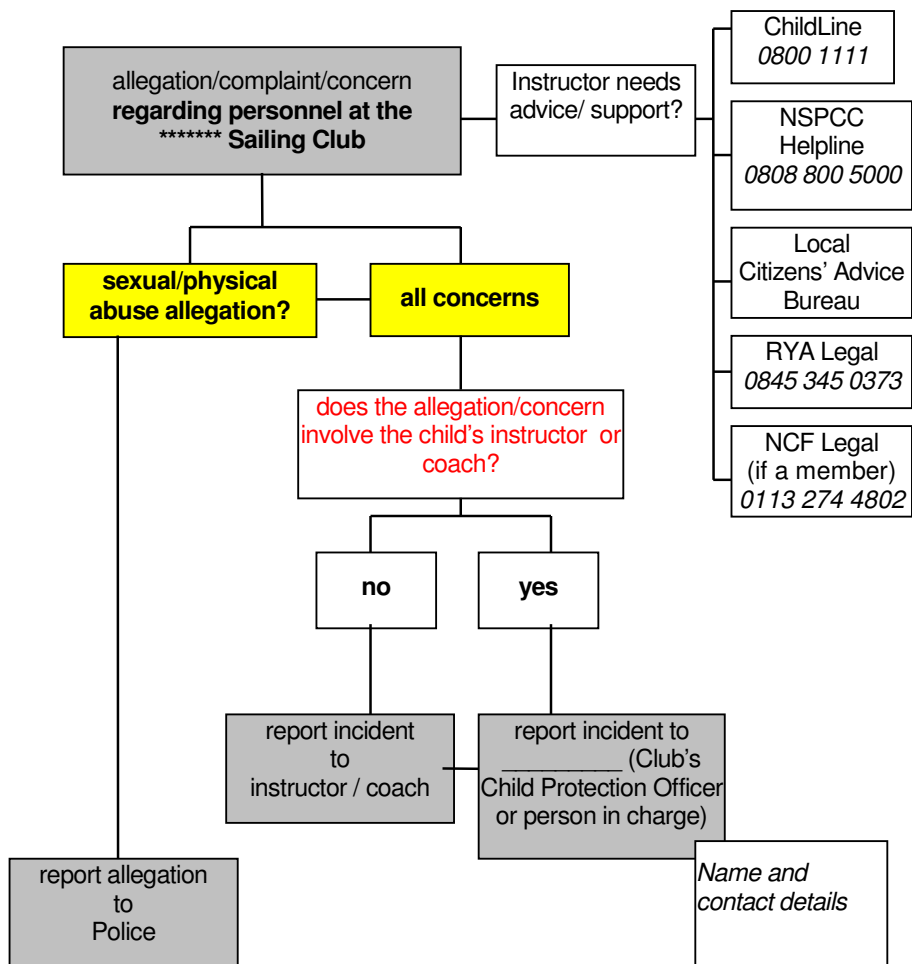
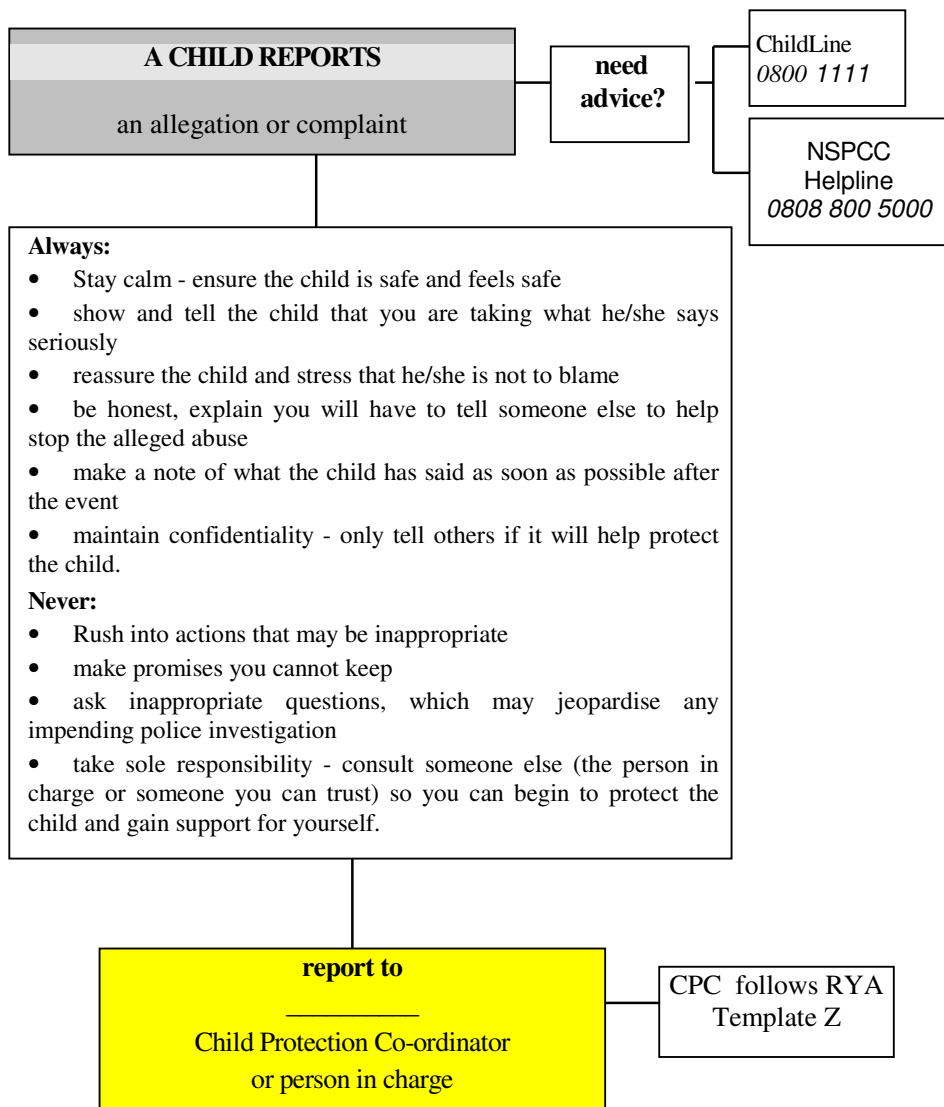


REPORTING PROCEDURE

Advice to children, parents and teachers



REPORTING PROCEDURES
for instructors, staff & helpers



CHILD PROTECTION GUIDELINES

**HANDOUT FOR ALL STAFF, INSTRUCTORS
& VOLUNTEER HELPERS**

Name:

GOOD PRACTICE GUIDE

- Do not spend excessive amounts of time alone with children away from others.
- Do not take children alone in a car on journeys, however short;
- Do not take children to your home;
- Where any of these are unavoidable, ensure they only occur with the full knowledge and consent of someone in charge in the Club or the child's parents.
- Design training programmes that are within the ability of the individual child.
- Do not photograph or video children, or publish their pictures, without the knowledge and consent of their parents. Be sensitive to the risk, although it is probably slight in our sport, that images could be misused by a third party. Do not publish information, in print or on a website, that might enable someone to contact the child.

You should never:

- Engage in rough, physical or sexually provocative games, including horseplay.
- Allow or engage in inappropriate touching of any form.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Let allegations a child makes go unchallenged or unrecorded; always act.
- Do things of a personal nature that children can do for themselves.

However, it may be sometimes necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of parents. In an emergency situation, which requires this type of help, parents should be fully informed. In such situations, it is important to ensure that all staff are sensitive to the child and undertake care tasks with the utmost discretion.

RECORDING INFORMATION

In cases of child abuse the main aim is to keep calm and provide a positive, friendly attitude to encourage the child to talk.

- **DO** listen
- Do take notes
- Do tell the Club's Child Protection Officer (Assistant Secretary) and make sure that all information is passed onto the police
- **DON'T** ask direct questions
- Don't try to stop the child telling you about their problem
- Don't make promises
- Don't allow anyone else outside the police or social services to interview or ask questions of the child
- Don't assume!

The complexity of child protection issues means that there can never be a set of prescriptive questions. Don't try to get too much information, rather, let the child give you as much as they feel prepared to give. You should try to act as natural as possible throughout. Make notes during the interview, but only those necessary; it might be possible to gain certain contact information from existing administrative records.

COMMON QUESTIONS that could be used in some situations.

- **THE DOs** - open questions/statements
- Would you like to tell me what happened?
- Can you tell me where/when this happened?
- Would you like to tell me who was involved?
- Can you tell me what happened next?
- Is there anything else you would like to tell me?
- Thank you for telling me this but you do realise I will have to do something about it
- **THE DON'Ts** - leading/closed questions/comments
- Was it your father/instructor/friend that did this to you?
- Are you sure that's what happened?
- Why did you let them do that to you?
- Why do you think this happened?
- I expect you must be very upset about this.
- This can be our little secret.