



Good Practice Guide for Instructors, Coaches and Volunteers

This guide only covers the essential points of good practice when volunteering with children and vulnerable adults. You should also read the BSC's Welfare, Safeguarding and Child Protection Policy and Guidance which is available on the BSC Website

- Avoid spending any significant time working with children and vulnerable adults in isolation
- Do not take children/vulnerable adults alone in a car, however short the journey
- Do not take children /vulnerable adults to your home as part of a BSC activity
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge at the BSC or the child's parents
- Design challenging training programmes that encourage the potential and capability of the individual child
- If a child/vulnerable adult is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if at all possible
- If you do have to help a child/vulnerable adult, make sure you are in full view of others, preferably another adult
- Restrict communications with children/vulnerable adults via mobile phone, e-mail or social media to group communications about organisational matters. If it's essential to send an individual message, copy it to the child's parent or carer.

You should never:

- engage in rough, physical or sexually provocative games
- allow or engage in inappropriate touching of any form
- allow children/vulnerable adults to use inappropriate language unchallenged, or use such language yourself when with children
- make sexually suggestive comments to a child/vulnerable adult, even in fun
- fail to respond to an allegation made by a child /vulnerable adult; always act
- do things of a personal nature that children /vulnerable adults can do for themselves.

It may sometimes be necessary to do things of a personal nature for children/vulnerable adults, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the child/ vulnerable adults (where possible) and their parents/carers. In an emergency situation, which requires this type of help, parents should be fully informed. In such situations it is important to ensure that any adult present is sensitive to the child/ vulnerable adult and undertakes personal care tasks with the utmost discretion.