



Child protection policy statement

Foiled Again Fencing Club acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and British Fencing requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children

- have a positive and enjoyable experience of sport at Foiled Again Fencing Club in a safe and child centred environment
- are protected from abuse whilst participating in Fencing as a sport using the weapons foil, epee and sabre or outside of the activity.

Foiled Again Fencing Club acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

As part of our safeguarding policy Foiled Again Fencing Club will

- promote and prioritise the safety and wellbeing of children and young people
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- prevent the employment/deployment of unsuitable individuals
- ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in Foiled Again Fencing Club. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Monitoring

The policy will be reviewed a year after development and then every three years, or in the following circumstances:

- changes in legislation and/or government guidance
- as required by the Local Safeguarding Children Board, UK Sport and/or Home Country Sports Councils and British Fencing
- as a result of any other significant change or event.



• Social media policy

- Social media (including personal and professional websites, blogs, chat rooms and bulletin boards; social networks, such as Facebook, LinkedIn, Twitter and My Space; video-sharing sites such as YouTube; and e-mail) are a common means of communication and self-expression.
- It's essential that volunteers, members and players make informed decisions about how they use the internet, mobile phone and email communications to protect our club and our people.
- Everyone involved in our club has the responsibility to safeguard both on and off the field/pitch/court, including communications.
- It is the responsibility of all members to:-

1. Refrain from publishing comments about other clubs, players or referees and any controversial or potentially inflammatory subjects.

2. Avoid hostile or harassing communications in any posts or other online communications. Harassment is any offensive conduct based on a person's race, sex, gender identity, national origin, colour, disability, age sexual orientation, veteran status, marital status, religion or any other status protected by law.

3. Clubs should identify all copyrighted or borrowed material with citations and links. When publishing direct paraphrased quotes, thoughts, ideas, photos or videos, give credit to the original publisher or author.

4. The club will be responsible for reviewing responses to online posts and resolving any concerns before they are posted.



• Photography and Use of Imagery

1. Introduction British Fencing (BF) & Foiled Again Fencing Club have a strong commitment to the safety of children and adults at risk who take part in fencing. Taking pictures and videos are an important part of sporting life as an aid to coaching, for keeping a record and promoting our sport. We are committed to doing our best to ensure that any imagery used within fencing promotes our sport in the best light. It is not our intention to prevent parents, carers or other responsible adults from taking pictures of their children but rather to ensure photographic practices are carefully monitored to allow us to act in cases where inappropriate imagery is circulated and to deter anyone with undesirable intentions and is in line with our Child and Adults at Risk Protection Policies. The safety of the child or adult at risk is paramount, and in this we need to create safe secure environments in which our young fencers and adults at risk can train, compete and socialise. Although rare, there are risks of abuse arising from the misuse of imagery.

These risks include:

- The use, adaptation, or copying of images for child abuse, either on the Internet or in print.
- The identification of a child when an image is accompanied by significant personal information, which can lead to the child being 'groomed'.
- The identification and location of children from images where there are safeguarding concerns.

For example, when a child:

- has been removed from their family for their own safety
- has restrictions on their contact with one parent following a parental separation
- is a witness in criminal proceedings

We want our fencers to be safe, so BF registered clubs and events must comply with the following guidelines:

No photograph, video clip or other image of a young person or adult at risk involved in any aspect of fencing should be published whether in print or electronically (e.g. On a website) without written, informed consent from the person concerned and/or their parent or carer

- no personal information, other than their name and their club, should accompany published images (particular provisions apply in connection to photography at public events such as competitions and displays below)
- while some editing of images is acceptable, images taken of young people involved in fencing should not be modified, merged or manipulate in a way which might cause embarrassment or distress to the subject or cause the final image to be inappropriate
- care must be taken to ensure that images of children who are under a court order are not recorded or published without permission
- simultaneous, live streaming of images onto a website should be approached with caution and prior guidance should be sought from BF. BF recommends pre-recording and, where appropriate, editing material to remove any inappropriate images before it is published. If this cannot be guaranteed in advance, live streaming of events that include young people and/or adults at risk should not be used
- any instance of the use or publication of inappropriate images of young people involved in fencing should be reported to British Fencing who may then inform the appropriate authorities;
- clubs are recommended to introduce a consent form, ideally as part of the process applied when a fencer joins the club, concerning the taking of images for training purposes.
- Identify those that do not want to be photographed and inform all relevant staff at that event When determining whether it is appropriate to publish a photograph on a website or another form of media, consideration should be given to both the potential for inappropriate use of an image and the possibility that an individual could make contact with a child by using any personal and club details placed on line. The following steps can be taken to reduce the risk from the publication of imagery:
 - do not use any personal details of a young person or adult at risk if it is possible from the image to identify the location where they might attend on a regular basis,
 - if it is not possible to ascertain any training or competitive location, consider using a first name only next to an image;
 - the dress of a child should be considered when using the photo



- do not use images that can appear staged and potentially provocative;
- always use a parental consent form to request the use of a child or adult at risk's image for publication. The parent/carer should be encouraged to discuss the matter with their child before signing a consent form. (A sample form is contained in the appendices of this policy). British Fencing should be informed of any inappropriate use of imagery on fencing websites or any other form of media, which is not in keeping with this guidance. Anyone discovering a child's image that appears to be being used illegally online should report the matter to Child Exploitation and Online Protection Centre (UK) (CEOP), who provide a single point of contact for reporting abuse of children online.

2. Photography at Fencing Events

2.1 Official Photography BF accredited photographers may be present at BF sanctioned events, and in some cases events might be videoed and/or live streamed. These images may be used by BF and our subsidiary companies for the purposes of promotion, education and development of the sport. They may also be shared with relevant third party organisations' for journalistic/promotional purposes. British Fencing competition entry forms will advise participants that photography and filming will take place at the event. BF will also announce the photography/filming arrangements at the event. Clubs must ensure that fencers/parents/carers are informed of the photography arrangements for the relevant event. Any fencer or parent/carer who does not wish themselves or their child/adult at risk to be photographed/filmed at the event must advise the event organiser. Although it is not always practical to manage the content of live streamed footage, British Fencing will ensure any identifiable images of the participant are not published.

2.2 Personal Photography British Fencing (BF) & Foiled Again Fencing Club does not wish to discourage the use of video or photographic equipment at events for appropriate use, but will take all reasonable precautions to protect fencers against the possible inappropriate use of films or photographic images. If the event organiser/welfare officer (or authorised representative of the event organiser/welfare officer) suspects inappropriate photography or filming, the officer/organiser should exercise his/her powers under the conditions to request the person to leave the venue and to surrender any film and/or delete any images relating to the event. Any person present at an event who has any concerns about any images being taken, by any person, should bring them to the attention of the competition organiser or other designated person.

2.3 Use of Video as an Aid to Coaching The use of video equipment can be a valuable aid to coaching. We will use the following procedures:

- Ensure that the fencers and their parent/carer are aware of the purpose of the filming as a coaching aid and have given their written consent
- Not publish any footage without consent
- Ensure that two responsible adults are always present when filming is taking place
- We will store any footage securely to avoid any inappropriate use
- Only keep the footage for as long as is necessary for the purpose expressed at the outset

3. Guidance on Implementation

3. Club

Foiled Again Fencing Club as introduce a consent form, as part of the process applied when a fencer joins, concerning the taking of images. The consent form is included as part of the club membership application form and describe the types of images (photographic or video) expected to be taken and purposes for which the images will be used. Foiled Again Fencing Club as note that the broader the use of imagery consent the more likely it is that parents may choose to opt-out.

Events

Any event organised by Foiled Again Fencing Club as introduce a consent form, as part of the process applied when a fencer enters the event, concerning to the taking of images. The consent is part of the event entry form and describe the types of images expected to be taken and purposes for which the images will be used. This consent form state that if a competition takes place in a public place the event organisers cannot



Foiled Again Fencing Club
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be held responsible for photographs taken by members of the public. In the event that consent is withheld then Foiled Again Fencing Club will ensure that they do not use images of the individual in question. In the event that Foiled Again Fencing Club is alerted to the fact that a child or adult is 'at risk' then more proactive measures will be considered to avoid images being taken– for example additional competition announcements and/or approaching members of the audience who appear to be taking images of any kind and requesting that they delete the images. Failure of an individual to follow a reasonable request of this nature will be reported to British Fencing & Foiled Again Fencing Club.



Photographers

Please note

- The use of mobile phones for photography purposes is banned.
- All those wishing to take photographs or videos of competitors must sign the register and receive a photographers pass and display this visibly at all times.
- Permission should always be sought from all minors and their parent or guardian, please remember that everyone has the right to withhold permission.
- The use of flashes while fencing is taking place is prohibited



Photographers Register for private individuals only. NB by registering you are acknowledging that permission is required from parents/guardians of all minors before taking any photographic images of them.

| Date | Event | Organiser | Date forwarded to HO | Date HO rec'd |
|------|-------|-----------|----------------------|---------------|
|------|-------|-----------|----------------------|---------------|

| Number Allocated | Surname | First Name | Address | Persons to be photographed | ID Provided |
|------------------|---------|------------|---------|----------------------------|-------------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |

Pre registration for Photographic Register.

BF Number held:

First Name:

Surname:

Address:

Persons to be photographed



• Transporting Children and Young People

1. Purpose of Document

Transporting children and young people to and from training, competitions and events should normally be the responsibility of the parent or carers. However, there are times when it make sense for a group to travel together. When this happens the following steps will be put in place:

- Adults selected to drive will be suitable and insured
- Parents will provide written consent for their children to be transported as part of the group
- Emergency contact details for all parties will be provided
- Where possible no child will be on their own with a driver. Where this is not possible the child will sit in the rear seats
- Collection and drop off points with times will be agreed
- Seat belts must be worn, and if necessary booster seats will be provided by the parent
- If minibuses are used drivers will be trained and have the necessary paperwork and licences

• Away Trips

1. Purpose of Document

Trips away are an important part of club and sporting life and a fantastic opportunity to do something different, make new friends and meet new challenges. They do require a considerable amount of planning to make sure that all the arrangements are put in place. It is important that sufficient time is made available for this.

Remember any person taking a group away has an ethical 'duty of care' as well as a legal responsibility under the Children Act for the safety and well-being of the children in the group at all times. You are not on 'holiday', but on duty 24 hours a day. When trips away are planned, it is important that the following are carried out

1.1 Pre Travel Planning

- All trips will be risk assessed
- Foiled Again Fencing Club will ensure that everyone has signed up to the codes of conduct
- Foiled Again Fencing Club will if we are not familiar with the area or the venue that we are visiting, make an exploratory visit. If this is not possible then we will try to gather as much information as possible from a variety of sources.
- Foiled Again Fencing Club will think about the insurance that will need as a club and for individuals, and make sure that the leaders have a copy of the insurance. European Health Insurance Cards may be useful, but should not be used in place of insurance. Foiled Again Fencing Club will ensure that we have a procedure to cover any emergency situation that may arise. If an emergency occurs overseas, notify the British Embassy/Consulate, inform club and home contacts, notify insurers, especially if medical assistance is required, notify the tour operator or provider if appropriate, ascertain phone numbers for future calls (do not rely on mobile phones)

1.2 Information about the participants/competitors

- Written permission of parents/guardians will be obtained for all overnight away trips
- Parents/guardians must inform the club/team manager at the outset of any medical condition or special needs of their child. Details of any medication and its administration should be clearly identified to the group leader before departure
- Trip details and parental consent forms for extended trips and trips overseas will be comprehensive in terms of the information and details of the trip in question and in the nature of the information sought. This would include an emergency contact number whilst you are away.



- For overseas trips Foiled Again Fencing Club will ask parents to provide spare passport photos and/or a photocopy of the passport for reference in an emergency
- Foiled Again Fencing Club will ensure that everyone is provided with a full itinerary, contact number and address of the accommodation, and emergency contacts for group leaders
- Leaders will ensure that they have a list of all group members, with the relevant contact names and address, copies of parental consent forms and emergency contact numbers

1.3 Staff and Volunteers

- All adults, staff and volunteers who travel on away trips with children will be asked to undergo an enhanced criminal record check
- Adults, sports leaders and coaches accompanying or participating in an away trip will make known any medical condition/special needs to the Trip Organiser and Team Manager in advance.
- The roles and responsibilities of adults participating in away trips will be clearly defined.

1.4 Conducts

- All participants taking part will be aware of the behaviour and personal conduct standards expected of them at all times on the trip and all athletes/students, irrespective of age will adhere to the codes of conduct applied to the trip or team event in question
- It will be made clear that illegal and performance enhancing drugs and substances are strictly forbidden regardless of whether or not they are on the official banned substance list
- All alcohol and tobacco are also banned
- All participants will be clear that breaches of the established trip code of conduct will be subject to sanctions and that these will in the first instance be dealt with by the team manager. Any breaches can result in an individual being removed from the trip at their own cost.

1.5 Role and Responsibilities

- A team manager/group manager will be appointed for away trips. They will have overall responsibility for the children's wellbeing, behaviour and sleeping arrangements.
- Coaches will be accountable to the team manager in all non-performance related matters.
- The team manager or group leader will submit a report to the club or lead body as soon as possible after the end of the trip.
- Adequate adult: child ratios will be observed, this will be a minimum ratio of 1:10, but this may vary dependant on the makeup of the group.
- If a child suffers a significant injury or an accident the parents/guardians will be informed as soon as possible

1.6 Transport Where self-drive mini-bus travel is arranged the following guidelines should apply.

- All drivers will have attended a minibus driving course as appropriate and have the appropriate licence and documentation to drive the bus
- All minibuses used will be maintained to the standard required by law.
- Trips will be planned allowing sufficient time for breaks and additional drivers should be available to meet the driving regulations
- All drivers will operate to the driving regulations and driving laws of the land in which they are operating
- Where travel involves juniors, none should travel alone, except in special circumstances when appropriate arrangements can be made with the young person, their parents, travel companies and airlines concerned
- Coaches and leaders are discouraged from travelling alone in their cars with children

1.7 Accommodation

- Adults will not share a room with a child. Where the presence of an adult is needed there will be more than one child in the room with the adult.
- If children are sharing a room, it will be with those of the same age and sex.
- Special care will be taken by both host and visiting clubs in the selection of homes for overnight stays and where practicable more than one child should be placed with each host family. For further information and guidance read Safe Sport Away – A Guide to Good Planning which is published by the NSPCC and ASA.