

GUIDELINES FOR COMPETITIONS & EVENTS

USE OF PHOTOGRAPHIC EQUIPMENT

Professional photographers / filming / video operators wishing to record a VE event should seek permission from the event organiser by producing their professional identification for the details to be recorded. Ideally they should request this at least 5 working days before the event.

Students or amateur photographers/film/video operators wishing to record the VE event should seek permission from the event organiser by producing their student or club registration card and a letter from their club or educational establishment outlining their motive for attending the event.

All other spectators wishing to use photographic /film/video equipment should register with the event organiser.

Accreditation procedure: a system should be established whereby a record should be made of the name, address and club/ organisation of anyone wishing to film or photograph a VE event. Professionals should register prior to the event and their identification records should be recorded. On registering, the event organiser will issue an identification label, which will serve to identify those who have been given permission to film or photograph the event. When events are held on a regular basis the identification label should be changed regularly to prevent unofficial replication.

Public information: the specific details concerning photographic/video and filming equipment registration should, where possible, be published prominently in event programmes and must be announced over the public address system prior to the start of the event.

Recommended wording: In line with the recommendations in the VE Child protection policy, the event organisers request that any person wishing to engage in any video or close range photography should register their details with them at the registration desk before carrying out any such photography.

There is no intention to prevent club coaches using video as a legitimate coaching aid. Participants and their parents should be aware that this is part of the coaching programme and care should be taken in the storage of such footage. If a club is concerned that someone they do not know is using their sessions for photography or filming purposes, they should ask them to leave and contact the facilities manager.

TRAVELLING WITH GROUPS

Working with young people in sport often requires groups to move around in order to take part in competitions and attend events. There are some particular issues related to duty of care in these situations that require specific attention and include; careful planning, communication with parents/carers, transport arrangements, supervision and staffing, insurance, accommodation arrangements and emergency procedures.

Volleyball England have prepared specific guidelines for 'Away Fixtures', 'Day Trips/Overnight Stays' and 'Travel Abroad/Hosting Teams' that are available via the website or on request from the national office.



ORGANISING AN EVENT

Staging a tournament, competition or event can be a rewarding but sometimes daunting task. For individuals or groups considering any such activities there are certain responsibilities and a duty of care to those involved including; participants, spectators, event staff and the general public.

In addition to the general issues surrounding health and safety, events involving young people have some particular issues that organisers need to be aware of that relate specifically to child protection and include; discipline, injury and illness, changing rooms and drop off/collection by parents/carers.

Volleyball England have prepared specific guidelines for 'Running Junior Events' and 'Running Camps' that are available via the website or on request from the national office.

GOOD PRACTICE GUIDE

Volleyball England has developed specific guidelines for those individuals who are likely to work with young people including; **parents, coaches, officials** and **clubs** (available [via the website](#) or on [request from the national office](#)). In addition to some of the principles related to specific roles, there are a number that can be considered as general good practice and are relevant to all.

1. POSITIONS OF TRUST

Always remember that, whenever you are responsible for the care or supervision of a child, or where you are in a position of power or influence over a child, you are in a relationship of trust. You should never do anything to abuse that trust.

Good Practice

Always remember that the mental and physical welfare and the safety, health and the future of any child is the primary concern.

Remember that particularly where a relationship of trust exists and where that relationship is close or involves frequent contact, it is possible that either you or the child will develop feelings which are not directly related to the practice of sport such as fondness or love. Remember that young children will not have the same awareness or judgement to realise what nature of relationship is appropriate and what is not.

Always be alert to ensure you are setting and maintaining the appropriate boundaries in any relationship you have with a child.

Always remember that certain situations or friendly actions could be misinterpreted not only by the child involved but also by third parties motivated by jealousy, dislike or mistrust and could lead to allegations of sexual misconduct or impropriety.

Encourage and foster a child's independence and encourage any children for whom you are responsible to accept responsibility for their own behaviour and performance.

Unacceptable behaviour

You must never:

- Enter into a sexual relationship with any child under your care or supervision
- Use your influence or power over any child for your own interests

2. PHYSICAL CONTACT

Good Practice

Physical contact should be generally for one or more of the following purposes and should be carried out by the individual(s) set out below:

- To develop or demonstrate sport skills/techniques by a suitably and appropriately trained and qualified coach, official or team manager
- To treat an injury by a suitably and appropriately trained and qualified medical practitioner
- To give sport massage. Sport massages should only be given where necessary for physiotherapeutic, medical or physiological purposes and should only be performed by trained personnel.
- For any other purpose involving the treatment, diagnosis or examination of the child by a suitably and appropriately trained and qualified individual.

Physical contact is appropriate in other circumstances, such as consoling a child who is upset, or administering first aid. Always ensure that it is necessary and reasonable and takes place in a culture of openness.

Remember that interpretations of touching will be influenced by cultural differences, religious implications and by the age, sex, sexual orientation and physical status of you and the child.

If a child is vulnerable due to their physical state or learning or communication difficulties or requires special help, take particular care when proposing to use any kind of physical contact.

If possible, try to obtain the views of the child and their parent/guardian beforehand.



GOOD PRACTICE GUIDE CONTINUED

3. GENERAL SUPERVISION

It is important to always encourage openness, integrity, transparency and honesty in all activities involving children.

Good Practice

You must work in pairs if groups of children have to be supervised in the changing room.

You must ensure that male and female responsible adults always accompany mixed children's teams.

Unacceptable Behaviour

You must not, and must not allow other adults to, spend significant amounts of time alone with a child away from other children.

You must not take a child alone on a journey, however short, without the prior consent of the child's parent(s)/guardian(s)/carer(s).

You must not be present at the home or in the private room or dormitory of a child where the child is on his/her own without the parents or guardian of the child or other responsible adult being present. You must not take a child back to its own home or private room or dormitory.

You must never share a room with a child, or enter a child's room without another adult present.

You must never enter the room of a child unless at the child's request or unless the door is left open to allow visual access to outsiders.

You must never conduct individual meetings with a child in the child's room or in any other private space without another responsible adult present.

Never allow any physically rough or sexually provocative games, or inappropriate talking or touching by anyone, in any group for which you have responsibility.

Where changing or dressing rooms are used, you must not be present whilst children are showering or changing unless accompanied by another responsible adult.



4. SAFETY

Good Practice

Always ensure the safety of any children for whom you are responsible as far as possible.

Ensure that you have taken all reasonable steps to establish a safe working environment. The work done and the manner in which it is done should be in keeping with regular and approved practice within that sport or area.

Where any activity or event is taking place ensure, as far as possible, the location is secure from access by unauthorised third parties. Be vigilant for people who do not appear to be relatives or friends of children who are participating, but nevertheless, seem to spend a substantial amount of time videoing or photographing them.

Ensure that any activity being undertaken should be suitable for the age, experience and ability of the children.

Ensure where it is necessary or appropriate that parents have been kept informed of the activity undertaken and that the parents and the child have given their consent and that the child is made aware of his/her personal responsibilities in terms of his/her own safety.

5. CONFIDENTIALITY

Good Practice

Where there is a close relationship between you and a child, you must realise you may be in a position of confidence and you may gather (often very personal) information about the child.

If it seems that, because of a child's youth or inexperience the child is not able to judge what information it is appropriate to confide, try and make the child aware of the importance and implications of the information he/she is imparting or is proposing to impart.

Where possible reach an agreement with the child as to what is regarded as confidential information.

Unacceptable Behaviour

You should never:

1. Encourage confidences beyond what is appropriate
2. Intrude into the private life of the child.

Finally, remember that often it will be necessary to divulge confidential information to a responsible third party. Remember that confidentiality does not preclude the disclosure of information to persons who have a right to know or to whom they have a legal duty to disclose, in circumstances where what is involved is:

1. The pursuit of disciplinary or legal action relating to alleged breaches of this Policy, or the enforcement of any applicable laws or any rules or regulations of VE.
2. The evaluation of the child's performance in their sport.

6. INTEGRITY

Good Practice

Always remember that a child may not have the same awareness of the importance or implications of what is being said as an adult or of what is acceptable to say about others.

Discourage children from talking offensively about others except where the child seems to be hinting at or talking about an instance of abuse or irregularity.

Encourage children to obey the spirit of the rules and regulations of volleyball and compete in good faith and treat their opponents and officials with all due respect.

Emphasise the spirit of fair play in volleyball and the ideals embodied in Volleyball England.

Unacceptable Behaviour

Never advocate measures, which could be deemed to constitute seeking to gain an unfair advantage or cheating of any kind.

7. CO-OPERATION

Good Practice

Communicate and co-operate with other sports and allied professions if and when you feel it is in the best interests of the child.

If the child has medical, psychological or other problems you should be prepared to communicate and co-operate with the appropriate medical practitioners in the care and management of such problems.

8. PERSONAL STANDARDS

Good Practice

Always display high personal standards

Always project a favourable image of volleyball and of Volleyball England.

9. PERSONAL APPEARANCE

Good Practice

Always be suitably and appropriately attired and project an image of health, cleanliness and efficiency.

Unacceptable Behaviour

Never smoke or drink alcohol when in the company of children.

10. LANGUAGE

Unacceptable Behaviour

Never use profane, insulting, harassing or otherwise offensive language

Never use any form of sexually charged verbal intimacies or sexual innuendoes to or about children.

Where a situation occurs which is not adequately covered by these guidelines, or these guidelines are not suitable in the particular circumstance, or you are unsure of what is appropriate or necessary in the particular circumstance. Contact your supervisor, the Club Child Welfare Officer, the Area Child Welfare Officer, the Regional Child Welfare Officer, the VE Child Welfare Officer or Chief Executive Officer for guidance.

