



Child/Young Person Support Policy

Staff Ratios

All activities delivered will comply with National Governing Body staff ratio guidelines (see Rochdale Borough Disability Sports and Leisure Forum (RBDSLFF) Operating Procedures). RBDSLFF will be sensitive to male and female mixing. If a participant requests a male or female staff member RBDSLFF will attempt to fulfil this.

Changing rooms

If support workers are not present with participant's prior arrangements will be made with parents/guardians regarding changing by activity instructors.

No less than 2 staff members will assist with changing unless very specific arrangements have been carried out. Males will not assist females and females will not assist males.

Injuries and Illness

RBDSLFF has got an accident and emergency procedure in place, which all employees whether paid or voluntary will read as part of their employee induction.

Medical details of each individual are declared prior to activities occurring. Instructors are required to read through all these details.

If illness occurs during activity sessions RBDSLFF will contact parents/guardians/support workers and request that they be collected.

Collection by parents/guardians/support workers

If the child/young person has not got a support worker with them RBDSLFF will assume parental control with full agreement of Parent/Guardian. Agreement is carried out during completion of the medical form.

Full details of programmes nature of activities, position and timings will be given to parent's/guardians/support workers.

RBDSLFF will hold a full list of telephone numbers and alternative contacts of all activity participants.

Parents/guardians/support workers will also have a list of numbers for RBDSLFF

If collection arrangements are delayed then RBDSLFF will

- Attempt to contact the child/young person's parent/guardian/support worker
- Use the alternative number if necessary
- Wait with child/young person

Will not

- Under any circumstances leave the child/young person alone
- Take to an alternative address or allow them to travel with somebody without the expressed agreement of the child/young person's parent/guardian/support workers
- Ask the child/young person to wait with one person at the activity venue.

Sexual activity

RBDSLFF is aware that sexual relationships do occur between young people and adults. RBDSLFF cannot stop a relationship from occurring but will

- Discourage displays of affection and physical contact during activity sessions
- Prohibit sexual activity during activity sessions.
- Prohibit sexual harassment during activity sessions. If this occurs reports will be made possibly leading to disciplinary action.

Under know circumstances will RBDSLFF tolerate a relationship between a young person and an employee of RBDSLFF. If this does occur immediate dismissal will be carried out and will be reported to the relevant authorities possibly leading to disciplinary action.

Discipline

Discipline is used with the clear intention of teaching and reinforcing appropriate behaviour

Discipline will not be used impulsively to gain power or to embarrass or humiliate a child/young person/young person.

Discipline will be used to promote.

- A sense of responsibility for behaviour
- Respect for others and their property
- Positive behaviour or attitudes
- Awareness of the health and safety aspects of the activity.

Due to the nature of some of the participants in these activities for example young people with Attention Disorders and Hyperactivity or Emotional and Behavioural Disorders employees will receive additional training for managing challenging behaviour.

Physical Contact

Because of the nature of the activities and the nature of the people participating in the activities a lot of physical contact will occur. This is necessary for the fitting of the activity equipment and safety equipment.

All physical contact occurring will be to assist the participants in the activity.

All employees will attend HSE Moving and Handling courses. This will assist instructors both in minimising contact and making it more dignified.

Where possible males will assist males and females assist females.

Staff will be encouraged to explain as best possible to the participants what their intentions are.

Contact should not involve touching genital areas, buttocks or breasts.

Physical contact should not take place in secret.

Ethnic Minorities

RBDSLFF will not make assumptions based on somebody's ethnicity, culture or religion. Each person will be treated as an individual.

Many of the points covered in this document are sensitive to the issues relating to cultural awareness. However RBDSLFF will make an effort to be sensitive to aspects specific to culture and religion, which may cause offence or discomfort if ignored.

RBDSLFF

- Will be sensitive to the dress code relating to different cultures for example keeping arms and legs covered.
- Will be sensitive to the different languages. If we are unable to convey the details to parents/guardians/support workers an interpreter will be used.
- Will be sensitive to keeping families fully informed on the nature of the activities and how they are delivered particularly relating to the equipment used and the physical contact required to put the equipment on.
- If participants are very strict about same sex support and same sex delivery of the activity RBDSLFF will make every effort to make that possible.

Participants with disabilities

- RBDSLFF understands that child/young person or young people with disabilities should have the same rights and opportunities as others involved in sport to have fun and be safe.
- Information relating to RBDSLFF policies and procedures will be fully accessible to children and young people with communication difficulties.
- RBDSLFF will provide specialist training for delivering outdoor activities to people with disabilities. This will consist of disability awareness courses specifically for outdoor activities. Staff members will also be required to take the National Governing Body qualification relating specifically to delivery of outdoor activities. Staff will also attend a Health and Safety Executive Moving and Handling Course.
- Any additional information required will be taken from the medical forms completed by Parents/guardians/support workers
- RBDSLFF will use tested wheelchair clamping devices and seat belts whilst transporting wheel chair users. Minibus drivers will either be local authority approved or will have attended the MIDAS course. An escort will always be in attendance of the minibus. Staff will receive additional training on Evacuation from a minibus