

Redkite Safe Guarding Procedure – Updated the 9th January 2019

Prevention

- There will always be at least 1 adult that has been DBS checked, in charge of the children.
- All Redkite Coaches are required to have a DBS check. This must be arranged by the Chief Coach as soon as possible once taking on a coaching position.
- Class assistants/volunteers are not required to have a DBS check, though this will be obtained if their assistance becomes more regular/routine.
- If given a reason to do so, a DBS renewal will be requested by the Chief Coach.
- There will always be at least 2 adult coaches/assistants/volunteers in attendance to each class. No single adult should be left with a child or small group of children (2) on their own at any time.
- In the event that any concerns arise regarding the behaviour of a fellow coach or assistant, these concerns will be reported through to the Chief Coach who will decide how to proceed with the information provided. The information will be documented in writing at this stage.
- Each Coach/regular assistant must attend a Safe Guarding Course chosen by the Chief Coach at the first available opportunity. Where a person already works within the care industry and already required within other work to attend more robust courses, this may not be necessary but is at the discretion of the Chief Coach.

Code of Practice & Behaviour

- Behaviour by Adult Students, coaches, assistants and children are set out in the 'Gym Rules' which can be viewed on the posters at the gym. They're easily accessed on 3 walls of the building both inside and outside the studio.
- Constant disregard for the rules or a single, severe breach, could result in the end of the persons participation in Redkite training and activities. The ultimate decision will be made by the Chief Coach.

Implementation & Monitoring

Main Areas of Vulnerability Identified by the Team at Safe Guarding Training:

1) Drop off's and Pick ups

- Unless agreed other wise and in writing by the Chief Coach, all students must be accompanied by a responsible adult, into the building and into the waiting area. The adult must stay until the coach/assistant takes the children into the studio for their training session. During the 'Tiddlers' Class, the adult must remain in the building at all times and tend to issues such as toileting or as requested by the coach in charge.
- As a measure of precaution a coach or assistant will, where possible, also remain in the waiting area until the start of class.
- The responsible adult must come and collect their child from the waiting area at the end of the session. **They must not wait in the car park** unless agreed in writing by the Chief Coach. Every child must be accompanied by an adult.
- Some of the older children maybe able to make their own way to and from the gym. In these instances, there must be agreement in writing with the Chief Coach.
- If an parent or guardian is late or does not attend to collect their child, the sessions two responsible adults must firstly call the Chief Coach, then attempt to call the parent/guardian. The child must not be left with an individual unchecked adult at any time. Failure to collect a child or continued lateness may incur a financial charge or the removal for your child from training sessions. It is the parents responsibility to ensure and agreed

adult attends to collect their child in a timely fashion.

2) Toilet Procedures

- Toilet supervision for the children attending the 'Tiddlers Class' must be done by their own parents who must remain in the building throughout their session.
- In the Children's Classes, we ask that parents encourage their children to use the toilet prior to the start of class.
- In the instance that a child needs to use the facilities, the coach or one of the coaches or assistants that has been DBS checked will accompany the child to the waiting room area double doors. They must wait there whilst the child visits the toilet on their own in EVERY circumstance. If for some reason this is not possible, a parent or guardian must be contacted immediately. In the event that this isn't possible the Chief Coach must be contacted and will give instructions. The facilities are shared. The position at the entrance to the waiting area gives the adult a good view of the toilet door where they can see the child go in, ensure nobody else does and also be close enough by in case there is an emergency. It also ensures that the exit is monitored and that a child cannot leave without permission. It also gives the adult supervisor enough distance to protect their own interests with regards to safeguarding.
- The other adult will remain with the large group during this period.

3) Physical Contact

- It is understood by the Chief Coach and all the coaches at Redkite, that the nature of their tuition can involve physical contact. These issues are addressed during Safe Guarding Training. It is the individual's responsibility to ensure that all contact is appropriate and to be mindful of this throughout their coaching. Any concerns arising in this area must be raised with immediate effect to the Chief Coach who will make a decision on how to proceed taking into consideration the safety of the children and best practise.

4) Injury

- As is the nature of Muaythai and similar contact sports, occasionally injury can occur. It is up to the judgement of the coach as to whether an injury would require an incident form. Bumps and bruises occur all the time. Twists and joint issues are often not as serious as first thought and a child can be managing normally after an earlier incident by the end of the session. In these instances, an incident form is not required. However, any injury or issue relating to the head will require an injury form and the parent/guardian must be informed on their arrival. Lacerations or open wounds would also require the same procedure. Advice to coaches is that if they are unsure if a form is required, they are to fill one out and inform the parents.
- Head contact when sparring with children under 16 is not permitted. All children under 16 must wear body shields, shin guards and relevant sized gloves for their size.

5) Emergency Contact Number

- All parents/guardians must provide an emergency contact number before their first session on the relevant training form. The coach in charge of the session will have access to these numbers and will utilise them in emergencies if the parents need to be contacted.

6) Older Children Attending the Adult Classes

- Students under 16 years old attending the adult sessions will either need to be accompanied by a parent or guardian or have parental consent to do so. In these instances, it will have been agreed with the parent/guardian, that the student is allowed to attend the gym without adult supervision. The coaches will not be required to implement

point's 1) and 2) under 'Implementation and Monitoring'. The coaches should be alert to notice inappropriate or concerning behaviours demonstrated by the young person or other students towards the young person and should report any concerns through to the Chief Instructor.

- Students that are aged between 16 and 17 do not require parental consent to join the sessions. A parent or guardian must sign the Licence form if they choose to become members. Anyone under 18 years old will not be allowed to spar with head contact apart from in extreme circumstances where written consent must be gained from the parent or guardian. In these instances, head guards must be worn unless specifically agreed in further discussion with the parent or guardian.

7) Relevant Forms for Coaches

- All forms required to manage safe practice are available via the Trello notice board available to all relevant parties.

Reporting Procedures

- In the first instance all issues must be reported to the Chief Coach. They must be put into writing. The Chief coach will escalate the issue if it is deemed necessary and in guidance with best practise.
- If the risk to a child is imminent and perceived severe, a call must be made to either the Police or the NSPCC who should offer guidance and direction at this stage.
- If there are concerns regarding the Chief Coach, contact the NSPCC for advice who will advise as to the next steps required.

Education & Training

- All coaches and regular assistants must attend a safe guarding course at the first available opportunity as directed by the Chief Coach. This may not be required if a person already works within the care industry and has already received robust training in this area. In these instances as person must acquaint themselves with the Safe Guarding Practise outlined on this document.
- You maybe asked to attend the training again after a couple of years or if there are any significant changes in this area outlined in law or best practise.

At the time of writing this document, the Chief Coach is Ms Rachel Joyner.