



GUIDANCE AND GOOD PRACTICE FOR COACHES

All personnel should be encouraged to demonstrate exemplary behaviour (in line with Pentathlon GB's *Coaches' Code of Conduct*) in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

1. Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
2. Treating all young people/disabled adults equally, and with respect and dignity always putting the welfare of each young person first.
3. Maintaining a safe and appropriate distance with athletes (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them). Occasionally one-to-one coaching in a private location is expedient, as in the case of the National Talent Coach working with Performance Programme Athletes in remote locations. If such a situation arises then the parent or carer of that athlete must sign an informed consent form for the session to take place. This form which outlines the purpose and format of the training session can be downloaded from the [website](http://www.pentathlongb.org/downloads/childprotection/INFORMED%20CONSENT%20Form.pdf) (<http://www.pentathlongb.org/downloads/childprotection/INFORMED%20CONSENT%20Form.pdf>), read, signed and produced before the session takes place.
4. Building balanced relationships based on mutual trust which empowers children to share in the decision-making process; making sport fun, enjoyable and promoting fair play.
5. Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines, as it is difficult to maintain hand positions when the child is constantly moving. Young people should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered.
6. Keeping up to date with technical skills, qualifications and insurance in sport.
7. Involving parents/carers wherever possible; For example, encouraging them to take responsibility for their children in the changing rooms. If groups have to be supervised in the changing rooms, always ensure parents, coaches or officials work in pairs.
8. Ensuring that if mixed teams are taken away, they should if possible always be accompanied by a male and female member of staff. If not parental permission must be gained on the coach/official. However, remember that same gender abuse can also occur.
9. Ensuring that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms.

10. Being an excellent role model - this includes not smoking or drinking alcohol in the company of young people.
11. Giving enthusiastic and constructive feedback rather than negative criticism.
12. Recognising the developmental needs and capacity of young people and disabled adults avoiding excessive training or competition and not pushing them against their will.
13. Securing parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment.
14. Keeping a written record of any injury that occurs, along with the details of any treatment given.
15. Requesting written parental consent if club officials are required to transport young people in their cars.

Practices to be avoided

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge in the club or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

1. Avoid spending excessive amounts of time alone with children away from others
2. Avoid taking or dropping off a child to an even

The following should never be sanctioned. You should never:

1. Engage in rough, physical or sexually provocative games, including horseplay
2. Share a room or shower with a child
3. Allow or engage in any form of inappropriate touching
4. Allow children to use inappropriate language unchallenged
5. Make sexually suggestive comments to a child, even in fun
6. Reduce a child to tears as a form of control
7. Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
8. Do things of a personal nature for children or disabled adults, that they can do for themselves
9. Invite or allow children to stay with you at your home unsupervised
10. Ridicule or belittle a child.
11. Communicating via 'phone texting, "*Facebook*" and other modern forms of technology without first consulting and then abiding by the guidelines prepared by the CPSU and adopted by *Pentathlon GB*. See foot of:

http://www.pentathlongb.org/home/cp_codesofconduct.php

If any of the following occur you should report this immediately to another colleague and record the incident. You should also ensure the parents of the child are informed:

- If you accidentally hurt an athlete.
- If he/she seems distressed in any manner.
- If an athlete appears to be sexually aroused by your actions.
- If an athlete misunderstands or misinterprets something you have done

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