



## Aspire Parkour Academy: Safeguarding Policy

Please report any potential matters relating to safeguarding children to **Aspire Parkour Academy's Welfare Officer Emma Buxton** via (07974151341) or **Head Coach Kieran Wylde** (07595645559)

This includes any concerns about the welfare of children or vulnerable adults either within Parkour/Freerunning or outside of Parkour/Freerunning and any concern over adult behaviour related to the welfare of children including those away from the sport that involve member organisations and/or participants.

### Summary

**Aspire Parkour Academy** regards the safeguarding and welfare of everyone and specifically children (under the age of 18) and vulnerable adults to be of paramount importance.

Safeguarding is everyone's responsibility. Please ensure that you report any concerns and put good practice into effect. Act on your concerns **but** it is not your responsibility or that of volunteers, coaches or parents to investigate or decide if abuse is occurring: it is the responsibility of safeguarding experts.

All members of the workforce have, by joining **Aspire Parkour Academy**, agreed to abide by the **Aspire Parkour Academy Safeguarding Policy & Procedures**. Please contact **Aspire Parkour Academy** if you require a copy of the full Safeguarding Policy.

Good practice is built around the following framework:

1. All coaches must have attended safeguarding training to understand how to recognise abuse or potential issues.
2. Parkour/Freerunning activities and events should be appropriate to the participants' ages and abilities.
3. Adults should avoid being alone with those under 18.
4. Care must be taken when recruiting people who will work with children and vulnerable adults. This includes volunteers
5. Members of the workforce in positions of trust with regular and frequent contact with children and/or vulnerable adults, should be checked and monitored.
6. Adults must be aware of the risks to participants and understanding their responsibility to safeguard them.
7. Concerns must be reported and not investigated any more than is necessary to confirm a concern exists.

### Responding to a safeguarding concern or a disclosure

1. Firstly, ensure the safety of the person. If the person needs immediate medical treatment, take the person to hospital or call an ambulance. Inform medics of your concerns and ensure they are aware it may be a safeguarding issue.
2. Make a judgement about whether your concern is sufficient to cause you to take immediate action. This may be to protect the person from potential harm or to report your concern while the state of the

person is time sensitive and may normalise if time is wasted (for example: bruising will subside over a period of time). If you need advice, contact your Welfare Officer.

3. Where concerns are urgent, refer immediately to Children's Social Care/Police and send a copy of the Incident Report form to both them and the **Aspire Parkour Academy** Safeguarding Officer within 24 hours.
4. Note down or record what has been said to you or what you have seen. Date and time your note and try and be as factually accurate as you can. This will help when producing an Incident Report.
5. Lastly, if you have any concern at all, you must report concerns to the Welfare Officer who will:
  - Complete the **Aspire Parkour Academy** Incident Report form
  - Report to the **Parkour UK** Lead Safeguarding Officer within 24 hours.

If a person informs you directly that they (or another person) are concerned about someone's behaviour towards them:

- Be calm. Do not panic and do not allow your shock or distaste to show.
- Tell the person that they are not to blame and that they were right to tell.
- Take what the person says seriously, recognising the difficulties inherent in interpreting what is said by a person who has a speech impairment and/or differences in language.
- Only ask questions to clarify and confirm your concern and to have sufficient information to act: do not 'investigate' any further.
- Reassure the person but **do not** make promises of confidentiality which might not be feasible in light of subsequent developments: make no promises and do not agree to keep secrets.
- Follow the procedures to report the concern.
- Do not approach the alleged abuser.
- Time is of the essence: **do not wait!** Act as a matter of urgency.

## Making an Incident Report

If the incident or allegation is serious you should report it immediately to the police or social care.

Ideally the subsequent report should be made utilising the **Aspire Parkour Academy** Incident Report Form and should include:

- Details of the person i.e. age/date of birth, address, race, gender and ethnic origin,
- Details of the facts of the allegations or any observations,
- A description of any visible bruising, other injuries or emotional distress,
- The person's account, if it can be given, of what happened and how any bruising or other injuries occurred,
- Witnesses to the incident(s),
- Any times, dates or other relevant information,
- A clear distinction between what is fact, opinion or hearsay,
- A signature, time and date on the report,
- Remember you must not investigate the allegation.

## Working with participants and coaching ratios

There must always be 2 or more adults to supervise and work with any group.

Coaching ratios are 1:15 indoor and 1:8 outdoors.

## Finding volunteers for positions of trust

Any members of the workforce responsible for caring for children (training, driving, coaching etc) should be interviewed.

The law varies across the UK but in general requires a Disclosure and Barring Service Check (or equivalent in Scotland & Northern Ireland) if:

- they are working with children and/or vulnerable adults in isolation from other adults, and

- their contact with the child or children is:
  - once per week or more, or,
  - 4 or more days in each 30-day period, or
  - any overnight supervision between 2am and 6am.

The full process can be [found here - https://www.gov.uk/disclosure-barring-service-check/overview](https://www.gov.uk/disclosure-barring-service-check/overview) but if they do not meet the criteria a check is not permissible *by law*.

## Using Social Media

Good practice includes:

- Managing social media: the workforce should be trained to recognise signs of bullying and grooming.
- If in a position of trust with a child and/or vulnerable adult don't accept their 'friend' requests or communicate via social media. This should be managed via the official social media accounts of the member organisation such as their Facebook page.
- When using social media with anyone under 18, gain permission from parents/carers; always copy another colleague, welfare officer or moderator into the message/communication.
- Don't give out or ask for personal information such as address, age, mobile number, your current location etc...
- If you are worried about any person, the organisation's reporting procedure should be used. Additionally, concerns can be reported to [www.ceop.police.uk](http://www.ceop.police.uk).

Guidance for children is available on-line at [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk) or [www.ceop.police.uk](http://www.ceop.police.uk).

## Transporting children

We encourage parents to make private arrangements to transport children and/or vulnerable adults. When parents arrange transport, their child remains their legal responsibility, not that of the organisation.

In the case of late collection, members of the workforce should:

- Attempt to contact the parent/carer or alternative contact name/number,
- Wait with the child and/or vulnerable adult at the agreed collection point with another adult if at all possible.

They should not:

- Travel in a situation that puts you in a 1-to-1 position with a child and/or vulnerable adult,
- Take the child and/or vulnerable adult to their home or to any other location,
- Ask the child and/or vulnerable adult to wait in a vehicle or venue with you alone,
- Send the child and/or vulnerable adult home with another person without parental permission.

## Taking photos and video at activities and events

We want people to take pictures but we need to safeguard children and/or vulnerable adults from their images being misused.

Cameras are categorised as either:

- Smartphones and small cameras that do not have zoom lenses attached, or
- Digital SLR cameras and compact camera systems that either have zoom lenses or to which zoom lenses can be attached; used by professional photographers as well as enthusiasts.

Suspicious behaviour by a person using a smartphone camera may be the way in which we identify people that should be challenged but in general we are unlikely to be able to police such cameras.

People using Digital SLR, compact cameras with zoom capacity or video cameras should register with the event organiser. The organiser will:

- Issue any photographer with authorisation which must be worn at all times.
- Talk with the photographer about how they will avoid taking images of a child and/or vulnerable adult without consent; most photographers are experienced in dealing with this situation.
- Inform the photographer they must not take children away for 1-to-1 sessions without consent and a chaperone.

Good practice regarding the use of cameras at events includes:

- Publishing notices regarding the safe use of cameras at events prominently in event programmes and at significant places at the event. The recommended wording is:  
*'In line with the policies of **Aspire Parkour Academy**, the organisers of this event request that any person wishing to take photos or videos of children and/or vulnerable adults should register their details with the event organiser before taking any such photos or videos.*  
*The event organisers reserve the right to ask people to refrain from taking photos or videos and may, if such warnings are ignored, refer the matter to the police.*  
*If anybody has concerns regarding the misuse of camera equipment, they should report it to the event organiser immediately.'*
- Informing participants and carers that a photographer will be at an event,
- Requesting that parents/carers provide written, informed consent for a child's images to be taken and used,
- Ensuring that only authorised, registered persons take photos and videos using Digital SLR.

If a concern is raised about an individual regarding the misuse of camera equipment:

- The individual should be approached and asked who they are and whether they have permission. They should be informed of the concern raised.
- They should be advised of the protocol (i.e. made aware that they should have registered with the organiser to use their equipment),
- They should be made aware that if they are seen to be doing anything untoward, they will be reported to the police.

Such concerns must be recorded in the same manner as any other incident or safeguarding concern and reported to the event organiser who will inform the Welfare Officer. Any serious concern should be reported to the police.

#### Videoring as a coaching aid

Videos may be used for coaching purposes. The coach will make sure that any children and their parents/carers have given written consent and that they understand it is part of the coaching programme.

## Using images of children

- Written permission will be gained from the person concerned (or parents/carers in the case of children) to take and use their image.
- The Consent Form should also explain what the image is to be used for.
- If a child is named, avoid using their image.
- If an image is used, avoid naming the child and **never** publish personal details: email addresses, telephone numbers, addresses etc.
- Images should only be used of adult participants in suitable dress to reduce the risk of inappropriate use.
- Images should only be used to reflect positive aspects of participant involvement in Parkour/Freerunning.