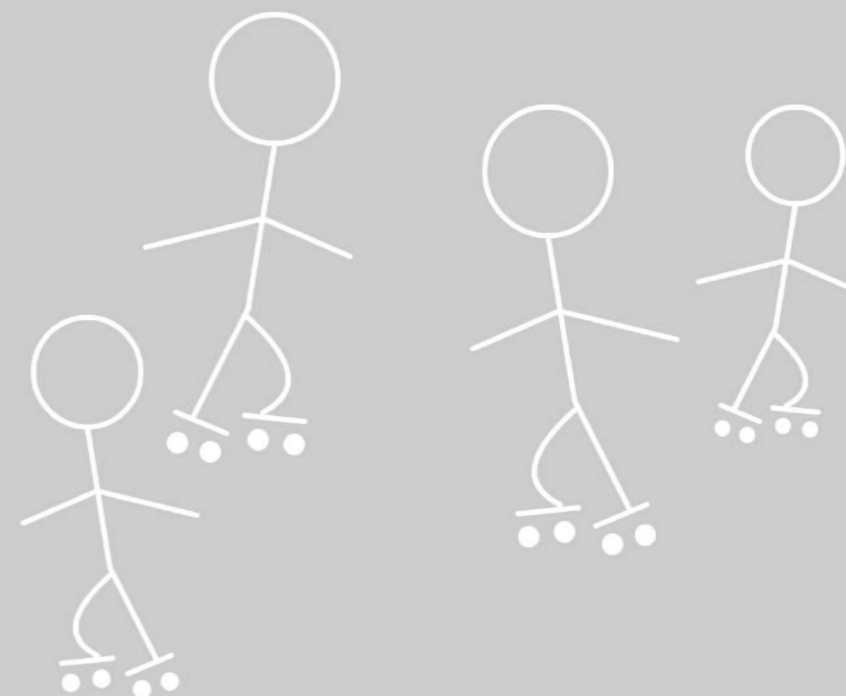
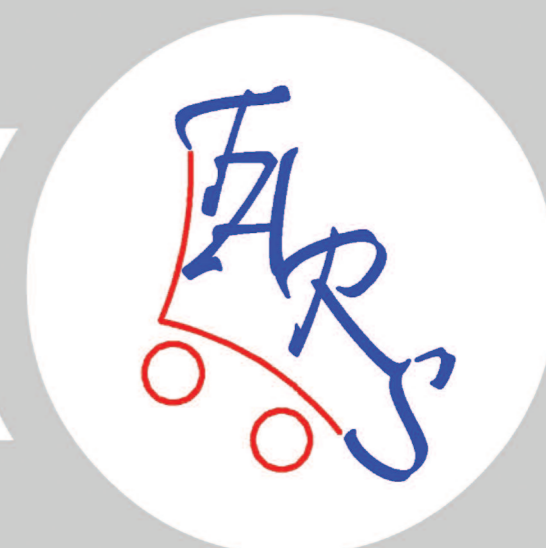


FEDERATION OF ARTISTIC ROLLER SKATING

# Child Protection Procedures and Practices Handbook

Federation of Artistic Roller Skating



## INTRODUCTION

The **Federation of Artistic Roller Skating** accepts a moral and legal responsibility to implement procedures to provide a duty of care for young people, to safeguard the well being of young people and protect them from physical, sexual or emotional harm and from neglect or bullying.

The Federation has set down a clear policy which in conjunction with the details herein set out; the mandatory requirements of any clubs before joining or renewing their affiliation to the Federation, and organisations or individuals providing services to the Federation or any event authorised or functioning under the sanction of the Federation together with any members charged with duties on behalf of, or acting in the interest of the Federation. The policies set down shall be binding, the practices and procedures adhered to in every aspect thereby ensuring that the sport of artistic roller skating provides a safe environment for participants.

### **A young person or child is classified as being under the age of 18 years.**

The practices and procedures shall comply with the principles contained within the U. K. any international legislation and government agencies and utilities advice and take the following into account.

- The Children act 1989.
- The Protection of Children Act 1999.
- Working Together to Safeguard Children
- Caring for the young and vulnerable
- Home Office Guidance for preventing the abuse of trust 1999
- The UN Convention on the Right of The Child
- Human Rights Act 2000
- NSPCC coupled with the Sport Agencies of England, Scotland, Wales and N. Ireland guidelines.

## Objectives

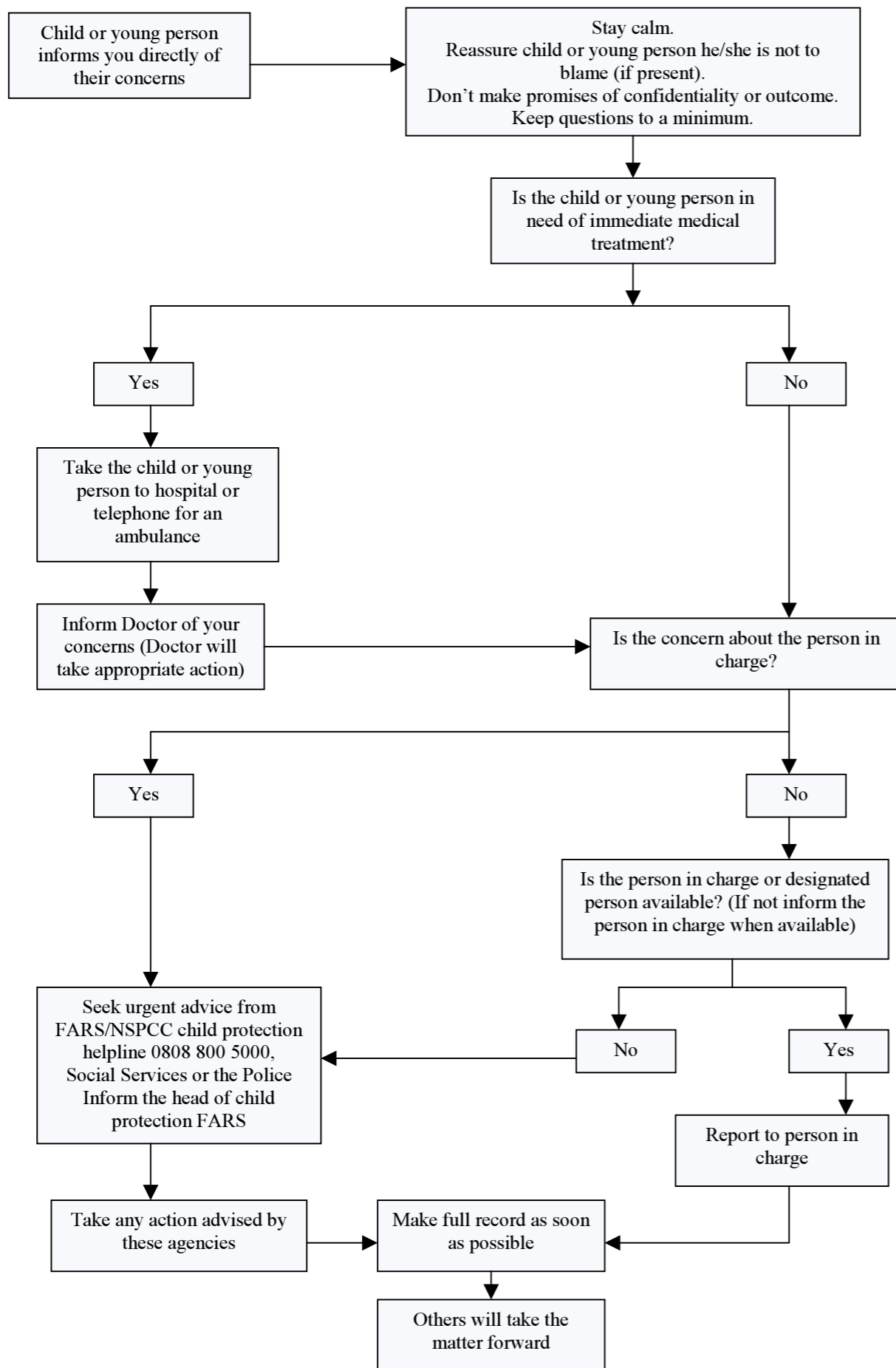
- Any Club or Skating School affiliating to the Federation of Artistic Roller Skating must include within its rules the recognition of the F. A. R. S. Policy Statement on Child Abuse and set down an approved Child Protection Policy.
- To ensure that members of the Federation uphold the policies and procedures set down and that the procedures form part of the working relationships within the sport.
- All coaches must promote good practice and undertake and obtain a first aid qualification (or be accompanied by a suitably qualified person).
- All persons in contact with children and young persons in whatever capacity be they employed or volunteers, but associated in any way with F. A. R. S., its Affiliated Clubs or Events, shall have a sound clearance and be registered with the Child Protection Unit of the Federation.
- The Federation shall afford training opportunities appropriate to Child Protection to all organisations connected with the sport of artistic roller skating.

### **Action if there are concerns about young persons welfare.**

The following action should be taken by anyone who has concerns about the welfare of a child or young person. **Non-action is not an option in Child Protection.**

- 1) **Concerns about poor practice and possible abuse within artistic roller skating settings.**  
Child abuse can be and does occur outside the family setting. It is a difficult and a sensitive issue and child abuse may occur within the sport or within other settings connected with the sport such as social functions and so on. It is likely that abuse that takes place within a public setting is rarely a one-off event. It is crucial that those involved in artistic roller-skating are aware of this possibility and that all allegations are treated seriously and that the appropriate action is taken.

2) Action to take if a child or young person informs you directly that he/she is concerned about someone's behaviour towards them.



## Federation of Artistic Roller Skating

NATIONAL ACTION PLAN FOR CHILD PROTECTION IN THE SPORT OF ARTISTIC ROLLER SKATING AND ASSOCIATED ACTIVITIES.

Name of Club or Organisation:.....

Action plan and Policies adopted by: .....  
 (e.g. Committee, Chairperson, Board Chief Executive)

Date adopted: .....

Supporting statement/comments:.....

.....  
 .....  
 .....

Name of contact person responsible for Child Protection in above named Club/Organisation:

.....

Contact telephone number: .....

Please return to : The Child Protection Unit  
 Federation of Artistic Roller Skating

FARSCPU/06

FEDERATION OF ARTISTIC ROLLER SKATING

**CHILD PROTECTION INCIDENT RECORD FORM**

The contents of this form to be communicated to a FARS CPU Officer as soon as possible with the written copy delivered to the notified officer within 48Hrs.

Your Name:	
Your position:	
Child's Name:	
Child's Address:	
Parents/ Carers name and address:	
Child's/Young person date of Birth:	
Date and time of incident:	
Your observations (Continue on a separate sheet if necessary):	
Exactly what the child said to you and what you said (if a dialogue took place) or what was reported to you: (Remember, do not lead the child/young person – record actual details. (Continue on separate sheet if necessary).	
Action taken so far:	
External agencies contacted (date and time)	
Police	YES /NO? Contact name and number:.....
Social Services	YES/NO? Contact name and department office:.....
Internal Notice (date and time):	report sent to FARS CPU (date and time):
Notified FARS CPU Name of Officer:	
Did you report the incident to the person in charge YES/NO? Name of person in charge: .....	
Signed by person reporting incident: ..... Print name: .....	
Contact telephone Number: ..... Date: .....	

**This form must be sent to the FARS Child Protection Unit - Marked PRIVATE AND CONFIDENTIAL**

FARSCPU/05

**2) Action to take if a child or young person informs you directly that he/she is concerned about someone's behaviour towards them.**

- If this happens you should react calmly so as not to frighten the child or young person.
- Tell the child or young person he/she is not to blame and that he/she was right to inform you.
- Take what the child or young person tells you seriously.
- Ensure the safety of the child or young person. For example; if the child or young person needs immediate medical treatment take the child or young person to hospital or call an ambulance if required. Advise doctors of concern and ensure that they are aware that the call may be a Child Protection issue.
- Avoid asking leading questions of the child or young person and keep the questioning to the absolute minimum necessary to ensure a clear understanding of what has been said.
- Re-assure the child or young person but do not make promises of confidentiality or outcome which might not be feasible in the light of subsequent developments.
- Parents, Guardians or Carers should only be contacted after advice from Social Services.
- Ensure the safety of the Child or young person (if present). If the child or young person needs medical attention, take the child to hospital or call an ambulance, inform doctors of concerns and ensure that they are aware that this is a Child Protection issue.

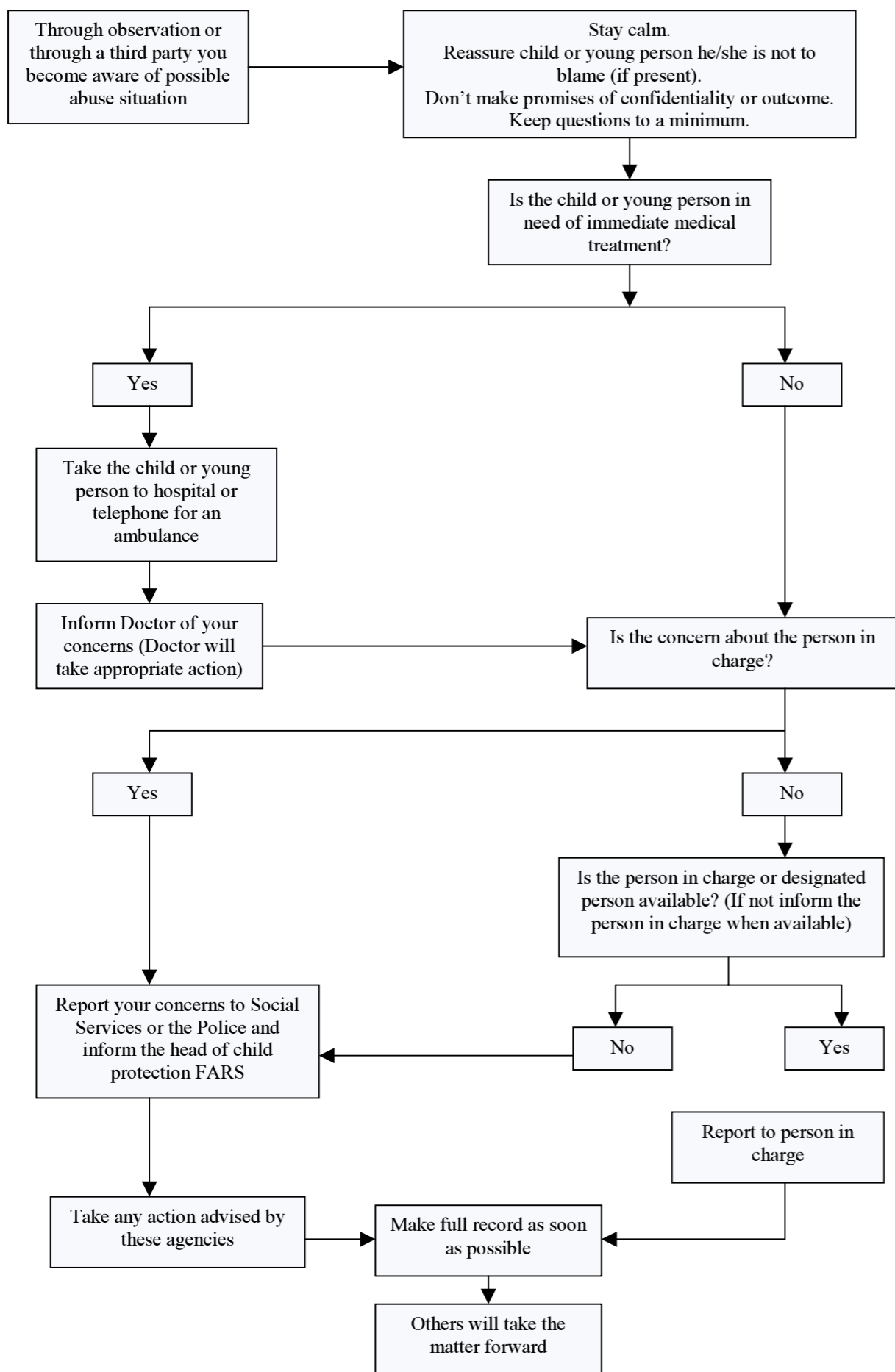
**3) You must continue to follow the F.A.R.S. procedures set out below:**

- Make a full dated and timed record of what has been said, heard and/or seen as soon as is possible.
- Report the concerns to the person in charge or the designated person immediately, unless the concern is about the person in charge.
- The person in charge should be identified in every artistic roller skating setting. It may be a senior coach or a Child Protection Officer. If the person in charge is not available then report your concerns directly to the Social Services or the Police. These agencies will advise you whether a formal referral to Social Service is necessary and what further action you might need to take. If you are advised to make a formal referral make it clear to Social Services or the Police that this is a Child Protection referral.
- The designated Child Protection Officer should inform the Child Protection Officer of the Federation of Artistic Roller Skating.
- Confidentiality must be maintained on a strict "need to know" basis and relevant documents stored in a secure location.
- Remember that it can be more difficult for some children to disclose abuse than others. Children from ethnic minorities may have regularly experienced racism which may make the disclosure more difficult.
- Disabled children and vulnerable adults will have to overcome additional barriers before feeling they can disclose abuse. They may rely on the abuser for their daily care or residence. The abuse may be the only affection/attention they have experienced and there may be communication difficulties. Extra vigilance and concern must be given to such cases and special thought as to how we might respond is necessary.

**4) The Federation of Artistic Roller Skating will support any person who, in good faith, reports his or her concern that a colleague is, or may be, abusing a child young person.**

- Information passed to Social Services Departments or the police must be as helpful as possible and it may be used in any subsequent legal action, hence the necessity for making a detailed record. The record must contain the following information.
- The child's or young person's name address and date of birth.
- The nature of the allegations.
- A description of any visible bruising or other injuries.
- The child's or young person's account in their own words if possible and how any bruising or other injuries occurred.
- Any observations that have been made by you or to you.
- Any times, locations, dates or other relevant information
- A clear distinction between fact , opinion or hearsay.
- Your knowledge of and relationship to the child or young person.
- Referrals to Social Services Departments should be confirmed within 24 hours.

5) Action to take if you become aware, through your own observations or through a third party of possible abuse within a skating setting.



**PARENTAL CONSENT TO PARTICIPATION IN ARTISTIC ROLLER SKATING ACTIVITIES**

**Details of child or young person:**

First Name: \_\_\_\_\_ Surname \_\_\_\_\_ Parent or Guardian name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Post Code: \_\_\_\_\_ Telephone Number(s): \_\_\_\_\_ E-mail address \_\_\_\_\_

N.B. The Postcode **MUST** be completed.

DD / MM / YY  
 Date of Birth

Sex M..... F.....  
 (Tick M or F)

“Home” Club or Organisation.  
 .....  
 F. A. R. S. discipline: \* SOLO DANCE / COUPLES DANCE / PAIRS / FIGURES / FREE SKATING.  
 F. A. R. S. Starting level: \* MINI / MINOR / ELEMENTARY / CADET / YOUTH / JUNIOR / SENIOR  
 [Delete as applicable]

Medical information about your child:

Are there any medical conditions that should be known about your child that may affect sport participation? YES / NO  
 If yes give brief details: .....

Is your child provided with special drugs or use of medical equipment for medical reasons? YES / NO  
 Is your child to the best of your knowledge allergic to any medication? YES / NO  
 If yes is answered to any of the above questions please ensure the situation is brought to the attention of an official of the Club or Organisation.  
 Please name the official notified: .....

**I hereby give permission for the above named child or young person to participate in the sport of artistic roller skating. A Full explanation has been provided me as to the activities of the sport and the type of training/teaching that is necessary to advance in the skills required.**

Signature of parent/guardian/carer: .....

Print name: ..... Date: .....

FARS CPU04

### Part B

#### Self Declaration (for completion by the individual named in Part A)

##### 1 - Have you ever been convicted of any criminal offences? Yes/No\*

If YES, please supply details of any criminal convictions:

.....  
.....

NOTE: You are advised under the provision of Rehabilitation of Offenders Act 1974 (exceptions) order 1975 as amended by the Rehabilitation of Offender act 1974 Exceptions Amended Order 1986 you should declare all convictions including "spent" convictions.

##### 2 - Are you a person known to any social services department as being an actual or potential risk to children? Yes/No\*

If YES please give details:

.....  
.....

##### 3 - Have you had a disciplinary sanction (from a sports or other organisations governing body relating to child abuse. Yes/No\*

If YES please give details:

.....  
.....

- \* Please delete as appropriate

#### Important

I have read and understood the information leaflet regarding the FARS Child protection List. I hereby consent to the FARS undertaking police and/or other social services checks against me. I understand that the information contained on this form, the results of police and social services checks and information supplied by third parties, will be included on the FARS Child Protection List, and may be notified to my club/organisation and may be supplied by FARS to other persons or organisations who have an interest in child protection issues.

Signed by the above named individual: ..... Date: .....

Print Name: .....

This form should be returned **Direct** to:  
*The Child Protection Officer*  
**Federation of Artistic Roller Skating**

- In case of any follow-up action keep a record of the name and designation of the Social Services member of staff or Police Officer to whom concerns were passed recording the date and time of call or interview.

##### 5) Action to take if you become aware, through your own observation or through a third party, of possible abuse occurring within the skating setting.

In the event of such circumstances you should:

- Ensure the safety of the Child or young person (if present). If the child or young person needs medical attention, take the child to hospital or call an ambulance, inform doctors of concerns and ensure that they are aware that this is a Child Protection issue.
  - Make a full record of what has been said, heard and/or seen as soon as is possible.
  - Report the concerns to the person in charge or the designated person immediately, unless the concern is about the person in charge.
  - The person in charge should be identified in every artistic roller skating setting. It may be a senior coach or a Child Protection Officer. If the person in charge is not available then report your concerns directly to the Social Services or the Police. These agencies will advise you whether a formal referral to Social Service is necessary and what further action you might need to take. If you are advised to make a formal referral make it clear to Social Services or the Police that this is a Child Protection referral.
  - The designated person should also inform the Child Protection Officer of the Federation of Artistic Roller Skating.
  - Confidentiality must be maintained on a strict "need to know" basis and relevant document stored in a secure location.
  - Remember that it can be more difficult for some children to disclose abuse than others. Children from ethnic minorities may have regularly experienced racism that may make disclosure more difficult.
- ##### 6) Abuse in the home or other settings (outside skating). Action to be taken if a child or young person informs you directly that he/she is being abused at home or within some other setting.

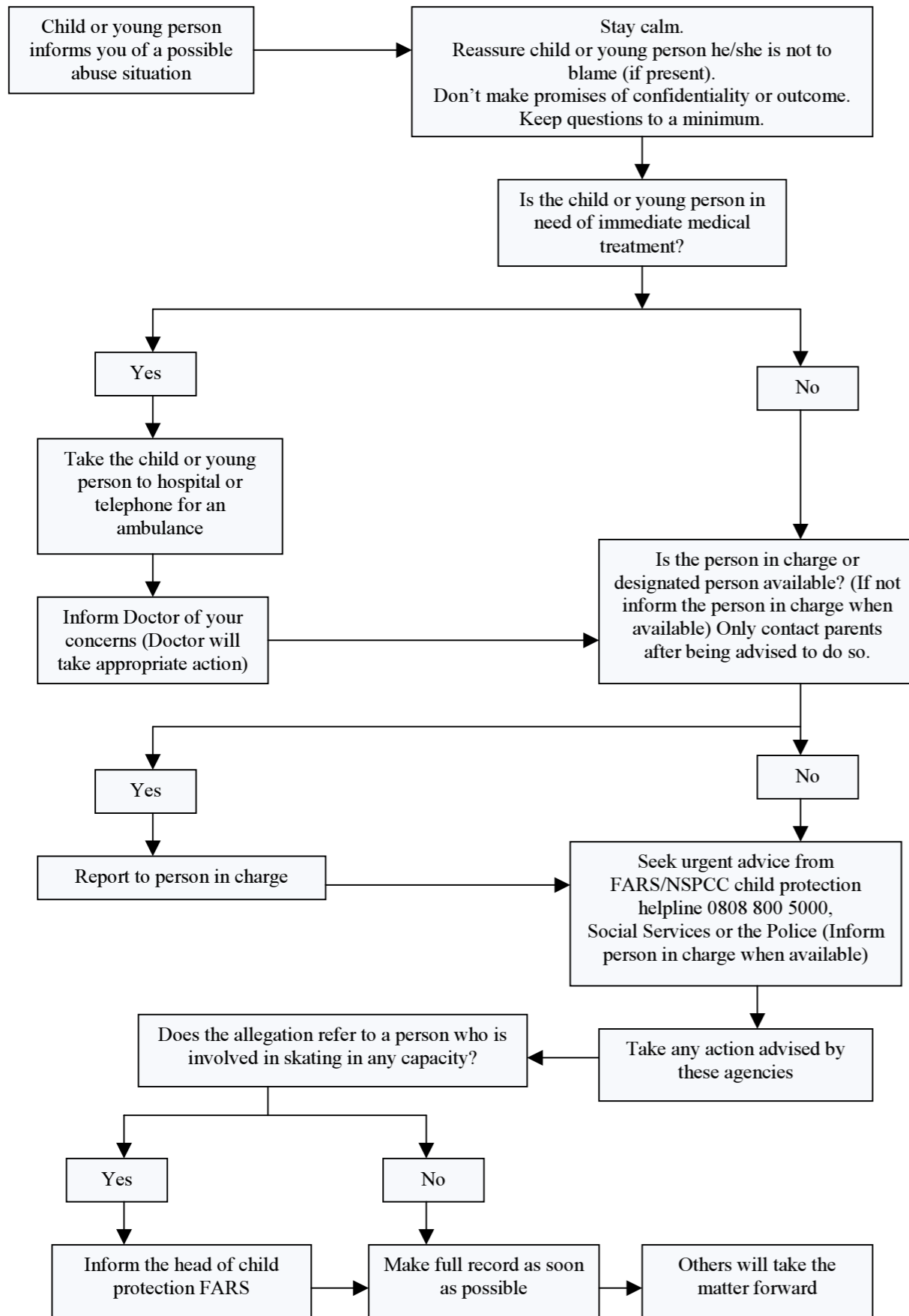
If this happens you should:

- React calmly so as not to frighten the child or young person.
- Tell the child or young person he/she was right to inform you.
- Take what the child or young person says seriously.
- Avoid asking leading questions of the child or young person and keep any questions to the absolute minimum necessary to ensure a clear understanding of what has been said.
- Re-assure the child or young person but do not make promises of confidentiality or outcome which might not be feasible in the light of subsequent developments.
- Parents, Guardians and Carers should be contacted only after advice from the Social Services.
- Ensure the safety of the child or young person. If the child or young person requires medical treatment, take the child or young person to hospital or call an ambulance, inform doctors of concerns and ensure that they are aware that this may be a Child Protection issue.

Follow the F. A. R. S. procedures as set out below:

- Make a full dated and time record of what has been said, heard and/or seen as soon as is possible.
- Report the concerns to the person in charge or the designated person immediately, unless the concern is about the person in charge.
- The person in charge should be identified in every artistic roller skating setting. It may be a senior coach or a Child Protection Officer. If the person in charge is not available then report your concerns directly to the Social Services or the Police. These agencies will advise you whether a formal referral to Social Service is necessary and what further action you might need to take. If you are advised to make a formal referral make it clear to Social Services or the Police that this is a Child Protection referral.
- You should also inform the Child Protection Officer of the Federation of Artistic Roller Skating.

6) Action to take if a child or young person informs you directly that he/she is being abused at home or within some setting outside of the skating setting.



FEDERATION OF ARTISTIC ROLLER SKATING

**SELF DECLARATION FORM - Volunteer**

You have a right of access to information held on you and other rights under the Data protection act 1984

**Part A**

Title	First Name	Surname	Any previous names by which you may have been known.
.....	.....	.....	.....
Address: .....			
Post Code: .....		Telephone Number(s): .....	E-mail address .....

N.B. The Postcode **MUST** be completed.

Date of Birth 

dd	mm	yyyy
.....	.....	.....

 Sex: M..... F.....

Past Club(s) or records of activities	Position in any Club etc.	Start/finish Date
.....	.....	.....
.....	.....	.....
.....	.....	.....

Application to join new Club or Organisation (or register with existing club)	
Volunteer post:	
.....	.....
.....	.....

I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate. **Please detail which documents:**

.....

**Signature of club/organisation secretary or other designated officer.**

.....

Print name: ..... Date: .....

FARS CPU/03

### Part B

#### Self Declaration (for completion by the individual named in Part A)

##### 1 - Have you ever been convicted of any criminal offences? Yes/No\*

If YES, please supply details of any criminal convictions:

.....  
.....

NOTE: You are advised under the provision of Rehabilitation of Offenders Act 1974 (exceptions) order 1975 as amended by the Rehabilitation of Offender act 1974 Exceptions Amended Order 1986 you should declare all convictions including "spent" convictions.

##### 2 - Are you a person known to any social services department as being an actual or potential risk to children? Yes/No\*

If YES please give details:

.....  
.....

##### 3 - Have you had a disciplinary sanction (from a sports or other organisations governing body relating to child abuse. Yes/No\*

If YES please give details:

.....  
.....

- \* Please delete as appropriate

#### Important

**I have read and understood the information leaflet regarding the FARS Child protection List. I hereby consent to the FARS undertaking police and/or other social services checks against me. I understand that the information contained on this form, the results of police and social services checks and information supplied by third parties, will be included on the FARS Child Protection List, and may be notified to my club/organisation and may be supplied by FARS to other persons or organisations who have an interest in child protection issues.**

Signed by the above named individual: ..... Date: .....

Print Name: .....

This form should be returned **Direct** to:  
*The Child Protection Officer*  
**Federation of Artistic Roller Skating**

- Confidentiality must be maintained on a strict "need to know" basis and relevant document stored in a secure location.
- Remember that it can be more difficult for some children to disclose abuse than others. Children from ethnic minorities may have regularly experienced racism which may make disclosure more difficult.
- Disabled children and vulnerable adults will have to overcome additional barriers before feeling they can disclose abuse. They may rely on the abuser for their daily care or residence. The abuse may be the only affection/attention they have experienced and there may be communication difficulties. Extra vigilance and concern must be given to such cases and special thought as to how we might respond is necessary.

#### Recording of information, suspicions of concerns

Information passed to the Social Services Department or the police must be as helpful as possible and it may be used in any subsequent legal action, hence, the necessity for making a detailed record. The report should contain the following information.

- The child's or young person's name, address and date of birth.
- The nature of the allegation
- A description of any visible bruising or other injuries.
- The Child's or young person's account, in their own words if possible, of what happened and how the injuries occurred and/or observations that have been made by you or to you.
- Any times, locations, dates or other relevant information.
- A clear and distinction between what is fact, opinion and hearsay.
- Your knowledge of or relationship to the child or young person,

When ever possible, referrals to Social Services departments should be confirmed within 24 hours.

Be sure to keep record of the name and designation of the Social Services member of staff or Police Officer to whom concerns were passed and record the time and date of the call, in case any follow-up is required.

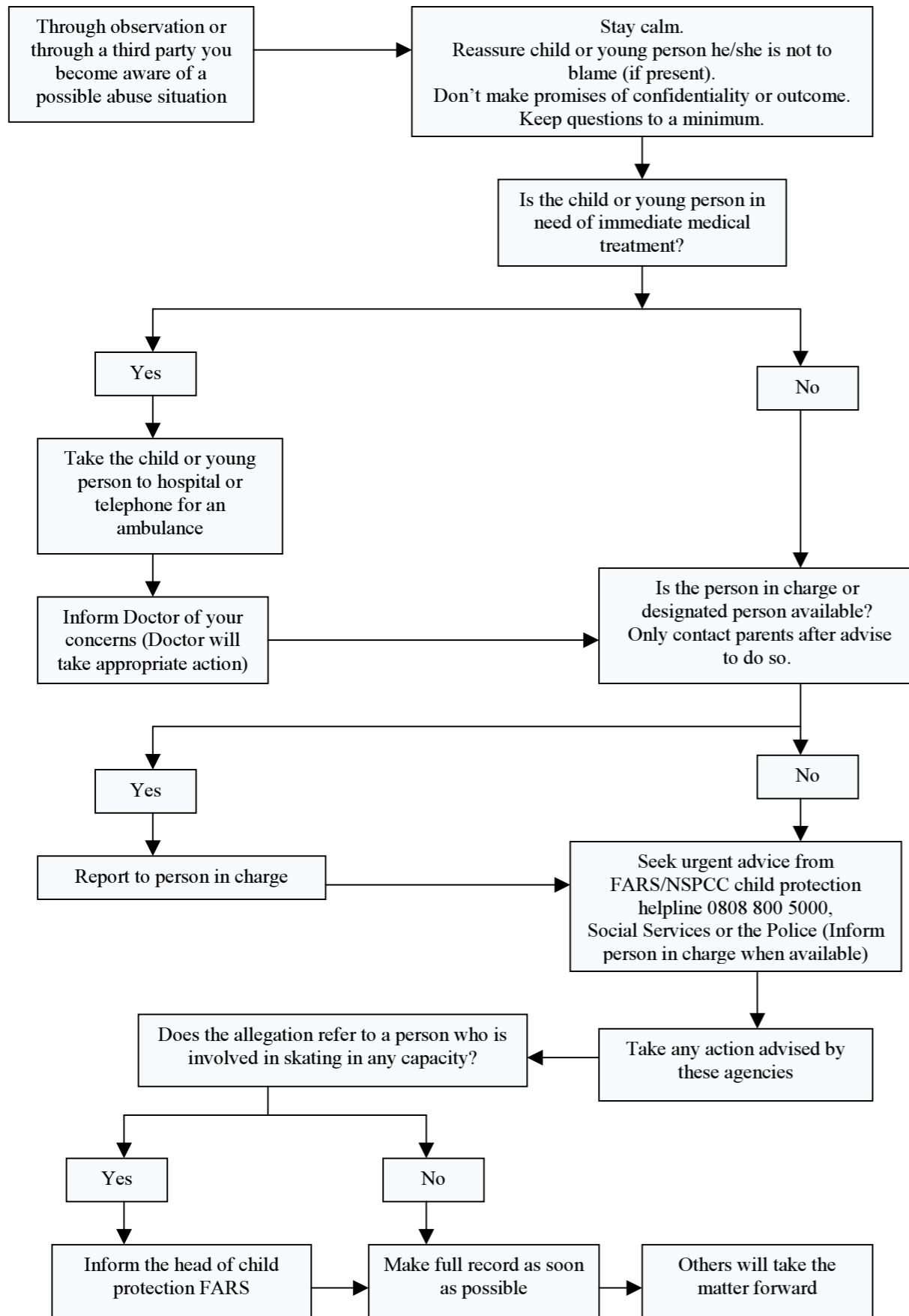
#### 7) Action to take if you become aware through your own observations or through a third party of possible abuse occurring at a child's or young person's home in some other setting (outside skating).

- Ensure the safety of the Child or young person (if present). If the child or young person needs medical attention, take the child to hospital or call an ambulance, inform doctors of concerns and ensure that they are aware that this is a Child Protection issue.

#### Follow the F. A. R. S. procedures:

- Make a full dated and timed record of what has been said, heard and/or seen as soon as is possible.
- Parents, Guardians and Carers should be contacted only after advice from the Social Services.
- Report the concerns to the person in charge or the designated person immediately, unless the concern is about the person in charge.
- The person in charge should be identified in every artistic roller skating setting. It may be a senior coach or a Child Protection Officer. If the person in charge is not available then report your concerns directly to the Social Services or the Police. These agencies will advise you whether a formal referral to Social Service is necessary and what further action you might need to take. If you are advised to make a formal referral make it clear to Social Services or the Police that this is a Child Protection referral.
- The designated Child Protection Officer should inform the Child Protection Officer of the Federation of Artistic Roller Skating.
- Confidentiality must be maintained on a strict "need to know" basis and relevant documents stored in a secure location.
- Remember that it can be difficult for some children to disclose abuse than others. Children from ethnic minorities may have regularly experienced racism which may make disclosure more difficult.

7) Action to take if you become aware, through your own observations or through a third party, of possible abuse occurring at a child's or young person's home or in some other setting (outside skating).



FEDERATION OF ARTISTIC ROLLER SKATING

**SELF DECLARATION FORM - Officials and Judges**

You have a right of access to information held on you and other rights under the Data protection act 1984

**Part A**

Title	First Name	Surname	Any previous names by which you may have been known.
.....	.....	.....	.....
Address: .....			
Post Code: .....		Telephone Number(s): .....	E-mail address .....

N.B. The Postcode **MUST** be completed.

Date of Birth 

dd	mm	yyyy
.....	.....	.....

 Sex: M..... F.....

Past Club(s) or records of activities	Position in any Club etc.	Start/finish Date
.....	.....	.....
.....	.....	.....

Application to join new Club or Organisation (or register with existing club)	
FARS JUDGING PANEL(S) or Official post	Start date
.....	.....
.....	.....

I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate. **Please detail which documents:**

.....

**Signature of club/organisation secretary or other designated officer.**

.....

Print name: ..... Date: .....

FARS CPU/02

**Part B**

**Self Declaration (for completion by the individual named in Part A)**

**1 - Have you ever been convicted of any criminal offences? Yes/No\***

If YES, please supply details of any criminal convictions:

.....  
.....

NOTE: You are advised under the provision of Rehabilitation of Offenders Act 1974 (exceptions) order 1975 as amended by the Rehabilitation of Offender act 1974 Exceptions Amended Order 1986 you should declare all convictions including "spent" convictions.

**2 - Are you a person known to any social services department as being an actual or potential risk to children? Yes/No\***

If YES please give details:

.....  
.....

**3 - Have you had a disciplinary sanction (from a sports or other organisations governing body relating to child abuse. Yes/No\***

If YES please give details:

.....  
.....

- \* Please delete as appropriate

**Important**

**I have read and understood the information leaflet regarding the FARS Child protection List. I hereby consent to the FARS undertaking police and/or other social services checks against me. I understand that the information contained on this form, the results of police and social services checks and information supplied by third parties, will be included on the FARS Child protection List, and may be notified to my club/organisation and may be supplied by FARS to other persons or organisations who have an interest in child protection issues.**

Please put a cross in this box if you do not wish to receive any other sports information.

Signed by the above named individual: ..... Date: .....

Print Name: .....

This form should be returned **Direct** to:  
*The Child Protection Officer*  
**Federation of Artistic Roller Skating**

- 8) Disabled children and vulnerable adults will have to overcome additional barriers before feeling they can disclose abuse. They may rely on the abuser for their daily care or residence. The abuse may be the only affection/attention they have experienced and there may be communication difficulties. Extra vigilance and concern must be given to such cases and special thought as to how we might respond is necessary.

Recording of information, suspicions of concerns

Information passed to the Social Services Department or the police must be as helpful as possible and it may be used in any subsequent legal action; hence, the necessity for making a detailed record. The report should contain the following information.

- The child's or young person's name, address and date of birth.
- The nature of the allegation
- A description of any visible bruising or other injuries.
- The child's or young person's account, in their own words if possible, of what happened and how the injuries occurred and/or observations that have been made by you or to you.
- Any times, locations, dates or other relevant information.
- A clear and distinct indication between what is fact, opinion and hearsay.
- Your knowledge of the relationship to the child or young person.

When ever possible, referrals to Social Services departments should be confirmed within 24 hours.

Be sure to keep record of the name and designation of the Social Services member of staff or Police Officer to whom concerns were passed and record the time and date of the call, in case any follow-up is required.

**9) Guidance for Child Protection Officers and designated persons.**

- Any person in charge of an artistic roller skating activity should seek immediate advice to determine whether the issue is poor practice or possible child abuse. Advice should be sought from Social Services, the NSPCC, or the Police. Confidentiality should be maintained on a strictly "need to know" basis and relevant documents stored in a secure location.
- If the issue is advised as bad practice then the person in charge should follow the F.A.R.S. Child Protection Unit procedure for a report of poor practice.
- The matter being referred to the F A R S Child Protection Officer. The matter to be reviewed as to whether the issue classified as bad practice is a continuation of previously reported practice or subsequent further poor practice issues.
- If the issue is advised as an abuse issue then the person in charge should report the case to the Social Services Department or the Police.

**10) Guidance for F.A.R.S. affiliated bodies and providers of services and for those appointed organisers of artistic roller skating including affiliated clubs and schools.**

- On receipt of information about a possible abuse case, check guidance has been sought from one of the F.A.R.S Child Protection Officers.
- Contact the Social Services immediately to make a child protection referral.
- Parents, Guardian or Carers should be contacted only after advice from Social Services.
- Inform the F A R S Child Protection Officer in writing.
- Confidentiality should be maintained on a strictly "need to know" basis and any relevant documents stored in a secure location.

**11) The F.A.R.S. Child Protection Officer or administrator will in accordance with the terms of reference: -**

- Decide and advise on contact with any media communications.
- In accordance with the Child Protection Officer's terms of reference decide on action to be taken in respect of any allegations made in connection with Child abuse or improper practice.

- Give support to all Child Protection Officers appointed within the sport in all aspects, particularly the need to obtain appropriate support for affected children and young people, parents, guardians carers and members.
- Decisions about reinstatement may be difficult. The Federation of Artistic Roller Skating, advised by the Police and Local Authorities and /or Social Services and /or the NSPCC and/or Social Services, will reach a decision based upon the available information.

12) **Allegations of historical abuse.**

- Allegations of abuse may be made some time after the event. Where such an allegation is made you should inform the F A R S Child Protection Officer. In such cases The Federation of Artistic Roller Skating will, following appropriate consultation, take appropriate action. This action being due because other children or young people either within skating or outside may be at risk from this person.
- This position is reinforced by U.K. legislation and guidance.

**The Federation of Artistic Roller Skating rules and regulations regarding child protection as set down herewith: -**

- Any act, statement, conduct or other matter which harms a child or children, or poses or suggests a risk of harm to a child or children, shall constitute behaviour which is improper and brings the sport into disrepute and therefore unacceptable to the Federation resulting in penalties.
- Within the set out regulations the expression "Offence" shall mean any one or more of the offences contained in Schedule 1 of the Children and Young Persons Act 1933 and any other criminal offence which reasonably causes the Federation to believe that the person accused of the offence poses or may pose a risk of harm to a child or children.
- Upon receipt by The Federation of Artistic Roller Skating of: -
  - notification that an individual has been charged with an offence; or
  - notification that an individual is subject to investigation by the Police, social services or any other authority relating to an Offence; or
  - any information which causes The Federation reasonably to believe that a person poses or may pose a risk of harm to a child or children, then The Federation shall have the power to order that individual be suspended from all or any artistic roller skating activities for such a period and on such terms it thinks fit.
- In reaching its determination as to whether an order under regulation 3 above should be made The Federation shall give consideration inter alia, to the following factors :-
  - whether a child is or children are or may be at risk;
  - whether the matters are of a serious nature;
  - whether an order is necessary or desirable to allow the conduct of any investigation by The Federation or any other authority or body to proceed unimpeded.
- The period of the order referred to above shall not exceed the period under 3 above and shall not be capable of lasting beyond the date upon which any charge under the rules of The Federation or any Offence is decided or brought to an end.
- Where an order is imposed on an individual under the rules of The Federation, The Federation shall bring and conclude any proceedings as soon as reasonably practicable.
- Where a person is convicted or is made the subject of a caution in respect of an Offence, that shall constitute a breach of the rules of the Federation, the Federation shall have the power to order the suspension of the person on such terms as it thinks fit.

FEDERATION OF ARTISTIC ROLLER SKATING

**SELF DECLARATION FORM Coach/Trainer/Teacher**

You have a right of access to information held on you and other rights under the Data protection act 1984

**Part A**

Title	First Name	Surname	Any previous names by which you may have been known.
.....	.....	.....	.....
Address: .....			
Post Code: .....		Telephone Number(s): .....	E-mail address .....

N.B. The Postcode **MUST** be completed.

Date of Birth 

dd	mm	yyyy
.....	.....	.....

 Sex: M..... F.....

Past Club(s)	Position in Club	Start/finish Date
.....	.....	.....
.....	.....	.....
.....	.....	.....

Application to join new Club or Organisation (or register with existing club)		
Club/Organisation:	Position applied for:	Start date:
.....	.....	.....
.....	.....	.....

I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate. **Please detail which documents:**

.....

**Signature of club/organisation secretary or other designated officer.**

.....

Print name: ..... Date: .....

FARS CPU/01

- 8 For the purpose of Child Protection matters the Board of the FARS shall appoint a Child Protection Unit (sub-committee mad up of appropriate qualified persons)reporting to the Board of Management to act on behalf of The Federation.
- 9 Notification in writing of an order referred to above shall be given to the person concerned and/or any club with which he/she is associated with as soon as reasonably practicable.

#### **What is Child Abuse?**

Child abuse is a term used to describe ways in which children or young people are harmed, usually by adults and increasingly by peers. Often these are people they know and trust. It refers to the damage done to a child's or young person's physical, mental or emotional health.

Children or young people can be abused within or outside their family, at school and within the skating or sporting environment. Abuse situations arise when adults or peers misuse their power over children or young people.

There are five accepted main categories of abuse and although specified here in a singular form may be a combinations of any described.

**Physical abuse** includes situations where adults: -

- physically hurt or injure children or young people (e.g. by hitting, shaking, squeezing, biting or burning).
- give or encourage children or young people to take alcohol, cigarettes, inappropriate drugs or poison.
- use excessive and inappropriate training methods.

In a skating environment, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's or young person's immature and growing body (e.g. overtraining) and also when coaches encourage children/young people to take performance enhancing drugs or alcohol.

**Neglect** includes situations in which: -

- a child's or young person's basic physical needs (e.g. food, warm clothing) are not met.
- children or young people are constantly left alone and unsupervised not necessarily in or at home.

In a skating environment, neglect might also occur if a teacher, coach, manager or parent/carer fails to ensure children or young people are safe, or allows them to become exposed to undue extremes of weather or risk of injury, (e.g. through the use of unsafe equipment, allow them to train in an unsafe environment).

**Sexual abuse** includes situations in which adults/peers use children or young people to meet their own sexual needs through:-

- full sexual intercourse, masturbation, oral sex, fondling or anal intercourse.
- showing a child or young person pornographic books photographs or videos or taking photographs for pornographic purposes.

In a skating environment sexual abuse may also occur when inappropriate physical contact takes place (e.g. thorough inappropriate supporting, touching during demonstration and development of movements).

**Emotional abuse** include situations in which:

- there is a persistent lack of love, affection or attention shown to the child or young person
- children or young people are overprotected preventing them from socialising
- children or young people are frequently shouted at or taunted

In the skating environment, emotional abuse might also include situations where parents or coaches subject children or young people to constant or regular and persistent criticism, bullying or unrealistic pressure to perform to high expectations or to attain standards they are clearly not able to reach.

**Bullying** is not easy to define can take many forms and is usually repeated over a period of time. The three main types are: physical (e.g. hitting, kicking.), verbal (e.g. racist or homophobic remarks, threats, name calling),and emotional (e.g. isolating an individual from activities). They will all include:

- deliberate hostility and aggression towards the victim
- a victim who is weaker than the bully or bullies
- an outcome which is always painful and distressing for the victim.

Bullying behaviour may also include: -

- other forms of violence.
- sarcasm, spreading rumours, persistent teasing or theft.
- tormenting, ridiculing, humiliation.
- racial taunts, graffiti, gestures.
- unwanted physical contact or abusive or offensive comments of a sexual nature.

Emotional and verbal bullying is more likely to be found in skating than physical violence, it is also difficult to cope with or prove. It is of paramount importance that all clubs develop their own anti – bullying policy to which all its members, coaches, skaters, staffing volunteers and parents subscribe to and accept.

In order to establish an anti-bullying policy every club school and training organisation must be prepared to:

- take the problem seriously
- investigate any incidents
- talk to the bullies and victims separately

Decide on appropriate action , such as:

- obtain apology from the bully(ies) to the victim
- inform parents of the bully(ies)
- insist on the return of items “borrowed” or stolen
- insist bullies compensate the victim
- hold club or class discussions about bullying
- provide support for the coach of the victim

#### **Recognition of abuse**

It is possible that even those experienced in working with children and young people may not always recognise a situation where abuse may be occurring or where it has already taken place. Most volunteers working with children and young people are not experts at such recognition. Any concern about the welfare of a child or young person should be reported as outlined in the procedures and practices FARS handbook.

#### **Indications that a child or young person may be abused include:**

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- any injury for which the explanation seems inconsistent
- the child or young person describing what appears to be an abusive act involving him/her
- someone else – a child or adult, expressing concern about the welfare of another child or young person
- unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of tears or temper).
- sexual awareness inappropriate for age
- engaging in sexually explicit behaviour in games
- being mistrustful of adults, particularly those with whom a close relationship would normally be expected
- having difficulty making friends
- being prevented from socialising with other children and young people
- variations in eating patterns including overeating or loss of appetite
- loss of weight for no apparent reason
- becoming increasingly dirty or unkempt

## **APPENDICES**

The following appendices illustrate the appropriate sample forms to be used in the administration of the Federation of Artistic Roller Skating Child Protection Policy.

Appendix 1	Self-declaration form coach/trainer/teacher -	Ref: FARS CPU/01
Appendix 2	Self-declaration form officials and judges -	Ref: FARS CPU/02
Appendix 3	Self-declaration form volunteer -	Ref: FARS CPU/03
Appendix 4	Parental consent form -	Ref: FARS CPU/04
Appendix 5	Child protection incident form -	Ref: FARS CPU/05
Appendix 6	Nation action plan	Ref: FARS CPU/06

Forms are available from the FARS Child Protection Unit

It must be clearly recognised that the above list is not exhaustive and the presence of one or more indicators is not proof that abuse is actually taking place. All children or young people will suffer cuts bruising and grazes from time to time, and their behaviour may sometimes give cause for concern. There may well be reasons for these factors other than abuse. If however you are concerned about the welfare of a child or young person **YOU MUST ACT!** Do not assume somebody else will, it may be too late.

#### **Protecting disabled young people and vulnerable adults**

The Federation of Artistic Roller Skating is aware that some disabled and special needs young people and adults may be more vulnerable to abuse for a number of reasons. It must be remembered that all children and adults regardless of impairment, may be vulnerable at certain times in their lives but for disabled people this vulnerability will be more frequent and they could therefore be at a high risk and more open to abuse.

It is likely that disabled people have been encouraged to comply with other peoples wishes especially in residential homes and hospitals, this fact would make them easily forced, bribed and manipulated. Difficult life experiences and social contacts may mean that many disabled sports people have not had the same opportunities to acquire the decisive skills that non-disabled peers have had to assess the behaviour and attitudes of other people. This fact could lead them to being unable to understand what is appropriate or inappropriate adult or peer behaviour.

Individuals with dependency and support needs may have found it is easier to be pleasing and compliant than to challenge those caring for them because of the consequences. Any challenge or complaint could lead to a more abusive practice or retribution.

Some disabled people with sensory impairment may not have had the opportunity to learn about appropriate and inappropriate touching or guiding.

Communication difficulties may make it hard to complain or be understood. In this situation the individual is unable to speak to tell anyone or may not have the vocabulary to describe what has happened to them. Some visually impaired sports people may not be able to read facial expressions or body language of other people. There are also occasions when visually impaired people have to ask assistance from strangers for help, therefore this particular situation could potentially be an opportunity for a sports person to be abused. There is a general thought that disabled young people and adults are not abused and therefore this attitude can make it difficult for them to be believed if they report an incident.

#### **The Federation of Artistic Roller Skating Coaches code of conduct**

Coaches particularly of children and young people hold a powerful and unique leadership role, often carrying considerable authority and status. Such a role is frequently accompanied by a closeness and mutual trust usually held only between parent or carer and child or young person. Coaches can often wittingly or unwittingly assume this power and authority and it is possible this influence can spill over into a child's or young person's private life. One of the challenges coaches repeatedly face is to manage this potential power and balance the responsible and safe boundary between coach and skater(s).

Coaches of young skaters start by using their authority to build a strong relationship or bond. This can and often does result in the coach having a very positive influence over the child or young person. Sometimes this influence develops to become more powerful than even influence of the parents or carers or schoolteachers. Over a period of time and from this strong bond the all important trust normally develops.

With the development of this trust there is an increased vulnerability and the potential for a coach to misuse or even abuse this power. This could be as a result of thoughtlessness, negligence or deliberate action. Even a passive type of abuse of power by a coach such as questioning loyalty or commitment may enhance the child's or young person's need for belonging.

There is a close but potentially dangerous relationship between coach and skater involving commitment and conformity, coaches must recognise this fact and avoid any negative consequences of power and therefore maintain and understand their responsibility.

All approved coaching members of Federation of Artistic Roller Skating must accept the following without contention: -

**Good practice guidelines:**

- always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment with no secrets).
- treating all children and young people with respect and dignity
- always putting the welfare of each child or young person first, before winning or achieving goals
- maintaining a safe and appropriate distance with skater(s) (e.g. it is not appropriate to have an intimate relationship with a child or share a room with them)
- building a balanced relationship based on mutual trust which empowers children and young persons to share in the decision making process
- try to make sport fun, enjoyable and promote fair play
- ensuring that if any form of manual/physical support is required, it should be provided openly. Attention of the skater's parent or carer should be drawn to the difficulties of maintaining hand positions during the development of movements requiring experimental poses and positions particularly while moving and working in a "dry" environment. Children and young people should be consulted prior to the experiment to gain their agreement of assistance. Parents are becoming increasingly sensitive about manual support in sport.
- keep up to date with the technical skills, qualifications and insurance in sport
- involving parents/carers or assistants wherever possible (e.g. for the responsibility of their children or young people in the changing rooms), If groups have to be supervised in the changing rooms always ensure parents/carers/coaches/officials work in pairs.
- ensuring if mixed teams are taken away, they should always be accompanied by a male and female official. (Do not overlook the possibility of same gender abuse).
- ensuring that while attending events involving residential accommodation that adults do not enter a child's or young person's room nor must the adults invite a child or young person into the adult's room
- being an excellent role model, this includes not smoking or drinking alcohol in any company of children or young people.
- giving enthusiastic and constructive feedback rather than negative criticism
- recognising the development needs and capacity of children and young people and disabled adults avoiding excessive training or competition and not pushing them against their will
- securing parental consent in writing to act *in loco parentis*, if the need arises to give permission for administration of emergency first aid and/or other medical treatment
- keeping a written record of any injury that occurs complete with the treatment given
- requesting parental consent if club officials are required to transport children or young people in their cars

**Practise to be avoided**

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable they should only happen with the full knowledge and consent of a Federation Officer and the child's or young person's parents or carer. (e.g. if a child or young person sustains an injury and needs to go to hospital, or a parent fails to arrive to collect a child or young person at the end of training or session)

- avoid spending excessive amounts of time alone with a child or young person away from others
- avoid taking children or young persons to your home where they will be alone with you
- avoid transporting one child or young person regularly on his or her own in your car
- raise concerns if it is felt the behaviour of another adult towards a child or young person is unacceptable

14. The result of any deliberation over bad practice shall fall into three categories: -

- a) No action to be taken.
- b) A warning pointing out the bad practice action (one only allowed).
- c) A statement as follows: - This person should play no further part in any activities of the Federation of Artistic Roller Skating, its affiliated clubs, agents or service providers where children or young people are in attendance.

15. The Board has no power to revoke a decision of the FARS CPU. The recommendation of the CPU will be upheld, save circumstances whereupon the BOM may have the view that the CPU unit was incorrectly established, or incorrectly informed of a particular case and therefore must refer the matter to the Trustees for review.

16. An individual has the right of appeal against a FARS CPU decision in the case of bad practice. The appeal to be made to the FARS Trustees in writing setting out their dispute with the CPU decision. The Trustees can if thought fit appoint a review panel made up of person(s) from outside and independent of the sport of artistic roller-skating but approved and experienced in Child Protection matters (e.g. the NSPCC or Sport England recommended persons). A decision made by the Trustees or an appointed Review Board shall be final.

17. Any appeal in circumstances other than bad practice will be to others dealing with the case outside of the FARS jurisdiction in which case the policy stated within the FARS Policy document will be enforced.

18. All CP matters shall be regarded as highly confidential, not for disclosure outside of the CPU, other than stated in the information rights under the Data Protection Act 1984 shall be upheld.

19. Any CPU Officer who commits a bad practice misdemeanour shall be immediately discharged from his/her duties with the FARS CPU. FARS Trustees are the only persons who can discharge any CPU officer for what ever reason deemed inappropriate in any post connected with a CPU appointment.

20. A member appointed to the FARS CPU may resign his/her post in writing addressed to the President of FARS. In the event of such a resignation the knowledge, information and case details of any case pending, completed or spent shall remain confidential with a binding obligation to remain as such for 5 years after any such resignation.

**All information of a personal and confidential nature should be held in line with the data protection regulations.**

### Terms of Reference for the FARS Child Protection Unit.

1. The Child Protection Unit (CPU) unit shall be appointed by the FARS Board of Management (BOM).
2. The persons appointed shall be suitably qualified.
3. A Child Protection Officer (CPO) shall be appointed to oversee the operation.
4. The CPU will operate independent of the FARS BOM.
5. Any person appointed to the FARS CPU shall declare immediately to the President of FARS should they discover for what ever reason they are connected, of have an interest in any referral case which would disqualify them from participation in any matters related to that particular case.
6. All matters appertaining to Child abuse or bad practice must be reported direct to the FARS Child Protection Officer, all documents to be held under the direction and control of the CPU.
7. Child abuse cases directly referred to the police or social services shall not be a matter of the FARS CPU or any other department/committee of FARS.
8. The Child Protection Officer upon receipt of a referral by the FARS CPU shall inform all members of the CPU immediately.
9. The Child Protection Officer is sanctioned at his/her discretion to directly advise the police and/or social services in the event of child protection referrals. Any action referred to outside agencies will cease to be a matter for the FARS CPU other than as directed by that agency.
10. In the case of bad practice issues only, the CPU shall meet urgently with a view to debate the circumstances of the incidents(s) and to decide on the action (or no action) to be taken.
11. The result of any deliberation by the CPU over an incident shall be communicated to the President as to the remedial action to be taken by the Board of Management and shall be binding based on a fair appraisal.
12. A fair appraisal shall be defined as that: - The FARS Board of Management must be satisfied that "no person(s) shall preside over a case who may have had an interest in the result of a CPU enquiry nor to be proved to have a reason to be biased in any way to the person(s) under review".
13. The CPU has the right to call for the assistance of outside specialists if deemed necessary to arrive at a conclusion or recommended action.

### Practices never to be sanctioned

The following must **never** be sanctioned, as a coach you must never:

- engage in rough, physical or sexually provocative games, including horseplay
- share a room with a child
- allow or engage in any form of inappropriate touching
- allow children or young people to use inappropriate language unchallenged
- make sexually suggestive comments to a child or young person, even in fun
- reduce a child to tears as a form of control or implementation of a better performance
- allow allegations made by a child or young person to go unchallenged, unrecorded or not acted upon
- do things of a personal nature for a child or young person or disabled adult, that they can do for themselves
- invite or allow children or young persons to stay with you at your home unsupervised
- never enter the room of a child or young person without an accompanying adult
- invite a child or young person to your room

### The Federation of Artistic Roller Skating judges and officials code of conduct.

Judges or officials of the Federation have an obligation towards the sport to support the implementation of the FARS Child Protection Policy.

Officials in whatever position within the sport must respect the rights, dignity and worth of every person within the sport. In particular to be aware of the needs of children and young people, including difficulties or possible abuse they may experience from participation in artistic roller skating activities.

Officials have a duty to ensure that every child or young person involved in the sport is able to participate in an enjoyable and safe environment and be protected from abuse.

Officials especially judges can hold considerable authority over skaters, trainers, parent and carers. That authority often spills over into an emotional or misunderstood interpretation of facts which can challenge coach's directives and teaching.

Skaters will feel vulnerable when approach by many officials and such approaches should be a positive indication of support by the Federation although the sentiments may appear negative in terms of such areas of failing a test or non- selection for a team or squad.

### Good practice guidelines:

- always conduct interviews or discussions in an open environment
- always involve the coach in any discussions with regard to the skater's ability or presence
- approach all tests with a positive view ( consider attending a test session on a looking for reasons to pass the test as opposed to finding reasons to fail a test)
- keep up to date with the technical skills of the sport
- display an excellent role model, this point to include not smoking or drinking alcohol in the company of children or young people
- whilst acting on behalf of the Federation dress accordingly and in judges uniform when judging
- give only enthusiastic and constructive comments on performances or situations avoiding negative feedback statements

**Practices to be avoided:**

The following should be avoided except in emergencies. If the case arises where these situations are unavoidable make sure that it is with the full knowledge of the appropriate FARS Officer

- avoid spending excessive amount of time with one skater, coach or carer
- avoid travelling in the same vehicle or mode of transport with any skater or coach of a trainer to an event
- do not accept presents, entertainment, provisions of meals, refreshments or any services which may imply a favourable result or decision
- always declare any personal interest in circumstances that might be construed as giving another child or young person an advantage over another
- allow a situation that might imply a compromised situation

**Practices never to be sanctioned:**

- allow or engage in any inappropriate touching
- make sexually suggestive comments to a child or young person even in fun
- treat the situation of failing a test with disrespect for the child or young persons feelings
- invite a child or young person to a private meeting to further their knowledge or to offer help or guidance on their own
- engage in rough, physical or sexually provocative games including horseplay
- never share a room with a child
- never enter a child or young person's room without another adult in attendance
- never publicly embarrass a child or young person either before, after or during a performance
- never embrace a child or young person without due care and attention to the circumstances and implication that might be applied
- never discuss the child or young person's, physical appearance in front of the child or young person

**Federation of Artistic Roller Skating volunteers code of practice;**

The duty of a volunteer covers many aspect of the sport and covers an enormous number of areas depending on the event, it may cover international event duties along with club and Federation organised activities.

Any volunteer has an obligation to the sport to support the implementation of the FARS Child Protection Policy.

Volunteers must respect the rights, dignity and worth of every person within the sport, in particular the needs of children and young persons.

The volunteer will during the course of their duties be in contact with children and young people and it is incumbent of those person responsible for appointing volunteer or assistants either paid or unpaid to carefully select the person(s) most suitable for the task. The criteria being that at no time within the likely contact any of the concerns or directive set out within these documents are violated in any way.

All volunteers must be under the direction of an appointed official or duly recognised supervisor who should oversee the aspects of Child Protection. An appropriate briefing to be mandatory in all appointments and those longer term appointments or positions must carry within their brief terms of reference and include a clear directive with regard to child protection.

All interpretation of the legislation within the FARS Child Protection Policy, the FARS Child Protection Procedures and Practices Handbook shall apply irrespective of any individual being or not being a member of the Federation. All person connected with Artistic Roller Skating are bound by the conditions set down.

**Photographs and images of children and young people:**

Children and young people can be at risk directly or indirectly as a result of the use of photographs on sports web sites and other publications. Photographs can be used as a means of identifying children and young people when they are accompanied with personal information. This information can make a child or young person vulnerable to an individual who may wish to exploit a connection for child abuse. It should be remembered that the content of a photo or video could be used or adapted for inappropriate use.

The Federation of Artistic Skating sets down its policy in respect to all clubs, trainers, organisers of sanctioned events and providers of services as follows: -

- if the skater is named avoid using their photograph
- if the photograph is used avoid naming the skater
- a parent or carer must be consulted and subsequently give permission for an image to be used. This ensures that the parents are aware of the way the image of their child or young person is used
- the images of skaters must be restricted to appropriate dress to reduce the risk of inappropriate use
- the content of any image should focus on the activity and not on a particular child or young person
- full face and body shots should be avoided

All events sanctioned or organised by the Federation of Artistic Roller Skating must follow the guidelines with regard to images of children and young people.

These guidelines are as follows:

- if professional photographers or the press are invited to an event a clear brief as to expectation of the Federation with regard to images and Child protection
- photographers authorised to take photographs or video must be identified at all times and must display an identification key at all times
- all skaters parents and carers should be advised that a photographer(s) is(are) present and an indication of their approval advised
- there must be no unsupervised access to skaters on one to one photo sessions at events
- photo sessions outside the event or at a skater's home should only be allowed if approved by FARS
- all person and spectators attending an event wishing to take photographs or video recordings must be registered by the event organiser
- skaters, parents, carers and coaches must be diligent and inform the organisers if they have any concerns about the activities of any photographers or video operators

Concerns regarding inappropriate or intrusive photography or video recordings should be reported to the F.A.R.S. Child Protection Unit.

**Child Protection Unit  
Federation of Artistic Roller Skating**