



# **O-Safe**

## **A Guide to Safeguarding the Welfare of Children & Vulnerable Adults in Orienteering**

Reviewed: September 2007

# Final Draft Phase

This document has been drafted for British Orienteering on behalf of the Steering Group for the Welfare of Children & Vulnerable Adults. It pulls together the procedures currently being adopted in British Orienteering and is based on best practice across sport.

The Protection Policy was first ratified by the Council of British Orienteering in January 2002 and has been updated several times since then.

O-Safe – A Guide for Safeguarding Children & Vulnerable Adults in Orienteering is intended to be a reference resource, it is not intended as an easy read but does provide the knowledge and procedures that will enable you to deal with situations that may occur.

## **Known issues:**

At this stage in the production of 'O-Safe - A Guide to Safeguarding the Welfare of Children & Vulnerable Adults in Orienteering' there is still opportunity to provide feedback before the finalised booklet is published early in 2008. The published version will be made more attractive and published for all clubs, volunteers, etc to refer to and use.

Although this document is still in draft the procedures outlined in the document are in place and should be used by volunteers and staff in the case of issues being raised regarding the safeguarding of children or vulnerable adults.

These procedures are not hypothetical – they are currently in use.

Please send any feedback to [info@britishorienteering.org.uk](mailto:info@britishorienteering.org.uk)

## Foreword

Sport can and does have a powerful and positive influence on people - especially young people<sup>1</sup> and vulnerable 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 effects are likely to be enhanced if delivered by people who place the welfare of young people first and adopt practices to support, protect and empower them.

British Orienteering is committed to ensuring that all young people and vulnerable adults who participate in orienteering<sup>3</sup> have a positive experience in as safe an environment 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 young people and vulnerable adults. It is committed to ensuring that there are correct and comprehensive reporting procedures, to promoting good practice and to providing sound recruitment procedures for all individuals working within orienteering. British Orienteering recognises that it is not the responsibility of those individuals working in orienteering to determine if abuse has taken place, but insists that it is their responsibility to act upon and report any concerns.

This policy sets out a framework to meet British Orienteering's commitment to good practice and the welfare of young people and vulnerable adults in its care within orienteering.

A variety of titles have been used in this policy document 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. This policy applies either directly or indirectly to all individuals working within orienteering (in a paid or voluntary capacity) according to their level of contact with young people and vulnerable adults in the sport. If you have any doubt as to its relevance to your role please contact the British Orienteering Lead Child Welfare Officer.

## Acknowledgements

British Orienteering wishes to thank British Water Ski and Penny Matkin for allowing the use of material they have developed with the support of the NSPCC Child Protection in Sport Unit (CPSU) and in particular Gill Joyce and Anne Tiivas, sports coach UK and numerous other sports National Governing Bodies.

British Orienteering used sports coach UK's Child Protection Policy and Implementation Procedures - Guidelines for Governing Bodies of Sport and Local Authorities. All materials used are reproduced by kind permission of sports coach UK. All rights reserved. Sports coach UK subscription and membership services provide a range of benefits to Instructors/Coaches, including insurance and information services. For further details please ring 0113 274 4802 or visit [www.sportscoachUK.org](http://www.sportscoachUK.org).

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<sup>1</sup> The term 'young people' refers to those aged under 18 years old throughout this document

<sup>2</sup> The term 'vulnerable 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

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# 1 Policy Statement

## 1.1 Policy

### BRITISH ORIENTEERING FEDERATION

**POLICY for:**

#### **PROTECTING YOUNG and VULNERABLE PEOPLE**

**Approved by British Orienteering Management Committee, 6/12/01, and  
British Orienteering Council, 19/1/02**

*British Orienteering regards the welfare of all young people and vulnerable adults to be of paramount importance. In order to protect them from 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. To this end, British Orienteering will establish, operate, review and update procedures:-*

- *which promote the safety from abuse of young and vulnerable people,*
- *which provide a channel through which concerns and allegations can be reported*
- *for responding speedily to any reports of concerns and allegations.*

*In addition, British Orienteering will establish, operate, review and update procedures:-*

- *for advising adults on how to interact with young and vulnerable people in ways which are beneficial for all concerned*
- *which support anyone who reports concerns that a young person or vulnerable 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 young and vulnerable people*

*Everyone, whether employee or volunteer, involved with young and vulnerable people within orienteering has a responsibility to follow these procedures; this includes acting as specified in the procedures if they have reason to believe that such a person has been or is in danger of being harmed.*

## **1.2 Responsibilities**

All British Orienteering affiliated clubs will:

- Accept the moral and legal responsibility for implementing procedures to provide a duty of care for young people and vulnerable adults, to safeguard their well-being and to protect them from abuse;
- Respect and promote the rights, wishes and feelings of young people;
- Recruit, train and supervise their employees, volunteers and other workers so as to adopt best practice to safeguard and protect young people from abuse, and themselves against allegations;
- Require staff and volunteers to adopt and abide by the British Orienteering Child Welfare Policy and Procedures which incorporate the British Orienteering Code of Ethics and Conduct;
- Respond appropriately to any complaints about poor practice or allegations of abuse

## **1.3 Principles**

The guidance given in the procedures is based on the following principles:

- This policy recognises and builds on the legal and statutory definitions of a child;
- A young person is recognised as being under the age of 18 years (Children's Act 1989 definition, Protection of Children (Scotland) Act 2003);
- An adult has a moral and statutory duty for the care, custody and control of any child under the age of 18 under their supervision;
- The child's welfare and safety is of the highest importance;
- All young people, whatever their age, culture, gender, language, racial origin, religious belief and sexual identity, and irrespective of any disability, have the right to protection 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 young people have the right to participate in orienteering in an enjoyable and reasonably safe environment;
- Young people and vulnerable adults have the right to expect appropriate support in accordance with their personal and social development with regard to their involvement in the sport of orienteering;
- It is the responsibility of the 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 and the Human Rights Act 2000.

Working in partnership with young people, their parents<sup>4</sup> and other agencies is essential for the welfare of young people. Clubs affiliated to British Orienteering recognise the statutory responsibility of Social Services to ensure the welfare of young people and work with the appropriate agencies (in England the Local Safeguarding Children's Board, LSCB) to comply with its procedures, child welfare has a broader remit within the sport of orienteering. All those involved in organising activities in orienteering have a duty to ensure that children are:

- Allowed access to the sport in a way that is appropriate for their age and ability;
- Coached and trained by appropriately qualified staff;

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

- Not required to participate in so many competitions, or to attend so many training sessions, as to become a threat to their well being;
- Not subjected to any form of discriminatory abuse from any source;
- Not subjected to bullying or undue pressure from any source;
- Encouraged to achieve their full potential at all levels;
- Instructed on how to behave in the orienteering environment;
- Afforded respect, confidentiality and privacy in a competing and training situation and any other orienteering environment.

## **1.4 Implementation**

By affiliating to British Orienteering members, clubs, associations and other organising groups agree to abide by the *British Orienteering Child Welfare Policy and Procedures*. These shall be adopted in accordance with Appendix B by the following:

- British Orienteering and its affiliated clubs and members.
- All other bodies involved in the sport of orienteering in the United Kingdom which provide the opportunity to work (either on a paid or voluntary basis) with children, young people up to the age of 18 and vulnerable adults.
- All contractors or people offering services to orienteering shall also be required to agree to abide by this Policy and Procedures.

## **1.5 Assent**

All individuals involved in Orienteering under the jurisdiction of British Orienteering at every level including 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 ("Code" – Appendix C). All such individuals by participating or being involved in orienteering are deemed to have assented to and as such recognise and adhere to the principles and responsibilities embodied in the Code.

## **1.6 Child Welfare Regulations**

The Child Welfare Regulations (Appendix B) shall become a new condition of affiliation and/or become incorporated in the constitution of each of British Orienteering, its affiliated Clubs and all other affiliated bodies in the United Kingdom as referred to in paragraph 1.3 above and shall provide a new disciplinary process under each body's respective Disciplinary Rules.

## **1.7 Monitoring Procedures**

The *British Orienteering Child Welfare Policy and 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 changes in legislation;
- Any changes in governance of the sport;
- The outcome of a significant case.

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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 Safe Recruitment**

It is our belief that, within the orienteering community, all Coaches, Instructors, Officials, volunteers are committed, dedicated people who are motivated to work within the sport for commendable reasons. However, it is important that all reasonable steps are taken to ensure that unsuitable people or people with inappropriate motivation are prevented from working with young people. Good practice requires that supervision is available at all times to people working with children or vulnerable adults. The following procedures should be adopted and applied consistently when appointing a Coach, Instructor, Official or volunteer in either a voluntary or paid capacity. Under the Law (which varies in the Home Countries including in England the Protection of Children Act 1999 and in Scotland the Protection of Children (Scotland) Act 2003), all individuals working on behalf of, or otherwise representing, an organisation is treated as employees (for the purposes of these Acts) whether working in a paid or voluntary capacity.

### **2.1 Advertising**

When any form of advertising is used to recruit staff or volunteers, the following information should be reflected:

- Aims of the club and where appropriate, the particular programme involved;
- Key responsibilities of the role;
- Level of experience or qualifications required, particularly if experience of working with young people is an advantage;
- The club's open and positive stance on child welfare and equal opportunities;
- The use of Enhanced Disclosures as part of the recruitment and selection process.

### **2.2 Pre-Application Information**

Pre-application information sent to interested or potential applicants should include:

- A job description, including roles and responsibilities;
- A person specification which clearly states qualifications and experience required;
- An application form (Template Two);
- A self-disclosure form (Template One).

### **2.3 Application Forms**

All applicants, whether for paid or voluntary positions should complete an application form. An application form which has been designed to elicit the necessary information is included as Template Two.

Contact details of two written referees (not relatives, partners or similarly close associates) should be provided, one of which should be a representative of a previous employer or club. Referees must be willing to provide written comment on the individual's experience and suitability to work with young people. References must be taken up when the position has been offered to the applicant (Template Three).

### **2.4 Short-listing**

A short-list will be made for each post in accordance with the application form and the relevant person specification. In the interests of efficiency, self disclosure forms should be completed by all short-listed candidates. This will allow for questioning of short-listed candidates about their 'disclosure' prior to any offer of employment being made.

It is important that any 'gaps' in employment identified by careful examination of a CV are investigated. Similar gaps may be evident in a person's résumé of work whether it is of a paid or unpaid nature and should also be investigated.

## **2.5 Interviews**

A formal interview is always required for positions involving working with young people. The interview should be carried out according to acceptable protocol and recommendations<sup>6</sup>.

## **2.6 Disclosures**

All those with significant access to or responsibility for young people will be required to complete an Enhanced Disclosure. All those with occasional access to young people i.e. all Club volunteers and employees who have not been required to complete an Enhanced Disclosure will be required to complete a self-disclosure form (Template One) and be subject to the British Orienteering Recruitment Procedures (available on the web site). British Orienteering recommends anyone over the age of 18, with substantial access to young people or anyone with a managerial responsibility for individuals in this position, should complete an Enhanced Disclosure. The Enhanced Disclosure and the self-disclosure form must be completed once every three years.

If you are unsure as which employees (paid or voluntary) require a complete Enhanced Disclosure contact the British Orienteering Lead Child Welfare Officer.

If you have any concerns regarding information received on a self-disclosure form, contact the British Orienteering Lead Child Welfare Officer.

## **2.7 Appointment**

The successful applicant should be issued with an offer letter. It should specify full details and requirement of the position and any probation period if appropriate. The applicant should be informed that the appointment is subject to satisfactory Enhanced Disclosure and two satisfactory references. An individual may be allowed to commence his or her duties (at the employer's discretion) but care should be taken to ensure that a senior member of staff is present whenever there is the possibility of contact with young people or vulnerable adults.

All employees, paid and voluntary, will undergo a formal induction in which:

- Their qualifications as a Coach/Official are substantiated through British Orienteering;
- They complete a profile to identify training needs/aspirations;
- They are reminded that they have agreed to abide by the British Orienteering Code of Ethics and Conduct (Appendix C), and they may face disciplinary action if there is an allegation that the Code has been broken;
- The expectations, roles and responsibilities of the job are clarified (e.g. through a formal or informal work programme or goal setting exercise);
- The British Orienteering Child Welfare Policy and Procedures are explained and training needs established;
- If practicable, the new recruit should be mentored by an experienced person.

## **2.8 Training**

Checks are only part of the process to protect young people and vulnerable adults from possible abuse. Appropriate training will enable individuals to recognise their responsibilities

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<sup>6</sup> Good advice on general recruitment, interview techniques, and good practice is contained in the Running Sport publication 'Employment Matters' and the sports coach UK publication 'Investing in Coaches - A Guide to Local Coaching Development' (both available from Coachwise Ltd. on 0113 2311310).

with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse.

British Orienteering will provide training opportunities for people involved/working with young people and vulnerable adults, details of which will be communicated throughout the sport and updated periodically.

## ***2.9 Monitoring and Appraisal***

At regular intervals (or following a particular programme) all employees, volunteers and other workers should be given the opportunity to give and receive feedback (e.g. through an appraisal), to identify training needs and set new goals. All organisations should be sensitive to any concerns about poor practice or abuse and act on them at an early stage following the guidelines in this document. The organisation should also offer appropriate support, through liaison with the British Orienteering Lead Child Welfare Officer, to those who report concerns/complaints.

## ***2.10 Complaints and Disciplinary Procedures***

Clubs and other organisations and groups working in orienteering should ensure that young people and vulnerable adults and those responsible for their care are aware of the Complaints and Disciplinary Procedures detailed in this document and available as separate procedures from the British Orienteering web site.

## ***2.11 Applications***

If an individual from within the Club or other organisation wishes to move to a post with substantial access to young people, that individual must go through the application process described in 2.3.

# **3 Promoting Good Practice with Young People**

## **Introduction**

Child abuse or the abuse of vulnerable adults, particularly sexual abuse, can generate strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about any action to take. Abuse can occur within many situations including the home, school and the sporting environment. Some individuals actively seek employment or voluntary work with young people in order to harm them.

A Coach, Teacher, Official or volunteer may have regular contact with young people and be an important link in identifying cases where a young person needs protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

When a young person or vulnerable adult enters a club having been subjected to abuse outside the sporting environment, sport can play a crucial role in improving the young person's self esteem. In such instances the club must work with the appropriate agencies to ensure the young person receives the required support.

## ***3.1 Good Practice Guidelines***

All staff should be encouraged to demonstrate exemplary behaviour in order to protect young people and themselves from allegations. The following are common sense examples of how to create a positive culture and environment within orienteering:

### **3.1.1 Good Practice Means:**

- Adopting and complying with British Orienteering Child Welfare Policy and Procedures;
- Promoting the policy to all clubs, members and parents to illustrate British Orienteering's commitment to a safe environment;

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment - i.e. no secrets);
- Treating all young people equally, and with respect and dignity;
- Always putting the welfare of young people 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 young person 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 (Appendix C) or unlawful or both;
- Building balanced relationships based on mutual trust which empowers young people to share in the decision-making process;
- Making sport fun, enjoyable and promoting fair play;
- Ensuring that if any form of physical contact is required, it is provided openly and according to guidelines provided by the British Orienteering Instructor and Coach Education Programme. Young people and parents should be provided with information regarding coaching practices which require physical contact either for personal safety or because there is no other suitable coaching method. Consent must be obtained using Template Five;
- Keeping up to date with technical skills, qualifications and insurance in sport;
- If groups have to be supervised in the changing rooms, always ensuring parents/Teachers/Coaches/Instructors/Officials work in pairs;
- Ensuring that if mixed squads of children or vulnerable adults are taken away, they are accompanied by a male and female member of staff. (N.B. However same gender abuse can occur);
- Ensuring that at competitions or residential events, adults do not enter young people's rooms/tents or invite young people into their rooms/tents. If an adult is working in a supervisory capacity, he or she should only enter the young people's rooms/tents when accompanied by another adult;
- Being an excellent role model - this includes not smoking or drinking alcohol in the company of young people and promoting a healthy diet;
- Giving enthusiastic and constructive feedback rather than negative criticism;
- Recognising the developmental needs and capacity of young people - avoiding excessive training or competition and not pushing them against their will;
- Securing parental consent in writing to act in loco parentis (Template Five), 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. 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 young people in their cars (Template Five).

### **3.1.2 Coaching Ratios**

Government Guidance states clearly that when working with groups of children under 8 years of age there should be 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. For young people over the age of 8, experience has shown that a ratio of one adult to ten participants is a minimum requirement in keeping with models of best practice. In addition the Orienteering Safety Guidelines states that there must always be at least 2 supervisors with any group, this is to ensure that at least one other supervisor continues to oversee the group while any injury or problem is dealt with.

The national guidance states that the level of supervision should take account of:

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

Your pre-activity planning should ensure that, should there be an accident or an incident involving a young person or member of staff, there will be enough qualified people remaining to supervise the group safely.

Instructors/Coaches working with young people should not work in isolation. Good practice suggests that at least one other adult in addition to the Coach should be present at every session. The additional adult does not have to be a qualified Instructor/Coach.

### **3.1.3 Changing Areas**

Where practical, children should be supervised at all times in changing areas by two members of staff. Adult 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 young person 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 staff, medical or otherwise, may be present in changing areas whilst children of the opposite sex are getting showered or changed.

No photographic equipment is allowed in the changing area environment. This includes cameras, video cameras, camera mobile phones etc.

### **3.1.4 Treatment of Young People**

- It is recommended that no young person should be treated in any way in a situation where the young person is on his/her own in a treatment room with the door closed;
- It is strongly recommended that all treatment procedures should be 'open' i.e. the door remains open, parents are invited to observe treatment procedures. Where strict medical confidentiality is to be observed then parents of the young person should be invited to attend;
- It is recommended that if treating an area of the body which is potentially embarrassing to a young person (i.e. the groin) a suitable consenting adult acting as a chaperone should be present;
- It is important to maintain medical confidentiality and patient dignity at all times;
- Prior to medical treatment being carried out on a young person, parental consent in the written form must be sought where appropriate (Template Five);
- It is recommended that all treatment procedures are fully explained to the young person and verbal consent is given before they are carried out.

## **3.2 Practice to be avoided**

The two following rules should be adhered to except in cases of emergencies.

- Never spend excessive amounts of time alone with young people away from others;
- Never take young people to your home where they will be alone with you.

If cases arise where these rules must be broken, it should only be with the full knowledge and consent of someone in charge at the club or the young person's parents.

### **3.2.1 Practice never to be sanctioned**

The following should never be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horse play;
- Share a room (1 to 1) with a young person unless they are a member of your family;
- Travel in a situation that puts you in a 1 to 1 position with a child or vulnerable adult;
- Allow or engage in any form of inappropriate touching;
- Allow young people to use inappropriate language unchallenged;
- Make sexually suggestive comments to a young person, even in fun;
- Reduce a young person to tears as a form of control;
- Allow allegations made by a young person to go unchallenged, unrecorded or not acted upon;
- Do things of a personal nature for young people or disabled adults, that they can do for themselves;
- Invite or allow young people to stay with you at home unsupervised.

N.B. It may be sometimes necessary for staff or volunteers to do things of a personal nature for young people, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the participants 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 the putting on or removal of outer clothing, or where there is physical contact, lifting or assisting a young person to carry out particular activities. Avoid undertaking 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 note of the event. Parents should be informed of the incident:

- If you accidentally hurt a participant;
- If he/she 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.

### **3.3 Relationships of Trust**

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

This statement recognises that genuine relationships do occur between persons 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 them. 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 for a child or vulnerable adult's success or failure to some extent, then the dependency of the child or vulnerable adult 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 positions of trust. A club or organising group may become liable for the actions of a person that they have placed in a position of authority. Note that young people 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 engage in an intimate or inappropriate relationship with a young person or vulnerable adult 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, the Government are currently considering extending these guidelines to include Sports Coaches).

### **3.4 Guidelines on Photography and Use of Video**

British Orienteering is keen to promote positive images of young people participating in orienteering and is not banning the use of photographic or videoing equipment. However, there is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young people.

It is advisable that all clubs adhere to the appropriate guidelines detailed in Appendix D.

#### **3.4.1 Use of Images of Young People**

The use of images of young people, for example on the web, in the media or in publications:

- Ask for parental permission to use the young person's image. This ensures that they are aware of the way the image is to be used to represent the sport;
- Ask for the young person's permission to use his/her image. This ensures that he/she is aware of the way the image is to be used to represent the sport;
- If the young person is named, avoid using his/her photograph;
- If a photograph is used, avoid naming the young person;
- Only use images of young people in appropriate dress, to reduce the risk of inappropriate use, and to provide positive images of the young people;
- Encourage the reporting of inappropriate use of images of young people. If you are concerned, report your concerns to a club official or the Club Welfare Officer.

#### **3.4.2 Use of Video as a Coaching Aid**

There is no intention to prevent Instructors/Coaches using video equipment as a legitimate coaching aid. However, participants and their parents should be aware that this is part of the coaching programme and care should be taken in storing such films.

The parents and young people must provide written consent for the use of photography and video analysis (Template Six).

## **4 Recognition of Poor Practice, Abuse and Bullying**

### **Introduction**

Child 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 occur or has already taken place. The staff and volunteers in orienteering, whether in paid or voluntary capacity, 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 young person) towards a young person and to follow the procedures in this document.

#### **4.1 Poor Practice**

Allegations may relate to poor practice where an adult's or another young person's behaviour is inappropriate and/or may be causing concern. In the application of this policy, poor practice includes any behaviour which contravenes the British Orienteering Code of Ethics and Conduct (Appendix C), infringes an individual's rights and/or is a failure to fulfil the highest standards of care. Poor practice is unacceptable in orienteering and will be treated seriously.

A variety of actions may be taken that are appropriate to remedy the poor practice; such action may include requiring the individual to be trained, placing with a mentor, banning them from practicing etc.

## **4.2 Abuse**

Abuse can happen wherever there are young people of any age. The effects of abuse can be so damaging and if untreated, they may follow a person into adulthood. For example, a person who has been abused as a young person may find it difficult or impossible to maintain stable, trusting relationships, become involved with drugs or prostitution, attempt suicide or even abuse a young person in the future.

### **4.2.1 Disabled People**

There have been a number of studies, which suggest young people (or adults) with disabilities, are at increased risk of abuse. Various factors contribute to this, such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves, or adequately communicate that abuse has occurred<sup>7</sup>.

### **4.2.2 Race and Racism**

Young people 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 young people, 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.*'

### **4.2.3 Abuse and Neglect**

Somebody may abuse or neglect a young person by inflicting harm, or by failing to act to prevent harm. Young people maybe abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger.

#### **Neglect**

Neglect occurs where an adults fail to meet a young person's basic physical and/or psychological needs, likely to result in the serious impairment of the young person's health or development (e.g. failure to provide adequate food, shelter and clothing, failing to protect a young person from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment). It may also include refusal to give young people love, affection and attention.

Neglect in sport could include a Teacher or Coach not ensuring young people were safe, exposing them to undue cold, heat or to unnecessary risk of injury.

#### **Physical Abuse**

Where adults physically hurt or injure young people by hitting, shaking, throwing, poisoning, and burning, biting, scalding, suffocating, drowning or otherwise causing physical harm to a young person. Physical harm may also be caused when a parent feigns symptoms of, or deliberately causes ill health to a young person whom they are looking after e.g. factitious illness by proxy or Munchausen's syndrome by proxy.

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

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<sup>7</sup> Kerr, A (1999) Protecting Disabled Children and Adults in Sport and Recreation. Contact Disability Sport England (Tel: 020 7490 4919).



## Sexual Abuse

Sexual abuse occurs where girls and boys are abused by adults (both male and female) who use young people to meet their own sexual needs. This can include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing young people pornographic material (books, videos, pictures) or talking to young people in a sexually explicit manner is also a form of sexual abuse.

In sport, coaching techniques, which involve physical contact with young people, 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

Emotional abuse is the persistent emotional ill treatment of a young person in ways likely to cause severe and persistent adverse effects on the young person's emotional development. It may involve conveying to young people that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on young people. It may involve causing young people to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the young person very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill treatment of a young person.

Emotional abuse in sport may occur if young people are subjected to constant criticism, name-calling, sarcasm, bullying or unrealistic pressure to perform to high expectations consistently.

The above definitions are adapted from Department of Health (1999) *Working Together to Safeguard Children - A Guide to Inter-Agency Working to Safeguard and Promote the Welfare of Children*.

### 4.2.4 Indicators of Abuse

Indicators that a young person may be being abused include the following:

- 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 him/her;
- A person expressing concern about the welfare of another young person;
- Changes in behaviour that are unexplained (e.g. becoming very quiet, withdrawn or displaying sudden outburst in temper);
- 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 young people 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.

It should be recognised that this 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 will help to identify any concerns that a young person maybe experience 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 (Section 5).

### **4.3 Bullying**

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a young person. It can occur that the abuser may be a young person, for example in the case of bullying. 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).

#### **4.3.1 Typical Targets**

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.

#### **4.3.2 Bullying Venues**

Girls and boys can be bullies although it seems to be more conspicuous in boys. 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 and changing rooms.

#### **4.3.3 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>.

#### **4.3.4 Bullies in Sport**

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.

#### **4.3.5 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;

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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.

- Emotional e.g. tormenting, ridiculing, humiliating and ignoring;
- Sexual e.g. unwanted physical contact or abusive comments.

### **4.3.6 Indicators of Bullying**

The damage inflicted by bullying can be frequently underestimated. It can cause considerable distress to young people, 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 young person 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;
- A drop off in performance in school or standard 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.

### **4.3.7 Reporting Bullying**

Regardless of who the perpetrator might be, the signs of bullying should be reported to a person of responsibility (Section 5).

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

## **5 Responding to Disclosure, Suspicions and Allegations**

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

### ***5.1 How to Respond to a Disclosure from a Young Person***

#### **5.1.1 Actions to Take**

If a young person informs you directly that he/she, or another young person, is concerned about someone's behaviour towards them (this is termed disclosure), the person receiving information should:

- React calmly so as not to frighten or deter the young person;
- Tell the young person that he/she is not to blame and that he/she was right to tell;
- Take what the person says seriously, recognising the difficulties inherent in interpreting what is said by a young person who has a speech disability and/or differences in language;
- Keep any questions to an absolute minimum to ensure a clear and accurate understanding of what has been said;
- Reassure the young person but DO NOT make promises of confidentiality which might not be feasible in light of subsequent developments;
- Record in writing exactly what has been said using the young persons words as soon as possible. Use the British Orienteering Incident Report Form (Template Four), if

appropriate forward a copy to Social Services and Police (as directed) in addition to forwarding a copy to the British Orienteering Lead Child Welfare Officer;

- Seek advice immediately from the British Orienteering Lead Child Welfare Officer. If he/she is unavailable the local Social Services or Police should be contacted immediately, they will advise on the action to be taken, including advice on contacting the parents. Expert advice can also be provided by the NSPCC Helpline on 0808 800 5000 or Childline on 0800 1111 or, in Scotland, Children 1<sup>st</sup>
- Time is of the essence, DO NOT wait, act as a matter of urgency.

### **5.1.2 Actions to Avoid**

The person receiving the disclosure should not:

- Panic;
- Allow their shock or distaste to show;
- Ask questions other than to clarify that he or she has enough information to act;
- Speculate or make assumptions;
- Make negative comments about the alleged abuser;
- Approach the alleged abuser;
- Make promises or agree to keep secrets.

N.B. It may be that not all young people are able to express themselves verbally. Communication difficulties may mean that it is hard for them to complain or to be understood. Sometimes it is difficult to distinguish the signs of abuse from the symptoms of some disabilities or conditions, in relation to the nature of the individual's impairment. However, where there are concerns about the safety of a young person, record exactly what has been observed in detail and follow the procedures to report these concerns as detailed in 5.2 and 5.3.

## ***5.2 Responding to Concerns about Possible Abuse from Inside the Sport***

If a young person informs you directly that he/she is being abused within the orienteering environment OR through your own observations or through a third party you become aware of possible abuse or poor practice within the sport you must **REACT IMMEDIATELY**.

### **5.2.1 Poor Practice**

#### **Reporting Procedures**

- Contact the Club Welfare Officer (CWO) immediately. If, following consideration, the allegation is about poor practice (see definition at 4.1) then the Club Welfare Officer will report it to the British Orienteering Lead Child Welfare Officer. If the Club Welfare Officer is unavailable or is the subject of the allegation, then the matter should be reported directly to the British Orienteering Lead Child Welfare Officer;
- Make a full and factual record of events utilising the Incident Report Form (Template Four) and forward a copy of the recorded information to the British Orienteering Lead Child Welfare Officer who will take the appropriate action.

#### **Action**

- The British Orienteering Lead Child Welfare Officer and/or one or more members of the British Orienteering Child Welfare Case Management Group, will make the decision on how the allegation is to be dealt with e.g. internally by the British Orienteering Child Welfare Case Management Group, externally as a matter for Social Services and/or the Police or referral back to the Club Welfare Officer.

- Alleged minor poor practice will be referred back to the club with advice on the procedures to be followed:
  - Grievance Procedure (available on the British Orienteering web site);
  - Disciplinary procedure (available on the British Orienteering web site);
  - No further action.

The possible outcomes:

- No case to answer;
- Complaint resolved with agreement between parties;
- Training/mentoring agreed;
- More significant concerns emerged (refer back to British Orienteering Child Welfare Case Management Group).
- Serious poor practice, poor practice with wider implications or alleged child abuse will follow one of the procedures outlined in the British Orienteering Disciplinary Procedures and may include:
  - Child welfare investigation;
  - Criminal investigation/proceedings;
  - Investigation upon disciplinary proceedings - including possible temporary suspension of person accused.
- The British Orienteering investigation may be suspending awaiting the outcome of any Social Services or Police investigation. The possible outcomes being:
  - No case to answer;
  - Less serious - referred to complaints procedures;
  - Disciplinary hearing - sanctions;
  - Civil proceedings.
- A decision will also be made with regard to suspending the individual concerned, pending the outcome of the internal or external enquiry;
- Following the British Orienteering Disciplinary Procedure a Child Welfare Disciplinary Hearing which will include a Chair and two other members, with a designated Secretary in attendance.

There is no time limit to the submissions of allegations or incidents of a child welfare nature.

Possible outcomes of the British Orienteering Child Welfare Disciplinary Hearing are:

- No case to answer;
- Warrants advice/warning as to future conduct/sanctions;
- Further training and support needed;
- Banned from orienteering activities and membership of orienteering possibly revoked

## **Appeal**

The British Orienteering Appeal Procedure is available to anyone under investigation. The British Orienteering Child Welfare 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. Every organisation and participant wishing to appeal against the decisions made by the British Orienteering Child Welfare Disciplinary Panel must do so in writing, to be received by the British Orienteering Lead Child Welfare Officer within seven days of the decision being made.

## Monitoring and Evaluation

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

### 5.2.2 Possible Abuse Situation

If a young person says or indicates that he/she is being abused, or information is obtained or observations are made which gives concern that a young person is being abused, you must **REACT IMMEDIATELY**.

- Ensure the safety of the young person – if the young person needs immediate medical treatment, take the young person to hospital or call an ambulance, inform doctors of your concerns and ensure they are aware it is a child welfare issue;
- If available contact the Club Welfare Officer immediately who will follow the reporting procedures detailed below. If the Club Welfare Officer cannot be contacted or is the subject of the allegation, then the person that has the concerns about the young person's welfare should follow the reporting procedures.

### Reporting Procedures

- Seek advice immediately from the British Orienteering Lead Child Welfare Officer. If he/she is unavailable the local Social Services or Police should be contacted immediately, they will advise on the action to be taken, including advice on contacting the parents. Expert advice can also be provided by the NSPCC Helpline on 0800 800 5000 or Childline on 08001111;
- Make a full and factual record of events utilising the Incident Report Form (Template Four) and forward a copy of the recorded information, as directed to the Social Services and/or Police and to the British Orienteering Lead Child Welfare Officer who will take the appropriate action. Contact the Club Welfare Officer as soon as possible.

### Possible Outcomes

Where there is a complaint of abuse against a member of staff or volunteer, investigations may include:

- Police enquiry;
- Criminal proceedings;
- Referral back to the British Orienteering Child Welfare Case Management Group.

The result of the Police and/or Social Services investigation may help inform the British Orienteering Child Welfare Case Management Group investigation, but not necessarily.

## 5.3 *Responding to Concerns about Possible Abuse from Outside the Sport*

If a young person informs you directly that he/she is being abused outside the sport environment (i.e. at home, school or some other setting outside the sport) or through your own observations or through a third party you become aware of possible abuse outside the sport environment you must **REACT IMMEDIATELY**. (See section 4.2.4 for Indicators of Abuse).

- Ensure the safety of the young person - if the young person needs immediate medical treatment, take the young person to hospital or call an ambulance, inform doctors of your concerns and ensure they are aware it is a child welfare issue;
- If available contact the Club Welfare Officer immediately who will follow the reporting procedures detailed below. If the Club Welfare Officer cannot be contacted, then the person that has the concerns about the young person's welfare should follow the reporting procedures.

## **Reporting Procedures**

- Seek advice immediately from the British Orienteering Lead Child Welfare Officer. If he/she is unavailable the local Social Services or Police should be contacted immediately, they will advise on the action to be taken, including advice on contacting the parents. Expert advice can also be provided by the NSPCC Helpline on 0808 800 5000 or Childline on 08001111 or in Scotland, Children 1<sup>st</sup>.
- Make a full and factual record of events utilising the Incident Report Form (Template Four) and forward a copy of the recorded information, as directed to the Social Services and/or Police and to the British Orienteering Lead Child Welfare Officer who will take the appropriate action. Contact the Club Welfare Officer as soon as possible;
- If the individual being accused is from within the Orienteering environment, the British Orienteering Lead Child Welfare Officer will consider suspension of the individual concerned following contact with Social Services or the Police. The case will be referred to the British Orienteering Child Welfare Case Management Group following the Social Services and /or Police investigation.

It is never easy to respond to a young person who tells you that they are being abused and you may feel upset and worried yourself. Make sure that you are offered adequate support by discussing the matter with the British Orienteering Lead Child Welfare Officer.

## **5.4 Reinstatement and Aftermath**

### **5.4.1 Reinstatement**

Irrespective of the findings of Social Services and/or Police investigations, the British Orienteering Child Welfare Case Management Group will assess all individual cases to decide whether a member of staff or volunteer 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 British Orienteering Child Welfare 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 young people should always remain of the highest importance.

### **5.4.2 Support to Deal with the Aftermath**

Consideration should be given to what support may be appropriate to young people, parents 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>10</sup> may be a useful resource.

Thought should be given about what support may be appropriate for the alleged perpetrator of the abuse.

## **5.5 Allegations of Previous Abuse**

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a young person or by a member of staff who is still currently working with young people). Where such an allegation is made, the Club should follow the procedures as detailed in 5.2 and 5.3. This is because other young people, either within or outside sport, may be at risk from this person.

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<sup>10</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>

## **5.6 Dealing with Bullying**

The same procedure should be followed as detailed in 5.3 if bullying is suspected. All settings in which young people are provided with services or are living away from home should have rigorously enforced anti-bullying strategies in place.

### **5.6.1 Action to Prevent Bullying and Help those Being Bullied**

- Take all signs of bullying very seriously;
- Encourage all young people to speak and share their concerns<sup>11</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(ies) 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 young person's words as soon as possible. Use the British Orienteering Incident Report Form (Template Four);
- Report any concerns to the Club Welfare Officer or the school (wherever the bullying is occurring).

### **5.6.2 Actions to take Toward the Bully(ies)**

In the case of children found bullying:

- Talk with the bully(ies), explain the situation, and try to get the bully(ies) to understand the consequences of their behaviour. Seek an apology for the victim(s);
- Inform the bully(ies) parents;
- Insist on the return of the 'borrowed' items and that the bully(ies) compensate the victim(s);
- Impose sanctions as necessary;
- Provide support for Instructor/Coach of the victim(s);
- Encourage and support the victims to change their behaviour;
- Hold meetings with the families to report on progress;
- Inform all organisation members of any action taken;
- Keep a written record of any action taken.

## **5.7 Records and Information**

Information passed to Social Services or Police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern. Ideally this information should be compiled utilising the British Orienteering Incident Report Form (Template Four).

The information needs to include the following:

- Details of the young person i.e. age/date of birth, address, race, gender and ethnic origin;
- Details of the facts of allegations or observations;
- A description of any visible bruising or other injuries;

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<sup>11</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.



- The young person'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.

Reporting the matter to the Police or Social Services department should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to the Social Services department must be confirmed in writing within 24 hours. A record must be made of the name and designation of the Social Services 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 Child Welfare Officer.

## ***5.8 Confidentiality***

The principle that the welfare of the child is of the highest importance means that the considerations that might apply to other situations in the organisation, should not be allowed to over-ride the right of young people or vulnerable 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 stored in a secure filing cabinet at the British Orienteering National Office, with limited access to designated people, in line with data protection laws.

## ***5.9 Whistle Blowing Policy***

British Orienteering has a Whistle Blowing Policy available on the web site.

If you have a concern with regard to the behaviour of an adult or other child towards a young person or vulnerable adult in an orienteering situation, it is important that you share your concerns with the British Orienteering Lead Child Welfare Officer. If you have a concern regarding the British Orienteering Lead Child Welfare Officer you should share your concerns with the British Orienteering Executive Officer or the Chairman 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. Social Services and the Police.

All concerns will be taken seriously and managed accordingly within the policy and procedures for the welfare of young people 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 in doing so. Both Helplines are open 24 hours a day and calls are free of charge. In Scotland Children 1<sup>st</sup> on 0808 800 2222 will be able to provide guidance.

## ***5.10 If an Allegation is made Against You***

Any concerns involving the inappropriate behaviour of an adult or child towards a young person 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 asked to cease working with young people 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 a full investigation is being carried out. This is to protect all parties involved and is a normal, non-judgemental, action often taken.





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 who has had the allegations made against them. They may choose to appoint an independent officer to provide support to the accused.

## 5.11 Quick Reference Reporting Guide

### 5.11.1 Concerns of Possible Abuse from OUTSIDE the Sport

If you are responding to concerns, allegations or suspicions of suspected abuse OUTSIDE the orienteering environment:

					
If you are concerned that a child could be being abused outside the orienteering club	If the child requires immediate medical attention, call an ambulance and inform the doctor that there is a child welfare concern	Report your concern to the Club Welfare Officer/British Orienteering Lead Child Welfare Officer who will refer the matter to Social Services or the Police without delay. Make a record of anything the child or what you have seen, if possible with dates and times	If the Club Welfare Officer/British Orienteering Lead Child Welfare Officer is not available, refer the matter to Social Services or the Police without delay	Discuss with Social Services or the Police whether it is appropriate to discuss the matter with the parents	Complete a British Orienteering Incident Report Form and copy it to the relevant external agency and the British Orienteering Lead Child Welfare Officer

## 5.11.2 Concerns of Possible Abuse from WITHIN the Sport

If you are responding to concerns, allegations or suspicions of suspected abuse WITHIN the orienteering environment (i.e. in your club):

<p>If you are concerned about the behaviour of another adult in orienteering towards a young person</p>	<p>If the child requires immediate medical attention, call an ambulance and inform the doctor that there is a child welfare concern</p>	<p>Report concerns to the Club Welfare Officer who will:</p> <ul style="list-style-type: none"> <li>○ Complete the British Orienteering Incident Report form</li> <li>○ Report to the British Orienteering Lead Child Welfare Officer</li> <li>○ Where urgent concerns (British Orienteering Lead Child Welfare Officer unavailable) refer immediately to Social Services /Police and copy Incident Report form to both them and the British Orienteering Lead Child Welfare Officer within 24 hours</li> </ul>
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British Orienteering Lead Child Welfare Officer

British Orienteering Child Welfare Case Management Group decide which 'Route' the case should take

### **Alleged Minor Poor Practice**

Referred back to Club with advice from British Orienteering on the process to be followed

- Complaints procedure
- Disciplinary process
- No further action

Possible Outcomes

- No case to answer
- Complaint resolved with agreement between parties
- Training/mentoring agreed
- More significant concerns emerged (refer back to Case Management Group)

### **Serious Poor Practice, Poor Practice with Wider Implications, Alleged Child Abuse**

Possible Processes

- Child welfare investigation
- Criminal investigation/proceedings
- Investigation under disciplinary proceedings - including possible temporary suspension of person accused

British Orienteering investigation pending outcome of Social Services/Police investigation

Possible Outcomes

- No case to answer
- Less serious - referred to complaints procedure
- Disciplinary hearing – sanctions
- Civil proceedings

Appeal



## Appendix A Useful Contacts

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

### Orienteering Contacts

British Orienteering Lead Child Welfare Officer	British Orienteering 8a Stancliffe House Whitworth Road Darley Dale, Matlock Derbyshire, DE4 2HJ	01629 734042
Club Welfare Officer Local Contacts		

### Local Contacts

Local Social Services (including out of office hours contact)  NB: in an emergency the Samaritans will hold the Social Services 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

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	Freepost 1111 London, N1 0BR	0800 1111
NI Childline	74 Duke Street Londonerry	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

## Appendix B British Orienteering Child Welfare & Vulnerable Adults Regulations

### A requirement for ALL affiliated members

Paragraphs 1 to 3 of the following regulation are to be included, under a safeguarding child and vulnerable adults heading, in the Articles of Association of British Orienteering, the bye-laws and constitutions of its affiliated Clubs and all other affiliated bodies involved in orienteering in the United Kingdom which provide the opportunity to work (either on a paid or voluntary basis) with children and young people up to the age of 18 (individually as "The Affiliated Body"<sup>12</sup> and collectively referred to as "The Affiliated Bodies") to ensure the same is binding throughout the sport.

All affiliated clubs and members are required to uphold these regulations. Paragraphs 4 to 12 are to be included in each Disciplinary Rules and Procedures of each Affiliated Bodies.

### Child Welfare

1. The [name of The Affiliated Body], agrees to adopt the *British Orienteering Child Welfare Policy and Procedures*.
2. All individuals involved in Orienteering through [name of The Affiliated Body] at every level, including participants, Officials, Instructors/Coaches, Administrators, Club Officials or spectators (where it is feasible to manage) agree to abide by the British Orienteering Code of Ethics and Conduct ("Code") and all such individuals participating or being involved in orienteering through [name of The Affiliated Body] in one of the aforementioned roles or in a role which comes within the intended ambit of this paragraph and the *British Orienteering Child Welfare Policy and Procedures* generally are deemed to have assented to and as such recognise and adhere to the principles and responsibilities embodied in the Code.
3. Each and every constituent member of [name of The Affiliated Body] including without limitation all clubs and disciplines, shall be responsible for the implementation of the *British Orienteering Child Welfare Policy and Procedures* in relation to their members.
4. Any act, statement, conduct or other matter which harms a young person or people, or poses or may pose a risk of harm to a young person or people, shall constitute behaviour which is improper and brings the sport into disrepute.
5. In these Regulations the expression "Offence" shall mean one or more of the Offences contained in Schedule 4 to the Criminal Justice and Court Services Act 2000 and amendment within the Sexual Offences Act 2003 (Home Office Circular 2005/16) and any other criminal offence which reasonably causes British Orienteering to believe that the person accused of the offence poses or may pose a risk of harm to a young person or people.
6. Upon receipt by [name of The Affiliated Body] of:
  1. notification that an individual has been charged with an Offence; or
  2. notification that an individual is the subject of an investigation by the Police, Social Services or any other authority relating to an Offence; or
  3. any other information which causes the body reasonably to believe that a person poses or may pose a risk of harm to a young person or people then The Affiliated Body shall have the power to order that an individual be suspended from all or any specific orienteering activity for such a period and on such terms and conditions as it deems fit.

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<sup>12</sup> The term "Affiliated Body" refers to all British Orienteering affiliated clubs and all other affiliated bodies involved in orienteering in the United Kingdom.

7. In reaching its determination as to whether an order under Regulation 6 should be made, The Affiliated Body shall give consideration, inter alia, to the following factors:
  1. whether a young person is or young people are or may be at risk of harm;
  2. whether the matters are of a serious nature as determined in 5 above;
  3. whether an order is necessary or desirable to allow the conduct of any investigation by The Affiliated Body or any other authority or body to proceed unimpeded.
8. The period of an order referred to in 6 above shall not be capable of lasting beyond the date upon which any change under the Rules of The Affiliated Body or any Offence is decided or brought to an end.
9. Where an order is imposed on an individual under Regulation 6 above, The Affiliated Body shall bring and conclude any proceedings under the Rules of The Affiliated Body against the person relating to the matters as soon as reasonably practicable.
10. Where a person is convicted, or is made the subject of a caution in respect of an Offence, that shall constitute a breach of the rules of The Affiliated Body and it shall have the power to order the suspension of the person from all or any specific Orienteering activity for such a period (including indefinitely) and on such terms and conditions as it thinks fit.
11. For the purposes of these Regulations, The Affiliated Body shall act through the British Orienteering Child Welfare Case Management Group and the Disciplinary Panels.
12. Notification in writing or an order referred to above shall be given to the person concerned and/or any Club with which he/she is associated as soon as reasonably practicable.
13. Where a person is deemed to be unsuitable to work with young people, British Orienteering may refer the person for consideration for inclusion on the Protection of Children Act (POCA) list.

### **Requirement for Members in the United Kingdom**

All associations, clubs and members of British Orienteering including, and without limitation, each and every other club and discipline must include the following wording under a 'Child Welfare' heading within their rules:

"The [name of Constituent Member] agrees to adopt the *British Orienteering Child Welfare 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 Constituent Members 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] 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."



## Appendix C British Orienteering Code of Ethics and Conduct

This Code applies to all those involved in the sport of orienteering at every level including participants, Officials, Coaches, Instructors, Administrators, Club Officials, parents and spectators. All such individuals have a responsibility to act according to the highest standard of integrity, and to ensure that the reputation of orienteering is beyond reproach. Allegations of a child welfare nature and concerns about poor practice relating to the breaking of this Code must follow the reporting procedures as contained in regulation 7.0 (Appendix B). All other allegations not within the ambit of the *British Orienteering Child Welfare Policy and Procedures* should be addressed by the internal rules of the affiliated club concerned.

Those involved in orienteering must respect the rights, dignity and worth of every person, participant and non-participant alike, treating everyone equally within the context of the sport. In particular, to be aware of the special needs of young people, their well being, including difficulties or possible abuse experienced from within the sport or from other sources.

The sport has a duty to ensure that every child and young person involved in orienteering is able to participate in an enjoyable and safe environment and be protected from abuse.

The sport of orienteering is committed to maintaining the highest possible standards of behaviour and conduct at all orienteering training, competitions and events.

### Equity

The sport of orienteering is opposed to discrimination of any form and will promote measures to prevent discrimination, in whatever form, from which it is being expressed.

All those involved in orienteering must respect the rights and choices of all human beings, treating everyone equally and sensitively regardless of their age gender, ethnic origin, cultural background, sexual orientation, religion or political affiliation.

The following Codes of Conduct must be adhered to at all times in order that orienteering can be enjoyed by all.

### Instructors and Coaches

This Code is a British Orienteering Instructor and Coach Education Programme policy within which an accredited British Orienteering Instructor and Coach **MUST WORK**. It should be used in conjunction with **ALL** other British Orienteering and Instructor and Coaching policies, procedures or recognised standards.

Through this Code, Coaches and Instructors who are accredited by British Orienteering accept their responsibility to sports performers and their parents and families, to coaching and to British Orienteering affiliated Clubs, employers and all other colleagues.

### Humanity

The Instructor/Coach must respect the rights and choices of all human beings, treating everyone equally and sensitively regardless of their age, gender, ethnic origin, cultural background, sexual orientation, religion or political affiliation.

### Relationships

The good British Orienteering Instructor/Coach is concerned with:

- The safety, well being and welfare of all individuals in their charge, ensuring that all training and competing demands are not detrimental to the social, emotional, intellectual and physical needs of the individual;
- Encouraging independence through guiding participants to accept responsibility for their own behaviour and performance within training and competition;
- Ensuring their behaviour is not misconstrued or open to allegations of favouritism, misconduct or impropriety, particularly where physical contact between Instructor/Coach and participant is necessary within coaching practice;

- Ensuring participants and relevant people are aware of their qualifications and experience, respecting the rights of the performers to choose to consent or decline to participate within coaching or competing situations;
- Refraining from public criticism of other Instructors/Coaches, or Officials - the definition of public in this instance means criticism expressed before, during and after training or competition and in any branch of the media, in a lecture or seminar.

## **Integrity**

The good British Orienteering Instructor/Coach:

- Abides by the rules of British Orienteering;
- Follows fair play and ethical guidelines;
- Ensures that all training is suitable and relevant dependant on the age, maturity, experience and ability of participants;
- Promotes the prevention and education of the misuse of performance enhancing drugs and illegal substances;
- Instructors/Coaches must accurately present and evidence, upon request, details of their training qualifications and services;
- Instructors/Coaches claiming an affiliation, sponsorship or accreditation with any organisation should do so in a truthful and accurate manner;
- All Instructors/Coaches must declare, to the appropriate body, any criminal convictions.

## **Confidentiality**

The Instructor/Coach and participant must reach an agreement about what is to be regarded as confidential information.

Confidentiality does not preclude disclosure of information to persons who can be judged to have a right to know. For example:

- Evaluation for selection purposes;
- Recommendations for employment;
- In matters of discipline within the sport;
- In matters of disciplinary action by a sports organisation against one of its members;
- Legal and medical requirements;
- Recommendations to parents/family where the health and safety of participants might be at risk;
- In pursuit of action to protect children and young persons from abuse.

## **Personal Standards**

British Orienteering Instructors/Coaches within the coaching/competing environment must not attempt to exert undue influences and pressures in order to obtain personal benefit and reward.

Instructors/Coaches must display high personal standards that project a favourable image of orienteering including:

- Good personal appearance that projects an image of health, cleanliness and functional efficiency;
- Instructors/Coaches should never smoke when in the coaching environment;
- Instructors/Coaches should refrain from drinking alcohol whilst coaching and whilst they have a duty of care to young people.

## Competence

All Instructors/Coaches must be appropriately qualified as per the requirements of the British Orienteering Instructor and Coach Education Programme. Instructors/Coaches should regularly seek ways of increasing their personal and professional development.

Instructors/Coaches must be receptive to employing systems of evaluation that include self-evaluation and also external evaluation in an effort to assess the effectiveness of their work.

Instructors/Coaches must be able to recognise and accept when to refer or recommend participants to other Coaches or structures. It is the Instructor's/Coach's responsibility as far as possible to:

- a) Verify the competence of the participant;
- b) Verify the competence and integrity of any other persons or structure to which they refer the participant.

## Safety

Within the limits of their control Instructors/Coaches have a responsibility to:

- Establish a safe working environment;
- Ensure as far as possible the safety of the participants with whom they work;
- Protect children and young people from harm and abuse;
- Fully prepare their participants for the activities and make them aware of their personal responsibility in terms of safety;
- Ensure all activities undertaken are suitable for the experience and ability of the participants and in keeping with the approved practices as determined by British Orienteering Instructor and Coach Education Programme;
- Communicate and co-ordinate with registered medical and ancillary practitioners in the diagnosis, treatment and management of their participants' medical and psychological problems.

## Complaints Procedures

Any individual or organisation wishing to make a complaint against a British Orienteering Instructor/Coach within the context of this Code should follow the British Orienteering Grievance Procedure (available on the web site) which includes:

- Report the matter to the employer of the sports Coach and to the British Orienteering Coaching Manager.

N.B. (Employer in this instance refers to the organisation that commissioned the Instructor/Coach to do the coaching whether this engagement is paid or unpaid)

- Complaints that refer to the welfare of children and young people should be dealt with in accordance with the procedures laid down in the British Orienteering Child Welfare Policy and Procedures.

The British Orienteering Coach Education Programme's Code of Ethics and Conduct closely follows the model produced by sports coach UK.

## Participants

- Treat everyone equally and sensitively regardless of their age, gender, ethnic origin, cultural background, sexual orientation, religion or political affiliation.
- Know and abide by the Laws, rules and spirit of the sport.
- Accept the decisions of the Officials without question or complaint (let your Team Captain or athlete ask the necessary questions) and avoid words or actions which may mislead an Official.

- Respect the Officials at all times.
- Exercise self-control at all times and do not use illegal or dangerous tactics.
- Give maximum effort and strive for the best performance during a training session or competition.
- Must have an appropriate level of experience for the competition they are entering.
- Learn to accept success and failure, victory and defeat with humility and dignity respectively and without excessive emotional displays.
- Abide by the instructions of the Instructor/Coach and Club Officials provided they do not contradict the spirit of this Code.
- Treat your team mates and competitors, Instructors/Coaches, Officials and Club Officials with respect and consideration at all times - treat them, as you yourself would like to be treated.
- Do not attempt to improve individual performance by the use of banned substances or banned techniques.
- Do not use foul, sexist or racist language at any time.
- Be a good sport; applaud good performance, whether by your team or the competitor.
- Remember that the aim of sport is to have fun, improve yours skills and feel good.
- At the end of a competition thank your competitors and the Officials.

### **Spectators**

- Remember the participants are taking part for their enjoyment not yours.
- Be on your best behaviour. Do not use foul, sexist or racist language or harass participants.
- Verbal abuse of participants, Officials and Instructors/Coaches is not acceptable in any shape or form.
- Show respect for competitors and Officials, without them there would be no events or competitions.
- Acknowledge good performance and fair play by competitors as well as your own participants.
- Do not ridicule participants who make mistakes.
- Do not overemphasise the importance of winning.

### **Parents**

- Teach your child to treat everyone equally and sensitively regardless of their age, gender, ethnic origin, cultural background, sexual orientation, religion or political affiliation.
- Do not force an unwilling child to take part in orienteering.
- Encourage your child always to play by the rules and respect the Officials.
- Young people are involved in sport for their enjoyment – not yours.
- Never ridicule or shout at your child for making a mistake or losing a competition.
- Teach your child that effort is as important as victory, so that the result of each competition is accepted without undue disappointment.
- Support all efforts to remove verbal, physical and racist abuse from orienteering.
- Turn defeat into victory by helping young people towards improvement in performance and good sportsmanship.
- Remember young people learn best by example.

- Do not question publicly the judgement of Officials and never their honesty.
- Respect the decision of the Instructors/Coaches; they know the sport and the young person's ability and capability.
- Recognise the value and importance of volunteer Instructors/Coaches, Administrators, Officials and Club Officials – they give their time, energy and resources to provide recreational activities for your child.
- Insist on fair and disciplined play – do not tolerate foul play, cheating, foul, sexist and racist language.

## **Event Officials**

- Must treat everyone equally and sensitively regardless of their age, gender, ethnic origin, cultural background, sexual orientation, religion or political affiliation.
- Be consistent, objective, impartial and courteous when applying the rules of the sport.
- British Orienteering does not advise Officials to travel alone with young people (under the age of 18) to competitions. We advise you generally always have another adult with you at all times.
- Compliment all competitors on good performance when the opportunity arises.
- Use common sense to ensure the spirit of the sport is not lost.
- Show patience and understanding towards participants who may be learning the sport.
- Must be in possession of and follow scrupulously and conscientiously all rules and regulations published by International Orienteering Federation (IOF)/British Orienteering
- Make every effort to prepare fully for a competition, both physically and mentally.
- Do not be afraid to make decisions. An Official should be firm and fair at all times and must resist any possible influence from protests on the part of participants, team officials or spectators.
- Show respect towards participants and Team Officials.
- Be honest and completely impartial at all times.
- Decline to be appointed to an event or competition if not completely mentally and physically fit (because of illness, injury, or for family or other reasons).
- Inform the person or body directly responsible if unable to officiate for any reason.
- Refrain from requesting hospitality of any kind, or accept any hospitality offered and considered to be excessive, this could be misconstrued as a form of bribe.
- Always have regard to the best interests of the sport, including where publicly expressing an opinion on the competition or any particular aspect of it, including others involved in the competition.
- Do not tolerate foul, sexist or racist language from participants and/or Officials.
- Must comply with the decisions of the Controller and/or Jury taken within their authority.
- In reports Officials should set out the true facts and not attempt to justify any decisions.
- An Official should refrain from publicly expressing any criticism of fellow Officials.
- An Official should assist with the development of less experienced Officials.
- An Official must uphold the authority and dignity of International Orienteering Federation (IOF)/British Orienteering.

## Club Officials

- Must treat everyone equally and sensitively regardless of their age, gender, ethnic origin, cultural background, sexual orientation, religion or political affiliation.
- Accept the special role that you have to play in the establishment of standards by setting a good example of behaviour and conduct at all times.
- Do not manipulate the rules in order to benefit yourself personally or your club.
- Encourage participants and Instructors/Coaches to abide by the rules and spirit of the sport.
- Do not use foul, sexist or racist language.
- Use your official position to take action against spectators who harass, abuse or use foul, sexist or racist language towards participants, Officials or Instructors/Coaches.
- Ensure that proper supervision is provided with suitably qualified Instructors/Coaches and Officials who are capable of promoting good sporting behaviour and good technical skills.
- Ensure all equipment and facilities meet safety standards.
- Respect the rights of other clubs.
- Show respect to Officials, Instructors/Coaches, participants and others involved in the sport.
- Do not endeavour to influence the result of a competition by any actions that are not strictly within the rules of the sport.
- Remember sport is enjoyed for its own sake – play down the importance of winning.
- Always have regard to the best interests of the sport, including where publicly expressing an opinion on the event/competition or any particular aspect of it, including others involved in the competition.
- Resist illegal or unsporting influences, including banned substances and techniques.
- Promote ethical principles.
- Accept the decisions of the Officials without protest.
- Avoid words or actions, which may mislead an Official.

## **Appendix D Guidelines for Photography and Filming at Events and Competitions**

If you are asking the press or a professional photographer to a competition or event, it is important to ensure they are clear about expectations of them in relation to child protection and the welfare of young people.

- Ensure that each person wishing to take photographs/film at an event completes an Event Registration Form (Template Seven);
- Provide a clear brief about what is considered appropriate, in terms of content and behaviour;
- Issue the photographer with identification which must be worn and visible at all times;
- Inform young people and their parents that a photographer will be at the event and ensure that you receive their consent to both the taking and publication of films or photographs;
- Unsupervised access to young people or one-to-one photographs/filming sessions at the event should not be permitted;
- Do not approve photographic sessions outside the event.

If parents or other spectators are intending to photograph or video the event, they should be made aware of your expectations:

- Spectators should be asked to register at the event, if they wish to use photographic equipment (Template Seven);
- Young people and parents should be informed that if they have concerns they can report these to the event organiser;
- Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or Official and recorded in the same manner as any child welfare concern.

### **Using Photographs of Children on Web Sites**

Photographs of children and young people on websites can pose direct or indirect risks to their subjects. For example, images accompanied by personal information - 'this is X who likes to collect stamps' - could be used by an individual to learn more about a child prior to 'grooming' them for abuse. Or the content of the photo could be used or adapted for inappropriate use. This kind of adapted material has appeared on child pornography sites.

You should take the following steps to reduce the potential for misuse:

- Avoid using children's names (first name or surname) in photograph captions. So if the child is named, avoid using his or her photograph. If the photograph is used, avoid naming the child.
- Use a parental permission form to request and record parental permission to use an image of their person. This ensures that parents know that an image of their child is being used to represent the sport.
- Ask for children's permission to use their image. This ensures that they are aware of the way their image is being used to represent the orienteering. An athlete's permission form is one way of achieving this.
- Only use images of children in suitable dress to reduce the risk of inappropriate use. It is difficult to specify exactly what dress is appropriate but it should be modest and non-revealing. The age of children is another factor to be considered when deciding what is appropriate.
- Create a recognised procedure for reporting the use of inappropriate images to help reduce the risks.

## **Public Information**

The specific details concerning photographic/video and filming equipment should, where possible, be published prominently in event programmes and should be announced over the public address system prior to the start of the event.

The recommended wording is:

*'In line with the recommendation in the British Orienteering Child Welfare Policy and Procedures, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with staff before carrying out any such photography. The event organisers reserve the right to decline entry to any person unable to meet or abide by the organiser's conditions.'*

### **How to deal with someone who is using photographic or filming equipment who has not sought permission**

There will be occasions, from time to time, when someone you do not recognise will be taking photographs or filming participants and/or spectators at an event. If this situation arises, you should have the confidence and courage to challenge the individual/s to ensure and maintain the safety of the event.

You should:

- Approach the individual;
- Challenge the individual as to who they are and why they are using photographic or filming equipment without permission;
- Make them aware that they should have sought permission from the organisers to use their equipment and advise them of the protocol;
- Make them aware that if they are seen to be doing anything untoward, they will be reported to the Police.



## **Appendix E British Orienteering Transport Guidelines**

### **Collection**

Club and others organising groups should develop and publicise policies regarding the collection of young people and vulnerable adults 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 young people and vulnerable adults 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 young person or vulnerable adult;
- Contact the alternative contact name/number;
- Wait with the young person or vulnerable adult at the agreed collection point with wherever possible other staff/volunteers;
- Remind parents/carers of the policy relating to late collection.

### **Staff/volunteers should not:**

- Take the young person or vulnerable adult home to or to any other location;
- Ask the young person or vulnerable adult to wait in a vehicle or venue with you alone;
- Send the young person or vulnerable adult home with another person without parental permission.

## **Appendix F British Orienteering Club Welfare Officer Job Description**

The welfare and support of young people and vulnerable 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 a club level who has a concern about safeguarding the welfare of children and vulnerable adults. They will assist the club in developing and promoting an environment inclusive of, and friendly to, young people.

### **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 young people 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 young people, 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 vulnerable adults.
- Support the interests of young people and vulnerable adults within orienteering.
- Communicate with others and especially acting as a link person with the British Orienteering Lead Child Welfare officer

### **Core Tasks**

- To help safeguard young people and vulnerable adults by the promotion and implementation of the *British Orienteering, O-Safe – Child Welfare Policy and Procedures* at a 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 vulnerable adults.
- To be the source of advice and information on the safety and welfare of children and vulnerable 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 as 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'.