

## Handout for all instructors & volunteers

### Good Practice Guide

- Do not spend time alone with children away from others, unless necessary, and keep this time to a minimum.
- Do not take children alone in a car on journeys, however short
- Do not take children to your home
- Where any of these are unavoidable, ensure they only occur with the full knowledge and consent of someone in charge in the organisation or the child's parents
- Design training programmes that are within the ability of the individual child.

### You should never:

- Engage in rough, physical or sexually provocative games, including horseplay
- Allow or engage in inappropriate touching of any form
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Let allegations a child makes go unchallenged or unrecorded; always act
- Do things of a personal nature that children can do for themselves.

However, it may be sometimes necessary for instructors or volunteers to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of parents. In an emergency situation, which requires this type of help, parents should be fully informed. In such situations, it is important to ensure all staff are sensitive to the child and undertake personal care tasks with the utmost discretion.

### Important

*All instructors and volunteers should read our comprehensive Child Protection Policy & Procedures. We keep a copy in a folder in the cupboards in the committee room. Spare copies will be available to take away and read. There is an up to date copy on the WWSC website, under Training, Instructor Information.*