

## Safe Events - British Championships

British Ski and Snowboard (BSS) organises the British Championships annually and an Organising Committee is appointed to carry this out.

### **An Event Welfare Officer will be appointed who must ensure:**

- They carry out the tasks identified under their “core responsibilities” below
- They are contactable at all times during the British Championships
- They are fully aware of the Responding, Recording, Reporting procedures
- They record all incidents on the Incident Reporting form and ensure a copy of this is forwarded without delay to the Lead Welfare Officer at BSS
- They are aware of, and comply with, the BSS Safeguarding Policy.

### **Requirements of Event Welfare Officer**

The Event Welfare Officer appointed will be able to demonstrate:

- A commitment to promoting the interests, rights and welfare of young people
- Experience in a safeguarding role (e.g. as a Club Welfare Officer or designated teacher, or by virtue of a relevant background such as social care, education or the police)
- Relevant safeguarding training and an understanding of the core safeguarding principles
- Ability to relate well to others, particularly children and young people

### **The Event Welfare Officer’s core responsibilities are to:**

- Be responsible for safeguarding children and young people (aged under 18) at the British Championships
- Be a central point of contact for anyone who has any concerns regarding welfare of children at the British Championships
- Make themselves known to the Chief of Championships and TD
- Ensure the Event Photographic Policy is publicised in the Entry Form and Event Invitation
- Ensure the Event Photographic Policy is publicised and on display at the British Championships
- Ensure Incident Report Forms are completed where necessary and a copy forwarded to the Lead Welfare Officer at BSS without delay
- Ensure Accident Report Forms are completed where necessary and a copy forwarded to BSS who will ensure a copy is kept confidentially and in line with requirements (currently 7 years)
- Ensure DBS checks have been completed in advance where necessary (see below)
- Be vigilant and aware that race officials should not have unsupervised contact with children
- Be the central point of contact for a missing child and be responsible for organising the search and if necessary reporting to the Police. In some countries the search may be the responsibility of the Facility



hosting the races; the Event Welfare Officer must make enquiries and ensure they are aware of the procedures at each British Championships.

- Ensure concerns are dealt with appropriately and where necessary make referrals to the Lead Welfare Officer at BSS, the Police in the country of the British Championships, and Children's Social Care in the County of the child who is the subject of concern.

## Responsibilities of others at the British Championships

- The Chief Of Championships is responsible for the general risk assessment and running of the race
- The TD assesses the physical risks of the course
- The Race Committee is responsible for ensuring adequate first aid/medical and pisteur cover is in place.

## DBS Requirements for staff at British Championships

- **The Event Welfare Officer** is in Regulated Activity and will require a BSS approved Enhanced DBS disclosure with barred list check for working with children. They must also fill in a self declaration form and forward to the Lead Welfare Officer of BSS 8 weeks before the event
- **Race Officials** are not in Regulated Activity and do not meet the requirements for undergoing a DBS disclosure
- **Coaches working for the Race Committee** – if they are teaching, training, instructing, caring for or supervising children, or driving a vehicle only for children **on behalf of the race organisers**, and if this is carried out on four or more days in one month or overnight – will require a DBS disclosure.
  - Coaches working for the Race Committee who course set, or provide some other service not listed above, will not require one
- **Coaches in attendance supporting their athletes** – are not the responsibility of the Race Organisers
- **Other staff at the event** – will not usually require a DBS disclosure unless they are teaching, training, instructing, caring for or supervising children, or driving a vehicle only for children **on behalf of the Race Committee**. If they are, they must still meet the frequency criteria (four times in one month) or be carrying out this work overnight.
- **Coaches, Teachers, Parents and others transporting and supervising their children** - are not the responsibility of the Race Organisers.

## Safeguarding Training Requirements at the British Championships

The Event Welfare Officer must have attended appropriate safeguarding training within the last 3 years. This should initially be the Safeguarding and Protecting Children (SPC) face to face course, and then every 3 years a Refresher must be attended. SPC Refresher, SPC e-learning Refresher, or Educare Sports Safeguarding e-training are recommended. See [website](#) for details.

Coaches working on behalf of the Race Committee should also be up to date with their safeguarding training. See [website](#) for details.



## BSS Policy Statement

BSS fully accepts its legal (Children Act 1989 and 2004) and moral obligations to provide a duty of care to protect all children. BSS is committed to ensuring that:

- the welfare of the child is paramount
- all children, whatever their age, gender, race, religion or belief, sexual orientation, ability or disability have the right to participate in snow sports in a fun and safe environment and have the right to protection from abuse
- all reasonable steps are taken to protect children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings
- all concerns and allegations of poor practice or abuse are taken seriously and responded to swiftly and appropriately
- all BSS employees and volunteers who work with children are recruited with regard to their suitability for that responsibility, and are provided with guidance and/or training in good practice and child safeguarding and protection procedures
- working in partnership with parents and children is essential for the protection of children
- all those in a position of responsibility throughout the organisation recognise it is not their responsibility to determine if abuse has occurred, but it is their responsibility to report and act on any concerns they have.

If further information is required about organising events, the Child Protection in Sport Unit (CPSU) has [specific guidance](#).

## Photographs

At this event the organisers and others may reasonably wish to take general photographs or videos of the event. You must make children, young people and their parents/carers aware this will be taking place both in the pre-race information and the Event Photographic Policy statement that should be on display in the race office. It is not reasonable, practical or proportionate to require parental consent for this type of photography, or to preclude it on the basis of the concerns of a small number of participants. Indeed it would be impossible to prevent it, in an open mountain environment.

The organisers may wish to publish photographs of athletes taking part in this event to celebrate the sport and successes, and for promotional and publicity purposes. Where general photographs are taken you should not normally publish the name together with the photograph unless permission has been expressly given. However for podium placed athletes you may wish to publish a photograph together with the name of athletes and others. You should ensure all taking part in this event are aware of this.

The organisers must recognise there may be some athletes/parents who do not wish their photos to be published and they should be asked to complete and return the opt out form (sample below).

The organisers should endeavour to respect these wishes, but cannot guarantee an athlete's photograph will not be published by us or others attending this event. The Event Organisers reserve the right to decline entry to any person unable to meet or abide by the promoter's conditions.



It is suggested if parents or athletes have any concerns in this regard, they contact the Event Welfare Officer who will advise.

## Data Protection

Photographs are considered “personal data” in terms of the Data Protection Act (DPA). Therefore consent should be sought (in line with guidance below) before taking, sharing or publishing images where a child can be identified. In addition, as with all personal data you process, it should be processed in accordance with the principles laid out in the DPA and other relevant legislation.

NB - Photographs taken of children by their parents clearly do not come under the DPA.

## Guidelines for the Official Photographer

You should provide a clear brief about what is considered appropriate in terms of content and behaviour

- Issue the photographer with ID which must be worn at all times
- Inform the athletes and parents that a photographer will be in attendance
- The photographer may wish to take a wide angle, general photograph of the slope, of course inspection etc. Parents/ carers should be warned that this type of photograph may be taken
- Do not allow unsupervised access to children or one to one photo sessions in a privateroom
- Ensure if photographs can be viewed on the day, the children do not give their e mail address to the photographer for photos to be e mailed to them, but instead give the parents/carers e mail address
- Any other professional photographers attending the event (eg local press, TV etc) must seek accreditation with the event organiser by producing their professional identification for the details to be recorded. This should ideally be done a week before the event. This may be difficult abroad, but you should endeavor to do this
- Ideally accreditation should include: name and address of person; names of subjects they are filming/photographing (if specific people); the reason the images are being taken, or where they will be used and a signed declaration that the information is valid and that the images will only be used for the reasons given.



# British Ski and Snowboard

## British Championships Photographic Policy

### Event Photographic Policy Statement

- The Organisers are keen to promote positive images of children and young people involved in snowsports activities and are not preventing the use of photographic or video equipment at this event
- The Organisers recognise the need to ensure the welfare and safety of all young people in snowsports
- Please ensure you only take photographs or videos of your own children. If photographing or videoing other young people (eg other members of your Club or friends) please ensure this is only done with their consent and the consent of their parents.
- At this event there may be Professional Photographers or photographers acting on behalf of the Organisers. The Organisers will provide these photographers with an identification badge
- If parents/carers do not wish their child to be photographed or videoed by our Official Photographers they should make their wishes known to the Event Welfare Officer by completing and returning an “Opt out” form. The Event Welfare Officer will relay this information to the Official Photographers who will make all reasonable attempts to exclude the child, but cannot guarantee this.
- Parents/carers should be aware that photographs and videos may be taken of children for promotional and publicity purposes and to celebrate snowsports activities
- The Organisers will store and use photographs in line with the Data Protection Act 1998
- The Organisers will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform the Event Welfare Officer immediately or if you become aware after the Event, please contact the Lead Welfare Officer at BSS
- If a child has concerns about images being taken they should report this immediately to the Event Welfare Officer
- Where general images of children are used by the Organisers for publicity, promotional or celebratory purposes etc, the child’s name will not usually be used and if a child is named in an article, their photograph will not usually be used if this identifies them
- Where podium placed athletes are photographed the Organisers may wish to print their name and photograph together and unless athletes or parents have completed the “Opt out” form, it is assumed this is acceptable.

Name of Event Welfare Officer:

Mobile Phone Number:



## British Championships

### Opt Out Form

I do not wish my/my child's photograph to be taken or used for promotional or publicity purposes or in any paper or on line publication.

I understand the organisers will endeavor to comply with this request but cannot guarantee this. I accept by entering this competition it may not be possible to ensure my photograph is not taken or published.

Name: ..... Date of Birth: .....

Athlete's Signature: ..... Date: .....

Parent's/Guardian's Signature: ..... Date: .....

This form should be returned to the Event Welfare Officer.

Event Welfare Officer to inform official photographer of athlete's name, Nationality, age group, bib number (where known).



## Guidance on Missing Children

The Event Welfare Officer must ensure there is clear guidance on reporting missing participants. As a general rule, away from the mountain, where a child is reported missing there should be a maximum of 20 minutes before the police are called. Clearly in a mountain environment the alarm may need to be raised much sooner or even immediately.

### What to do if a young person is suspected of being missing

- Ensure all other children continue to be supervised appropriately (where you have responsibility for others) whilst a search for the child is carried out
- Inform the Event Welfare Officer and Chief of Championships
- Make an immediate assessment of the situation. E.g. if the child was seen stepping into an unknown car, inform the Police immediately
- Organise available adults to conduct a search of the surrounding area allocating each individual to a specific area. Ask them all to report back to you within a short time
- If the child is missing on the hill, report this to the piste patrol or lift operators

### DO NOT SEND OTHER YOUNG PEOPLE TO SEARCH

- Make a note of the circumstances in which the child has gone missing and where he/she was last seen. Prepare a detailed physical description of the child, to include their hair and eye colour, approximate height and build and clothing he/she was wearing, as this will be required by police. See form below.
- If the child is not found after a thorough search, call the Police – 999, 112 or appropriate number if abroad
- Keep searching, if the child is subsequently found, call off the search and inform relevant parties including parents, searchers and police
- If the child is not found, follow police guidance if further action is recommended and maintain close contact with the police
- Record the incident on an Incident Report Form and report it to the Lead Welfare Officer.
- For the British Championships you should review these guidelines and if appropriate, have a specific emergency plan in place.



# LOST/FOUND CHILD FORM

(Details for records only, not to be announced over the P.A.)

Event Name .....

Date .....

## Lost/Missing Child (member of public or participant)

<b>Child's Name:</b>  <b>Male or Female:</b>	<b>Age of child:</b>  <b>D.O.B. :</b>
<b>Time and place child last seen:</b>	<b>Time event staff informed:</b>
<b>Hair Colour:</b>  <b>Eye Colour:</b>	<b>Clothing (Colour &amp; Pattern):</b>
<b>Ethnicity:</b>	<b>Any other relevant information</b>
<b>Spectator or Participant or Other</b>	
<b>Parent/Guardian name (as reported or from player registration form if participant)</b>	<b>Phone Number:</b>  <b>Address:</b>
<b>Action taken:</b>  <b>Event Security informed:</b>  <b>Police informed:</b>  <b>Other:</b>	<b>Time:</b>



## Found Child (member of public or participant)

<b>Time found:</b>	<b>Location found:</b>
<b>Child's Name:</b>	<b>Age of child:</b>
<b>Male or Female:</b>	<b>D.O.B.</b>
<b>Hair Colour:</b>	<b>Clothing (Colour &amp; Pattern):</b>
<b>Eye Colour:</b>	
<b>Ethnicity:</b>	<b>Any other relevant information:</b>
<b>Spectator or Participant or Other</b>	
<b>Has the child any special medical requirements? (check for medical tags)</b>	<b>Name of Security/Steward &amp; Head of Security dealing with child:</b>
<b>Time child handed over to Lost Child Unit:</b>	<b>Details of Adult handing the child over</b> <b>Name:</b>
	<b>Tel:</b>
	<b>Role:</b>
<b>Time Event Control was informed:</b>	<b>Any other information:</b>
<b>Name of Parent/Carer collecting child:</b>	<b>Phone Number:</b>
<b>Relationship to child:</b>	<b>Address:</b>
<b>Signature:</b>	<b>ID document/s checked:</b>
<b>Member of event staff handing over child:</b>	<b>Time child reunited:</b>
<b>Signature</b>	



# British Ski and Snowboard

## Dealing with Media Enquiries about an alleged Incident of child abuse

Child abuse is an issue which will generate media interest. It is imperative you have an effective strategy for dealing with media enquiries.

It is important to handle any initial enquiries in a way that will not aggravate the situation or generate negative publicity. It is also important

to be aware of legislation that prevents the naming of children and young people in the media and new legislation that **prevents the naming of teachers**, who may also be involved in snowsports.

BSS is committed to investigating all allegations.

Event Welfare Officers should **not** take responsibility for managing press or media enquiries regarding alleged child abuse or safeguarding issues, but pass the enquiry to BSS Lead Welfare Officer or CEO.

### Be prepared

- Any press enquiries relating to child welfare should be referred by Event personnel to the Event WO
- The Event WO should record contact details for BSS Lead Welfare Officer who will deal with all enquiries.
- The Event WO should contact the Lead WO at BSS and give them **ALL** the facts. Don't hide anything or pretend the situation is not as serious as it is or might become. The press can put a large headline on even the smallest story and it is important BSS is aware of all the details.

### What to do when approached or contacted by a journalist

- A journalist may hear of an alleged case of abuse from a source or directly from a relative or acquaintance of the alleged victim
- Make sure you clearly hear the name of the journalist and the media they are working for. If necessary, ask them to repeat it and write it down

- Make sure you fully understand what the journalist is asking you. Ask them to repeat a question if necessary. You may be aware of the incident concerned but not always
- Do not say 'No comment' - it makes you sound guarded and as if you have something to hide
- Take contact phone number where they can be easily contacted and find out when their deadline is
- Contact BSS and discuss the matter and formulate an appropriate response
- BSS will then respond to the journalist and inform you of that response.

### The follow-up

Allegations of child abuse are rarely one-day stories, so be prepared for more phone calls and media enquiries. Just because one response has been given does not mean that the media won't have more questions in the future.

Follow the same procedure as before and contact BSS.

### "Off the Record"

Journalists like nothing better than going 'off the record'. They use this tool to get more information but with the undertaking that they will not publish what you say. Never speak off the record in any situation involving Child Protection issues.



## Accident Report Form

Name of Injured person:		
Address of Injured person:		
Date and time of Accident	Date:	Time:
Nature of Injury:		
Describe the Accident:		
Details of any first aid given:		
Was the parent contacted:	Yes	No
Who by?		
Additional Actions undertaken or required:		
Additional Notes including risk assessments carried out prior to accident:		

.....  
Signature of BSS Official/First Aider

.....  
Signature of Parent/Carer\*

.....  
Date

\*If not possible to get parent/carer signature (e.g. if in a different country), e-mail them with this information, and ask them to confirm they have received and understood the information given. Attach their e-mail to this form.

Please attach any other additional pages used to this form.

Please return this form to the Team Manager/Head Coach who should forward it to BSS Office. This form should be kept securely for 7 years.



## INCIDENT REPORT FORM for Safeguarding Concerns

Have you?

- Reassured the young person
- Been honest and not made promises you cannot keep
- Explained why you may have to tell other people in order to stop what's happening
- Avoided closed questions and asked as few questions as possible
- Encouraged the child to use their own words
- The less questions you ask, the better

Name of Child:	
Age and date of birth:	
Parent/carer's details:	Name: Address:  Telephone number/s:
Date of Incident: Time of Incident:	
Details of the incident/concern Including where it happened	
Details of any physical signs of abuse e.g. bruising	



## British Ski and Snowboard

<p>Have you spoken to the child? If yes, what exactly did they say</p>	<p>Yes    No</p>
<p>Have you spoken to parents/ carers? If yes, provide details of what was said.  (NB – depending on the allegation, it is not always appropriate to speak to parents)</p>	<p>Yes    No</p>
<p>Have you spoken to person the allegations are being made against?  NB – never speak to them if it is a child abuse allegation – only if it is “poor practice”.  If yes, provide details of what was said</p>	<p>Yes    No</p>
<p>Have you informed statutory authorities? If so –</p>	<p>Yes    No If yes, was it    Police        Social Services        LADO Name of person you reported it to: Designation/Position: Telephone Number:</p>
<p>Details of any action taken</p>	



# British Ski and Snowboard



Details of any action you intend to take	
Details of Witnesses (continue on separate sheet if required)	Name: Address:  Telephone: Witness Comments:
Details of Person alleged to have committed the offence	Name: Address (if known):  Telephone Number (if known):
Details of Person reporting concern:	Name: Position in Club: (parent, coach, child etc): Address: Telephone Number/s:
Details of Person completing the form:	Name: Position in Club: (CWO, coach etc) Address: Telephone number:
Signed:	
Date:	

**REMEMBER TO MAINTAIN CONFIDENTIALITY.**

**DO NOT DISCUSS WITH ANYONE OTHER THAN THOSE WHO NEED TO KNOW.**

**Contact the Lead Welfare Officer Bridget Owen at BSS and report this concern:**

**Phone: +44 (0) 7807 026247**

**Email: [bridget.owen@teambss.org](mailto:bridget.owen@teambss.org)**



## Useful Contact Details

<b>Snowsports Contacts for Safeguarding (please complete local details)</b>	
Event Welfare Officer	Name: ☎ ✉
BSS Lead Welfare Officer	Name: Bridget Owen ☎ +44 (0) 7807 026247 ✉ bridget.owen@teambss.org
DBS SSE (for DBS application forms) Bridget Owen works for SSE and carries these out	Name: Bridget Owen ☎ +44 (0) 7807 026247 ✉ dbs@snowsportengland.org.uk
<b>Local Contacts for Safeguarding (please complete local details)</b>	
Local Children's Social Care, including out of hours contact. NB In an emergency the Samaritans will have the Social Care Duty Officer's contact number	☎
Local Authority Designated Officer (LADO)	Name: ☎
Local Safeguarding Children Board (LSCB)	☎
Police – Emergency	☎ 999 (or 112 - emergency EU no)
Police – Non emergency local office	☎ 101
Local Police Child Protection Team	☎
<b>National Contacts for Safeguarding</b>	
ChildLine UK – 24 hour helpline for children	☎ +44 (0) 800 1111
Child Exploitation and Online Protection Centre	☎ +44 (0)870 000 3344
Child Protection in Sport Unit (CPSU)	☎ +44 (0)116 234 7278
Kidscape – helpline for adults concerned about bullying	☎ +44 (0)8451 205 204
NSPCC Freephone – 24 hour helpline for adults concerned about a child	☎ +44 (0) 808 800 5000
The Samaritans	☎ +44 (0) 8457 909090

