



British Sleddog Sports Federation BSSF

Code of Good Work Practice for Children and Vulnerable Adults

Good practice will contribute towards raising the standards of the work of BSSF through the creation of a healthy and safe environment within which children, young people, vulnerable adults, members, and volunteers may mature and develop. As far as is reasonably practicable, ensure that the following guidelines are observed:-

- In your behaviour and by your attitude towards people respect the rights, dignity and worth of every human being.
- Take care to ensure that the buildings and/or facilities used for activities with young people are suitable, safe and secure.
- Take care to ensure that adequate and appropriate supervision is in place before organising activities/events.
- Parental consent must be obtained from the parents/guardians before organising activities for the children/vulnerable adults in our care and enquire must be made for special medical information or dietary requirements;
- Keep a record or have access to a record of the names, addresses and contact numbers of the parents/guardians of the young people in your care.
- Volunteers and members must be sensitive to the risks involved in participation in some sports with young people and exercise particular caution in all areas.
- Ensure that every activity conducted by the BSSF, is covered under insurance.
- Particular care must be taken to ensure that the privacy of young people is respected in places, such as, showers, toilets and changing rooms. Separate provision must be made for boys and girls.
- There must be adequate and gender based supervision of boys and girls. Supervision must be provided by more than one person.
- Be sensitive to the possibility of becoming over involved in spending a disproportionate amount of time with any particular individual.
- Maintain appropriate boundaries when dealing with young people entrusted to your care;
- Respect the physical integrity of children, young people and vulnerable adults; this should not preclude normal expressions of warmth or happiness provided that they are acceptable to all parties concerned.
- Holidays organized by BSSF require careful advance planning and a proportionate number of volunteers to provide supervision. Particular attention should be taken to ensure that the privacy of young people is respected when young people and vulnerable adults are away from home and sleeping over.
- There must be adequate and gender based supervision for boys and girls. Arrangements and procedures must be put in place to ensure that supervision is provided, rules and boundaries are made known to the boys and girls involved, and those who have special needs should be accommodated where possible.
- Volunteers must not be alone with children/vulnerable adults. If by extraordinary circumstance a volunteer considers it necessary to be with a child/ vulnerable adult without accompaniment of a written record should be maintained of the circumstances.
- Volunteers and members should be sensitive to the potential risk to personal safety and false allegation which may arise when they meet alone with a young person. Where it is feasible they might consider informing another colleague that they will be alone with the individual in question. It is recommended that BSSF develop a positive attitude among people that respects the personal space, safety and privacy of their peers.
- Comments and jokes of a sexual nature which may give offence or which could be interpreted as inappropriate are to be avoided.
- Volunteers/ members must not give lifts in cars to individual young people.
- Follow BSSF Disciplinary code when dealing with disruptive behaviour; children and young people benefit from appropriate correction and clearly understood code of discipline; however corporal punishment of children/vulnerable adults is not permitted in any circumstances;
- Avail of opportunities for further Youth work training.

BSSF aim to offer ongoing development opportunities for volunteers/members to facilitate the operation of safe practices.

Reporting Procedures

A volunteer, member or young person who knows or suspects that a young person has been harmed or is at risk of being harmed has a duty to convey this concern to the designated individual, who in turn will report the information to the Health Board. The Health Board will, in turn, notify NSPPC. In an emergency, a report should be made directly to NSPPC. Allegations should always be handled in a sensitive and discreet manner. Detailed reporting procedures can be found in Appendix L. Forms for Reporting Procedures can be found in Appendix P.

Protection for Persons Reporting Child Abuse

The Protection for Persons Reporting Child Abuse Act 1998 provides immunity from civil liability to persons who report child abuse 'reasonably and in good faith' to the Health Board or NSPPC. This protection applies to BSSF as well as individuals. It is considered, therefore, in the first instance, BSSF must assume responsibility for reporting child abuse to the appropriate authorities. Reports to the Health Boards and NSPPC should be made by the designated individual; following BSSF procedures, which should be consistent with the standard reporting procedures outlined in Children First. BSSF ensures that reports are passed on as quickly as possible to the statutory authorities. Please refer to Appendix L.

Confidentiality

It is important that the Child/Vulnerable Adult Protection Policy of BSSF operate strict codes of confidentiality. Confidentiality is about managing sensitive information that arises in a trusting relationship and doing so in a manner that is respectful, professional and purposeful. In matters of child abuse a volunteer/member should never promise to keep secret any information which is divulged. If a young person discloses information to a volunteer/member, he or she should explain that it cannot be kept secret. The volunteer/member should also, as supportively as possible, explain what will happen to the information and what the outcome of reporting is likely to be. All information regarding concern or assessment of child abuse or the abuse of a vulnerable adult should only be shared on "a need to know" basis in the best interest of the child/vulnerable adult. In other words, it should never be the subject of conversation between other persons in the Federation, members, volunteers or young people, unless they are directly involved. Passing information to the relevant authorities is not a breach of confidentiality. Information, which is gathered for one purpose, should not be used for any other purpose without consulting the person who provided the information.

Disclosure:

In keeping with good practice procedures BSSF implements Disclosure as part of our volunteer selection process. As and from June 20th 2009 all new volunteers must complete a Disclosure Form at their own expense. Volunteer duties cannot be commenced until the applicant receives notification from BSSF.

All new volunteers must complete a character reference form and also must agree to comply with all policies and Appendix's as drawn up by BSSF. Please refer to the following for further information:

Appendix 1 P: Reporting Form for Abuse.
Appendix 1L: Reporting Procedures.
Appendix 1R: Responsibilities of Child Protection Officer/Designated Individual
Appendix 1M: Accident and First Aid Policy
Appendix 1U: Character and Personal Reference Form
Appendix 1X: Volunteer Application Form
Appendix 1Z: Sample of Disclosure Form
Appendix 1Y: Parental Consent Form
Anti-Harassment and Bullying Policy
Health and Safety Policy
Code of Ethics
Disciplinary Code
Constitution of BSSF
Policy on the use of Photographic Equipment
Photography Consent Form
Policy for Appropriate Physical Contact
Guidelines for Residential/Day Trips Away
Policy for Confidentiality and Handling of Information
Guidelines for Personal Care
Policy for the Protection of Children and Vulnerable Adults
Code of Good Work Practice for Children and Vulnerable Adult