

## **Working with Young People Guidelines**

Definition of 'child' – under the age of 18.

**Guidelines Aim**- to provide a safe and positive teaching and learning environment for young Scottish Country Dancers.

**Guidelines Purpose** -This policy contains good practice to assist those teaching and participating in SCD with young people to promote a safe environment at all times.

### **Guidelines Objectives**

#### General and Parental Consent

- Consider whether parents/carers of young dancers need to complete a consent form before participating in your activity.
- Be sensitive to the cultural needs of all children.
- Keep a record of contact details for each child in your class, including emergency contact.
- Know who is allowed to collect the child and ensure that this occurs.
- Keep parents/carers informed and involved as appropriate for your class.
- Obtain parents/carers written consent when transporting children in a vehicle, which must be insured, have current WOF and registration. Driver must have full licence.

#### Physical Contact

- Always work in an open environment with at least one other adult present.
- Deliver instructions verbally or by demonstration and only if necessary, with hands on.
- Ensure that all physical contact is provided openly and is relevant and appropriate to Scottish country dancing.
- Recognise the development needs and capacity of children. Avoid doing things of a personal nature for children. Do not take responsibility for tasks for which you are not appropriately trained.

#### Behaviour

- Treat everyone with respect and dignity (no favouritism or discrimination).
- Put the welfare of each child before the achieving of performance goals.
- Be a good role model in all aspects of behaviour.
- Deal immediately and appropriately with any abusive or unkind behaviour/language.
- Give positive and constructive feedback rather than negative criticism.

## First Aid and Health and Safety

- Be aware of any pre-existing medical conditions, allergies or injuries.
- Ensure there is a fully maintained first aid box on site and that you have parental consent to administer first aid if required.
- In the case of injury - seek appropriate First Aid and treatment, inform the child's carer as soon as possible and keep a written record of the details in an accident book.
- It is advantageous for the teacher or an adult present to have a first-aid certificate.
- Know the Emergency Evacuation Plan of each venue used.

## **Photography, Filming, Publicity, the Internet and Social Media**

**Rationale** – Websites and publications provide excellent opportunities to broadcast achievements and provide a showcase for activities of young people. In some cases, however, displaying certain information could place them at risk.

**Purpose** – to define best practice expected of those who work with young people to keep them safe regarding photography filming, publicity, the internet and social media whilst taking part in Scottish Country Dancing,

### **Guidelines/Procedures**

In these days of digital technology where anyone is able to record on a phone, tablet or digital camera it is important for those attending a public event to be aware that dances may be recorded and may also appear on various websites/social media.

Where attendees register for an event, event organisers must advise attendees that photos/videos could be taken. Parents/carers not wishing to have their child photographed/filmed will need to notify the organizer on the registration form.

Everyone should be considerate of others privacy when filming/photographing.

### **Children in print publications, on the Internet and in social media**

- ◆ Publications and information on an Internet site must never include a child's home address, email address or telephone number. Any contact must be directed to the relevant organisation's address.
- ◆ Obtain parents/carers written consent before publishing any information about a child, do not change the material without seeking further consent.

These Guidelines were developed in 2017 and approved at the Management Committee mid-year meeting. They will be reviewed as required.