



NSSA SAFEGUARDING POLICY AND PROCEDURE

NSSA has adopted the National Ice skating Association (NISA) policy.

If you have a concern regarding the welfare of a skater please contact your Team Manager or NSSA Welfare Officer or another committee member.

NSSA Welfare Officers

- Helen Walker tel: 07815140404
- Maria Whiteley

NSSA works with NISA in the management of incidents and completion of information/records.

NISA Lead Safeguarding Officer

Michelle Draper

www.iceskating.org.uk

Tel: 01159 888 060 / Tel: 07535 041881

Email: Michelle.Draper@iceskating.org.uk

The NISA Safeguarding Policy is available on the NISA website

<http://www.iceskating.org.uk/index.cfm/work-force-coaching/safeguarding/>

The following additional supporting NISA Policies are also available;

- Coaches conduct
- Parents Handbook
- Parents conduct

NSSA Safeguarding Policy updated Jan 2017

- Social Media and photography
- Overnight stays and travel
- Anti-bullying policy

NSSA works with the National Ice Centre (NIC) in the joint management of safeguarding issues/concerns as appropriate. The NIC lead officer is Linda Gawthorp.

NIC have a Safeguarding Team and close links with Nottingham City Council Safeguarding Childrens Board www.nottinghamcity.gov.uk

Nottingham City Council's Safeguarding Children's board provides guidance, advice, training, support and a multi agency approach to safeguarding children/young people.

NSSA committee members have the following role in the prevention and management of safeguarding issues.

To obtain an up-to-date DBS check which is renewed every 3 years

To maintain an awareness of safeguarding issues and participate in training as and when appropriate

To respond to allegations or suspicions of poor practice/concerns about the health and wellbeing of a skater

To maintain confidentiality and disseminate information on a need to know basis only

NSSA Welfare Officers have the following role in the prevention and management of safeguarding issues.

To co-ordinate the application process for DBS checks with the Disclosure and Baring Service

To monitor DBS checks for NSSA committee members, chaperones and volunteers

To maintain an awareness of safeguarding issues and participate in training as and when appropriate

To investigate allegations or suspicions of poor practice/concerns about the health and wellbeing of a skater

To liaise with NISA and the National Ice Centre to complete joint investigations as necessary

To liaise with families, parents and other professionals as recommended by safeguarding professionals

To maintain confidentiality and disseminate information on a need to know basis only

To produce an annual report for NSSA AGM

Reporting Procedure

All members can raise issues of concern with their Team Manager, NSSA Welfare Officers and/or other committee members.

Following an incident the NSSA Welfare Officers liaise with the NISA Lead Officer (Michelle Draper) and completes the NISA reporting form.

If the incident happens at the NIC we also liaise with the NIC Safeguarding lead (Linda Gawthorp - Sports Manager). If required we complete the NIC reporting form.

We work with Michelle Draper to agree action and undertake investigations as agreed.

We record each incident and subsequent action on an annual NSSA spreadsheet.

We confirm outcomes in writing (generally by email) and copy in both Michelle Draper and Linda Gawthorp (if appropriate).

NSSA information is anonymised. Incidents are reviewed by the Management Committee and improvements in practice implemented as required.

The NSSA Welfare Officers provide an annual report at the AGM.

January 2017