**SAFEGUARDING**

**A GUIDE FOR ICE SKATING COACHES**



**This leaflet is designed to support ice skating coaches by providing information and guidance on the implementation of good practice within an ice skating club.**

**This guidance has been produced specifically for coaches who provide opportunities for young people and adults in ice skating.**

Every participant has a right to ice skate in a safe and fun environment. Every individual and club 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.

As an ice skating coach or leader you will develop strong positive relationships with young people and adults and become a role model. As an ice skating coach you are expected to adopt the highest standards, as you have a vital role in providing a fun and safe environment in which young people and adults can enjoy ice skating. You must be aware of your duty of care and current guidance on good practice and act responsibly when you are around young people and adults. This will safeguard and protect the people you coach and reduce the potential for misunderstandings and inappropriate allegations being made.

**As an ice skating coach what do you need to know?**

Every child and adult have the right to have fun, be safe and free from harm. It is essential that ice skating coaches adopt good practice when dealing with children and adults at risk and ensure that their safety is paramount.

**Policies and procedures**

It is the responsibility of the coach to be aware of and follow these.

**Safeguarding Policy**

Coaches should be aware of and follow the club or NISA’s relevant child protection policies. Ensure you fully understand the following:

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

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

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

**Equity**

All coaches should be aware of, and follow the appropriate club equity policy. The rights, dignity and worth of everyone should be respected and everyone should be treated equally within the context of their sport.

**Health & Safety**

All coaches should be aware of and follow the appropriate club health & safety policy. This should include:

* Risk assessments
* Participants consent forms including details of emergency contacts, medical history and consent for photography and video to be taken
* How to respond to an incident or accident
* Who the health and safety contacts are should a concern arise.

**Codes of Conduct**

Coaches should be aware of and follow the relevant club or NISA code of conduct.

**Photography and Videoing**

Consent for taking photographs or videos should be obtained from parents/carers in advance, all photography and videoing needs to comply with NISA policies or adults at risk policy. Any concerns regarding the use of photography or videoing should be reported to a designated child protection/ welfare officer or to NISA.

**Qualifications & Training**

All coaches must hold an up-to-date ice skating recognised coaching qualification which is appropriate to the level of activity being coached.

**Coaching Delivery Check list**

Coaches must at all times place the wellbeing and safety of the athlete first, in doing so the following must be considered.

* **Are your activities appropriate?**

Coaches must ensure the activities are appropriate for the age, maturity, experience and ability of the individual. It is recommended that all coaches plan sessions in advance identifying specific outcomes and appropriate activities.

* **Do you know your participants?**

As a coach it is important that you have relevant details of participants which may affect their involvement in ice skating; this includes medical information or particular learning needs/ disabilities. Parents MUST complete and sign a consent form providing this information and emergency contact details before the child participates in ice skating.

* **Do you have valid insurance cover?**

All Coaches must have appropriate and up to date insurance cover.

All ice skating clubs must have appropriate and up to date insurance cover.

**Is the environment and equipment safe?**

A risk assessment should be carried out prior to the session by either the coach or the activity organiser.

**Have you completed a DBS disclosure through NISA?**

All coaches that have regular, significant access or responsibility for working with young people, in a paid or unpaid capacity, should complete a DBS disclosure to the appropriate level through NISA. More information is available online at:

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

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

Coaches should be aware of and follow the policies and procedures of the club NISA and have all the relevant reporting forms and emergency contact details available at all sessions, events and competitions.

As a coach or leader in ice skating you are not expected to be an expert 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 your responsibility to decide if a child or adult is being abused or poor practice has occurred. Any concerns or allegations will be managed by the NISA Lead Safeguarding Officer, 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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|  | **Stay calm** – do not rush so you don’t frighten the individual as this may lead to the withholding of information |
|  | **Always reassure** – the individual that he/she is not to blame that they were right to raise awareness of this issue |
|  | **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 |
|  | 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 |
|  | 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 |
|  | You – 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 NISA 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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|  | 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 |
|  | 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 |
|  | Take sole responsibility – ensure that you consult, refer and handle appropriately |
|  | 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 |
|  | 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, NISA 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** |
| NSPCC Helpline (24 hours) | Tel: 0808 800 5000  Website: [www.nspcc.org.uk](http://www.nspcc.org.uk) |
| 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 – Child Protection in Sport Unit (CPSU) | Tel: 0116 234 7278  Email: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk) |
| Your Club Welfare Officer | **[INSERT NAME]**  Tel:  Email: |
| 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 |