

Appendix 5: Physical contact, 1st aid and lone/ 1 to 1 working

Guidance on physical contact

All forms of physical contact should respect and be sensitive to the needs and wishes of the child and should take place in a culture of dignity and respect for all children. Children should be encouraged to express their views on physical contact.

In the first instance, coaching techniques are best delivered by demonstration (either by the coach, an athlete or video which can display the technique being taught).

Educational instruction should be clearly explained with a description of how it is proposed to handle or have contact with the child before doing so. This should be accompanied by checking if the child is comfortable. Manual support should be provided openly and must always be proportionate to the circumstances.

It is not the role of staff, coaches and volunteers to act as carers, if it is necessary to help a child with personal tasks e.g. toileting or changing in unexpected circumstances, the child should be encouraged to express a preference regarding the support they need/anything that makes them uncomfortable at that moment. The situation and provision of support should be reported afterwards to both the club and parents/carers. If the situation re-occurs frequently or a child is unable to manage their own personal care, a parent/carer or other support person provided by the child's family should be in attendance at the session throughout so the child can receive the support they require.

Staff/coaches/volunteers should encourage parents to support their children at home to practice and develop practiced routines for personal care/changing rooms for when they attend sessions so that children know what to expect and can be self sufficient.

Staff/coaches/volunteers should not take on the responsibility for tasks for which they are not appropriately trained e.g. manual assistance for a child with a physical disability.

First Aid and the treatment of injuries

All staff/coaches/volunteers must ensure:

- Where practicable all parents of those under 16 have provided relevant permission and information before their child participates in the session
- There is an accessible and well-resourced first aid kit at the venue
- They are aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required

- Only those with a current, recognised first aid qualification treat injuries. In more serious cases assistance should be obtained from a medically qualified professional as soon as possible
- A significant incident form is completed if a child sustains a significant injury along with the details of any treatment given. Common sense should be applied when determining which injuries are significant
- A child's parents are informed of any injury and action taken as soon as possible
- The circumstances in which any accidents occur are reviewed to avoid future repetitions

Lone / 1 to 1 working

One to one coaching is a normal part of sporting activities and within the cycling disciplines there may be occasions where coaches are providing one to one coaching with a child; when this is the case the following should be adopted:

- Encourage parents/carers or another appropriate volunteer / adult observer to attend wherever possible
- Ensure children and their parents/carers are aware of all formal arrangements such as the structure, the location and the length of a one to one session.
- Provide children (& their parents/carers) with information on what to do and who to contact if they feel uncomfortable at any time during a one to one coaching session.
- Ensure that all coaches understand, abide and have signed up to the relevant Code of Conduct.
- The coaching activity to take place in an open environment with others around and any one to one sessions to be in clear view of others within the venue.
- Ensure that all adults behave in an appropriate manner, respecting the rights of the child and treating them with respect, dignity and fairness.
- Coaching techniques for one to one sessions should ideally be delivered by demonstration and avoid any unnecessary physical contact. See the Guidelines – Physical Contact & First Aid for more information.
- Those working with children alone to have a copy of the child's emergency contact number and access to a phone.
- When working remotely a coaching plan covering location, planned activities, start time and expected return time should be provided and a copy left with the parent/carer as well as a suitable contact such as a club committee member or facility reception.
- If working in a remote area then lone working should be avoided and coaching should be carried out in pairs – 2 adults and 2 athletes.
- When working remotely coaches should consider methods of contact – will a mobile phone be sufficient and will there be signal? Where practical a secondary or alternative arrangement should be put in place for example a radio.