

SAFEGUARDING POLICY



Protecting children and
vulnerable adults.

GENERAL

1. This document is drawn up in line with the British Orienteering O-Safe Policy 2016, available at https://www.britishorienteering.org.uk/document/490c4b6b7b487bde120d3475a0377e51/governance_O-Safe%202018.pdf.
2. Quantock Orienteers agrees to adopt the up-to-date British Orienteering Policies, Procedures, Rules and Regulations as published on the British Orienteering website.
3. All individuals involved in orienteering through Quantock Orienteers, in any capacity, are deemed to have assented to and abide by and adhere to the British Orienteering Policies, Procedures, Rules and Regulations as published on the British Orienteering website.
4. All Members agree to abide by the British Orienteering Safeguarding Policy and Procedures. All individual members are deemed to have read, understood and assented to the British Orienteering Code of Ethics and Conduct ("Code") and as such recognise and adhere to the principles and responsibilities embodied in the Code.
5. Both Quantock Orienteers and its members agree to abide by the final outcome of any disciplinary and appeal proceedings.




RECRUITMENT OF PEOPLE IN POSITIONS OF TRUST

1. Quantock Orienteers recognises that Club officials are in positions of trust.
2. Every effort should be made to ensure that Club officials who are likely to interact with children or at-risk adults are suitable for that role. This includes planners and organisers of all events which children may attend.
3. If any adult will be working in isolation from other adults and the contact with the child or children is once a week or more OR 4 or more days in each 30-day period OR involves any overnight supervision between 2am and 6am, Quantock Orienteers will perform the required DBS check.

COACHING AND OTHER ACTIVITIES

1. Quantock Orienteers will always put the safety and wellbeing of children first, before winning or achieving goals.
2. Coaching and other activities will not take place on a 1:1 basis with children or at-risk adults away from other people. Ideally there should be 2 responsible adults present, or a group of children. It would be reasonable for 1:1 coaching to be happening within sight of registration, for instance.
3. Enthusiastic and constructive feedback will be given rather than negative criticism.
4. Recognition will be made of the developmental needs and capacity of those being coached or completing the activity.
5. Physical contact will only be provided openly and only when absolutely necessary, for instance when a child requires physical contact for personal safety reasons.
6. On residentials, adults will not enter children's rooms/tents or invite children into their rooms/tents (unless they are in the same family). If an adult is working in a supervisory capacity, he or she should only enter the children's rooms/tents when accompanied by another adult.
7. If situations arise where these rules must be broken (perhaps due to safety or a medical emergency) this should only be with the full knowledge and consent of someone in charge at the club or the child's parents.

PHOTOGRAPHY

1. Quantock Orienteers is committed to providing a safe environment for children under the age of 18 to participate in orienteering activities and events. Essential to this commitment, is to ensure that all necessary steps are taken to protect children from the inappropriate use of images.
2. Quantock Orienteers will ensure that organisers of all events and activities will include appropriate wording in event literature to remind participants to:
 -  be respectful of others' privacy when taking photographs
 -  not to take inappropriate or intrusive photographs
 -  to bear in mind British Orienteering's guidelines on photography

- 👉 contact an event organiser or other official if they have concerns regarding inappropriate or intrusive photography (in terms of the way, by whom, or where photography is being undertaken)
 - 👉 be aware that photographs may be taken at the event, and some may be posted onto public websites. Parents, guardians or carers who have a reason to be sensitive about the children they are responsible for should bear this in mind in their decision to attend the event.
 - 3. Official photographers will be provided with a **special hi-vis vest**, which must be worn at all times when taking photographs.
 - 4. Official photographers will be provided with a clear brief about what is considered appropriate in terms of image content and their behaviour. In particular, where possible:
 - 👉 focus on the activity rather than a particular child
 - 👉 avoid showing the full face and body of a child
 - 👉 avoid images and camera angles that may be more prone to misinterpretation or misuse than others
 - 👉 only use images of children in suitable dress/kit
- And definitely:
- 👉 no unsupervised access to children or one-to-one photo sessions at events
 - 👉 no photo sessions away from the event, for instance at a young person's home
 - 👉 avoid sensitive areas such as changing areas
5. Parental consent is required for taking and using images of individual or smaller groups of participants in which their child would easily be recognisable. It is not required for wide angle, more general, images of the event, opening and closing ceremonies, and so on, as long point 2 has been followed. **This consent will be collected on registration slips.**
 6. Organisers have a responsibility to put in place arrangements to ensure that any official photographers can identify which children should not be subject to close-up image taking. **This is most easily achieved by those who shouldn't be photographed by the official photographer wearing a coloured sling collected from registration.**
 7. If a concern or complaint is raised, it must be dealt with in the same way as any other child safeguarding issues. The club welfare officer should be informed. If there are concerns or suspicions about potentially criminal behaviour this should include referral to the police.

SOCIAL MEDIA

1. Quantock Orienteers recognises the power of using social media to promote orienteering, but also the risks associated with it.
2. Any Club official in a position of trust with a child or young person will not accept their 'friend' requests or communicate with them via their personal social media accounts.
3. Club officials using social media will remember that any images, video clips and comments uploaded to social media or the internet may be there forever, even if they delete them, and they may be viewed by people they don't expect and so will make sure that photos, video clips and comments are appropriate for everyone to view and seek the relevant permissions to post them.
4. A moderator or responsible person will be nominated to manage each site and content. One person can manage multiple sites. This person will need to be trained in how to spot the warning signs of bullying and grooming.
5. No-one will be asked for personal or contact details including their full name, age, address, school, college or current or home location, nor will this information be posted by others.

CONCERNS AND WHISTLEBLOWING

1. It is everyone's responsibility to report a concern about a child or at-risk adult.
2. If anyone has a concern with regard to the behaviour of an adult or other child towards a child or adult at risk in an orienteering situation, it is important that they share their concerns with the British Orienteering Lead Safeguarding Officer.
3. They can call the NSPCC Child Protection Helpline on 0800 800 5000 or ChildLine on 0800 1111 directly if they feel more comfortable. Both Helplines are open 24 hours a day and calls are free of charge.

Items marked in orange have yet to be ratified by the committee due to the Covid-19 lockdown preventing full discussion of them.