

GSLA CHILDREN  
SPORTS PROGRAMME  
CONSENT POLICY



## GSLA CHILDRENS SPORTS PROGRAMME – CONSENT POLICY

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### EQUALITY, INCLUSION AND DIVERSITY STATEMENT

The Gibraltar Sports and Leisure Authority (GSLA) endeavour to provide the community with the best possible sports and leisure facilities, and development programmes, in order to cater for the majority of the needs of Sports Associations, Educational Establishments and our community as a whole.

The GSLA, is of the view, that opportunities should be open to all. We are committed to providing services which embrace inclusivity, diversity and promote equality of opportunity. Our goal is to ensure that these commitments are embedded in to our day to day working practices with our employees, supporting Public Service Department, Agencies and Contracted Services, Sports Associations, and our Service Users.

During the development of our policies and procedures the GSLA will conduct an equality assessment and give due regard to the need to eliminate discrimination, harassment or victimisation to advance equality of opportunity and ensure good relationships with individuals who share a protected characteristic as defined under the Equal Opportunities Act 2006. The GSLA will take any appropriate action, to safeguard and protect, and will report any negligence or irregularity of behaviour, in this respect, through the appropriate channels.

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GSLA Employee Injury at Work Policy and Guidelines

GSLA Service User Accident and Incident Guidelines

GSLA Liaising with Families or Carers of Service Users – Guidelines for Employees

Public Service Supporting Legislation Policies and Procedures

## Our commitment

The GSLA is committed to support all children and young people to acquire basic sports skills and to receive physical education instruction and ensure that everyone is able to participate in a sporting or physical recreation of their choice. The GSLA's Stay and Play and Sports Train Program's have developed and have grown from strength to strength over the years. We are committed to providing a safe environment for the participation of all children. Part of this also involved safeguarding and ensuring that children are not left alone after their activities. In order to ensure that every child makes the most out of their involvement in any of our program's and to also ensure their safety and care, Parents/Guardians or Carers consent must be given, along with any additional and relevant information regarding the child. Therefore, the engagement with and of the Parent/Guardian and Carer is also important to us.

## What we do

- Before we admit a child to any of our GSLA Sports Programs they will be required to complete and hand in a consent form and fill in any necessary details required.
- Provide appropriate and necessary induction training to all members of GSLA Staff and Sport Leaders to conduct their roles effectively.
- Ensure all GSLA staff are vetted by the Royal Gibraltar Police and receive safeguarding training to ensure the safety of all children enrolled in the program.
- Your child may be photographed as part of media coverage from the program. Parental Consent given on the consent form will also acknowledge that photos taken may appear in the local press and social media. If you do not wish that your child to appear on any social media or local press platform, please advise us of this in advance and state this on the consent form.
- All information provided to the GSLA will be recorded and filed in line with the GSLA Privacy procedures and bound by GDPR.
- We will make sure Parents/Guardians and Carers know the time and location of all sports events and activities and when they can expect to collect their children.
- We will request that all Sports Leaders and other sporting associations that may be involved in the program arrive before scheduled to greet the children.
- Give sports leaders a register of parent/guardian emergency contact numbers and make sure they have access to a phone.
- Ensure that if Parents/Guardians/Carers are late for pick up, Sports Leaders will try to make contact with them and:
  - Stay with the child in the presence of another Sports Leader or a member of the GSLA
  - get parents/guardians to collect their children from the facility in which the collection point was pre-arranged or alternatively from the GSLA reception area
  - avoid transporting children to their homes unless permission has been given by parents/guardians and in the presence of another member of the Sports Leader or GSLA Team.

## If child requires medication, please note:

Our Sports Leader although qualified in First Aide are not qualified nor responsible to issue or administer any form of medication. A child that is being enrolled on the Program requiring any medication will be appropriately assessed upon registration and measures may be put into place to ensure the administering of such medication by the child's Parent/Guardian or Carer. The GSLA will not hold itself responsible for the administering of such medication.

All Carers involved in the Stay and Play Program will be expected to administer medication in line with the Care Agency's Policy and Procedures on Drug administration.

**For Sports Train Program Attendees** - if a child requires Medication arrangements may be made in advance with the Sports Development Officer and his Sport Leader Team so the parent/guardian or Carer may to attend the program when necessary and administer the medication. Alternatively, the parent/guardian or Carer may give consent for the child to administer their own medication. However, this will be risk assessed by the Sport Development Officer and only allowed if there is no risk factor.

**For Stay and Play Attendees** – If a child requires medication the parent/guardian or Carer must remain on site throughout the duration of the program. As stated above, the medication must be administered under the Care Agency's Policy and Procedures.

## What we ask from Parents/Guardians and Carers

- Fill in the appropriate consent for attendance at either our Stay and Play or Sports Train Programs.
- Provide us with all relevant information in respect to your child.
- Please inform us if your child requires any medication and if so if they are allowed to self-medicate.
- Advise us if your child requires extra support during some or all activities.
- Advise us if your child attends a school LSF Unit so we may ensure that they are appropriately looked after or registered in the appropriate program.
- Pick your children up on time or make other arrangements. If your child is able to leave our facilities by themselves, please inform us and record this on the consent form.
- Inform the Sports Leaders about any changes in arrangements for picking up your child.
- Inform the Sports Leaders if there have been any significant changes at home that may affect their behaviour
- Ensure that your child brings the adequate sportswear for the activities mentioned within the programme of event.
- Ensure that your child brings water, a refillable water bottle and snack.

## **GSLA RIGHTS RESERVED**

The GSLA reserves the right to cancel activities due to lack of number or adverse weather conditions.

It is understood that the GSLA will not be held liable for any loss or injury whilst participating in the Sports Programmes. Should an accident occur this will be appropriately reported on the GSLA Service User Incident and Accident Form under the GSLA Policy and Procedures.

If a child causes any disturbance during the programme, GSLA staff will contact the Parent/Guardian or Carer and ask assistance in order to appropriately address the situation and will also record the incident in the Service User Incident and Accident Form under our GSLA Policy and Procedures.