point of contact or the Safeguarding Lead at SE and relevant external agencies
- Ensuring children, parents, club officials and members are aware that the CWO should be the first point of contact for any concerns
- Ensuring correct and comprehensive reporting procedures exist for raising and managing child safeguarding concerns
- Ensuring the club has relevant policies agreed by the Committee and communicated to all members and staff
- Ensuring everyone connected with the club (including parents, children, volunteers and visitors) has the opportunity to voice any concerns they have about poor practice or suspected abuse, to the CWO
- Ensuring all suspicions, allegations and concerns are taken seriously and dealt with swiftly and appropriately
- Ensuring access to confidential information regarding safeguarding concerns is restricted to the CWO, Snowsport England Safeguarding Lead and appropriate external authorities e.g., Local Authority Designated Officer (DO), Children's Social Care etc.
- Ensuring all those in a position of responsibility at the club recognise it is not their responsibility to determine if abuse has occurred, but it is their responsibility to report and act on any concerns they have.

Approve the Policy at a Committee Meeting, date and promote the policy.

2.2 Club Code of Conduct and Ethics for Coaches Template

Snowsport England has a [Coaches Code of Conduct and Ethics](#). It is suggested clubs produce their own “local” Code of Conduct and Ethics that is consistent with their other club policies. It is hoped all instructors and coaches will be members of Snowsport England to enjoy the benefits, guidance and insurance this provides, but it is still important for them all to sign up to the Club Coaches Code of Conduct.

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

Coaches must:

- Recognise all children participating in snowsport, regardless of age, ability or disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, socioeconomic status, sex or sexual orientation all children and young people have the right to participate in snowsport in a fun and safe environment and have the right to protection from harm
- Promote the welfare and best interests of their performers
- Create and maintain an environment free of fear and harassment for all participants, parents, volunteers, officials and coaches
- Ensure that the activities they direct, or advocate are appropriate for the age, maturity, experience and ability of the participant
- Recognise the rights of all performers to be treated as individuals
- Recognise the rights of performers to confer with other coaches and experts
- Promote the concept of a balanced lifestyle, supporting the well-being of the performer both in and out of snowsport
- Not engage in, or tolerate behaviour that constitutes any form of abuse (physical, sexual, emotional, neglect, bullying – either online or face to face)
- Avoid sexual intimacy with performers either while coaching them or in the period immediately following the end of the coaching relationship
- Take action if they have a concern about the behaviour of an adult towards a child by reporting this to the Club Welfare Officer
- Empower performers to be responsible for their own decisions
- Clarify the nature of the coaching services being offered to performers
- Communicate and cooperate with other organisations and individuals in the best interests of performers.
- Be fair, honest and considerate to performers and others in snowsport

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

Signed:

Date:

Print Name:

To be completed by Coach and retained by the club, together with references whilst the Coach is working for club

2.3 Club Code of Conduct and Ethics for Volunteers and Officials Template

Clubs should set out the behaviour they require of all their volunteers. You may like to consult with your members first and ensure you include appropriate clauses for your club. Some of the below should be mandatory for all clubs. Ask all volunteers to sign and return the Code of Conduct.

Unfortunately, sometimes club volunteers do not behave in the way clubs would like. If this happens you can refer them to the agreement they have signed and deal with them appropriately or in line with your Disciplinary Policy.

All volunteers and officials must:

- Treat everyone equally and not discriminate on the grounds of age, ability or disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, socioeconomic status, sex or sexual orientation
- Not condone, or allow to go unchallenged, any form of discrimination if witnessed
- Display high standards of behaviour
- Consider the well-being and safety of participants before the development of performance
- Develop an appropriate working relationship with participants, whether skiers, parents, volunteers, coaches, or anyone involved in the club, based on mutual trust and respect
- Not engage in, or tolerate behaviour that constitutes any form of abuse (physical, sexual, emotional, neglect, bullying – either online or face to face)
- Under the guidance of the coaches ensure all activities are appropriate to the age, ability and experience of those taking part
- Promote the positive aspects of snowsport (e.g., fair play and support for others)
- Encourage all participants to respect the decision of officials and avoid arguing with officials
- Display consistently high standards of behaviour and appearance
- Hold appropriate valid qualifications and insurance cover (as appropriate)
- Follow club procedures when communicating with children by telephone, e mail, other social media or other virtual activities
- Never exert undue influence over performers to obtain personal benefit or reward
- Never condone rule violations, bad sportsmanship, or the use of prohibited substances
- Encourage participants to value their performances and not just results
- Encourage and guide participants to accept responsibility for their own performance and behaviour
- Follow all guidelines laid down by Snowsport England and the club
- Report any concerns in relation to a child, following the procedures in **Snow Safe** Children and Young People
- Promote the club in a positive light
- Not use the internet or social media to make derogatory remarks about other people involved in snowsport, or clubs, or anything related to snowsport that could be interpreted as wrong, unkind or that could bring the sport into disrepute.

Signed:

Date:

Print Name:

2.4 Club Code of Conduct and Ethics for Parents Template

Clubs should set out the behaviour they require of the parents of child participants. You may like to consult with your members first and ensure you include appropriate clauses for your club. Some of the below should be mandatory for all clubs. Ask all parents to sign and return the Code of Conduct.

Unfortunately, sometimes parents do not behave in the way clubs would like. If this happens you can refer them to the agreement they have signed and deal with them appropriately. Children should not be refused membership due to the behaviour of their parents.

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

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

- Not use the internet or social media to make derogatory remarks about other people involved in snowsport, or clubs, or anything related to snowsport that could be interpreted as wrong, unkind or that could bring the sport into disrepute.

Parents have the right to:

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

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

Name of Child: Date:

Signature of Parent: Name of Parent:

2.5 Code of Conduct and Ethics for Members and Guests Template

If you do not have a Membership category for Members and Guests, include “and guests” in the Parents Code of Conduct and Ethics above (if appropriate). Clubs should set out the behaviour they require of their members and guests. You may like to consult with your members first and ensure you include appropriate clauses for your club. Some of the below should be mandatory for all clubs. Ask all members to sign and return the Code of Conduct.

Unfortunately, sometimes members do not behave in the way clubs would like. If this happens you can refer them to the agreement they have signed and deal with them appropriately.

Snowsport England and **AnySlope Snowsports Club** expects the highest standards of all young people participating in snowsport and their families.

All Members and Guests of this Club will:

- Not use inappropriate language or gestures, including foul, sexist, abusive, racist or prejudicial language or tolerate it from other members or guests
- Display high standards of behaviour
- Not condone, or allow to go unchallenged, any form of discrimination if witnessed
- Conduct themselves in a manner that takes all reasonable steps to protect their own safety and that of others
- Promote the positive aspects of snowsport and fair play
- Encourage all participants to respect the decision of officials and avoid arguing with officials
- Recognise good performance and not just good results
- Place the well-being and safety of the child above the development of performance
- Respect children’s opinions when making decisions about their participation in snowsport
- Abide by the club’s Policies
- Understand that any breach of Policies may result in disciplinary action
- Not use the internet or social media to make derogatory remarks about other people involved in snowsport, or clubs, or anything related to snowsport that could be interpreted as wrong, unkind or that could bring the sport into disrepute.

Signed: Date:

Print Name:

2.6 Code of Conduct for Children (General Members – not racers and/or athletes) Template

Ideally clubs should consult with children and young people about their Code of Conduct. Children are more likely to respect policies they have contributed to, and sanctions they impose for breaches are often far tougher than any we might impose! Do you have Child Club Captains or other children you could ask to lead on this? It will inevitably require a little input from adults, but it will be better if it is child led. Please let Snowsport England Safeguarding Lead know of any Codes of Conduct written by children as these may be promoted as examples of good practice. Examples of Conduct to include:

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

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

Signed (Child).....

Date:

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

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

Parent's Signature:

Date:

2.7 Code of Conduct for Athletes Template

Your club should consider a more formal Code of Conduct for athletes competing at a higher level. Ideally clubs should consult with their athletes about their Code of Conduct. Athletes are more likely to respect policies they have contributed to, and sanctions they impose for breaches are often far tougher than any we might impose! Do you have Child Club Captains or other children you could ask to lead on this? It will inevitably require a little input from adults, but it will be better if it is child led. Please let Snowsport England Safeguarding Lead know of any Codes of Conduct written by children as these may be promoted as examples of good practice. Examples of Conduct to include:

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

- I will show support and respect my coach at all times
- I will support and respect officials and volunteers involved in snowsport and understand participation in snowsport is only possible due to the time volunteers give freely to help myself and other children
- I will support and respect my club members and other snowsport athletes
- I will not be involved in any bullying or practice that can be deemed as bullying
- I will demonstrate sporting behaviour at all times including competitions and decisions made
- I will demonstrate sporting behaviour in all my activities and promote good sportsmanship, being modest in victory and gracious in defeat
- I will act in a manner at all times that does not bring myself or my sport into disrepute during training and competition
- I will attend and present for prize giving ceremonies should I be a prize winner unless circumstances do not allow me
- I will not enter into relationships with other athletes on the Team while on training and race camps
- I will read, understand and agree to abide by the Drugs and Doping policy
- I will not use prohibited or recreational drugs, as defined by WADA
- I will use the internet appropriately and not use the internet, phone or other electronic device to make derogatory remarks about other competitors, teams, officials, clubs or anything related to snowsport that could bring the sport into disrepute
- I know I am entitled to question decisions made in coaching, but I must do this appropriately and respectfully
- I will find out who my Club Welfare Officer is and know I can talk to them if I am worried about anything
- I recognise the harmful effects of smoking cigarettes, taking drugs and the consumption of alcohol are well recognised and can debilitate the performance of athletes. Snowsport England actively discourages the consumption of these substances.
- I understand that disciplinary action may be imposed for breach of rules or for reasons of behaviour. Any action will depend on the type and seriousness of any breach of rules or behaviour but will be accompanied by a verbal warning and/or a written warning as necessary. I understand athletes shall have the right to appeal all such measures, to the organisers/club in the

first instance, then the Board via the Athletes Representative within 3 months of disputed disciplinary measure.

Athlete's signature: Date:

Parent/Guardian's signature

(if under 18): Date:

2.8 Incident Report Form for Safeguarding Concerns Template

If you have a problem completing this form or need advice about reporting a concern, e mail welfare@snowsportengland.org.uk with your contact details so we can help.

In an emergency and/or if you are concerned that someone is at immediate risk of harm, please call the police straight away on 999/112 if abroad.

If you think a criminal offence has taken place, report straight away to the police and do not question the suspect.

Do not delay in reporting. Fill in as much information as you can and forward to your Club Welfare Officer and/or Snowsport England Safeguarding Lead. If required, Snowsport England will liaise with the Local Authority Designated Officer (DO) on your behalf.

Have you?

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

Details of Person completing the form:	Name: Position in Club: (CWO, coach etc) Club: Address: Telephone number: E mail:
Name of Club/Organisation you are concerned about	
Details of the person you are concerned about. E.g.: <ul style="list-style-type: none"> • A child whose welfare you are worried about or • An adult you are worried about/ concerned about their wellbeing <p>If your concerns are about more than one person, please list on a separate sheet/add more info here.</p>	A Child: Name: Address: Telephone: Date of Birth: Club: <hr/> An Adult: Name: Address: Telephone:

	<p>Date of Birth:</p> <p>Club:</p> <p>Their Role: (coach, parent etc)</p>
<p>Does the person have any specific needs such as any disabilities, mental health issues or additional vulnerabilities?</p> <p>Please do not give your opinion but provide this information based on factual evidence.</p>	
<p>Parent/carer's details (if applicable):</p>	<p>Name:</p> <p>Address:</p> <p>Telephone number/s:</p> <p>Emails:</p>
<p>Date of Incident/Concern:</p> <p>Time of Incident/Concern:</p> <p>If your concern relates to a number of concerns which have come to light over a period of time, then please specify.</p>	
<p>Details of the incident/concern</p> <p>Circumstances: Please include ALL the information known to you. E.g.:</p> <ul style="list-style-type: none"> • What has happened • Where did it happen • When did it happen? • Who is involved, and who did what? <p>Try to report in a chronological order. If your information has come to you from a number of individuals, please be clear about who said what. Detail any previous concerns about the person you are referring to. Include any verbatim comments and the demeanour of the person if possible.</p>	

<p>Child's account of the incident (if applicable)</p>	
<p>Injuries: Describe nature of injury, any treatment obtained and by whom.</p>	
<p>Witnesses: Full details of all witnesses to be recorded (Name, address, contact details, role, club) Have they been spoken to? What did they witness?</p>	
<p>Action taken: Outline what action has already been taken and by whom. Include things such as Did you call Police or Social Services? Who have you have spoken to about this matter? Who has been notified (Name and contact details?) When were they notified?</p>	
<p>Have Parents Been Informed?</p>	<p>Yes/No NB Do not inform parents if the allegation concerns them</p>
<p>Person against whom allegation has been made. If the allegation is against a member of staff or volunteer,</p>	<p>Name: Address:</p>

that person should not be informed of the concern until advice has been sought from Snowsport England Safeguarding Lead or if urgent, report to Police straight away.	Contact Number: E mail: Role or Relationship to Child/Adult at Risk:
Have they been spoken to? If the incident is to be reported to statutory services, do not talk to them, or question them about the incident	Yes / No
Account they have given (if appropriate to ask them)	
Actions agreed or advice given by statutory authorities	Police: Social Services/LADO:
Details of any action you intend to take	
Signed:	
Date: Time:	

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

Forward completed form to your Club Welfare Officer

Snowsport England's Safeguarding Lead can be contacted for advice: welfare@snowsportengland.org.uk

2.9 Accident Report Form Template

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

- Fill in 1 copy of the Accident reporting form for **ALL** accidents
- Make contact with parents/guardians and provide them with a copy/photo as soon as possible and within 24 hours where possible
- The original copy must be kept by the designated person and actioned if necessary
- Contact emergency services/GP if required
- Record in detail all facts surrounding the accident, witnesses etc.
- Record any further action taken including hospital or medical services required
- Sign off on any action required.

Club Name:		
Name of Injured person:		
Date of Birth:		
Address:		
Name of Coach/Person in charge of Activity:		
Date and time of Accident:	Date:	Time:
Date and time reported:	Date:	Time:
Accident Reported By:	Name:	
Nature of Accident/Injury:		
Location of Accident/Injury:		
Details of Accident/Injury:		
Details about how the accident happened?		

Did anyone witness the accident?	Yes / No
Name and Contact Details of Witness/es:	
Details of any first aid given	
Were parents informed: When were parents informed? Details given to the parents:	Yes No Date: Time:
Who by?	
Additional Actions undertaken or required	
Additional Notes:	

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

.....
Date

Please return this form to the CWO/Designated person at your club who should keep this copy safely in line with DPA and GDPR requirements.

2.10 Junior Club Membership Form Template

NB The General Data Protection Regulation (GDPR) requires you to only collect data that you need, therefore you must review your form and the data fields and decide if it is absolutely necessary to collect the information. See [CPSU guidance July 2020](#).

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

A parent/carer or guardian will need to sign the Membership Form for all children under the age of 18. Your child will also need to sign the form. We will use this information to ensure you are kept informed about events and the club. **[If club has agreed this policy – include text in yellow, if not officially agreed by Committee – leave out]**. For children aged 16 and 17, by giving your child's e mail address and/or mobile phone number, you are consenting to club staff using that information to contact your child regarding club activities. Club staff are always asked to copy parents into any correspondence with their child until they are 18 years old. If you do not wish us to contact your 16/17-year-old child, you should not give **their** mobile number or e mail address.

Privacy Notice: Under new laws that came into effect in May 2018 we need to provide you with certain details concerning how your personal data will be used and protected. See Snowsport England's [Privacy Notice](#).

Section 1 – Junior Member's Details

Child's Name:	<input type="text"/>
Address:	<input type="text"/>
Postcode:	<input type="text"/>
Home telephone number:	<input type="text"/>
Your mobile number:	<input type="text"/>
Your child's mobile number –if you consent to us using it	<input type="text"/> Only complete if your child is 16 or over and you consent
Date of birth:	<input type="text"/>
Name of School / College	<input type="text"/>
Parent/Guardian's E mail for correspondence:	<input type="text"/>
Child's E mail address – if you consent to us using it	<input type="text"/> Only complete if your child is 16 or over and you consent

Section 2 – Medical Information

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

Condition:
Medication/Instructions:

Section 3 – Disability

The Equality Act 2010 defines a disabled person as anyone with a physical or mental impairment, which has a substantial adverse and long-term effect on their ability to carry out normal day-to-day activities.

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

If yes, what is the nature of the disability? List overleaf any special requirements your child has.

Visual impairment Hearing Impairment Learning Disability

Physical disability Multiple disability Other (please specify)

Section 4 – Emergency Contact Details

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

Name 1:	Name 2:
Relationship to individual:	Relationship to individual:
Home Tel:	Home Tel:
Work Tel:	Work Tel:
Mobile Tel:	Mobile Tel:

- I enclose my annual membership fee of £..... made payable to Anyslope Snowsports
- I give permission for my son/daughter to receive medical or dental treatment in the event of an emergency and in accordance with the recommendations of a qualified medical practitioner. I understand in the event of injury or illness all reasonable steps will be taken to contact me, and to deal with the injury/illness appropriately
- I confirm that I have read, understand, and accept the club's policy on transport
- I confirm if I have given my child's e mail address, or mobile phone number (if aged 16 or over), I am happy for them to be contacted via these methods and in line with agreed club Policy
- I confirm I have read, and will abide by the Parents Code of Conduct and Ethics, and my child has read and will abide by the Children's/Athlete's Code of Conduct
- I have read the photographic policy and give my consent to the club photographing or videoing my child's involvement in snowsport and publishing the photographs in club publications, press articles, or Snowsport England publications according to the club's Photographic Policy
- By returning this completed Membership Form, I agree to my child taking part in the activities of Anyslope Snowsports.

Signature of parent/carer:

Name of Parent/carer: Date:

Name of Child:

- Children Over 13 declaration: I confirm I have read and will abide by the Children's/Athlete's Code of Conduct and I consent to Any slope Snowsports photographing or videoing my involvement in snowsport and the club and Snowsport England publishing the photographs in publications or press articles in line with club photo policy.

Signature: Date:

2.11 Application form for role at Club Template

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

If role requires a Snowsport England DBS: Do you have any cautions, convictions, reprimands, or warnings that would not be "Filtered" in line with current guidance? *	<p>Yes (give details) No</p> <p>NB – This question cannot be asked if the role does not require a Snowsport England Enhanced DBS</p>
Have you been the subject of any disciplinary investigation and/or sanctioned for offences against Children in any other organisation?	<p>Yes (give details) No</p>
Referee 1 – preferably professional reference. They must have known you for at least 2 years.	<p>Name:</p> <p>Address:</p> <p>Telephone:</p> <p>E mail:</p>
Referee 2 – preferably someone who can vouch for your work in snowsport or other sport, or suitability to work/volunteer with children. They must have known you for at least 2 years.	<p>Name:</p> <p>Address:</p> <p>Telephone:</p> <p>E mail:</p>

*See [DBS Filtering guidance](#) if you have ever received a caution, conviction, reprimand, or warning.

Anyslope club complies fully with the Rehabilitation of Offenders Act 1974 and having a conviction will not necessarily prevent you from working with us, it depends on the nature and details of the offence. Contact the Club Welfare Officer or Snowsport England Safeguarding Lead for guidance if required.

I agree to having a DBS check, if required Yes/No

Name:

Signed: Date:

For Club Use		
Date refs applied for:	Date ref 1 rec'd	Date ref 2 rec'd
DBS Required? Yes/No	DBS Completed and disclosure verified? Yes/No/NA	
DBS Barred List checked? Yes/No/NA	Cleared for volunteering: Yes/No	
Date Volunteer Informed:	By:	

2.12 Recording Form for DBS Disclosures Template

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

Remember – you should check any new staff/volunteers joining the club have a Snowsport England DBS or DBS approved by SE (where required) BEFORE allowing them to start. E mail [SE](#) with their full name and date of birth to check. If someone comes to your club and shows you their current DBS, you must still check – just in case Snowsport England is aware of any information after the DBS was issued.

AnySlope Snowsports Club

First Name	Last Name	Date of Birth	Role	Disclosure Issue Date	Disclosure Expiry Date	Snowsport England verified DBS?
Nicholas	Jay	1/1/74	Coach	12/5/20	11/5/23	✓ 16/5/17

2.13 Reference Request Letter Template

Dear

Re: (Name of Applicant)
Address

Date of Birth

(Name of applicant) has applied to work with *(Your Club)* as a *(coach, club welfare officer etc)* and has given your name as a reference. This will involve working with children. XXXXX Club takes our responsibility regarding safeguarding seriously and the well-being of children is of paramount importance. I would be grateful if you would answer the questions below and let me have any additional information you think may be relevant. If you would prefer to speak on the telephone, please ring me. Please continue on a separate sheet if required.

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

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

	Poor	Average	Good	V Good	Excellent	Don't know
Responsibility						
Maturity						
Self-motivation						
Can motivate others						
Communication skills						
Gets on with colleagues						
Gets on with children						
Reliability						
Trustworthiness						

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

Yes / No

If you have answered YES, give details on a separate sheet, or we can contact you for more information.

Signed:

Print name: Date:

Position and Organisation (if applicable)

Your Contact Telephone Number:

Thank you for completing the form.

Yours sincerely

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

Name:

Designation: (e.g., CWO/Chairman/Secretary)

Club:

Address:

Your telephone number:

2.14 Club Recruitment Policy Template

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

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

- All new applicants wishing to volunteer or work at the club will be required to fill in an application form
- They will be required to provide 2 references and the club will contact these referees
- Where applicable, they will be required to undergo a Disclosure and Barring Service (DBS) check. Having a criminal record will not necessarily preclude anyone from working or volunteering at the club, it depends on the nature of the offence
- Where applicable, they will be required to have a check against the DBS barred list for working with children
- If they are going to work or volunteer in Regulated Activity, they will not be able to do so unsupervised until their Barred List status has been verified
- *Anyslope Club* will verify the outcome of the DBS Disclosure with Snowsport England
- The applicant will be provided with a role description for the work they will be undertaking
- They will attend an interview/informal meeting
- They will be required to accept and adhere to all other club policies
- They will receive an induction which will include:
 - Verification of their identify¹¹
 - Verification that they meet the UK Border Agency Requirements to work here (where applicable) - <http://www.ukba.homeoffice.gov.uk/>
 - Verification of their qualifications (if applicable to their role)
 - Signing up to the relevant Code of Conduct
 - An induction or explanation of welfare of young people including:
 - the club policies and procedures including reporting procedures
 - Transport Policy
 - Photographic Policy
 - Social Media Policy
 - Explanation of club ethos, appropriate communication, and interaction with children
 - An introduction to club members relevant to their role
- All people working or volunteering with children will initially be monitored by the CWO, head coach or other appropriate person.

¹¹ Check their passport or photo driving licence where possible and a document with proof of their address. If they do not have a passport or driving licence, ask to see their original birth certificate and proof of current address. Check details against their DBS disclosure (where applicable)

2.15 Checklist for CWOs

The checklist will provide CWOs with a useful tool to check progress with implementing a good safeguarding culture and practice at your club. CWOs are not expected to carry out all these tasks themselves – the overall responsibility for this lies with the Committee – but CWOs should ensure the club Committee is aware of their responsibilities and that the task has been carried out by a named person, and the CWO reports on progress at Committee meetings.

Our Club Has:	Mandatory	Desirable	Evidence
Adopted Snowsport England's SnowSafe Children and Young People and SnowSafe Adults Policies in the Club's Constitution			
Appointed and Trained a CWO			
A Club Safeguarding Policy Statement			
Appointed and Trained a deputy CWO			
Ensured Committee, coaches, officials, helpers and all responsible adults are aware of Policies and parts relevant to them			
Ensured everyone involved in helping at the club knows to report all safeguarding concerns to CWO			
A procedure for what to do if there are concerns at the club			
Contact details for all children			
Medical information for all children and this information is given to relevant people, including the treatment required			
A Club Recruitment Policy			
Carried out appropriate prerecruitment checks on all new employees and volunteers including references and DBS checks where applicable			
CWO on Committee and reporting regularly			
Written codes of conduct for coaches, parents, children and members and guests			
Written complaints and disciplinary procedure			
The telephone numbers of Police, Children's and Adults Social Care, DO and other relevant people accessible			
Contact details of the CWO displayed on the notice board, website, other			
Information for children about safeguarding and where to go for help			
Sent a letter to all members introducing CWO with contact details			
Policies for transport, anti-bullying, photographs, social media AND ENSURED EVERYONE IS AWARE OF THEM AND SIGNED UP TO THEM			
Consent forms for photos etc.			

2.16 CWO Welcome Letter to new Junior Members' Parents Template

Dear xx,

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

I am the Club Welfare Officer, and my role is to ensure children feel welcome and supported and help them have a fun, positive and rewarding time here. Please make sure your child knows this, and that they can let me know if anything is stopping them having an enjoyable time here.

Anyslope Club is affiliated to Snowsport England (SE) and complies fully with **SnowSafe** Children and Young People, SE's Child Safeguarding Policy, a copy of which is available for you to see in the club or on SE's [website](#). We have procedures in place to ensure all children are treated equitably and are well cared for whilst at the club.

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

We ask all new parents and children at the club to read, agree to and sign a Code of Conduct (one for parents and another one for the children). This is so we all understand what is expected of us and helps to ensure the children have a positive and happy experience here. We also have club policies for transport, photography and social media use and it is important you are aware of these and abide by them, and report any breaches you become aware of to me.

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

There is a new parents' coffee and chat drop in on the first Saturday of each month from 11.00 until 12.00. Please feel free to drop in and meet the coaches, team managers, other parents and myself. This is a great opportunity to find out what goes on at the club and talk about any general matters either with our club officials, or with other parents. We are keen for more parents to get involved and are always looking for enthusiastic Committee members or people to help at our events.

If you, or your child has any concerns please do not hesitate to contact me.

With kind regards

Signed

Name

Club Welfare Officer

2.17 Welcome to Our Club Poster Template



Insert a
club logo
here

Welcome to our Club - Our Statement of Care:

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

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

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

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

Your Club Welfare officer is:

Name: _____

Tel: _____

E mail: _____

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

For best practice and guidance documents please visit the Snowsport England website where further information for parents, children, athletes and coaches can be found.

www.snowsportengland.org.uk/safeguarding

Snowsport England's Safeguarding Lead is: Mark Vaughan – Telephone 07462 156784
Email: welfare@snowsportengland.org.uk

2.18 Club Photography and filming consent form Template

XX SNOWSPORT CLUB

In accordance with our child protection policy, we ask you to give permission for photographs, videos, or other images to be taken of your child, if aged under 18. Photographs are included in the Data Protection Act and we therefore also ask for permission from adults.

The (*organisations name*) 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 (*insert organisations name*) immediately. Participants and children may be named alongside the image, please state whether or not you give consent for this. Please clearly delete any you do not consent to.

Consent information:	
<i>To be completed by child:</i>	
I give permission for my photograph/video/image to be used:	
<input type="checkbox"/> within the club for display purposes <input type="checkbox"/> within other printed publications <input type="checkbox"/> on the club's website, social media pages and YouTube etc <input type="checkbox"/> For coaching and analysis purposes <input type="checkbox"/> I give permission for my name to be published alongside these images. <input type="checkbox"/> I give permission for Snowsport England to use these images	
Signature of child:	Print name child:
Date:	

If the child is under 18, consent must be obtained from parents too.

<i>To be completed by parent:</i>	
I give permission for my child's photograph/video/image to be used:	
<input type="checkbox"/> within the club for display purposes <input type="checkbox"/> within other printed publications <input type="checkbox"/> on the club's website, social media pages and on YouTube etc <input type="checkbox"/> For coaching and analysis purposes <input type="checkbox"/> I give permission for my child's name to be published alongside these images. <input type="checkbox"/> I give permission for Snowsport England to use these images <input type="checkbox"/> I confirm that I have read the Club's Photographic policy and been made aware of how these images or videos will be stored within the organisation.	
Signature of parent:	Print name of parent:
Date:	

We would like all adult participants (over the age of 18) to give their permission too

I give permission for my photograph/video/image to be used:

- within the club for display purposes
- within other printed publications
- on the club's website, social media pages and on YouTube etc
- For coaching and analysis purposes
- I give permission for my name to be published alongside these images.
- I give permission for Snowsport England to use these images
- I confirm that I have read the Club's Photographic policy and been made aware of how these images or videos will be stored within the organisation.

Signature of participant:

Date:

NB – Snowsport England publishes our Photographic Policy and this will be different from a Club Photographic Policy. Clubs must ensure, where possible, that nobody is excluded if they are unable to consent to photographs and videos are taken. It should be possible to ensure at Club events that someone's wishes are taken into account.

At a Snowsport England National event, often at public venues, it will be much harder or impossible to guarantee images will not be taken or published. It is not proportionate or possible to do so.

2.19 Club Photographic Policy Template

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

This policy should cover all activities the club undertakes. If the club undertakes activities which are not covered under this policy (e.g., a large competition where other clubs are invited) they should have an Events Photographic Policy for the event and ensure everyone who attends is aware of it. If you use a Public slope or operate in a mountain environment, you may have to change this considerably.

Photographs are included in the Data Protection Act and therefore adult participants should also be asked to opt in. Clubs may find the easiest way to do this is to include consent, linked to their photographic policy, on their membership form.

Please adapt as required:

- *Anyslope Snowsport Club* (hereafter called “The Club”) is keen to promote positive images of participants including children involved in snowsport activities and is not preventing the use of photographic or video equipment either by club staff or parents
- The Club recognises the need to ensure the welfare and safety of all young people in snowsport
- The Club acknowledges that parents may wish to take photographs of their own children but asks that parents do not take photographs of other children without their consent and the consent of their parents
- The Club asks parents to consent to their child being videoed and photographed, when completing the membership form*
- If parents are unable to consent to their child being photographed or videoed the club will make all reasonable attempts to exclude the child from photos and videos, but cannot guarantee this
- The Club recognises that it is almost impossible to prevent the taking of photographs and videos with mobile phones and small cameras but will endeavour to prevent photographs, videos or other images of young people being taken without the consent of the parents and children
- Parents should be aware that photographs and videos may be taken of children for promotional, publicity and coaching purposes and these images may appear across all media platforms, including, but not limited to, our Club or Snowsport England social media channels, website, You Tube platforms, e mails, newsletters and PR.
- Parents should be aware that photographs and videos may be put onto our closed club Facebook page
- Where images of children are used by the club for publicity, promotion, celebration etc, the child’s name will not also be used, unless permission has been given
- Where a child is named in an article, their photograph will not be used if this identifies them, unless permission has been given
- The Club will follow the Guidance on the Use of Photographic Equipment, which is available from the Club Welfare Officer or see **Snow Safe** Children and Young People, Snowsport England’s Child Safeguarding Policy
- The Club will store and use photographs in line with the Data Protection Act 2018
- The Club will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform the Club Welfare Officer immediately
- If a child has concerns about images being taken, they should report this immediately to the Club Welfare Officer or in his/her absence a coach.
- The Club will also seek consent from adult participants in line with our photographic policy.

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

I (parent/carer) consent/do not consent to (club/organisation) photographing or videoing (insert child’s name) in line with the club Photographic Policy. (Delete as necessary)

I consent/do not consent to (club/organisation) photographing or videoing my activities in line with the club Photographic Policy. (Delete as necessary)

Signed:

Date:

2.20 Events Photography and filming consent form Template – larger or National Events

XX SNOWSPORT EVENT

At this event there may be an Official Photographer present.

We (or the official photographer) will be taking photographs and videos for promotional and publicity purposes. These images may appear across all media platforms, including, but not limited to, our Club and Snowsport England's social media channels, website, You Tube platforms, e mails, newsletters and PR. We will store them in accordance with our Photography and Video Policy and in line with Data Protection Act 2018 requirements.

It is not proportionate or possible to ensure your child is not included in wide angle pictures. By registering for this event, you are accepting your child may be included in these pictures.

We, or our Official Photographer, may also be taking close up photographs and videos and your child may be named alongside these images. These images may be available to purchase from the Official Photographer. These images may also appear across our social media platforms, as above.

For children under 18:

- I give permission for my child's photograph/video/image to be taken and used for promotional or publicity purposes by the Event Organisers or Snowsport England
- I give permission for my child to be named alongside these images
- I confirm my child is in agreement for their images to be taken and used as outlined above

Please note, if you do not give permission, we will make every effort to ensure close up images where your child can be identified are not taken, but cannot guarantee this. Please speak to the Event Welfare Officer if you have any concerns.

Name of Child:	Date of Birth:
Signature of parent:	Print name of parent:
Date:	

2.21 Event Photographic Policy template – for larger or National events

If organising a large event, particularly in a mountain environment where some wide-angle photographs may be taken by SE/club staff or professional photographers, and where it would not be possible to single out children who must not be photographed, the following wording is recommended on the entry form, or website information. This must be a place where it will be seen by anyone entering the competition. There should also be a notice to this effect on display at Registration together with the Event Welfare Officer's name and pre-competition information should also contain this information. Official photographers should be issued with a badge.

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

If you are concerned please contact the Event Welfare Officer who will be pleased to discuss the matter with you.

The Event Welfare Officer for this Event is:

Mobile Contact Number:

Please adapt as required for your event:

- The Organisers are keen to promote positive images of children involved in snowsport activities and are not preventing the use of photographic or video equipment at this event
- The Organisers recognise the need to ensure the welfare and safety of all young people in snowsport
- Please ensure you only take photographs or videos of your own children. If photographing or videoing other young people (e.g., other members of your Team) please ensure this is only done with their consent and the consent of their parents
- At this event there may be Professional Photographers or photographers acting on behalf of the Organisers. The Organisers will provide these photographers with an identification badge
- If parents do not wish their child to be photographed or videoed by our Official Photographers, they should make their wishes known to the Event Welfare Officer. The Event Welfare Officer will relay this information to the Official Photographers who will make all reasonable attempts to exclude the child, **but cannot guarantee this**
- Parents should be aware that photographs and videos may be taken of children for promotional and publicity purposes and to celebrate snowsport activities by the Club and Snowsport England
- The Organisers will store and use photographs in line with the Data Protection Act 2018
- The Organisers will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware these images are being used inappropriately you should inform the

Event Welfare Officer immediately or if you become aware after the Event, please contact the Safeguarding Lead at Snowsport England – welfare@snowsportengland.org.uk Tel: 01509 232323

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

General Notice for Clubs:

Please remember that photographs are considered “personal data” in terms of the Data Protection Act 2018. Depending on the circumstance, consent from either the child, adult, or both should be sought before capturing, sharing or publishing images where a child can be identified, including posting on the Club's website. In addition, as with all personal data you should process it in accordance with GDPR principles and other relevant legislation and guidance.

2.22 Club Social Media Policy Template

It is important to discuss your clubs needs and produce your own policy as all clubs are different. You are reminded that the relevant Codes of Conduct apply online, in text, e mail, WhatsApp and other forms of digital communication. You should include reference to use of social media in the Codes of Conduct and that breaches will be dealt with according to your Disciplinary Policy.

AnySlope Club is committed to providing a caring, friendly and safe environment for all our members. The purpose of this policy is to:

- Promote effective use of social media as part of our club activities with a coordinated approach and within agreed parameters
- Encourage good practice
- Protect children, coaches, officials and members and the club
- Ensure our organisation is operating in line with our values and within the law

This policy covers the use of club accounts, or the professional snowsport accounts of club members.

We request that club officials with personal social media accounts are mindful of who can view their profile and act accordingly. It is recommended personal accounts have privacy settings to prevent children and young people who are members of the club having access. In line with schools, club officials must not use their own personal social media account to communicate or be “friends” with any club member under the age of 18 unless they have a clear and transparent reason; for example, they are related to them.

All coaches, officials, club members and guests will:

- Take responsibility for their own use of digital communication, making sure they use it safely, responsibly and legally
- Not use any form of digital communication including social networking, to bring the club, its members or snowsport into disrepute
- Not use any form of digital communication, including interactive services such as social networking for inappropriate behaviour online within the context of snowsport including bullying or harassment of others in any form, defamation, obscene or abusive language, the uploading of material which is libellous, defamatory, obscene, illegal, shows nudity or is violent
- Not use the club name to promote or endorse any product, opinion, cause or political party. Stating the club endorses your personal opinion is prohibited
- Acknowledge any opinions expressed are expressed strictly in their individual capacity and not as a representative of the club
- Report any known misuses of digital communication within the context of snowsport including unacceptable behaviour, inappropriate contact with children online and illegal content including sexual abuse/indecent images of children, to the Club Welfare Officer or Snowsport England Safeguarding Lead, according to club and SE safeguarding policies and procedures
- Be aware that any report of the misuse of digital communication within the context of snowsport will be investigated according to the club’s or Snowsport England’s disciplinary policy and

procedures and may result in sanctions being enforced. Where suspected criminal activity has taken place, a report will be made to the police

- If aged under 18, ensure they do not ask a coach or other club official to be “friends” on social media.

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

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

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

- Take responsibility for their professional reputation in the online environment, making sure they follow e-safety advice, adhere to privacy and safety settings and report any concerns in accordance with the club and Snowsport England’s policies and procedures.
- If they wish to use social media for snowsport purposes in their club, in agreement with the Club Committee, set up a specific account for this, keeping personal life and comments separate from professional work
- Ensure any comments on their professional account remain professional and are appropriate
- Not send private messages to individuals at the club who are under the age of 18
- Not ask for e mail addresses, mobile phone numbers or social networking profiles of junior members under the age of 18, or search for junior members on social networking services or search engines – club officials will have been given the details of those they need. **[If the club has agreed a policy for communicating with 16-18 year olds include the following] The membership form enables parents to give consent, or opt out of giving consent, for the e mail addresses and mobile phone numbers of their children to be used for club purposes whilst always copying the parent in (where this is possible), if the child is aged 16 or over. Delete this if the club Committee has not agreed this Policy.**

Regarding the club social network site, all users will:

- Accept the club may remove any content on our social networking site/sites that could be considered inappropriate, illegal, obscene, defamatory, threatening, infringing upon intellectual property rights, invasive of privacy or otherwise injurious or objectionable.

Our club Policy is commonly recognised as best practice in order to promote a safe and transparent online environment that protects children, members, the organisation and also your interests and reputation.

Any breach of this policy may result in disciplinary action.

2.23 Club Transport Policy Template

- All parents are responsible for the safe delivery and collection of their children (anyone aged under 18) from *AnySlope* Club activities
- If parents arrange for other parents to deliver or collect their child, they are responsible for ensuring the safety and suitability of that travel arrangement
- It is not the responsibility of *AnySlope* Club to arrange to transport children to or from training, or events
- Parents must not ask coaches or any club officials to transport their child to or from training or events
- Coaches and club officials will not transport children to or from training or events (unless it is an emergency).
- If this Policy prevents your child from attending the activities of *AnySlope* Club, you should discuss this with the Club Welfare Officer.

NB – Clubs operating abroad must produce their own Policy and it might include:

- Club vehicles will be used to transport your club to training, competitions and social events
- We will follow good practice including ensuring your child wears a seat belt; ensuring the same child does not sit next to the driver on each occasion; ensuring there is at least one person driving or supervising the children on journeys who has been through an appropriate recruitment procedure including Enhanced DBS disclosure and references obtained.

2.24 Anti-bullying Policy Template

Your club must give a clear message about bullying. Your anti-bullying policy should be linked to the Codes of Conduct for all, and the Disciplinary process.

Bullying by peers can occur whenever children and young people come together, including within sport situations. Bullying can take many forms and is harmful to the victim. It may be physical such as hitting; online or cyber such as abusive messages, comments or images on social media; involve damage or theft of property; be based on someone's gender, ethnicity, sexuality or disability; or be about their sporting ability.

The competitive nature of snowsport makes it an ideal environment for bullies to operate in.

Snowsport England will not tolerate bullies at any level. [CPSU Sample Policy](#).

Every club should be prepared to:

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

Then decide on appropriate action, such as:

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

Your club should:

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

Always report cases of bullying to the CWO. They may be aware of other incidents.

Template for an Anti-Bullying Policy

AnySlope Club is committed to providing a caring, friendly and safe environment for our members. Bullying of any kind is unacceptable at our club. If bullying does occur, children and adults should report this and know it will be dealt with promptly, fairly and efficiently.

Bullying is the repetitive, intentional hurting of one person or group, by another person or group, where the relationship involves an imbalance of power. It can happen face-to-face or online. It results in pain and distress to the victim and in some cases, results in the victim self-harming and even ending their own life.

- All forms of bullying should be reported – we encourage you to do so

- The club is committed to investigate and respond to any alleged incidents of bullying
- Everyone at the club has a responsibility to work together to stop bullying

Bullying can include:

- being deliberately unfriendly, excluding or ignoring someone, tormenting, hiding kit, name calling, spreading rumours, persistent teasing
- pushing, kicking, hitting, pinching
- racial taunts, graffiti, gestures, homophobic comments, jokes about disabled people
- sexual comments, unwanted physical contact, suggestions or behaviour
- hurtful or unkind e mails, posting comments or pictures on social media

One-off incidents are not usually bullying, unless it is so significant as to cause long-term effects. Arguments or disagreements between peers happen and are not bullying if they have equally participated and there is no imbalance of power. Children can sometimes be hurtful to each other because of thoughtlessness, annoyance, poor boundaries etc without realising the impact.

All club members will:

- Sign up to the relevant club Code of Conduct which includes a commitment not to bully others
- Treat others as you would like to be treated
- Report bullying to the Club Welfare Officer if you experience it, or witness it
- Acknowledge that bullies may be subject to the club Disciplinary Procedure

The club will:

- Ensure our Anti-bullying Policy is advertised
- Ensure all our staff recognise bullying and respond to allegations appropriately
- Deal with all allegations promptly, fairly and efficiently
- Listen carefully to the person reporting the bullying and support them
- Listen carefully to the person being bullied and support them
- Endeavour to support the bully and encourage them to stop
- Talk to the parents of the bully
- Talk to the parents of the person being bullied (unless it is not in the interests of the child to do so)
- Recognise that anyone can be bullied including children and adults
- Acknowledge that children with a disability, or from ethnic minorities, or who are lesbian, gay, bisexual or transgender, or who are talented, or with learning difficulties are more vulnerable to abuse and are more likely to be targeted
- Provide Useful Contact numbers of support services, if requested

[Anti-bullying Alliance](#)

Kidscape – [Kidscape](#) 020 7730 3300 e mail info@kidscape.org.uk Or Parent Advice Line 020 7823 5430

ChildLine – (for children to use) 0800 1111 www.childline.org.uk

NSPCC Helpline - (for children or adults) 0808 800 5000

Note: An adult “bullying” a child is likely to be emotional abuse and should be dealt with in accordance with other forms of abuse.

2.25 Checklist for Induction for new Instructors and Coaches

All instructors and coaches should have attended safeguarding training when they completed their snowsport training. They must repeat safeguarding training every 3 years. The safeguarding training most attend is generic training for the sport sector and there are some additional points below that clubs should make them aware of when they begin working or volunteering for you. You may like to adapt this for your club. All new instructors and coaches should receive a safeguarding induction from you, or if the head coach is appropriate, they might deliver it.

Information	Yes/No	Initials
Check they are currently and appropriately licenced for the services they are providing *	✓	
Check they have a current safeguarding certificate (originally face to face) *		
Check they have relevant first aid qualification and it is up to date*		
Was their DBS issued by Snowsport England?		
If not, are you sure it is Enhanced with barred list check for children, and approved by Snowsport England? (eg, on Update Service and checked by SE) * ¹²		
Who their club mentor/monitor will be (3/6-month probationary period)		
Role of CWO explained and contact details given to them		
Information given about club reporting procedures for safeguarding		
Club policy on transport explained		
Club policy on photos/videos explained		
Club policy on social media and contact with U18s explained		
Club Code of Conduct signed		
Need to abide by Snowsport England's SnowSafe policies for children and adults		
Position of Trust responsibilities explained, including explanation of inappropriate relationships with U18s (particularly important for young coaches)		
They are responsible for their own actions and behaviour and avoid any conduct or situation which could lead to questions about their motivation and/or intentions. E.g., follow our policies and procedures		
Club expectations regarding drinking/smoking when children present		
Discussion on club's ethos on having a child centred approach, the importance of listening to young people, involving them in decision making		
Importance of treating all children equally and fairly and giving enthusiastic and constructive feedback		
What to do if a child/children are misbehaving		
Not safeguarding - but ensure they know: Club's expenses policy and tea/coffee policy etc		

¹² Please note BASI members often have a Basic DBS which is not sufficient for coaching children. BASI are unable to request Enhanced DBS disclosures due to Scottish laws for Licencing organisations. Check DBS with [Snowsport England](#).

SECTION 3

Other Useful Information

3.1	Relevant Legislation, Publications and Websites	125
3.2	Useful Safeguarding Contact Details	127
3.3	Glossary of Terms and Abbreviations	128
3.4	Snowsport England's Monitoring Strategy	130

3.1 Relevant Legislation, Publications and Websites

The Child Protection in Sport Unit (CPSU) has up to date [information](#) on Child Protection legislation in England.

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

Legislation

[Children Act 1989](#)

[Children Act 2004](#)

[Children and Social Work Act 2017](#)

[Data Protection Act 2018](#)

[Equality Act 2010](#)

[Human Rights Act 1998](#)

[Protection of Children Act 1999](#)

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

[Public Interest Disclosure Act 1998](#)

[Safeguarding Vulnerable Groups Act 2006](#)

[Sexual Offences Act 2003](#)

[Sexual Offenders Act 1997](#)

[Working Together to Safeguard Children 2018](#) This is Government guidance – now mandatory for sports organisations to adhere to

Publications

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

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

Websites

[Ann Craft Trust](#) – Organisation supporting organisations with safeguarding adults

[Anti-bullying Alliance](#) - Brings organisations together to influence policy and develop a consensus around how to stop and prevent bullying.

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

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

[ChildLine](#) - Information and support for children.

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

[Department of Education](#) - Advice for head teachers, staff and governing bodies on preventing and responding to bullying.

[Hub of Hope](#) - Search facility to locate mental health services and resources local to you.

[MIND](#) - Provides advice and support to empower anyone experiencing a mental health problem

[Kidscape](#) - UK charity established specifically to prevent bullying and child sexual abuse.

[Snowsport England Mental Health and Wellbeing](#) – See the information on our website

[Snowsport England Mental Health Resource Sheet](#) – Our mental health resource sheet








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

[Snowsport England Safeguarding Training](#) – Link to our up to date requirements

[Young Minds](#) - Provides advice and support to all young people.



Useful Contact Details for Event Welfare Officers

Snowsports Contacts for Safeguarding (please complete local details)	
Event Welfare Officer	Name:  
Snowsport England Safeguarding Lead	Name: Mark Vaughan   welfare@snowsportengland.org.uk
Police – Emergency Police – Non emergency local Office Local Police Child Protection Team	 999 (or 112 - emergency EU no)  101 
Submit a safeguarding concern	Form
National Contacts for Safeguarding	
ChildLine UK – 24 hour helpline for children	+44 (0) 800 1111
Child Exploitation and Online Protection Centre	+44 (0)870 000 3344
Child Protection in Sport Unit (CPSU)	+44 (0)116 234 7278
Kidscape – helpline for adults concerned about bullying	+44 (0)8451 205 204
NSPCC Freephone – 24 hour helpline for adults concerned about a child	+44 (0) 808 800 5000
The Samaritans	+44 (0) 8457 909090
Ann Craft Trust (Adult Safeguarding)	+44 (0) 115 951 5400
MIND – Mental Health Concerns	+ 44 (0) 300 123 3393
SANELine – helpline 365 days of the year between 1630-2230 hours	+ 44 (0) 300 304 7000

3.3 Glossary of Terms and Abbreviations

CEOP	Child Exploitation and Online Protection Centre
Child	A child is anyone who has not yet reached the age of 18. We sometimes refer to them as a young person
Child Protection	Child protection is part of safeguarding and promoting welfare. This refers to the activity undertaken to protect specific children who are suffering, or are at risk of suffering, significant harm as a result of maltreatment.
Children's Social Care	The services formerly known as Social Services (the name may vary around the country)
Coach/Instructor	The former usually refers to a Performance Coach, the latter to Instructors teaching people in snowsport. For the purposes of this Policy, these terms are interchangeable.
CPSU	Child Protection in Sport Unit
CWO	Club Welfare Officer
DBS	Disclosure and Barring Service.
DBS check	Disclosure and Barring Service check (previously known as CRB disclosure)
DO/LADO	See LADO below
DSUK	Disability Snowsport UK
GBS	GB Snowsport (formerly BSS)
LADO/DO	Local Authority Designated Officer (in England) or Designated Officer (DO). The LADO should be involved if an allegation is made about someone (in England) who works with children in snowsport (e.g., a coach) or someone who works with children outside snowsport (e.g., a teacher, social worker, youth worker)
Lead WO or Safeguarding Lead	The Safeguarding Lead at Snowsport England to whom all concerns should be reported and from whom information can be sought
LSCB	Local Safeguarding Children's Board
NGB	National Governing Body – in sport, they are a regulatory body, licensing body or have a sanctioning function. They are usually responsible for the strategic national development of the sport and provide information training and support for their membership

NSPCC	National Society for the Prevention of Cruelty to Children
PVG	Protection of Vulnerable Groups Scheme – Disclosure Scotland’s Disclosure Service for criminal records
Regulated Activity (RA)	Regulated Activity (RA) is work that a barred person must not do and in this Policy will relate to Children. In snowsport it includes unsupervised teaching, training, instructing, caring for, advising, guidance on well-being, or supervising children or driving a vehicle only for children, if done regularly or overnight.
Safeguarding and promoting the welfare of children	Proactively promoting the welfare of children and working in a positive way to ensure everyone is following best practice regarding child welfare. If there is a good safeguarding culture, the need for “child protection” measures will be reduced.
Staff/Volunteer	The former usually refers to a paid employee, and the latter to someone giving their time for free, but who may be reimbursed out of pocket expenses. For the purposes of this Policy, these terms are interchangeable, and the Policy applies directly, or indirectly, equally to both. In safeguarding, anything that applies to paid employees also applies equally to volunteers.
SE	Snowsport England – the National Governing Body for English snowsport. It is a Federation of member clubs and associated individuals with a current aggregate membership of 25,000 snowsport participants.
Working/Volunteering	For the purpose of this Policy, these terms are interchangeable. In safeguarding, anything that applies to working, also applies to volunteering.
WADA	World Anti-Doping Agency - promotes, coordinates and monitors the fight against doping in sport in all its forms.
Young Person	A young person is anyone who has not yet reached the age of 18. We sometimes refer to them as a child

3.4 Snowsport England's Monitoring Strategy

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

Snowsport England has achieved the Advanced Standard for Safeguarding Children in Sport and is committed to maintaining this which includes external monitoring systems for evidencing the successful implementation of the NGB's policies and procedures. The data is also collated by the NGB at National level to ensure that stakeholder feedback and the issues impacting upon young people in snowsport are used to inform changes to policy and practice and to identify areas for shared learning and support needs.








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

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

Snowsport England is committed to monitoring the Child Protection Policy and will do this annually as part of the Advanced Standard for Safeguarding Children in Sport.



Useful Contact Details for Event Welfare Officers

Snowsports Contacts for Safeguarding (please complete local details)	
Event Welfare Officer	Name:  
Snowsport England Safeguarding Lead	Name: Mark Vaughan   welfare@snowsportengland.org.uk
Police – Emergency Police – Non emergency local Office Local Police Child Protection Team	 999 (or 112 - emergency EU no)  101 
Submit a safeguarding concern	Form
National Contacts for Safeguarding	
ChildLine UK – 24 hour helpline for children	+44 (0) 800 1111
Child Exploitation and Online Protection Centre	+44 (0)870 000 3344
Child Protection in Sport Unit (CPSU)	+44 (0)116 234 7278
Kidscape – helpline for adults concerned about bullying	+44 (0)8451 205 204
NSPCC Freephone – 24 hour helpline for adults concerned about a child	+44 (0) 808 800 5000
The Samaritans	+44 (0) 8457 909090
Ann Craft Trust (Adult Safeguarding)	+44 (0) 115 951 5400
MIND – Mental Health Concerns	+ 44 (0) 300 123 3393
SANELine – helpline 365 days of the year between 1630-2230 hours	+ 44 (0) 300 304 7000