



## **Code of Practice & Safeguarding Guide for Officials and Volunteers**

This guidance should be read alongside IAPS's Safeguarding Policy and Procedures which is available on our [website](#).

IAPS Sports events are held in high regard by member schools. IAPS events rely on volunteers and officials to ensure that they are run smoothly and in line with National Governing Body rules and regulations. Whilst you are not required to be DBS checked to carry out your role at the event, we ask that you take the time to read our safeguarding guidance so that you are aware of what is expected of you whilst volunteering/officiating at an IAPS event.

### **Whilst volunteering/officiating at an IAPS event, you should:**

- Treat all children with respect and dignity
- Ensure that your own language, tone of voice and body language is respectful
- Be a positive role model and lead by example.
- Ensure the safety of children throughout the event.
- Explain your decisions clearly and concisely and be fair and unbiased at all times.
- Refuse to tolerate or condone foul play of any kind.
- Emphasize the spirit and the ethos of the game – these are children's events.
- Always work within sight of another adult. One on one situations with children and young people should be avoided.
- Ensure a member of school staff is informed if a child needs to be taken to the toilet.
- All physical contact should be an appropriate response to the need of the child.
- Refer administration of any necessary First Aid to those with the appropriate qualification.
- Take time to speak to players and coaches after the game.

### **Whilst volunteering/officiating at an IAPS event, you should not:**

- Initiate physical contact. Any necessary contact (e.g. for comfort, see above) should be initiated by the child
- Invade the privacy of a child while washing or toileting
- Use any form of physical punishment
- Be sexually suggestive about or to a child
- Permit abusive peer activities e.g. ridiculing or bullying
- Take any photographs/videos on your own personal devices
- Show favouritism to any child
- Smoke tobacco in the presence of children
- Drink alcohol in the presence of children
- Invite a child, young person or vulnerable adult to your home alone
- Give lifts to children on their own

Excitement and emotions can run high at the events, not least amongst the supporters. Despite this, unpleasant and inappropriate behaviour is very rarely in evidence at our events, but you should be aware that IAPS retains the right to ask you to leave the event, if you fail to comply with the code of conduct.

**Raising a concern**

If you have any suspicions or concerns about the safety or welfare of a child at an event, you must speak to the DSO at the event as soon as possible. The organiser of the event will inform you of who this is. If a child is in immediate danger or is at risk of harm, a referral should be made to the police and/or children’s social care immediately. Anyone can make a referral. Where referrals are not made by IAPS’s DSO, the DSO should be informed as soon as possible that a referral has been made.

If a child discloses information to you at an event, you should:

- Stay calm
- Reassure them that they are not to blame
- Avoid making promises of confidentiality or outcome
- Keep questions to a minimum
- Make brief, accurate notes at the earliest opportunity
- Find the designated safeguarding lead and give them as much information as possible.

**Useful contacts**

<b>IAPS’s Designated Safeguarding Officer</b>	<b>Fran Hide</b> <a href="mailto:fh@iaps.uk">fh@iaps.uk</a> 01926 461513 - direct 01926 887833 - office 07469 853452 - mobile
<b>IAPS’s Deputy Designated Safeguarding Officer</b>	<b>Emily Connell</b> <a href="mailto:ec@iaps.uk">ec@iaps.uk</a> 01926 461501 - direct 01926 887833 - office
<b>CCPAS</b>	0845 120 4550 For any urgent out of hours concerns. CCPAS staff will advise on whether an issue should be reported to a Local Authority, Police or other agency and on immediate management of any concern.
<b>First Response (Children’s Social Care)</b>	0117 9036444 If a child is at risk of harm.
<b>Police</b>	101 or in an emergency 999
<b>NSPCC</b>	24 hour Helpline: 0800 800 5000 (free from a landline) Asian Languages Helpline: 0808 800 5000 (free from a landline) Text helpline: 88858 (service is free and anonymous)