

**GB Skate Artistic (GBSA)\***

# **Safeguarding Children, Young People and Adults Policy**

**\*GB Skate Artistic (GBSA) is the trading name of The Federation of Artistic Roller Skating (FARS), a Private Limited Company by guarantee without share capital use of 'Limited' exemption, registered in England and Wales Number 03597077. Registered office address: Suite 6 Terence House, 24 London Road, Thatcham, Berkshire, RG18 4LQ.**

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**Context:**

The Federation of Artistic Roller Skating (FARS) trading as GB Skate Artistic (GBSA) is the governing body of artistic roller-skating sport in the UK. FARS is a Private Limited Company by guarantee without share capital use of 'Limited' exemption registered in England & Wales. GBSA aims to promote, encourage and further the growth of Artistic Roller Skating as a sport and leisure activity and to act as a representative in Great Britain for the sport of Artistic Roller Skating. GBSA has a network of Clubs and Academies across England, Wales and Scotland, where tuition is available if required, a wide-ranging competition programme in place in which skilled skaters can compete at all levels and also holds a Register of Judges and Coaches.



## Safeguarding Children, Young People and Adults Policy

**Organisation Name: GB Skate Artistic (GBSA)**

### Policy Statement

GBSA recognises that the welfare of all children, young people and adults at risk, is paramount and that all have equal rights of protection. We have a duty of care when they are in our charge and we will do everything we can to provide a safe and caring environment whilst they attend our activities.

GBSA acknowledges that safeguarding is everybody's responsibility. This includes, but is not exclusive to: officials, coaches, volunteers, parents, guardians, carers, family members and athletes. GBSA is committed to creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution.

All Officials, Coaches, Volunteers and Safeguarding Leads must have the correct licence in place as per GB Skate Artistic Licencing rules.

GBSA expects all members and affiliated Clubs and Academies to have a safeguarding policy that is in line with the GBSA safeguarding policy when providing activities to children, young people and adults at risk. This policy is approved by the company Directors, referred to in this policy as Trustees and Board of Management, and will be reviewed and updated annually in line with any changes to the legislation or statutory guidance. GBSA will publish and promote this policy to all members and Clubs and Academies affiliated to GBSA. GBSA endeavours to disseminate, as appropriate, this policy to all who are involved with GBSA e.g. children, young people, adults at risk, their parents, guardians, carers, families and others such as partners and fundraisers.

Clubs and Academies should refer any allegations or complaints about registered coaches and judges to the GBSA Safeguarding Team (or the GBSA Chairperson if they are unavailable or implicated). All responsible adults in GBSA are expected to share those concerns, without delay.

When there are concerns about the welfare of any child, young person or adult at risk, all Clubs should have their own policies and procedures for addressing those concerns. Clubs and Academies are expected to notify the GBSA Safeguarding Team of statistics of concerns about children, young people and adults at risk, numbers of referrals made to external agencies and the categories of concerns. This should not include any



identifiable information and is to enable the GBSA Safeguarding Team to identify any emerging themes and identify any needs for extra support, training, changes in policy and/or procedures.

## Equal Opportunities Statement

We recognise that anyone can become subject to discrimination, harassment or victimisation because of:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

Comments and actions that contribute to discrimination, harassment or victimisation are not acceptable and will be challenged. Such incidents will be recorded and shared with parents, guardians, and carers, and the relevant agencies when necessary and appropriate.

### GBSA will:

- ✓ Treat everyone with respect and celebrate their achievements.
- ✓ Ensure safer recruitment for all involved within the sport of Artistic Roller Skating.
- ✓ Respond to concerns and allegations appropriately.

## Policy Aim

GBSA aims at all times to attain best safeguarding practice throughout all its activities with children, young people, adults at risk, their parents, guardians, carers and/or families. It endeavours to provide a safe and friendly environment and celebrate all achievements. GBSA expects all members and affiliated Clubs and Academies to work with it and in line with this safeguarding policy to ensure that best practice is achieved.

We will achieve this by adhering strictly to this policy, guidance and risk assessments. GBSA holds current Public Liability Insurance which covers all its activities.

## GBSA Safeguarding Team

The GBSA Board of Management holds overall responsibility for safeguarding children, young people and adults at risk in Artistic Roller Skating and they will ensure that their welfare and interests are central to all



decision making. The GBSA Board has appointed a GBSA Safeguarding Team. Their role is to oversee and ensure that this safeguarding policy, which includes eSafety, is fully implemented and that GBSA attains best practice standards.

Their responsibilities are to work with, advise and support Club or Academy Safeguarding Leads in:

- ✓ The implementation of robust safeguarding policies and safer recruitment procedures for all their personnel.
- ✓ Monitoring safeguarding concerns and managing risk across the sport by reviewing safeguarding statistics and all concerns and allegations raised about the behaviours of responsible adults.
- ✓ Making referrals to Social Care Services, the Local Authority Designated Officer (LADO for child abuse allegations in England and Wales only), and/or the police, as relevant and without delay.
- ✓ Liaising with other agencies.
- ✓ Arranging training for all personnel.
- ✓ Attend training as relevant for adult and child safeguarding.
- ✓ Keeping up to date with developments in the field of safeguarding and knowledge of best practice in relation to safeguarding in sport.
- ✓ Ensuring the GBSA Safeguarding Policy is reviewed and updated for affiliated Clubs and Academies as required.

The GBSA Safeguarding Team are overseen by the GBSA Chairperson, Jim Drain. The GBSA Chairperson will be available to support or cover for the GBSA Safeguarding Team when required. They will handle any complaints or allegations against the GBSA Safeguarding Team, if appropriate, in line with advice from Social Care Services the LADO, and/or the police, as relevant. If a member of the Safeguarding Team, or Chairperson, has a conflict of interest that deems it inappropriate for them to handle the case, they will step back from the case and have no involvement.

The GBSA Safeguarding Team consists of –

Allison Hassey  
Carla Smith  
Lisa Whitten  
Carolyn Meikle

Contact Details –

GBSA Safeguarding Team – [safeguarding@gbskateartistic.co.uk](mailto:safeguarding@gbskateartistic.co.uk)

GBSA Chairperson, Jim Drain – [chair@gbskateartistic.co.uk](mailto:chair@gbskateartistic.co.uk)



## Why does GBSA need a Safeguarding Policy?

All organisations that work or come into contact with children, young people and/or adults at risk need to have safeguarding policies and procedures in place.

Government guidance is clear that all organisations working with children, young people, adults at risk, parents, guardians, carers and/or families have responsibilities for safeguarding. It is important to remember that children, young people and adults at risk can also abuse and that such incidents fall into the remit of this policy.

To undertake these responsibilities GBSA:

- Has trustees committed to safeguarding.
- Is clear about people's responsibilities and accountability.
- Has a culture of listening to children, young people and adults at risk.
- Has procedures for safeguarding children and young people and adults at risk.
- Has procedures for dealing with allegations against, and concerns about any individuals with a "duty of care" or in a position of trust.
- Has agreements about working with other organisations and agencies.

## Affiliated Club/Academy Responsibilities

It is expected that all Clubs and Academies have their own Safeguarding Policy which is in line with the standards set out throughout the GBSA Safeguarding Policy. All Clubs and Academies affiliated to GBSA must appoint a designated Club or Academy Safeguarding Lead who is responsible for dealing with any safeguarding concerns that arise. All appointed Club or Academy Safeguarding Leads should receive appropriate training in adult and child safeguarding.

The key responsibilities of a Club or Academy Safeguarding Lead include:

- Responding to allegations/disclosures and concerns regarding the welfare of children, young people and adults at risk, or the poor practice and inappropriate behaviour of the responsible adult/s in their Club or Academy.
- Providing support and guidance to their personnel and members in implementing their Club's or Academy's safeguarding policy in line with GBSA policies and procedures that safeguard the welfare of children and adults at risk.
- Ensuring that GBSA and their Club's or Academy's safeguarding policies and procedures are adhered to.
- Ensuring that all coaches and volunteers working with children within the club have the required criminal records checks and current safeguarding licenses as relevant.
- Keeping confidential records of any issues of concern securely managed at club level.



- Informing the GBSA Safeguarding Team of any poor practice or inappropriate behaviour by a GBSA registered coach, other responsible adult/s in their Club or Academy and or any serious incident that may damage the reputation of the sport.
- Verifying original hard copy documents for all responsible adults in their Club or Academy, to check the identity, sports qualifications, ID documents for criminal records applications and, for paid personnel, the [Right to Work in the UK](#)
- Keeping up to date with developments in the field of safeguarding and knowledge of best practice in relation to safeguarding in sport.

All Club and Academy Safeguarding Leads should be independent of their coaching team. They cannot be a Safeguarding Lead for a Club or Academy if they are a coach, in a relationship or cohabiting with, or a relative of a coach within a Club or Academy All members, parents, guardians and carers should feel able to raise concerns independently with the Club or Academy Safeguarding Lead and without fear of repercussions. All club and Academy Safeguarding Leads must have the relevant Licence in place as per GB Skate Rules.

## Definition of a child/young person

There is no single law that defines the age of a child across the UK. The UN Convention on the Rights of the Child, ratified by the UK government in 1991, states that a child “means every human being below the age of eighteen years unless, under the law applicable to the child, majority is attained earlier” (Article 1, Convention on the Rights of the Child, 1989).

A child is anyone who has not yet reached their 18th birthday (16th in Scotland).

## Definition of an adult at risk

There is no single law that defines an adult at risk across the UK.

### England and Wales

An adult at risk is an individual aged 18 years and over who:

- has needs for care and support (whether or not the local authority is meeting any of those needs), and;
- is experiencing, or is at risk of, abuse and neglect, and;
- as a result of those care needs, is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

### Scotland

An adult at risk is an individual aged 16 years and over who:

- is unable to safeguard their own well-being, property, rights or other interests,





- is at risk of harm, and
- because they are affected by disability, mental disorder, illness or physical or mental infirmity, is more vulnerable to being harmed than adults who are not so affected.

## Data Protection

We will treat any personal information by which an individual can be identified (i.e. name, address, email etc.) in accordance with the provisions of Data Protection Act 2018 (DPA 2018), and the UK General Data Protection Regulation (UK GDPR) and will not share information with any third party, except where required by law.

## Confidentiality

This policy is in line with government guidance about confidentiality and these details will be made available to all staff, children, young children, adults at risk, parents, guardians and carers.

We fully endorse the principle that the welfare of children, young people and adults at risk, overrides any obligations of confidence we may hold to others. No one working, or involved, with our organisation can promise absolute confidentiality. Individual cases will only be shared or discussed on a “need to know” basis.

All members of GBSA and affiliated Clubs and Academies should ensure that they follow the [government guidance](#) regarding sharing information. Confidentiality should be maintained by Club or Academy Safeguarding Leads in relation to concerns and referrals and information only shared on a ‘need to know’ basis in line with guidance on confidentiality and information sharing.

## Whistleblowing

Whistleblowing is when someone raises a concern externally about a person or practice within the organisation, which will affect others in an illegal and/or harmful way.

Our organisation promotes the sharing of any concerns regarding the safeguarding of children, young people and adults at risk as soon as possible with the GBSA Safeguarding Team.

If individuals reporting their concerns within our organisation do not feel they have been acted upon then we support their right to report these concerns to Social Care Services, the LADO, the Police or the NSPCC [Professional Whistleblowing Helpline](#)

## Media Enquiries

Any media enquiry to a GBSA member or affiliated Club or Academy should be handled sensitively and with caution. GBSA members should record any details regarding who is requesting information, who they are



representing, what information is being requested and any contact details provided. You should then inform that the matter will be referred internally. The matter should then be referred to the Club or Academy Safeguarding Lead and the GBSA Safeguarding Team who will contact with a response.

All media enquiries will initially be handled by the GBSA Safeguarding Team. These will be escalated to the GBSA Chairperson if required.

## Information Sharing

Timely and accurate written records play an essential role in safeguarding individuals, who may have suffered, are suffering or at significant risk of suffering harm. It is important that records are shared at the appropriate time when necessary. Within GBSA the decision to share written information, and with whom, will be undertaken by the GBSA Safeguarding Team.

## Safer Recruitment Summary

GBSA is committed to safe recruitment in line with the relevant legislation and guidance from government for recruiting all staff, paid or unpaid. GBSA applies the same principles when registering coaches, judges, GBSA officials and volunteers. It does this by:

- Verifying original hard copy documents for all those being registered, to check the identity, sports qualifications, ID documents for criminal records applications and, for paid personnel, the [Right to Work in the UK](#)
- Asking all applicants to complete the relevant self-disclosure criminal declaration form as set out by the Rehabilitation of Offenders Act 1974 as amended.
- Carrying out Disclosure and Barring Service (DBS) checks in England and Wales, and, in Scotland coaches only, the Protecting Vulnerable Groups ([PVG](#)) membership scheme.

Any appointment will only be confirmed subject to:

- ✓ Satisfactory criminal records check at the appropriate level.
- ✓ A check of essential qualifications.
- ✓ Confirmation of the Right to Work in the UK for employed personnel.
- ✓ Fitness to work as relevant.

## Working Practices

### Consent

When consent is required for any care, activity or intervention GBSA will, unless it is an emergency, obtain consent from the individual if of sufficient age and/or understanding.



Where relevant, GBSA will ensure it fulfils its obligations under Child Care Law in terms of parental responsibility and Mental Capacity Legislation on supporting, where possible, the individual's right to make their own decisions. Any decisions made should be the least restrictive and recorded.

## **Staff Ratios to Children, Young People and Adults at Risk**

There must always be a minimum of two responsible adults present for any activities.

All Clubs and Academies affiliated to GBSA should adopt appropriate ratios for supervision based on the age of the athletes, the ability and any factors specific to the location.

If one to one coaching sessions are held with any athlete under the age of 18, there should always be another responsible adult present with a coach.

## **Home Visits**

There should be a legitimate reason for any athlete attending the home of a coach, volunteer or GBSA official. If an athlete under 18 does need to visit a home they should always have a parent/guardian present. If a coach, volunteer or GBSA official is required to visit the home of an athlete under 18, their parent/guardian should always be present.

## **Young People who work in our Organisation**

All young people who are undertaking coaching or volunteer work within Clubs and Academies affiliated to GBSA are to be included within this policy and their safeguarding, as individuals, will be given the same importance as all young people GBSA comes into contact with.

## **Safeguarding Code of Conduct**

GBSA aim to provide a safe environment free from discrimination, upholding and promoting equality, diversity and inclusion. GBSA and all affiliated Clubs and Academies, personnel and members should always:

- ✓ Treat all children and young people and adults at risk with respect and dignity.
- ✓ Ensure that their welfare and safety is paramount at all times.
- ✓ Have a Club or Academy Safeguarding Lead in place as per the requirements within this policy.
- ✓ Maintain professional boundaries both face to face and when using technology.
- ✓ Always listen to individuals and take account of their wishes and feelings.
- ✓ Always act in a professional way and not accept bullying, swearing or other disruptive behaviour.
- ✓ Respect the age and stage of development of all athletes and avoid excessive training or competition.
- ✓ Encourage and motivate athletes by giving positive feedback and constructive criticism.
- ✓ Liaise openly with parents, guardians and carers.
- ✓ Only use physical contact if absolutely necessary e.g. hands or arms and avoid touching any intimate parts of the body.
- ✓ Avoid being alone with children, young people and adults at risk whenever possible.
- ✓ Listen to, and act upon, any disclosures, allegations or concerns of abuse.



- ✓ Participate in approved safeguarding training at appropriate levels.
- ✓ Ensure restraint is only used as an emergency action to protect from harm. All use of restraint will be reported and recorded by the member of staff concerned to the Club or Academy Safeguarding Lead and to the GBSA Safeguarding Team if necessary.
- ✓ Follow the GBSA's and Club's or Academy's safeguarding policy at all times.
- ✓ Make activities fun and enjoyable.

## Recognising Abuse in Children Young People and Adults at Risk

The following list is for guidance only and is not an exhaustive list. It is important to be observant, listen to what is being said and record. e.g. is what is being observed or has been said about an injury consistent with the injury?

- Alcohol and Substance misuse
- Breast Ironing
- Carrying offensive weapons
- Child criminal and sexual exploitation including County Lines
- Concealed pregnancy
- Criminal exploitation
- Discriminatory
- Domestic violence, including "honour" based abuse
- Emotional
- Exploitive use of technology
- Female Genital Mutilation (FGM)
- Financial or material abuse
- Gangs
- Gambling
- Hate and "mate" crime
- Hazing and initiation rites
- Hoarding
- Modern slavery
- Neglect and acts of omission
- Online safety
- Organisational or institutional
- Peer on peer abuse, including sexual violence and upskirting
- Psychological
- Physical
- Radicalisation

- Self-neglect
- Sexual
- Spiritual abuse
- Trafficking
- Upskirting

## Handling Disclosures/Allegations

All GBSA coaches, volunteers and officials that are involved with young people in skating must understand what action needs to be taken in the event of a disclosure or allegation made. Everyone is responsible for responding to concerns and should follow the below guidance and procedures in the event of an allegation or disclosure. This includes passing information to Social Care Services, LADO (if regarding someone in a position of trust) and/or the Police.

When a disclosure is made by a child, young person or adult at risk it is important for everyone to remember to:

- Take what you are being told seriously.
- Listen carefully to what is said.
- Stay calm and reassure.
- Keep questions to a minimum and do not investigate.
- Inform what the next steps will be and explain that information may have to be shared with others and who this might be.
- Do not delay.

It is essential to make a careful recording of anything you are told or observe and to sign/date this. You should always seek advice from your Club or Academy Safeguarding Lead or the GBSA Safeguarding Team.

A disclosure may come from someone telling you:

- They have been or are being abused.
- They have concerns about someone else.
- They are themselves abusing or likely to abuse someone else.

**IN THE CASE OF AN EMERGENCY, YOU SHOULD NOT DELAY WITH CONSULTATIONS AND SHOULD CALL 999 IMMEDIATELY**



## Responding to Concerns at GBSA

We ensure and emphasise that everyone in our organisation understand and know how to share any concerns immediately with the relevant Club or Academy Lead and/or with the GBSA Safeguarding Team. Everyone at GBSA, including the Safeguarding Team will deal with concerns using the following:

**Any consultations should not delay a referral.**

**In an emergency do not delay: dial 999**

### Step One:

If you are worried a child or adult at risk has been abused, or is at risk of harm, because:

- You have seen something
- A child or adult says they have been abused
- Somebody else has told you they are concerned
- There has been an allegation against a colleague
- There has been an anonymous allegation
- An adult has disclosed that they were abused as a child
- An adult has disclosed that they are abusing a child or adult

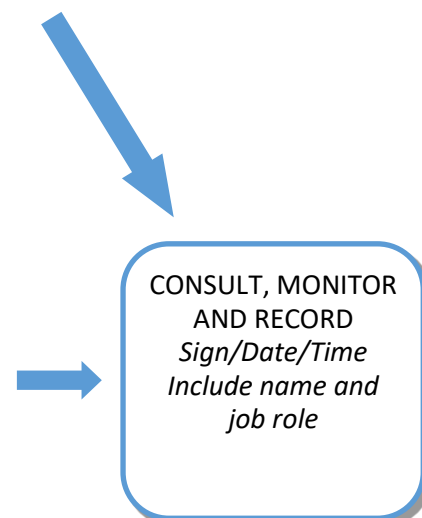
### Step Two:

Talk to the GBSA Safeguarding Team or the GBSA Chairman if the Team are implicated. If appropriate the Chairperson will liaise with other members of the Safeguarding Team. If the Safeguarding Team and the GBSA Chairperson are implicated, a specific member of the GBSA Safeguarding Team or another Trustee should be contacted. They will immediately contact the LADO, Social Care Services and/or the police for advice.

### Step Three:

The Safeguarding Team (or Chairperson, Trustee as above ) should refer the concern to Social Care Services and/or the Police (MASH, Multi-Agency Safeguarding Hub in some areas) and follow up the referral in writing within 24 hours by secure email. In cases of allegations against a person with a “duty of care” or in a position of trust, the Local Authority Designated Officer (LADO, children in England only) or Social Care Services will co-ordinate the next procedural steps.

Under “whistleblowing”, anyone can refer directly to the police, Social Care Services or the NSPCC [Professional Whistleblowing Helpline](#) if, in good faith, they are concerned GBSA is not managing safeguarding concerns appropriately.



**When the concern is about the welfare of a child or adult at risk from schools, colleges, health providers, GP practices, prisons or social care settings, you should refer to that organisation's Lead for Safeguarding in the first instance.**

**Inform the Safeguarding Team that you have referred a concern.**



## Record Keeping

At all times when required, and especially where there is a safeguarding concern, we are committed to keeping records which are:

- Recorded on a safeguarding incident record form.
- Of sufficient details of child, young person or adult at risk to identify individual who is subject of concern and any significant others.
- Accurate and factual/based on fact, as a true record of:
  - What has been monitored/observed.
  - What has been said and by whom.
  - What has given cause for concern.
  - What action has and/or will be taken including the reason for those actions.
  - The reason stated for no action being taken and by whom.
- Non-judgmental.
- Timely within 24 hours.
- Signed and dated by the writer and co-signed by the GBSA Chairperson.
- Shared as appropriate by the GBSA Safeguarding Team.
- Stored safely and securely by the GBSA Safeguarding Team.

## Allegations and Complaints Procedure

GBSA's policies and procedures are in line with the statutory guidance and the GBSA disciplinary and complaints procedures, which can be found in the GBSA's General Rules.

It is essential that everyone involved with GB Skate Artistic takes any allegations made against a coach, helper or official seriously. Any concerns or allegations which could result in abuse or a child being at risk of significant harm from a responsible adult at the Club or Academy should be reported straight to the Club or Academy Safeguarding Lead who should immediately refer to the LADO, Social Care Services and/or the Police and then inform the GBSA Safeguarding Team. If any Club or Academy Safeguarding Lead is unsure what actions are required, they should always seek advice from the LADO or Social Services.

In the event of non-recent allegations being made, the matter should still be reported to Social Care Services, LADO and/or the Police if required and reported to the GBSA Safeguarding Team immediately.

Where a complaint or allegation has been made with regards to any inappropriate behaviour or poor practice, the GBSA Safeguarding Team will initially consult with the LADO and refer to police and/or Social Care Services as appropriate. The GBSA Safeguarding Team may be asked to undertake an internal investigation and liaise with authorities before making an open decision about the best way forward.

Following any investigation, the GBSA Safeguarding Team will provide the GBSA Chairperson and Board of



Management with a full report covering the details of the investigation, GBSA Safeguarding Team actions and any findings and recommendations.

In the case where a member of the GBSA Safeguarding Team is implicated, the GBSA Chairperson should be informed and will work alongside the other Safeguarding Team members to investigate where appropriate. In the exceptional circumstances that any or all Safeguarding Team members and/or the GBSA Chairperson are implicated, the person concerned should request to initially discuss with a specific member of the GBSA Safeguarding Team or a Trustee as appropriate. They will immediately contact the LADO, Social Care Services and/or the police for advice. If there is a belief that the concern has not been taken seriously or acted upon then any one can “Whistleblow” to the police, Social Care Services or the NSPCC [Professional Whistleblowing Helpline](#)

With regards to GBSA disciplinary procedures, any police and/or Social Care Services investigation or actions requested under the LADO process will override the need to implement any such procedures. No steps will be taken until a strategy has been discussed and agreed with Social Care Services, the LADO and/or the police as relevant. The GBSA Board of Management are responsible for making referrals to the relevant criminal records service when advised to do so by the LADO or Social Care Services and/or the police

## Bullying and Harassment

Bullying and harassment can take many forms and include:

- Physical violence including threats, verbal assaults and taunts, the destruction of property, extortion, unwanted sexual interest or contact.
- Indirect forms of bullying including ignoring a person and the withdrawal of friendship, malicious gossip and spreading rumours, abusive or oppressive graffiti, the use of social media, electronic messages and websites.
- It is often motivated by prejudice against certain groups for example on the grounds of race, religion, gender and disability.

Whether directed at children, young people, adults at risk, staff, volunteers, parents, guardians and carers, bullying and harassment, physical and/or emotional abuse will not be tolerated. All such behaviour will be treated as a safeguarding concern when aimed at children, young people and/or adults at risk.

GBSA will:

- Provide a culture of equality and respect for all with zero tolerance to any form of bullying or harassment.
- Report all incidents of bullying or harassment observed or disclosed, to the GBSA Safeguarding Team.
- Take immediate steps to stop the behaviour and mitigate the effects of bullying and harassment.





- Record all incidents with observations and witness statements, and action taken, signed, timed and dated.

## eSafety

### Why does GBSA need to include eSafety?

Recent advances of the internet, mobile phones and other electronic technology has made access to information and communication increasingly easy for everyone. This is especially so for those who cannot always go out to socialise and rely on websites for social networking, watching films, downloading music, buying lottery tickets, shopping etc. Government guidance is clear, that all organisations working with children, young people, adults at risk, families, parents, guardians and carers have responsibilities. It is also important to remember, children, young people and adults at risk can also abuse and such incidents fall into the remit of this policy.

### eSafety Code of Conduct:

GBSA expects everyone to agree and sign up to our eSafety code of conduct to:

1. Use the internet and other forms of communication in a sensible and polite way.
2. Only access websites, send messages or access and use other resources that will not hurt or upset anybody.
3. Maintain professionalism when communicating on any What's App forums set up by GBSA.
4. Seek permission if they want to use personal information or take photographs of other people.
5. Report any concerns to the GBSA Safeguarding Team.
6. Be clear that confidentiality cannot be maintained if there is a concern about the welfare of a child, young person or adult at risk.

### What are the Risks?

There are many potential risks including:

- Accessing inappropriate or illegal websites.
- Receiving unwanted or upsetting texts, e-mail messages or images.
- Being “groomed” by another with a view to meeting the child, young person or adult at risk for their own illegal purposes including sex, drugs, radicalisation, exploitation or crime.
- Viewing or receiving socially unacceptable material such as inciting hatred or violence.
- Sending bullying messages or posting malicious details about others.
- Ignoring copyright law by downloading e.g. music, videos, homework cheat materials etc.
- Overspending on shopping and gambling sites.
- Being at risk of identity fraud for money transactions.
- Inappropriate relationships or prostitution.



## What else might be of concern?

A child, young person or adult at risk who:

- Is becoming secretive about where they are going to or who they are meeting.
- Will not let you see what they are accessing online.
- Is using a webcam in a closed area, away from other people.
- Is accessing the web or using a mobile for long periods and at all hours.
- Clears the computer history every time they use it.
- Receives unexpected money or gifts from people you don't know.
- Does not appear to have the money they should have.

A person who:

- Befriends a child, young person or adult at risk on the internet or by text messaging.
- Has links to children, young people and/or adults at risk on their social media pages especially if they work in a position of care such as a sports coach or care worker.
- Is secretive about what they are doing and who they are meeting.

## What do I do if I am concerned?

If you have any concerns, speak to the GBSA Safeguarding Team.

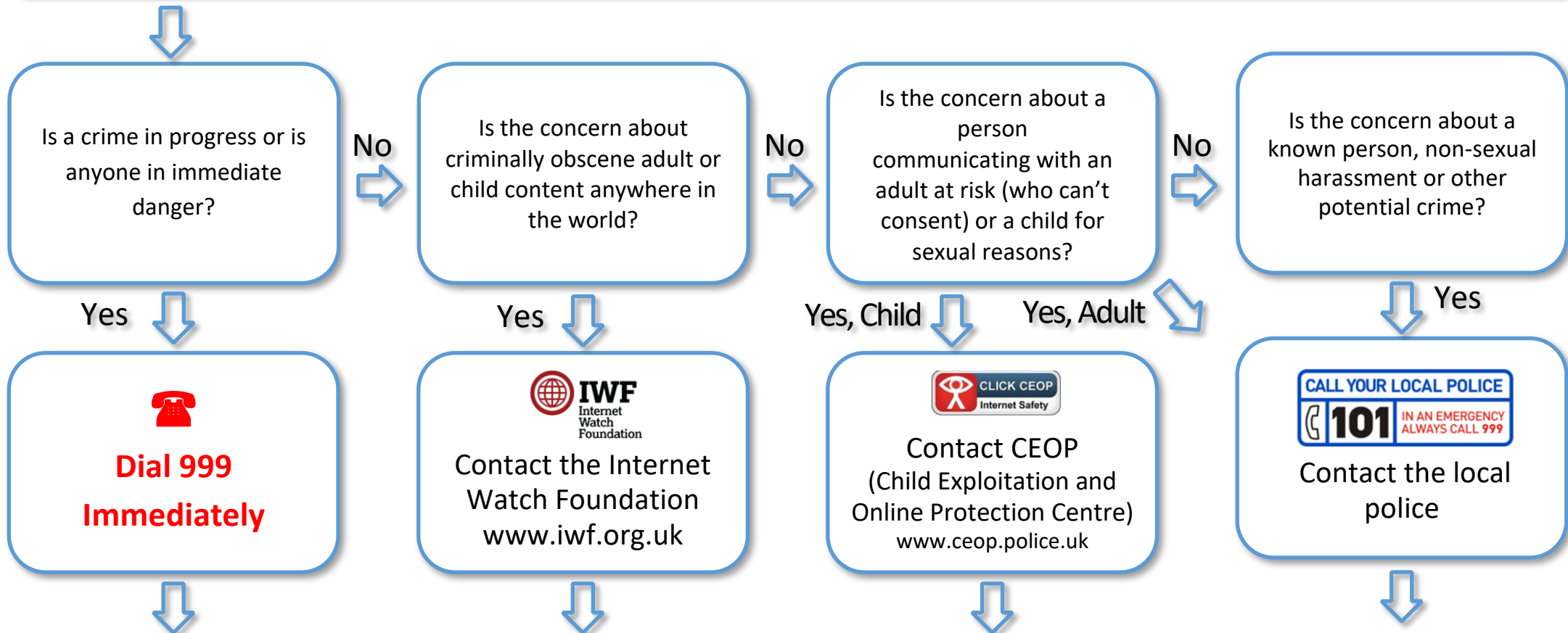
Remember:

- Do not delay.
- Do not investigate.
- Seek advice from the GBSA Safeguarding Team.
- Make careful recording of anything you observe or are told.



## eSafety Referral Flowchart – Child and Adult

When illegal content or activity is found or suspected, if an emergency dial 999, always inform your Lead or Deputy for safeguarding and s/he will follow these steps:



Inform the Safeguarding Team who will liaise, await response, and review eSafety arrangements as necessary.

## Photography & Filming Guidance

The use of photography is really important to record the successes and achievements of children, young people and adults at risk in their lives and activities. It enables a record to be held of their activities and encourages participation in our sport. However, it is vital to remember that photography can be used and distributed inappropriately, including on the Internet. GBSA will publish and display guidance about taking and sharing images and videos at all events.

### Use of Photography and Filming for Personal Use

When children, parents, guardians, carers and spectators are taking photographs and filming at GBSA events it is essential that they understand the risks and why caution is necessary. GBSA will publish and display guidance regarding image sharing in event programs and at competitions and training days.

Any individuals taking photographs or filming should be mindful of the circumstances and surroundings. Photographs should be taken away changing areas and they should always ensure that those they are taking images of are in suitable clothing. All photographs and images should be taken in an open environment.

GBSA understands that young athletes like to have images and videos of watching senior and elite athletes that act as role models and give inspiration to those starting out their journey in Artistic Roller Skating. If anyone wishes to take photographs or film any elite athletes, they should consider seeking consent from the child/young person's parent or guardian before doing so.

Images taken at events that clearly identify children and young people should not be shared on social media unless permission has been gained to share them. All those sharing images should be mindful of privacy settings on social media accounts to ensure awareness and understanding of who their images may be shared with.

### Use of Photography and Filming by GBSA and Affiliated Clubs and Academies for Publication, Promotion or Coaching



GBSA will seek to keep children, young people and adults at risk safe by outlining and following the below photography guidelines for when taking photographs or filming at GBSA and club/academy events, including competitions and training days.

- Always consider whether consent has been obtained from a child and their parents or guardians before taking and using a child's image.
- Never supply full names of children along with images used unless it is considered necessary (for elite athletes), it is in the child's best interests and both the child and parent and/or guardian have consented.
- Only use images that present the sport in a positive light and promote the best aspects of GBSA and Artistic Roller Skating.
- Only use images of children in suitable and appropriate clothing.
- Ensure that images used focus on the activity rather than the particular child and that where possible appropriate camera angles are used to avoid being misinterpreted.
- Provide guidelines to comply with when coaches are using images/videos as a training tool, including: use of the images/videos, consents and retention, safe storage and confidentiality.

If GBSA or any Clubs and Academies holding events wish to take generalised and wide-angle pictures of the events they must ensure that they make it clear to all participants and parents, guardians and carers that these images will be taken and the purposes for which they will be taken or used, along with how long and where they will be stored in line with UK GDPR.

### **Use of a Professional Photographer**

When official or professional photographers are being used, the below guidelines should be followed by GBSA and all affiliated Clubs and Academies.

- Parents, guardians, carers and children should be informed that a photographer will be in attendance.
- Consent should be obtained for both the taking and publication of any films or photographs by the official/professional photographer.
- The photographer's identity, validity of role and safeguarding policy should be checked and the purpose and use of the images taken to be discussed, including any areas where photography is not permitted.
- Photographers should be issued with identification to be worn at all times throughout any event.



- The photographer should be informed regarding how to identify and avoid taking images of any children and young people that do not have the required parental consent for photography.
- No one to one or unsupervised photography sessions should take place at any event.
- Request details on access to all images and for how long they will be retained and/or used.

## Storing Images

Any images or videos taken by GBSA or any affiliated Clubs and Academies should be stored securely. Any hard copies of photographs should be kept in a locked drawer and any electronic images or videos should be in a protected folder with restricted access and stored in line with UK GDPR.

Images and films of children should not be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones. Staff and volunteers of GBSA should not use any personal equipment to take photos and recordings of children. Only cameras or devices belonging to GBSA should be used. At club/academy events all Clubs and Academies affiliated to GBSA should ensure that personal equipment is not used to take photographs for use of the club/academy.

## Reporting and Responding to Concerns

Any concerns regarding inappropriate or intrusive photography should be reported to the Club or Academy Safeguarding Lead, GBSA Safeguarding Team, the event organiser or another official. Any allegations or disclosures regarding inappropriate photography will be dealt with in line with the procedures outlined within this Safeguarding Policy. If necessary, referrals may be made to Social Care Services, LADO and/or the police.

Any concerns in relation to an official or professional photographer will be reported to their employers. If there are concerns or suspicions regarding potentially criminal behaviour, this will be referred to the police.

## Transport

GBSA and all Clubs and Academies must always ensure that they:

- Gain written permission from parents, guardians or carers to carry children, young people and adults at risk.



- Keep a register of who is being transported and who is driving, when to where and return, with collection and return times being specified.
- Provide all transporting and being transported with emergency contact numbers.
- Plan journeys regarding time, distance and stopping points.
- Consider if another driver might be required or the possible need for extra supervision.
- Have emergency procedures in place.

GBSA and all Clubs and Academies must also ensure that drivers:

- Are recruited under safeguarding recruitment procedures.
- Are suitably qualified to drive the required vehicle.
- Provide proof of insurance regarding comprehensive insurance.
- Can evidence the vehicle is roadworthy and suitable for transporting each individual.
- Provide suitable and age-appropriate seat belts, booster seats and wheelchair anchor points.
- Avoid transporting children, young people or adults at risk on their own.

## Activities, Events and Visiting Speakers/Activity Leaders

GBSA will always ensure visitors and activities undertaken are risk assessed and we are committed to:

- Ensuring that those who run activities have the expertise, knowledge and skills to do so properly.
- Completing a risk assessment which involves identifying risks and the means of reducing or eliminating those risks for all activities or events.
- Risk assessing any changes being made to activities or events involving children, young people and adults at risk.
- Having a written plan in place if event or activity has to be cancelled.
- Having a written plan in place in case of emergency including contact numbers.
- Implementing the required actions identified by the risk assessment process and reviewing the effectiveness of these on a regular basis.

## The Late Pick Up of a Child, Young Person or Adult at Risk

All Clubs and Academies affiliated to GBSA should hold parents' guardians' and carers' contact details and an emergency contact. When a child, young person or adult at risk is late to be collected from any club training session or GBSA competition, attempts should first be made to contact the parent and nominated emergency contact. The supervising adult should wait with the child, young person or adult at risk with



other staff, volunteers or parents wherever possible.

If all attempts to make contact fail, it may be advisable to contact Social Care Services or the Police for advice.

## First Aid

All First Aiders must have completed specific training as set out by the Health and Safety Executive (HSE). They hold valid and up to date certificates of competence issued by an organisation whose training and qualifications are approved by the HSE.

The duties of a First Aider are:

- To give immediate First Aid to children, young people, adults at risk, staff or visitors when needed.
- To ensure that an ambulance or other professional medical help is called when necessary.

All coaches must hold a valid First Aid Certificate and update it accordingly in line with the GB Skate Coaching Licence requirements.

Our organisation undertakes to ensure there is always a trained first aider on site at our venues or, if other venues used such as schools, that they have appropriate first aid cover.

All incidents will be reported and recorded in the First Aid and Incident Accident Books.

## Buildings and Venues

Safeguarding risk assessments will be carried out on all building and venues used by GBSA or by the host's venue management including sports centres.

All affiliated Clubs and Academies should ensure that a safeguarding risk assessment is carried out for any venues used for any club-based sessions.

The safeguarding risk assessment should cover:

- Access, including how people enter and leave the building.
- Signing in and collection protocol.
- Use of keys.





- Toilets and changing rooms.
- Any outside space.
- Car parks.
- Any other issues relevant to a specific venue.

## GBSA Recommendations

Everybody needs to be vigilant in adhering to this policy and also assessing the risks of their own work and activities. These risk assessments will be carried out annually GBSA Safeguarding Team. However, it is the responsibility of everyone to draw attention to practices and procedures that they are unhappy or uncomfortable with.

It is only through adopting robust policies and practices that we can all be confident we have done everything we can to safeguard the children, young people and adults at risk in our care.

## Policy Date

This policy was agreed and disseminated on 20<sup>th</sup> August 2022 and will be reviewed annually or when there are substantial organisational changes.

**Policy Review Date: 19<sup>th</sup> August 2023**

GBSA Chairperson: *J Drain*

Date: 20/8/2022

GBSA Safeguarding Team: *C Smith*

Date: 20/08/2022



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