**A GUIDE FOR**

**ICE SKATING JUDGES AND OFFICIALS**



**This leaflet is designed to support ice skating Judges and Officials by providing participation, coaching and competitive opportunities for young people and adults in ice skating.**

These guidelines aim to help Ice Skating Judges and Officials abide by policies and procedures put in place by BIS and affiliated clubs. Working together we can protect and promote the welfare of all young people and adults in Ice Skating so that they can enjoy the sport free from all forms of abuse and exploitation.

Every individual and organisation within Ice Skating has a role and responsibility to safeguard the safety and welfare of young people and adults and to ensure that Ice Skating activities are safe and fun.

It is the responsibility of ice skating clubs to ensure that the relevant policies are in place and that they communicated effectively to everyone involved. It is also the responsibility of clubs to ensure that any visiting Judges or Officials abide by these policies. All ice skating clubs and organisations should have the following policies and procedures in place.

**Child Protection Policy/Adults at Risk Policy**

This should include:

* When and how to report a concern, allegation, disclosure about poor practice or possible abuse.
* Who to contact should a welfare incident or concern arise.

BIS’s Safeguarding Children and Young People Policy and Safeguarding and Protecting Adults at Risk are available for download here:

<http://www.iceskating.org.uk/>

**Code of Conduct**

Codes of Conduct are in place for coaches, officials, judges, volunteers, ice skaters, spectators and parents/carers. These should be promoted to and adopted by everyone concerned. BIS codes of conducts are available for download within the BIS safeguarding policy.

**Anti-Bullying Policy**

Everyone within ice skating should have an understanding of what bullying is. Bullying of any kind is unacceptable in any Ice Skating club. If bullying does occur, all skaters or parents should be able to tell and know that incidents will be dealt with promptly and effectively. BIS wishes to promote a telling culture and anyone who knows or suspects that bullying is happening must take the matter seriously, and report it immediately.

**Health & Safety**

This should include details of:

* Risk assessment procedures
* Participants consent forms (including details of emergency contacts, medical history, special requirements and where necessary consent for photography and/or video to be taken)
* How to respond to an incident or accident
* Who to contact should a health and safety concern arise.

**Equity Policy/Statement**

This should reflect that the rights, dignity and worth of everyone should be respected and everyone should be treated equally. This should be reflected within the clubs’/rink constitution.

**Club Welfare Officer (CWO)**

All ice skating clubs must have a designated CWO in place. The CWO should be responsible for the implementation of the child protection policy, and should have a specific role description in place.

Ice skating clubs/organisations should also ensure that the CWO has the appropriate training and has support from the club committee. BIS is able to provide advice and guidance to sports clubs on the role of the CWO.

**British Ice Skating (BIS) National Governing Body for Ice Skating**

BIS has appointed a designated Lead Safeguarding Officer (LSO). The LSO can provide further advice and guidance to designated CWO within ice skating clubs.

**Do you have valid insurance cover?**

All ice skating rinks and members must have appropriate and up to date insurance cover. Becoming holding membership with BIS provides you with Insurance cover for BIS recognised activities. All BIS accredited competitions should have the relevant permit displayed. For more details on membership please visit:

<http://www.iceskating.org.uk/>

**Do you know your participants?**

It is important that as a Club/Rink have relevant details of all participants. This could include any medical information or special needs. Parents should be asked to complete a consent form where this information is provided along with emergency contact details.

**Do activities take place in a safe environment, using safe equipment?**

All Clubs/Rinks should have risk assessments in place. Risk assessments should be undertaken (and documented) by named club personnel prior to the delivery of activities.

It is recommended that all sessions are planned in advance identifying specific outcomes and appropriate activities.

**Club Training Facility**

Consideration needs to be made to ensure that disabled athletes can access the building, changing rooms and facilities and to make sure that the needs of skaters with disabilities are met.

**Changing Rooms**

* Adult staff should not change or shower at the same time using the same facilities. For mixed gender activities, separate facilities should be available for boys and girls
* If adults and young people need to share a changing facility, the club must have consent from the parents that their child/children can share a changing room with adults in the club

**Qualifications & Training**

All BIS judges, volunteers and paid staff should have the appropriate skills, and where necessary qualifications and experience to enable them to carry out their role effectively.

All coaches must hold an up to date ice skating coaching qualification/s which are appropriate to the level being coached.

Club Welfare officers and coaches must have attended recognised child protection training.

**Photography and Videoing**

BIS is committed to providing a safe environment for young people and adults and included in this commitment is ensuring that all necessary steps are taken to protect young people and adults from the inappropriate use of their images in resources and media publications, on the internet, and elsewhere.

Any concerns regarding the use of photography or videoing should be reported to a designated Club Welfare Officer or to BIS’s Lead Safeguarding Officer.

**Do you know what to do in case of an incident, accident, allegation, or disclosure?**

All Clubs/Rinks should have a designated Club Welfare officer. They are the first point of contact if you have any concerns, alternatively you can contact the BIS Lead Safeguarding Officer.

Staff and volunteers in ice skating are not expected to be experts in recognition however, all people working within ice skating have a duty of care to be vigilant and respond to suspicions of poor practice, abuse or bullying appropriately. This does not mean that it is your responsibility to decide if a situation is poor practice, abuse or bullying, but it is your responsibility to report your concerns.

It is not the Club’s responsibility to decide if a child or adult is being abused or poor practice has occurred. Any concerns or allegations will be managed by BIS, with the club’s co-operation and assistance

**To respond to a disclosure from a child or adult**

If you witness or become concerned about someone’s behaviour, or someone tells you they or another person is being or has been abused you should:

**Do’s:**

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| 1 | **Stay calm** – do not rush so you don’t frighten the individual as this may lead to the withholding of information |
| 2 | **Always reassure** – the individual that he/she is not to blame that they were right to raise awareness of this issue |
| 3 | **Follow confidentiality procedures** – this includes telling the individual that you may have to inform others to help stop the abuse. Confidentiality must be maintained but any concerns or information relating to possible abuse must be shared on a need to know basis |
| 4 | **Ensure the safety of the individual** – if urgent medical attention is required, then call an ambulance, inform the paramedics/doctor of concerns and ensure they are aware of the safeguarding/protection issue |
| 5 | **Take notes** – completing of the incident report form. All concerns will be treated with a ‘non-judgemental’ and ‘open mind’ and be handled in a fair and equitable manner |
| 6 | **You** –in order to ensure that your wellbeing is not hindered during a safeguarding issue please be aware that there are support mechanisms for you to access. If you think the situation is an emergency, contact you Club Welfare Officer or BIS Lead Safeguarding Officer. If they are not immediately available then you should contact your local children’s social care, Local Area Designated Officer or police without delay. Expert advice can also be provided by the NSPCC Helpline on 0808 800 5000 |

**Don’t**

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| 1 | No rushing into actions that may be inappropriate. Do not approach the alleged accuser and do not take actions that may compromise/destroy evidence eg washing clothes, showering etc |
| 2 | Express your emotions and or make promises – the individual will need reassurance not an emotional response, blame or denial. Don’t’ guarantee promises you cannot keep |
| 3 | Take sole responsibility – ensure that you consult, refer and handle appropriately |
| 4 | Speculate or make assumptions – outcomes will be focused on evidence and fact. In addition, do not assume that someone else is aware of the abuse and that they are taking action to stop the abuse |
| 5 | Interview the child or adult or probe them for detailed information as this could compromise future police enquiries. Ascertain basic information in order to pass the concern on |

**It is important that information regarding the concerns is recorded properly and promptly. To assist with this process, BIS has developed a Safeguarding Incident form which outlines the information that is required. Download here:**

<http://www.iceskating.org.uk/>

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| **Organisation** | **Contact details** |
| Your Club Welfare Officer | Name:  Tel:  Email: |
| British Ice Skating | **John Mills**  *Lead Safeguarding Officer*  c/o English Institute of Sport  Coleridge Road  Sheffield  S9 5DA  www.iceskating.org.uk  Tel: 01159 888 060  Tel: 07539 697819  Email: [safeguarding@iceskating.org.uk](mailto:safeguarding@iceskating.org.uk) |
| NSPCC Helpline (24 hours) | Tel: 0808 800 5000  Website: [www.nspcc.org.uk](http://www.nspcc.org.uk) |
| NSPCC – Child Protection in Sport Unit (CPSU) | Tel: 0116 234 7278  Email: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk) |
| Local Authority Designated Officers (LADO)  See local phone directories, internet search engines or via Local Authority directly | Name  Tel:  Email: |
| Local Safeguarding Children’s Board (LSCB) | Website: [www.safenetwork.org.uk](http://www.safenetwork.org.uk) |
| Victim Support Helpline | Tel: 0845 3030 900  Website: [www.victimsupport.org.uk](http://www.victimsupport.org.uk) |
| Childline | Tel: 0800 1111  Website: www.childline.org.uk |