

Guide to Safe Management Practice

Safe management practices involves:

- ❖ Good management practices
- ❖ Supervising children in all activities
- ❖ Knowing how to deal with discipline and challenging behaviour
- ❖ Providing training for all workers
- ❖ Supervision and support of workers
- ❖ Safe Management Practices

Safe management practices will not only enable an organisation to run smoothly and efficiently, but it will also help to minimise the opportunities for accidents or harm to happen to children. The following pointers should be considered:

- ❖ Know the children
- ❖ Have defined criteria for membership of the organisation,
- ❖ Have a registration system for each child
- ❖ Keep a record on each child, including medical details, any special needs and emergency contact telephone numbers.

Keep records of:

- ❖ Attendance
- ❖ Accidents – keep an incident book (accident records should be reviewed regularly and any unusual patterns reported to senior management)

- ❖ Consent forms

- ❖ Any complaints or grievances

Know the workers

Follow thorough recruitment and selection procedures.

Have a work schedule displayed so that everyone knows who is on duty

Respond to any allegations or complaints made about workers

Make sure there are always sufficient workers of either sex to supervise activities

Pay attention to health and safety matters making sure that:

- ❖ Any buildings being used are safe and meet required standards

- ❖ There is sufficient heating and ventilation

- ❖ Toilets, shower areas and washing facilities are up to standard

- ❖ Fire precautions are in place

- ❖ First aid facilities and equipment are adequate

- ❖ There is access to a phone

- ❖ Equipment is checked regularly

- ❖ Insurance cover is adequate

Supervising children in all activities

Children are less likely to experience accidents or other harms if they are supervised properly. Activities should be organised so that they maximise participation, fun and learning, but also safety.

So it is important to ensure that:

- ❖ Children are not normally left unattended
- ❖ Adequate numbers of workers of both sexes are available to supervise the activities
- ❖ Workers know at all times where children are and what they are doing
- ❖ Any activity using potentially dangerous equipment has constant adult supervision
- ❖ Dangerous behaviour is not allowed

Away Trips

If the activities involve staying away from home overnight, attention should also be paid to the following:

- ❖ Safe methods of transport
- ❖ Adequate insurance, to cover all aspects of the trip
- ❖ Written parental consent (for each individual trip)
- ❖ Any information about the children which may be relevant to staying away overnight, like allergies, medical problems, or special needs
- ❖ Appropriate and well supervised sleeping arrangements. As a norm, adults should not share a room with a child. Where the presence of an adult is required

there should be more than one child in the room with the adult. If children are sharing a room, it should be with those of the same age and sex.

- ❖ Respect for the privacy of children and young people in dormitories, changing rooms, showers and toilets.
- ❖ Where there are mixed groups there should be at least one adult female in the group.
- ❖ All adults who travel on away trips should be carefully chosen.
- ❖ The roles and responsibilities of adults on away trips should be clearly defined.
- ❖ The Team Manager should submit a report to the Club/Governing Body as soon as possible on completion of the trip.
- ❖ Adequate adult/child ratios should be observed.
- ❖ Sports leaders are discouraged from travelling alone in cars with children.
- ❖ Special care should be taken in the selection of homes for overnight stays and where practicable more than one child should be placed with each host family.

Parents/Guardians should be informed as soon as possible should their child suffer a significant injury or accident.