BSA Safeguarding Policy

16 Nov 2016

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App 1 Code of Conduct, Trainee Agreement

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App 3 Incident Report Form

Staff should familiarise themselves with contents
Code of Conduct guidelines and Declaration for trainee/families included here see separate document for distribution: BSA Code of Conduct.

Derived from BSA safety and protection policy documents, updated 2010, Code of Conduct dated Sept 1998. and Snowsport England's **Snow Safe** March 2013 (updated June 2014)

nb. this document is self-contained but more extensive details of SSE safeguarding guidance and best practices will be found in **Snow Safe** available from office or the BSA website: www.britskiacad.org.uk/snowsafe.pdf

Section 1 – Introduction

This document, for use by all BSA staff, is based on the latest SSE Snow Safe template (revised June 2014) with Child Protection policies derived from the CPSU (Child Protection in Sport Unit) and SSE Safeguarding in British Snowsports (SIBS) and on original BSA safety and protection documentation.

nb. this document is self-contained but further details of SSE safeguarding guidance and best practices **Snow Safe** *available on the website:* ***www.britskiacad.org.uk/snowsafe.pdf***

These policies and procedures, in accordance with SSE affiliation requirements, are in place to:

- enable staff and volunteers to follow best practice and know they are doing all they can to safeguard children in their care
- enables staff and volunteers to know what to do if they are worried
- to help protect children from harm and abuse

DUTY OF CARE

Safeguarding children is everyone's responsibility. It should be viewed as an integral part of all activities where trainees are involved or present. This document includes guidance on good practice, with the safeguarding do's and don'ts, which may be useful, however the most important is to that all work together to provide an enjoyable and safe environment where the needs and requirements of children are put first. In Malcolm's words, "Don't walk past a child in distress." It is always the children first.

Child protection is part of the safeguarding process; protecting individual children identified as suffering, or likely to suffer significant harm. This includes the child protection procedures which detail how to respond to concerns about a child.

A child is defined as a person under the age of 18.

SnowSAFE. Refer to Snowsport England SnowSafe policy for extended documentation on definitions and procedures, online at and available from Office.

Child abuse

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. See Section 3.

Section 2 – BSA officers, contact details

Head of Programme	Malcolm Erskine	+44	07970 495533 / 020 8399 1181
Head Coach	Kip Harrington		
Head Tutor	Penelope McLennan		
Head of Pastoral Care and Child Welfare Officer	Alison Rankin		07842 398247
Secretary	Dominic Erskine	+44	07825 332368 / 020 8399 1181

Section 3 - Child Abuse

Depending on urgency of situation, or concerns, see notes below and speak with CWO Malcolm, or a senior member of staff. From the first, confidentiality must be maintained.
Further details and advice on procedure in separate Snow Safe document, see end of this section.

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.

What is Child Abuse?

Any person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. If untreated, the effects of abuse can be extremely damaging and have a lifelong impact on the child. Abusers are usually known to the child and can be adults or other children.

The types of abuse below refer to all settings and are not limited to the snowsports setting.

Physical Abuse

- Hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, biting, or other physical harm of a child.

In snowsports 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 drugs are used to enhance a child's performance.

Emotional child abuse

This is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may include:

- Constant belittling, shaming or humiliation of a child
- Telling a child he is worthless, no good, bad or useless
- Constantly ignoring a child
- Not giving the child any signs of affection
- Exposing the child to violence or abuse by others
- Not allowing a child to express their views, or making fun of them when they do, or letting others make fun of them
- Imposing unrealistic expectations on them relative to their age or ability or preventing them from participating in normal social or age appropriate activities
- Seeing or hearing the ill-treatment of another and doing nothing about it
- Serious bullying or cyber bullying

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

In snowsports emotional abuse may occur if children are subjected to constant criticism or name calling, sarcasm, bullying or racism. Coaches or other team members may be putting unrealistic pressure on them to consistently perform to high expectations.

Neglect

This is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in 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
- Failure to provide the child with adequate medical care or treatment

Within snowsports neglect could occur if children are subjected to undue cold, or not recognising the need for a child to have a rest. It could include subjecting them to unnecessary risk of injury either through pushing the child too hard or beyond their capability.

Sexual abuse

This involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. Any intentionally sexual contact with a minor from touching outside of the clothing to blatant crimes can be construed as abuse. Any dependant of the Academy should be able to rely absolutely on staff to treat them with all due consideration to their mental and physical health.

It should be noted that some individuals deliberately target sports activities in order to gain access to, and abuse children. Grooming may occur over several years before an individual makes his or her move.

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.**

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.

Snowsafe: Guidance on Sexual Activity in Snowsports p 68

Bullying

This is not officially defined as a form of abuse (UK Government Guidance - Working Together to Safeguard Children 2013 (Appendix A) but there is clear evidence that it is abusive and will include at least one, if not two, three or all four, of the defined categories of abuse above.

Bullying is deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms but the main three types are:

- Physical bullying including hitting, kicking or stealing from

- Verbal including name calling, homophobic or racist comments, threats
- Emotional including isolating them from the activities of their peers, or the rest of the group

The competitive nature of snowsports makes it an ideal environment for bullies to operate in. Bullying may take place by the competitive parent who pushes their child too hard; by the coach who shouts at or humiliates children, or by a child that actively seeks to make sport a difficult or unhappy experience for others.

If a child does well, other children are sometimes jealous and may bully the child. If a child does not do well other children may humiliate them or tell them they have let the Club or team down. If repeated over a period of time, this is bullying. Bullying will not be tolerated at any level.

All incidents will be investigated. We will:

- Take the problem seriously
- Investigate all incidents
- Talk to bully(ies) and victim(s) separately

Then decide on appropriate action, such as:

- Obtain an apology from the bully(ies) to the victim
- Inform the parents of the bully(ies)
- If appropriate, ensure the return of items 'borrowed' or stolen
- if appropriate, ensure the bully(ies) compensate the victim
- Provide support for the coach of the victim if appropriate
- Invoke disciplinary measures if appropriate

See further information, SnowSafe p12

Cyber Bullying

There is always a trail, and children should be asked to keep copies of 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 snowsports. 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. Hazing will not be tolerated and must be reported to the club welfare officer immediately.

Recognising Signs of 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 in light of the child's medical and social history, developmental stage and the explanation given. Most accidental injuries occur over bony parts of the body, eg 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 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
- Fears 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. Bear in mind, 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.

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.

Dealing with an allegation

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.

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, these matters are to be dealt with strictly on a need to know basis. In the first place a senior member of staff should be involved, ideally the senior house mother or the Child Welfare Officer.

If you are not sure what to do you can gain help from the
NSPCC 24-hour help line Tel No: + 44 (0) 800 800500.

Anyone responding to a disclosure, suspicion or allegation must:

- Stay calm – so as not to frighten the child. Do not show disgust or disbelief
- Ensure the child is safe and feels safe
- Reassure the child that they are not to blame, and that it is right to tell
- Be honest, do not say you can keep a secret, but say you may need to tell someone else in order for them to be helped
- Listen carefully, showing they are being taken seriously
- Keep questions to a minimum, only if really necessary to clarify what is being said. Avoid asking leading questions. In later reporting it must be felt the child has been led or words and ideas have been suggested during questioning
- Keep an open mind, do not make assumptions or judgments
- 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.
- If you are concerned for the **immediate safety** of the child, call the Police.

How a Concern is Raised

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/carer or someone not working within the sport
- Response to bullying
- Response to a breach of a code of conduct, or poor practice
- Observation of inappropriate behaviour

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

There are three important steps in taking the appropriate action and they are essential.

- Step 1 - Responding to the disclosure, suspicion or allegation
- Step 2 - Recording the relevant information
- Step 3 - Reporting the relevant information

Throughout, confidentiality must be maintained.

Further associated information in Snowsafe, eg. P70 Dealing with the Media.

INCIDENT REPORT FORM Appendix 3

Ref: SSE, Snow Safe document
2 Safeguarding and Your Duty of Care
3 Child Abuse
4 Best practices
5 Dealing with an Allegation

Section 4 – Staff Recruitment and Best Practice

Recruitment Decisions

The CWO will collect all information, confirm the identity of the applicant (via a photo drivers licence, or passport), check the references, ensure the DBS check (if applicable) is satisfactory, look to see if there are any unexplained gaps in employment history before making the employment decision. Ideally two people will make the employment decision.

BSA requirements through SSE Affiliation

- ensure all staff and volunteers who are eligible are subject to a criminal records check
- ensure all staff and volunteers working with children are aware of good practice and bad practice and know what to do if they have a concern about a child, or about the behaviour of an adult towards a child
- ensure all coaches, instructors, trainee instructors and leaders have an up to date first aid qualification
- Club Welfare Officers should attend the Safeguarding and Protecting Children (SPC) workshop or equivalent. They should also attend the Time to Listen safeguarding training organised by Snowsport England. This course is specific to snowsports and just for CWOs. Both these courses should be repeated every 3 years.

Staff, Best Practice

Coaches have a vital role to play in safeguarding children in snowsports. Good coaching is about providing a safe and happy environment in which children can enjoy the sport. You must always behave professionally in the presence of trainees under who are under the age of 18. This applies whether it is a Club activity or not. (see page 14 below on Relationships with 16 to 17 year olds).

It is our aim that ALL staff, whilst maintaining authority, will be approachable, and that students should be able to identify a member of staff as a *confidante.* However we will avoid undue familiarity between students and staff. Staff are forbidden to engage with students on social networks, Facebook etc. and any member of staff so approached will be required, in confidence, to report the facts as part of the process of care. (Section 6)

If groundless accusations are made by a child, the matter must be reported to management for the protection of the member of staff concerned.

It is not always easy to distinguish poor practice from abuse. It is therefore NOT the responsibility of BSA Staff to make judgements about whether or not abuse is taking place. It is however their responsibility to identify poor practice and possible abuse, and to act if they have

If during your care you accidentally hurt a child, a child seems distressed in any manner, appears to be sexually aroused by your actions and/or if the child misunderstands or misinterprets something you have done, report any such incidents 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. Parents should also be informed of the incident.

Promoting Good Practice

Adult staff have regular contact with children and should adopt the highest standards of practice and be responsible for identifying those in need of protection. It is recognised that child abuse and harassment can take place in many situations, from the home and school to the snowsports environment.

As a BSA Staff member, children will look up to you and if they decide to talk to you about abuse, you need to know what to do. You also need to understand your duty of care towards children. This will not only protect the children in your charge, but reduce the potential for misunderstandings and inappropriate allegations being made.

It is not always easy to distinguish poor practice from abuse. It is therefore NOT the responsibility of staff to make judgements about whether or not abuse is taking place. It is however their responsibility to identify poor practice and possible abuse, and to act if they have concerns about the welfare of the child.

Good Practice, dos and don'ts.

Also see SnowSafe pages 18 to 22.
This section will help identify what is meant by good practice and poor practice.

Examples of good practice:

- Always work in an open environment (eg. avoiding private or unobserved situations and encourage open communication with no secrets)
- Make the experience of training enjoyable: promote fairness, confront and deal with bullying
- Treat all children equally and with respect and dignity
- Do not swear in front of children and do not allow swearing to go unchallenged
- Be an excellent role
- model; this includes not smoking or drinking alcohol in the company of children under your care. Adults should refrain from drinking whilst children are under their care
- Always put the welfare of the child first, before winning, the child's welfare being paramount
- Be acutely aware of the power that a coach, volunteer or official develops with participants in snowsports and avoid any inappropriate or intimate interaction (sexual or otherwise)
- Avoid unnecessary physical contact with children. Where any form of manual/physical support is required – for instance, it may be common practice for a trainer to rub a racer's thighs before the start of a race – it should be provided openly, in public and with the consent of the child. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the child's consent has been given
- Involve parents/carers wherever possible, e.g. where children need to be supervised in changing rooms encourage parents to take responsibility for their own child. If groups have to be supervised in changing rooms always ensure parents, coaches etc work in pairs

- Ensure that at away events an unaccompanied adult does not enter a child's room or invite a child to their room
- Do not engage in a sexual relationship with anyone under the age of 18 in your care
- Give enthusiastic and constructive feedback rather than negative criticism
- Recognise the developmental needs and capacity of the child and do not risk sacrificing welfare in a desire for club or personal achievements. This means avoiding excessive training or competition and not pushing children against their will
- Promote good sportsmanship, encouraging children to be considerate of other athletes, officials and volunteers and by being modest in victory and gracious in defeat
- Keep a written record of any injury that occurs, along with details of any treatment given

Examples of poor practice – you must never:

- Unnecessarily spend large amounts of time alone with a child away from others
- Take children to your home where they will be alone with you
- At an away event, go into a child's room without another adult in a position of responsibility
- 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
- 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
- Take part in, or tolerate, behaviour that frightens, embarrasses or demoralises a child or affects their self esteem
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Shower with a child
- Do things of a personal nature that the child can do for themselves
- Take a child alone in a car with you (unless pre-arranged transfer from airport or resort, or in the case of an emergency)

Any of these situations can leave you open to allegations and many of these actions would be difficult to defend

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

If during your care you accidentally hurt a child, a child seems distressed in any manner, appears to be sexually aroused by your actions and/or if the child misunderstands or misinterprets something you have done, report any such incidents 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. Parents should also be informed of the incident.

First Aid

Where possible, two first-aiders should treat casualties or a first aider accompanied by another adult of the same gender as the casualty. Never take the casualty alone into a room and close the door behind you. Always leave the door open, or attend to them in an open environment. Sometimes a little privacy for the casualty may be required, for example where they need to remove clothing and unless it is an emergency, there should always be two adults present. Ideally it should be done in the presence of a first aider of the same gender unless the wellbeing of the casualty is jeopardized by delaying e.g. in the event of cardiac arrest or a major bleed.

Relationships with 16 – 17 year olds

Coaches should ensure they maintain healthy, positive and professional relationships with all athletes. Coaches and others in positions of authority and trust in relation to athletes aged 16 and 17 years must not engage in sexual relationships with them while that unequal power relationship exists.

This applies to all those involved in snowsports. Any young coaches/helpers must follow these guidelines as they include 16 – 17 year old coaches who may wish to develop a relationship with someone the same age. If they are instructing the 16 – 17 year old, they must not enter into a relationship with them due to the unequal power relationship.

Relationships with older trainees

Staff are in a position of authority and they must maintain discipline while remaining at all times approachable to BSA trainees. So even with trainees of the same age, for the same reasons as above, **coaches must not engage in sexual relationships with any of the racers in their charge.**

Section 5 – Safeguarding Policies

Derived from BSA safety policies and SnowSafe March 2013 (updated June 2014)

a. Recruiting new staff and volunteers
b. Anti-bullying and procedures for dealing with bullying
c. Photography: Video and use of images incl. website and press guidelines
d. Transport
e. Supervision of Children
f. Missing Children
g. Procedures for Managing Children away from the Club (if applicable)
h. E Safety guidelines
i. Health and Safety guidelines
j. Disciplinary and appeals mechanism
k. Ensure Child Welfare Officer (and deputy) attend required SSE training

a. Recruiting new staff and volunteers

See Section 4 Staff recruitment, best practice.

b. Anti-bullying and procedures for dealing with bullying

See Section 3, Child Abuse, regarding Bullying, Hazing, Cyber-bullying.
Also refer to SnowSafe p12

c. Photography: Video and use of images incl. website and press guidelines

Thought should be given to the possible identification of children when a photograph is accompanied by personal information. There should be no inappropriate photographs or recorded images of children.
SnowSafe p71

d. Transport

All trainees should have a seat and seat belt regulations must be adhered to

Senior staff are always aware of drop-off and pick-up points and times

All supervisory staff are issued with all relevant information of passengers e.g. name/contact number of parent/carer, name/contact number of person who is collecting them (if different), pick-up/drop-off point, medical information, emergency telephone number.

Younger trainees are not to be left unsupervised, i.e. dropped off without a parent/carer there

Beside confirmed transfers, one-off requirements such as need for eqpt/lift passes, and in emergencies a child should not be taken alone in a car by a club official. In any event the child should sit in the back if possible, and it is preferable to take more than one child.

e. Supervision of Children

ALL members of staff, in addition to their main duties, they must be prepared to assist in pastoral care and react responsibly to events at any time of the day or night. Prevention is the most important aspect of supervision of children. Staff are acting in loco parentis and have a duty of care towards them.

Enough adults must be present to adequately supervise all participants and manage any incident that may arise. Appropriate supervision ratios and systems for monitoring the whereabouts of children are essential. It must be clear at all times who in the team is responsible for supervision.

SnowSafe: Guidelines on Supervising of Children p51

f. Missing Children

- Ensure all other children continue to be supervised appropriately while a search for the child is carried out
- Inform the CWO (if present) or person responsible for the session or event
- Make an immediate assessment of the situation. Eg. if the child was seen stepping into an unknown car, inform the Police immediately
- Organise the remaining available responsible 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 Avoid sending other young people to search.

Mountain rules apply. *For snow trips abroad you should have a specific emergency plan in place,*

112 is an emergency telephone number in all EU countries and some others.
SnowSafe: Guidelines on Missing Children p 53

g. Procedures for Managing Children away from the Club – not applicable

h. E Safety guidelines

Snowsafe: E-Safety guidelines for clubs p 40

i. Health and Safety guidelines

see Section 6, including notes on daily routine.

Also, SnowSafe:
Child Welfare in the Mountain Environment, p56
Children at High Altitude – Managing the Risks p58

j. Disciplinary and appeals mechanism

see section 6

k. Ensure Child Welfare Officer (and deputy) attend required SSE training

See above, Section 4, BSA requirements through SSE Affiliation

Section 6 Trainees –Safety and wellbeing, Conduct and Discipline

General Safety and Wellbeing

All members of staff, in addition to their main duties, must be aware of their position in regards to pastoral care, that is, they must be prepared to react responsibly to events at any time of the day or night.

The British Ski Academy has appropriate public and employer liability insurance.

Health

The Registration Form contains a detailed questionnaire about students' medical history, and treatment and dietary requirements. Students will be looked after in accordance with this information. Any outstanding medical or dental treatment should be undertaken before joining if possible, with updated information given to the Academy.

Accommodation and food will be monitored for any danger to health and safety. All aspects of Academy life will be monitored for the prevention of accidents, including the wearing of protective headgear, eyewear, clothing and the use of sun cream. All drivers of school transport will be over twenty five, properly insured, and passengers will be required to use the seatbelts provided.

Treatment for any infection or injury will be in-house in the first instance. The majority, if not all, members of staff will have a First Aid qualification. When necessary local medical services will be utilised. Any incident, and the action taken, will be recorded in an incident book.

All students must have comprehensive medical insurance cover to include cover for racing and race training. Evidence of such cover must be available in the event of an emergency.

Wellbeing

The British Ski Academy recognises that students will be staying away from their home and families, possibly for the first time, and that this may cause distress (home-sickness). Although the majority of students adjust easily, it is nevertheless a major consideration.

In a large community of young people it is not possible to re-create individual home environments. However the BSA aim to foster a happy community and to create a friendly and caring home away from home.

In selecting our environment we are very fortunate to be able to operate in the Aosta Valley; an area which reflects the beauty and power of nature in the majesty of the high Alps.

We aim to make our accommodation as comfortable and practicable as possible. We endeavour to organise room-sharing among compatible students, and will consider reasonable requests for change.

We will endeavour to balance the equation between supervision and privacy. We understand that it is suffocating for young people to be under observation all the time, but equally we must **know** if there is any bullying, dissatisfaction or mischief. (See code of conduct below).

It is our aim that ALL staff, whilst maintaining authority, will be approachable, and that students should be able to identify a member of staff as a *confidante.* However we will avoid undue familiarity between students and staff. Staff are forbidden to engage with students on social networks, Facebook etc. and any member of staff so approached will be required, in confidence, to report the facts as part of the process of care.

If it is beneficial, any student may have access to a telephone, at any time, to make or receive calls from home. Visits from family and friends can be arranged and, in extremis, arrangements can be made for students to return home**.**

The 'growing-up' experience is very much a part of the programme and students will be encouraged to comment on and contribute to any aspect of Academy life. Older students will be encouraged to exercise prefectural responsibility.

Behaviour

The British Ski Academy has a code of conduct and a disciplinary procedure, which is attached as an appendix to this statement.

Routine

In order to achieve the best possible results from a busy programme of academic study, ski training and racing, travel and other activities, guidance notes about aspects of daily routine are attached as an appendix to this statement.

Snow Safe: Guidance for Parents/Carers p64

Code of Conduct and Disciplinary Procedure

Code of Conduct

1. The basic principles are consideration and common sense. Any act borne of thoughtlessness or stupidity may be considered a breach of good conduct.
2. The Academy has a No Smoking policy, at any age, and a No Under Age Drinking policy. Alcohol is forbidden to adult athletes during training and competition periods. Misuse will be considered a serious breach of conduct
3. Contravention would be a serious breach of good conduct.
4. The Academy cannot allow students to have a sexual relationship. In furtherance of this rule girls rooms are off-limits to boys and vice versa. Contravention of this rule would be a serious breach of good conduct. (NB Girls and boys may mix freely in common areas).
5. Any involvement with drugs would be considered a serious offence warranting expulsion.
6. The Academy has a non-discrimination policy. Living in a community it is important to 'live and let live' and to be tolerant of everyone. Any discriminatory behaviour would be considered a breach of good conduct.
7. The Academy abhors 'bullying' in any form. Any physical violence or mental intimidation would be considered a serious breach of good conduct. [see Section 3]
8. Any proven incidents of theft between students would be considered a serious breach of good conduct
9. Any breach of the law, either national or local, would be a breach of good conduct.
10. It is very important for the health and safety of everybody that instructions from members of staff are complied with. Failure to comply with any reasonable instruction would be a breach of good conduct.
11. In a community, and particularly in a foreign country, good manners help to foster and maintain good relations more than anything
12. A persistent breach of good manners would be considered a breach of good conduct

The BSA understand that certain students, in their home environment, may be able to behave differently, but at the Academy it is important for the well-being of all concerned that all students adhere to the same guidelines.

Please see Appendix I below, Athlete's Agreement: Code of Conduct Declaration.

Disciplinary procedure

1. In the case of a minor breach of conduct any member of staff may give an informal reprimand, which need not be recorded.
2. In the case of persistent minor breaches, or a more significant breach, of conduct, any member of staff may give a verbal reprimand, and impose a sanction, but the offence and the action taken must be recorded, and the student has the right to ask management to reconsider the matter in the form prescribed in point 3 below.
3. Serious or persistent breaches of good conduct would be considered by the Executive Director, or the Senior Tutor or Housemother deputising, with another member of staff as witness. The student would be invited to give his or her own account and to have another person present. If action is warranted, it may be a verbal or written warning plus sanctions, or possibly suspension or expulsion. A written warning would be copied to parents. If suspension or expulsion were considered options, parents would be fully and immediately informed. Details of all proceedings would be recorded.
4. Sanctions would be relevant to the offence and may include loss of ski time, extra tasks, loss of privileges, or extra study.

Appendices

Appendix 1 Code of Conduct Declaration

See also Section 6 - Code of Conduct and Disciplinary Procedure

Appendix II Accident Report Form

Appendix III Incident Report Form

Athlete's Agreement, Code of Conduct for BSA Trainees

As an athlete and participant in competitive ski racing competitions I *name here please* agree to abide by the Athlete's Agreement as given below:

- I will show respect to coaches at all times
- I agree to listen to and take direction from coaches and BSA Staff
- I will respect officials and volunteers, I understand participation in ski racing is often due to time freely given to help myself and others
- I will show respect to my racing colleagues and other athletes
- I will not be involved in any bullying or practice that can be deemed as bullying
- I will respect house rules and take care of the facilities with no less care than I would show at home.
- I will demonstrate sporting behaviour in all my activities and promote good sportsmanship, I will try to be modest in victory and gracious in defeat .

I will act in a manner at all times that does not bring myself or the BSA into disrepute during ski races and practice/training sessions

- I will attend and present for prize giving ceremonies should I be a prize winner unless circumstances do not allow me.
- I will not enter into relationships with other athletes on the Team while on training and race camps.
- I will not use prohibited or recreational drugs.
- I will not use the internet, phone or other electronic device to make derogatory remarks about other racers, teams, officials, clubs or anything related to Snowsports that could bring myself, the club or my sport into disrepute.
- I will give my best efforts at all times.

The harmful effects of smoking cigarettes and the consumption of alcohol are well recognised and can debilitate the performance of racers. The BSA actively discourages the consumption of these substances during race events and training.

I understand that disciplinary action may be imposed for breach of rules or for reasons of behaviour. **Note, any action will depend on the type and seriousness of the breach of rules/ behaviour and at interviews minors will be accompanied by an adult who will act as their representative.**

Athlete's signature: …….. Date: ……..

Parent/Guardian's signature (if under 18): …… Date: ……..

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:	
Carer, Adult in charge	Name: Contact: Incl. Tel:
Date of Incident: Time of Incident:	
Details of the incident/concern Including where it happened	
Details of any physical signs of abuse eg bruising	

Have you spoken to the child? If yes, what exactly did they say	Yes No
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/carers	Yes No
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	Yes No
Have you informed statutory authorities? If so –	Yes No If yes, was it Police Children's Social Care LADO Name of person you reported it to: Designation/Position: Tel:
Details of any action taken	

Details of any action you intend to take	
Details of Witnesses (continue on separate sheet if required)	Name: Address: Tel: 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: Tel Number/s:
Details of Person completing the form:	Name: Position in Club: (CWO, coach etc) Address: Tel:
Signed:	X
Date and Time:	Date: Time:

REMEMBER TO MAINTAIN CONFIDENTIALITY. DO NOT DISCUSS WITH ANYONE OTHER THAN THOSE WHO NEED TO KNOW

BSA Accident Report Form

An accident book is useful to record all accident information as part of your management of health and safety at the club. It is important to comply with data protection laws, and the Accident Books available to purchase from good stationers are compliant; i.e. the details of the injured person are not kept in the book, but taken out and filed safely in a locked cabinet. They need to be kept for 7 years, in case there is a claim at a later stage against the Club. Accident Report Forms are useful and can be taken out to other venues and completed if there is an accident and should then be filed safely in a locked cabinet. **Always ensure the parent/carer is informed of an accident, and signs the book or 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:		

…… …… ……

Signature of Club Official/First Aider Signature of Parent/Carer Date

Please return this form to the CWO.