

Good Practice with Young People

Sports personnel must demonstrate good practice by:

- always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment (e.g. no secrets)
- treating all young people/disabled adults equally, and with respect and dignity
- always putting the welfare of each young person first, before winning or achieving goals
- maintaining a safe and appropriate distance with performers (e.g. it is not appropriate to have an intimate relationship with a child or to share a room with them)
- building balanced relationships based on mutual trust which empowers children to share in the decision-making process
- making sport fun, enjoyable and promoting fair play
- ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the NGB. Care is needed as it is difficult to maintain hand positions when the child is constantly moving. Young people and parents should always be consulted and their agreement gained
- keeping up to date with the technical skills, qualifications and insurance in sport
- involving parents wherever possible (e.g. for the responsibility of their children in the changing rooms). If groups have to be supervised in the changing rooms, parents/teachers/coaches/officials will always work in pairs
- ensuring that if mixed teams are taken away, they will always be accompanied by a male and female member of staff
- ensuring that at tournaments or residential, adults will respect the privacy of young people but reserve the right to enter young people's rooms in exceptional circumstances
- being an excellent role model – this includes not smoking or drinking alcohol in the company of young people
- giving enthusiastic and constructive feedback rather than negative criticism
- recognising the developmental needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will
- securing parental consent in writing to act in loco parentis, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment
- keeping a written record of any injury that occurs, along with the details of any treatment given
- requesting written parental consent if club officials are required to transport young people in their cars

Appendix G

Practice to be Avoided

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of someone in charge of the activity or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session.

- Avoid spending time alone with children away from others.
- Avoid transporting children in a vehicle alone.

Practice Never to be Sanctioned

You should never:

- take children to your home where they will be alone with you
- engage in rough, physical or sexually provocative games, including horseplay
- share a room with a child
- allow or engage in any form of inappropriate touching
- allow children to use inappropriate language unchallenged
- make sexually suggestive comments to a child, even in fun
- reduce a child to tears as a form of control
- allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- do things of a personal nature for children or disabled adults, that they can do for themselves
- invite or allow children to stay with you at your home unsupervised
- use inappropriate language

It may occasionally be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and written consent of parents and the performers involved.

There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

If any of the following incidents should occur, you should report them immediately to another colleague and make a written record of the event. Parents should also be informed of the incident:

- if you accidentally hurt a performer
- if he/she seems distressed in any manner
- if a performer appears to be sexually aroused by your actions
- if a performer misunderstands or misinterprets something you have done