



Adopted by Welsh Orienteering Association on 18th October 2020

# O–Safe

## Safeguarding Children & At-Risk Adults in Orienteering

Reviewed: October 2016

## Foreword

Sport can and does have a powerful and positive influence on people - especially children<sup>1</sup> and at-risk adults<sup>2</sup>. Not only can it provide opportunities for enjoyment and achievement, it can also develop valuable qualities such as self-esteem, leadership and teamwork. These positive experiences are likely to be enhanced if delivered by people who place the safety and welfare of children first and adopt practices to support, protect and empower them.

British Orienteering is committed to ensuring that everyone including children and at-risk adults who participate in orienteering<sup>3</sup> has a positive experience in what can be a challenging environment, managed to be as safe as possible.

British Orienteering is committed to developing and implementing policies and procedures which ensure everyone knows and accepts their responsibility in relation to their duty of care for children and at-risk adults. We are committed to, ensuring there are correct and comprehensive reporting procedures, promoting good practice and providing sound recruitment and placement procedures for all individuals working within orienteering. We understand it is not the responsibility of individuals working in orienteering to determine if abuse has taken place, but it is their responsibility to act upon and report any concerns.

O-Safe sets out a framework to meet our commitment to good practice and the safeguarding and welfare of children and at-risk adults within orienteering and orienteering related activities.

A variety of titles are used in O-Safe to describe the people working (full or part time, paid or voluntary) within orienteering, such as; 'Staff', 'Event Officials', 'Coach', 'Instructor', 'Club Official', 'Volunteer' etc. O-Safe applies to all individuals working, volunteering or participating in orienteering according to their level of contact with children and at-risk adults. If you have any doubt as to its relevance to your role, please contact your Club Welfare Officer or the British Orienteering Lead Safeguarding Officer.

## Acknowledgements

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<sup>1</sup> In this document a child is defined as anyone who has not yet reached their 18<sup>th</sup> birthday. 'Children' therefore means 'children and young people' throughout. The fact that a child has reached 16 years of age, is living independently or is in further education does not alter his/her status.

<sup>2</sup> The term 'at-risk adults' refers to those adults with mental illness, physical or learning disabilities, or other special needs.

<sup>3</sup> The term 'orienteering' refers to those disciplines recognised by British Orienteering including; Foot Orienteering, Trail Orienteering, Mountain Bike Orienteering, Ski Orienteering.

CHANGE SHEET			
TITLE: <b>O-Safe</b> - Safeguarding Children & At-Risk Adults in Orienteering			
DESCRIPTION OF CHANGE			
ISSUE	DATE	SECTION	DESCRIPTION
1.0	1/12/2016	Change Sheet addition O-Safe  Appendix A: Useful Contact  Appendix B: Affiliated Bodies & Safeguarding	Review and addition of the Change Sheet  General review and update to correct some minor errors and update the latest versions of reference documents  Updated  Rewrite to simplify & expand the requirement to follow policy & procedures
1.0	2/2/2018	7 Appendix A: Useful Contacts	CEO Details Updated
1.0	31/10/2018	11 Appendix E	Addition of Appendix E: Safeguarding Children in Non-Formal Accommodation
1.0	05/05/2020	7 Appendix A: Useful Contacts	British Orienteering Lead Safeguarding Officer contact details updated

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# 1 Safeguarding Policy

This policy was initially approved by British Orienteering on 6 December 2001. Since then the policy has been regularly reviewed, updated and approved by the Board of British Orienteering or its equivalent.

British Orienteering regards the safeguarding and welfare of everyone and specifically children and at-risk adults to be of paramount importance. In order to protect them from poor practice and abuse, British Orienteering is committed to taking all reasonable steps to provide a safe environment for them to participate in orienteering activities held under the auspices of British Orienteering and its partners. To this end, British Orienteering will establish, operate, review and update procedures:

- which promote the safety from poor practice and abuse of children and at-risk adults
- which provide a channel through which concerns, and allegations can be reported
- for responding speedily to any reports of concerns and allegations

In support of the above, British Orienteering will establish, operate, review and update procedures:

- for advising adults on how to interact with children and at-risk adults in ways which are beneficial for all concerned
- which support anyone to recognise and report concerns that a child or adult may have been or may be at risk of being abused
- which provide support to and the fair treatment of anyone against whom allegations have been made
- for responding appropriately if it is established that someone is unsuitable for work with or has behaved in an unacceptable manner towards children and at-risk adults

Everyone, whether employee or volunteer, involved with children and at-risk adults within orienteering are required to take action and follow these procedures; this includes acting as specified in the procedures if they have reason to believe that a person has been or is in danger of being harmed.

## 2 Understanding Safeguarding

Safeguarding and promoting the welfare of children is defined for the purposes of this document as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes

(Working Together, March 2015)

### 2.1 Principles underpinning safeguarding

Effective safeguarding should be underpinned by two key principles:

- safeguarding is everyone's responsibility: for safeguarding to be effective each club and member of British Orienteering should play their full part; and
- a child-centred approach: for children to be supported effectively there should be a clear understanding of the needs and views of children

Subsequent to these principles the following should be noted:

- The legal and statutory definition of a child is a person under the age of 18 years (Children Act 1989/2004 definition, Protection of Children (Scotland) Act 2003; Protection of Freedoms Act 2012; Working Together to Safeguard Children 2013 & 2015)
- The safety and welfare of a child is paramount (Children Act, Protection of Children (Scotland) Act)
- An adult has a moral and statutory duty for the care, custody and control of any child under their supervision
- All children have the right to be safeguarded from abuse
- All incidents of poor practice or suspicions of poor practice and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- All children have the right to participate in orienteering events and activities in an enjoyable and reasonably safe environment
- Children and at-risk adults have the right to expect appropriate support in accordance with their personal and social development when involved in orienteering related events and activities
- It is the responsibility of child welfare experts, agencies and courts to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns
- Confidentiality should be upheld in line with the Data Protection Act 1998; the Human Rights Act 2000 and the Protection of Freedoms Act 2012

### 2.2 The Voice of Children

In regard to safeguarding, children have said they need:

- Vigilance: to have adults notice when things are troubling them
- Understanding and action: to understand what is happening; to be heard and understood; and to have that understanding acted upon
- Stability: to be able to develop an on-going stable relationship of trust with those helping them
- Respect: to be treated in an appropriate way in light of their age/ability etc.
- Information and engagement: have their views listened to and to be informed about and involved in procedures, decisions, concerns and plans
- Explanation: to be informed of the outcome of assessments and decisions and reasons when their views have not met with a positive response
- Support: to be provided with support in their own right as well as a member of their family
- Advocacy: to be provided with advocacy to assist them in putting forward their views

### **2.3 What does safeguarding children mean in orienteering?**

The welfare of children and at-risk adults has a broad remit within orienteering. Clubs and members need to prioritise the need to safeguard children whilst accepting that orienteering is a sport of managed risk in relation to physical safety.

Everyone involved in organising orienteering events and activities has a duty to ensure that children are:

- Provided with access to orienteering in a way that is appropriate for their age and ability
- 'Welcomed into the sport' by people competent and understanding of the needs of children
- Coached and trained by appropriately qualified people
- Treated in accordance with the relevant code of conduct
- Encouraged to take part in orienteering events and activities only when it is in the best interests of the child; children should not be required or pressured to participate in too many competitions, or attend too many training sessions, so as to threaten their well-being
- Protected from any form of discriminatory abuse from any source
- Protected from bullying or undue pressure from any source
- Encouraged and supported to achieve their potential
- Instructed in how to behave in the orienteering environment so as to safeguard and care for themselves
- Afforded respect, confidentiality and privacy in all orienteering environments and contexts

It is also clear there will be times when we must work in partnership with children, their parents<sup>4</sup> and other agencies in order to safeguard children or support them if safeguarding them becomes an issue. Clubs affiliated to British Orienteering will recognise the statutory responsibility of Social Services to ensure the safety of children and work with the appropriate agencies to comply with their procedures.

### **2.4 Club responsibility to safeguard**

By affiliating to British Orienteering members, clubs, associations and other groups agree to abide by the *British Orienteering Safeguarding Policy & Procedures*.

All clubs affiliated to British Orienteering will take responsibility for safeguarding children and at-risk adults as is required by law and as is suggested by accepted good practice. This will include:

- Incorporating into their constitution the statement in Appendix B and providing a disciplinary process to enable members to be suspended or disaffiliated
- Taking responsibility, moral and legal, for safeguarding children and at-risk adults from abuse by implementing procedures that provide a duty of care and well-being
- Respecting and promoting the rights, wishes and feelings of children
- Adopting the good practice specified in O-Safe to:
  - safeguard and protect children and at-risk adults from poor practice and abuse
  - protect the club and its members against allegations, when recruiting, training and supervising their volunteers, employees and other workers
  - require officials, volunteers and members to adopt and abide by the British Orienteering Safeguarding Policy & Procedures and the British Orienteering Code of Ethics and Conduct
  - respond appropriately to any complaints about poor practice or allegations of abuse

Bodies and other organisations involved in delivering orienteering in the United Kingdom will also adhere to the Policy & Procedures unless they use an alternative Safeguarding Policy & Procedures which meet the necessary standards of good practice.

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<sup>4</sup> The term parent/s throughout this policy refers to parent/s, carer/s and guardian/s.

## **2.5 Member responsibility to safeguard**

Everyone involved in orienteering under the jurisdiction of British Orienteering at every level including competitors, participants, officials, instructors/coaches<sup>5</sup>, administrators, club officials, parents and spectators (as far as is feasible) agree to abide by the British Orienteering Code of Ethics and Conduct as specified in the *British Orienteering Policy Booklet*. By participating or being involved in orienteering everyone is deemed to agree to, recognise and adhere to, the principles and responsibilities embodied in the Code.

## **2.6 Relationships of trust**

Trust is an important concept in safeguarding and anyone who is in a position of power over a child or who the child has a right to trust must honour that trust. This is particularly important for coaches.

"The inequality at the heart of a relationship of trust should be ended before any sexual relationship begins." Caring for Children and the Vulnerable? Guidance for Preventing Abuse of Trust (Home Office, 1999).

This statement recognises that genuine relationships do occur between people in authority and participants in a group but that no intimate relationship should begin whilst the person in authority is in a 'position of trust' over the participant. The power and influence that a person in authority has over someone attending a group or activity cannot be under-estimated. If there is an additional competitive aspect to the activity and the person in authority is responsible to some extent for the success or failure of a child or at-risk adult, then the dependency of the child or at-risk adults upon the person in authority will be increased. It is therefore vital for people to recognise the responsibility that they must exercise in ensuring that they do not abuse their position of trust. A club or organising group may become liable for the actions of a person that they have placed in a position of trust or authority. Note that any sexual activity with a child under 16 years old is illegal. Children aged 16-18 can legally consent to some types of sexual activity; however, in some provisions of legislation they are classified as children.

If you are in a position of trust and you engage in an intimate or inappropriate relationship with a child or adult at risk it is a breach of the British Orienteering Code of Ethics and Conduct and as such will result in disciplinary action. In certain circumstances the 'abuse of trust' is a criminal offence (Sexual Offences Act 2003).

## **2.7 Abuse**

Before considering good and poor practices we need to understand abuse and the forms in which it may occur.

Abuse is any form of maltreatment of a child, abuse is what we are protecting children from. Someone may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. A child may be abused in a family or in an institutional or community setting by someone known to them or, more rarely, by people unknown to them (e.g. via the internet). A child may also be abused by an adult or adults, or another child or children.

The effects of abuse can be very damaging and if untreated, may follow a child into adulthood. For example, a person who has been abused as a child may find it difficult or impossible to maintain stable, trusting relationships; may become involved with drugs or prostitution; may attempt suicide; or may abuse a child in the future.

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<sup>5</sup> The term Coach/Instructor maybe used interchangeably throughout this policy, it refers to anyone qualified (who holds a valid licence) by British Orienteering to instruct or coach orienteering.



### **2.7.1 Forms of abuse**

The following explanations are adapted from Department of Health (2015) Working Together to Safeguard Children - A Guide to Inter-Agency Working to Safeguard and Promote the Welfare of Children.

#### ***Neglect***

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment

Neglect in orienteering could include a teacher or coach not ensuring children are safe, for instance exposing them to undue cold, heat or to unnecessary risk of injury.

#### ***Physical Abuse***

May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Examples of physical abuse in orienteering may be when the nature and intensity of training and competition exceeds the capacity of the child's immature and growing body; or where drugs are used to enhance performance.

#### ***Sexual Abuse***

Involves forcing or enticing a child or children to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

In orienteering, coaching techniques, which involve physical contact with children, can potentially create situations where sexual abuse may go unnoticed. The power of the instructor/coach over young performers, if misused, may also lead to abusive situations developing.

#### ***Emotional Abuse***

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Emotional abuse in orienteering may occur on-line or off-line if children are subjected to constant criticism, name-calling, sarcasm, bullying or unrealistic pressure to perform to high expectations consistently.

## 2.7.2 People with a disability

Working Together (2015) states: “The available UK evidence on the extent of abuse among disabled children suggests that disabled children are at increased risk of abuse and that the presence of multiple disabilities appears to increase the risk of both abuse and neglect”.

To meet the duty of care to safeguard children, we should recognise that both historical and recent research demonstrates that disabled children can be at greater risk of abuse and that the presence of multiple impairments appears to increase the risk of both abuse and neglect.

Disabled children may be especially vulnerable to abuse for a number of reasons:

- Many disabled children are at an increased likelihood of being socially isolated with fewer outside contacts than non-disabled children
- Their dependency on parents and carers for practical assistance in daily living, including intimate personal care, increases their risk of exposure to abusive behaviour
- They have an impaired capacity to resist or avoid abuse
- They may have speech, language and communication needs, which may make it difficult to tell others what is happening
- They often do not have access to someone they trust to disclose that they have been abused
- They are especially vulnerable to bullying and intimidation

Working Together 2015 further states that “Safeguards for disabled children are essentially the same as for non-disabled children”.

Welfare Officers and club officers should be aware that:

- Studies show that disabled children experience higher levels of all types of abuse than non-disabled children
- Bullying and emotional abuse can take place because children with disabilities may look and act differently or require “aids” to help them function; they can be a target for all types of bullying, by young people and adults; the “abuser” may not realise the hurt being caused by inappropriate comments but sometimes they do and the bully is picking on the person least able or likely to complain
- Disabled children may be subject to physical assaults of a minor or major nature; they may be less able to remove themselves from a situation, an adult may become frustrated by their lack of response, or it can be as a result of physical bullying
- Sexual Abuse of those in society who are unable to either stop or understand acts that are taking place are unfortunately not rare; good safeguarding practice within the club, especially in terms of the need for a young person to be assisted in personal care, either during orienteering activity or when changing, can help prevent the possibility of such abuse arising

Disabled children can be excluded by inappropriate acts of an individual and the club itself. British Orienteering is an inclusive organisation and expect clubs to do all they can to be inclusive to all children.

The Welfare Officer and other responsible adults in the club have a duty to assist in safeguarding disabled children; guidance in Working Together 2010 states: *“Particular attention should be paid to promoting a high level of awareness of the risks of harm and high standards of practice, and strengthening the capacity of children and families to help them.”*

Measures should include:

- Making it common practice to help disabled children make their wishes and feelings known in respect of their care and treatment
- Making sure that all disabled children know how to raise concerns and giving them access to a range of adults with whom they can communicate; disabled children with communication impairments should have a means of being heard available to them at all times
- An explicit commitment to and understanding of disabled children’s safety and welfare among volunteers working with disabled children
- Close contact with families, and a culture of openness on the part of the volunteers

- Common poor practice includes:
- Doing things of a personal nature for children or disabled adults, that they can do for themselves; only trained carers may do things of a personal nature for children, particularly if they are young or disabled; at no time should a coach or volunteer do such things

Further information on these matters can be found in “Including & Safeguarding People with Disability in Orienteering”.

### 2.7.3 Race and Racism

Children from ethnic minority groups (and their parents) are likely to have experienced harassment, racial discrimination and institutional racism. Although racism causes significant harm it is not, in itself, a category of abuse. All organisations working with children, including those operating where ethnic minorities are numerically small, should address institutional racism, defined in the Macpherson Inquiry Report of the death of Stephen Lawrence as *‘the collective failure by an organisation to provide appropriate and professional service to people on account of their race, culture and/or religion.’*

### 2.7.4 Talented Young Athletes

Orienteering is no different to any sport in the potential for young talented performers to be open to ‘abuse’. Gella Vandecaveye, Olympic silver and bronze medallist stated *“Child athletes are children first: Let them play!”* a sentiment that applies to orienteering as much as any other sport.

High performance sport culture is often characterised by a ‘win at all costs’ approach which is commonplace in competitive, elite sport and the bumpy road towards sport success that is paved with all kinds of setbacks and challenges.

The dream to reach the ‘ultimate’ goal can be manifested in a total dedication and sacrifice to orienteering and can sometimes make it hard for an athlete, coach, parents and support team. It has been suggested that this focus can lead to a normalisation of risks, uncritical acceptance of negative behaviour ‘for the greater good’ and willingness to do ‘whatever it takes’.

In orienteering it can be easy to confuse talented young athletes who are children by age but adults by way-of-life – and intelligence. Young athletes may well be operating in an adult-focused environment, and that can contribute to additional vulnerability. There are particular safeguarding dangers for such children as alongside competing at a high level come a lot of requirements and demands that are usually associated with adult life: frequent travel trips and being abroad for long periods of time, resulting in separation from family and community support, often from a young age; money issues like funding trips and competition; coping with negative media coverage; balancing intense orienteering activity with private life and education.

Abuse of the talented can take many forms:

- Physical abuse, damaging an athlete’s physical health and well-being, for example:
  - Young people training or being forced to train through injury, pain or exhaustion, sometimes being unaware of the effect of overtraining despite coach warnings (self-harm or through peer pressure) or unable to speak up to their parents, peer group
  - Overtraining and forced exertion as a deliberate training practice as a way of ‘toughening them up’
  - Physical harm inflicted punitively as a result of poor performance
  - Physical violence, bullying and neglect, and the use of performance-enhancing doping, drugs or alcohol under pressure from themselves, peers or entourage
- Psychological abuse, damaging an athlete’s emotional health and well-being. This occurs mostly where it is believed to be a necessary part of training, coaching and competing at high level. Some examples include:
  - Humiliation or bullying based on gender, body, shape, performance, personal preference
  - Exertion of undue pressure to achieve high performance
  - Intimidation
  - Emotional neglect
  - Mental pressure from too high expectations, often from parents and peer group

- Related health and well-being issues; the failure to recognise and respond to issues such as body image, eating disorders, mental well-being, depression, and self-harm, all of which can have negative consequences for health. Examples include:
  - Nutrition and weight loss regimes leading to eating disorders such as anorexia or bulimia
  - Mental health issues linked to coping with pressure coming from, high expectations, suddenly being dropped from a squad or withdrawn from funding due to poor performances, or approaching retirement
  - Self-harm, which may be directly attributable to participation in sport and can be linked to perceived poor performance, body image pressures, or sport-acquired eating disorders

If this area of work is one that your club or members are involved in you should read: “*Safeguarding youth sport – Stimulating the individual empowerment of elite young athletes and a positive ethical climate in sport organisations*”, which can be found at [www.safeguardingyouthsport.eu](http://www.safeguardingyouthsport.eu).

## **2.8 Confidentiality**

The principle that the safety and welfare of the child is of the highest importance means that the data protection considerations that might apply to other situations, should not be allowed to over-ride the right of children or at-risk adults to be protected from harm. However, every effort must be made to ensure that confidentiality is maintained when an allegation has been made and is being investigated.

Information which is passed to British Orienteering will be securely stored at the British Orienteering National Office, with limited access to designated people, in line with data protection laws.

Club Welfare Officers should also make arrangements to store any confidential information securely but accessible if the person in the role changes. The British Orienteering Lead Safeguarding Officer will offer to store such confidential information on behalf of a club if approached.

## **2.9 Whistle blowing**

British Orienteering has a Whistle Blowing Policy available on the website in the Policy Booklet.

If you have a concern with regard to the behaviour of an adult or other child towards a child or adult at risk in an orienteering situation, it is important that you share your concerns with the British Orienteering Lead Safeguarding Officer. If you have a concern regarding the British Orienteering Lead Safeguarding Officer, you should share your concerns with the British Orienteering Chief Executive or the Chair of British Orienteering.

All information received and discussed will be treated in the strictest confidence and only shared with those individuals within British Orienteering who will be able to manage and resolve the situation. On occasion it may be necessary to seek advice, or inform the statutory agencies e.g. Children’s Social Care or/and the Police.

All concerns will be taken seriously and managed accordingly within the policy and procedures for the safeguarding of children in orienteering.

You can call the NSPCC Child Protection Helpline on 0808 800 5000 or ChildLine on 0800 1111 directly if you feel more comfortable. Both Helplines are open 24 hours a day and calls are free of charge. In Scotland Children 1<sup>st</sup> on 08000 282233 will be able to provide guidance.

## **2.10 Monitoring procedures**

The *British Orienteering Safeguarding Policy & Procedures* will be regularly monitored and a full policy review will take place every 3 years. The following situations may also evoke a review of the policy:

- Any relevant changes in legislation
- Any relevant changes in governance of orienteering
- The outcome of a significant case

### 3 Recognising Poor Practice, Abuse and Bullying

Abuse can and does occur both inside and outside the family setting. Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may be occurring or may have taken place. Staff and volunteers in orienteering are not experts at such recognition; however, they do have a responsibility to act if they have any concerns about the behaviour of someone (an adult or another child) towards a child and to follow the procedures in this document.

Usually it is observing behaviour or sudden changes in behaviour that raise the possibility that abuse is taking place or has taken place. The following indicators may or may not indicate that abuse has taken place, but the possibility should be considered:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- Displaying an injury for which the explanation seems inconsistent
- Describing what appears to be an abusive act involving the child
- A person expressing concern about the welfare of another child
- Changes in behaviour that are unexplained (e.g. becoming very quiet, withdrawn or displaying sudden outburst of temper or aggression)
- Displaying sexual awareness that is inappropriate
- Encouraging sexually explicit behaviour
- Distrusting adults, particularly those with whom a close relationship would normally be expected
- Having difficulty making friends
- Being prevented from socialising with other children by another person
- Displaying variations in eating patterns including overeating and loss of appetite
- Losing weight for no apparent reason
- Becoming increasingly dirty or unkempt

This list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. A good working relationship with the parent may help to identify any concerns or help to understand what a child may be experiencing e.g. family bereavement.

It is not the responsibility of those working in orienteering to decide that child abuse is occurring but it is their responsibility to act on any concerns.

## 4 Good Practice

We believe the spreading and embedding of good practice is the most effective way to safeguard children and at-risk adults in orienteering. Good practice is following the practices described in O-Safe and behaving in a way that is aligned with the British Orienteering *Code of Ethics and Conduct*. Recognising and intelligently copying good practice is also the way in which orienteering clubs and members learn and develop their thinking and working practices.

Poor practice is where the behaviour of an adult or another child is inappropriate and causes concern. Poor practice includes any behaviour which contravenes the British Orienteering *Code of Ethics and Conduct*, infringes an individual's rights, or is a failure to fulfil the standard of care expected. Poor practice is unacceptable in orienteering and will be treated seriously. A variety of actions may be taken in line with the organisation's disciplinary policy and procedures that are appropriate to remedy the poor practice; such action may include requiring the individual to be trained, placed with a mentor, banned from practising etc.

Good practice related to safeguarding in orienteering is built around everyone involved in orienteering demonstrating exemplary behaviour in order to protect children and themselves from allegations. Good practice is built around the following framework:

1. Training children to assess risk for themselves
2. Adults working in pairs to avoid 1 on 1 situations with children arising
3. Taking care when recruiting people who will work with children, following the safe recruitment policy and procedures
4. Checking and monitoring adults in positions of trust that have regular and frequent contact with children
  - Promoting practice re: away trips, image taking, consents, medical info, social media
5. Adults being aware of the risks to children and understanding their responsibility to safeguard them
6. Reporting concerns – not investigating them any more than is necessary to confirm a concern exists

How can we translate this into action?

- Adopting and complying with British Orienteering Safeguarding Policy & Procedures
- Promoting the policy to all members and parents
- Treating all children equally, with respect and dignity
- Making orienteering fun and enjoyable
- Building relationships based on mutual trust which empower children to share in the decision-making process
- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment - i.e. no secrets)
- Ensuring appropriate ratios of adults to children, based on a risk assessment
- Always putting the safety and wellbeing of children first, before winning or achieving goals
- Maintaining a safe and appropriate distance from participants (e.g. it is not appropriate to have an intimate relationship with a child or to share a room with them unless they are from the same family). In some cases, it may be a serious breach of the British Orienteering Code of Ethics and Conduct, unlawful, or both
- Ensuring any form of physical contact is provided openly and only when absolutely necessary, for instance when a child requires physical contact for personal safety reasons
- Keeping up to date with technical skills, qualifications and insurance
- Ensuring parents/teachers/coaches/instructors/officials work in pairs if groups have to be supervised
- Ensuring that if mixed groups of children or at-risk adults are taken away, they are accompanied by a male and female member of staff
- Ensuring that at competitions or residential events, adults do not enter children's rooms/tents or invite children into their rooms/tents; if an adult is working in a supervisory capacity, he or she should only enter the children's rooms/tents when accompanied by another adult

- Being an excellent role model – this includes not smoking or drinking alcohol in the company of children and promoting a healthy diet
- Giving enthusiastic and constructive feedback rather than negative criticism
- Recognising the developmental needs and capacity of children – avoiding excessive training or competition and not pushing children into things against their will
- Securing written parental consent to act in loco parentis; permission may be needed for the administration of emergency first aid or other medical treatment
- Keeping a written record of any injury that occurs, and the details of any treatment given; where staff witness an injury this must be reported to the parents at the first opportunity
- Requesting written parental consent if club officials are required to transport children in their cars

Two examples of **poor practice** stand out:

- A person spending excessive amounts of time alone with children away from others
- Take a child to your home or into your car where they will be alone with you

If situations arise where these rules must be broken perhaps due to safety or a medical emergency; this should only be with the full knowledge and consent of someone in charge at the club or the child's parents.

If any of the following incidents occur, you should report them immediately to another colleague and make a written note of the event; parents must be informed of the incident:

- If you accidentally hurt a participant
- A child is distressed in any manner
- If a participant appears to be sexually aroused by your actions
- If a participant misunderstands or misinterprets something you have done

There are a number of particular situations or matters that are important in creating a good caring and safeguarding environment in orienteering, these follow.

#### **4.1 Working with children and coaching ratios**

Safety Guidelines in orienteering state that there must always be at least 2 supervisors with any group, this is to ensure that at least one supervisor is able to oversee a group while any injury or problem is dealt with.

Orienteering is different from many other sports and the level of supervision should take account of:

- The age and ability of the children
- The activity being undertaken
- Children's growing independence
- Children's need for privacy
- The geography of the venue being used
- The risk assessment

However, you should be aware of Government Guidance which states that when working with groups of children under 8 years of age there should be at least one supervising adult for every six children (Care Standards Act 2000). Participants under the age of 17 must be supervised at all times and cannot be included in staffing ratios.

While the risk assessment may well indicate the need for an enhanced level of supervision and staffing for a particular activity, the following table shows recommended minimum adult to child ratios.

Children's age	Number of adults
4 to 8	2 for the first 6 children and then 1 more for every additional 6 children
9 to 12	2 for the first 8 children and then 1 more for every additional 8 children
13 to 18	2 for the first 10 children and then 1 more for every additional 10 children
Mixed aged groups	Many groups in orienteering will contain children of mixed ages in which case the club or lead coach will need to work out what level of supervision (above the minimum of 2 adults) fits the circumstances.

Pre-activity planning should ensure that, in case of an accident or an incident involving a child or member of staff, there will be sufficient adults remaining to supervise the group safely. In coaching sessions any additional adult does not have to be a qualified instructor or coach.

#### **4.2 Recruiting volunteers for positions of trust**

The majority of people helping to deliver orienteering events and activities are dedicated and motivated by commendable reasons. However, all reasonable steps should be taken to prevent unsuitable people, or people with inappropriate motivation, from working with children. Good practice requires that supervision is available at all times to people working with children or at-risk adults.

Recruitment is a key phase in identifying suitable people to work with children and the British Orienteering Policy Booklet (available on the website) contains procedures for safe recruiting. It is important that the procedures are understood, adopted and applied consistently when appointing people to a position of trust where they will, or may, deal with children or at-risk adults. Such positions and roles include coaching and volunteers that will be responsible for caring for children when they are overnighting.

The Safe Recruitment Policy includes:

- Guidelines to clubs and associations on the recruitment and selection of volunteers particularly when they may be in a position of trust
- Roles and responsibilities, the importance of these and how these should be defined
- The importance of diversity and the need to provide equality of opportunity to anyone interested in applying for roles
- Safe Recruitment (generally), including criminal records checks

#### **4.3 Checking people in positions of trust do not have a criminal record**

The law regarding the checking of criminal records is different in each home nation and has changed in England & Wales recently in that we can no longer check everyone that works with children. In England & Wales the following determines whether or not you can check a person, this may be different in Scotland and Northern Ireland.

English & Welsh law requires that, in certain situations, people teaching, training, instructing, caring for or supervising children, or driving a vehicle to solely transport children require checking to ensure they do not have a criminal record only if:

- they are working in isolation from other adults, and
- the contact with the child or children is:
  - once a week or more, or
  - 4 or more days in each 30-day period, or
  - Any overnight supervision between 2am and 6am

If both are true the person is required to be checked, otherwise a check is not permissible *by law*. This is a considerable change to the criteria that used to be used.

The full process to see if a check is required and the procedure to follow can be found [here](#).

If you live in or volunteer in Scotland the Disclosure Scotland website has a [tool](#) for deciding whether PVG is needed.



#### **4.4 Use of Social Media**

Social networking now affects all our lives. Sites such as Facebook and Twitter are excellent tools for communicating with people of all ages. These sites allow instant and two-way communication at low cost. However social media can be used in a negative and harmful way and users should be aware of how best to mitigate any risks. There are Social Media Guidelines available in the Policy Booklet on the website.

There are a number of potential risks for people, particularly children and young people, in using social media sites. These risks include cyber bullying, grooming and potential abuse, identity theft and exposure to inappropriate content.

There is some good practice that everyone should adopt when using social media sites;

- Familiarise yourself with the privacy and security settings for the sites you're using and learn how to use them
- Find out how to report concerns about inappropriate content to the people who run or moderate the site
- Think about what information you'd be willing to share with friends, acquaintances and strangers, offline in the 'real' world; moderate your online information sharing accordingly
- Don't give out personal information such as address, mobile number, your current location etc...
- Bear in mind data protection legislation regarding retaining and distributing personal information about yourself and others
- Some social media sites have a minimum age for members; Facebook for example has a minimum age of 13 for anyone having a profile

#### **Guidance for young people**

Although organisations, such as British Orienteering, can put in place guidance and safeguards, it is important that children and young people are aware of the risks online and reduce the risk to them as much as possible.

Guidance to children includes:

- Be safe and smart online; protect yourself from difficult or dangerous situations, visit [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) or [www.ceop.police.uk](http://www.ceop.police.uk) and read through the tips and advice
- Only invite or accept 'friend requests' from people you actually know; don't ask people in a position of authority to be your friend e.g. coach or teacher, it could be embarrassing for both of you and it would be poor practice to share too much personal information
- Don't give out personal information such as address, mobile number, school you attend or your current location
- Set your privacy and security settings to private or 'friends only'
- Don't upload photos or send comments that may be hurtful to others
- When uploading photos, always make sure you and any others in the image are happy for them to be online; don't upload inappropriate or embarrassing photos
- Consider that anything you put online including your status, comments, tweets and photos etc... may be shared or viewed by more people than you originally intended; once it's out there and seen...you can't take it back
- If you're worried about something that is happening online speak to your parents, an adult you trust, your Club Welfare Officer, your school teacher, or visit [www.ceop.police.uk](http://www.ceop.police.uk)

### **Guidance for adult members, volunteers and coaches**

The following guidance will help to protect your privacy and prevent allegations against you. We strongly advise coaches and other volunteers communicating with children and young people not to use social media. The informality of social media can lead to misunderstandings and misuse. Good practice includes:

- If you are in a position of trust with a child or young person do not accept their 'friend' requests or communicate with them via social media
- If you do need to communicate using social media with anyone under the age of 18 make sure you have permission to do so from parents/carers; always copy another colleague, welfare officer or moderator into the message/communication
- Remember that any images, video clips and comments uploaded to social media or the internet may be there forever, even if you delete them, and they may be viewed by people you don't expect; make sure photos, video clips and comments are appropriate for everyone to view and seek the relevant permissions
- Don't comment via social media on the performance (either positive or negative) of any athletes you coach
- If you are worried about any young person, use your organisation's reporting procedure and/or report your concerns to [www.ceop.police.uk](http://www.ceop.police.uk)

### **Guidance for clubs**

If your club or association has decided to have a social media presence, those involved in maintaining this should adopt the following good practice:

- Learn how to use the service you would like to provide – for example if you have chosen to use Facebook make sure you understand how it operates, how the privacy settings are used, what safeguards are already in place and how you can use them
- Manage your social media – Nominate a moderator or responsible person to manage the site and content; this person will need to be trained in how to spot the warning signs of bullying and grooming
- Target the right age group – make sure the content of the site is relevant to the age group you are targeting
- Promote safety – make sure users know how to protect themselves online and promote websites where they can receive support and advice such as [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) and [www.ceop.police.uk](http://www.ceop.police.uk)
- Personal details – do not ask users for personal or contact details including their full name, age, address, school, college or current or home location
- Use the right images – adhere to the guidance in this document on the use of images

## **4.5 Changing areas**

Changing areas used in orienteering are varied in the extreme. Changing may take place in changing rooms but may also be in a field or car. Rightly or wrongly we live in a society that takes personal privacy seriously and there is much evidence that newcomers are shocked and often put off returning to orienteering by the practice of people changing in the open – often with little or no modesty.

Respecting the views of others is important and people getting changed should do so in a way that is private – even if it's just getting changed in a car.

Where changing rooms are available, children using them should be supervised at all times by two members of staff. Staff should not change or shower at the same time using the same facility as participants. If you are involved in a mixed gender squad, separate changing facilities should be made available. If a child is uncomfortable changing or showering in public no pressure should be placed on him or her to do so; encourage him or her to shower and change at home. If your club has participants with disabilities, involve them and their carers in deciding how they should be assisted and ensure they are able to consent to the assistance that is offered.

No volunteers, medical or otherwise, may be present in changing areas whilst children of the opposite sex are getting showered or changed.

No image taking equipment is allowed to be used in the changing area environment. This includes cameras, video cameras, smartphones, etc.

#### **4.6 Transporting children**

In the main clubs and coaches should encourage parents to make private arrangements to transport their children. Parents are used to 'risk assessing' for their children and when parents arrange transport it is their responsibility and keeps the club (or coach) away from various legal responsibilities.

Clubs and others organising groups should develop and publicise policies regarding the collection of children, at-risk adults and people with disabilities to take them to and from orienteering activities. The policies should reflect the age, location, time and nature of the activity.

### **Late Collection**

Parents or carers should be informed that it is not the responsibility of the club or organising group to transport children and other vulnerable people to their homes in the event of the parent or carer being delayed.

Staff/volunteers should:

- Attempt to contact the parent/carer in the event of late collection
- Check the Club or organising group contact list for any information regarding the child or adult at risk
- Contact the alternative contact name/number
- Wait with the child or at-risk adult at the agreed collection point with another adult if at all possible
- Remind parents/carers of the policy relating to late collection

Staff/volunteers, do not:

- Travel in a situation that puts you in a 1 to 1 position with a child or at-risk adult
- Take the child or at-risk adult home or to any other location
- Ask the child or at-risk adult to wait in a vehicle or venue with you alone
- Send the child or at-risk adult home with another person without parental permission

## **4.7 Medical treatment of children**

The following good practices apply:

- No child should be treated in a situation where the child is on his/her own in a treatment area
- All treatment procedures should be 'open' i.e. the door remains open, parents are invited to observe treatment; where strict medical confidentiality is to be observed then parents of the child should be invited to attend
- If treating an area of the body which is potentially embarrassing to a child (i.e. the groin) a suitable consenting adult of the same sex must be present to act as a chaperone
- Maintain medical confidentiality and patient dignity at all times
- Obtain written parental consent prior to medical treatment being carried out on a child before an event/activity and ensure this information accompanies the child
- All treatment procedures should be explained to the child and verbal consent given before treatment is carried out

## **4.8 Image taking and the use of images**

Lots of people like taking images either photographs or video. In general, British Orienteering is keen to promote the sport of orienteering and keen to support parents and guardians in celebrating and publicising their children's achievements and successes. We are also aware of the benefits of using video as a tool for coaching.

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

British Orienteering has to balance the benefits and risks associated with the taking and using of images.

The guidance is broken into three sections: the taking of images, the use of images and responding to concerns.

### **4.8.1 The taking of images by parents, competitors or spectators at events**

A significant proportion of spectators (especially competitors' family and friends) will want to, and will, take images either photos or videos at orienteering events.

The publication of images, both photos and videos, on websites and social media can pose direct and indirect risks to children and young people.

***How can these risks be minimised?***

- Clarify and promote the image taking 'rules' for the event to all staff, volunteers, spectators, parents and young participants.
- Parents and spectators should be warned that there can be negative consequences to sharing images linked to information about their own or other people's children. Care should be taken about 'tagging' pictured children on social media, including Facebook or Twitter.
- Establish procedures to respond to and manage any concerns arising, including clear reporting structures and a system to contact police when necessary.

***Do I need parental permission for image taking by spectators/parents?***

Parental consents are not required for this form of image taking, although event organisers should make the policy regarding image taking by the public clear to all participants and parents ahead of the event.

***Different approaches to image taking by spectators/parents at events:***

Consideration has been given to a number of options:

- Banning image taking by spectators, parents and competitors;  
A ban can be difficult to enforce, given the number of devices with which images can be taken. It is often very unpopular with parents and other spectators who wish to record the efforts and achievements of their children or friends.
- Registering spectators, parents and competitors wishing to take images;  
Registration itself clearly requires resources and time (including for spectators) and unless it is linked to some form of robust identity check will not provide a mechanism to identify individuals should concerns subsequently arise. It may provide someone with bad intent with apparent legitimacy for their actions in terms of having official permission to take images of participating children.

Ultimately British Orienteering has agreed to go down a route of having no outright ban on image taking.

Instead British Orienteering is proactively promoting guidance to all spectators, members of the public and competitors about any specific areas where image taking is not permitted under any circumstances (for example toilets). All parties should be provided with key messages about the risks associated with online postings, and encouraged to report any concerns they may have about anyone's behaviour in this context to the National Office.

This approach has the advantage of not requiring any registration system (other than for official/professional photographers attending the event). It focuses more on the concerning aspects of image taking being undertaken, rather than image taking itself. It acknowledges that many spectators will wish to take images, while also promoting safeguarding messages (eg through event programmes, signage or announcements).

This system does however rely on an awareness of what behaviours should raise concerns, and of the event's process for reporting and responding to reported concerns.

***How should you respond to concerns?***

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

Any concerns must be dealt with in the same way as any other child safeguarding issues; the club welfare officer and/or the lead child safeguarding officer must be informed. If there are concerns or suspicions about potentially criminal behaviour this should include referral to the police.

### ***How can messages about taking images at events be publicised?***

Event organisers need to address this issue in their planning process.

There is a range of ways event organisers can inform competitors, spectators, members of the public about this policy, including:

- Event registration, event programme, information forms and leaflets for all event volunteers, participants and parents
- Pre-event communications with volunteers
- Event programmes
- Posters and signage around the event
- If a major event, public address announcements during the event.

### ***Image taking by the wider public in open event sites***

In general, members of the public are entitled to take images in public areas, whether or not this includes taking images of children involved in events or activities. Regardless of any policies or procedures governing image taking by those involved in or watching events, organisers have no right to impose these rules on other members of the public accessing or using the same public spaces.

However, if there are any indications or concerns that an individual may be taking images of children/young people that are inappropriate or illegal, this should immediately be reported to the organisers who have responsibility for contacting the police.

Organisers should have in place and actively promote clear ways for anyone to report concerns they have about image taking or any other aspect of children's wellbeing.

### ***Image taking in changing rooms/showers at leisure facilities***

There are a growing number of reported incidents involving inappropriate or illegal taking of images of children in changing and shower areas of many sports and leisure facilities.

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

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

It is important that all customers, other users, staff and volunteers within the facility are aware of the operator's stance on image taking. This can be communicated in a number of ways, most often through clear signage and posters.

Everyone should be made aware of what they should do if they have concerns about the behaviour of any other person in this context. If anyone is suspected of taking images of children (or adults) in a state of undress the facility manager or safeguarding lead should be informed immediately and the police consulted.

## **4.8.2 What to do when using official/professional photographers**

Ensure that children and parents are aware that a photographer will be active at the event, and consent has been obtained.

- Check the photographer's identity, the validity of their role, and the purpose/use of the images to be taken.
- Issue the photographer with identification, which must be worn at all times.
- Provide the photographer with a clear brief about what is considered appropriate in terms of image content and their behaviour (as above) \*.
- Clarify areas where all photography is prohibited (toilets, changing areas, and so on).
- Inform the photographer about how to identify and avoid taking images of children without the required parental photography consent (this will depend on the process in place at each event) \*.

- Do not allow unsupervised access to children or one-to-one photo sessions at events\*.
- Do not allow photo sessions away from the event, for instance at a young person's home\*.
- Clarify issues about ownership of and access to all images, and for how long they will be retained and/or used.  
\*(establish/clarify during commissioning/contracting process).

### ***Do I need parental permission?***

#### ***Close up images***

Organisers should seek parents' consent to take and use images of individual or smaller groups of participants in which their child would easily be recognisable.

Parents should understand how, where and in what context an image may be used (for example on a public website, through social media, or in a printed resource). A parental consent form for use of images of children, can be completed possibly as part of the process for registering and consenting the child's participation in the activity/event.

You should also ask for the child's permission to use their image. This ensures that they are aware of the way the image is to be used to represent the activity. A children's permission form is one way of recording their consent.

When using a photographer (even if this is someone already involved in the club or activity) inform parents and children that a photographer will be in attendance and ensure they consent to both the taking and publication of films or photos.

#### ***General (e.g. wide angle) images of events***

At many events organisers will quite reasonably wish to take wide angle, more general, images of the event, site/s, opening and closing ceremonies, and so on. It is usually not reasonable, practical or proportionate to secure consents for every participating child in order to take such images, or to preclude such image taking on the basis of the concerns of a small number of parents.

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

#### ***Talented young athletes***

As young athletes progress up the competitive ladder within orienteering it is increasingly likely their images are taken. Event organisers and British Orienteering will quite reasonably seek publicity to positively promote orienteering, and elite young athletes receiving endorsements or sponsorship may well welcome positive media coverage on a local, regional or national level.

In this case some aspects of the guidance around the use of images detailed above (for example avoiding the inclusion of names and some other personal details alongside photographs) are neither practical nor desirable. Organisers and British Orienteering retain our duty of care to these athletes and a responsibility to safeguard them, and must ensure that parents and young athletes understand and consent to images being taken and used and the information used in these circumstances.

It is important that other practice guidance (for example about the nature, content and use of images; and about ensuring that image taking sessions are supervised) are still considered and applied. It is important for the athletes, and their parents to be clear about appropriate arrangements and ground rules for interviews, filming and photo sessions.

Young elite athletes and their parents will be supported by British Orienteering and prepared to manage these and a range of other issues (including safeguarding concerns) that may arise as a result of their sporting success and increased public profile.

### ***When parental consent is not given***

Organisers have a responsibility to put in place arrangements to ensure that any official/professional photographers can identify or be informed about which children should not be subject to close-up image taking.

This could involve providing some type of recognisable badge, sticker or wrist band (perhaps a different colour to 'consented' young people – ideally something easily recognisable but not stigmatising for the child), and/or a system for photographers to check with the organiser and/or team manager to clarify which groups or individuals should not feature in images. It must be emphasised to any photographer that the use of images with these 'unconsented' children included will not be permitted.

### **4.8.3 Using images, still and video of children and young people**

Using images including videos of children and young people in sport for publication, promotion, press, or for coaching purposes is common in sport. British Orienteering and our clubs benefit from using images of young participants to promote and celebrate activities, events and competitions. Parents and children generally welcome opportunities to celebrate or publicise their achievements. Some coaches may want to use images or videos as a tool to support a young athlete's skill development.

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

#### ***How can the risks be minimised?***

- Think carefully before using any images showing children and young people on your website, social media, or in your publications.
- Establish the type of images that present the activity in a positive light, and promote the best aspects of orienteering.
- Avoid supplying the full name(s) of the child or children along with the image(s), unless this is considered necessary, is in the child's best interests, and the child and parent have consented.
- Only use images of children in suitable dress/kit.
- There are many activities children can be involved in but clearly, some orienteering activities may present a higher risk for potential misuse than others. Where possible images of these activities should:
  - focus on the activity rather than a particular child
  - avoid showing the full face and body of a child
  - avoid images and camera angles that may be more prone to misinterpretation or misuse than others.
- Consider using models or illustrations if you are promoting an activity, rather than the children who are actually involved in it.
- Link to guidance on talented young athletes and open, public sites (below).
- Coaches who wish to use images of young athletes for development purposes should be aware of the guidance in O-Safe and are required to comply with: consents, retention, safe storage, confidentiality, and use.

### **4.8.4 How should I respond to concerns?**

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

The guidance in O-Safe should ensure that any reported concerns are dealt with in the same way as any other child protection issue, ensuring that your club/event or lead child protection or safeguarding officer is informed. If there are concerns or suspicions about potentially criminal behaviour this should include referral to the police.

Concerns about professional photographers should also be reported to their employers.



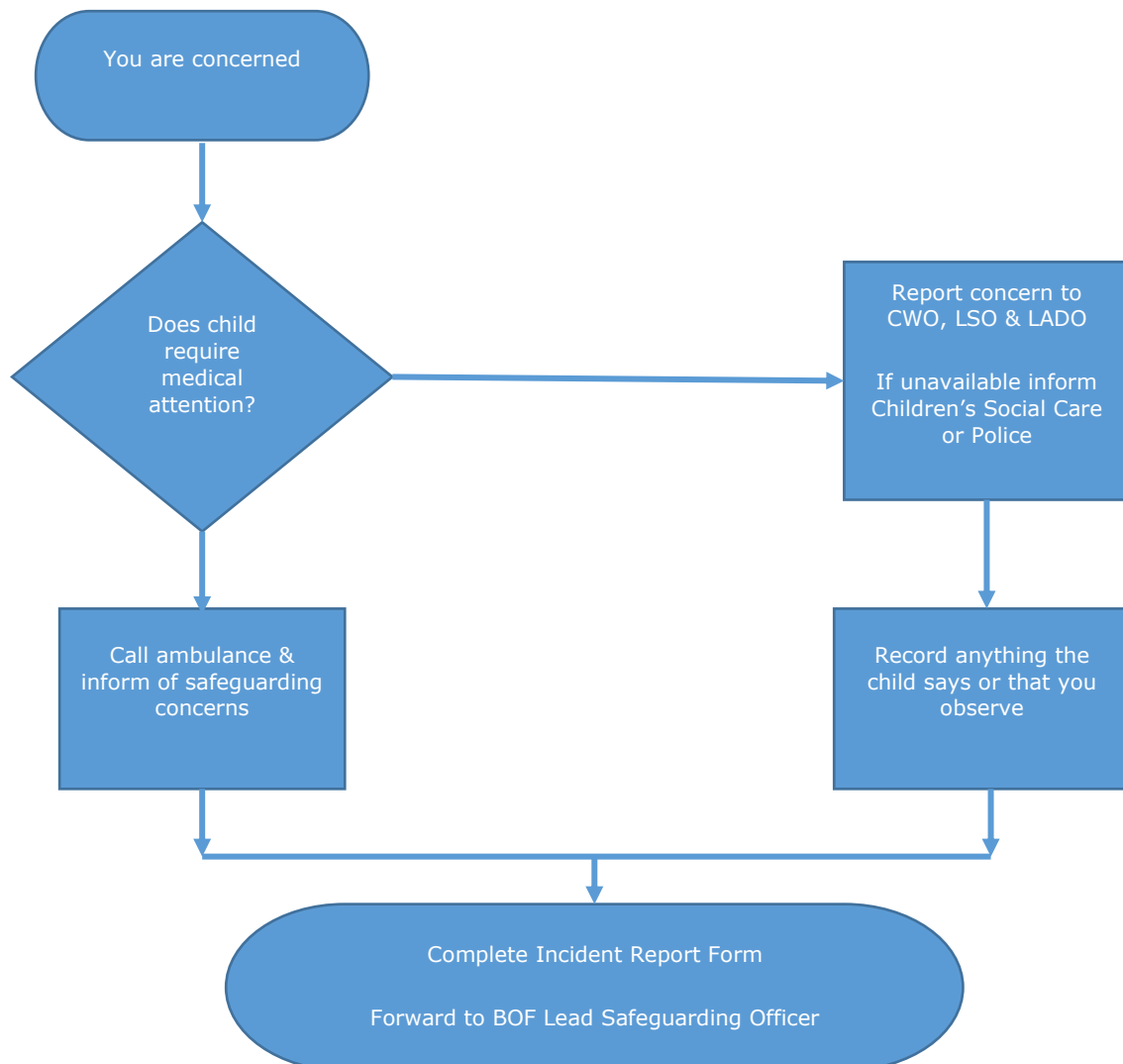
## 5 Responding to Disclosure, Suspicion and Allegation

British Orienteering's primary responsibility is to ensure that concerns and any relevant information are reported and where appropriate passed on to the Police and Children's Social Care without delay. These organisations have the statutory responsibility to make enquiries to establish if a child is at risk of harm.

Please report any potential matters relating to safeguarding children to the National Office or to the Lead Safeguarding Officer ([safeguarding@britishorienteering.org.uk](mailto:safeguarding@britishorienteering.org.uk)). This includes any concerns about the welfare of children either within orienteering or outside of orienteering and any concern over adult behaviour related to the welfare of children including those away from the sport that involve members or participants.

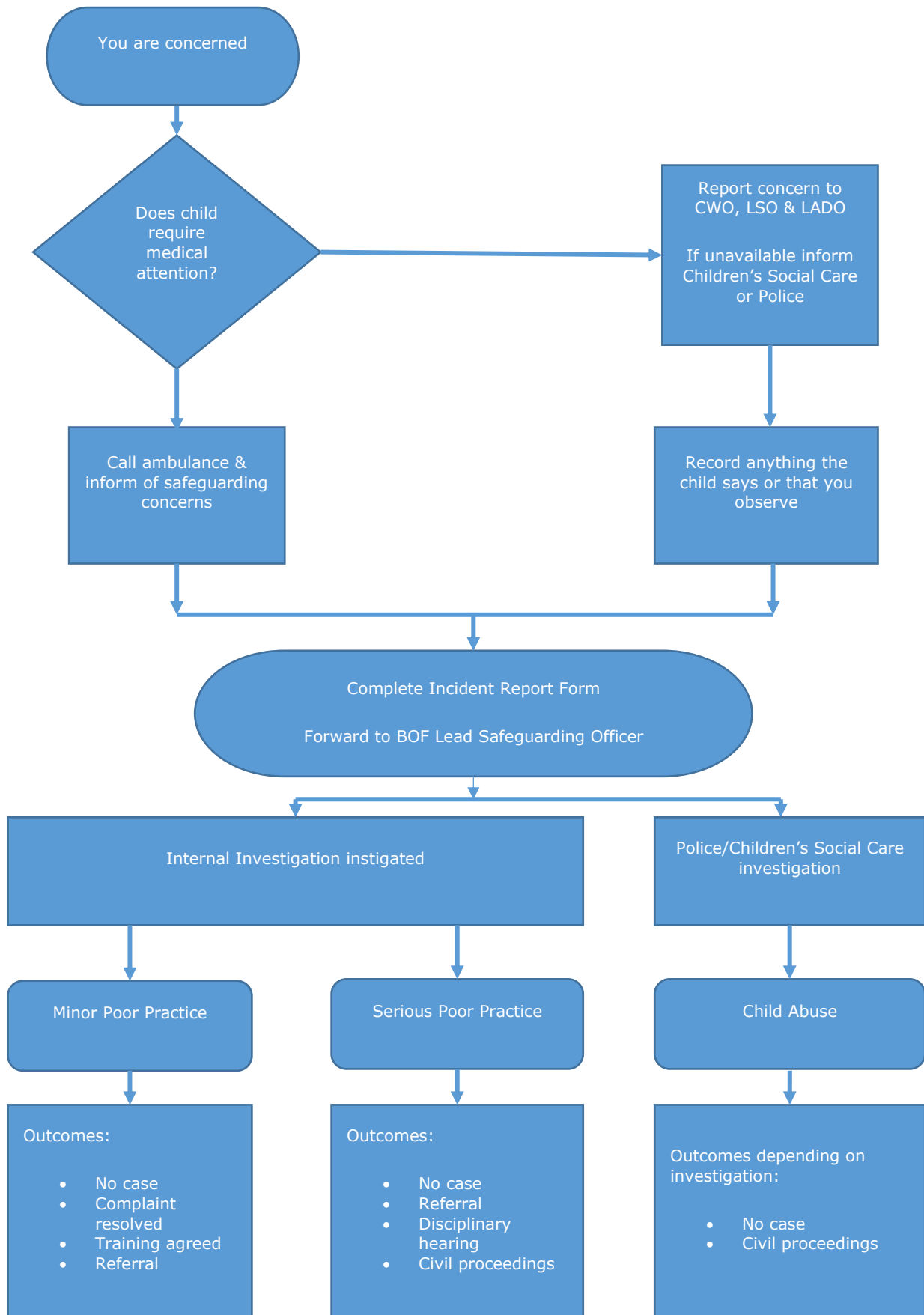
### 5.1 Procedures when dealing with concerns of possible abuse AWAY FROM orienteering

If you are responding to concerns, allegations or suspicions of suspected abuse that has taken place AWAY FROM orienteering:



## 5.2 Procedures when dealing with concerns of possible abuse from WITHIN orienteering

If you are responding to concerns, allegations or suspicions of suspected abuse or poor practice WITHIN the orienteering environment (i.e. in your club), involving concerns about the behaviour of an adult or young person involved in orienteering:



### 5.3 Responding to a concern

There are 5 likely scenarios that will give rise to concern about a child:

- The child says something or acts in a way that raises your concern
- Another child or person says something about a child that raises your concern
- You see or hear something that gives you cause to be concerned about the behaviour of a person towards a child or children
- You see or hear something that causes you to believe a member of British Orienteering or a person involved in orienteering may be under suspicion of child abuse or a related activity
- Allegations of previous abuse: may be made some time after the incident, for example by an adult who was abused as a child or by a volunteer who is still currently working with children

Firstly, ensure the safety of the child – if the child needs immediate medical treatment, take the child to hospital or call an ambulance, inform medics of your concerns and ensure they are aware it may be a child safeguarding issue.

Secondly, make a judgement about whether your concern is sufficient to cause you to take immediate action, this may be to protect the child from potential harm or to report your concern while the state of the child is time sensitive and may normalise if time is wasted – for example bruising will subside over a period of time. If you need advice contact your Club Welfare Officer or the British Orienteering Lead Safeguarding Officer.

Where concerns are urgent refer immediately to Children’s Social Care/Police and send a copy of the Incident Report form to both them and the British Orienteering Lead Safeguarding Officer within 24 hours.

Thirdly, note down or record what has been said to you or what you have seen. Date and time your note and try and be as factually accurate as you can. This will help when producing an Incident Report.

Lastly, if you have any concern at all you **must** report concerns to the Club Welfare Officer who will:

- Complete the British Orienteering Incident Report form
- Report to the British Orienteering Lead Safeguarding Officer within 24 hours

#### 5.3.1 Responding to a disclosure

If a child informs you directly that (s)he, or another child, is concerned about someone's behaviour towards them (this is termed disclosure), you should:

- Be calm – do not panic and do not allow your shock or distaste to show
- Tell the child that (s)he is not to blame and that (s)he was right to tell
- Take what the person says seriously, recognising the difficulties inherent in interpreting what is said by a child who has a speech impairment and/or differences in language
- Only ask questions to clarify and confirm your concern and to have sufficient information to act – do not ‘investigate’ any further
- Reassure the child but **do not** make promises of confidentiality which might not be feasible in light of subsequent developments – make no promises and do not agree to keep secrets
- Follow the procedures to report the concern – do not approach the alleged abuser
- Time is of the essence, **DO NOT** wait, act as a matter of urgency

### 5.3.2 Making an Incident Report

If the incident or allegation is serious you should report it immediately to the police or social care.

Ideally the report should be made utilising the British Orienteering Incident Report Form. The report needs to include:

- Details of the child i.e. age/date of birth, address, race, gender and ethnic origin
- Details of the facts of the allegations or any observations
- A description of any visible bruising or other injuries
- The child's account, if it can be given, of what happened and how any bruising or other injuries occurred
- Witnesses to the incident(s)
- Any times, dates or other relevant information
- A clear distinction between what is fact, opinion or hearsay
- A signature, time and date on the report
- Remember you must not investigate the allegation.

Reporting the matter to the Police or Children's Social Care department should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to the Children's Social Care department must be confirmed in writing within 24 hours. A record must be made of the name and designation of the Children's Social Care member of staff or Police Officer to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed. A copy of this information should be sent direct to the British Orienteering Lead Safeguarding Officer.

Data Protection legislation covers the recording and transfer of all information associated with safeguarding matters. Information passed to Children's Social Care or the Police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern.

### 5.4 Outcome resulting from an incident report

If the incident has been reported directly to the police or social care the investigation will be under their control

Once a concern is expressed to British Orienteering the Lead Safeguarding Officer will decide which 'route' the investigation will take and whether or not any individual involved will be suspended pending the outcome of the investigation. The type of investigation will depend on:

- a) Poor practice that is minor in nature
- b) Poor practice that is more serious in nature
- c) Potential abuse that requires Children's Social Care or police investigation

The outcomes of any investigation will be dependent on the findings and may take one of the following options:

- No case to answer
- Warrants advice/warning as to future conduct/sanctions
- Training/mentoring and support agreed
- Complaint resolved with agreement between parties
- Disciplinary hearing - sanctions
- Banned from orienteering activities and membership of orienteering possibly revoked
- Criminal investigation/proceedings
- The British Orienteering investigation may be suspended pending the outcome of any Social Services or Police investigation.

It is worth noting that there is no time limit in law to the submissions of allegations or incidents of a safeguarding nature.

## **5.5 Aftermath of an investigation**

Informed by the findings of Children's Social Care and/or Police investigations or the internal investigations, the British Orienteering Safeguarding Case Management Group will assess all individual cases to decide whether a person can be reinstated and how this can be sensitively handled.

This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the Police. In such cases the Safeguarding Case Management Group must reach a decision based upon the information available which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of children will always remain of the highest importance.

### **5.5.1 Appeal**

The British Orienteering Appeal Procedure is available to anyone under investigation and can be found in the British Orienteering Policy Booklet on the website. The Appeal Panel will exclude anyone sitting on the initial panel, excluding the Secretary. The panel should comprise of a chair and two other members, with the Secretary in attendance. Any organisation or participant wishing to appeal against the decisions made by the Safeguarding Disciplinary Panel must do so in writing, to be received by the British Orienteering Lead Safeguarding Officer within seven days of the decision being communicated to the person.

### **5.5.2 Monitoring and Evaluation**

To be conducted at the close of each case by the British Orienteering Safeguarding Case Management Group to see if any changes need to be made to policies/procedures or lessons that can be learnt.

### **5.5.3 Supporting people involved in the incident and investigation process**

Consideration will be given to what support may be appropriate for children, parents, the reporter, any witnesses and members of staff. Use of Helplines, support groups and open meeting will maintain an open culture and help the healing process. The British Association of Counselling Directory<sup>6</sup> may be a useful resource.

We will also give consideration to what support may be appropriate for the alleged perpetrator of the abuse if such a finding is reached.

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<sup>6</sup> The British Association of Counselling Directory is available from The British Association for Counselling, 1 Regent Place, Rugby, CV21 2PJ, Tel: 01788 550899, Email: [bac@bac.co.uk](mailto:bac@bac.co.uk), Internet: <http://www.bac.co.uk>

## **6 If an allegation is made against you**

Any concerns involving the inappropriate behaviour of an adult or child towards a child will be taken seriously and investigated. If you are the person who is the centre of an allegation, the situation will be explained to you and you may be required to cease working with children in orienteering, you will be informed as soon as possible based on advice from the Statutory Agencies. This may result in suspension from activity within orienteering whilst an investigation is being carried out. This is to protect all parties involved and is a normal, non-judgemental, action.

A representative of British Orienteering will follow good practice and tightly defined procedures to ensure that confidentiality is maintained in all circumstances within the small group of people dealing with the allegation.

British Orienteering will assess, on a case-by-case basis, any support needed for the person against whom an allegation has been made. A British Orienteering representative will be available to provide support to an individual where an allegation has been made against them. You will also be directed towards sources of emotional support.

## 7 Appendix A: Useful Contacts

[Please complete the table with local details for quick referral]

### Orienteering Contacts

Chris Corke, Operations Manager, British Orienteering Lead Safeguarding Officer	British Orienteering Scholes Mill Old Coach Road Tansley, Nr Matlock DE4 5FY	07444 516869 01629 583037
Club Welfare Officer		

### Local Contacts

<b>Local Authority Designated Officer (LADO-</b> including out of office hours contact) NB: in an emergency the Samaritans will hold the LSCB Duty Officer's contact number		
Local Police Child Protection Team; in an emergency contact via 999		
NSPCC free phone 24-hour helpline		0808 800 5000

### National Contacts

(Primarily for adults with concerns about children) The NSPCC)	National Centre 42 Curtain Road London, EC2A 3NH	0207 825 2500 0808 800 5000
Children 1 <sup>st</sup> in Scotland	CHILDREN 1 <sup>ST</sup> 83 Whitehouse Loan, Edinburgh, EH9 1AT	0808 800 2222
ChildLine UK (Primarily for children)  NI ChildLine	Freepost 1111 London, N1 0BR  74 Duke Street Londonderry	0800 1111  0504 311555
NSPCC Cymru/Wales Child Protection Helpline	Mon - Fri 10am - 6pm	0808 100 2524
NSPCC Child Protection in Sport Unit (CPSU)	3 Gilmour Close Beaumont Leys Leicester, L41E	0116 234 7278
NSPCC Asian Child Protection Helpline		0800 096 7719

## 8 Appendix B: Affiliated Bodies & Safeguarding

### A requirement for ALL affiliated clubs and associations

Paragraphs 1 to 3 of the following regulations are to be included, under a heading of "Safeguarding children and at-risk adults", in the Articles of Association, bye-laws and constitutions of the Affiliated Clubs and all other Affiliated Bodies<sup>7</sup> involved in orienteering in the United Kingdom to ensure that safeguarding is embedded throughout the sport.

Paragraphs 4 to 12 are to be included in the Disciplinary Rules and Procedures of each Affiliated Body.

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### Safeguarding Children & At-risk Adults

1. The Welsh Orienteering Association, agrees to adopt the up-to-date British Orienteering Policies, Procedures, Rules and Regulations as published on the British Orienteering website.
2. All individuals involved in orienteering through Welsh Orienteering Association, in any capacity, are deemed to have assented to and abide by and adhere to the British Orienteering Policies, Procedures, Rules and Regulations as published on the British Orienteering website.
3. Both the Welsh Orienteering Association and its members agree to abide by the final outcome of any disciplinary and appeal proceedings.

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### Requirement for Members of Affiliated Bodies in the United Kingdom

All members of British Orienteering, constituent associations, associations and clubs including, and without limitation, each and every club and discipline must include the following wording under a 'Child Welfare' or 'Safeguarding Children & At-Risk Adults' heading within their rules:

"All Members agree to abide by the **British Orienteering Safeguarding Policy and Procedures**. All individual members are deemed to have read, understood and assented to the **British Orienteering Code of Ethics and Conduct** ("Code") and as such recognise and adhere to the principles and responsibilities embodied in the Code."

All Affiliated Bodies shall ensure that the following wording is incorporated into all membership forms and all forms, contracts and/or terms of engagement regarding the appointment of Instructors/Coaches, Officials and other individuals on a full-time, part-time or voluntary basis;

"I, [**name of person**] have read and understood the **British Orienteering Code of Ethics and Conduct** ("Code") and as such agree to fully recognise and adhere to the principles and responsibilities embodied in the Code."

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### Photography Statement for inclusion in appropriate operation documents

Affiliated Bodies will include the following statement in their event delivery plans and requirements.

The Welsh Orienteering Association is committed to providing a safe environment for children under the age of 18 to participate in orienteering activities and events. Essential to this commitment, is to ensure that all necessary steps are taken to protect children from the inappropriate use of images.

The Welsh Orienteering Association will ensure that organisers of all events and activities will include appropriate wording in event literature to remind participants to:

- be respectful of others' privacy when taking photographs
- not to take inappropriate or intrusive photographs

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<sup>7</sup> The term "Affiliated Body" refers to all British Orienteering affiliated clubs, associations and all other affiliated bodies involved in orienteering in the United Kingdom.



Orienteering, a fun, safe sport for kids!

- to bear in mind British Orienteering's guidelines on photography
  - contact an event organiser or other official if they have concerns regarding inappropriate or intrusive photography (in terms of the way, by whom, or where photography is being undertaken)
  - be aware that photographs may be taken at the event, and some may be posted onto public websites. Parents, guardians or carers who have a reason to be sensitive about the children they are responsible for should bear this in mind in their decision to attend the event
-

## 9 Appendix C: Club Welfare Officer Job Description

The welfare and support of children and at-risk adults in orienteering is of the highest importance to British Orienteering. The Club Welfare Officer will, therefore, act as a first point of contact for any person in orienteering at club level who has a concern about safeguarding the welfare of children and at-risk adults. They will assist the club in developing and promoting an environment inclusive of, and friendly to, children.

### Core Areas of Knowledge

Previous knowledge is not required as training is available which will enable people to feel confident in doing this work.

- Basic knowledge of and/or familiarity with the pertinent legislation and Government guidance relevant to this role.
- A basic knowledge of the roles and responsibilities of the statutory agencies within child welfare, such as Social Services, Police and the NSPCC.
- Understanding of local procedures for reporting child welfare concerns to the statutory agencies.
- Familiarisation with the British Orienteering O-Safe Child Welfare Policy and Procedures and knowledge of how to put this into practice in relation to children in your club.
- Awareness of equity issues within the context of child welfare.
- A basic knowledge of the different forms of behaviour that can occur within and outside sport which are harmful to children, from poor practice to child abuse.

### Core Skills and Abilities

- Administer/organise paperwork and record information received.
- Act as a local source of advice on matters relating to the safety and welfare of children and at-risk adults.
- Support the interests of children and at-risk adults within orienteering.
- Communicate with others and especially acting as a link person with the British Orienteering Lead Safeguarding Officer

### Core Tasks

- To help safeguard children and at-risk adults by the promotion and implementation of the *British Orienteering, O-Safe – Safeguarding Policy & Procedures* at club level.
- To be the first point of contact in the club for the reporting of concerns relating to the safety and welfare of children and vulnerable adult.
- To assist in the raising of awareness of others in orienteering at a club level in respect to the safety and welfare of children and at-risk adults.
- To be the source of advice and information on the safety and welfare of children and at-risk adults at a club level.
- To report regularly to the club's committee, becoming a club Committee Member if appropriate.
- To maintain confidentiality, as far is practically possible, in all child and vulnerable adult's welfare matters – further information is available on confidentiality and the related flow of information in the document entitled 'Protocols for Information Sharing'.

## 10 Appendix D: Bullying

Bullying is a form of abuse and it is important to recognise that it may not always be an adult bullying a child. A study on bullying (2011) reported that the most frequent form of bullying is by a child or children often within the peer group of the child being bullied.

Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves. Nancy Duin defined bullying as '*repeated (systematic) aggressive verbal, psychological or physical conduct by an individual or group against another person or persons*' (Bullying, a Survival Guide, produced by BBC Education).

Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometime they are singled out for physical reasons – overweight, physically small, having a disability or belonging to a different race, faith or culture.

Although bullying often takes place in schools<sup>8</sup> research shows it can and does occur anywhere where there is inadequate supervision – on the way to and from school, at a sporting event, in the playground or changing rooms. Bullying is increasingly taking place online, through social media and other platforms.

### Bullies

Bullies come from all walks of life; they bully for a variety of reasons and may even have been abused. Typically, bullies can have low self-esteem, be excitable, aggressive and jealous. Crucially, they have learned how to gain power over others and there is increasing evidence that abuse of power can lead to crime<sup>9</sup>.

The competitive nature of sport makes it the ideal environment for the bully. The bully in orienteering can be:

- A parent who pushes too hard
- A Coach who adopts a 'win-at-all-costs' philosophy
- A participant who intimidates inappropriately
- A club official who places unfair pressure on a person
- A spectator who shouts abuse

### Forms of Bullying

Bullying can include:

- Physical e.g. hitting, kicking and theft
- Verbal e.g. name calling, constant teasing, sarcasm, racist or homophobic taunts, threats, graffiti and gestures
- Emotional e.g. tormenting, ridiculing, humiliating and ignoring
- Sexual e.g. unwanted physical contact or sexual comment

### Indicators of Bullying

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm).

There are a number of signs that may indicate that a child or disabled person is being bullied:

- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctant to go to school, training or sports club

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<sup>8</sup> Research by the University of Sheffield, reported in the BBC Education publication (1994) by Goldsmiths College, London, showed that 10% of primary school children and 4 % of secondary school children are bullied once a week.

<sup>9</sup> The BBC Education publication (1994) also indicates that bullies are four times more likely to become criminals.

- A drop in performance in school or in sport
- Physical signs such as stomach-aches, head-aches, difficulty in sleeping, bedwetting, scratching and bruising, damaged clothes and bingeing for example of food, cigarettes and alcohol
- A shortage of money or frequent loss of possessions

## Reporting bullying

Regardless of who the perpetrator might be, signs of bullying in or around orienteering should be reported to the Club Welfare Officer or if the bullying has taken place elsewhere a responsible adult, staff member or parent/carer.

It is important that bullying is recognised and that clubs take appropriate action and rigorously enforce anti-bullying strategies. We should not underestimate the damage that can be caused by bullying.

## Action to prevent bullying and help those being bullied

- Take all signs of bullying very seriously
- Encourage all children to speak and share their concerns<sup>10</sup>; help the victim speak out and tell the person in charge or someone in authority; create an open environment
- Investigate all allegations and take action to ensure the victim is safe; speak with the victim and the bully or bullies separately
- Reassure the victim that you can be trusted and will help them, DO NOT make promises of confidentiality
- Record in writing exactly what has been said using the child's own words and as soon after disclosure as possible; ideally use the British Orienteering Incident Report Form
- Report any concerns to the Club Welfare Officer or the school, depending on where the bullying is occurring

## Actions to take toward the bully

In the case of children found bullying:

- Talk with the bully or bullies, explain the situation, and try to get them to understand the consequences of their behaviour; seek an apology for the victim(s)
- Inform the parent(s) of the bully/bullies
- Insist on the return of any 'borrowed' items and that the bully or bullies compensate the victim(s)
- Impose sanctions as necessary
- Encourage and support both the victim and the bully to change their behaviour
- Hold meetings with the families to report on progress as the incident is resolved
- Inform significant club officers (Chair, President) of the incident and of any action taken
- Keep a written record of any action taken

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<sup>10</sup> It is believed that up to 12 children per year commit suicide as a result of bullying, if anyone talks about or threatens suicide, seek professional help immediately.

## 11 Appendix E: Safeguarding Children in Non-Formal Accommodation

British Orienteering regards the safeguarding and welfare of children to be of paramount importance and is committed to taking all reasonable steps to provide a safe environment for them to participate in orienteering activities held under the auspices of British Orienteering and its partners.

### Scope and context

These guidelines should not be regarded as definitive. They are intended to help orienteering clubs to understand the basic requirements of the child safeguarding legislation in relation to using non-formal accommodation such as village halls.

This document must be read in conjunction with O-Safe - Safeguarding Children & At-Risk Adults in Orienteering

All individuals involved in the provision of sport and recreational activities for children have a duty of care. All children have a right of protection and in particular the needs of disabled children must be taken into account. Clubs using non-formal accommodation must take care to ensure that risk assessments are carried out and risks minimised. In the event of an accident involving children officers of the club may be held liable for their injuries or deaths.

Note: For further information about child safeguarding, please see:

O-Safe - Safeguarding Children & At-Risk Adults in Orienteering

### Children - definition

A child is defined as a person under the age of eighteen by the UN Convention on the Rights of the Child.

### Children - duty of care

When considering under 18s, it is important to make clear precisely who has a duty of care for each child and when that duty is handed from one person to another. A parent accompanying their child has a duty of care for their own child. A parent may, with agreement, pass that duty to another person.

Risk and reasonableness

There are two questions the club should ask itself –

1. What are the risks to the young people?
2. What is reasonable in these circumstances and how can we take all reasonable steps to ensure the well-being of the young people in our care?

These provide useful guidelines. It is advisable to keep a record of the questions asked and the answers given.

### In loco parentis

A parent may give consent to anyone they wish to take their child to accommodation which has non-formal accommodation arrangements for example a village hall, bunk house or a Youth Hostel. This is an arrangement between the parent and the person taking the child. The person taking the child will be acting in loco parentis (literally, in the place of the parents) and this requires them to exercise a duty of care that would be provided by a reasonably prudent parent.

In these circumstances it is wise to inform both the parent(s) and the child about the nature of the activities to be undertaken and any other arrangements so that they can decide whether they are happy with these.

## **Supervised groups including under 18s**

Safety Guidelines in orienteering state that there must always be at least 2 supervisors with any group, this is to ensure that at least one supervisor is able to oversee a group while any injury or problem is dealt with. The level of supervision should take account of:

- The age and ability of the children
- The activity being undertaken
- Children's growing independence
- Children's need for privacy
- The geography of the venue being used
- The risk assessment

Government Guidance states that when working with groups of children under 8 years of age there should be at least one supervising adult for every six children (Care Standards Act 2000).

Participants aged 17 or under must be supervised at all times and cannot be included in staffing ratios.

The risk assessment may indicate the need for an enhanced level of supervision and staffing for a particular activity.

It is also recommended that there is a designated person for safeguarding present at all times, who is identified as such to all including the children, this may be the person in charge of the group.

Whenever possible, an adult should not be alone with a child.

Children should not sleep in the same room as an adult or adults where separate facilities are available.

When both boys and girls are present there should be male and female supervising adults.

N.B. Those directly supervising young people should hold a current and valid DBS.

## **Pro-forma documents**

The pro-forma documents provided below may be used by British Orienteering clubs to satisfy their obligations with regard to children staying in non-formal accommodation. Clubs may need to amend these documents to meet their particular requirements.

## **Children using non-formal accommodation arrangements – Points for consideration**

### **General**

The accommodation and facilities available are likely to differ from those found in homes. Children, especially young ones, may have difficulty adapting to the new environment and may not appreciate the risks. Parents or guardians should be aware of this and the potential implications for children. Carers should take note of the following:

1. General safety considerations
  - There may not be any covers on electrical sockets.
  - Members may walk about with hot kettles and they may not expect to encounter children.
  - Members may leave hot drinks on floors or low tables.
  - The standards of hygiene and cleanliness may be less than at home.
  - Members manoeuvring in car parks may not expect the presence of children.
  - Stairwells may be dark, uneven under foot and even slippery when wet.

## 2. Accommodation

The sleeping accommodation in venues could be provided by individual bunks, dormitory type accommodation or even on the floor.

In order to safeguard all members, the Group Leader, should discuss with all those present how the sleeping accommodation will be arranged. It may be arranged in family groups or on a single sex basis, according to the ages of the children and the needs of the group. The Group Leader should be mindful that this guidance is about safeguarding young people but also to reduce the risk of the staff being falsely accused of improper or unprofessional conduct.

Ultimately, if a parent or an adult who is in loco parentis is with their child, they can decide whether they are satisfied and happy with the sleeping arrangements available for the children for whom they are responsible.

Group Leaders need to bear in mind that there may well be insufficient appropriate accommodation in certain venues and that they may need to review their plans.

In all cases where adults wish to take children for whom they do not have parental responsibility to accommodation, they must get permission from the children's parents using the parental consent form ([see page 43](#)). A copy of the guidance (Safeguarding – Children in shared/non-formal accommodation sleeping arrangements) should also be given to the parent. The consent form enables parents to provide medical details in an emergency and outlines to parents the shared nature of accommodation which are non-formal such as Youth Hostel, Village Hall or Bunk houses.

### Additional considerations

Identify the risks that are specific to your venue. These may include –

- Unguarded drops from hut, car park, garden, e.g. into a field.
- Free access to roads and lanes;
- Free access to water hazards;
- Free access to deep drainage ditches;

Any child protection issues should be referred to the club's Welfare Officer who will be able to provide advice and guidance.

Any child protection issues should be referred to the club's Welfare Officer who will be able to provide advice and guidance.

Name\* .....

Contact numbers –

Tel ..... Mobile .....

E-mail .....

### Overnight trips and/or travel abroad checklist

Please fully complete the checklist

#### Purpose of the trip

- Competition
- Training
- Social
- Other (specify)
- Combination, please state: \_\_\_\_\_

#### Planning

- When
- Where
- Who (staff/volunteers/participants)
- Risk assessment of activity

#### Communication with parents

- Destination, sport and accommodation details (address/telephone)
- Name/number of lead club/school link or team manager
- Drop off/pick up times
- Transport arrangements
- Competition details
- Kit and equipment list
- Emergency procedures, home contact
- Consent form
- Information re medical conditions (including allergies) or impairments, and medication
- Code of conduct
- Safeguarding arrangements (reporting concerns, supervision etc.)
- Process for parent contacting coach or young person
- Process for young person contacting parent

#### Transport

- Drop off/pick up times
- Journey times and stopping points
- Supervision
- Suitability and accessibility
- Drivers checked
- Insurance



### **Accommodation**

- Type (hotel, hostel, hosting, camping etc.)
- Pre-event visit and risk assessment made
- Catering, special diets, food allergies
- Suitability for group, including accessibility
- Room lists
- Supervising adults' sleeping arrangements

### **Preparing athletes**

- Local culture, language
- Expectations on dress and behaviour
- Food and drink
- Currency
- Telephones
- Maps of area
- Safe sport away information

### **Supervision and staffing**

- Ratio of staff to athletes
- Male/female
- Cover for all in-sport and free time periods
- Specialist carers
- Clear responsibilities

### **Documentation**

- Travel tickets
- Passports, visas
- Check non-EU nationals
- Accommodation and travel booking documents

### **Insurance**

- Liability
- Accident
- Medical

### **Emergency procedures**

- First aid
- Specific medical information available
- Access to and administration of medication
- Information on local emergency medical services, hospitals etc.
- EHC European Health Insurance Card (replacement for E111) form completed (EU visits). Further information: [www.nhs.uk/Healthcareabroad](http://www.nhs.uk/Healthcareabroad)
- Details of British embassy/consulate

### **Costs and cash**

- For travel
- Payment schedule – deposit, staged payment
- Extra meals, refreshments
- Spending money
- Security

### **Arrival**

- Check rooms, meal times, phones, valuables
- Check sporting venues
- Collect in money, valuables
- Information on medications
- Arrange group meetings
- Confirm procedures with staff
- Rules (e.g. curfews)

## PARENTAL/CARER CONSENT AND MEDICAL INFORMATION FORM



Click [here](#) to download a Microsoft Word version of this form to fill in electronically.

Click [here](#) to download a PDF version of this form to print.

Athlete Personal Details:			
Title:		Surname:	
Forename(s):			
Address:			
Town:		Post Code:	
Email Address:			
Day Tel:		Eve Tel:	
Mobile:			

Parental/Carer			
Title:		Surname:	
Forename(s):			
Relationship			
Address:			
Town:		Post Code:	
Email Address:			
Day Tel:		Eve Tel:	
Mobile:			

## PARENTAL/CARER CONSENT AND MEDICAL INFORMATION FORM



Doctors			
Name			
Practice			
Address:			
Town:		Post Code:	
Tel:			

Any Medical conditions, treatment, allergies or relevant information? E.g. must carry an inhaler at all time, take tablets for .....

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Any special dietary requirements

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## PARENTAL/CARER CONSENT AND MEDICAL INFORMATION FORM



<b>ACTIVITY PARENT/CARER CONSENT (if under 18)</b>			
<p>I consent to my son/daughter attending the Activity/Event/Tour with [insert CLUB].</p> <p>I have received information about the programme and fully understand the nature of the Activity/Event/Tour and agree to my son/daughter's participation in the activities described. I understand that the activities may change due to weather and other safety considerations. The information I have provided in this form is accurate at this time and I agree to inform the leader of the Activity/Event/Tour as soon as possible of any changes between now and the start of the Activity/Event/Tour.</p> <p>I understand that if my son/daughter seriously misbehaves or is a cause of danger to him/herself or to others, then I may be asked to collect him/her, or he/she may be brought home early from the Activity/Event/Tour. In such a situation there will be no obligation on the Club to refund any money.</p> <p>I agree to be at the drop-off/pick-up point at the agreed time.</p>			
<b>NAME OF PARENT/CARER:</b>			
<b>RELATIONSHIP TO YOUNG PERSON:</b>			
<b>SIGNATURE:</b>		<b>DATE:</b>	

<b>MEDICAL PARENT/CARER CONSENT (under 18 or under 16 in Scotland)</b>			
<p>I agree to my son/daughter receiving medication as instructed above; and to them receiving any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.</p>			
<b>NAME OF PARENT/CARER:</b>			
<b>RELATIONSHIP TO YOUNG PERSON:</b>			
<b>SIGNATURE:</b>		<b>DATE:</b>	

<b>Participant Declaration</b>			
<p>I acknowledge receipt of, and understand all of, the published information regarding the proposed activities / visits outlined in the Activity/Event/Tour details. I understand that for the groups and my own safety, I will undertake to obey the rules and instructions of members of staff.</p> <p>I understand that the activities may change due to weather and other safety considerations. The information I have provided in this form is accurate at this time and I agree to inform the Team Leader as soon as possible of any changes between now and the start of the Activity/Event/Tour.</p> <p>I agree to receiving medication as instructed above; and to them receiving any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.</p> <p>I understand that if I misbehave or is a cause of danger to myself or to others, then I may be asked to leave the Activity/Event/Tour early. In such a situation there will be no obligation on the Club to refund any money.</p>			
<b>PARTICIPANT'S NAME:</b>			
<b>SIGNATURE:</b>		<b>DATE:</b>	

## General Data Protection Regulations 2018

### **Privacy Statement**

*[Insert Club] takes your privacy seriously and will only use your personal information to administer your safety for the Event/Activity/Tour. This privacy statement explains what personal data we collect from you and how we use it. We encourage you to read the summaries below and if you would like more information on a particular topic please contact our Data Protection Officer by writing to [Insert Club Data Protection Officer details].*

### **Personal Data We Collect**

*We collect the following personal data relating to your membership of British Orienteering*

- *Name*
- *Address*
- *Contact details*
- *NOK details*
- *Doctors*
- *Medical conditions.*

### **How We Use Personal Data**

- *Your personal data will be used to carry out our obligations as the club affiliated to the National Governing Body for Orienteering in Great Britain for when you are representing the club in activities/events/tours.*

### **How Long We Will Hold Personal Data**

*Athlete's data will be held for a period of 6 months after the session it was completed for where upon it will be confidentially destroyed.*

### **Reasons We Share Personal Data**

The Club may share your personal data with others such as approved third parties, for example expert specialist advice from third parties such as medical experts and Police in case of an accident. All data is shared under strict contract terms concerning confidentiality.

*We will also share personal data with law enforcement and government bodies where we are legally required to do so, including for:*

- *The prevention or detection of crime and/or fraud*
- *The apprehension or prosecution of offenders in connection with legal proceedings*
- *Where the disclosure is required to satisfy our legal obligations*

### **How We Protect Your Personal Data**

*We use encrypted storage and transfer for all electronic data and have password access controls in place. If paper copies are utilised, we ensure that all information is held in secure locked cabinets with controlled access by named individuals.*

### **How to Access & Control Your Personal Data**

*Individuals have a right to make a 'subject access request' to gain access to personal information that the company holds about them. This includes:*

- *Confirmation that their personal data is being processed*
- *Access to a copy of the data*
- *The purposes of the data processing*
- *The categories of personal data concerned*
- *Who the data has been, or will be, shared with*
- *How long the data will be stored for, or if this isn't possible, the criteria used to determine this period*
- *The source of the data, if not the individual*
- *Whether any automated decision-making is being applied to their data, and what the significance and consequences of this might be for the individual*

Subject access requests must be submitted in writing, either by letter or email to the DPO.

They should include:

- Name of individual
- Correspondence address
- Contact number and email address
- Details of the information requested

When responding to requests, we:

- May contact the individual via phone to confirm the request was made
- Will respond without delay and within 1 month of receipt of the request
- Will provide the information free of charge
- May tell the individual we will comply within 3 months of receipt of the request, where a request is complex or numerous. We will inform the individual of this within 1 month, and explain why the extension is necessary
- If the request is unfounded or excessive, we may refuse to act on it, or charge a reasonable fee which takes into account administrative costs. A request will be deemed to be unfounded or excessive if it is repetitive or asks for further copies of the same information. When we refuse a request, we will tell the individual why, and tell them they have the right to complain to the ICO.

Other data protection rights of the individual: In addition to the right to make a subject access request (see above), and to receive information when we are collecting their data about how we use and process it, individuals also have the right to:

- Withdraw their consent to processing at any time
- Ask us to rectify, erase or restrict processing of their personal data, or object to the processing of it (in certain circumstances)
- Prevent use of their personal data for direct marketing
- Challenge processing which has been justified on the basis of public interest
- Request a copy of agreements under which their personal data is transferred outside of the European Economic Area
- Object to decisions based solely on automated decision making or profiling (decisions taken with no human involvement, that might negatively affect them)
- Prevent processing that is likely to cause damage or distress
- Be notified of a data breach in certain circumstances
- Make a complaint to the ICO
- Ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances)

NOTE: Individuals should submit any request to exercise these rights to the DPO. If staff receive such a request, they must immediately forward it to the DPO.

**Consent**

I have read and consent to my personal data, as detail above, being held and utilised by [Insert Club] for the purposes stated.

Athlete - Signed: ..... Date: .....

Parent – Signed: ..... Date: .....

Please send a copy of your signed GDPR Form to .....