

APPENDIX C – GOOD PRACTICE GUIDE TO SAFEGUARDING OF CHILDREN

This guide only covers the essential points of good practice when working with children and young or vulnerable people. You should also read the GYC's Safeguarding of Children Policy (1c) which is available for reference at all times and is included in this manual.

- Avoid spending any significant time working with children or vulnerable people in isolation.
- Do not take children alone in a car, however short the journey. If this is unavoidable, for example in an emergency, they should always sit in the back.
- Do not take children or vulnerable people to your home as part of the GYC's activity.
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge at the GYC or the child's parents.
- Design training programmes that are within the ability of the individual child.
- If a child is having difficulty with a wetsuit, dry suit or buoyancy aid; ask them to ask a friend to help if at all possible. If a child is upset and needs comforting, ask another child to provide the physical contact. Any contact made by an adult for this reason should be restricted to a gentle hand placed on the shoulder only.
- If you do have to help a child, make sure you are in full view of others, preferably another adult. Brief him or her prior to making any physical contact whatsoever, and give an opportunity to decline help.

You should never:

- engage in rough, physical or sexually provocative games.
- allow or engage in inappropriate touching of any form.
- allow children to use inappropriate language unchallenged, or use such language yourself when with children or vulnerable people.
- make sexually suggestive comments to a child, even in fun.
- fail to respond to an allegation made by a child; always act.
- do things of a personal nature that children can do for themselves.

It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the child (where possible) and their parents/guardians. In an emergency situation which requires this type of help, parents should be fully informed. In such situations it is important to ensure that any adult present is sensitive to the child and undertakes personal care tasks with the utmost discretion.

It is imperative that if you should become aware of any information concerning child protection, that you immediately inform our Safeguarding Officer -

Sarah-Jane McGrath

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