

## Training, Counselling and Consultancy

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## Safe Guarding feedback

Having spent three hours observing the day to day events and interactions at the Saturday club, please my feedback below:

The club is run by a clearly dedicated group of individuals, who demonstrate a high regard and respect for the safety and wellbeing of the young people who attend.

There is a strong respect for key principles of safe guarding demonstrated in the giving of key instructions, facilitation of group activities and the general interaction with participants.

This was demonstrated in the arrival, set up, activities and departure procedures of the club. Without being overly restrictive and allowing children and young people age appropriate autonomy and space to take part in and enjoy their activities.

On a couple of incidence where participants were needing guidance in relation to their proximity to another participant, the teacher gave clear and appropriate instructions relating to the required behaviour change.

### **Policies:**

I have seen the detail of the policies and practices advised and followed by the club. I would make the following comments.

- Policy – the writing of a clear policy written specifically by the club for the club – containing all the areas of protocol as laid out in the various sections but made applicable to this individual club.
- Naming the ‘Designated Safe Guarding Lead’

- Include phone numbers and address of contacts in relation to safe guarding concerns e.g. Multi Agency Safe Guarding Hub (MASH), NSPCC, Police.

## **COMMENTS on information received ahead of observation:**

- **Touch and positive handling policy guidelines –**

*Physical contact (between coach and students) is to be used as little as possible. The general rule is that staff should NOT touch the students. In isolated situation, and after asking the student EVERY time, then coach may reposition students knee or elbow but MUST NOT touch any part of student past the elbow or past the knee. Where contact is appropriate, the coach must always try to use the weapon rather than their hand to assist in the repositioning and should always interpose another object between themselves and the fencer, i.e. their mask, to clearly delineate physical personal space.*

More positive phraseology – what can you do rather than what can't you do. Are these guidelines from the fencing association – as I am not sure how proactive these are ie. 'to use a weapon rather than a hand to position.' Query how appropriate or necessary this is – may need to discuss this?

More positive statements would be good for example: 'any touch required needs to be in the best interest of the child, in demonstrating a position or repositioning.'

There needs to be an element of what you would say to a young person before touch, wherever this is related to first aid or adjusting a fencing position etc. This can be a part of the contract and explained to a young person at the first session and parents when they sign their child up.

There needs to be some guidelines about 'positive handling' if a child was at risk from themselves, putting another child or teacher at risk by their behaviour.

Appropriate to have said 'asking a pupil is key.'

Not sure why you have said that another object *should* always interpose between

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There is nothing here about competitions i.e. when a pupil may be distressed having lost or maybe even elated and high fives etc. also there is no mention of first aid.

*4. Dismissal and Arrival - It is a general rule of club etiquette that students shake hands with the coaches at the beginning and end of every session, but more importantly this serves to help the coaches see who is leaving. The students must be told to do this, until all fencers do so. Upon leaving and upon arriving. Coaches pls then may make eye contact with the parents of each student. Students must on no account wait for their parents anywhere other than in the fencing room. Where students have parental permission to walk home, notification of this must be made by email to us.*

*5. I.C.E - In case of emergency - there are all parents contact details stored in the Brown Case.*

*The procedure to be followed is as follows: what does this allude to?*

- **Prevent**

Guidelines: no current 'Prevent' guidelines exist – you need to check that as a club if you need these. I would have thought you do, in case one of your staff was radicalizing students or had strong political views which they were talking about to pupils. This is not just related to Muslim terrorism radicalization but any type of intolerance or seeking to influence young people e.g. 'right wing affiliations'. This in fact has been more of an issue recently since Brexit.

- **Injury Reporting.**

*Pls report any injuries and also even near misses to me verbally and then send an email with brief description. If an injury has occurred (of a more serious nature than usual bruises) then pls complete the form (enc. injury report form from British fencing) - complete the form and give to me (who is me – need to name, the DSL)*

*For the coaches, also enclosed is a brief list of common injuries and how to easily avoid them. pls adapt your teaching to reflect this Modus Operandi.*

- **Risk Assessment.**

*Our risk assessment guide is enclosed. Pls take the time to read, as there are some guidelines and protocols to be followed.*

These should be all part of the one safe guarding document.

- **Welfare Officer urgent attention**

*We don't have anyone formally assigned to this role and are currently looking for volunteers from parents group. It will require attendance of all pre-requisite courses (First Aid, Safeguarding, 'Time to listen'; as well as full DBS vetting). As all coaches are already on coaches register I expect you to have informed yourselves of correct procedures to follow. In the case of 'assisting' staff / volunteers - although it is best they have DBS clearance, British Fencing has confirmed that they may assist without this as long as they accompanied / under supervision of those that have, although all volunteers / assistant staff must have DBS going forwards pls.*

Query are you allowing coaches to be on the updating DBS service, this is to be advised.

- **Complaints Procedure**

*Enclosed is a copy of our complaints form. However, In the first instance staff will not engage in an exchange, but listen and take note - staff to ask that anyone with complaint pls speak with me outside of club hours. Staff to Pls advise me on the day of any complaints (at end of club is ok) and make a brief report - after which I may ask for a full written report or not as case demands, and may then address the parent / fencers concerned.*

Notes need to be taken as soon as possible after any event such as a complaint or an incident of any kind e.g. – injury, incident between a pupil a staff member, disclosure from a child.

- **Insurance Protocols**

*Pls make yourself familiar with the British Fencing insurance guidelines. Fencers only have insurance if they have British Fencing Membership, the club insurance nor the coach's insurance covers the fencers! Coaches insurance is only for public liability, although it does cover a group of fencers doing a beginner course for just 12 x 1hr sessions --- accordingly and in line with B.F.A guideline we will be expecting all volunteers, assisting staff and of course all the fencers (after their initial term of induction) to have B.F.A membership.*

Need to check the BFA safe guarding guideless and if in the development of your policy you decide to do anything differently, which you can if it is following government guidelines. You would need to state this and advise coaches that they may not be covered if their indemnity is with BFA.

- **Best Practice SCUK (Sports Coach U.K) protocols.**

All the below would need to be part of the Safe Guarding Policy

*After discussion with B.F.A coaching director we will be applying for club Mark and this will involve visit by personnel. As part of this discussion there was an audit of various 'sensitive' practises typically employed in Fencing, and currently used by us.*

- 1. Sitting out as a disciplinary measure is perfectly fine. Process to be followed is a) 1-3-minute exclusion on first 'fault' subsequent to a verbal warning of course... this can be followed up by b) half the session or all the session sitting out if there is persistent recurrence. at coaches' discretion. Should b) occur then pls report to me, and I will report to parents.*
- 2. Games of elimination are perfectly fine, Fencing being an 'elimination' sport*

*after all... the children should get used to this feeling, as at tournament when those eliminated leave the hall early on their own. However, it is very important that this is used only as a 'final' game or very sparingly -- as the goal is to get the students engaged at maximal levels, therefor as a rule may staff note NOT to eliminate but to have 'penalty / reward' system in its place, unless it is a finishing game or other specific special circumstance.*

- **Training**

A description of what safe guarding training is provided and how you as a club are going to regularly update training and inform staff on a regular basis of any new protocol/guidance etc.

I would see it as best practice that you in fact provide safe guarding briefing training for any new staff, so you can be assured that the staff have been trained adequately and know your policy. Not merely been asked to read your policy.

Julie Johnson - December 2016