



# COACHES' PACK

*Alive*  
sports development



## Coaching guidelines

As a member of our Team you will not only be representing yourself and your sport but also Alive Leisure. We therefore ask that you uphold the following coaching principles:

### Safety

1. Ensure the environment is safe to work in e.g. free from dangerous objects.
2. On your first visit to a venue please check telephone point, or that you have signal on your mobile phone, vehicle access and fire regulations. You can also speak to the Organiser about this.
3. Ensure all equipment is safe to use.
4. Ensure participants are supervised at all times. Never leave your sessions early or leave young people unattended.
5. Make sure you have access to a first aid box at each session (refer to Injury procedure below).

### Injury Procedure

In the event of an injury occurring involving either a child, a coach/teacher or yourself, the procedure is:-

#### Minor Injury eg. small cut, fall etc.

- a) Take appropriate first aid action (only administer first aid if qualified).
- b) Make provision for injured person to rest or continue.
- c) Fully complete an Injury Report Form and return it straight away to Alive Sports Development.

NOTE: If you are in any doubt as to whether to fill out the form, then please do so. What might seem fairly insignificant at the time could develop into something more serious.

### Major Injury

- a) arrange for injured person to be taken to hospital or ring ambulance. Use your discretion as to whether to administer first aid (only administer first aid if qualified).
- b) ring parent or guardian.
- c) fully complete an Injury Report Form and return it straight away to Alive Sports Development.

### Wet Weather provision

Courses will only be cancelled under exceptional circumstances. If you are unsure about the session going ahead please ring the school/venue/organiser in advance.

All attempts should be made to provide alternative activities if the weather prohibits the session going ahead.

### Unable to attend

Ring the school/venue/organiser as early as possible if you are unable to attend a coaching session. Please give as much notice as possible so that alternative arrangements can be made.

### Register

Please ensure you arrive in plenty of time to register children before the start of the session.

It is very important to register the children before every session as it provides vital information in case of an accident and also enables us to monitor attendance. Completed registers should be returned to Alive Sports Development at the end of each course.

Blank registration forms and injury report forms are included in this pack.

**Equipment**

If equipment is needed in advance of the session, please ensure this is done with plenty of notice. Please ensure equipment is used correctly and check numbers on completion. If any equipment is damaged or lost please report to Alive Sports Development, School or staff.

**General promotion**

- a) Encourage children to join a club or continue participating at local leisure centres.
- b) Talk to parents if they are waiting to collect children – encourage them to get involved i.e. coaching, junior club organisation
- c) Encourage children to apply for the next level of coaching.
- d) Encourage children to take part in fun days and holiday courses.

**Feedback**

Please ensure that you hand out the feedback forms to all attending the session and ask that they are filled out returned at the end of the course. If they are unable to give the forms to you at the end of the session let them take them away to complete. Completed forms should then be returned to Alive Sports Development. We will send you these forms prior the sessions starting.

# Guidance for coaches - Child protection

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# 1. Promoting Good Practice with Young People

## 1.1 Introduction

Sport can play a positive part in identifying cases of child abuse occurring outside of its direct arena (e.g. at home/school). It is equally important to respond to cases that arise within sport, and make staff, coaches and volunteers aware of the procedures that must be followed (procedures can be found in section 3)

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to try to understand these feelings and not allow them to interfere with your judgment about any action to take. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, official or volunteer may have regular contact with young people and be an important link in identifying cases where a young person needs protection. There will also be occasions where the person to whom a disclosure of abuse is made relates to matters outside of sport. All cases of serious poor practice or abuse involving staff, coaches or volunteers should be reported to Alive Sports Development Designated Officer (Contact details can be found in Appendix A)

## 1.2 Good Practice Guidelines

All personnel in sport will be encouraged to demonstrate exemplary behaviour in order to promote the welfare of young people and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate within sport:

### All employers and employees (paid or voluntary) will ensure good practice by:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment i.e. no secrets)
- Treating all young people equally, and with respect and dignity
- Always putting the welfare of each young person first, before winning/ achieving goals
- Maintaining a safe and appropriate distance with performers (e.g. it is not appropriate to have an intimate relationship with a child or to share a room with them)
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process
- Making sport fun, enjoyable and promoting fair play
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the NGB. Care is needed as it is difficult to maintain hand positions when the child is constantly moving.
- Keeping up to date with the technical skills, qualifications and insurance in sport
- Involving parents/carers wherever possible (e.g. for the responsibility of their children in the changing rooms). If groups have to be supervised in the changing rooms, always ensure parents/teachers/coaches/officials work in pairs
- Ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. (NB However, same gender abuse can also occur.)

- Ensuring that at tournaments or residentials, adults will not enter children's rooms (other than in the role of a guardian) or invite children into their rooms
- Being an excellent role model - this includes not smoking or drinking alcohol in the company of young people
- Giving enthusiastic and constructive feedback rather than negative criticism
- Recognising the developmental needs and capacity of young people - avoiding excessive training or competition and not pushing them against their will
- Securing parental consent in writing to acting in loco parentis, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment (this will only be carried out by a person/s qualified to do so)
- Awareness of any medicines being taken by participants, or existing injuries or other health issues
- Keeping a written record of any injury that occurs, along with the details of any treatment given (see attached Injury Report Form)
- Requesting written parental consent if club officials are required to transport young people in their cars, never one to one

### 1.3 Code of Ethics and Conduct

All coaches employed by Alive Sports Development must sign up to and adopt this guidance document (Appendix B).

The code encourages:

- The development of an open and positive climate in sport;
- Poor practice to be identified;
- Investigations to be carried out;
- Disciplinary action to be taken if appropriate.

### 1.4 Guidelines for Use of Photographic Filming Equipment at Sporting Events

Alive Leisure is keen to promote positive images of Young People participating in sport and is not banning the use of photographic or videoing equipment. However, there is evidence that certain individuals will visit sporting events to take inappropriate photographs or video footage of young people in vulnerable positions. All clubs and coaches should be vigilant about this possibility. Any concerns during an event should be reported to the lead coach and the designated officer at Alive Sports Development.

Currently Alive Sports Development requires parental consent before photographic or video images are taken or used. Our application forms require a box to be ticked to identify Young People who cannot be photographed.

## 2. Recognition of Poor Practice, Abuse and Bullying

### 2.1 Introduction

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. The staff and volunteers in sport, whether in a paid or voluntary capacity, are not experts at such recognition. However, they do have a responsibility to act if they have any concerns about the behaviour of someone (an adult or another child) towards a young person. In many cases it is difficult to differentiate between what could be deemed as poor practice and possible child abuse. Alive Leisure expects all staff to report any concern they may have about the welfare of a young person immediately to the designated officer or deputy (contact details see Appendix A).

## 2.2 Poor Practice

Poor practice includes any behaviour that contravenes Alive Sports Development Code of Ethics and Conduct which is constituted around the following:

- Rights - for example of the player, the parent, the coach, the official etc.
- Responsibilities - for example responsibility for the welfare of the players, the sport, the profession of coaching, their own development.
- Respect - e.g. of other players, officials and their decisions, coaches, the rules.

## 2.3 Practice never to be sanctioned

The following should never be sanctioned. You should never:

- Spend excessive amounts of time alone with a child
- Take a child home to your house and be alone with them
- Engage in rough, physical or sexually provocative games, including horseplay
- Share a room with a child
- Allow or engage in any form of inappropriate touching
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Reduce a child to tears as a form of control
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature for children that they can do for themselves

### Please note:

It may sometimes be necessary for staff or volunteers to do things of a personal nature for

children, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and written consent of parents and the performers involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

## 2.4 Indicators of Abuse

Indications that a child may be being abused include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- An injury for which the explanation seems inconsistent.
- The child describes what appears to be an abusive act involving him/her.
- Someone else (a child or adult) expresses concern about the welfare of another child.
- Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper).
- Inappropriate sexual awareness.
- Engaging in sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Has difficulty in making friends.
- Is prevented from socialising with other children.

- Displays variations in eating patterns including overeating or loss of appetite.
- Loses weight for no apparent reason.
- Becomes increasingly dirty or unkempt.

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. It is not the responsibility of those working in sport to decide that child abuse is occurring but it is their responsibility to act on any concerns, by ensuring that the designated officer is informed.

## 2.5 Bullying

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a young person. It can occur that the abuser may be a young person, for example in the case of bullying. Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves.

Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture.

Girls and boys can be bullies although it seems to be more conspicuous in boys. Although bullying often takes place in schools research shows it can and does occur anywhere where there is inadequate supervision – on the way to and from school, at a sporting event, in the playground and changing rooms. Young people who are the victim of bullies can become isolated and an easier target for others types of abuse.

Bullies come from all walks of life, they bully for a variety of different reasons and may even

have been abused. Typically, bullies can have low self-esteem, be excitable, aggressive and jealous. Crucially, they have learned how to gain power over others and there is increasing evidence to suggest that this abuse of power can lead to crime.

**The competitive nature of sport makes it an ideal environment for the bully. The bully in sport can be:**

- A parent who pushes too hard
- A coach who adopts a win-at-all costs philosophy
- A player who intimidates inappropriately
- An official who places unfair pressure on a person.

**Bullying can include:**

- Physical: e.g. hitting, kicking and theft.
- Verbal: e.g. name-calling, constant teasing, sarcasm, racist or homophobic taunts, threats, graffiti and gestures or being excluded by their peers
- Emotional: e.g. tormenting, ridiculing, humiliating and ignoring.
- Sexual: e.g. unwanted physical contact or abusive comments.

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm). There are a number of signs that may indicate that a young person is being bullied:

- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to school, training or sports club.
- A drop off in performance at school or standard of play.

- Physical signs such as stomach-aches, headaches, difficulty in sleeping, bed-wetting, scratching and bruising, damaged clothes and bingeing for example on food, cigarettes or alcohol.
- A shortage of money or frequent loss of possessions.

### 3. Responding to Disclosure, Suspicions and Allegations

#### 3.1 Introduction

All staff, coaches and volunteers working within Alive Sports Development have the responsibility to respond immediately if a young person says or indicates that he/she is being abused, or information is obtained which gives concern that a young person is being abused. Or similarly suspicions of poor practice should be reported to the designated officer.

Please see Appendix C for a copy of the flow chart for reporting incidents.

#### 3.2 Responding to a Disclosure or Allegation by a young person

##### Actions to Take:

The person receiving information concerning disclosure should:

- Act calmly so as not to frighten the child
- Ensure the immediate safety of the young person, this may include seeking medical attention
- Tell the child he/she is not to blame and that he/she was right to tell
- Take what the child says seriously, recognising the difficulties inherent in interpreting what is said by a child who has a speech disability and/or differences in language

- Keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said; **Do Not Investigate**
- Reassure the child but do not make promises of confidentiality which might not be feasible in the light of subsequent developments
- Make a written record of what had been said, heard or seen as soon as possible **using the child's language**
- Contact the designated officer immediately

**Please note:** It may not be that all young performers are able to express themselves verbally. Communication difficulties may mean that it is hard for them to complain or be understood. Sometimes it is difficult to distinguish the signs of abuse from the symptoms of some disabilities or conditions, in relation to the nature of an individual's impairment. However, where there are concerns about the safety of a young performer, record what has been observed in detail and follow the procedures and report these concerns to the designated person or deputy (See Appendices A, C & D).

##### Actions to Avoid

The person receiving the disclosure should not:

- Panic
- Allow their shock or distaste to show
- Probe for more information than is offered
- Speculate or make assumptions
- Make negative comments about the alleged abuser
- Approach the alleged abuser
- Make promises or agree to keep secrets

### 3.3 Responding to Suspicions or allegations from third parties

Whilst it is not the responsibility of anyone working for Alive Sports Development to make the decision as to whether or not child abuse is taking place it is their responsibility to report concerns to the designated officer (or in their absence directly to social services) in order that the appropriate agencies can then make enquiries and take any necessary action to protect the young person.

#### Sharing Concerns with Parents

Alive Leisure advocates working in partnership with parents or carers where there are concerns about their children. Therefore, in most situations, it would be important to talk to parents or carers to help clarify any initial concerns. For example, if a child seems withdrawn, there may be a reasonable explanation. He/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement.

#### When it is not appropriate to Share Concerns with Parents

There are circumstances in which a young person might be placed at even greater risk if concerns are shared (e.g. where a parent or carer may be responsible for the abuse or not able to respond to the situation appropriately). In these situations or where concerns persist, any suspicion, allegation or incident of abuse must be reported to the designated officer or deputy as soon as possible and recorded.

#### Designated Officer

Alive Sports Development has an appointed designated officer to handle child protection issues and oversee the policy's implementation plan, along with a deputising person, if the Designated Officer is unavailable or, the

concerns relate to the Designated Officer. These officers will work closely with clubs and coaches to support and enhance training to ensure that every coach/volunteer understands the referral process and has access to the relevant contacts name and number.

The designated officer, or their deputy if not available, will always be the initial point of contact for all staff, coaches and volunteers with concerns, this officer will then take the necessary steps to ensure the safety of the young person. Please refer to Appendix C for the guide to procedures.

#### It is the role of the Designated Officer to:

- Make the decision whether the concern is bad practice
- Consult or refer the concern wider
- Initiate any disciplinary action
- To establish and maintain the link with statutory agencies during the investigation
- Keep the information on file
- Act as the point of contact for any consultation over concerns

#### Social Services

Social services have a statutory duty under The Children Act 1999, to ensure the welfare of children and work with the Norfolk Area Child Protection Committee (ACPC) to comply with its procedures. When a child protection referral is made, the social services staff have a legal responsibility to investigate. This may involve talking to the child and family, and gathering information from other people who know the child. Enquiries may be carried out jointly with the police.

#### Records and Information

Information passed to the social services or the police must be as helpful as possible, hence the

necessity for making a detailed record as soon as possible. (A form for recording allegations or concerns about children and vulnerable adults can be found in Appendix D)

**Information to be provided will include the following:**

- The nature of the allegation.
- A description of any visible bruising or other injuries and child's demeanour.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Witnesses to the incident(s).
- Any times, dates or other relevant information.
- A clear distinction between what is fact, opinion or hearsay.
- Information about the alleged or suspected abuser

A copy of this form will be given immediately to the Designated Officer who will then take the appropriate actions, by reporting this to either Social Services or the Police and initiating disciplinary procedures to deal with the incident.

**DO NOT WAIT TO MAKE NOTES. THEY NEED TO BE COMPLETED AS SOON AS POSSIBLE.** Date & sign.

### **3.4 Allegations against Staff or Volunteers**

In the case of the allegation being against a fellow coach, official or volunteer it is of equal importance to act immediately on the allegation, by following the above procedure of completing the incident form and informing the designated officer immediately. If the session is on going when the incident is reported then it is the responsibility of the other coaches or volunteers to ensure the immediate safety of that young

person by taking the necessary steps. (See Appendix A)

#### **Seek Advice**

If a coach, volunteer, parent or young person is uncertain about whether a concern constitutes abuse they are encouraged to contact the Designated Officer for an informal discussion. On occasion the Designated Officer may be informed of situations where there is uncertainty about whether the allegation constitutes abuse or poor practice. It is the Designated Officers responsibility (perhaps in consultation with Social Services) to decide whether the incident will be treated as poor practice or will be referred out to statutory agencies.

#### **Support for the Reporter of Suspected Abuse**

It is acknowledged that feelings generated by the discovery that a member of staff or volunteer is, or may be, abusing a child, will raise concerns among other staff or volunteers. This includes the difficulties inherent in reporting such matters.

Alive Sports Development assures all staff/ volunteers that they will fully support and protect anyone who, in good faith (without malicious intent), reports his or her concern about a colleague's practice or the possibility that a child maybe being abused.

#### **Types of Investigation**

Where there is a complaint of abuse against a member of staff or volunteer, there may be three types of investigation carried out by different agencies:

- Criminal - Police
- Child protection - Social Services Department / Police
- Disciplinary or misconduct - National Governing Body or Alive Leisure

Civil proceedings may also be initiated by the person/family of the person who alleged the abuse. The results of the police and social services investigation may well influence Alive Leisure disciplinary investigation, but not necessarily.

The following action will be taken by Alive Sports Development if there are concerns (Appendix C refers):

#### **Poor Practice**

- If, following consideration, the allegation is clearly about poor practice rather than abuse, Alive Sports Development's designated officer will deal with it as a misconduct issue, under the guidance of Alive Leisure's Personnel Department.
- If anybody involved is unhappy with the way an allegation has been handled they can contact the Designated Officer's direct Line Manager. (Details of this person can be found in Appendix A)

#### **Suspected Abuse**

- Any suspicion that a child has been abused by either a member of staff or a volunteer must be reported to the designated officer or deputy (if immediate action is required the Police / Social Services should be contacted immediately) who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- The designated officer will refer the allegation to the social services department who may involve the police.
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department; social services may take the lead in this.

#### **Notification to Social Services.**

The designated officer has the responsibility to pass on the information to social services. An incident report form must be sent in writing to the Duty Manager, Social Services, in the area in which that young person lives. Within 24 hours Social Services will consider the available evidence and decide how and when to proceed in consultation with the Police if need be. Witnesses may be asked to be involved their enquiries. If Social Services decide to take no further action, feedback will be provided to the referrer, this information will be done in a manner consistent with respecting the confidentiality of the child and family.

#### **Confidentiality**

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The Designated Officer or deputy
- The parents of the person who is alleged to have been abused **UNLESS THEY ARE THE ALLEGED ABUSERS**
- The person making the allegation.
- Social services/police.
- Designated officers within the governing body of sport e.g. Legal Adviser; Lead Child Protection Officer.

It will be the Designated Officers responsibility to ensure that information will be stored securely with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

### **Internal Enquiries and Suspension**

- Alive Sports Development will make an immediate decision about whether any individual accused of abuse should be temporarily suspended (in line with constitutional powers) pending further police and social services inquiries.
- Irrespective of the findings of the social services or police inquiries, Alive Sports Development must assess all individual cases under the appropriate misconduct/disciplinary procedure to completion, to decide whether a member of staff or volunteer should be reinstated and how this can be sensitively handled with other staff or volunteers. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, Alive Sports Development must reach a decision based on the balance of probabilities in relation to continued risk, and all available information. The welfare of children will always remain paramount.

### **Support to Deal with the after effects**

- Consideration should be given about what support may be appropriate to children, parents and members of staff. The Social Services will advise on this
- Consideration should be given about what support may be appropriate to the alleged perpetrator of the abuse.

## Appendix A - Essential contacts

- **If there is immediate danger and a child or vulnerable adult is at risk of significant harm, staff should call 999 stating clearly it is a safeguarding issue that needs immediate attention.**
- If there is a concern but no immediate risk of significant harm, staff should make a careful note of injuries, behaviours or disclosure which have caused concern.
- The role of the staff is to note and pass on information accurately, not to conduct the early stages of an investigation.
- If there is still a cause for concern, staff should immediately report concerns to the Designated Safeguarding Officer or Alive Leisure Safeguarding Lead.

Alive Leisure Safeguarding Lead	Victoria King	07966 470532
Alive Lynnsport	Lewis Hemeter	07881 828352
Alive Downham Leisure	Louise Biggs	07880 545861
Alive St James Pool	Lucy Mellish	07798 881551
Alive Oasis	Dave Cleland	07769 878883
Alive Sports Development	Adam Garford	07881 470547
Alive Corn Exchange	Philip Bayfield	07777 670369

- Staff should send completed forms to the Designated Safeguarding Officer as soon as possible and keep a copy. The matter is to be kept confidential and any written information providing personal details is sent in a sealed envelope marked Private and Confidential.
- Depending on the concern, the Designated Officer may request a consultation with MASH for guidance. They will provide advice on whether or not the parents should be informed. If sexual or physical abuse is suspected, advice will be given on whether the police should be involved. (Normally, parents/guardians will be told what is happening unless such action would prejudice the investigation or place the child at greater risk).
- If a referral is made, this must be confirmed in writing within 24 hours on an NSCB 1 form which can be found on [www.norfolkscsb.org](http://www.norfolkscsb.org)
- If the allegation is against a member of staff or volunteer the LADO must be contacted within 24 hours of the allegation being made and followed up in writing. The LADO will lead any investigation and is contacted on 01603 223473.

Sports coaching helps the development of individuals through improving their performance.



This is achieved by:

- Identifying and meeting the needs of individuals
- Improving performance through a progressive programme of safe, guided practice, measured performance and/or competition
- Creating an environment in which individuals are motivated to maintain participation and improve performance.

**Coaches must comply with the principles of good ethical practice listed below.**

1. Coaches must respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
2. Coaches must place the well-being and safety of the performer above the development of performance. They should follow all guidelines laid down by the sports governing body and hold appropriate insurance cover.
3. Coaches must ensure that they follow the procedures within Alive Leisure's child Protection Policy, and respond to any allegations or suspicions.
4. Coaches must encourage and guide performers to accept responsibility for their own behaviour and performance.
5. Coaches will hold up-to-date and nationally recognised governing body coaching qualifications.
6. Coaches must ensure the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
7. Coaches should, at the outset, clarify with performers (and where appropriate with their parents) exactly what is expected of them and what performers are entitled to expect from their coach. A contract may sometimes be appropriate.
8. Coaches should cooperate fully with other specialists (e.g. other coaches, officials) in the best interests of the performer.
9. Coaches should always promote the positive aspects of their sport (e.g. fair play) and never condone rule violations or the use of prohibited substances.
10. Coaches must consistently display high standards of behaviour and appearance.
11. Coaches must develop an appropriate working relationship with performers (especially children), based on mutual trust and respect. Coaches must not exert undue influence to obtain personal benefit or reward.

I have read the above and agree to abide by the points made:

Signed: .....

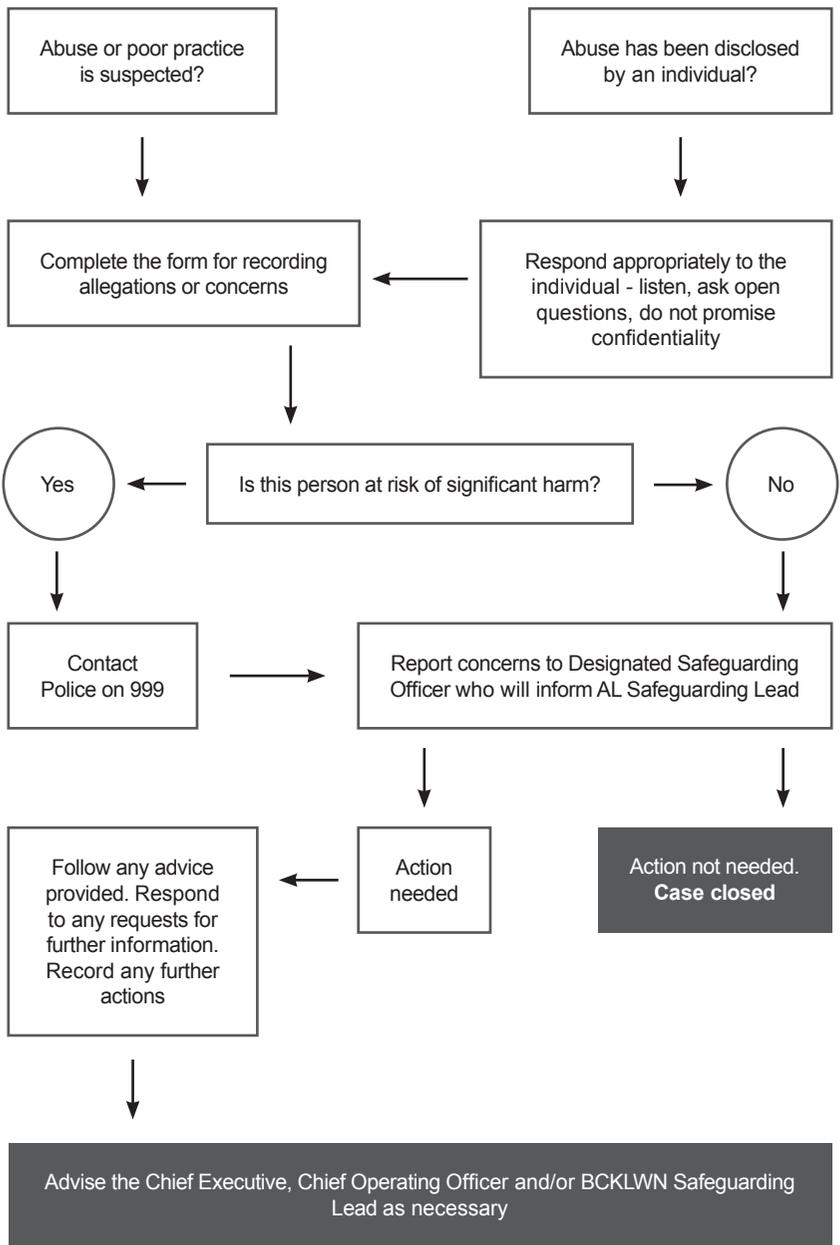
Print name: .....

Date: .....

Sport: .....



# Appendix C - Flow chart for staff when concerned a person is being abused



## Appendix D - Form for recording allegations or concerns about children and vulnerable adults

Please use this form as a prompt, recording any additional information on the back or on another sheet of paper. **REMEMBER**- your job is not to investigate, but to record accurately all information you receive or signs and symptoms you observe.

Person of concern (name, address, tel. no. etc.)	Parents or guardian's details: (where known)	Details of person reporting suspicion/allegation/ concern to you (this may be the child):
Describe what the suspicion/allegation/incident/concern is here:		
Describe fully any signs, symptoms you or others have observed (include here what the person has told you):		
Where did this occur (as far as you know)?		
When did this happen (as far as you know)?		
If some earlier signs/symptoms were noticed before today, when and where was this?		
Record details of anyone else who may have been present or have relevant information:		
Record who has been informed (You must inform one of the Designated Safeguarding Officers immediately and the child's parents or guardian unless it is possible that they may be responsible.)		
Signed	Dated	Time
Job title	Tel number:	

SEND OR HAND THIS FORM (in envelope marked Private & Confidential) to DESIGNATED SAFEGUARDING OFFICER AS SOON AS POSSIBLE

## **Alive Sports Development**

Lynnsport, Greenpark Avenue,  
King's Lynn, Norfolk PE30 2NB  
Tel: (01553) 818018  
[www.aliveleisure.co.uk](http://www.aliveleisure.co.uk)

*Alive*  
sports development