

# TBYC Good Practice Guide for Instructors, Coaches and Volunteers



Revised May 2022

This guide only covers the essential points of good practice when working with children, young people and vulnerable adults. You should also read TBYC Safeguarding Policy and Procedures which are available for reference at all times.

- Avoid spending any significant time working with children/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 your TBYC activity
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge of TBYC or the child's/vulnerable adult's parents/carers
- Design training programmes that are within the ability of the individual child/vulnerable adult
- If a child 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 young people/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/vulnerable adult's parent/carer.

## You should never:

- engage in rough, physical or sexually provocative games
- allow or engage in inappropriate touching of any form
- allow children/vulnerable adult to use inappropriate language unchallenged, or use such language yourself when with children/vulnerable adults
- 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 adult can do for themselves.

It may sometimes be necessary to do things of a personal nature for children/vulnerable adult, 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 adult (where possible) and their parents/carers. In an emergency situation which requires this type of help, parents/carers 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.

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