

PADI Approved Youth Training Centre Information Pack



PADI.com

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Welcome to your PADI Approved Youth Training Centre information pack!

The youth training market represents an important area of development for diving centres and for the scuba industry as a whole

All PADI Professionals receive training on how to teach children and young adults during their IDC, however engaging with this market place on a large scale requires careful planning and preparation. Within the UK there are a number of safeguarding measures that may need to be addressed, whilst accessing this market is made much easier with the correct marketing techniques.

In order to support PADI Dive Centres in developing these opportunities, PADI has created this Approved Youth Training Centre information pack. It contains key information necessary for training children, including:

- Child Protection Guidelines
- Information on DBS checks
- Frequently Asked Questions
- Template communication letters for schools/youth groups and parents

To further help you market your centre, PADI will be creating a record of Approved Youth Training Centres'. These are centres that verify that they meet certain criteria relating to safeguarding and specialisation in youth training.

To be added to this list, simply review the enclosed information and then complete the checklist. This checklist should be returned to PADI – there is no fee for this service.

PADI will be direct marketing schools and youth groups throughout 2017, and the dive centres included on this list will benefit from this marketing. They will also receive special offers on materials relating to youth training programs.

If you have any questions regarding the information pack, or if you would like guidance on how to fulfil the criteria necessary for approval you can contact your Regional Training Consultant at:

Su-Li Wong, 0117 300 7874, su-li.wong@padi.com

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PADI Child Protection Guidelines – UK Context

For PADI Dive Centres & Resorts in the United Kingdom – delivering PADI youth oriented programmes and experiences

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A. Introduction

PADI's international Child Protection Procedures for PADI International Resorts and Retailers has been created to provide children and vulnerable adults' safeguarding guidance to PADI Members around the world.

It is becoming ever more important that dive operations implement carefully-considered policies and procedures designed to provide reasonable protections and precautions against any abuse to young and vulnerable persons occurring during the organizations' activities. Beyond the prime issue of providing protection for those potentially at risk, the organizations also have a real need to protect themselves from both the legal liability and the loss of public trust that can result when abuse occurs in any way connected to or associated with their organizational activities.

This country specific guidance provides updated and additional policy, procedure and guidance for PADI centres working with children in the UK.

What is Safeguarding in a UK Context?

Safeguarding refers to the process of protecting children (and adults) to provide safe and effective care. The Government's [*Working Together to Safeguard Children*](#) states that safeguarding is everyone's responsibility, and whilst this is technically only specific to England, the principles are reflected by guidance and standards in all the UK nations. The *Standards for Safeguarding and Protecting Children in Sport (Safeguarding Standards)* created by the Child Protection in Sport unit are based on these duties and responsibilities. Although focused on coaching in sports, much of the content of these standards is applicable to the PADI Dive Centre setting.

Each centre focused on training of children in the UK should have their own tailored child protection procedures with local protocols pertinent to the centre's operation. The following can be used as a framework, and there is an accompanying evidence checklist to assist you in developing, implementing and monitoring your own procedures.

B. Child Protection Policy Statement

PADI acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice. The safety and welfare of all children, whatever their age, culture, ability or disability, gender, language, racial origin, sexual orientation and religion, is paramount. Diving can contribute positively to the development of individuals, physically, personally, socially and emotionally and the policy recognises that all children should be able to enjoy their diving activities in a safe environment and be protected from harm.

PADI recognises that PADI professionals are in positions of considerable influence, especially when teaching and supervising children and therefore have a profound responsibility to demonstrate and set high moral and ethical standards, and to ensure that the diving activities are positive and enjoyable experiences for the children involved.

PADI takes efforts to ensure that PADI Members understand their roles and responsibilities in regards to safeguarding. PADI confirms that swift, appropriate action will be taken in the event of incidents or concerns of abuse through PADI's robust quality management process, and that confidential and accurate records of safeguarding concerns are maintained and stored securely. Ultimately, serious violations by PADI Members of PADI training and ethical standards can lead to dismissal from the organisation.

C. What is Child Abuse?

Types of Abuse

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. There are four main types of child abuse: Physical abuse, sexual abuse, emotional abuse and neglect. The abuser may be a family member, or may be someone the child encounters in the community, including during sports and leisure activities. An individual may abuse or neglect a child directly, or may be responsible for abuse by failing to prevent another person from harming that child.

- Physical abuse – where adults or other young people physically hurt or injure children, including by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating or drowning.
- Sexual abuse – when adults or other young people use children to meet their own sexual needs. Showing children pornography (books, videos, pictures) or talking to them (or communicating in any media) in a sexually explicit manner are also forms of sexual abuse.
- Emotional abuse – the persistent emotional ill treatment of a child, likely to cause severe and lasting adverse effects on the child's emotional development. It may involve communicating to a child that the child is worthless or unloved, *inadequate*, or *valued only in terms of meeting the needs of another person*. It may feature expectations of children that are not appropriate to their age or development. It may involve causing children to feel frightened or in danger by being constantly shouted at, threatened or taunted, which may make the child nervous and withdrawn. Ill treatment of children, whatever form it takes, will always feature a degree of emotional abuse.
- Neglect – when adults fail to meet a child's basic physical and/or psychological needs, to an extent that it is likely to result in serious impairment of the child's health or development; for example, failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or failing to ensure access to appropriate medical care or treatment. Refusal to give children love, affection and attention can also be a form of neglect.

Equity – Open Access

Abuse can happen to male and female children of all ages, ethnicity and social backgrounds, abilities, sexual orientation, religious belief and political persuasion, but some children, such as disabled children, are particularly vulnerable. Studies show that they have an increased risk of abuse in society and that the presence of multiple impairments appears to increase the risk of both abuse and neglect. PADI's open access approach provides an equitable framework for children and helps to mitigate any inherent vulnerabilities.

PADI Members should recognise these vulnerabilities, ensuring all children receive equal care, safeguarding and respect.

PADI has a range of programmes open to children from experiences to full certification courses, with varying performance requirements that can offer a pathway to most children becoming involved in some skin or scuba diving activities. PADI's approach uses instructional design to apply student-centred learning to performance based training. This makes diving accessible to those with a broad range of physical and intellectual capabilities. PADI courses accommodate these differences by allowing students to apply their strengths to offset physical or intellectual challenges. This makes diving accessible to a wide range of children (and indeed adults) without compromising safe diving practices, confidence or comfort.

Recognising Abuse

Those who work with children on a regular basis may be able to provide an important link in identifying a child who has been or is at risk of being harmed. Some indications that a child may be being abused can include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury for which the explanation seems inconsistent
- The child describes what appears to be an abusive act involving him/her
- Unexplained changes in behaviour (e.g. becoming withdrawn or inappropriate sexual awareness)
- Engaging in sexually explicit behaviour
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Difficulty in making friends
- The child is prevented from socializing with other children
- Variations in eating patterns, including overeating or loss of appetite
- Weight loss for no apparent reason
- The child's appearance becomes increasingly dirty or unkempt

This list is not exhaustive and the presence of one or more indicators is not proof that abuse is taking place.

D. Staff Procedures

Good Practice

All staff should be encouraged to demonstrate excellent role model behaviour to promote children's welfare and reduce the likelihood of allegations being made.

The following are common sense examples of good practice:

- Treating all people equally, and with respect and dignity
- Always be public when working with children—avoid situations where you and the child are completely unobserved
- If any form of manual support or manipulation is required, it should be provided openly
- Where possible, parents should take on the responsibility for their children in changing rooms. If groups have to be supervised in changing rooms, supervisors should work in pairs
- Encourage an open environment (no secrets)
- Where there are mixed groups away from home, they should always be accompanied by both male and female members of staff
- Never engage in rough, physical or sexually provocative games
- Never share a room with a child
- Never allow or engage in any form of inappropriate touching
- Never ignore allegations made by a child
- Never do things of a personal nature for children they can do for themselves
- Never invite or allow children to stay with you at your home or workplace unsupervised

It may sometimes be necessary for you to do things of a personal nature for children, particularly if they are young or have disabilities. These tasks should only be carried out with the full understanding and consent of parents and the children involved. There is a need to be responsive to a child's reactions—if a child is fully dependent on you, talk with them about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact or lifting or assisting a child to carry out particular activities.

Do not take children to your home or workplace where they will be alone with you, nor spend excessive amounts of time alone with children away from others, and wherever possible, do not take children alone on car journeys, however short. If these situations are unavoidable, they should only occur with the full knowledge and consent of someone in charge in your centre or the child's parents.

If you accidentally hurt a child, or if a child seems distressed in any manner or seems to misunderstand or misinterpret something you have done, report any such incident as soon as possible to other colleagues and make a brief written note of it.

Parents should be informed of the incident.

Photography, Filming and Publication

Be aware of additional responsibilities when conducting photography or imaging courses, or taking or sanctioning underwater or topside photographs at dive events in public places or private pools in the presence of children.

- When conducting training with school and youth groups, adhere to and respect their policy regarding the photography and filming of children
- Use a parental permission form to request and record parental permission to use an image (see example in appendix)
- Ask for the child's permission to use his or her image
- Avoid using children's names (first name or surname) in photograph captions.
- If the child is wearing a name badge, avoid using his or her photograph. If the photograph is used, avoid naming the child
- Only use images of children in suitable dress and context to reduce the risk of inappropriate use
- Images within the context of diving and related activities should focus on the overall activity. A child's age is another factor to consider when deciding what is appropriate
- Be diligent in public places for unauthorized filming or photography of children in your care
- All parties (staff, other students, parents, sanctioned photographers, etc.) should understand the photography policy, know where to direct any complaints and adhere to good practice as defined in the policy
- All parties involved (including other parents) should have permission for photographing and filming each other
- You should have permission from the school/youth group, parents and the children if you wish to use photos on a public domain, such as a website, social media, or on marketing collateral
- Store all images safely and securely
- If permission is granted for underwater photography, before each dive or pool session, brief the students to use the "stop" hand signal if they do not wish their photo to be taken

Trips Away

The NSPCC Child Protection in Sport Unit (CPSU) has produced comprehensive guidance on trips away from home involving young people called [Safe Sport Events Guidance](#) and sections F and G may be particularly helpful. They have also produced a useful [checklist](#). As well as following the guidance from the CPSU, the following is highlighted:

- An event risk assessment should be carried out to consider travel arrangements, venue and accommodation, as well as diving specific risk assessments for the locations to be used
- The trip staff should be familiar with and be respectful of any other relevant organisation's policies and protocols (e.g. schools, scout group etc.) and there should be clear understanding of each other's roles and responsibilities
- Staff attending should be suitably DBS checked and fully understanding of their own role and responsibility

- Parents should be given full information regarding the event. Any special requirements of their child should be noted and acted upon
- Emergency contact details for every attendee must be held by a designated staff member not attending the trip and they are responsible for informing relevant contacts of any situation that arises. In many cases the school/youth group will have a system in place for emergency reporting procedures, and you should adhere to their policy for reporting incidents

What to do if you suspect or are informed of abuse?

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Therefore, you should discuss any concern you may have about the welfare of a child immediately with the person in charge of your operation and /or the designated child protection liaison.

Follow the same procedure if the child discloses that abuse is occurring.

If a child discloses that abuse is occurring:

- ◆ Stay calm
- ◆ Take the child seriously
- ◆ Do not make judgments or assumptions
- ◆ Keep questions to a minimum to ensure a clear understanding of what has been said
- ◆ Do not promise confidentiality which may not be feasible, but offer reassurance
- ◆ Make a full record of what has been said, heard or seen as soon as possible
- ◆ Report this to the appropriate person in the school, youth group, dive centre or directly to the authorities, as appropriate

It is the responsibility of the designated child protection liaison or person in charge at the centre, to contact the appropriate authorities immediately to determine the appropriate course of action (in their absence of course, you may have to do this yourself). Abuse of any person is a criminal matter, and there should be no delay in seeking out the authorities and following their advice. If the abuse involves a PADI Member, contact the Quality Management department and file a complete Quality Assurance Report.

Relevant bodies:

The Local Children's Social Care Agency
The Police Child Protection Investigation Unit
The NSPCC

Keep updated local authority information so that fast referrals can be made if necessary.

Psychological concerns

It is increasingly possible that children may have some underlying concerns. Whilst many may be identified when they complete the medical statement, it is possible that these concerns may not have been diagnosed.

Eating disorders such as anorexia nervosa and bulimia nervosa may occur among children, particularly teenagers. Other possible concerns include children who self-harm.

If a child behaves in a way which raises concerns about possible psychological issues, the dive instructor should speak with the appropriate person in the school/youth group.

Confidentiality and Information Sharing

Always keep the importance of confidentiality in mind and only share information on a need-to-know basis. If you share information with your local authorities they will guide you on who else to share the information with. If the child's parents are not implicated in the concern, they should be informed as soon as possible. At all times ensure the child (and other children you are responsible for) are safe whilst you act upon the information.

When delivering training activities in a school premises or directly under the supervision of school staff, the schools own arrangements for child protection will apply. You must inform the designated person for that school, who will follow their own procedures.

When delivering training activities in partnership with a school but in your Centre (or if anything happens out of school hours at the school), you must follow your own child protection procedures which should include informing the school in the matter.

What to do - Summary

- A. You have immediate concerns for the safety or welfare of a child, you suspect child abuse or that the child is at risk of imminent harm?



If in need of medical attention – call an ambulance



Contact the dive operation's manager, child protection liaison person, or contact from the school/youth group (if not available, act yourself)



Contact either the Police Child Protection Investigation Team / Unit, Children's Services / Social Care Team, Local Authority Designated Officer or the NSPCC Helpline for action / advice.

- B. You have concerns for the safety or welfare of a child, you suspect child abuse or that the child may be at risk of harm?



Contact the dive operation's manager, child protection liaison person, or contact from the school/youth (if not available, act yourself)



Contact either the Police Child Protection Investigation Team / Unit, Children's Services / Social Care Team, Local Authority Designated Officer or the NSPCC Helpline for action / advice.

E. Prevention – Safe Recruitment Protocols

Controlling Access to Children

As it is impossible to predict just who may have the potential to abuse children it is important that all reasonable steps are taken to prevent unsuitable people from working with children. The fundamental principle is that those in charge of activities involving children must take all reasonable steps to satisfy themselves as to the suitability of those who are given significant contact to the children in their care. Therefore, dive operations need a vigorous recruitment procedure when employing those who will have direct access to or work with children:

- Ensure that resumes, curriculum vitas and employment applications are complete and that any time lapses in employment history are accounted for.
- Request at least two references, where possible including one regarding previous work with children. Follow up on references.
- Depending on the role, use relevant disclosure check procedures after receiving consent from the applicant. These vary slightly within the devolved nations.
- Employ local laws regarding employee and applicant privacy and the questions that can legally be asked, etc.

A vigorous recruitment policy must be backed up with ongoing good practice and *observation, which ultimately is the most reliable tool for child protection.*

Disclosure

The **Disclosure and Barring Service (DBS)**, which replaced the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA), helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. Dive operations should apply these DBS protocols (or alternative devolved nation protocols – Disclosure Scotland, AccessNI) where relevant to the position being recruited for. See Disclosure Protocols in appendices.

F. Codes of Practice

PADI's Role in Protection

PADI's training and ethical standards address the protection of children by pre-screening potential members; by follow up through the Quality Management process on any reports of abuse (including Non-Teaching status or even expulsion for PADI Members when warranted) and by providing a code of practice for PADI Members.

PADI also provides education to its membership on the importance of implementing and following protection guidelines in dive businesses and schools, and disseminating accepted good practice information along with sources of further information.

PADI Ethical Standard

As a PADI Individual or Dive Centre Member (owner or shareholder of the business) you must:

- Not have, either during or prior to your membership with PADI, any criminal conviction involving abuse of a minor. The existence of any such criminal conviction on your part will be automatic grounds for denial or termination of PADI Membership. This Ethical Standard neither diminishes nor alters the effects or use of any other Ethical Standard by PADI within its Quality Management or membership review processes.

PADI screens for prior convictions on PADI Individual Membership

Applications:

"I understand and agree that any criminal conviction on my part involving abuse of a minor occurring either during or prior to my membership with PADI, will be automatic grounds for denial or termination of my PADI Membership."

And on IRRA Member applications:

"I understand and agree that any criminal conviction on the part of any owner or shareholder of the business involving abuse of a minor occurring either during or prior to the business' membership with PADI, will be automatic grounds for denial or termination of the business' PADI Membership."

PADI Member Code of Practice

As a PADI Member, you agree to the following:

1. Put the safety of diving clients and students as your first priority and responsibility. In doing so, abide by the requirements and intent of PADI Standards and Procedures in the PADI *Instructor Manual*, PADI's

Guide to Teaching, Training Bulletin and other updates while applying your best judgment during the PADI courses and programs you conduct.

2. Although scuba diving is a reasonably safe activity when safety rules are followed, the risk/consequence of scuba diving can lead to very serious injuries. Be safety minded, safety conscious and practice instructing and dive mastering professionally.

3. Perform a personal readiness self-assessment before you teach or lead others on dives. This includes evaluating your physical health and fitness for diving as well as your ability to supervise and respond to diver emergencies on that day and at that location.

a. Personal ability – There is a wide range of physical ability and fitness among dive professionals. Recognize your personal ability and limitations as it applies to leading and supervising divers, including your ability to respond to a diver emergency. Personal ability can change over time. Evaluate your practices and accommodate, if need be, for loss of strength, stamina, hearing, sight, etc. Think through the dive plan and emergency action plan as it applies to any personal limitations, taking conservative measures such as using certified assistants, diving in favourable conditions and reducing ratios as needed to reduce risk to those you supervise, and to yourself.

b. Dive site – Evaluate the dive conditions and environment and determine if you're ready and familiar enough with it to teach or lead dives there.

c. Knowledge – Assess your knowledge readiness to teach or lead divers on any given day – to make sure that you are familiar with the standards, latest updates and teaching tools for that PADI program; and that you're aware of the readiness and abilities of your student divers.

d. Confidence – Though fully qualified to take on your professional role as a new PADI Divemaster, Assistant Instructor or Instructor, you can further develop leadership skills and confidence by seeking mentorship from, by team-teaching with or shadowing experienced PADI professionals. Make appropriately conservative judgment calls as a newly-certified professional. After a period of leadership inactivity, this same practice can help assure your leadership skills and confidence

4. When teaching, repetition is important for mastery and long term skill retention. Mastering basic skills and breath control in a variety of conditions takes time and practice. Help those you teach and supervise by guiding them through this learning process.

5. Each person has an individual state of mind and comfort level that may be very different from yours, and may vary greatly between divers in a group. Be willing to cancel a dive for the group or an individual at any time to err on the side of safety.
6. Be watchful for signs of diver stress and anxiety, and act quickly and appropriately when you see them.
7. Employ effective group control measures in the water, particularly when supervising novices and children. Carry out frequent head counts.
8. Conduct yourself and your PADI-related activities in a professional manner.
9. Represent yourself as a PADI Instructor only when you are in Teaching Status. Only teach courses that you are authorized to teach after receiving notification from your PADI Office. For example, you must be a PADI Specialty Instructor for a particular specialty course before teaching that course.
10. Comply with the intent of the PADI Standard Safe Diving Practices Statement of Understanding while teaching and supervising.
11. Not disparage the PADI organization, PADI Members or any other dive industry professionals.
12. Exhibit common honesty in your PADI-related activities.
13. Cooperate during PADI investigations by responding fully and promptly to inquiries.
14. Respect and reinforce the depth and supervisory restrictions as displayed on restricted PADI certification cards, such as PADI Scuba Diver and Junior Diver.
15. Follow a strict code of conduct and abide by the requirements and intent of the PADI Member Youth Leader's Commitment whenever teaching or supervising children.
16. Follow a professional code of practice toward the environment and abide by the practices and intent of Project AWARE®'s Ten Tips for Divers to Protect the Ocean Planet in all PADI-related activities. (See projectaware.org)
17. Accept that a criminal conviction involving abuse of a minor either during or prior to PADI Membership is grounds for denial or termination of PADI Membership.
18. Accept that a criminal conviction involving sexual abuse of an adult either during or prior to PADI Membership is grounds for denial or termination of PADI Membership.
19. Not substitute other courses and programs for PADI, TecRec® and EFR programs advertised.

Youth Leader's Commitment

Working with children is both a privilege and a responsibility. Therefore, in all instructional activities involving children, PADI Members will:

- Look after the child's health, safety and welfare.
- Ensure appropriate supervision during all instructional activities.
- Whenever possible, meet the child's parents or guardians and share program goals and objectives.
- Strive to keep parents or guardians involved and informed through verbal reports and updates as often as possible.
- Treat children, parents or guardians with respect regardless of age, race, gender and religious affiliation.
- Honour all commitments made to children.
- Discuss disciplinary problems with parents or guardians.
- Not engage in inappropriate contact with children.
- Respect a child's right to privacy and intrude only when health and safety demand.
- Whenever possible, ensure two adults are with children at all times.

G. Training

Centres should have an induction process for all staff and volunteers who have significant contact with children and young people, which includes familiarisation with these and the centre's specific child protection procedures.

Where possible, make child protection training available to staff so they are aware and sensitive to potentially abusive situations. Training programs and child protection information are widely available and easily accessible.

First Aid – You and your staff should have current training in Emergency First Response Primary and Secondary Care as well as Care for Children courses. A written record of all injuries (minimally via the PADI Incident Report Form) should be maintained at the dive centre and submitted to PADI, and to the HSE under current [RIDDOR](#) protocols. A parent or guardian should be informed of all injuries to minors, and what first aid treatment was administered. Medical assistance should be sought for all emergencies, without delay.

Additional training is encouraged and a very easy access online programme can be found at:

NSPCC EduCare Child protection awareness programme
Keeping Children Safe in Sport
Available from:
Educare
deBrus Marketing
Tel: 01926 426 219
www.debrus.co.uk

Further information can be found at:

CPSU - www.thecpsu.org.uk
NSPCC - www.nspcc.org.uk

H. Advice and Support

National Society for the Prevention of Cruelty to Children (NSPCC)

Publications and Information Unit,

NSPCC,

Weston House,

42 Curtain Road

London EC2A 3NH

Tel: 020 7825 2775

www.nspcc.org.uk

www.nspcc.org.uk/inform The UK's only free, online specialised child protection resource.

Child Protection in Sport Unit (England)

NSPCC National Training Centre,

3 Gilmour Close,

Beaumont Leys

Leicester LE4 1EZ

Tel: 0116 234 7278

Email: cpsu@nspcc.org.uk

www.thecpsu.org.uk

Working in partnership with all key stakeholders in sport to develop safeguards for children in sport.

NSPCC Child Protection Helpline: 0808 800 5000

A free 24-hour service which provides counselling, information and advice to anyone concerned about a child at risk of abuse.

NSPCC Textphone (for people who are deaf or hard of hearing): 0800 056 0566

Email: help@nspcc.org.uk

NSPCC Asian Child Protection Helpline: 0800 096 7719 (Mon–Fri 11am–7pm)

NSPCC Cymru/Wales Child Protection Helpline: 0808 100 2524 (Mon–Fri 10am–6pm)

ChildLine: 0800 1111 A free 24-hour helpline for children in distress or danger.

I. Communication

PADI's designated child protection liaison is the Territory Director, UK Region. PADI's UK specific child protection policy, guidance and procedures are disseminated to PADI centres providing youth oriented training in the UK. The Child Protection guidance document is available at padi.com for PADI Members to view and download.

PADI Contacts:
Child Protection Liaison:
Rich Somerset
Territory Director
Tel: 0117 300 7234

Child Protection support team at PADI:

Manager, Quality Management
Fiona Fishburne
Fiona.fishburne@padi.com

Quality Management team contact:
qm.emea@padi.com

Child Protection Liaison

It is good practice for Centres to appoint a suitable management level staff member as a child protection/welfare liaison to ensure that dive operation policies are communicated, adhered to and regularly reviewed. This person should be a good communicator (particularly with children), understand the issues involved, keep abreast of legislative and good practice developments, be able to follow procedures calmly and have the authority to make decisions.

Children, staff, parents and others should be aware of the Centre's Child Protection Policy and Procedures and know where to go to make a complaint, express any concerns or get help.

J. Implementation and Monitoring

All staff should be familiar with, and implement the Child Protection policy, guidelines and procedures at the Centre. Opportunities exist at induction for initial introduction and for reviews at regular staff meetings.

Centres should have arrangements in place to monitor compliance with child protection policies and procedures and with recruitment and selection policies and procedures.

Centres should review their policies and practices at stated intervals, ideally at least every three years, and revised in the light of changing needs, changes in legislation and guidance and experience. This would be led by the designated child protection liaison at the Centre. PADI reviews its policy regularly, and any changes will be distributed to PADI Centres accordingly.

Centres should ensure that all incidents, allegations of abuse and complaints are recorded and monitored, and that this information is stored securely. The Centre's designated Child Protection liaison is able to consult directly with Quality Management at the PADI EMEA office for advice, support and reporting, as well as the local authorities where appropriate.

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PADI

Young Person's Code of Conduct

- Treat everyone equally and with respect
- Do not use inappropriate language
- Do not smoke, consume alcohol or take drugs prior to or during diving training sessions. If you are taking medications these will have been disclosed on your medical form
- Always arrive on time for training and diving sessions
- Treat any equipment you are allocated with care
- Always check in with a member of staff before participating in sessions
- If you need to leave the water during training sessions, always inform your instructor and buddy before doing so
- Pay attention to your instructor and other members of the staff team, and follow instructions, both top side and underwater
- Abide by the rules of the facilities you are using
- If you have any problems, concerns or feel uncomfortable at any time, let your instructor or other staff member know immediately
- Diving should be a fun and enjoyable activity; let your instructor know if you are anxious or not enjoying the process

Please ask questions at any time if there is **anything** you are unsure about.

Consent form for the use of photographs or films (Parents and children)

(The Centre) recognises the need to ensure the welfare and safety of all young people in sport.

In accordance with our child protection policy we will not permit photographs, video or other images of young people to be taken without the consent of the parents/carers and children.

The *(The Centre)* will follow the protocols for the use of photographs/video as outlined in the *(The Centre)* Child Protection Guidance.

The *(The Centre)* will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform *(The Centre)* immediately.

I *(parent/carer)* consent to *(The Centre)* photographing or videoing *(insert name)*

Date: _____

Signature: _____

I *(insert name of child)* consent to *(The Centre)* photographing or videoing my involvement in the diving activities

Date: _____

Signature: _____

Evidence Checklist for PADI Dive Centres

	<i>In Place</i>	<i>Proposed (Date)</i>	<i>Not In Place</i>
The Centre has a child protection policy			
There are clear procedures in place in respect of child protection, and which provide guidance on what action to take if there are concerns about a child's safety or welfare			
The child protection procedures are available to all (including children and their parents/carers) and promoted within the culture of the centre			
There is a designated person/s with clearly defined role and responsibilities in relation to child protection			
There is a process for recording incidents, concerns and referrals and storing these securely, with due respect for confidentiality			
There are policies and procedures for recruiting staff and volunteers who have contact with children, and for assessing their suitability to work with children			
There is a procedure for obtaining DBS checks for all staff who come into contact with children			
A safeguarding plan and guidance are in place in relation to transporting children or taking them away on trips			
Information about the Centre's commitment to safeguard children is openly displayed and available to all.			
Contact details for the local social services department, police and emergency medical help and the NSPCC Child Protection Helpline are readily available.			
There is an induction process for all staff and volunteers who have significant contact with children, which includes familiarisation with the child protection policy and procedures			
Staff and volunteers with special responsibilities in relation to safeguarding children have suitable training			
Policies and practices are reviewed at stated intervals, ideally at least every three years, and revised in the light of changing needs			
All incidents, allegations of abuse and complaints are recorded and monitored, and liaison with both PADI and local authorities is implemented where relevant			
Arrangements are in place to monitor compliance with child protection policies and procedures and with recruitment procedures			

The Disclosure and Barring Service (DBS)

A criminal record check process for prospective employees or contractors is only a part of the broader safe recruitment practices. Not all posts may be eligible for such checks, and the process is slightly different in the devolved nations. A criminal records check may be undertaken using any of the following organisations – Disclosure and Barring Scheme - DBS (England & Wales), AccessNI (Northern Ireland) or Disclosure Scotland (Scotland). Guidance about which roles or posts are eligible for a criminal records check can be found at the relevant organisation's website, and are broadly outlined here.

[DBS England & Wales](#)

[Disclosure Scotland](#)

[AccessNI](#)

Recruitment information should make it clear which roles will be vetted and that applicants for these posts will be required to participate in the vetting process. Diving professionals who will be teaching and supervising children are eligible for checks, whether in a paid or voluntary capacity. The amount of work with children and how this itself is supervised determines the level of check needed.

The following is an explanation of the DBS service for England and Wales, but is approached similarly in Northern Ireland and Scotland.

The DBS

The DBS was formed in 2012 when the CRB (Criminal Records Bureau) and ISA (Independent Safeguarding Authority) were merged. Since then criminal records checks have been undertaken by the DBS, which issues DBS certificates in place of the original CRB disclosures. The process has changed slightly in terms of eligibility for different levels of checks and an adapted enhanced check with or without reference to the Barred list has been introduced.

Types of Checks

There are 3 types of checks and the employer should explain to applicants which check they require. DBS check applicants must be over 16 years of age and the check itself can take up to 8 weeks.

Standard Check

This includes details of an individual's convictions, cautions, reprimands or warnings recorded on police central records and includes both 'spent' and 'unspent' convictions.

Enhanced Check

An **enhanced DBS check** provides criminal information from the Police National Computer, including both the information shared in the Standard

Check as well as intelligence information from local police records that is considered relevant to the post applied for.

Enhanced Check with a Barred List Check

The **barred list check** looks at the people who have been barred from working in regulated activity with adults, children or both. People may be barred for non-criminal behaviour. Child barred list information is only available for those individuals engaged in regulated activity with children.

Eligibility

- Enhanced level checks are strongly recommended for jobs, such as supervising or training that will involve significant contact with and/or responsibility for children.
- Individuals deemed to be in **Regulated Activity** are eligible for an enhanced DBS check with a barred list check.
- Those who fulfil all criteria for regulated activity but are supervised in that activity are only eligible for an enhanced DBS check without a barred list check.

Regulated Activity

It is an offence for a barred person to seek to work in regulated activity, and for an employer knowingly to employ or contract (whether paid or unpaid) a barred person in regulated activity. **Regulated activity with respect to children means:**

- Unsupervised activities: teaching, training, instructing, caring for or supervising children, or providing advice/ guidance on well-being, or driving a vehicle only for children

and

- It is carried out regularly (at least weekly), frequently (four times a month or more) or overnight (between 2am and 6am) or work in a limited range of establishments ('specified places'), with opportunity for contact: e.g. schools, children's homes, and childcare premises

The Centre must determine which of its roles, if any, fall into the regulated activity. PADI professionals working with children would be eligible for the enhanced check. If they meet the additional criteria for the regulated activity they would be eligible to be vetted with the barred list check as well. An employer can only apply for a check if the job or role is eligible for one. It is a criminal offence to ask for a check for roles that are not eligible.

The Process

As an employer, you should only arrange a DBS check on a successful job applicant. You can withdraw a job offer if the results show anything that would make the applicant unsuitable.

PADI Dive Centres would need to use an Umbrella Body to fulfil the checks (as they would be doing much fewer than 100 checks a year). You can find a local Umbrella Body via the DBS website. Please be aware they may charge an administration fee on top of the Government charge.

1. The Centre gets an application form from the umbrella body
2. The Centre gives the applicant the form to fill in and return to them along with [documents proving their identity](#).
3. The Centre sends the completed application form to their umbrella body.
4. DBS sends a certificate **only** to the applicant. The Centre must ask the applicant to see the certificate.

A DBS check has no official expiry date, and is portable. Any information included will be accurate at the time the check was carried out. It is up to the Centre to decide if, and when a new check is needed.

The DBS does have an update service but there is an annual charge for the applicant (unless they are a volunteer) to subscribe to this. The applicant would need to register themselves and then provide access to the Centre. There is no charge for the employer to access the information as and when.

If using this for a first-time job applicant, the Centre would need to be extra vigilant on the applicant's identity, the level of original check, and be aware that it notifies a change in conviction or barred data (not all updated non-conviction data may be up-to-date at the time of the check). If the online check shows a status change, then the Centre (with the applicant's consent) will need to complete an online form to request an early confirmation check.

What to Do with the Disclosure Information?

DBS disclosure information should be considered alongside all other relevant information when making a decision about an individual's suitability to work with children. This may include references, application information, qualifications, experience and previous training. The nature and significance of convictions or previous recorded behaviour needs to be assessed and information from the applicant and from a reliable third party will help in this process.

The Centre must not employ any person barred with working with children in regulated activity with children.

Contacts at PADI are available for advice and guidance.

UK Wide?

DBS checks include a search of most convictions held across the UK, so generally the checks are UK wide through the devolved nations. However, there are some differences between the three schemes. For example, some convictions considered spent in England and Wales would still be considered unspent in Scotland for criminal records purposes. However, a person barred in one jurisdiction will be barred across the UK.

An AccessNI disclosure certificate will check the same information as a DBS check. But if the individual has had an address on their application in the Republic of Ireland, then a check will also be made with the Garda Central Vetting Unit which doesn't happen if the application is made through DBS. More information about AccessNI checks can be found on the NI Direct website.

DBS Referrals

The DBS referral system has been set up for employers to refer persons that pose a risk of harm to vulnerable groups.

DBS states that employers must [refer someone to DBS](#) if they were:

- sacked them because they harmed someone
- sacked them or removed them from working in regulated activity because they might have harmed someone
- planning to sack them for either of these reasons, but they resigned first

Should you be in this situation, contact the barring helpline for help referring someone to DBS. Should the person also be a PADI Member, also contact the Quality Management department at PADI EMEA Ltd.

DBS barring helpline

Telephone: 01325 953795

References

[DBS England & Wales](#)

[Disclosure Scotland](#)

[AccessNI](#)

[NSPCC Child Protection in Sport Unit](#)

Application for recognition as an Approved Youth Training Centre

Checklist for PADI Dive Centres

- 100% PADI Dive Centre (or higher) renewed for the current year
- Received and reviewed the PADI Youth Training Information Pack
- Child Protection Policy for the Centre complete*
- Dive Centre Child Protection Liaison appointed

DBS checks for dedicated staff *

Name: _____ PADI Number: _____

Name: _____ PADI Number: _____

Name: _____ PADI Number: _____

(list additional staff on separate sheet as required)

Offering dedicated youth programs *(tick all that apply)*

- Bubblemaker
- Seal Team
- DSD
- Junior Scuba Diver / Open Water Diver
- Other

I confirm that the above information is accurate, and that supporting evidence can be provided upon request

Signed: _____

Position at dive centre: _____

Date: _____

Scuba Diving with PADI – Youth Programmes

What is Scuba Diving?

Self-contained underwater breathing apparatus (SCUBA) that allows us to breathe air underwater. Scuba diving provides the privilege and adventure of underwater exploration.

Benefits of Scuba Diving

Exploring the underwater world is both fun and serious, and opens the door to new adventures. Diving is enjoyed by millions of people all over the world and can play a positive role in the development of children and young adults. It offers new personal challenges, introduces new technologies, develops and furthers interests in maritime heritage and environmental conservation; enables new friendships, encourages responsibility and care, develops new skills, and recognises achievement. It's a fantastic opportunity to keep young people active and outdoors.

Scuba Diving Requirements

- Some physical fitness
- Ability to solve problems that come up
- Emotional maturity
- Good general health
- Confidence in and around the water

Scuba Diving Risks

Like any adventurous activity, there are potential risks in scuba diving. However, these are well known and easy to avoid by following some simple rules.

Possible risks specific to scuba diving include:

- Problems with ears
- Drowning and breathing-in water
- Getting cold in the water
- Lung over-expansion injury

It's important to follow some simple rules to avoid injury, which, although unlikely, could be serious, even fatal. These rules are learnt during the scuba diving program. When these rules are followed, scuba diving is a reasonably safe activity.

A **Statement of Understanding & Assumption of Risk Form** will need to be reviewed and co-signed for those under 18 by a parent or guardian. This outlines the risks of scuba diving and the responsibilities of everyone involved. [\(add hyperlink\)](#)

Physical Fitness

If there are any medical problems a medical doctor will need to be seen before scuba diving. The **PADI Medical Statement** is available to help participants, parents and doctors review medical fitness to participate. [\(add hyperlink\)](#)

A Safe Diving Practices Form or a Safety Review, depending on the program, will need to be reviewed and signed. This outlines simple rules and good practice to be followed when scuba diving.

PADI Youth Programmes

PADI has a range of scuba diving experiences and courses suitable for young people:



PADI Bubblemaker

The [Bubblemaker](#) programme allows children to experience the thrill of breathing underwater and enjoying the underwater world in a closely supervised, shallow, sheltered environment, in an experience geared towards this age group. This can be a one-off experience, or enjoyed time and time again. It doesn't result in certification, but children gain an award each time they participate.

Minimum Age 8

Maximum Depth - 2 Metres



PADI Seal Team Programme

The [PADI Seal Team](#) programme is an exciting underwater activity-filled introduction to the world of diving aimed specifically at children. This is a more structured programme than Bubblemaker that lets children develop fundamental scuba skills, diving related knowledge and have lots of fun at the same time. It's pool based and contains a number of AquaMissions that can be completed on each dive. Each AquaMission consists of a briefing, a skill session, and a game or activity. Once the first five AquaMissions are completed, children become official members of the PADI Seal Team. The ultimate recognition level is achieved by completing a further 10 specialty AquaMissions to become Master Seal Team members. The programme has video, activity books and lots of recognition along the way making it a perfect challenge for children wanting to develop.

Minimum Age 8

Maximum Depth - 4 Metres

PADI Discover Scuba Diving

The PADI [Discover Scuba Diving](#) program is a quick and easy introductory scuba dive experience which can take place in a pool or sheltered water and can culminate in a full open water dive from a beach or boat. The program is available for anyone over the age of 10, and whilst not a certification course, is a great scuba dive starter and stepping stone to further diving.

Minimum Age 10

Maximum Depth - 12 Metres

PADI Open Water Diver

[PADI Open Water Diver](#) is the world's most popular and widely recognized scuba course. It's the full, entry-level certification course which is recognised worldwide and allows the successful diver to rent scuba gear and take part in scuba diving around the world, within the limits of their training and experience. No prior scuba diving experience necessary, just an ability to swim and good physical health.

Minimum age for enrolment is 10 with those completing the course under the age of 15 becoming Junior Open Water Divers. Junior divers aged 10 and 11 must dive with a parent/guardian diver or PADI professional; Junior Divers aged 12 and over need to dive with an adult certified diver after certification. Once 15 years of age, divers automatically become an Open Water Diver.

The PADI Open Water Diver course consists of three main phases:

- Knowledge Development to understand basic principles of scuba diving:
 - online with eLearning, or
 - independent study with a tablet app– [Open Water Diver Touch™](#) (a tablet app) or the *Open Water Diver Manual* and *Open Water Diver Video* (a book and DVD package), or
 - in a classroom with more traditional lessons
- Confined Water Dives to learn basic scuba skills
- Four Open Water Dives to use skills and explore!

Depending on the choice of study materials, the course can be started straight away at home. All in all, the course will take about 5 days (or 30 hours) for most people, inclusive of any home study.

Minimum Age 10	Maximum Depth Age 10 & 11	12m
	Maximum Depth Age 12+	18m

PADI standards have lower student to instructor ratios for 10 & 11 year olds

PADI Scuba Diver

[PADI Scuba Diver](#) is a subset of the PADI Open Water Diver course, and is accomplished by completing the first three of the Open Water Diver knowledge and confined water sections, and the first two open water dives. It's a limited certification and allows the Scuba Diver to dive with a PADI professional after certification. It can be upgraded to full Open Water Diver by completing all the missing sections of that course.

PADI Continuing Education

PADI has a whole suite of [Continuing Education](#) courses that take the diver beyond initial diver training into more advanced and specialised diving activities, and many

of these are open to children aged 12 and older. There are also courses open to non-divers of any age such as Emergency First Response first aid courses.

The minimum age to reach [Junior Master Scuba Diver](#) is 12. This is the highest recreational diver level certification. To gain this, the diver must have:

- Logged at least 50 dives
- Be a PADI Advanced Open Water Diver
- Be a PADI Rescue Diver
- Have completed 5 PADI Specialty courses

Who are PADI?

The Professional Association of Diving Instructors (PADI) is the world's largest recreational dive training organisation, established in 1966. PADI develops training programmes, materials and standards, monitors their quality, certifies instructors and provides support services for PADI Members. PADI Members (dive centres, resorts, educational facilities, instructors, assistant instructors and divemasters) teach the vast majority of the world's recreational divers, nearly a million every year.

PADI programmes are state-of-the-art and have been recognised worldwide by leading safety and standards bodies including the World Recreational Scuba Training Council, International Standards Organisation (ISO), Health & Safety Executive, as well as educational bodies such as **** in England, the American Council on Education, the [Australian Regional Training Authority](#) to name a few.

PADI professionals make underwater exploration and adventure accessible while maintaining the highest standards for diver training, safety and customer service. The PADI System of diver education is globally consistent and based on progressive training that introduces skills, safety information and local environmental knowledge in stages.

What's a PADI Dive Centre?

A PADI Dive Centre is a professional diving operation authorised by PADI to carry the PADI name. Current and authorised PADI Dive Centres are listed on [padi.com](#) at the Dive Shop Locator. Current and authorised PADI Instructors can also be verified with ProChek at [padi.com](#)

Children and Diving

Frequently Asked Questions

For Parents

Children and Diving: What age?

Diving is one of the world's most adventurous activities, opening the door to an unforgettable, different world. Diving has the capacity to transform lives and can play a positive role in the development of children and young adults. It offers new personal challenges, introduces new technologies, develops and furthers interests in maritime heritage and environmental conservation; enables new friendships, encourages responsibility and care, develops new skills, and recognises achievement. It's a fantastic opportunity to keep young people active and outdoors.

Children can engage in scuba diving activities with PADI from the age of 8, and from the age of 10 can enrol in the full certification course, PADI Junior Open Water Diver. To scuba dive, a mature attitude, good judgment, self-discipline, an ability to swim and good health is needed. A few medical conditions can be hazardous while diving, so a medical self-screen is needed for all participants. If there is a positive answer to any of the questions, then a doctor will need to evaluate and confirm that the child is fit for scuba diving.

Children and Diving: Are Children More Disposed to Injury?

There are potential hazards for all divers underwater, hence the need for good training and supervision. Here are some of the issues relating to young children and diving for your consideration:

Lung Injury

Up to the age of 8 the pulmonary (lung) alveoli are still multiplying, pulmonary elasticity is decreased, and chest wall compliance increased. This puts children 8 and younger at a theoretical increased risk of pulmonary barotrauma, or lung injury. Based on this theoretical consideration, PADI recommend that children younger than age 8 do not scuba dive.

Bone Injury

In children up to the age of 18, bones continue to grow from a region called the physis which, in long bones (arms and legs), is near each end. If this area is injured then abnormal bone growth will result. The main causes of injury to this region are weight bearing sports activities such as skiing, rollerblading, ice skating, football, etc. Accidental fractures are also common causes of injury to the physis. Scuba diving is a non-impact sport, so the risk of such bone injury is minimal.

Decompression Sickness

The depth and time underwater is carefully monitored to avoid decompression sickness (which is caused by bubbles developing in the bloodstream; from staying underwater too long; going too deep or coming up too fast). There is no published evidence suggesting that the physis is more susceptible to decompression sickness in children compared to adults. In any case, the physis is a "slow" tissue, which would be most affected by very long dives. Underwater time and depth restrictions apply to all recreational divers and additional restrictions are placed on divers up to 15 years of age. As bone growth does not finish until

around the age of 18, any issues would now be apparent with all divers up to the age of 18. Presently, PADI is not aware of any reports identifying this possible concern, but has the following in place for training:

- All divers are restricted to specific dive durations
- 8 year olds are restricted to 4m depths, and to pool and confined water areas
- 10 and 11 year olds are restricted to 12m depths
- 12 – 15 year olds are restricted to 21m depths (this depth is a maximum on advanced certification courses – lesser depth limits are imposed on other experiences and courses)
- Training is given to all divers to make safe ascents from depth

Asthma

Risk factors that might provoke an asthmatic attack such as cold or exercise are present in the dry environment as well as underwater. However, the possibility of salt water aspiration adds an additional risk factor.

- Active asthma is a contraindication to diving, for both adults and children
- This question is asked on the medical statement
- Children may grow out of asthma in adulthood, so there is a possibility they may be able to dive at that time, subject to doctor's approval

Ear Injury

Up to the age of 8, the eustachian tube, which is responsible for equalising the middle ear, is more tortuous compared to adults. This is why ear infections are more common in children than adults. The risk of ear injury and ear infection is therefore higher in children, and diminishes as they get older.

- Equalisation techniques are learned and practiced continually through all PADI entry level programmes and experiences, from the first pool session onwards.
- Equalisation of ears is one of the first and most important skills any diver is trained to master
- A higher level of supervision is required by PADI standards for younger divers
- Grommets would preclude a youngster from diving

Hypothermia Children have a higher surface area/volume ratio and smaller body mass, which means under similar conditions with similar thermal protection they will cool faster.

- PADI professionals are trained to ensure children have adequate, well-fitting thermal protection and to monitor them closely for signs of chilling
- Exposure protection is now available in a range of children's and small adult sizes, and need to be well fitting to be effective

Size and Strength

Depending on their age, size and strength, children will typically have less strength and endurance than adults

- PADI training is student-centred and performance-based, so that learners can progress at their own pace, only moving on to subsequent, more complex skills as earlier ones are mastered
- PADI standards include higher levels of supervision (smaller student to instructor ratios) for younger children (ages 10 – 11) in open water

- 8 – 9 year olds are restricted to much shallower depths, and to diving in pool and confined water areas only, rather than open water
- Instructors choose dive sites that are appropriate for the skill level and capability of all the divers in the group
- Dive equipment is now available in a range of sizes and needs to be well fitting

Emergencies

Children are taught the same skills, including buddy procedures and emergency drills as adult divers. The level of maturity is a key consideration on whether a child is ready to enrol on the PADI Open Water Diver course, and the final decision to accept rests with the instructor. PADI has a range of experience programmes that provide greater supervision, shallower depths and more confined water areas for the youngest children from age 8, for those not yet ready for the full certification course and for those who simply want to experience scuba diving without further commitment.

If you have any questions, please do not hesitate to ask your local PADI Diving Instructor or PADI Dive Centre.

Example letter for Schools

Dear [contact at School],

We are an authorised PADI Dive Centre, local to the school, and would like to work with you to provide a range of scuba diving activities for your students.

Scuba diving can play a positive role in the development of children and young adults, is a fantastic way to keep them active and inspired, and can provide a great sense of personal achievement. It enables them to join a community of millions of divers worldwide and opens the door to a world full of adventure. Whether they just want to dip in and have a quick try or commit to the full certification course, there's a range of experiences they can take part in from the age of eight.

Please find attached a brief information pack about children and diving, about PADI's internationally recognised diver training system, and what we as an authorised PADI Dive Centre can offer to your school and children..

[add name] are fully committed to the welfare of children, and as we specialise in youth training, have Safeguarding policies and procedures in place.

We would appreciate a meeting with you to discuss opportunities. Our contact details are [add phone or email].

Kind regards,

[add name]

[web address]

www.padi.com

Example letter for Parents:

Dear Parent,

Your child's school [add name] is working with us to provide a range scuba diving activities for the children. We wanted to take the opportunity to introduce ourselves and provide you some information. We are your local PADI Dive Centre [name, address] and you can contact us on [++++] if you have any questions.

Scuba diving can play a positive role in the development of children and young adults, is a fantastic way to keep them active and inspired, and can provide a great sense of personal achievement. It enables them to join a community of millions of divers worldwide and opens the door to a world full of adventure. Whether they just want to dip in and have a quick try or commit to the full certification course, there's a range of experiences they can take part in. Talk to us for more information, but please find enclosed a brief information pack about children and diving, and what we as an authorised PADI Dive Centre are able to offer your child.

[add name] are fully committed to the welfare of children, and as we specialise in youth training, have Safeguarding policies and procedures in place. These are freely available for you to view at the Dive Centre and upon request.

Kind regards,

The Team at [add name]

[web address]

www.padi.com