

# YHOA Junior Squad

## Safeguarding Procedures



### Introduction

The YHOA Junior Squad takes its responsibility for Safeguarding everyone, especially our junior members, very seriously and has adopted the British Orienteering O Safe Policy (follow link - [O-Safe Policy](#)).

In line with the guidance and best practice set out in this policy, our squad has the following detailed procedures in place to cover all aspects of safety:

### Adults involved with squad

We have a number of adults who are involved with our squad, both on a formal and informal basis. These adults fall into the following categories:

- Coaches
- Other supervising adults
- Occasional parent helpers

### *Qualifications*

Our squad has a number of coaches who are qualified to level 2 or above. It is a British Orienteering requirement that the lead coach for the training should be licenced to coach which means they have qualified as a coach and hold a current first aid certificate, together with the appropriate additional further training as appropriate to the training area. The licence to coach is maintained through Continuing Professional Development (CPD).

### *Training*

Coaches and other supervising adults should be familiar with the O Safe Policy. New Coaches undertake Safeguarding training as part of their qualification. The squad welfare office will renew their Safeguarding training at least every three years and will carry out a Safeguarding update for all squad coaches and supervising adults every three years.

A number of other adults are first aid trained so that there is always at least one First Aider at squad training.

For exposed and/or complex areas (Level D), the coach must have undertaken the additional Level D event safety training or be qualified to level 3.

Parent helpers also need to be aware of the O Safe policy, the YHOA Junior Squad Safeguarding Procedures and the **Guidance for Parents** document.

### *Disclosure and Barring Service (DBS) and other reference checks*

There have been a number of recent changes which mean that DBS checks can only legally be carried out in specific circumstances. Following the advice of British Orienteering, we have carried out DBS checks for those adults who are supervising our overnight visits. Parent helpers do not need to be DBS checked.

Formal references will be taken for adults who wish to become involved with the squad on a formal basis and who are not already known to at least two of the current supervising adults.

### *Code of Conduct*

Our coaches follow the **British Orienteering Coaches Code of Conduct**. This helps to ensure squad training follows best practice.

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### **Safety arrangements for training events**

#### ***Registration of events***

All training events are registered with British Orienteering and are covered by insurance.

#### ***Risk assessments***

A full risk assessment is carried out prior to each training event. This considers all risks which may be associated with the training and these risks will be reduced as far as possible through careful planning of the training activities. Juniors are briefed on potential risks and juniors are shadowed or work in pairs where this is considered necessary.

#### ***Qualified adults***

A qualified coach and qualified first aider are present at every training session.

#### ***Ratios***

The ratio of adults, including coaches and adult helpers, to juniors at training events follows O Safe guidance. The minimum number of adults is two. For Level D areas, the minimum number of adults is three.

#### ***Shadowing***

Shadowing of juniors is an important tool for allowing juniors to develop their orienteering skills. Coaches and parent helpers may shadow individual juniors or pairs of juniors, but should not shadow the same juniors for every activity and juniors should sign in and out for each activity.

#### ***First aid and medical treatment***

A first aid kit and emergency rucksack will be available at all training events. Medical and contact details forms will be available at the training event in case of an emergency. An incident form will be completed in the case of any injury requiring first aid treatment and parents informed. A copy of this form will be sent to British Orienteering for insurance purposes.

### **Other Safeguarding arrangements**

#### ***Contact details, medical and permissions forms***

These must be completed prior to juniors attending training and should be updated annually.

#### ***Overnight training events***

A least one male and one female adult will attend overnight training events. Where overnight accommodation is in individual rooms, male adults, female adults, male juniors and female juniors will be allocated separate rooms. Consideration should be given to the fact some junior squad members may be 18 and it may not be appropriate for them to share a room with younger juniors. Where accommodation is in a single hall, alternative changing areas should be used such as the washrooms.

#### ***Showering***

Adults must not shower at the same time as juniors, unless individual cubicles for showering and changing



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are available. As above, some junior squad members may be 18 and should not shower with juniors who are under 18.

### ***Lifts to training***

Where possible, adults should not give lifts to individual juniors, where they will be alone in the car with them. Where this is unavoidable, for example, the last person to be dropped off, parents will be made aware and must give their verbal consent.

### ***Junior competitions***

Arrangements for squad attendance at junior competitions follows the same procedures as for squad training events, in particular with regard to travel, adult ratios and overnight accommodation.

Juniors will not be asked to run up more than one age class.

### ***Social media***

Social media is a useful way of communicating and sharing information such as photographs. However, care must be taken to ensure this is not used in a negative or potentially harmful way. There is detailed information on the use of social media in the O Safe Policy but the some of the key points which are especially relevant for our squad are:

- Personal information should not be displayed on social media sites.
- Coaches and supervising adults should ensure they do not invite or accept juniors as “friends” on their personal social media such as Facebook (closed groups, which are moderated, are acceptable).
- Private communication by social media between coaches/supervising adults and juniors should only be used where a **parent can be copied in**, for example, email is acceptable but Facebook messaging is not.
- Social media sites should not be used for messages between or about individuals, for example, to comment on someone’s performance or give feedback.
- The squad’s Facebook page is a closed group and is moderated by an adult to ensure the content is appropriate.
- Any concerns should be reported immediately to the squad Welfare Officer or British Orienteering Safeguarding Officer.

### ***Photography and videoing***

Everyone should take care when taking photographs and videoing, for example where people may be changing and be aware of the guidance in the O Safe Policy. Any concerns should be reported immediately to the squad Welfare Officer or British Orienteering Safeguarding Officer.

Photographs of juniors may be used on the website where we have written parental permission, but no contact details will be displayed.

### **Safeguarding contacts**

Our squad Welfare Officer is Natasha Conway – [nconway1@virginmedia.com](mailto:nconway1@virginmedia.com)

The British Orienteering Safeguarding Officer is Mike Hamilton - [safeguarding@britishorienteering.org.uk](mailto:safeguarding@britishorienteering.org.uk)