

Chelmsford Riverside



ICE SKATING CLUB

PARENTS HANDBOOK



CONTENTS PAGE

Chairman's Welcome

Contact Information

The Committee

Club Information

Memberships

About CRISC

What is British Ice Skating?

Safeguarding Policy

Patch Rules/Ice Etiquette

Code of Conduct – Ice Skaters

Code of Conduct – Parents/Carers

Code of Conduct – Volunteers

Anti-bullying Policy

Club Complaints & Disciplinary Procedure

Useful Contacts

CHAIRMAN'S WELCOME

Chelmsford Riverside Ice Skating Club is a self-funded organization which is run by a voluntary committee. The Club is an affiliated member of British Ice Skating, the governing body for Ice Skating in the United Kingdom.

The Club is split into two distinct clubs, Junior Club and Main Club. The Club is open to skaters who are under the age of 18 on joining and can remain in club until the age of 25, who meet the criteria for joining. (Please see the Memberships section for times and criteria).

The Club does not offer individual or private lessons, but lessons can be booked directly with Riverside Ice & Leisure Centre.

Club sessions are taken by two coaches who are a minimum of British Ice Skating level two certified. The content is decided by the coaches and may differ week to week, but does include – edge work, jumps, spins dance, choreography and on ice games. Each club session also includes free time for skaters to 'do their own thing'. We encourage skaters to get to know each other and socialise and support each other.

The Club's main event is our annual Ice Show, which is open to the public and is held over the course of five days. We are very proud of our show and our skaters that make this a success each year. But more importantly, the Ice Show helps our members to learn skills not just in performing in front of an audience but helping one another and team work.

THE COMMITTEE

Club Chairman – Adam Lepley

chairman@crisc.co.uk

Vice Chairman – Lynn Adcock

memberships@crisc.co.uk

Treasurer – Andrew Lapsky

treasurer2@crisc.co.uk

Secretary – Claire Gaskin

secretary@crisc.co.uk

Membership Secretary - Lynn Adcock

memberships@crisc.co.uk

Welfare Officer – Mandy Fowler

welfare2@crisc.co.uk

Welfare Officer – Vickie Lepley

welfare2@crisc.co.uk

Committee Members

Vickie Lepley, Joanna Potter, Zoe Caws, Karen Aldwinckle-Povey, Sadie Wilkins, Shannon Abbott, Mandy Fowler, Charlotte Williams, Samantha Scully, Elaine Mellon, Emma Walsh, Tish Grant and Claire Claydon



MEMBERSHIPS

Membership is for skaters who are under the age of 18 (on joining) and can remain in the skating club until they are 25.

Membership categories

CRISC operates two clubs:

Junior Club – Fridays at 4:45PM – 5:30PM

For members who have passed all of grade 5 of the current Skate UK programme operated by British Ice Skating.

Main Club – Fridays at 5:30PM – 6:30PM

For members who have passed the Silver grade of the Skate UK Star figure skating programme operated by British Ice Skating.

Membership Costs (same for both clubs)

Age 17 and Under - £65.00 quarterly per member (£260.00 per year) *

Age 18 and Over - £68.00 annually per member

*members aged 17 and under who have completed either all parts of level 6 dance and/or all parts of National 6 (formerly advanced novice) figure skating through the British Ice Skating National Test will receive a special discounted price of £68.00 annual membership.

Quarterly subscriptions are to be paid by standing order. Please contact the Membership Secretary who will provide you with the necessary forms.

The Club runs all year, throughout the school holidays. The only exceptions are for Show week, Gala's and when the Leisure Centre is shut (i.e. Christmas Day and New Year's Day).

IMPORTANT

When attending Club, members must sign in on arrival and must be signed out on leaving by their parent or guardian (if under the age of 16). If your child is to be picked up by somebody other than their parent or guardian, written advice of this fact, to include whom the child is to be released to must be given to a CRISC representative that evening. Failure to give this will mean that the child must be met by their parent.

Those members over the age of 16 must sign themselves out before leaving the premises.

ABOUT CRISC

The Club provides for the disciplines of Figure, Ice Dance and Pairs Skating, and is open to skaters who meet the criteria specified on the Membership page.

Unfortunately, the Club does not offer individual/private skating lessons. However, a list of the coaches who teach at Riverside can be found on the CRISC website.

Club activities outside of our core club ice sessions may include:

- Off-ice fitness and conditioning
- Show performances for the public
- Galas

At CRISC, we strive to offer as many opportunities as we can to members.

All of the activities on offer are age, skill and developmentally appropriate. Different performances, galas and club sessions will appeal to you depending on your level of ability.

If you have a great idea or any area of concern, please tell one of the Committee. Good or bad, we want to hear: unless we know, we can't make the changes that need to happen.

Finally, it is vital for all members to adhere to club ice etiquette at all times. Please ensure you and/or your child understands and follows this. It allows you to stay safe and get the most enjoyment out of the Club. We hope you enjoy your time with us whilst participating in this wonderful sport.

MISSION STATEMENT

Chelmsford Riverside Ice Skating Club's mission is to promote and encourage figure skating at all levels, whilst at the same time, create, maintain and promote a healthy and positive environment in which our members can develop physically and emotionally through the sport of figure skating.

ABOUT BRITISH ICE SKATING

British Ice Skating is recognised by the Sports Councils (UK Sport, Sport England, Scottish Sports Council, Sports Council for Wales and Sports Council for Northern Ireland) as the governing body of ice skating in the UK.

It is affiliated to the International Skating Union (ISU), the international governing body for ice skating disciplines. British Ice Skating is one of the oldest governing bodies in the UK, being founded as the National Skating Association of Great Britain (NSA) in February 1879. The NSA took part in founding the ISU.

British Ice Skating's current functions can be summarised as follows:

- Membership subscriptions and servicing
- Test systems
- Coach education
- Judge/official education
- Major event management

World Class programmes British Ice Skating has more than 6,000 members and is responsible for both Figure Skating (singles, pairs, dance and synchronized) and Speed Skating (short track) ice skating disciplines.

More than 70,000 skaters complete the British Ice Skating accredited Learn to Skate programme (Skate UK) every year, which is available from the majority of ice rinks across the UK and available for both youngsters and adults.

British Ice Skating is a company limited by guarantee (Registration number 2677064) and is controlled by an elected Board of Directors all of whom work on a voluntary basis for the Association.

BRITISH ICE SKATING'S MISSION STATEMENT

British Ice Skating is the Governing Body for ice skating in the UK. Its mission is to promote, develop and support all ice skating disciplines, within a safe and constructive environment that provides participants the opportunity to fulfil their potential and personal goals, within a recreational, fitness or competitive activity.

“Skate for Fun, Skate for Gold”, Skate for Life”

SAFEGUARDING POLICY

Sport can and does have a very powerful and positive influence on people – especially young people. Not only can it provide opportunities for enjoyment and achievement; it can also develop valuable qualities such as self-esteem, leadership and teamwork. These positive effects can only take place if sport is in the right hands, namely in the hands of those who prioritise the welfare of all children and young people and vulnerable adults and adopt practices that support, protect and empower them.

CRISC has a duty of care, based in law and guidance, in order to safeguard all skaters from abuse. We believe that every person has the right to feel safe and be protected from any situation or practice that could result in him or her being physically or psychologically harmed. It is essential that the people we work with do not feel threatened or abused by anything we say or do and this policy sets out the safeguards we have in place to protect them from abuse. It is also essential that they themselves are aware of the safeguards we have in place and to know where to go should they have concerns of this nature. Every person involved in ice skating has therefore a legal and moral responsibility to protect children and young people from abuse.

CRISC is committed to safeguarding the well-being of the children and young people, vulnerable adults, parents, carers, coaches, staff and volunteers who are involved in the organisation. We recognise that children and young people have rights as individuals and should be valued, listened to and treated with respect. All children and vulnerable young people are at risk of abuse and we therefore aim to achieve excellent standards of safeguarding in all areas.

CRISC will:

- accept the moral and legal responsibility to implement procedures to provide a duty of care for young people and vulnerable adults, safeguard their wellbeing and protect them from harm;
- respect and promote the rights, wishes and feelings of young people and vulnerable adults
- recognise that some young people and vulnerable adults face additional barriers to getting help because of increased vulnerabilities which could include their ethnicity, gender, age, religion, disability, sexual orientation, social background or culture
- ensure they adopt best practice to safeguard and protect young people and vulnerable adults from abuse and to reduce the likelihood of allegations being made against themselves
- accept and abide by the CRISC Safeguarding Policy and Procedures and British Ice Skating's Code of Ethics and Conduct as well as all other policies, procedures and guidance respond appropriately to any complaints about poor practice or allegations of abuse.

We are committed to selecting volunteers safely, ensuring all the necessary checks are made. We recognise and promote that all committee members and voluntary positions have a duty to prevent the abuse of children and vulnerable adults and report any safeguarding concerns to the relevant person. The Club will share concerns with agencies that need to know, involving parents, carers / enablers, children and vulnerable adults appropriately. This document sets out the policy, case management processes and reporting procedures for all volunteers when engaged in skating activities with children and young people. Any complaint about the way that CRISC has

handled a safeguarding concern will be logged through our Complaints Policy and addressed by the relevant team.

CRISC 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 ICE SKATING requirements.

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

As part of our safeguarding policy we will:

- Ensure all Club Volunteers, helpers and officials working with young people should read and adhere to all of the CRISC Safeguarding Policies. The Club will follow the guidance of these policies in the event of any concerns or allegations.
- 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.
- The Club will ensure that anyone who meets the eligibility criteria for a Disclosure check will not be deployed until a satisfactory check has been returned.
- Ensure robust safeguarding arrangements and procedures are in operation.
- The Club will obtain written contact, and medical details of all club players which will be made known to coaches, where deemed appropriate and/or necessary.
- The Club will identify a person(s) whose role it is to deal with any issues concerning Child Protection and Harassment (Club Welfare Officers) and notify this person(s) to all members. Anyone with concerns with respect to Child Abuse or Harassment should contact that person. If that person is unavailable they can contact the British Ice Skating Lead Safeguarding Officer.
- The policy and procedures will be widely promoted and are mandatory for everyone involved in the Club. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the Club.

Safeguarding Roles & Responsibilities of the Club

Club Welfare Officer (CWO)

The Club Welfare Officer is the person appointed at club level and provides the essential point of contact for welfare within the Club. The CWO is the person who has responsibility for receiving and acting upon concerns reported to them within the Club setting. The Club Welfare Officer should be selected for their skills and knowledge, such as being able to handle safeguarding matters in an appropriate and confidential manner. They should be approachable for any concerns regarding safeguarding and be appropriately supported by other members of the Club. The CWO will report concerns to the British Ice Skating SLO and offer advice at a club level where safeguarding concerns have arisen. Along with the Club Committee and rink management, the Club Welfare Officer should ensure that the Club is adopting and implementing the safeguarding policy.

BRITISH ICE SKATING Safeguarding Lead Officer (SLO)

Every sports organisation should designate a person to promote the welfare of children and vulnerable adults within the sport. The role includes liaising with the DBS recruitment process, coordinating the dissemination of relevant safeguarding policies, procedures and resources as well as supporting Club Welfare Officers in their roles. The SLO also provides support for the British Ice Skating board, as well as managing the administration of cases of poor practice/abuse within the sport and contribution to the Case management panel when cases arise. This includes being the central point of contact for enquiries such as from complainants, the LADO, Children's Social Care and/or the Police. The SLO is the British Ice Skating national lead for receiving and acting upon concerns of a safeguarding nature. This person will receive concerns about:

- unacceptable behaviour of a member of staff or volunteer towards a child
- unacceptable behaviour towards a child by someone within a club setting
- concerns of a serious or significant nature
- any concerns arising outside of a club situation, such as privately owned and run Ice rinks
- any concerns outside the scope of the CWO.

ICE ETIQUETTE

Club Ice time is for members with mixed ability and therefore it is important to be aware of other skaters at all times.

All members skate at their own risk, however, following these rules will help to reduce the risks to you and others.

- Be mindful of other skaters around you
- Look out for skaters that may not be aware of you. For example, skaters entering or exiting a spin or jump.
- Watch out for skaters especially on entering the ice, or from moving away from the barriers.
- Always look in the direction of travel when skating backwards.
- Do not play chasing games or cut across the flow of skaters, unless being directed by an ice skating coach.
- Do not stand around chatting in the middle of the ice. If necessary, move to the barrier.
- If you fall, get up quickly for your own safety and that of others.
- Do not sit or lie on the ice, nor spray or throw ice, nor build ice mounds. All of these can be dangerous.
- Long hair should be tied back. Please wear suitable clothing. No scarves or loose clothing should be worn as these may get caught in a skate blade. Check your clothing and accessories for safety before getting on the ice.
- Make sure your laces are tied properly and if you need to re-tie them, do so off ice.
- Food (including gum) and drink are not allowed on the ice, except for water bottles.
- Please refrain from bad behaviour, such as kicking the ice or barrier, yelling at other skaters or using bad language. Skaters who behave this manner will be asked to leave the ice and a Committee member will be informed.
- Make sure you have fun but be mindful of others.
- **REMEMBER THAT SAFETY COMES FIRST.**

CODE OF CONDUCT ICE SKATERS

Code of conduct for children and young people

CRISC is fully committed to safeguarding and promoting the wellbeing of all its members. The Club believes that it is important that members, coaches, administrators and parents associated with CRISC should at all times show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of CRISC with a club Welfare Officer.

As a member of CRISC you are expected to abide by the following junior code of practice:

Children and young people are expected to:

- Be loyal and give their friends a second chance.
- Be friendly and particularly welcoming to new members.
- Be supportive and committed to other team members, offer comfort when required.
- Keep yourself safe.
- Report inappropriate behaviour or risky situations for youth members.
- Be fair and be trustworthy
- Respect coaches, judges and accept decisions.
- Show appropriate loyalty and be gracious in defeat.
- Respect opponents.
- Not cheat or be violent and aggressive.
- Make your club a fun place to be.
- Keep within the defined boundary of the coaching area.
- Behave and listen to all instructions from the coach.
- Show respect to other children and young people and show team spirit.
- Take care of equipment owned by CRISC.
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity.
- Refrain from the use of bad language or racial/sectarian references. This includes bullying using social media or texting.
- Not get involved in inappropriate peer pressure and push others into something they do not want to do
- Keep to agreed timings for training and competitions or inform their coach if they are going to be late.
- Wear suitable clothing and footwear
- Pay any fees for training or events promptly.
- Not smoke or vape on club premises or whilst representing CRISC at competitions.
- Not consume alcohol or drugs of any kind on the Club premises or whilst representing CRISC.

Children / Young People have the right to:

- Be safe and happy in their chosen activity
- Be listened to
- Be respected and treated fairly
- Privacy
- Enjoy your sport in a protective environment
- Be referred to professional help if needed
- Be protected from abuse by other member or outside sources
- Participate on an equal basis, appropriate to their ability
- Experience competition and the desire to win
- Be believed
- Ask for help
- Have any concerns taken seriously and acted upon

Any minor misdemeanours and general misbehaviour will be addressed by the coach and reported verbally to the designated person. More serious or persistent misbehaviour may result in disciplinary action and potentially dismissal from CRISC. Parents will be informed at all stages.

Disciplinary action can be appealed to a club Welfare Officer with final decisions taken by the Club Committee or referred to British Ice Skating depending on the disciplinary procedures within the sport.

CODE OF CONDUCT PARENTS/CARERS

Parents play an essential part in a child's enjoyment of sports To

help your child have a positive experience remember to:

- Focus on what your child wants to get out of sport
- Be the best role model you can be
- Help your child achieve their potential
- Be respectful of other children and coaches
- Communicate with the coach and Club

Good practice for parents

Parents should be encouraged to accompany their children to activities, but they should not be included in supervision calculations unless they are present in an official volunteering role.

CRISC's Parents' Code of Ethics give everyone a guide to what is expected of parents if they are part of an organisation, participating in a sport, or are spectators at their child's events. Ethics in sport are embodied in the following principles: respect, responsibility, fairness, caring, trustworthiness and good citizenship.

CRISC's Parents' Code of Ethics asks the parents to respect the following guidelines:

1. Encourage your child to skate in a safe and healthy environment.
2. Encourage good sportsmanship by demonstrating positive support for all skaters, coaches, volunteers and officials and do not question the judgement of event officials
3. Emphasise that doing one's best is more important than winning. Teach that effort and participation are important as victory
4. Do your best to make skating fun and remember that the child participates in sports for his/her own enjoyment – not yours. Do not force them to participant unwillingly
5. Advise your child to treat other skaters, coaches and officials with respect
6. Advise your child to treat everyone equally and sensitively regardless of their age, disability, gender, race, ethnic origin, cultural background, sexual orientation, religious beliefs or political affiliation
7. Inform your child's coach of any physical disability that may affect the safety of the child or the safety of others.
8. Place the emotional and physical well-being of your child ahead of your personal desire to win.
9. Support all efforts to remove verbal, physical and racist abuse from ice skating
10. Remember that young people and vulnerable adults learn best by example

As a parents/carers you have the right to:

- Be assured that your child is safeguarded during their participation in sport
- Be informed of problems or concerns relating to your children
- Be informed if your child is injured
- Have your consent sought for participation in event, trips and competition

- Have your consent sought for participation in film or photography
- Have any concerns about any aspect of your child's welfare responded to

As parents, you are expected to:

- Complete and return the Membership Application Form pertaining to your child's participation within CRISC
- Be responsible for ensuring your child arrives and is collected punctually before and after sessions/competitions/events
- Ensure your child has appropriate kit and clothing. Any child not in possession of the fundamental requirements will not be permitted to participate
- Detail any relevant medical concerns or conditions pertaining to your child on the Membership Application form. Any changes in the state of the child's health should be reported to the coach and a CRISC Committee member prior to the activity
- To inform a Committee member prior to the activity starting if your child is to be collected early
- Encourage your child to play by the rules, and teach them that they can only do their best
- Ensure that your child understands their code of conduct
- Behave responsibly whilst spectating; do not embarrass your child
- Show appreciation and support the coach
- Be realistic and supportive
- Accept the decisions of coaches, judges and other officials

Any breaches of this code of conduct will be dealt with immediately by a Designated Person. Persistent concerns or breaches may result in you being asked not to attend training sessions or any other event organised by CRISC if your attendance is considered detrimental to the welfare of young participants.

Should a parent/carers continue to breach the code of behaviour; CRISC may regrettably ask your child to leave the session, event or ultimately, have their club membership terminated.

CODE OF CONDUCT VOLUNTEERS

Volunteers involved in sport for children and young people have a great opportunity to be a positive role model and help build an individual's confidence.

Volunteers are expected to:

- Ensure the safety of all children by providing effective supervision.
- Consider the wellbeing and safety of children.
- Encourage children to accept responsibility for their own performance and behaviour
- Treat all children and young people fairly and ensure they feel valued. Have no favourites
- Encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour
- Appreciate the efforts of all young people and do not push individuals unnecessarily. Never exert undue influence over performers to obtain personal benefit or reward
- Always be positive, approachable and offer praise to promote the objectives of CRISC
- Not let any allegations of abuse of any kind or poor practice to go unchallenged or unrecorded. Incidents and accidents to be recorded in the line with the Club's procedures. Parents must be informed
- Never use sanctions that humiliate or harm young people.
- Report accidents or incidents of alleged abuse or poor practice to the designated person
- Administer minor first aid in the presence of others and where required refer more serious incidents to the rinks "first aider"
- Have access to telephone for immediate contact to emergency services if required
- Foster team work to ensure the safety of youth members in their care
- Ensure the rights and responsibilities of youth members are enforced
- Establish and address the additional needs of disabled children or other vulnerable groups
- Not abuse members physically, emotionally or sexually
- Not engage in a sexual relationship with a young person for whom they are responsible
- Maintain confidentiality about personal or sensitive information
- Respect and listen to the opinions of young people
- Develop an appropriate working relationship with participants, based on mutual trust and respect
- Be a role model, displaying consistently high standard of behaviour and appearance (disciplined/committed/time keeping), remember children learn by example
- Refrain from smoking, vaping and consumption of alcohol during club activities or coaching sessions
- Never condone rule violations, rough play or the use of prohibited substances
- not spending excessive amounts of time alone with children unless in exceptional circumstances
- Never taking children to their home

- Not administering First Aid involving the removing of children's clothing unless in the presence of others

Volunteers have the right to:

- Support in the reporting suspected abuse or poor practice
- Access to professional support services
- Fair and equitable treatment by British Ice Skating and the Club
- Be protected from abuse by children/youths, other adult members and parents
- Not to be left vulnerable when working with children

Any minor misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Serious or persistent breach of the code will result in disciplinary action and could lead to dismissal from the Club/sport.

Dismissals can be appealed by the volunteer with final decisions taken by the Club committee or referred to the governing body depending on the disciplinary procedures within the sport.

Emergency action and first aid

All Volunteers should be prepared with an action plan in the event of an emergency and be aware of our First Aid Procedures This will include:

- Access to first aid equipment
- Telephone contact if the participant is a minor
- Telephone contact to the emergency services

The Club will:

- recognise its duty of care and responsibility to safeguard all participants from harm
- promote and implement this anti-bullying policy in addition to our safeguarding policy and procedures
- seek to ensure that bullying behaviour is not accepted or condoned
- require all members of the Club to be given information about, and sign up to, this policy
- take action to investigate and respond to any alleged incidents of bullying
- encourage and facilitate children and young people to play an active part in developing and adopting a code of conduct to address bullying
- ensure that volunteers are given access to information, guidance and/or training on bullying.

Each participant, volunteer or official will:

- respect every child's need for, and rights to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- respect the feelings and views of others
- recognise that everyone is important and that our differences make each of us special and should be valued

- show appreciation of others by acknowledging individual qualities, contributions and progress
- be committed to the early identification of bullying, and prompt and collective action to deal with it
- ensure safety by having rules and practices carefully explained and displayed for all to see
- report incidents of bullying they see – by doing nothing you are condoning bullying.

ANTI-BULLYING POLICY

The Club will:

- recognise its duty of care and responsibility to safeguard all participants from harm.
- promote and implement this anti-bullying policy in addition to our safeguarding policy and procedures.
- seek to ensure that bullying behaviour is not accepted or condoned.
- require all members of CRISC to be given information about, and sign up to, this policy.
- take action to investigate and respond to any alleged incidents of bullying.
- encourage and facilitate children and young people to play an active part in developing and adopting a code of conduct to address bullying.
- ensure that coaches are given access to information, guidance and/or training on bullying in accordance with BRITISH ICE SKATING policies and guidelines.

Each participant, coach, volunteer or official will:

- respect every child's need for, and rights to, a play environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- respect the feelings and views of others
- recognise that everyone is important and that our differences make each of us special and should be valued
- show appreciation of others by acknowledging individual qualities, contributions and progress
- be committed to the early identification of bullying, and prompt and collective action to deal with it
- ensure safety by having rules and practices carefully explained and displayed for all to see
- report incidents of bullying they see – by doing nothing you are condoning bullying.

Bullying

A common area of abuse or harm that you may become aware of in your role, is that of bullying.

Every child has the right to participate in ice skating free from the fear of bullying. Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves.

Bullying has the potential to cause permanent harm (physical, emotional or psychological). Rinks and clubs should take steps to prevent bullying behaviour wherever possible and respond to incidents when they occur. A preventative approach means that sport is playing its part to create an environment and society in which people treat each other with respect.

Bullying can take the form of:

- verbal: name calling, teasing, threatening, spreading rumours, sarcasm, racist taunts, homophobic bullying, graffiti and gestures
- physical: hitting, kicking, punching, spitting, stealing/breaking belongings
- emotional: ignoring, hurtful emails/text messages, excluding from activities, tormenting, ridiculing, humiliating.

Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture.

Bullies come from all walks of life; they bully for a variety of different reasons and may even have been bullied or abused themselves. Typically, bullies can have low self-esteem, be excitable, aggressive or jealous. Crucially, they have learned how to gain power over others. Identifying bullying

The competitive nature of sport can make it an ideal environment for the bully. The bully in ice skating can be:

- a parent who pushes too hard
- a coach who adopts a 'win-at-all costs' philosophy
- a player who intimidates
- an official who places unfair pressure on a person
- a spectator who shouts abuse.

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children, young people and vulnerable adults, to the extent that it affects their health and development or, at the extreme, causes them significant harm including self-harm or in extreme cases, suicide.

There are a number of signs that may indicate a person is being bullied:

- sudden reluctance to go to activities such as training or events that they used to enjoy or a drop off in performance/attendance
- regularly feeling ill before training or events
- physical signs such as stomach-aches, headaches, difficulty in sleeping, bedwetting, scratching and bruising, coming home with damaged equipment or clothes
- behavioural changes such as becoming withdrawn, anxious, clingy, depressed, tearful, aggressive, unreasonable
- start bullying others; a shortage of money or frequent loss of possessions
- In more extreme cases, they might stop eating, start stammering, cry themselves to sleep, have nightmares, run away or threaten/attempt suicide.

These signs may indicate other problems or be a reaction to other events in a child or young person's life but the possibility of bullying should be considered.

Homophobic bullying

Lesbian, gay and bisexual (LGB) people may face homophobic bullying. Homophobia is often driven by a lack of understanding which only serves to strengthen stereotypes and can lead to actions that cause LGB people to feel excluded, isolated or undervalued.

Adults Bullying Children or Young People

Serious cases for example if the bullying included physical abuse or racist name calling, may be considered abuse and so may be referred to the Police or Children's Social Care.

The adult should receive clear guidance on how their behaviour needs to be modified and monitored to ensure this is achieved.

Support for the Victim and the Bully

The bully will need support to help them realise why their behaviour is wrong and assistance to change their behaviour. CRISC should involve the bully's parents and BRITISH ICE SKATING (if appropriate) in ensuring their behaviour is improving and any problems which may have caused them to bully are being addressed.

The victim's parents should be involved and supported as required.

Action to Help the Victim and Prevent Bullying

- take all signs of bullying very seriously
- encourage all children to speak and share their concerns. Help the victim to speak out and tell the person in charge/someone in authority. Create an open environment
- investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately
- reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else (if a young person, you should inform the bully(ies) parents • keep records of what is said (what happened, by whom, when)
- report any concerns to the CRISC Safeguarding Officer.

Action Towards the Bully(ies):

- talk with the bully(ies), explain the situation, and try to get the bully(ies) to understand the consequences of their behaviour. Seek an apology to the victim(s)
- if the bully is a young person, inform the bully(ies) parents
- insist on the return of borrowed items and that the bully(ies) compensate the victim
- impose sanctions as necessary
- encourage and support the bully(ies) to change behaviour
- hold meetings with the families to report on progress • inform all organisation members of action taken
- keep a written record of action taken.

Useful websites: www.bullying.co.uk www.beatbullying.org

CLUB COMPLAINTS & DISCIPLINARY PROCEDURE

The welfare of the child is paramount to the Club. In order to assist the Club and BRITISH ICE SKATING in upholding this principle you are asked to submit any complaints or concerns using the online form. This can be found at www.crisc.co.uk/online-forms. When completing the form please give full names and their Club roles. Concerns may be about the behaviour of any child or adult involved or spectating at your Club and could include:

- General concerns about a child's welfare
- Concerns related to a safeguarding incident e.g. bullying or poor practice
- Concerns, suspicions or allegations of misconduct
- Breaches of the BRITISH ICE SKATING Safeguarding Policy
- Allegations of abuse made by or against any child or adult

If you would like further details of recognition, responding and what should be reported please refer to the BRITISH ICE SKATING Safeguarding Policy (Section 2) which can be found on the Safeguarding pages of either the CRISC or BRITISH ICE SKATING website:

<https://www.iceskating.org.uk/safeguarding>

To discuss a specific concern or issue please contact the Club Welfare Officer or BRITISH ICE SKATING Lead Safeguarding Officer in the first instance.

USEFUL CONTACTS

Organisation	Contact details
BRITISH ICE SKATING	British Ice Skating English Institute of Sport Coleridge Road Sheffield S9 5DA 01159888060 www.iceskating.org.uk
BRITISH ICE SKATING Lead Safeguarding Officer	John Mills Office: 01159888060 safeguarding@iceskating.org.uk
NSPCC Helpline (24 hours)	Tel: 0808 800 5000 Website: www.nspcc.org.uk
NSPCC – Child Protection in Sport Unit (CSPU)	Tel: 01162 34 7278, E-mail: cpsu@nspcc.org.uk
ESCB (Essex Safeguarding Children's Board)	Website: www.escb.co.uk
Victim Support Helpline:	Tel: 0845 3030 900 Website: www.victimsupport.org.uk
Child line	Tel: 0800 1111 Website: www.childline.org.uk