



Safeguarding and Child Protection Policy and Procedures

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1. The purpose of this Policy:

- To provide protection for the children and young people who receive Mountain Bike Tuition's services
- To provide Mountain Bike Tuition staff and volunteers with guidance on good practice when working with children and young people
- To provide procedures that Mountain Bike Tuition staff and volunteers should adopt in the event that they suspect a child or young person may be experiencing abuse, or be at risk of harm

Policy statement

Mountain Bike Tuition acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children

- have a positive and enjoyable experience of mountain biking with Mountain Bike Tuition in a safe environment
- are protected from abuse whilst participating in mountain biking or outside of the activity.

Mountain Bike Tuition acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy Mountain Bike Tuition will

- promote and prioritise the safety and wellbeing of children and young people
- ensure all coaches, staff and volunteers have read, understood and agree to abide by Mountain Bike Tuition's Safeguarding and Child Protection Policy and Procedures
- ensure all coaches, staff and volunteers understand their roles and responsibilities in respect of safeguarding and are provided with relevant guidance to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- ensure that there is a minimum of two appropriate members of staff from the school present at the coaching/guided rides away from school premises
- ensure there is a minimum of two adults (at least one Mountain Bike Tuition qualified coach) to twelve children for coaching on school premises and a minimum of three adults (at least one Mountain Bike Tuition qualified coach) to 12 children for guided rides in the forest
- ensure that all Lead Coaches have relevant coaching qualification, a current first aid and Disclosure and Barring Service (DBS) certification and have completed a Safeguarding and Protecting Children course
- ensure unqualified helpers are never left to work alone with children or young people
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support is provided to the individual/s who raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored

The policy and procedures are mandatory for everyone involved in Mountain Bike Tuition. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from Mountain Bike Tuition.

Monitoring

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by the Local Safeguarding Children Board, UK Sport and/or Home Country Sports Councils
- as a result of any other significant change or event.

Last Reviewed by: Sarah Whelan

Signed:

Date: March 2014

2. Mountain Bike Tuition Code of Conduct for coaches, staff and volunteers

Mountain Bike Tuition coaches and volunteers involved in sport for children and young people have a great opportunity to be a positive role model and help build an individual's confidence.

Coaches, staff and volunteers must:

- Ensure the safety of all children by careful supervision and proper planning of coaching sessions
- Not discriminate against an individual for any reason, whether it be religious beliefs, race, culture, age, disability, sexuality, gender, social classes or lack of ability
- Treat all young people equally and ensure they feel valued and avoid favourites
- Encourage all children not to discriminate on the grounds of religious beliefs, race, culture, age, disability, sexuality, gender, social classes or lack of ability
- Ensure that discipline measures carried out are non-violent and do not involve humiliating children and young people
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour
- Be positive, approachable and offer praise
- Report accidents or incidents of alleged abuse or poor practice to the Lead Coach/Instructor
- Record all relevant incidents/accidents in writing and maintain confidentiality about sensitive information
- Not abuse participants physically, emotionally or sexually
- Not engage in a sexual relationship with a young person for whom they are responsible
- Avoid unnecessary physical contact when coaching
- Try to avoid a situation of being left alone with a child
- Respect and listen to the opinions of young people
- Take time to explain coaching techniques to ensure they are clearly understood.
- Develop an appropriate working relationship with participants based on mutual trust and respect
- Be a role model, displaying consistently high standard of behaviour and appearance (disciplined/committed/punctual), remember children learn by examples
- Refrain from smoking and consumption of alcohol during coaching sessions or guided rides
- Do not take a child alone in a car, however short the journey
- Gain written parental consent, to act in loco parentis, for the administration of emergency first aid or other medical treatment if the need arises
- Have access to a telephone for immediate contact to emergency services if required
- Hold appropriate valid qualifications and insurance cover or be supervised by a member of staff who has
- Make the sport/activity **fun**.

Emergency action and first aid

All coaches, staff and volunteers should be aware of Mountain Bike Tuition's First Aid Procedures plan in the event of an emergency.

Declaration:

I have read and understood Mountain Bike Tuition's Code of Conduct and agree to abide by it

Signature of Coach/Staff/Volunteer:	
Print of Coach/Staff/Volunteer:	
Date:	

3. What is Child Abuse?

Child abuse is the term used when an adult harms a child or a young person under the age of 18. There are four main kinds of abuse, all of which can cause long term damage to a child.

The types of abuse:

a) Physical abuse

This is when a child is hurt or injured by a child or an adult. Physical abuse includes hitting, kicking, punching and other ways of inflicting pain or injury such as poisoning, drowning or smothering. It also includes giving a child harmful drugs or alcohol.

b) Emotional abuse

This is when adults deny children love or affection, or constantly threaten or humiliate them. Sarcasm, degrading punishments and ignoring a child are also forms of emotional abuse and undermine a child's confidence and sense of self-worth.

c) Neglect

This is when a child's basic need for love, food, warmth, safety, education and medical attention is not met by parents or carers.

d) Sexual abuse

This is when a child is used sexually by an adult or young person. Sexual abuse can include kissing, touching the child's genitals or breasts, vaginal or anal intercourse and oral sex. Encouraging a child to look at pornographic magazines or videos is also sexual abuse.

Bullying, racism and other types of discrimination are forms of child abuse. Like other kinds of abuse they can harm a child physically and emotionally.

4. Responding to and reporting concerns:

If a child says or indicates that they are being abused, or you have concerns about their welfare you should:

- Not panic - react calmly so as not to frighten them
- Take what they are saying seriously
- Let them know that they are not to blame and it is right for them to tell you
- Make sure you have a clear understanding of what they are telling you
- Reassure them but do not promise to keep the matter a secret. Tell them that you will need to involve other people to be able to help them and you will need to write things down
- Record all information or complete a safeguarding incident report form and report to Mountain Bike Tuition's Safeguarding and Child Protection Designated Officer
- If the disclosure or allegation is about a Mountain Bike Tuition member of staff or volunteer then the designated officer will contact the relevant Local Authority Designated Officer (LADO)

USEFUL TELEPHONE NUMBERS

Sarah Whelan – Mountain Bike Tuition Safeguarding and Child Protection Designated Officer

Mobile: 07808 401203

Email: sarah@mountainbiketuition.co.uk

Local Authority Designated Officer (LADO):

Bracknell Forest: 01344 351767

West Berkshire: 01635 503681/503090

Windsor & Maidenhead: 01628 683234

Hampshire: 01962 876364

Surrey: 01372 833321

NSPCC Child Protection Unit in Sport: 0116 234 7278

Childline: A free and confidential helpline for children who have concerns.

Call **0800 1111**

Police: 999 In an emergency

Police: 101 Non emergency

NSPCC:

Worried about a child? Advice and support whenever you need it.

Call **0808 800 5000**

British Cycling:

Simon Thornton, Lead Safeguarding Officer

Tel: 0161 274 2082

Sports Coach UK:

Tel: 0113 274 4802

5. EMERGENCY AND FIRST AID PROCEDURES:

1. Swinley Forest

- Assess the situation quickly and calmly
- If minor injuries, carry out basic first aid and make sure the rider is happy to continue
- If a serious situation/injury protect yourself from danger and make the area safe
- Carry out an initial assessment of the casualty to decide on course of action
- Call the **Ambulance Services (999 or 112)** and **Crown Estate Duty Ranger (07876 825262) Duty Warden (07833 543025)** if you suspect serious injury or illness. Provide as much detail regarding the welfare of the casualty and your location in the forest
- Carry out the necessary first aid treatment and advise the emergency services of this. Obtain any facts relating to the incident eg: name/age of the casualty, what happened/when etc
- If the rider was a participant on a Mountain Bike Tuition guided ride/course record the incident or complete an accident report form
- If the rider was on a school coaching/guided ride with Mountain Bike Tuition, the school's members of staff should follow their own protocol with regard to reporting accidents

In case of a fire, contact the Crown Estate Duty Ranger or Duty Warden as above.

2. School Premises

- Follow the Schools First Aid and Emergency procedures

3. Events

- Follow the Event organisers First Aid and Emergency procedures

6. Safeguarding Incident reporting form

Your Name:

Your Position:

Your contact information:
Address:

Telephone No:
Email address:

Child's/Young Persons Name:

Child's/Young Persons Date of Birth:

Child's/Young Persons Gender:

Parents/carers contact information:
Name:
Address:

Telephone No:
Email address:

Have parents / carers been notified of this incident? Yes or No
If Yes please provide details of what was said:

Date/Time and Location of incident/report/disclosure:

If concerns were passed on by a third party, supply their details and record what was said
Name:
Contact no:

Who are they:
What was said: (continue on separate sheet if necessary)

If the child/young person made a direct disclosure, describe the circumstances and record what the child said (using their words) <i>(continue on separate sheet if necessary)</i>

If concerns arise from your observations/actions, give details
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Name, role, relationship to the child/young person and contact details <i>(if known) of any alleged abuser(s)</i>
Name:
Role:
Relationship
Contact details:

Name, role, contact details of any potential witnesses to the alleged incident:
Name:
Role:
Contact details:

Any Action you have taken <i>(include names, agency and contact numbers for person(s) with whom this information has been shared and any agreed action)</i>

Your Signature:	Print Name:
Date:	