

REDUCING RISK FOR CHILDREN **SUGGESTED TIPS FOR YOUTH SERVING ORGANIZATIONS**

Verbal Communication

Appropriate:

- Praise
- Positive reinforcement

Inappropriate/harmful

- Sexually provocative or degrading comments
- Risqué jokes

Physical behavior

Appropriate

- Pats on the back or shoulder

Inappropriate/harmful

- Patting the buttocks
- Intimate/romantic/sexual contact
- Corporal Punishment
- Showing pornography or involving youth in pornographic activities

Social Media Policy

- Never engage with a child under the age of 18 through email or in private social media conversations, without including and or copying the parent in the conversation (Or another senior member of your YSO)
- Taking photos of players and putting in the media or social media should be prohibited unless permission has been granted by the parent in advance

Transportation Policy

- Anyone under the age of 16 should sit in the backseat
- Advise a senior member of your YSO organization that you are transporting a player
- Have the child call the parent or you call the parent to advise you are bringing the child home and the time you are leaving the field/camp/club/school/gym etc.

Travel Policy

- All trips should have an accountable leader. The Group Leader will have overall responsibility for supervision of the visit whilst also paying great attention to safeguarding and health and safety guidelines for the children in their care.
- The Group Leader should be responsible for ensuring that everyone is clear about their specific responsibilities. They should be expected to take the role of a

responsible parent/leader/coach. Parents should expect their children to be cared for safely and responsibly.

- The Group Leader should hold a face to face briefing session for everyone before the trip begins. It may also be appropriate to hold such a session for parents. All leaders should know who to go to if they have a concern about a child or have any other worries.
- As part of the planning process the Group Leader should consider any specific needs relating to any disability, medical considerations, dietary requirements, or cultural or ethnic considerations of those taking part. Students should not have prescribed medications in their possession. All medications should be administered by Chaperone or Group Leader.
- The Group Leader should enquire about the accommodations in terms of sleeping arrangements in advance of any overseas travel. Three to a room -1 Adult 2 children per room; one athlete/student/camper per bed unless parent is in the room with their child. The rule of three always and same gender preferred. A cot should be arranged with the hotel in advance. All rooming assignments should be signed and agreed by parents in advance.
- Mixed gender groups should be accompanied by at least one male and one female member or leader/volunteer.
- All Leaders/Coaches are advised to carry a mobile phone and have the phone numbers of other leaders saved on their phone.
- All Leaders should carry a list of details of all children, including emergency contact details for parents always. A copy of this list must also be held by a designated person at home, who will act as the intermediary in the event of emergency between the group and the club and with parents.
- The Coach/Leader should take a register at the start and at the end of each activity and at regular pre-arranged intervals in between.
- Should there be a serious incident then Coach/Leaders must report as such to the designated person at home, who will in turn pass on appropriate information. Written records must be made as soon as possible after the incident environment is safe for all parties present.
- Staff should familiarize themselves with the Fire Exits and appliances where they are staying and ensure that they are working. Any health and safety hazards should be reported to the Hotel.
- Individual adults should never be in isolated one-on-one situations with children or young people.
- Children will be told to act responsibly whilst not taking any unnecessary risk and must follow the instructions of any adults in a supervisory position.
- An agreement should be reached between the Leader and parents/guardians to how much independence is appropriate for those over the age of 16, but the leadership should be clear.
- If a child is seen to cause any potential risk to themselves or others they should be withdrawn from the trip.
- Leaders must not consume alcohol, drugs, including marijuana on the trip.
- No child under the age of 10 can be taken away on overnight stays without his or her parent or guardian accompanying them.