



JUNIOR TOUCH
CHAMPIONSHIPS

Junior Touch Championships PROTECTING YOUNG PEOPLE GUIDANCE

In our World, everyone has the right to be safe

Foreword

This document is the Protecting Young People Guidance for the Junior Touch Championships. It shall be followed by all members of the organisation, its event participants, event participating National Touch Associations and spectators. It shall be promoted by those in positions of leadership.

Appendices

This document must be read in conjunction with:

1. JTC Protecting Young People Policy
2. JTC Protecting Young People Procedures
3. JTC Protecting Young People Recognising Abuse
4. JTC Protecting Young People Poor Practice

Guidance

Supervision ratios

It is essential that appropriate ratios for supervision are adopted and everyone is clear of their supervisory responsibilities. Ratios of adults to children should be determined by considering age, the nature of the activity and where it is taking place.

For local training as well as the tournament, the JTC Trust insists on a minimum ratio of one adult to 8 children. On all occasions, there must always be a minimum of two responsible adults present. This ensures there is supervision in the event of an accident or incident that requires one of the adults to leave the group to accompany a child.

For each team, at least one of these adults must hold some form of Child Protection Accreditation. These are generally short 2-3 hour courses. The NSPCC offer a short online course.

During the JTC tournament, a travelling national squad must have a minimum of one adult who has been checked against their national criminal database. In the UK this is the Barring and Disclosure Service.

Example 1: Small participation Nation

Team	Criminal Record Check	CPP Accreditation	Other
Mixed 18	Adult 1, Manager		Adult 2, Coach

Example 2: Larger participation Nation

Team	Criminal Record Check	CPP Accreditation	Other
Mixed 18	Adult 1, Manager	Adult 2, Coach	Adult 5
Boys 18		Adult 3, Coach	Adult 6, Manager
Mixed 15		Adult 4, Coach	Adult 7, Manager

Changing facilities

The use of changing facilities can be difficult to regulate where the tournament is open to the public. At all times the JTC Trust will strive to provide separate changing facilities. Where changing facilities are in the public realm, the JTC Trust will either not allow access for the public, or provide an alternative.

All NTAs should develop a policy that fits with the specific circumstances in which they operate. The following principles should be adopted:

- First and foremost and where possible, the risks associated with changing facilities should be removed. That is, ensure participants arrive in their training gear in the first place.
- Where changing facilities are required:
 1. If an NTA is fully responsible for changing facilities, adults should not be permitted to get changed in these facilities at the same time as children;
 2. There must be separate changing facilities or changing times for males and female;
 3. No-one should enter changing rooms whilst these are being used by members of the opposite sex;

4. The use of photographic devices, including mobile phone cameras must not be permitted in changing facilities;
 5. Codes of conduct should cover behaviour whilst using changing facilities;
- Children should be aware that incidents in the changing facilities should be reported without delay.

Protection Code of conduct

It is important that everyone within the sport is clear about what the JTC Trust considers acceptable conduct when working with young people at the tournament. All staff, members and volunteers must promote good practice and ensure poor practice is challenged.

Adhering to the following code of good practice will also help avoid positions where both the responsible adult and the child are vulnerable and create a positive environment within the sport:

- Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open and transparent communication).
- Always ensure that there are at least two responsible adults present during training sessions.
- Treat all children fairly, and with respect and dignity.
- Always put the welfare of each child first, before winning or achieving goals.
- Maintain appropriate boundaries in relationships with children, and do not engage in sexual relationships with young people where you are in a position of trust in relation to them.
- Build balanced relationships based on mutual trust which empowers children to share in the decision-making process.
- Make Touch fun, enjoyable and promote fair play.
- Ensure that if any form of manual/physical support is required, it is provided openly and according to coach education guidelines. Care is needed, as it can be difficult to maintain appropriate hand positions when a child is moving. Young people and their parents should always be consulted and their agreement gained.
- If at any time the coach needs to demonstrate the correct technical skill of effecting a Touch and performing a rollball, the skill should first be demonstrated on the second attending adult with teaching points being drawn from this. Consider again if the Touch must be effected on the young person. If at any time the teaching point must be made in order to benefit the young person's development, the Touch should be made on the shoulder, openly and for a minimum of time. Parental permission should be obtained well before training begins.
- Keep up to date with technical skills, qualifications and insurance in sport.
- Ensure parents/carers understand what is expected of them e.g. that they accept responsibility for transporting their child to and from the sport activity, and for bringing and collecting their child on time.
- Request written parental consent when your NTA wishes to organise group transport to the JTC.
- Always ensure parents, teachers, coaches or officials work in pairs if supervising young people, particularly in changing areas.
- Ensure that if teams are taken away, they are always accompanied by at least one adult of the same gender. Mixed teams should have both male and female supervision.
- Be a positive role model - this includes not smoking or drinking alcohol in the company of young people.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of young people, avoiding excessive training or competition and not pushing them against their will.
- Secure parental consent in writing to act in the absence of the parent, if the need arises to administer emergency first aid and/or other medical treatment.
- Keep a written record of any injury that occurs, along with the details of any treatment given.

Responding to a Sick or Injured Young Person

The following is the protocol on entering a young person's room if they are sick or injured. You should never enter a young person's room or request entry without genuine concern for their health and safety. If you do;

1. Assess the risk to the young person's safety. Above all, the young person's safety is paramount.
2. In the first instance, attempt to contact the parents to attend to the young person.
3. If the parents are not available, ask yourself if you need to enter the room at all or open the door.
 - a. If you do, ensure that:
 - i. At least two responsible adults work together and one must be the NTA or JTC Welfare Officer.
 - ii. The two responsible adults are a mix of gender.
 - iii. You request permission to enter the room from the young person and it is agreed.
 - iv. You announce to the young person your reason for entering the room and who will be entering the room.
 - v. You specifically ask the young person to be dressed appropriately prior to entering the room and confirm the young person is dressed.
 - vi. The young person has the right to dismiss all adults from their room or reject entry at any time without explaining cause or reason.
 - If you are still concerned with the safety of the young person, you should call a medical professional.
 - vii. At all times, all adults within the room are visible to each other and all verbal communication is loud enough to be overheard.
 - viii. You consider on a case by case basis whether the door to the room is held open or closed for privacy of the young person.
 - ix. You avoid all physical contact, unless the child is in immediate danger to him/herself or others.
 - x. You must never provide a young person with any form of pain relieving drug (or similar). Any administration of pain relieving drugs must only be carried out by the parent or medical professional.

Responding to bullying

All forms of bullying are unacceptable and will not be tolerated. It is important to ensure young people are adequately supervised at all times, to help identify and take action to address any early signs of bullying. The provision of an open environment where children are encouraged to report any bullying concerns is vital in tackling bullying. The following action should be taken should any incident of bullying occur:

- Offer the bullied person reassurance and try to gain their trust;
- Explain that someone in authority needs to be informed about the bullying;
- Report suspicions or concerns to the person in charge or the club welfare officer if they are present;
- Talk to the bully/bullies and try to get them to understand the consequences of their actions;
- Ask the bully/bullies to apologise to the victim.
- Inform the parents of both the bullied and bullying children;
- Insist that any items taken from the bullied person are returned;
- Impose sanctions or disciplinary action if necessary;
- Encourage the bully/bullies to change his/her behaviour;
- Keep accurate records of what happened together with names of those involved and any action taken.

Children who have been bullied will often benefit from ongoing support to deal with the impact of bullying. As well as support from the welfare officer, victims of bullying can benefit from peer support. It is important that parents/carers are involved as they are likely to be a key source of support. The club may consider holding a reconciliation meeting to help address the issues between the bully and the bullied young person. There are also a number of charities that can provide support to children who experience bullying e.g. Childline or Anti-Bullying Alliance.

Photography and use of imagery

The JTC Trust believes it is important that parents are able to celebrate the achievements of their children through photographs/film. In addition the Trust recognises that promoting images of the sport will help encourage increased participation. However, the Trust also acknowledges that there are risks to young people associated with the use of photographs on sports websites and other publications.

Photographs can be used as a means of identifying young people when they are accompanied with personal information. This information can make a young person vulnerable to an individual who may wish to groom the person for abuse. In addition, the content of the photo can be used or adapted for inappropriate use. There is evidence of this adapted material finding its way onto sites showing child abuse images.

The JTC Trust does not advocate the banning of photography but recognises the importance of putting in place appropriate and proportionate safeguards to ensure a safe sporting environment for young people and allow young people (and their parents on their behalf) the right to decide whether their photograph is taken, and how the images may be used.

Photography at the JTC

The JTC Trust permits spectators and accredited professional photographers to take photographs during the JTC event, but will regulate the taking of photographs and apply, as a minimum, the following safeguards:

- Young people and parents are informed that photography will be permitted at the JTC and that a professional photographer will be present. This will be noted in tournament briefs, as well as an announcement by the tournament director prior to the commencement of play.
- If the media or professional photographers are present at JTC, the Trust will make sure young people and their parents are fully informed why photographs are being taken, where and how they will be published. It is the responsibility of the NTA for obtaining the necessary consents. Any teams / players who do not wish for their image to be taken, are required to make this known to the Trust or its official photographer.
- Spectators wishing to take photographs will be required to register with the event organiser the intention to use photographic and video equipment (including mobile phones with cameras) and must acknowledge that the images are for private use and not for publication. The JTC Trust will make a suitable announcement prior to the commencement of play.
- Professional photographers/filming/video operators wishing to cover an event will need to apply for accreditation by the JTC Trust at least 15 working days before the event. The accreditation process will require proof of professional identification details, which should be verified with the issuing authority prior to the event.
- Anyone who is registered to take photographs will be issued with a pass, which they will be required to display at all times during the event. The JTC Trust and its tournament director and volunteers will challenge anyone without this pass. They are empowered to remove anyone taking images without consent that refuses to register and be issued with a pass.
- A public announcement will be made, prior to the start of the event, outlining the specific details concerning photographic/filming equipment registration. This will also be published prominently in event briefs.
- Anyone registered/accredited to take photographs will be provided with clear guidance on what is considered acceptable in terms of the appropriate imagery and conduct and any areas where photography is forbidden (e.g. changing rooms, toilet areas).
- Unsupervised access to children, one to one photo sessions at events or photo sessions outside the JTC or at a child's home will not be permitted.
- Any concerns regarding the inappropriate or intrusive use of photographic equipment should be reported to the JTC Welfare Officer.

Filming for coaching purposes

There is no intention to prevent NTA coaches and managers from using videoing as a legitimate coaching aid. However, it is important to ensure the welfare of young people being filmed. The child and their parent must be made aware of the purpose of the filming as a coaching aid and consent obtained. As the filming is not being conducted for publication, it is acceptable to introduce a blanket consent form as part of the process applied when a child joins the training sessions. It is important that appropriate care is taken to securely store the footage to avoid inappropriate usage.

Publication of images

The following guidance should be applied when the JTC Trust publishes images:

- Prior to taking photographs or filming a young person, the child and their parent will be informed of the purpose and where the images will be published.
- The young person (or their parent) will be asked to provide their written consent for their images to be taken and published (an email from the parents' secure address is acceptable)
- Images of young people will never be published accompanied by personal details. (To this end, the personal details of young people will never be published in the public domain). This includes first name and surname, address etc. This reduces the risk of inappropriate, unsolicited attention from people within and outside the sport of Touch.
- Only images of children in appropriate Touch kit attire will be used to reduce the risk of the image being adapted for inappropriate use.
- Sporting action shots will focus on the activity rather than a particular young person and should avoid full face and body shots.
- The JTC Trust is committed to carefully monitoring content on social media and will ensure any inappropriate images or improper text is removed.

The JTC Trust should be informed of any inappropriate use of imagery on websites or any other form of media, which is not in keeping with this guidance. Anyone discovering a child's image that may be illegal should follow the Trust's Protecting Young People Procedures and ensure the Trust's Safeguarding Officer, Children's Social Care and/or Police are informed.

Transport

Although it is always best safeguarding practice to avoid transporting a child alone, the JTC Trust recognises that there are some circumstances where it is unavoidable if a child is to participate in the required training and competition. If all alternatives have been exhausted and a coach or official has to transport a child there are a number of safety measures that should be put in place to minimise the risk:

- Individuals providing transport to children on behalf of the NTA may be required to complete a DBS check or similar in your own country and provide evidence of appropriate car insurance;
- Ensure the NTA Welfare Officer has been made aware of the transport arrangements and is given the opportunity to talk to the child/children in advance to check they are comfortable with the plans. The NTA Welfare Officer should ensure that the children understand their rights and feel able to discuss any concerns or incidents;
- Try to avoid having one child alone with the driver, either by having another adult present or by ensuring children are transported in groups with central pick-up and drop-off points. If the latter recommendation is not possible, and the transport arrangements are in place on a routine basis, try to alternate which child is dropped off last;
- Provide parents with full details of any planned breaks in the journey and departure and arrival times;
- Sit children in the back of the car;
- Always use seat belts;
- Ensure the driver has a point of contact and mobile phone should they break down.

It is accepted that circumstances may arise in event of an emergency, e.g. a child sustains an injury and needs to go to hospital, where an unaccompanied adult may need to transport an unaccompanied child while the second adult waits with the rest of the squad. In such situations, the club welfare officer, and where possible, the child's parents should be informed immediately.

Physical Contact

The use of physical contact in the sport of Touch is important to support the development of skills and techniques, to treat injury or prevent an injury or accident from occurring. Physical contact during participation in training or during the tournament should always be intended to meet the child's needs, NOT the adult's. It is important to be open and transparent about physical contact as it is possible that legitimate contact between an adult and a child may be misconstrued or misunderstood both by the child and observers.

The following guidance should be applied in respect of any physical contact with children:

- Ensure, in situations where physical contact is necessary to assist with learning and teaching points, the adult explains to the child the nature and reason for the physical contact, and unless the contact arises in an emergency and to prevent harm, ask the child for permission;
- Avoid over handling when assisting a young person;
- Ensure any physical contact takes place in an open or public environment and does not take place in secret or out of sight of others;
- Avoid any gratuitous or unnecessary physical contact with children and young people;
- Ensure that any sport science or medical practices or other roles where physical contact is common place and/or a requirement of the role is only carried out by trained or qualified practitioners;
- Contact should not involve touching genital areas, buttocks, breasts or any other part of the body that might cause a child distress or embarrassment;
- Any form of physical punishment of children is unlawful, as is any form of physical response to misbehaviour unless it is by way of physical intervention to prevent a young person from harming themselves or others or damaging property;
- Encourage children to voice concerns in the event that any physical contact makes them feel uncomfortable or threatened.

Late collection of children

Late collection of children by parents/carers can be challenging for Touch coaches to manage. One way of addressing this issue is to stress the need for parent/carers to ensure they arrive on time at the end of a session. However, it is appreciated that there are some circumstances beyond the control of the parent that may make it impossible to collect their child on time. Whilst it is not the responsibility of coaches and officials to transport children home on behalf of parents/carers who have been delayed, NTAs should adopt the following measures to ensure children are safeguarded:

- Ask parents to provide an emergency contact name and number.
- Provide parents with a contact number for the NTA coach and an instruction to call if there is any likelihood of late collection.
- Attempt to contact the young person's parent or, if necessary, the emergency contact.
- Ensure that two adults remain with the child at the facility until the parent arrives.
- If appropriate, remind parents of the policy relating to late collection.

The child should not be sent home with another person without permission from a parent.

E-Safety

E-safety is vitally important in a climate where social media, IT (internet, gaming, and mobile phones) are commonly used by young people and adults as a primary means of communication with their friends, as well as those who they have a more formal relationship with (e.g. coaches, officials, and other officers involved with the provision of sport). The JTC Trust itself will never contact a young person directly in any form. Any necessary contact will always be by email, and will always include their parent on cc. The Trust has a specific policy for the Use of Social Media.

The JTC Trust recognises that coaches and managers who are employed by NTAs are in a position of trust and/or responsibility, and as such need to promote E-safety in the following ways:

- Appreciate that social media and IT are an essential part of our lives; enabling you to gather and store information, as well as communicate with each other. It can be greatly beneficial, but it can also be actually or potentially harmful if misused by an adult or young person.
- Follow processes which ensure that as an organisation we operate in line with our values to keep young people safe, and within the law in terms of how we use social media and IT.
- Work in partnership with the children, young people, and parents to ensure the welfare of young people and help them to be responsible and knowledgeable in their approach to e-safety.

The JTC Trust will seek to promote E-safety by:

- Publishing a Use of Social Media Policy which provides clear and specific directions regarding appropriate E-communication using of social media.
- Supporting parents to keep young people safe online and when using their mobile phone.
- Publishing a Judiciary Procedures Policy which deal firmly, fairly and decisively with any misuse of social media or IT, or complaints/allegations relating to breaches of social media or IT agreements.

General Guidance

Know the boundaries

1. Physical boundaries
 - i. Minimise physical contact
 - § If preventing an injury
 - § If treating an injury
 - § Meet the requirements of the sport – for example, effecting a Touch in a drill, or shaking hands at the end of a game.
 - ii. Any physical contact should be appropriate for the game / sport skill
 - iii. Always seek permission from the player
 - iv. Congratulate a player / team always in a social and public environment
2. Emotional boundaries
 - i. Ensure that all feedback is positive and constructive
 - ii. Always congratulate a young person on their involvement and effort
 - iii. Always put participation and development in front of winning
 - iv. Never put down a young person or reduce them to tears
 - v. Never make condescending remarks about any referee or player regardless of their age.
 - vi. Never use your authority as a coach / manager to control a player
3. Social boundaries
 - i. If you hold any social /fundraising gathering outside of practice or drills, always ensure two adults or parents are present.
 - ii. Do not socialise with players outside the sport.
 - iii. Do not consume alcohol, use profanities or smoke in front of a young person.
4. Sexual boundaries
 - i. Never have sexual relationships with the people you are coaching / managing.
 - ii. Never put a young person in a situation which will make them feel uncomfortable.

Avoid being alone

1. Never be alone with a young person.
2. Don't travel with a young person on their own – always have a second adult in the car, and always travel directly to and from the venue. Always have parental permission.
3. Never shower with a young person.
4. Always knock and announce yourself before going into a shower room.

Treating Injuries

1. The comfort, safety and dignity of the young person are always paramount.
2. Never deal with an injury unless qualified to do so.
3. Report the injury to parents.
4. Document the injury, how it happened, and what treatment occurred.

Tolerance

1. Always be tolerant of slower learning speeds and learning difficulties. If your message doesn't get across the first time, try a different statement.
2. It is completely acceptable for a young person to make a mistake.
3. Be inclusive of young people with physical and learning disabilities.
4. Ensure that you respect young people's religion, their skill level, their ethnicity.

Maintain Control

1. Set up basic rules from day 1 on what is and isn't acceptable. Ensure that this includes what young people can expect from you.
2. Ensure parents know what is expected, and what can be expected.
3. Ensure that you don't lose your temper.
4. Be firm but fair.
5. Avoid foul language.
6. Give positive messages.

Collection

1. Always ensure that parents are aware of drop off times and pick up times and locations.
2. If parents are late, it is not your responsibility to transport young people home.
3. If you envisage being left alone with the last young person, ask the previous collecting parent if they could wait with you briefly. Always ensure there are two adults waiting.

Supervision

1. It is a JTC requirement for all squads to have a minimum of 2 supervisors. This usually is a coach and a manager. At least one of these must have completed an accreditation.
2. In all teams, NTAs should strive to appoint a coach and manager that is male and female. They shouldn't both be males or both females, although this isn't always possible due to the lack of volunteers in the sport.

Imagery

1. It is acceptable to video a young person strictly for the purpose of their development, creating teaching points, analysing performance; provided that:
 - i. You do not have access to, or the information and/or teaching point currently does not exist elsewhere.
 - ii. You have the written permission from parents, and that the parents are copied into any communications (including access to a secure Dropbox folder).
 - iii. You have the written permission from the young person.
 - iv. Ensure that any footage is available for parents to see and use.
 - v. Always place an expiry date on footage – one week is always a good guide.