



## Safeguarding Policy

Oxford Figure Ice Skating Club (OFISC) has a duty to ensure that everyone in its care can enjoy ice skating in an enjoyable and safe environment. The club abides by British Ice Skating's (BIS's) *Safeguarding and protecting young people policy*. The full policy can be accessed [here](#). Further information is available in the Safeguarding section of the BIS website: <https://www.iceskating.org.uk/safeguarding>.

OFISC will:

- Maintain a Safeguarding Policy in line with BIS's *Safeguarding and protecting young people policy*. Ensure that all Committee Members and Club Volunteers are aware of the policy.
- Monitor and review procedures regularly to ensure continued compliance.
- Appoint a Club Safeguarding/Welfare Officer.
- Ensure that only coaches holding a current BIS coaching license and a coaching contract or guest coaching agreement with Oxford Ice Rink are allowed to teach on club sessions.
- Ensure that all Coaches, Committee Members and Volunteers in eligible roles have DBS checks at the recommended intervals.
- Ensure that parents provide their contact details and written consent for Club officers to act in their absence in case of their child being involved in an emergency situation when a parent is not present. Act promptly in the event that a complaint or allegation is made, or abuse of a child or vulnerable person is suspected, in line with BIS's *Safeguarding and protecting young people policy*.
- Keep written records of any serious incidents, allegations or investigations.

The welfare of children/young people in OFISC's care is paramount. In line with BIS's *Safeguarding and protecting young people policy*, OFISC follows the 4 'Rs' model. The model should be followed in all instances of concern about a child or young person.

**1. Recognition** – this is the ability to recognise and identify signs and indicators of harm, which may include physical, emotional and sexual abuse, as well as neglect and bullying. Information regarding potential signs and indicators of abuse is available in the BIS's *Safeguarding and protecting young people policy*.

**2. Responding** – this is the knowledge and confidence to know to whom to report any concerns within the relevant timescales. We all have a moral and legal duty to respond to any disclosures or concerns as quickly as possible.

Concerns or information about a potential incident must be reported to the Club Safeguarding/Welfare Officer (Segen Michael), as well as the Club Chair (Theresa

Harper), without delay. The information should not be discussed with anyone who does not have a need to know. The Club Safeguarding/Welfare Officer will record all information in writing.

**3. Reporting and/or referral** – this refers to the knowledge about the local authority services to whom concerns of abuse or harm should be referred. Important contact information is listed at the end of this policy.

The Safeguarding/Welfare Officer will contact the BIS Safeguarding Lead Officer (SLO) as appropriate unless the child/young person is in immediate danger of harm or needs prompt attention (in which case they will contact the emergency services in the first instance).

The BIS SLO, or Social Services in cases where a referral to Social Services has been made on the advice of the BIS SLO, will advise on the contacting of parents and/or persons involved in the alleged incident. It is not the role of OFISC to make this decision and OFISC will only act on the advice given.

**4. Recording** – this refers to the importance of prompt recording at all stages of a safeguarding incident. All information must be recorded in writing as soon as possible, stored securely and shared only with those who need to know. The following information should be recorded:

- Name of person reporting the incident
- Date, time and location of the accident, incident, disclosure or suspicious conversation or observation
- Name, age and any impairment of the individual about the child/children concerned
- Any information you have about relevant adults who are involved in the concern
- Parties who were involved, including witnesses
- What was said, seen or done and by whom
- Whether consent to share information has been given and if not, whether there is an over-riding public concern about safety of the individual or others
- Distinguish between facts and opinions
- Name of the designated person, whether they have been contacted, and when.
- Immediate actions taken
- Who else has been informed or should be informed
- Whether a staff member or volunteer is involved in the allegation and any further action
- What support is required and has been offered to the child or vulnerable adult, the volunteer or member of staff involved.

The Safeguarding/Welfare will compile all of the information and ensure that it is stored securely.

### **Accidents and medical incidents**

Accidents or medical incidents can happen at any time. There should always be qualified first aid cover available during OFISC sessions, either from coaches or

members of rink staff. If a club member has a medical condition which renders them more likely to suffer injury or illness during a session, they or their parent/guardian have a duty to disclose this to the club, so that appropriate treatment can be arranged more quickly in the event of an incident. It is also the responsibility of the parent/guardian to ensure that the contact details held by OFISC are up-to-date in the event that they need to be contacted.

If the first person on the scene of an incident is not first aid qualified, they should summon a qualified person, and should ensure that someone stays with the patient until a qualified first aider is with them. The first aider will decide if emergency services should be called, or recommend if the patient should be taken to a doctor or hospital for further checks/treatment.

## **Bullying**

See OFISC's anti-bullying policy: <https://ofisc.co.uk/policy/anti-bullying/>.

## **Contact information**

OFISC SAFEGUARDING/WELFARE OFFICER

Email: [safe@ofisc.co.uk](mailto:safe@ofisc.co.uk)

BIS SAFEGUARDING OFFICER

John Mills

Tel: 01159 888 060

Mobile: 07539 697819

Email: [safeguarding@iceskating.org.uk](mailto:safeguarding@iceskating.org.uk)

POLICE/AMBULANCE

Tel: 999

NSPCC HELPLINE (24 HOURS)

Tel: 0808 800 5000

Website: [www.nspcc.org.uk](http://www.nspcc.org.uk)

NSPCC CHILD PROTECTION IN SPORT UNIT (CPSU)

Tel: 0116 234 7278

Last updated September 2025

Email: [cpsu@nspcc.org.uk](mailto:cpsu@nspcc.org.uk)

LOCAL AUTHORITY DESIGNATED OFFICER (LADO)

Tel: 01865 810603

Email: [lado.safeguardingchildren@oxfordshire.gov.uk](mailto:lado.safeguardingchildren@oxfordshire.gov.uk)

Oxfordshire Safeguarding Children Partnership

Website: <https://www.oscp.org.uk/>

VICTIM SUPPORT HELPLINE

Tel: 0845 3030 900

Website: [www.victimsupport.org.uk](http://www.victimsupport.org.uk)

CHILDLINE

Tel: 0800 1111

Website: [www.childline.org.uk](http://www.childline.org.uk)