



Snow Safe 2017

SnowSafe is Snowsport England's Policy for Safeguarding Children

**May 2017
7th edition
Updated December 2018**

Produced with the support of the Child Protection in Sport Unit (CPSU) of the NSPCC (Registered Charity 216401)

The guidance is correct at the time of publication (May 2017, updated December 2018) and will be reviewed every 3 years or when there is a significant change in legislation.

SnowSafe Policy

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SnowSafe

1.1 Introduction

This updated version of **SnowSafe** is shorter than previous versions and other relevant information, guidance and templates for clubs, coaches and others working with children can be found on our [web-site](#). All those involved in snowsport should also be aware of, and ensure compliance with our other relevant good practice guidance relating to children and young people including:

- Safer Recruitment
- Communication guidance
- Social media guidance
- Anti-bullying

A child is anyone who has not yet reached the age of 18.

The following terms are interchangeable throughout the Policy: Coaches/Instructors; Parent/Carer; Employee/Volunteer; Club/Snowsport facility/Snowsport Centre/Snowsport Provider.

The abbreviation CWO relates to the Club Welfare Officer, or any other welfare officer.

Snowsport England's Responsibility

Everyone who participates in the activities of Snowsport England (SSE) is entitled to do so in an enjoyable and safe environment. SSE has a moral and legal obligation to ensure that, when given responsibility for children, coaches and volunteers provide them with the highest possible standard of care.

SSE is committed to devising and implementing policies so that everyone in the sport accepts their responsibility to safeguard children from harm and abuse. This means following procedures to protect them and reporting any concerns about their welfare to appropriate authorities.

The aim of the policy is to promote good practice, help clubs, coaches and everyone in our sport understand the issues involved, and implement the safeguarding measures necessary to provide children and young people with appropriate safety and protection whilst involved in the activities of SSE. It aims to allow staff and volunteers to make informed and confident responses to specific safeguarding and child protection issues. It will help to maintain professionalism and high standards of practice.

Snowsport England will:

- Appoint a Safeguarding Lead
- Disseminate safeguarding information to clubs, coaches and club welfare officers
- Provide support, guidance and training through recognised child protection training providers for club welfare officers
- Provide support, guidance and training through recognised child protection training providers for coaches, instructors and others involved in snowsport

- Ensure all cases of poor practice that may be abuse and any allegations of abuse are investigated and where appropriate, referred to other agencies
- Convene a Disciplinary Panel when necessary
- Convene a Case Management Panel when necessary
- Deal with all allegations and make decisions within agreed timescales, according to our Disciplinary procedure
- Keep a list of all suspended, disciplined and disqualified persons and where appropriate refer people to the Disclosure and Barring Service and other relevant government agencies
- Recognise the role and responsibilities of the statutory agencies in safeguarding children and young people and work with them and make referrals to them where appropriate
- Monitor and evaluate the implementation of this Policy.

Snowsport England values and is very grateful for the commitment volunteers make to our sport and the considerable time they give to help ensure children have opportunities to participate.

The practices, procedures and guidance within **SnowSafe**, the safeguarding section of our website and our reporting procedures are based on the principles contained within UK and International legislation and government guidance. Snowsport England works with the NSPCC Child Protection in Sport Unit (CPSU) and is committed to maintaining the Advanced Level of the Standards for Safeguarding Children in Sport.

A Club's Responsibility

All affiliated clubs and organisations are required to:

- Adopt, implement and actively promote **SnowSafe** and other safeguarding information to its members
- Ensure safeguarding children is the top priority at the club and embedded into all practices
- Ensure they appoint and train a CWO and make children, club members, parents, coaches and staff aware of them and inform SSE Safeguarding Lead
- Ensure they follow SSE Recruitment guidance including DBS disclosures (where applicable) and references
- Ensure everyone at their club is aware it is not their responsibility to determine if abuse has taken place, but it is their responsibility to report and act on any concerns they have
- Ensure SSE reporting procedures are followed.

If you suspect a child is being abused, doing nothing is not an option.

1.2 Snowsport England's Safeguarding Policy Statement

Snowsport England acknowledges our duty of care to safeguarding and promoting the welfare of children and young people and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

The policy recognises the welfare and interests of children and young people are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, socioeconomic status, sex or sexual orientation all children and young people:

- Have a positive and enjoyable experience in a safe and child-centred snowsport environment
- Are protected from abuse whilst participating in any activity within the auspices of Snowsport England

Snowsport England acknowledges that some children, including talented athletes, children with disabilities or those from ethnic minority communities can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

Snowsport England will:

- Promote and prioritise the safety and wellbeing of all children and young people
- Promote to clubs and affiliated organisations the need to ensure all employees/volunteers who work with children are recruited taking into account their suitability for that responsibility, and are provided with safeguarding guidance and/or training in good practice and Child Protection procedures
- Ensure all affiliated clubs involving children and young people appoint a Club Welfare Officer to support the Committee in promoting safeguarding at their club and ensuring that appropriate safeguarding procedures and safer recruitment practice is followed
- Ensure training and support are provided for Club Welfare Officers so they are aware of, and understand best practice and how to manage any concerns
- Ensure training and support are provided for all affiliated coaches and instructors so they are aware of, and understand best practice and how to manage any concerns
- Take all reasonable steps to protect children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings
- Ensure all cases of poor practice that may be abuse and any allegations of abuse are investigated and where appropriate, referred to other agencies
- Support the person raising or disclosing the concern
- Ensure 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
- Ensure that confidential, detailed and accurate records are kept of all safeguarding concerns and maintained and stored securely.

Snowsport England recognises that working in partnership with affiliated clubs, organisations, committees, parents and children is essential for the protection of children and young people.

SnowSafe, our safeguarding policy, will be widely promoted and is mandatory for everyone involved in Snowsport England's activities. Failure to comply with the policy will be addressed without delay and may result in disciplinary action and exclusion from the organisation.

The welfare of children and young people (anyone under the age of 18) is paramount.

This policy applies to all Snowsport England staff and volunteers working for us and to members of all organisations affiliated to us or taking part in activities of any of these organisations. It applies to all SSE registered coaches, and non-registered coaches if working or volunteering in a role for any of the above. For the avoidance of doubt this includes athletes and anyone working within the sport in a paid or voluntary capacity whether as an employee or on a self-employed basis.

March 2017

1.3 Promoting Good Practice - Everyone's Responsibility

We want to ensure everyone working with children and young people within our sport has the best possible experience. Everyone should feel able to ask for advice about how to improve their practice when working with children and clubs should engender a culture of mutual support.

All those working in a position of trust with children must ensure that:

- All children are treated equally and with dignity and respect
- Good practice is promoted, in order to reduce the possibility of abusive situations occurring
- They always work in an open environment (e.g. avoiding private or unobserved situations and encourage open communication with no secrets)
- They make the experience of snowsport fun and enjoyable and promote fairness
- They confront and deal with bullying
- They are an excellent role model, including not swearing, smoking or drinking alcohol in the company of young people
- They always put the welfare of the child first, before winning; the child's welfare being paramount
- They build a balanced relationship based on mutual trust, which empowers young people to share in the decision-making process
- They, along with every coach, volunteer, official and member of staff continually reflect upon their own practice to ensure the safety and wellbeing of children at all times
- They keep up to date with technical skills relative to coaching/other qualifications and insurance
- They are aware of the power that a coach, volunteer or official develops with participants in snowsport and avoid any inappropriate or intimate interaction
- They always give enthusiastic and constructive feedback rather than negative criticism
- They promote good sportsmanship, encouraging children to be considerate of other athletes, officials and volunteers and by being modest in victory and gracious in defeat
- They avoid unnecessary physical contact with children. Where any form of manual/physical support is required it should be provided openly and with the consent of the child. Physical contact can be appropriate where necessary in the sport, so long as it is neither intrusive nor disturbing and the child's consent has been given
- They obtain written parental consent for any significant travel arrangements including overnight arrangements
- If mixed teams are taken away, children are always accompanied by a male and female member of staff
- They use social media appropriately and follow their club's policy and guidance for this
- They abide by all their club's Policies – including Communication, Transport, Photo, Social Media
- They abide by the appropriate Code of Conduct
- They take all concerns seriously and report any concerns relating to child safeguarding immediately
- They 'whistle blow' if children's welfare or safety is being compromised

- They help Snowsport England work towards eradicating harassment and abuse of children in snow-sport.

Poor practice can sometimes lead to, or create an environment conducive to more serious abuse. It may lead to suspicions about the individual's motivation, even where no harm is intended. For example, if a coach is giving one child too much attention, or regularly transports children in their car, or encourages physical contact with children without obvious justification. These are all examples of poor practice and may be difficult to justify if an allegation is made.

The following are examples of poor practice. All those working in a position of trust should never:

- Spend excessive amounts of time alone with one child away from others
- Take children to your home where they will be alone with you
- Take a child alone in a car with you (unless it is an emergency)
- At an away event, go into a child's room without another adult in a position of responsibility (unless it is an emergency), or invite a child into your room
- Share a room with a child
- Engage in rough, physical or sexually provocative games, including horseplay
- Allow or engage in inappropriate touching of any form
- Make sexually suggestive comments to a child, even in fun
- Allow children to use inappropriate language unchallenged
- Be friends with a child in your club on social media
- Communicate by phone or social media with a child at the club who is under 18. (NB your club may agree a younger age; see Guidance on Appropriate Communication, Social Media and E-Safety)
- Reduce a child to tears as a form of control
- Take part in, or tolerate, behaviour that frightens, embarrasses or demoralises a child or affects their self esteem
- Fail to act upon any allegations made by a child or fail to record it
- Shower with a child
- Do things of a personal nature that the child can do for themselves
- Engage in a sexual relationship with anyone under the age of 18 for whom you have responsibility – this would be a disciplinary offence. Engaging in sexual relationships with a child under the age of 16 is a criminal offence and will be reported to the Police.

Any of these situations could leave you open to allegations and many of these actions may be difficult to defend and could result in disciplinary action and in some situations, reported to the Police.

Remember, if you are a coach or in a position of responsibility you must always behave professionally whilst in the presence of members of your club who are under the age of 18. This applies whether it is a club activity or not.

Where cases arise where it is impractical or impossible to avoid certain situations, the task should only be carried out with the full understanding and consent of the parent and the child involved **AND** the Club Welfare Officer **must be notified**. The reasons for deviating from the above good practice should

be documented on an Incident Report form and given to the CWO and made available on request to the relevant people concerned.

If during your care you accidentally hurt a child, a child seems distressed in any manner, appears to be sexually aroused by your actions, or if the child misunderstands or misinterprets something you have said or done, report this as soon as possible to another colleague and make a written note of it. The Club Welfare Officer must be informed as soon as possible. In most cases parents should also be informed of the incident.

Child abuse can arouse strong emotions. Snowsport England recognises it is important to understand these feelings and not allow them to interfere with our judgement about the appropriate action to take.

1.4 Positions of Trust

Appropriate behaviour and boundaries must be upheld by anyone “in a position of trust” at the club. Positions of trust would include, but is not limited to coaches, people assisting with coaching, CWOs, managers and supervisors, physios, sports psychologists etc. Coaches in particular need to ensure they understand the power and influence they may have over children they are coaching. In a competitive environment this dependency will be increased. The relationship, in essence, is no different to that between a school teacher and pupils in their care. Most adults in a position of trust recognise the boundaries that must not be crossed in terms of the relationship with the young person. Clubs should ensure their young coaches are supported to understand these boundaries. Although children over 16 can legally consent to sexual activity, it is inappropriate and extremely poor practice for an adult in a position of trust to engage in a relationship with them, and would be subject to disciplinary action. Whilst the coach-athlete relationship exists, coaches must not enter into an intimate relationship with athletes under the age of 18. In some cases the relationship could be considered criminal and would be referred to statutory agencies.

NSPCC “[Close the Loophole](#)” Campaign. At the time of updating *Snowsafe* (Autumn 2018) the NSPCC is still lobbying Government to amend the “Position of Trust” definition to include sport. If this Campaign is successful, the legislation will be changed, bringing sports coaches in line with teachers and other professionals and it will be a criminal offence for anyone within a sport setting to engage in sexual activity with someone aged 16 or 17, over whom they hold a position of trust.

Snowsport England actively discourages athletes engaging in sexual relationships for the duration of a residential trip, even if they are legally married or in a civil partnership. This recommendation is to help coaches and house parents with decision making and ensure all athletes are treated equitably, and work as part of a team whilst on residential trips. It is suggested clubs make this a mandatory requirement.

Everyone within the club has a duty to raise concerns about the behaviour of any member which may be harmful to young people in their care, without prejudice to their own position.

1.5 Child Abuse

Children with disabilities, elite athletes, children in Care, children from black and mixed ethnic backgrounds and children who have previously suffered abuse are all at increased risk of harm. Children whose parents are suffering from mental health problems, pressure, drug or alcohol abuse or domestic violence within the family are at increased risk of harm. However – just because a child is living in these circumstances does not mean they are suffering harm.

There are four main types of child abuse: physical, emotional, neglect and sexual abuse. Children and young people can also be harmed through poor practice and bullying within a snowsport setting.

Physical Child Abuse - When someone physically hurts or injures a child by hitting, shaking, throwing, poisoning, burning or scalding, drowning, biting, or other physical harm of a child. Physical harm may also be caused when a parent fabricates the symptoms of, or deliberately induces illness in a child.

In snowsport physical abuse may occur where the level and intensity of training or competition exceeds the capacity of the child's immature and growing body, or where coaches encourage the use of drugs or harmful substances to enhance a child's performance, or athletes being told to participate when injured.

Emotional child abuse - This is the persistent emotional maltreatment of a child to cause severe and persistent adverse effects on the child's emotional development. It may involve telling a child they are worthless, unloved, inadequate or valued only insofar as they meet the needs of another person. It may involve unrealistic expectations for their age or development being imposed on children or even the over protection of a child. Or causing the child to feel frightened or in danger by constantly being shouted at, threatened or taunted which may make the child very nervous and withdrawn.

There is a degree of emotional abuse involved in all types of child abuse, though it can occur alone.

In snowsport emotional abuse may occur if children are subjected to constant criticism or name calling, sarcasm, bullying, racism or pressure to perform to unrealistically high expectations; or when their value or worth is dependent on sporting success or achievement.

Neglect - This is when adults consistently or repeatedly fail to meet a child's basic physical and/or psychological needs, which could result in the serious impairment of the child's health or development. It may involve failure to provide adequate food, clothing or shelter; failure to protect a child from physical or emotional harm or danger; failure to adequately supervise children.

Within snowsport neglect may occur if a coach or supervisor repeatedly fails to ensure children are safe or supervised; subjecting children to undue cold or extreme weather conditions without ensuring adequate clothing or hydration; exposing children to unnecessary risk of injury e.g. by ignoring safe practice guidelines; requiring children to perform when tired, injured or unwell, or pushing the child too hard or beyond their capability or failing to seek medical help when required.

Sexual abuse - This is where children and young people are abused by adults (male or female) or other children who use them to meet their own sexual needs. It could include full sexual intercourse, masturbation, oral sex, anal intercourse, kissing, sexual fondling and grooming a child in preparation for abuse (including via the internet). Showing children pornographic material (books, videos, pictures) or involving the child in the production of sexual images, watching sexual activities, looking at sexual material or participating in sexual discussions are also forms of sexual abuse.

Boys and girls can be sexually abused. Men, women and children can be the abusers. The shame of sexual abuse often prevents children from coming forward. Unfounded accusations of sexual abuse are not common; if a child confides in you, take him or her seriously.

It should be noted that some individuals deliberately target sports activities to gain access to, and abuse children. Grooming may occur over several years before an individual makes his or her move. There is evidence within sport that some individuals have deliberately ignored governing body codes of practice and used physical contact within a coaching role to mask their inappropriate touching of children. Contacts made within sport and pursued through texts, WhatsApp, Facebook, Twitter etc have been used to groom children for abuse.

Within snowsport coaching techniques which involve physical contact with children can create situations where sexual abuse can be disguised and may therefore go unnoticed. The power and authority of, or dependence on the coach if misused, may also lead to abusive situations developing. It is inappropriate for coaches and others to ask young people about their boyfriends and girlfriends and in some cases, this could be part of a grooming process.

Remember, it is not your responsibility to determine if abuse has occurred, but it is your responsibility to report and act on any concerns you have.

Bullying - Bullying can occur whenever children and young people come together, including within sport situations. Bullying can take many forms and is harmful to the victim. It may be physical such as hitting; online or cyber such as abusive messages, comments or images on social media; involve damage or theft of property; be based on someone's gender, ethnicity, sexuality or disability; or be about their sporting ability.

The competitive nature of snowsport makes it an ideal environment for bullies to operate in.

Increasingly there is a range of specific areas of concern that children may be being abused that you need to be aware of, some of which are summarised below:

- **Cyber-bullying:** When a person or group of people use the internet, mobile phone, online games or other kind of digital technology to threaten, tease, upset or humiliate someone else. It is a form of bullying but because it happens online or on mobile phones can happen 24 hours a day, 7 days a week. It can be done anonymously by blocking the sender's details or setting up a fake account. There is however always a trail, and children should be asked to keep the e mails, abusive texts and messages and seek help.
- **Hazing:** Hazing refers to any activity expected of someone on joining a group, or maintaining status in a group, that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. We know that hazing exists in schools, universities and in sports environments and need to be aware it could exist in snowsport. Typical hazing activities include sleep deprivation, personal servitude, binge drinking and drinking games, being forced to wear embarrassing attire, carry out dangerous stunts and sexual assault.
- **Child sexual exploitation:** the request/demand/ performing of any sexual act of an under 18 year old, in exchange for any type of reward, monetary or otherwise, including a threat not to carry out an action (e.g. sending pictures of the child to others). Larger police services have specific units to deal with these concerns.

- **Female Genital Mutilation (FGM):** An illegal procedure which involves the partial or complete removal of the external female genitalia, or other injury to the female genital organs for non-medical reasons. This usually takes place between infancy and 15 years of age, but can be performed on older girls. Traditionally it is carried out in 29 countries in Africa and parts of Asia, Latin America and the Middle East. Due to migration, FGM is now practiced globally.
- **Racist or homophobic abuse:** usually verbal and can be threatening in its use
- **Self-harm:** self-inflicted cutting, scratching, injecting or other types of self-physical harm including drug misuse.

Bullying will not be tolerated and clubs and coaches must challenge bullies and support anyone who experiences bullying.

1.6 Recognising Child Abuse

Recognising child abuse is not easy. Below are some guidelines and common indicators of abuse.

Most children will collect cuts and bruises as part of the rough and tumble of everyday life. Injuries should be interpreted considering the child's medical and social history, developmental stage and the explanation given. Most accidental injuries occur over bony parts of the body, e.g. elbows, knees, shins, and are usually on the front of the body. With the exception of the physical signs (bruising, bites, scalds etc) you should primarily be concerned with changes in a child's behaviour. Some children may always have difficulty in interacting with other children. Indicators that a child may be being abused include the following:

- Unexplained bruising, marks or injuries on any part of the body
- Multiple bruises, in clusters, often on the upper arm or outside of the thigh
- Cigarette burns
- Human bite marks
- Broken bones
- Scalds with upward splash marks
- Multiple burns with a clearly demarcated edge
- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Fear of being left with a specific person or group of people
- Reluctance to get changed
- Depression or withdrawn behaviour
- Saying they have secrets they cannot tell anyone
- Sexual knowledge beyond their age or developmental level
- Dirty, smelly or inappropriate clothing for the conditions, or getting their clothes torn
- Pain or itching in the genital area or discomfort when walking or sitting down
- Sulking, hair twisting, rocking, fear of making mistakes, sudden speech disorders
- Fear of parents being approached for an explanation
- Developmental delay in terms of emotional progress
- Complaining of being tired all the time

If a child is being bullied or abused at the club, in addition to the above, the following may be observed:

- Reluctance to go to training or competitions
- An unexplained drop off in performance

- Behavioural changes

This is not a definitive list, but should serve as a guide to assist you. Remember too that many children will exhibit some of these indicators at some time, and the presence of one or two indicators should not be taken as proof that abuse is occurring. There may well be other reasons for changes in behaviour.

There are a number of reasons why you may become aware of a possible case of abuse and these include:

- Something a child has said
- You may see it happening
- Signs or suspicions of abuse
- An allegation made against a member of your club
- An allegation made about a parent or someone not working within the sport
- Response to bullying
- Response to allegations against a staff member of a breach of a code of conduct, or poor practice
- Observation of inappropriate behavior by a staff member or child

You may witness something yourself, or someone might come to you with their concerns.

1.7 Responding to the allegation, disclosure or suspicion

Anyone responding to a disclosure, suspicion or allegation must:

1. Stay calm – so as not to frighten the child. Do not show disgust or disbelief
2. Ensure the child is safe and feels safe
3. Reassure the child they are not to blame, and it is right to tell
4. Be honest, do not say you can keep a secret, but say you may need to tell someone else for them to be helped
5. Listen carefully, showing they are being taken seriously
6. Keep questions to a minimum, only if necessary to clarify what is being said. Avoid asking leading questions. The law is very strict and child abuse cases have been dismissed where it is felt that the child has been led or words and ideas have been suggested during questioning.
7. Keep an open mind, do not make assumptions or judgments
8. If the child needs urgent medical help – call an ambulance. Inform doctors of the concern and ensure they are aware it is a Child Protection issue.
9. If you are concerned for the **immediate safety** of the child, call the Police, 999.

AVOID LEADING QUESTIONS

A question that is a “leading question” is one which may prompt the respondent to answer in a particular way and often result in false, biased or distorted information. Children are particularly susceptible to leading questions:

Examples of leading questions:

- “Who else is involved?”
- “Did this take place at home?”
- “This has happened before, hasn’t it?”

Instead, ask questions in an objective way to encourage an accurate response:

- “Is anyone else involved?”
- “Where did this take place?”
- “Has this happened before?”

NEVER:

- Approach any alleged abuser to discuss the concern
- Make promises to the child you cannot keep
- Rush into actions that may be inappropriate

Remember to maintain confidentiality; only tell others if it will help protect the child.

1.8 Recording the relevant information

Any information passed to Snowsport England, children's social care, the Police, the Local Authority Designated Officer (LADO) etc must be as helpful and accurate as possible. It is important to write down as much information at the time, or as soon as possible afterwards. An [Incident Report Form](#) should be used if possible. Information recorded must include:

- Details of the child (name, address, gender, date of birth, home telephone number)
- Details of the parent or guardian (name, address, telephone number)
- Whether the parents/guardian have been informed
- Details of the person expressing their concern
- Details of the nature of the allegation – what you are told, use the exact words if you can, or observations
- Description of any visible bruising or other injuries
- Details of the person alleged to have caused the incident or injury (name, address, date of birth/approximate age, telephone number – if you are able to get this information without arousing suspicion)
- Witnesses to the incident
- Times, dates and other relevant information
- It must be clearly documented what is fact, or you have been told, and what is opinion or hearsay
- A signature, date and time on the report

1.9 Reporting the relevant information

It is recognised that strong emotions can be aroused, particularly in cases where sexual abuse is suspected or where there is misplaced loyalty to a colleague. It is important to understand these feelings, but not allow them to interfere with your judgement about any action to take.

If you are concerned for the immediate welfare of a child, dial 999 and say it is a child protection concern. Keep a note of the name and job title of the person you spoke to, and the crime reference number. For other concerns:

Information should be shared on a strictly need to know basis and other than to protect a child, should remain confidential. If you receive any media enquiries refer these straight on to SSE [Media Officer](#) or [Safeguarding Lead](#).

- Only tell people who “need to know” to safeguard the child. This will not usually include any other staff at the club. You may feel happier sharing the information with another CWO if there is one at your club.
- Ensure anyone you share the information with understands the need for confidentiality

- If the parents are not implicated, let them know your concerns, unless it would put the child at further risk to do so
- ALWAYS – let the Safeguarding Lead at SSE know. He/she may need to take further steps to ensure children at other clubs or facilities are safe, or may need to report it to Statutory Services.
- If you become aware that someone may not be suitable to work or be around children – e.g. you read something in the paper, or hear something about someone, and this person is involved within snowsport in any capacity including parent, participant, competitor, coach, committee member, official etc – ALWAYS report it to the Safeguarding Lead of SSE – don't assume someone else has.

Who to report concerns to:

- Always report concerns to your Club Welfare Officer (CWO)
- At a club event, report to your CWO
- At a Regional, National or International event, report to the CWO on duty at the event
- The relevant CWO should only deal with minor issues themselves and must always pass on any possible child protection concerns to the Safeguarding Lead of SSE or in an emergency, the Police/Children's Social Care (and let the SSE Safeguarding Lead know at the earliest opportunity)
- If a criminal offence has taken place report it to the Police.

It is often only by seeing the larger picture, that we can identify someone is a potential risk to children.

You or the CWO should complete an [Incident form](#) and forward a copy to the Safeguarding Lead at SSE who will:

1. Record the concern
2. See if any other incidents have been reported
3. Advise the CWO if there is any further action they should take
4. Where appropriate, deal with the matter themselves, informing the CWO where possible
5. Where appropriate, refer the matter to the Police, Children's Social Care or the LADO
6. Where appropriate, start Disciplinary Proceedings.

It is not always possible to inform the club of the outcome of the matter, for reasons of confidentiality (for example if the person has subsequently left the club). In other situations the club will be informed.

Remember, it is not your responsibility to determine if abuse has occurred, but it is your responsibility to report and act on any concerns you have.

If you are concerned a child may be being abused outside snowsport, follow the same procedures for reporting. If you are concerned for the immediate welfare of a child, dial 999 and say it is a child protection concern.

Useful contact numbers are given at the end of this Policy.

Consideration should be given to the support required for everyone affected by the disclosure. This includes the young person, the person reporting, other club members and potentially the alleged perpetrator of the abuse. Contact SSE [Safeguarding Lead](#) for further information. The NSPCC can be contacted 24/7 for advice or guidance. Section 1.10 gives contact details.

REPORTING: IF YOU ARE CONCERNED ABOUT THE BEHAVIOUR OF A MEMBER OF THE SNOWSPORT COMMUNITY (e.g. Coach, CWO, another child)

If you have a concern about the behaviour of a member of the snowsport community towards a child

- Stay calm
- If the child at risk is present reassure him/her they are not to blame
- Keep questions to a minimum
- Record information accurately – as spoken by the child/young person

Does the child require immediate medical attention or does it urgently need reporting to police?

No

Yes

Report the concerns to the Club Welfare Officer who will:

- Complete an Incident form
- Report to the Safeguarding Lead at SSE
- Where urgent concerns and Safeguarding Lead at SSE is unavailable – refer immediately to Children’s Social Care or Police and forward them, and the SSE Safeguarding Lead a copy of the incident form within 24 hours. Section 1.10 has contact details

Dial 999 and tell the Police/ Ambulance it is a child protection concern

SSE Lead Welfare Officer

Alleged Minor Poor Practice
 Referred back to club with advice on process to be followed:

- Complaints Procedure
- Disciplinary Procedure
- No further action

Possible Outcomes

- No case to answer
- Complaint resolved with agreement between parties
- Training/mentoring agreed
- More significant concerns emerged – refer to SSE Safeguarding Lead

Serious Poor Practice or Alleged Child Abuse
 Possible processes:

- Child Protection Investigation
- Criminal Investigation/proceedings
- Investigations under disciplinary proceedings
- Referral to Case Management Panel for consideration of suspension/disciplinary

Possible Outcomes

- No case to answer
- Complaints, Disciplinary Procedure invoked
- Sanctions/suspension
- Civil or criminal proceedings

Appeals (See SSE Disciplinary and Dispute Resolution Procedure)

REPORTING: IF YOU ARE CONCERNED ABOUT THE BEHAVIOUR OF SOMEONE OUTSIDE THE SNOWSPORT COMMUNITY (e.g. a parent, teacher, friend)

If you are worried a child is being abused outside of snowsport

- Stay calm
- If the child/young person is present reassure him/her they are not to blame
- Keep questions to a minimum
- Record information accurately – as spoken by the child/young person

Does the child require immediate medical attention or does it urgently need reporting to police?

No

Yes

Report the concern to the Club Welfare Officer or SSE Safeguarding Lead who will refer the matter to Children's Social Care or the Police

- Record anything the child has said, or what you have seen, if possible with times and dates – ideally on an Incident form
- If the CWO and SSE Safeguarding Lead are not available, refer the matter to Children's Social Care or the Police without delay. Section 1.10 has contact details.

Dial 999 and tell the Police/ Ambulance it is a child protection concern

Ask Children's Social Care or the Police whether it is appropriate for you to discuss the matter with the parents.

Send a detailed report, preferably on an Incident Referral form, with all the information, and your concerns to the Safeguarding Lead at Snowsport England and copy it to the relevant external agency.

REMEMBER TO KEEP THIS CONFIDENTIAL – STRICTLY ON A NEED TO KNOW BASIS

1.10 Useful Safeguarding Contact Details

Snowsport Contacts for Safeguarding (please complete local details)	
Club Welfare Officer	Name: ☎ ✉
Snowsport England Safeguarding Lead	Name: Bridget Owen ☎ 01509 232323 / 07807 026247 ✉ welfare@snowsportengland.org.uk
Snowsport England Deputy Safeguarding Lead	Name: Jan Doyle ☎ 01509 232323 ✉ jan@snowsportengland.org.uk
DBS application forms	Name: Bridget Owen ☎ 07806 026 247 ✉ dbs@snowsportengland.org.uk
Local Contacts for Safeguarding (please complete local details)	
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 emergency EU no 112)
Police – Non emergency local office	☎ 101
Local Police Child Protection Team	☎
National Contacts for Safeguarding	
ChildLine UK – 24 hour helpline for children	☎ 0800 1111
Child Exploitation and Online Protection Centre (CEOP)	https://ceop.police.uk/safety-centre/
Child Protection in Sport Unit (CPSU)	☎ 0116 234 7278
Kidscape – helpline for adults concerned about bullying	☎ 020 7823 5430
NSPCC Freephone – 24 hour helpline for adults concerned about a child	☎ 0808 800 5000
The Samaritans (Freephone from mobiles and landlines) NB In an emergency the Samaritans hold the Social Care Duty Officer's contact number	☎ 116 123

1.11 Further Guidance

You must ensure you read any other policies relevant to you and there is further guidance on our website including:

- Guidance for coaches and others working or volunteering with children
- Appropriate communication, social media and e-safety guidance
- Guidance on supervising children
- Guidance on the use of photographic equipment
- Guidance on organising safe trips away
- Safeguarding training requirements
- Safer recruitment
- DBS disclosures
- Managing challenging behaviour
- Whistle blowing

See our [website](#).