



O-Safe

A Guide to Safeguarding Children & Adults at Risk in Orienteering

Reviewed: August 2015

Foreword

Sport can and does have a powerful and positive influence on people - especially children¹ and adults at risk². 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 safety and welfare of children first and adopt practices to support, protect and empower them.

British Orienteering is committed to ensuring that everyone including children and adults at risk who participate in orienteering³ have a positive experience in what can be a challenging environment, managed to be as safe 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 children and adults at risk. We are committed to, ensuring there are correct and comprehensive reporting procedures, promoting good practice and providing sound recruitment procedures for all individuals working within orienteering. We understand it is not the responsibility of individuals working in orienteering to determine if abuse has taken place, but we insist that it is their responsibility to act upon and report any concerns.

O-Safe sets out a framework to meet our commitment to good practice and the safeguarding and welfare of children and adults at risk within orienteering and orienteering related activities.

A variety of titles are used in O-Safe 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. O-Safe applies either directly or indirectly to all individuals working, volunteering or participating in orienteering according to their level of contact with children and adults at risk. If you have any doubt as to its relevance to your role please contact your Club Welfare Officer or the British Orienteering Lead Safeguarding Officer.

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¹ In this document a child is defined as anyone who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people' throughout. The fact that a child has reached 16 years of age, is living independently or is in further education does not alter his/her status.

² The term 'adults at risk' refers to those adults with mental illness, physical or learning disabilities, or other special needs.

³ 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 Safeguarding Policy

This policy was initially approved by British Orienteering on 6 December 2001. Since then the policy has been regularly reviewed, updated and approved by the Board of British Orienteering or its equivalent.

British Orienteering regards the safeguarding and welfare of everyone and specifically children and adults at risk 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 and its partners. To this end, British Orienteering will establish, operate, review and update procedures:

- which promote the safety from abuse of children and adults at risk
- which provide a channel through which concerns and allegations can be reported
- for responding speedily to any reports of concerns and allegations

In support of the above, British Orienteering will establish, operate, review and update procedures:

- for advising adults on how to interact with children and adults at risk in ways which are beneficial for all concerned
- which support anyone who reports concerns that a child or 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 children and adults at risk

Everyone, whether employee or volunteer, involved with children and adults at risk within orienteering has a responsibility to take action and follow these procedures; this includes acting as specified in the procedures if they have reason to believe that a person has been or is in danger of being harmed.

2 Understanding Safeguarding

Safeguarding and promoting the welfare of children is defined for the purposes of this document as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes

(Working Together, March 2015)

2.1 Principles underpinning safeguarding

Effective safeguarding should be underpinned by two key principles:

- safeguarding is everyone's responsibility: for safeguarding to be effective each club and member of British Orienteering should play their full part; and
- a child-centred approach: for children to be supported effectively there should be a clear understanding of the needs and views of children

Subsequent to these principles the following should be noted:

- The legal and statutory definitions of a child is a person under the age of 18 years (Children Act 1989/2004 definition, Protection of Children (Scotland) Act 2003; Protection of Freedoms Act 2012; Working Together to Safeguard Children 2013 & 2015)
- The safety and welfare of a child is of the highest importance (Children Act, Protection of Children (Scotland) Act)

- An adult has a moral and statutory duty for the care, custody and control of any child under their supervision
- All children have the right to be safeguarded 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 children have the right to participate in orienteering events and activities in an enjoyable and reasonably safe environment
- Children and adults at risk have the right to expect appropriate support in accordance with their personal and social development when involved in orienteering related events and activities
- It is the responsibility of 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; the Human Rights Act 2000 and the Protection of Freedoms Act 2012

2.2 The Voice of Children

In regard to safeguarding, children have said they need:

- Vigilance: to have adults notice when things are troubling them
- Understanding and action: to understand what is happening; to be heard and understood; and to have that understanding acted upon
- Stability: to be able to develop an on-going stable relationship of trust with those helping them
- Respect: to be treated with the expectation that they are competent rather than not
- Information and engagement: to be informed about and involved in procedures, decisions, concerns and plans
- Explanation: to be informed of the outcome of assessments and decisions and reasons when their views have not met with a positive response
- Support: to be provided with support in their own right as well as a member of their family
- Advocacy: to be provided with advocacy to assist them in putting forward their views

2.3 What does this mean in orienteering?

The welfare of children and adults at risk has a broad remit within orienteering. Clubs and members need to prioritise the need to safeguard children whilst accepting that orienteering is a sport of managed risk in relation to physical safety. Everyone involved in organising orienteering events and activities has a duty to ensure that children are:

- Provided with access to orienteering in a way that is appropriate for their age and ability
- 'Welcomed into the sport' by people competent and understanding of the needs of children
- Coached and trained by appropriately qualified people
- Encouraged to take part in orienteering events and activities only when it is in the best interests of the child; children should not be required or pressured to participate in too many competitions, or attend too many training sessions, so as to threaten their well-being
- Protected from any form of discriminatory abuse from any source
- Protected from bullying or undue pressure from any source
- Encouraged and supported to achieve their potential
- Instructed in how to behave in the orienteering environment so as to safeguard and care for themselves
- Afforded respect, confidentiality and privacy in all orienteering environments and contexts

It is also clear there will be times when we must work in partnership with children, their parents⁴ and other agencies in order to safeguard children or support them if safeguarding them becomes an issue. Clubs affiliated to British Orienteering will recognise the statutory responsibility of Social Services to ensure the safety of children and work with the appropriate agencies to comply with their procedures.

2.4 Club Responsibility to safeguard

By affiliating to British Orienteering members, clubs, associations and other groups agree to abide by the *British Orienteering Safeguarding Policy & Procedures*.

All clubs affiliated to British Orienteering will take responsibility for safeguarding children and adults at risk as is required by law and as is suggested by common-sense. This will include:

- Incorporating into their constitution the statement in Appendix B and providing a disciplinary process to enable members to be suspended or disaffiliated
- Taking responsibility, moral and legal, for safeguarding children and adults at risk from abuse by implementing procedures that provide a duty of care and well-being
- Respecting and promoting the rights, wishes and feelings of children
- Adopting the good practice specified in O-Safe to:
 - safeguard and protect children and adults at risk from abuse
 - protect the club and its members against allegations, when recruiting, training and supervising their employees, volunteers and other workers
- Requiring staff and volunteers to adopt and abide by the British Orienteering Safeguarding Policy & Procedures and the British Orienteering Code of Ethics and Conduct
- Responding appropriately to any complaints about poor practice or allegations of abuse

Bodies and other organisations involved in delivering orienteering in the United Kingdom will also adhere to the Policy & Procedures unless they use an alternate Safeguarding Policy & Procedures which meet the necessary standards.

2.5 Members responsibility to Safeguard

Everyone involved in orienteering under the jurisdiction of British Orienteering at every level including participants, officials, instructors/coaches⁵, administrators, club officials, parents and spectators (as far as is feasible) agree to abide by the British Orienteering Code of Ethics and Conduct as specified in the *British Orienteering Policy Booklet*. By participating or being involved in orienteering everyone is deemed to agree to, recognise and adhere to, the principles and responsibilities embodied in the Code.

2.6 Relationships of Trust

Trust is an important concept in safeguarding and anyone who is in a position of power over a child or who the child has a right to trust must honour that trust. This is particularly important for coaches.

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

This statement recognises that genuine relationships do occur between people 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 underestimated. If there is an additional competitive aspect to the activity and the person in authority is responsible for a child or adult at risk success or failure to some extent, then the dependency of the child or adults at risk 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

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

⁵ 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.

person that they have placed in a position of authority. Note that children 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 are in a position of trust and you engage in an intimate or inappropriate relationship with a child or adult at risk 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).

2.7 Abuse

Before considering good practices to be adopted and poor practices to be avoided we need to understand abuse and the forms in which it may occur.

Abuse is any form of maltreatment of a child, abuse is what we are protecting children from. Someone may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. A child may be abused in a family or in an institutional or community setting by someone known to them or, more rarely, by people unknown to them (e.g. via the internet). A child may also be abused by an adult or adults, or another child or children.

The effects of abuse can be very damaging and if untreated, may follow a person into adulthood. For example, a person who has been abused as a child may find it difficult or impossible to maintain stable, trusting relationships; may become involved with drugs or prostitution; may attempt suicide; or may even abuse a child in the future.

2.7.1 People with a Disability

Working Together (2010) states: "The available UK evidence on the extent of abuse among disabled children suggests that disabled children are at increased risk of abuse and that the presence of multiple disabilities appears to increase the risk of both abuse and neglect".

To meet the duty of care to safeguard children, orienteering clubs should recognise that both historical and recent research demonstrates that disabled children can be at greater risk of abuse and that the presence of multiple impairments appears to increase the risk of both abuse and neglect.

Disabled children may be especially vulnerable to abuse for a number of reasons:

- Many disabled children are at an increased likelihood of being socially isolated with fewer outside contacts than non-disabled children
- Their dependency on parents and carers for practical assistance in daily living, including intimate personal care, increases their risk of exposure to abusive behaviour
- They have an impaired capacity to resist or avoid abuse
- They may have speech, language and communication needs, which may make it difficult to tell others what is happening
- They often do not have access to someone they can trust to disclose that they have been abused
- They are especially vulnerable to bullying and intimidation

Working Together 2010 further states that "Safeguards for disabled children are essentially the same as for non-disabled children".

Clubs and their Welfare Officers should be aware that:

- Studies show that disabled children experience higher levels of all types of abuse than non-disabled children
- Bullying and emotional abuse can take place because children with disabilities may look and act differently or require "aids" to help them function; they can be a target for all types of bullying, by young people and adults; the "abuser" may not realise the hurt being caused by inappropriate comments but sometimes they do and the bully is picking on the person least able or likely to complain
- Disabled children may be subject to physical assaults of a minor or major nature; they may be less able to remove themselves from a situation, an adult may become frustrated by their lack of response, or it can be as a result of physical bullying
- Sexual Abuse of those in society who are unable to either stop or understand acts that are taking place are unfortunately not rare; good safeguarding practice within the club, especially in terms of the need for a young person to be assisted in personal care, either during orienteering activity or when changing, can help prevent the possibility of such abuse arising

Disabled children can be excluded by inappropriate acts of an individual and the club itself. British Orienteering is an inclusive organisation and expect clubs to do all they can to be inclusive to all children.

The Welfare Officer and other responsible adults in the club have a duty to assist in safeguarding disabled children; guidance in Working Together 2010 states: *“Particular attention should be paid to promoting a high level of awareness of the risks of harm and high standards of practice, and strengthening the capacity of children and families to help them.”* Measures should include:

- Making it common practice to help disabled children make their wishes and feelings known in respect of their care and treatment
- Making sure that all disabled children know how to raise concerns and giving them access to a range of adults with whom they can communicate; disabled children with communication impairments should have available to them at all times a means of being heard
- An explicit commitment to and understanding of disabled children’s safety and welfare among volunteers working with disabled children
- Close contact with families, and a culture of openness on the part of the volunteers

Further information on this matter can be found in “Including & Safeguarding People with Disability in Orienteering”.

2.7.2 Race and Racism

Children 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 children, 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.’*

2.7.3 Talented & Elite

Orienteering is no different to many sport in the potential for young talented performers to be open to ‘abuse’. Gella Vandecaveye, Olympic silver and bronze medallist stated *“Child athletes are children first: Let them play!”* a sentiment that applies to orienteering as much as any other sport.

Elite sport culture is characterised by a ‘win at all costs’ approach which is common place in competitive, elite sport and the bumpy road towards sport success that is paved with all kinds of setbacks and challenges.

The dream to reach the ‘ultimate’ goal can be manifested in a total dedication and sacrifice for orienteering and can sometimes make it hard for an athlete, coach, parents and support team. It has been suggested that this focus can lead to a normalisation of risks, uncritical acceptance of negative behaviour ‘for the greater good’ and willingness to do ‘whatever it takes’.

In orienteering it can be easy to confuse elite young athletes who are children by age but adults by way-of-life – and intelligence. Alongside competing at a high level come a lot of requirements and demands that are usually associated with adult life: frequent travel trips and being abroad for long periods of time, resulting in separation from family and community support, often from a young age; money issues like funding; coping with negative media coverage; balancing intense orienteering activity with private life and schooling.

Physical abuse, damaging an athlete’s physical health and well-being, for example:

- Young people training or being forced to train through injury, pain or exhaustion, sometimes being unaware of the effect of overtraining despite coach warnings (self-harm or through peer pressure) or unable to speak up to their parents, peer group
- Overtraining and forced exertion as a deliberate training practice as a way of ‘toughening them up’
- Physical harm inflicted punitively as a result of poor performance
- Physical violence, bullying and neglect, and the use of performance-enhancing doping, drugs or alcohol under pressure from themselves, peers or entourage

Psychological abuse, damaging an athlete’s emotional health and well-being. This form occurs mostly where it is often believed to be a necessary part of training, coaching and competing at high level. Some examples include:

- Humiliation or bullying based on gender, body, shape, performance, personal preference

- Exertion of undue pressure to achieve high performance
- Intimidation
- Emotional neglect
- Mental pressure from too high expectations

Related health and well-being issues, the failure to recognise and respond to issues such as body image, eating disorders, mental well-being, depression, and self-harm, all of which can have negative consequences for health. Some examples include:

- Nutrition and weight loss regimes leading to eating disorders such as anorexia or bulimia
- Mental health issues linked to coping with pressure coming from, high expectations, suddenly being dropped from a squad or withdrawn from funding due to poor performances, or approaching retirement
- Self-harm, which may be directly attributable to participation in sport and can be linked to perceived poor performance, body image pressures, or sport-acquired eating disorders

If this area of work is one that your club or members are involved in you should read: “Safeguarding youth sport – Stimulating the individual empowerment of elite young athletes and a positive ethical climate in sport organisations”, which can be found at www.safeguardingyouthsport.eu.

2.7.4 Forms of Abuse

The following explanations are adapted from Department of Health (2015) Working Together to Safeguard Children - A Guide to Inter-Agency Working to Safeguard and Promote the Welfare of Children.

Neglect

The persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment

Neglect in orienteering could include a teacher or coach not ensuring children are safe, for instance exposing them to undue cold, heat or to unnecessary risk of injury.

Physical Abuse

May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Examples of physical abuse in orienteering may be when the nature and intensity of training and competition exceeds the capacity of the child’s immature and growing body; where drugs are used to enhance performance.

Sexual Abuse

Involves forcing or enticing a child or children to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

In orienteering, coaching techniques, which involve physical contact with children, 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

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

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

2.8 Confidentiality

The principle that the safety and welfare of the child is of the highest importance means that the data protection considerations that might apply to other situations, should not be allowed to over-ride the right of children or adults at risk 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 securely stored at the British Orienteering National Office, with limited access to designated people, in line with data protection laws.

Club Welfare Officers should also make arrangements to store any confidential information securely but accessible if the person in the role changes. The British Orienteering Lead Safeguarding Officer will offer to store such confidential information on behalf of a club if approached.

2.9 Whistle Blowing Policy

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

If you have a concern with regard to the behaviour of an adult or other child towards a child or adult at risk in an orienteering situation, it is important that you share your concerns with the British Orienteering Lead Safeguarding Officer. If you have a concern regarding the British Orienteering Lead Safeguarding Officer you should share your concerns with the British Orienteering Chief Executive or the Chair 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. Children's Social Care or/and the Police.

All concerns will be taken seriously and managed accordingly within the policy and procedures for the safeguarding of children 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. Both Helplines are open 24 hours a day and calls are free of charge. In Scotland Children 1st on 0808 800 2222 will be able to provide guidance.

2.10 Monitoring Procedures

The *British Orienteering Safeguarding Policy & 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 orienteering
- The outcome of a significant case

3 Recognising poor practice, abuse and bullying

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 be occurring or may have taken place. Staff and volunteers in orienteering 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 child) towards a child and to follow the procedures in this document.

Usually it is observing behaviour or sudden changes in behaviour that raise the possibility that abuse is taking place or has taken place. The following indicators may or may not indicate that abuse has taken place, but the possibility should be considered.

- 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 child
- Changes in behaviour that are unexplained (e.g. becoming very quiet, withdrawn or displaying sudden outburst in temper or aggression)
- 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 children 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

This list 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 may help to identify any concerns or help to understand what a child may be experiencing 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.

4 Good Practice

We believe the spreading and embedding of good practice is the most effective way to safeguard children and adults at risk in orienteering. Recognising and intelligently copying good practice is also the way in which orienteering clubs and members learn and develop their thinking and working practices.

Good practice related to safeguarding in orienteering is built around everyone involved in orienteering demonstrating exemplary behaviour in order to protect children and themselves from allegations. Good practice is built around the following framework:

1. Training children to assess risk for themselves
2. Adults working in pairs to avoid 1 on 1 situations with children arising
3. Taking care when recruiting people who will work with children
4. Checking and monitoring adults in positions of trust that have regular and frequent contact with children
5. Adults being aware of the risks to children and understanding their responsibility to safeguard them
6. Reporting concerns – not investigating them any more than is necessary to confirm a concern exists

How can we translate this into action?

- Adopting and complying with British Orienteering Safeguarding Policy & Procedures
- Promoting the policy to all members and parents
- Treating all children equally, with respect and dignity
- Making orienteering fun and enjoyable
- Building relationships based on mutual trust which empower children to share in the decision-making process

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment - i.e. no secrets)
- Always putting the safety and wellbeing of children 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 child 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, unlawful, or both
- Ensuring any form of physical contact is provided openly and only when absolutely necessary, for instance when a child requires physical contact for personal safety reasons
- Keeping up to date with technical skills, qualifications and insurance
- Ensuring parents/teachers/coaches/instructors/officials work in pairs if groups have to be supervised
- Ensuring that if mixed groups of children or adults at risk are taken away, they are accompanied by a male and female member of staff
- Ensuring that at competitions or residential events, adults do not enter children's rooms/tents or invite children into their rooms/tents; if an adult is working in a supervisory capacity, he or she should only enter the children's rooms/tents when accompanied by another adult
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of children and promoting a healthy diet
- Giving enthusiastic and constructive feedback rather than negative criticism
- Recognising the developmental needs and capacity of children – avoiding excessive training or competition and not pushing children into things against their will
- Securing written parental consent to act in loco parentis; permission may be needed for the administration of emergency first aid or other medical treatment
- Keeping a written record of any injury that occurs, and 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 children in their cars

If any of the following incidents occur, you should report them immediately to another colleague and make a written note of the event; parents must be informed of the incident:

- If you accidentally hurt a participant
- A child 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

There are a number of scenarios in orienteering worthy of further highlighting.

4.1 Working with children & Coaching Ratios

Safety Guidelines in orienteering state that there must always be at least 2 supervisors with any group, this is to ensure that at least one supervisor is able to oversee a group while any injury or problem is dealt with.

Orienteering is different to many other sports and the level of supervision should take account of:

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

However you should be aware of Government Guidance which states that when working with groups of children under 8 years of age there should be at least 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.

While the risk assessment may well indicate the need for an enhanced level of supervision and staffing for a particular activity, the following table shows recommended minimum adult to child ratios.

Child's age	Number of adults
4 to 8	2 for the first 6 children and then 1 more for every additional 6 children
9 to 12	2 for the first 8 children and then 1 more for every additional 8 children
13 to 18	2 for the first 10 children and then 1 more for every additional 10 children
Mixed aged groups	Many groups in orienteering will contain children of mixed ages in which case the club or lead coach will need to work out what level of supervision (above the minimum of 2 adults) fits the circumstances.

Pre-activity planning should ensure that, in case of an accident or an incident involving a child or member of staff, there will be sufficient adults remaining to supervise the group safely. In coaching sessions any additional adult does not have to be a qualified instructor or coach.

4.2 Safe Recruitment

The majority of people helping to deliver orienteering events and activities are dedicated and motivated by commendable reasons. However all reasonable steps should be taken to prevent unsuitable people or people with inappropriate motivation from working with children. Good practice requires that supervision is available at all times to people working with children or adults at risk.

Recruitment is a key phase in identifying suitable people to work with children and the British Orienteering Policy Booklet (available on the website) contains procedures for safe recruiting. It is important that the procedures are understood, adopted and applied consistently when appointing people to a position of trust where they will, or may, deal with children or adults at risk. Such positions and roles include coaching and volunteers that will be responsible for caring for children when they are overnighing.

The Recruiting Policy includes:

- Guidelines to clubs and associations on the recruitment and selection of volunteers particularly when they may be in a position of trust
- Roles and responsibilities, the importance of these and how these should be defined
- The importance of diversity and the need to provide equality of opportunity to anyone interested in applying for roles

4.3 Checking a person does not have a criminal record

- The law requires that people teaching, training, instructing, caring for or supervising children, or driving a vehicle to solely transport children require checking to ensure they do not have a criminal record.
- If they are working in isolation from other adults and the contact with the child or children is:
 - once a week or more, or,
 - 4 or more days in each 30 day period, or
 - Any overnight supervision between 2am and 6am
- Then the person is required to be checked. If the answer is 'no' to the questions then a check is not permissible.
- This is a considerable change to the situation that existed previously when many people volunteering in orienteering were checked; that situation is no longer lawful.
- The full process to see if a check is required and the procedure to follow can be found [here](#).

4.4 *Specific situations to be aware of*

There are a number of particular situations or matters that are important in creating a good caring and safeguarding environment in orienteering.

4.4.1 Social Media

Social networking now affects all our lives. Sites such as Facebook and Twitter are excellent tools for communicating with people of all ages. These sites allow instant and two-way communication at low cost. However social media can be used in a negative and harmful way and users should be aware of how best to mitigate any risks. There are Social Media Guidelines available in the Policy Booklet on the website.

There are a number of potential risks for people, particularly children and young people, in using social media sites. These risks include cyber bullying, grooming and potential abuse, identity theft and exposure to inappropriate content.

There is some simple advice that everyone should consider when using social media sites;

- Familiarize yourself with the privacy and security settings for the sites you're using and learn how to use them
- Find out how to report concerns about inappropriate content to the people who run or moderate the site
- Think about what information you'd be willing to share with friends, acquaintances and strangers, offline in the 'real' world; moderate your online information sharing accordingly
- Don't give out personal information such as address, mobile number, your current location etc...
- Bear in mind data protection legislation regarding retaining and distributing personal information about yourself and others
- Some social media sites have a minimum age for members. Facebook for example has a minimum age of 13 for anyone having a profile

Guidance for young people

Although organisations, such as British Orienteering, can put in place guidance and safeguards, it is important that children and young people are aware of the risks online and reduce the risk to them as much as possible.

Guidance to children includes:

- Be safe and smart online; protect yourself from difficult or dangerous situations, visit www.thinkuknow.co.uk or www.ceop.police.uk and read through the tips and advice
- Only invite or accept 'friend requests' from people you actually know; don't ask people in a position of authority to be your friend e.g. coach or teacher, it could be embarrassing for both of you and it would be poor practice to share too much personal information
- Don't give out personal information such as address, mobile number, school you attend or your current location
- Set your privacy and security settings to private or 'friends only'
- Don't upload photos or send comments that may be hurtful to others
- When uploading photos, always make sure you and any others in the image are happy for them to be online; don't upload inappropriate or embarrassing photos
- Consider that anything you put online including your status, comments, tweets and photos etc... may be shared or viewed by more people than you originally intended; once it's out there and seen...you can't take it back
- If you're worried about something that is happening online speak to your parents, an adult you trust, your Club Welfare Officer, your school teacher, or visit www.ceop.police.uk

Guidance for members, volunteers and coaches

The following guidance will help to protect your privacy and prevent allegations against you. We strongly advise coaches and other volunteers communicating with children and young people do not use social media. The informality of social media can lead to misunderstandings and misuse. Good practice points for consideration include:

- If you are in a position of trust with a child or young person we advise you not to accept their friend requests or communicate with them via social media

- If you communicate with anyone under the age of 18 make sure you have permission to do so from parents/carers; always copy another colleague, welfare officer or moderator into the message/communication
- Remember that any photos, video clips and comments uploaded to the internet may be there forever, even if you delete them, and they may also be viewed by people you don't expect; make sure photos, video clips and comments are appropriate for everyone to view and seek the relevant permissions
- Don't comment on the performance (either positive or negative) of any athletes you coach
- If you are worried about any young person, use your organisation's reporting procedure and/or report your concerns to www.ceop.police.uk

Guidance for clubs

If your club or association has decided to have a social media presence, those involved in maintaining this should be aware of the following advice:

- Learn how to use the service you would like to provide – for example if you have chosen to use Facebook make sure you understand how it operates, how are the privacy settings used, what safeguards are already in place and how you can use them
- Manage your social media – Nominate a moderator or responsible person to manage the site and content; this person will need to be trained in how to spot the warning signs of bullying and grooming
- Target the right age group – make sure the content of the site is relevant to the age group you are targeting
- Promote safety – make sure users know how to protect themselves online and promote websites where they can receive support and advice such as www.thinkuknow.co.uk and www.ceop.police.uk
- Personal details – do not ask users for personal or contact details including their full name, age, address, school, college or current or home location
- Use the right images – adhere to the guidance in this document on the use of photographic images

4.4.2 Changing Areas

Changing areas used in orienteering are varied in the extreme. Changing may take place in changing rooms but can also be in a field or car. Rightly or wrongly we live in a society that takes personal privacy seriously and there is much evidence that newcomers are shocked and often put off returning to orienteering by the practice of people changing in the open – often with little or no modesty.

Respecting the views of others is important and changing in a way that is private – even if it's just getting into a car will help.

Where changing rooms are available, children using them should be supervised at all times 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 child 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, smartphones, etc.

4.4.3 Transporting Children

In the main clubs and coaches should encourage parents to make private arrangements to transport their children. Parents are used to 'risk assessing' for their children and when parents arrange transport it is their responsibility and keeps the club (or coach) away from various legal responsibilities.

Clubs and others organising groups should develop and publicise policies regarding the collection of children, adults at risk and people with disabilities to take them to and 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 children and other vulnerable people 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 child or adult at risk
- Contact the alternative contact name/number
- Wait with the child or adult at risk 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 child or vulnerable adult home to or to any other location
- Ask the child or vulnerable adult to wait in a vehicle or venue with you alone
- Send the child or vulnerable adult home with another person without parental permission

4.4.4 Medical Treatment of Children

The following guidance and recommendations apply:

- No child should be treated in any way in a situation where the child is on his/her own in a treatment area
- All treatment procedures should be 'open' i.e. the door remains open, parents are invited to observe treatment; where strict medical confidentiality is to be observed then parents of the child should be invited to attend
- If treating an area of the body which is potentially embarrassing to a child (i.e. the groin) a suitable consenting adult acting as a chaperone be present
- Maintain medical confidentiality and patient dignity at all times
- Written parental consent must be sought prior to medical treatment being carried out on a child wherever possible
- All treatment procedures should be explained to the child and verbal consent is given before they are carried out

4.4.5 Photography and Filming at Events and Competitions

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

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 Safeguarding Policy & 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 children participating in 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.

4.4.6 Using Images of Children

The use of photographic and video equipment helps capture the successes of participants and those special moments. It may also help the promotion of orienteering. However it needs to take place in a safe environment and the advent of smartphones has increased the challenge to event volunteers in keeping our events safe for children.

We recognise that some people have used events as an opportunity to take inappropriate photographs or video footage of young or disabled orienteers in vulnerable positions. British Orienteering accepts its responsibility and is committed to providing a safe environment for children to take part in orienteering activities. It is necessary that steps are taken to protect children from the inappropriate use of their images in resource and media publications, on the internet, and elsewhere.

Images can be used as a means of identifying children when the images are accompanied with personal information, for example, - this is X who is a member of XXX orienteering club who likes One Direction and supports Manchester United. Such information can make a child vulnerable to an individual who may wish to start to "groom" that child for abuse.

Secondly, the content of the image can be used or adapted for inappropriate use. While we believe this is rare in orienteering, there is evidence of adapted material from other sports finding its way onto child pornography sites. British Orienteering has therefore developed a policy in relation to the use of images of children on orienteering web sites and in other publications.

When assessing the potential risks of using images, the most important factor is the potential for images of children to be used inappropriately.

Provided your club or association are aware of the potential risks and take appropriate steps, the potential for misuse of images can be reduced.

Images – Key Concerns

There have been concerns about the risks posed directly and indirectly to children through the use of images on orienteering web sites and other publications.

By adopting the points highlighted in these guidelines, you will be putting into place good practice to protect children wherever and whenever images are taken and stored.

These guidelines focus on the following key areas:

- The publishing of images of children
- The use of video equipment at orienteering activities and events
- The use of video equipment as a coaching aid

And adopt the following key principles:

- The interests and welfare of children taking part in orienteering is paramount
- Parents/carers and children have a right to decide whether children's images are to be taken, and how those images may be used
- Parents/carers and children must provide written consent for children's images to be taken and used
- Images should convey the best principles and aspects of orienteering, such as fairness and fun
- Care should be taken to ensure that images are not sexual or exploitative in nature, nor open to obvious misinterpretation and misuse – remember images can be and often are modified
- Images should only be taken by authorised persons, as agreed in the protocol for a particular event
- All images of children should be securely stored

- In the case of images used on web-sites and in publications, particular care must be taken to ensure that no identifying details enable contact with a child by a potential abuser

Publishing Images - Easy Rules to Remember:

- Ask for written permission from the participants and carer/s to take and use their image; explain what it is being used for; the Consent Form is one way of achieving this.
- If the participant is named, avoid using their image
- If an image is used, avoid naming the athlete and NEVER publish personal details (email addresses, telephone numbers, addresses etc.) of a child
- Only use images of participants in suitable dress to reduce the risk of inappropriate use
- Try to focus on the activity rather than a particular child and where possible use images that represent the broad range of children taking part; this might include: boys and girls; ethnic minority communities; children with disabilities
- Ensure that images reflect positive aspects of children's involvement in orienteering, enjoyment/competition etc.

4.4.7 Use of Video Equipment at Orienteering Activities and Events

British Orienteering wants parents, carers and other spectators to be able to take legitimate still images or video footage of participants. However, there is evidence that certain individuals will visit sporting events to take inappropriate images or video footage of children. All activity or event organisers should be vigilant about this possibility. Any concerns during an event should be reported to the Club Welfare Officer.

British Orienteering strongly recommends the introduction of registration for those wishing to take still images or video footage of children.

An application should be made to the organiser or organising club who will issue an identification pass (example on the British Orienteering website) giving an individual the authority to take images or video footage of children at a particular activity or event.

The organiser or club should:

- Inform participants and carers that a photographer will be attending an event and encourage them to consent to both the taking and publication of images or video
- Ensure that a system is introduced to inform any press photographers of those children without consent for images to be taken
- Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Issue the photographer with identification which must be worn at all times
- Do not allow unsupervised access to participants or one to one photo sessions at events
- Do not approve/allow photo sessions outside the event or at the home of a participant

If carers or other spectators are intending to photograph or video at an event they should also be made aware of your expectations:

- Carers and spectators should be asked to register at an event if they wish to use photographic equipment including smartphones with camera technology
- Participants and spectators should be informed that if they have concerns they can report these to the organiser, coach or to any of the information, start or download area volunteers

Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or an official, and recorded in the same manner as any other incident or child protection concern.

4.4.8 Videoing as a coaching aid

Video can be a legitimate aid for coaches. However if it is to be used make sure that children and their parents/carers have given written consent, and understand that it is part of the coaching programme. Make sure that the video is then stored safely. This could be rolled into the consent on the event registration form.

5 Poor practices and practices to be avoided

Poor practice is where an adult's or another child's behaviour is inappropriate and may cause concern. Poor practice includes any behaviour which contravenes the British Orienteering Code of Ethics and Conduct, infringes an individual's rights, or is a failure to fulfil the standard of care expected. 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.

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

- Never spend excessive amounts of time alone with children away from others
- Never take children to your home or into your car where they will be alone with you

Situations may arise where these rules must be broken; this should only be with the full knowledge and consent of someone in charge at the club or the child's parents.

The following should never be sanctioned; you should never:

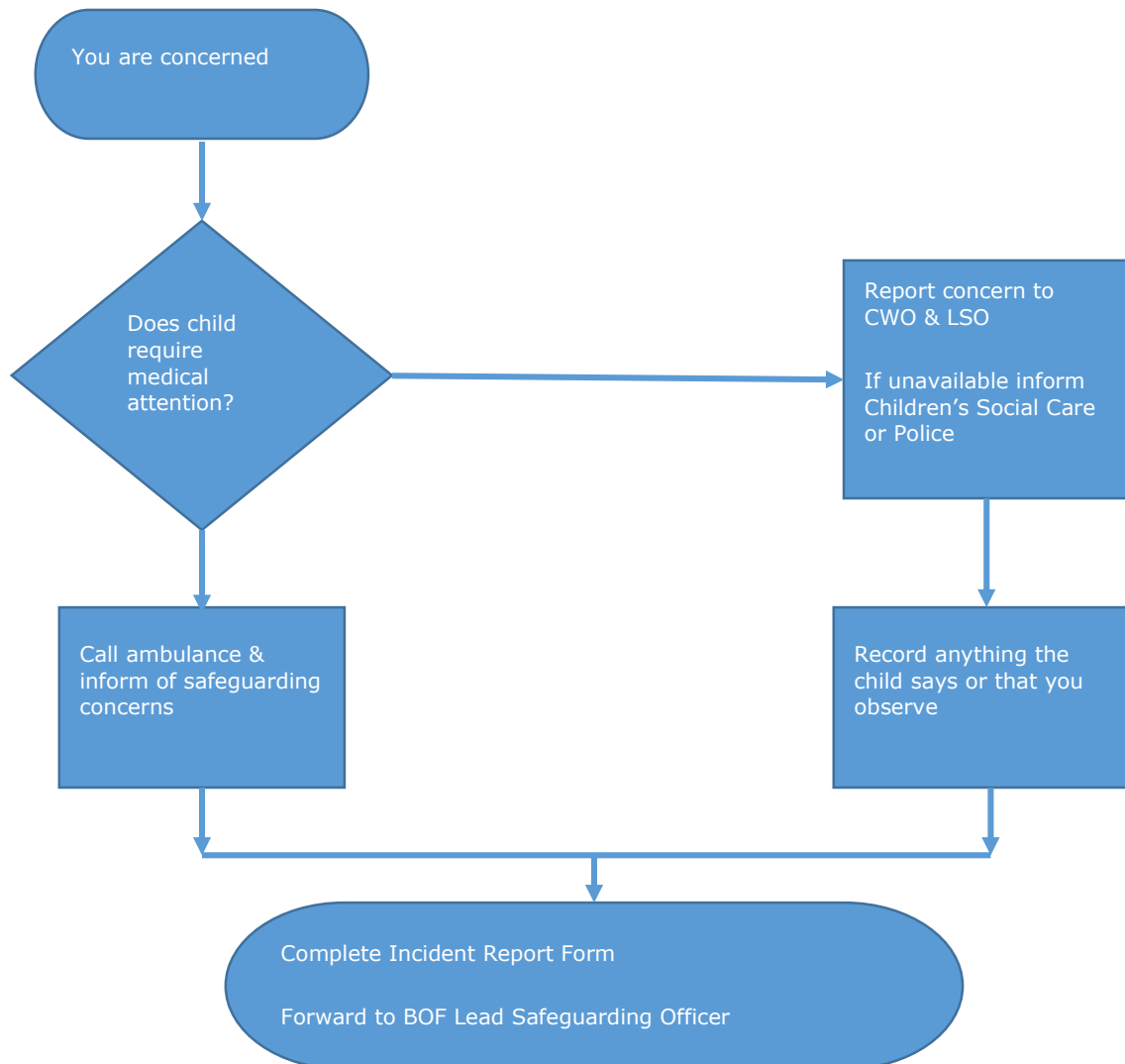
- Engage in rough, physical or sexually provocative games, including horse play
- Share a room (1 to 1) with a child unless they are a member of your family
- Travel in a situation that puts you in a 1 to 1 position with a child or adult at risk
- Allow or engage in any form of inappropriate touching
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Reduce a child to tears as a form of control
- Allow allegations made by a child to go unrecorded or not acted upon
- Do things of a personal nature for children or disabled adults, that they can do for themselves; only trained carers may do things of a personal nature for children, particularly if they are young or disabled; at no time should a coach or volunteer do such things
- Invite or allow children to stay with you at home unsupervised

6 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 Children's Social Care without delay. These organisations have the statutory responsibility to make enquiries to establish if a child is at risk of harm.

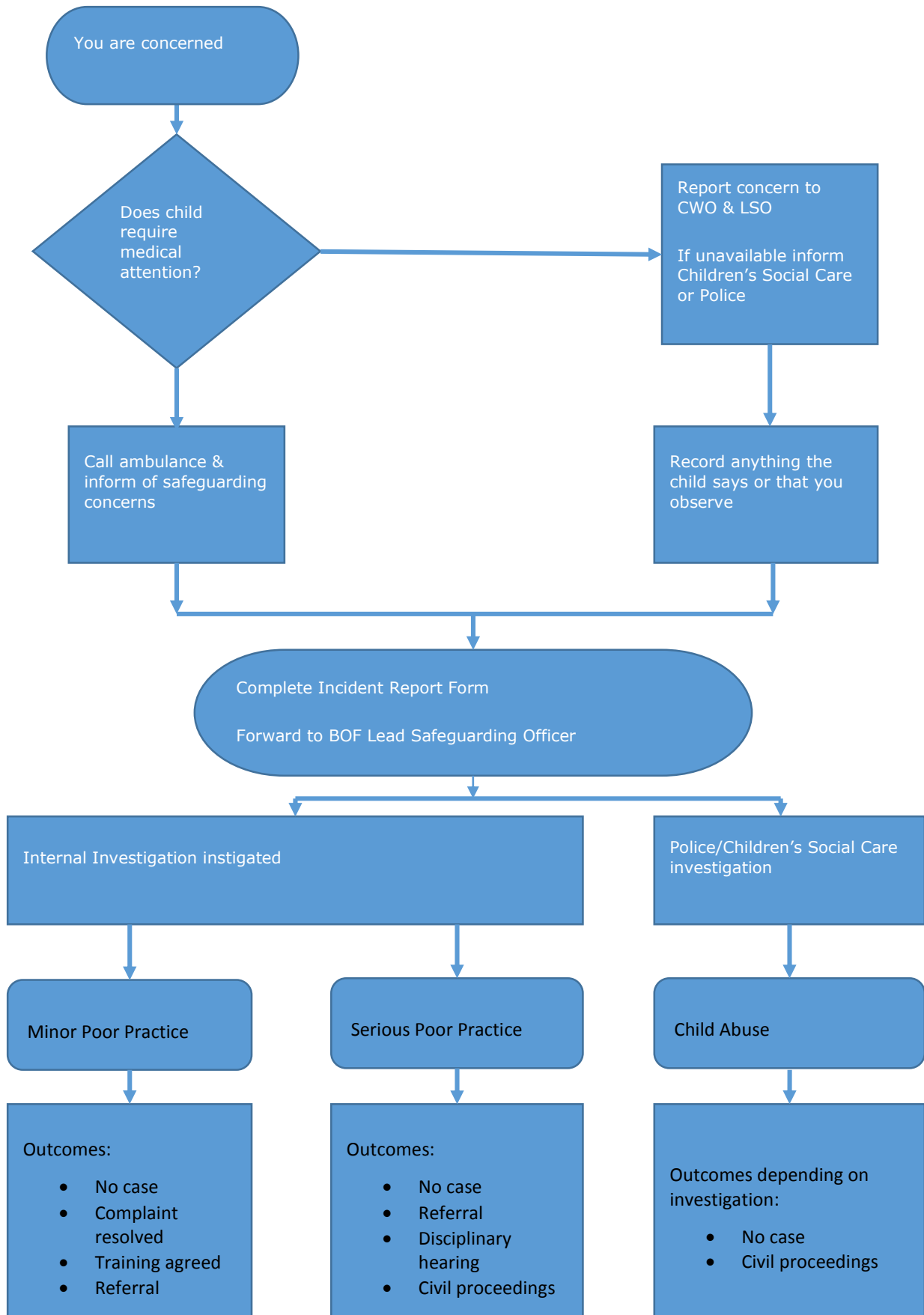
6.1 Procedures when dealing with concerns of possible abuse AWAY FROM orienteering

If you are responding to concerns, allegations or suspicions of suspected abuse AWAY FROM orienteering:



6.2 Procedures when dealing with concerns of possible abuse from WITHIN orienteering

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



6.3 Responding to a concern

There are 5 likely scenarios that will give rise to concern about a child:

- The child says something or acts in a way that raises your concern
- Another child or person says something about a child that raises your concern
- You see or hear something that gives you cause to be concerned about the behaviour of a person towards a child or children
- You see or hear something that causes you to believe a member of British Orienteering or a person involved in orienteering may be under suspicion of child abuse or a related activity
- Allegations of previous abuse: may be made some time after the incident, for example by an adult who was abused as a child or by a member of staff who is still currently working with children

Firstly, ensure the safety of the child – if the child needs immediate medical treatment, take the child to hospital or call an ambulance, inform medics of your concerns and ensure they are aware it may be a child safeguarding issue.

Secondly, make a judgement about whether your concern is sufficient to cause you to take immediate action, this may be to protect the child from potential harm or to report your concern while the state of the child is time sensitive and may normalise if time is wasted – for example bruising will subside over a period of time. If you need advice contact your Club Welfare Officer or the British Orienteering Lead Safeguarding Officer.

Where concerns are urgent refer immediately to Children’s Social Care/Police and send a copy of the Incident Report form to both them and the British Orienteering Lead Safeguarding Officer within 24 hours.

Thirdly, note down or record what has been said to you or what you have seen. Date and time your note and try and be as factually accurate as you can. This will help when producing an Incident Report.

Lastly, if you have any concern at all you must:

- Report concerns to the Club Welfare Officer who will:
 - Complete the British Orienteering Incident Report form
 - Report to the British Orienteering Lead Safeguarding Officer within 24 hours

6.3.1 Responding to a disclosure

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

- Be calm – do not panic and do not allow your shock or distaste to show
- Tell the child that (s)he is not to blame and that (s)he was right to tell
- Take what the person says seriously, recognising the difficulties inherent in interpreting what is said by a child who has a speech impairment and/or differences in language
- Only ask questions to clarify and confirm your concern and to have sufficient information to act – do not ‘investigate’ any further
- Reassure the child but DO NOT make promises of confidentiality which might not be feasible in light of subsequent developments
- Make no promises and do not agree to keep secrets
- Follow the procedures to report the concern – do not approach the alleged abuser

- Time is of the essence, DO NOT wait, act as a matter of urgency

6.3.2 Making an Incident Report

Data Protection legislation covers the recording and transfer of all information associated with safeguarding matters. Information passed to Children's Social Care or the 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.

The information needs to include:

- Details of the child 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
- The child'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 Children's Social Care department should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to the Children's Social Care department must be confirmed in writing within 24 hours. A record must be made of the name and designation of the Children's Social Care 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 Safeguarding Officer.

6.4 Outcomes of concerns being raised

Once a concern is expressed the Lead Safeguarding Officer will decide which 'route' the investigation will take and whether or not any individual involved will be suspended pending the outcome of the investigation. The type of investigation will depend on:

- a) Poor practice that is minor in nature
- b) Poor practice that is more serious in nature
- c) Potential abuse that requires Children's Social Care or police investigation

The outcomes of any investigation will be dependent on the findings and could take one of the following options:

- No case to answer
- Warrants advice/warning as to future conduct/sanctions
- Training/mentoring and support agreed
- Complaint resolved with agreement between parties
- Disciplinary hearing - sanctions
- Banned from orienteering activities and membership of orienteering possibly revoked
- Criminal investigation/proceedings
- The British Orienteering investigation may be suspending awaiting the outcome of any Social Services or Police investigation.

It is worth highlighting that there is no time limit to the submissions of allegations or incidents of a safeguarding nature.

6.5 Aftermath of an investigation

Informed by the findings of Children's Social Care and/or Police investigations or the internal investigations, the British Orienteering Safeguarding Case Management Group will assess all individual cases to decide whether a person 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 Safeguarding 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 children will always remain of the highest importance.

Consideration will be given to what support may be appropriate for children, 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 Directory⁶ may be a useful resource.

We will also give consideration to what support may be appropriate for the alleged perpetrator of the abuse if such a finding is reached.

6.5.1 Appeal

The British Orienteering Appeal Procedure is available to anyone under investigation and can be found in the British Orienteering Policy Booklet on the website. The 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. Any organisation or participant wishing to appeal against the decisions made by the Safeguarding Disciplinary Panel must do so in writing, to be received by the British Orienteering Lead Safeguarding Officer within seven days of the decision being made.

6.5.2 Monitoring and Evaluation

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

7 If an allegation is made against you

Any concerns involving the inappropriate behaviour of an adult or child towards a child 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 required to cease working with children 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 an investigation is being carried out. This is to protect all parties involved and is a normal, non-judgemental, action.

A representative of 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 against whom an allegation has been made. A British Orienteering representative will be available to provide support to individual/s where an allegation has been made against them. You will also be directed towards sources of emotional support.

⁶ 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, Internet: <http://www.bac.co.uk>

Appendix A Useful Contacts

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

Orienteering Contacts

Mike Hamilton, CEO British Orienteering Lead Safeguarding Officer	British Orienteering Scholes Mill Old Coach Road Tansley Matlock DE4 5FY	01629 583037
Club Welfare Officer		

Local Contacts

LSCB (including out of office hours contact) NB: in an emergency the Samaritans will hold the LSCB 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 st in Scotland	CHILDREN 1 ST 83 Whitehouse Loan, Edinburgh, EH9 1AT	0808 800 2222
Childline UK	Freepost 1111 London, N1 0BR	0800 1111
NI Childline	74 Duke Street Londonderry	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 Affiliated Bodies & Safeguarding

A requirement for ALL affiliated clubs and associations

Paragraphs 1 to 3 of the following regulation are to be included, under a safeguarding child and adults at risk 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 children up to the age of 18 (individually as "The Affiliated Body"⁷ 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 Safeguarding Policy & 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 Safeguarding Policy & 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 Safeguarding Policy and Procedures* in relation to their members.
4. Any act, statement, conduct or other matter which harms a child or people, or poses or may pose a risk of harm to a child 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 child or people.
6. Upon receipt by [name of The Affiliated Body] of:
 - notification that an individual has been charged with an Offence; or
 - notification that an individual is the subject of an investigation by the Police, Social Services or any other authority relating to an Offence; or
 - any other information which causes the body reasonably to believe that a person poses or may pose a risk of harm to a child 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.
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:
 - whether a child is or children are or may be at risk of harm;
 - whether the matters are of a serious nature as determined in 5 above;
 - 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.

⁷ The term "Affiliated Body" refers to all British Orienteering affiliated clubs and all other affiliated bodies involved in orienteering in the United Kingdom.

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 Safeguarding 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 (s)he is associated as soon as reasonably practicable.
13. Where a person is deemed to be unsuitable to work with children, 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 Safeguarding 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."

Photography Statement for inclusion in Club and Association Constitutions

(Name of club/association) is committed to providing a safe environment for children under the age of 18 to participate in orienteering activities and events. Essential to this commitment, is to ensure that all necessary steps are taken to protect children from the inappropriate use of images.

(Name of club/association) have adopted the following good practice guidelines issued by British Orienteering.

Publishing Images

Through the use of a Consent Form, we will ask for the permission of young participants and their carers to take and use their image. If a participant is named, we will avoid using their image.

If an image is used, we will avoid naming the participant or publishing any personal details.

We will NEVER publish personal details (email addresses, telephone numbers, addresses etc.) of a child/child.

We will only authorise the use of images of participants in suitable dress.

Use of Video Equipment at Orienteering Events

(Name of club/association) will:

- Inform participants and parents/carers that a photographer will be attending an event and determine whether or not they consent to the taking and publication of images or video
- Require parents, spectators and authorised photographers (e.g. press) to register at an event if they wish to use any photographic equipment including smartphones with camera technology
- Issue identification passes which must be worn and clearly visible at all times during the event
- Not allow unsupervised access to participants or one to one photo sessions at events
- Not approve/allow photo sessions outside the event or at a participant's home
- Act on the concerns of any participants and parents regarding the inappropriate use of photographic equipment
- Inform children and their parents/carers if video equipment is to be used as a coaching aid; ensure consents are in place
- Ensure that any images or video taken will be stored safely

Appendix C Club Welfare Officer Job Description

The welfare and support of children and adults at risk 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 adults at risk. They will assist the club in developing and promoting an environment inclusive of, and friendly to, children.

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 children 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 children, 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 adults at risk.
- Support the interests of children and adults at risk within orienteering.
- Communicate with others and especially acting as a link person with the British Orienteering Lead Safeguarding Officer

Core Tasks

- To help safeguard children and adults at risk by the promotion and implementation of the *British Orienteering, O-Safe – Safeguarding Policy & Procedures* at 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 adults at risk.
- To be the source of advice and information on the safety and welfare of children and adults at risk 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'.

Appendix D Bullying

Bullying is a form of abuse and it is important to recognise that it may not always be an adult bullying a child. A study on bullying (2011) reported that the most frequent form of bullying is by a child or children often within the peer group of the child being bullied.

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).

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.

Although bullying often takes place in schools⁸ 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 or changing rooms.

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 crime⁹.

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

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

Indicators of Bullying

The damage inflicted by bullying can be frequently underestimated. It can cause considerable distress to children, 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 child 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

⁸ 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.

⁹ The BBC Education publication (1994) also indicates that bullies are four times more likely to become criminals.

Reporting Bullying

Regardless of who the perpetrator might be, signs of bullying in orienteering should be reported to the Club Welfare Officer or if the bullying has taken place elsewhere a responsible adult or staff member.

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

Action to Prevent Bullying and Help those Being Bullied

- Take all signs of bullying very seriously
- Encourage all children to speak and share their concerns¹⁰; 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 or bullies 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 child's own words and as soon after disclosure as possible; ideally use the British Orienteering Incident Report Form
- Report any concerns to the Club Welfare Officer or the school, depending on where the bullying is occurring

Actions to take toward the bully

In the case of children found bullying:

- Talk with the bully or bullies, explain the situation, and try to get them to understand the consequences of their behaviour; seek an apology for the victim(s)
- Inform the parent(s) of the bully/bullies
- Insist on the return of any 'borrowed' items and that the bully or bullies compensate the victim(s)
- Impose sanctions as necessary
- Encourage and support both the victim and the bully to change their behaviour
- Hold meetings with the families to report on progress
- Inform significant club officers of any action taken
- Keep a written record of any action taken

¹⁰ 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.