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Definition of terms used throughout the Child Protection: UK Sport Policy and Child Protection: Drug-Free Sport Procedures

- **Advocate** – an adult representative nominated by a Child to accompany the Child throughout the Testing Process (including during Sample collection).
- **Anti-Doping Adviser** - an individual currently working within an existing anti-doping programme in sport (for example, as a National Governing Body officer), who can provide information to Athletes about drug-free sport.
- **Anti-Doping Ambassador** - an Athlete nominated to represent his/her sport and promote 100% Me at events and workshops.
- **Anti-Doping Tutor** - a tutor trained and accredited to deliver workshops to Athletes and Athlete Support Personnel about drug-free sport.
- **Athlete** – for the purposes of Doping Control, any person who competes at any level in sport.
- **Athlete Support Personnel** – any coach, trainer, manager, authorised Athlete representative, team staff, official, medical or para-medical personnel or any other person working with or treating an Athlete participating in sport.
- **Blood Collection Official** – an official with professional training in the collection of blood Samples, authorised by UK Sport, WADA or an International Federation or National Governing Body to collect blood Samples from Athletes for the purpose of Doping Control.
- **Chaperone** - an individual trained and authorised by UK Sport to carry out specific duties including notification of the Athlete selected for Sample collection of his/her obligation to submit to a drug test and then accompanying and observing him/her until he/she arrives at the Doping Control Station.
- **'Child' and 'Children'** - refers to children, minors, young persons and young athletes under the age of 18 in England and Wales (The Children Act 1989) and in Northern Ireland (the Children's (NI) Order 1995) and a person under the age of 16 in Scotland (The Children (Scotland) Act 1995).
- **Doping Control** – the process including test distribution planning, Sample collection and handling, laboratory analysis, results management, hearings and appeals.
- **Doping Control Officer (DCO)** - an individual trained and accredited by UK Sport to collect Samples in accordance with the World Anti-Doping Code's International Standard for Testing.
- **Doping Control Staff** - DCOs , Chaperones, Blood Collection Officials, Anti-Doping Tutors, Anti-Doping Advisors and Anti-Doping Ambassadors present during the Testing Process or an anti-doping education session involving Children.
- **Doping Control Station** – the location where the Sample is collected.

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- **Doping Offence** – as defined in Article 2 of the World Anti-Doping Code.
- **Drug-Free Sport (DFS)** – the directorate of UK Sport responsible for the implementation of the UK National Anti-Doping Policy. DFS is bound by the National Anti-Doping Policy to deliver a programme of testing and education to prevent doping in sport.
- **Lead DCO** - the specifically trained DCO appointed by UK Sport to manage and oversee the Testing Process and Doping Control Staff present.
- **National Governing Body** – a national or regional entity that is the governing body of its sport.
- **No Advance Notice** – a Doping Control which takes place with no advance warning to the Athlete and where the Athlete is continuously chaperoned from the moment of notification through to Sample provision.
- **Outreach** - a workshop or exhibition operated by a trained and accredited Anti-Doping Tutor or Anti-Doping Adviser where information is given to Athletes about drug-free sport.
- **Sample** – any biological material collected for the purposes of Doping Control.
- **Sample Collection Session** – the period in which the Sample is collected and made secure for transportation.
- **Testing Process** - the process which starts when an Athlete is notified of his/her selection for an anti-doping test, through to the actual Sample collection and administration for the test. From the point of notification until the completion of the test, the Athlete will always be accompanied and chaperoned by a DCO and/or a Chaperone.
- **UK Sport Child Protection Officer (or UK Sport CPO)** – the person appointed by UK Sport to deal with all Child protection concerns.

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Child Protection: Good Practice and Poor Practice

Doping Control Staff should always be professional and adhere to the UK Sport Doping Control Officer Handbook and Chaperone Handbook.

In addition, Doping Control Staff should maintain the highest standards of personal behaviour and follow and promote good practice at all times, which includes acting in accordance with the guidelines set out in the Procedures document.

It is not always easy to distinguish poor practice from abuse, whether practised by Doping Control Staff or by third parties with whom Doping Control Staff come into contact during the course of their duties. It is therefore not the responsibility of any Doping Control Staff to make judgements about whether or not poor practice or abuse is taking or has taken place. It is, however, their responsibility to identify poor practice and possible abuse and to take immediate action in accordance with these Procedures if they have concerns about the welfare of a Child.

This section will help all Doping Control Staff to identify what is meant by good practice and poor practice in relation to dealing with Children.

Good Practice

Doping Control Staff who come into contact with Children in relation to Doping Control should follow and promote good practice at all times, which includes the following:

- Only select Children for testing at an event if parental consent has been obtained by the relevant National Governing Body and proven to UK Sport. In England, Wales and Northern Ireland, parental consent is generally required for all Athletes under the age of 18 and in Scotland all Athletes under the age of 16. Sport specific consent may apply in addition.
- Always permit the modifications to the standard Testing Process as detailed in Appendix 1.
- Do not enter a room with a Child unaccompanied by the Child's parent/guardian or adult representative of his/her choosing. This includes not inviting Children into the Doping Control Station unaccompanied when no other DCO/Chaperone is present. The requirements are detailed in Appendix 1.
- Always complete a UK Sport DCO/Chaperone Report (QAP 09/11) of any concerns about a Child and of any injury that occurs during the Testing Process together with details of any treatment given by a trained official (not a DCO or Chaperone) where known.

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- Clearly explain the procedures and practices involved in the Testing Process so that all Children, parents and Athlete Support Personnel are kept fully informed and understand their requirements.
- Maintain confidentiality by sending **all** paperwork relating to a Child back to UK Sport immediately after the Testing Process with the event paperwork.
- Be vigilant and aware of how actions can be misinterpreted.
- Anti-Doping Advisors and Anti-Doping Ambassadors must avoid working alone in isolation with Children during workshops and Outreach events. When such workshops are being arranged, careful consideration must be taken to ensure that adults from the venue or NGB are also present.
- Record and report any allegations of suspicions of Child abuse or poor practice by third parties in accordance with the procedures set out in this document.

Poor Practice

Doping Control Staff who come into contact with Children should never:

- Engage in any form of physical contact with an Athlete.
- Offer to take a Child alone in a vehicle (e.g. out-of-competition testing).
- Be alone with a Child.
- Use inappropriate language or behaviour or allow inappropriate language of others to go unchallenged.
- Make sexually suggestive comments to a Child.
- Respond to sexual innuendo.
- Be under the influence of alcohol or drugs.
- Bully or reduce a Child to tears as a form of control.
- Ignore allegations made by a Child.
- Conduct any part of the Testing Process on behalf of the Child that the Child can do for himself/herself.
- Enter the home of a Child (e.g. in the case of out of competition testing) without the presence of the Child's parent, carer, guardian, coach or another adult known by the Child (see Appendix [3]).
- Contact a Child outside their requirement for testing (in-competition or out-of- competition).
- Allow allegations made by a Child to go unchallenged, unrecorded or unaddressed.
- Discuss an allegation or a suspicion of abuse with another person, other than the Police or Local Authority Children's Services, before either the UK Sport CPO or a responsible person has been contacted.

Where these situations are unavoidable, they should only occur with the full knowledge or consent of the Child's parent/guardian.

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Use of Photographic / Filming Equipment at Sporting Events

One example of poor practice that should be challenged is the use of photographic and filming equipment during doping control. There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable situations. Doping Control Staff should be vigilant and any concerns regarding such conduct should to be reported to UK Sport.

Cameras, mobile telephones with cameras and / or video recording devices should not be permitted in the Sample processing area of the Doping Control Station.

Recruitment, Registration and Training of DCOs and Chaperones

Recruitment and Registration

UK Sport and DFS understand their responsibility to ensure that all reasonable steps are taken to ensure unsuitable people are prevented from working with Children.

The recruitment process involves:

- Receiving applications from interested parties.
- Inviting individuals to a recruitment and information day.
- Interviewing selected applicants and checking references.

Those individuals that are successful in the recruitment process must then go through the process set out below in order to become registered as a trainee DCO or Chaperone.

Criminal Records Bureau (CRB) checks

All Chaperones and DCOs are required to undertake an enhanced CRB check prior to becoming registered. All existing DCOs and Chaperones will also be required to undertake CRB checks.

The results of the CRB checks will be treated confidentially by the UK Sport officer nominated to deal with the CRB checks. The suitability of an individual with an adverse CRB disclosure to become a DCO or Chaperone shall be determined by UK Sport in accordance with risk assessment procedures. In order to make this decision, UK Sport may seek guidance from partner organisations.

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Only those DCOs and Chaperones assessed as suitable following consideration of the CRB check results will proceed to the training programme.

Enhanced CRB checks will be conducted by DFS on all DCOs and Chaperones every 3 years from the date of each individual's previous CRB check.

DCO and Chaperone Training

DFS will ensure that all DCOs and Chaperones understand the procedures set out in this DFS Procedures document through an effective Child protection training programme. The programme will enable all DCOs and Chaperones to:

- Analyse their own practices against established good practice, and to ensure their conduct will protect Children as well as protecting themselves.
- Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse by peers, Athletes or any others while conducting their anti-doping duties.
- Respond confidently to concerns expressed by a Child.
- Work safely and effectively with Children whilst not compromising the Testing Process.

DCO / Chaperone Agreements

- All Chaperones and DCOs operate as subcontractors and sign an agreement to perform anti-doping duties on behalf of DFS.
- All Chaperones and DCOs will receive the following:
 - a copy of their signed agreement;
 - the Child Protection: UK Sport Policy ("the Policy");
 - the Child Protection: Drug-Free Sport Procedures ("the Procedures")
 - details of the correct individual or organisation to contact should they need to report a Child protection concern; and
 - updated guidance when necessary.
- Any subsequent training needs will be identified and delivered accordingly by DFS.

Accreditation and Re-accreditation to the DCO and Chaperone Active Register

During their relationship with UK Sport, all DCOs and Chaperones must complete all training deemed necessary by UK Sport, which may include:

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- Completing all Child protection training modules required by the DFS; and;
- Attending workshops delivered by or on behalf of UK Sport covering specific Child protection issues.

Following the successful training programme and assessment, the individual will be appointed to the DCO and Chaperone Active Register and will be issued with an identification card. DCO and Chaperone identification cards are valid for 12 months and must be renewed every year by DFS.

To maintain the high standards expected of DCOs and Chaperones, annual re-registration to the Active Register is required. Upon completing the re-registration process, DCOs and Chaperones will be issued with a new identification card.

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How to Report Child Protection Concerns

Responding to allegations or suspicions of abuse and/or poor practice

It is not the responsibility of any Doping Control Staff to decide whether or not Child abuse has taken place. However there is a responsibility to act on any concerns by reporting the incident to the appropriate person so that the appropriate authorities can then make inquiries and take any necessary action to protect the Child. This applies to both allegations/suspicions of abuse and poor practice occurring within Doping Control and allegations/suspicions of abuse taking place elsewhere.

It is crucial that any allegation of abuse is reported, treated seriously and appropriate action is taken.

Allegations may also relate to poor practice where a Doping Control Staff's behaviour is inappropriate and may have caused concern with the Child. Poor practice includes any behaviour which contravenes the procedures set out in the DCO and Chaperone Handbook, the good practice guidance or falls within the poor practice set out in this Procedures document or infringes an individual's rights and/or amounts to a failure to fulfil the highest standards of care.

If during the course of their duties a DCO or Chaperone has a concern about a Child, they must ensure they follow the procedures set out below.

UK Sport and its Doping Control Staff will ensure that they fully support and protect anyone, who in good faith reports his or her concern that a colleague or any third party is, or may be, abusing a Child.

Incidents that must be reported/recorded

If any of the following occurs the DCO or Chaperone should record the incident and report it immediately to the appropriate person in accordance with the guidelines set out below:

- If a Child is accidentally hurt during the Testing Process.
- If the Child seems distressed in any way.
- If a Child appears to be sexually aroused by your actions.
- If a Child misunderstands or misinterprets something you have requested them to do as part of the testing procedure and demonstrates unusual behaviour as a result.

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- If a Child makes a statement that indicates harm or abuse may have occurred inside or outside the sport.
- If you become aware either through your own observations or through a third party that possible abuse or poor practice may have occurred inside or outside the sport.

Recording information

To ensure that information recorded is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. You should confine yourself to the facts and distinguish what is your personal knowledge from what others have told you. Do not include your own opinions.

The following Information should be recorded on the DCO / Chaperone Report Form (QAP 09/11).

- The child's name, age and date of birth.
- The child's home address and telephone number.
- Whether or not the person making the report is expressing their concern or someone else's.
- The nature of the allegation, including dates, times and any other relevant information.
- A description of any visible bruising or injury, location, size etc. Also any indirect signs of abuse, such as behavioural changes.
- Details of any witnesses to the incident.
- The child's account, if it can be given, of what has happened and how any bruises/injuries occurred.
- Whether the parents have been contacted, and if so what has been said.
- Whether anybody else has been contacted. If so, record all the details.
- Whether anyone has been alleged to be the abuser. If so, record all the details.

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Reporting mechanisms

All suspicions and allegations of abuse or poor practice **MUST** be reported appropriately. It is recognised that strong emotions can be aroused particularly in cases where sexual abuse is suspected or where a colleague is involved. It is important to understand these feelings but not allow them to interfere with your judgement about any action to take.

Doping Control Staff are not child protection experts and it is not their responsibility to determine whether or not abuse has taken place. All suspicions and allegations must be shared with professional agencies that are responsible for child protection.

The Local Authority Children's Services has a legal responsibility under The Children Act 1989 to investigate all child protection referrals by talking to the child and family (where appropriate), gathering information from other people who know the child, and making inquiries jointly with the police.

The following reporting procedure should be followed:

- (a) Report your concerns to the UK Sport CPO or to the Lead DCO, unless the concern is about the UK Sport CPO or to the Lead DCO (see (b) below).
- (b) If the UK Sport CPO or Lead DCO is not available, or if the concern is about the UK Sport CPO or Lead DCO, then report your concerns directly to the police or seek advice from the NSPCC helpline (0808 800 5000) immediately. These agencies will inform you whether a formal referral to the Local Authority Children's Services is necessary and what further action you might need to take. If you are advised to make a formal referral make it clear to the Local Authority Children's Services or the police that this is a Child protection referral.
- (c) The UK Sport CPO or Lead DCO will refer the matter to the Local Authority Children's Services department (within the Child's locality) who may involve the police, or may go to the police directly if reported out of hours.
- (d) The parents/guardians of the Child will be contacted by the appropriate person as soon as possible following advice from the Local Authority Children's Services department.
- (e) The UK Sport CPO should also report the incident to the relevant National Governing Body / sports club. The relevant National Governing Body / club should ascertain whether or not the person/s involved in the incident plays a role in the organisation and act accordingly.

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- (f) Maintain confidentiality on a need to know basis.

Allegations of abuse are sometimes made well after the event. Where such allegations are made, you should follow the same procedures. This is because other children in the sport or outside it may be at risk from the alleged abuser.

Note: If there is any doubt, you must report the incident: it may be just one of a series of other incidents which together cause concern.

Confidentiality

It is important to recognise that information relating to concerns about a Child must be shared with the appropriate organisations. For this reason, it is important that both the Child and Doping Control Staff are aware that confidentiality cannot be respected if a Child is deemed to be at risk or harm.

Every effort should be made to ensure that confidentiality is maintained as far as possible for all involved in relation to any Child protection concerns. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The person responsible for Child protection issues at the relevant sports club / National Governing Body.
- The parent/representative of the Child who is alleged to have been abused.
- The individual making the allegation.
- Local Authority Children's Services in the area where the Child lives/the Police.
- The UK Sport CPO.

Note: The Local Authority Children's Services will be contacted by the UK Sport CPO to seek advice on who should approach the alleged abuser. If there is a reason to believe that a Child is in immediate danger the local statutory agencies (police or Local Authority Children's Services) must be contacted immediately.

Any information will be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

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DFS Complaint Procedure (when an allegation is made about Doping Control Staff)

DFS has a complaints procedure in place to deal with all complaints, including complaints relating to Children. Where there is a complaint about any Doping Control Staff, there may be three types of follow up investigation:

- A criminal investigation involving the police;
- A Child protection investigation involving Local Authority Children's Service; and/or
- An investigation by DFS

DFS will make an immediate decision about whether any member of Doping Control Staff accused of abuse should not be allocated Doping Control related activities (as well as any other duties the individual may perform outside of Doping Control) pending further police and/or Local Authority Children's Services inquiries. During such periods, the Doping Control Staff member in question would not be allocated work on behalf of UK Sport.

The results of the police and Child protection investigation may have an influence upon any investigation initiated by DFS. However, irrespective of the findings of the Local Authority Children's Services or the police or any other organisation, DFS will assess all individual cases to decide whether an individual can be allocated work or whether their Agreement will be terminated.

If the complaint concerns poor practice:

- DFS will assess whether the individuals Agreement will be terminated.
- If the allegation is about poor practice by any DFS officer, or if there are concerns that the matter has been handled inappropriately and concerns remain, it should be reported to the Chief Executive Officer of UK Sport who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

All allegations and/or suspicions of abuse and/or poor practice should be recorded and reported in accordance with the procedures set out above.

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Child Protection and Results Management

UK Sport reports all analytical and non-analytical findings of a Doping Offence to the relevant National Governing Body for the athlete. The National Governing Body then manages the investigation and disciplinary processes.

Where possible any Child protection issue will be treated separately from a Doping Offence. However, if the Child protection case does have implications for the Doping Offence case (e.g. the Child was abused by being forced to use a prohibited substance by an adult) then this information will be passed on to the National Governing Body for their consideration in determining whether an anti-doping rule violation has been committed, together with a copy of the guidance for National Governing Bodies set out at Appendix [4].

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APPENDIX 1 – Modifications to the Testing Procedure for children

1 General

- 1.1 All aspects of notification and Sample collection for Children shall be carried out in accordance with the standard notification and Sample collection procedures save for the modifications set out in this Appendix 1.

2 Parental Consent

- 2.1 Where Children compete at an elite level, the relevant National Governing Body is required to put in place parental consent forms. By signing a parental consent form, the parent/guardian agrees that, should their Child be selected for Doping Control, they agree to a test being conducted. The DFS endeavours to confirm that parental consent clauses are in place when arranging Testing at the event. The age at which parental consent is required will be sport specific and part of a National Governing Bodies rules and regulations.
- 2.2 DCOs are notified where testing of Children may take place at a particular event, through special instructions printed on the DCO authorisation letter. If there are no special instructions confirming the participation of such Children and the age at which consent is required, the Lead DCO has the discretion not to include Children in the draw for Doping Control. This decision must be notified on the Lead DCO Report. If parental consent is not in place then the Lead DCO must exclude the Child from the selection draw at an event, and the Programme Team must remove the Child from any Out of Competition selection draw. The status of parental consent will be clearly stated on the Doping Control Staff authorisation letter.

3 Right to a Representative

- 3.1 Children may be accompanied by a representative throughout the entire Testing Process, including when the procedures are explained to the Child, and in particular, in the Doping Control Station. In each case, a Child should be asked at the start of the process whether he/she wishes to be accompanied by such a representative. His/her answer should be recorded on the Doping Control form. However, the representative shall not witness the passing of the Sample unless requested to do so by the Child. The objective is to ensure that the DCO is observing the Sample provision correctly.

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3.2 Even if the Child says no, UK Sport, a DCO or Chaperone, as applicable, shall consider whether a third party ought to be present during notification of the Athlete.

3.3 When a Child's representative is the first person notified, the DCO shall record this and the Sample collection may be reported as a short notice test by UK Sport.

4 Requirements for notification of Athletes

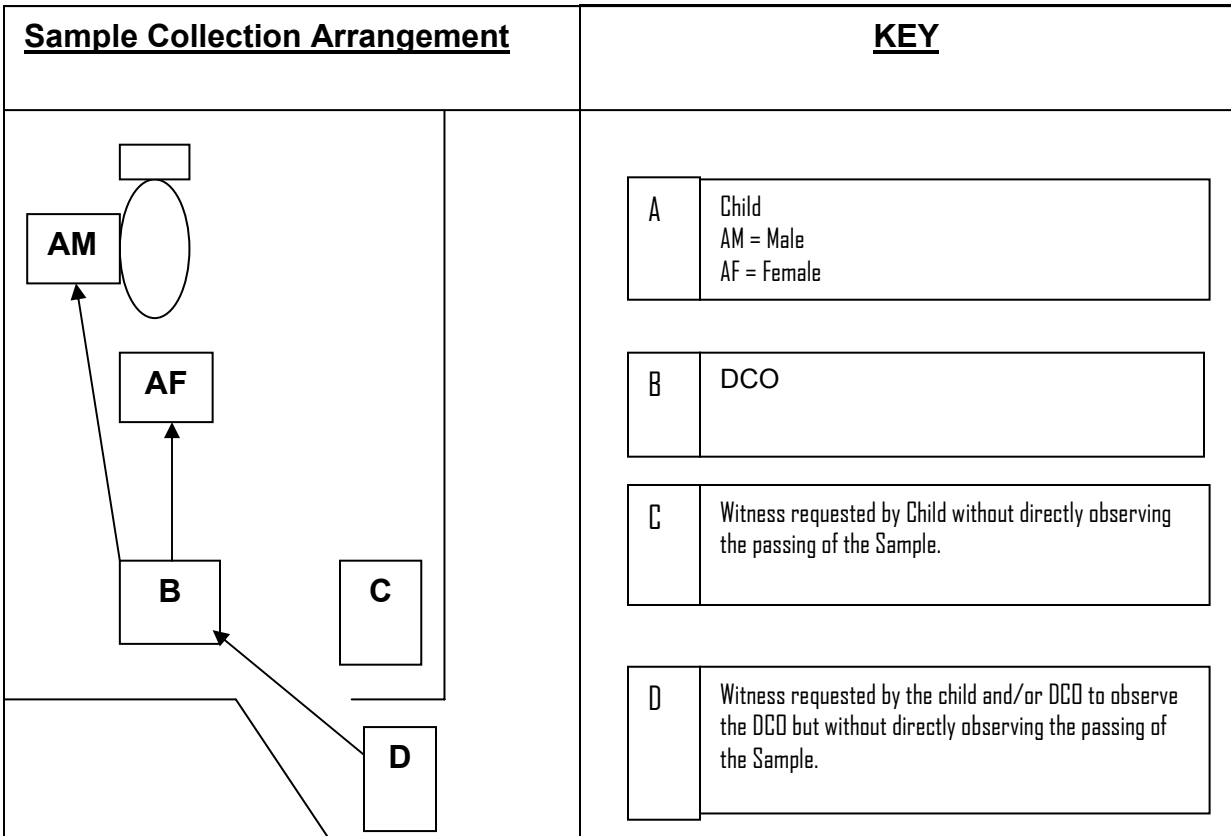
4.1 When initial contact is made and the identity of the Child is confirmed, UK Sport, the DCO or Chaperone as applicable, shall ensure that the Child, and the Child's representative is informed:

- (a) that the Child is required to undergo a Sample collection;
- (b) of the authority under which the Sample collection is to be conducted;
- (c) of the type of Sample collection and any conditions that need to be adhered to prior to the Sample collection;
- (d) of the Child's rights, including the right to:
 - (i) have a representative present throughout the whole process and, if required, an interpreter;
 - (ii) ask for additional information about the Sample collection process;
 - (iii) request a delay in reporting to the Doping Control Station for valid reasons, as approved by the DCO (see para 4.2 below);
- (e) of the Child's responsibilities, including the requirement to:
 - (i) remain within the sight of the DCO/Chaperone at all times from the first moment of in-person notification by the DCO/Chaperone until the completion of the Sample collection procedure;
 - (ii) produce identification in accordance with UK Sport criteria;
 - (iii) comply with Sample collection procedures throughout, including a warning that a failure to comply may be treated as a Doping Offence under applicable anti-doping rules;

- (iv) in relation to No Advance Notice Sample collection, report to the Doping Control Station, unless delayed for valid reasons, as soon as possible and within a maximum of 60 minutes of notification (throughout which time the Child must be chaperoned);
- (v) in relation to advance notice Sample collection, report to the Doping Control Station as soon as possible after notification but within, and no later than, 24 hours; and
- (f) of the location of the Doping Control Station.

4.2 A DCO may accept a request from a Child to delay reporting to the Doping Control Station beyond 60 minutes, and/or to leave the Doping Control Station once the Child has arrived there, only if the Child can be continuously chaperoned during the delay and if the request relates to locating a representative/interpreter. The DCO shall document the reasons for any such delay.

5 Preparing for and conducting the Sample Collection Session



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- 5.1 The Lead DCO shall decide who, in addition to the Sample Collection Personnel, may be present during the Sample Collection Session. The following may be present:
- (a) A Child's representative (C in the diagram), to observe the DCO when the Child is passing a urine Sample, but without the representative directly observing the passing of the Sample unless requested to do so by the Child.
 - (b) The DCO's/Chaperone's representative (D in the diagram), to observe the DCO when a Child is passing a urine Sample, but without the representative directly observing the passing of the Sample unless requested by the Child to do so.
- 5.2 Should a Child decline to have a representative present during the Sample Collection Session, this should be recorded by the DCO on a supplementary report and submitted to UK Sport. This does not invalidate the test, but must be recorded.
- 5.3 DCO's should always have a representative present observing them (as in 5.1 (b)). This person must be an adult approved by the Lead to fulfil this role.
- 5.4 As good practice, the DCO should also explain to the Child why he/she is wearing rubber gloves, and reassure the Child that there is no hurry to provide a Sample, particularly when a partial Sample is provided.
- 5.5 Selected Athletes must remove adequate clothing from their body to ensure that the DCO has an unobstructed view of the genital area while urine is passed (in order to ensure there is no tampering with or manipulation of the Sample). DCOs and Chaperones should never physically touch any Athlete during the Testing Process.

6 Documentation

- 6.1 The Child's representative or the DCO shall explain the Doping Control documentation to the Child, if necessary.
- 6.2 The Child and DCO shall sign appropriate documentation to indicate their satisfaction that the documentation accurately reflects the details of the Child's Sample Collection Session, including any comments recorded by the Child. The Child's representative (if any) shall sign on behalf of the Child. Any other person present who had a formal role during the Sample Collection Session may sign the documentation as witness of the proceedings.

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7 Collection of blood Samples

- 7.1 Children must be accompanied by a representative at all times during the blood Sample collection procedure. However, the representative shall not hinder the procedure carried out by the Blood Collecting Official.
- 7.2 The Child's representative or the DCO or the Blood Collecting Official shall explain the Doping Control documentation to the Child, if necessary. The Child and the representative shall sign the documentation.

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APPENDIX 2 – The Reporting Process detailed for each type of Test
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Depending upon the situation, DCOs and Chaperones are required to submit their report to the relevant person from the correct organisation.

The details are as follows:

Test Type / Scenario	Reporting Requirement
Out of Competition Testing of Individuals	Report should be sent to UK Sport with the test paperwork
Squad at a Club or Professional Team	Report should be sent to the Club's Welfare Officer
Squad at a National Training session	Report should be sent to the NGB's Welfare Officer
In-Competition Test	Report should be forwarded to the senior official from the NGB with jurisdiction for the test.

Where a report is forwarded to a NGB, Club Officer etc, the DCO or Chaperone should notify UK Sport in a DCO/Chaperone Report that an additional report has been forwarded to someone other than UK Sport. The full details of the report do not need to be communicated.

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APPENDIX 3 – Good Practice for Out-of-Competition Testing of Children

Some Children may be part of the National Registered Testing Pool identified by UK Sport and therefore subject to testing out-of-competition. The preferred venue for all out-of-competition testing is the athletes training venue, however should an athlete only give a home address then the DCO will only make their attempts at that location.

Good Practice for DCOs attempting out-of-competition testing on a Child

Should a DCO attempt an out-of-competition test on a Child, and a parent or adult is not present, the DCO should follow the procedure below:

1. Request the presence of an adult at the venue.
2. If no adult is present request that the Child make contact with their parent or advocate and request that they come to the venue as soon as possible.
3. Alternatively, the DCO can make contact with the named parent or advocate from any documentation submitted to them by DFS.
4. Under no circumstances enter the home of an unaccompanied Child at this stage if no adult is present. If testing is at a training venue, ensure another adult is present so that you (the DCO) are not alone with the Child.
5. Verbally notify the Child of the requirement for Sample collection, however official written notification on the Sample Collection Form should not be conducted without the presence of an adult.
6. If a parent or advocate does not arrive within the hour, abort the test and report the test back to UK Sport as a 'not collected' test and outline the reasons / circumstances surrounding the attempt.
7. If the adult does arrive within the hour, conduct written notification of the Child in the presence of the Child's advocate and continue with the test in accordance with the DCO Handbook and Appendix 1. **Note:** DCOs will not be accompanied so the second DCO/Chaperone in the diagram will not be present. The DCO should also note the length of time the Child was unchaperoned. If this was the case.
8. Always wait **outside** of the home or venue while waiting for an adult to arrive and avoid being alone with the Child in any of the rooms of the home or training venue. These details should also be reported.

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Good Practice for Children in relation to out-of-competition testing

- Only provide venues for testing on your whereabouts submission where an adult known to you will be present (e.g. a coach or parent).
- Complete any UK Sport documentation containing nominated adults / advocates who you would wish to present throughout the Testing Process with you.

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APPENDIX 4 – Guidance for National Governing Bodies

UK Sport reports all analytical and non-analytical findings in relation to an athlete's Doping Offence to the relevant National Governing Body. The National Governing Body then manages the results management, investigation and disciplinary process. When a Doping Offence relates to a Child, National Governing Bodies should take account of the following guidance:

- Where a Doping Offence has been identified, notification should be sent to the Child's parent/guardian.
- All arrangements for the testing of the B Sample should be made with the Child's parent/guardian.
- Should the Child choose to be present at the B Sample analysis, a parent/guardian or other adult representative should accompany him/her.
- The names of all individuals attending the B Sample analysis must be sent to the National Governing Body and UK Sport prior to the analysis.
- Arrangements regarding any disciplinary proceedings should be made with the Child's parent/guardian or other adult representative.
- A parent/guardian or other adult representative must accompany the Child at any disciplinary hearing.
- National Governing Bodies should be aware that doping of a Child by an adult may constitute abuse, and they should report any concerns they have to the relevant authorities.
- All correspondence arising out of the hearing must be addressed to the Child's parent/guardian or other adult representative.

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Useful Links and Contacts

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Criminal Records Bureau

www.crb.gov.uk

NSPCC – Child Protection in Sport Unit

www.thecpsu.org.uk