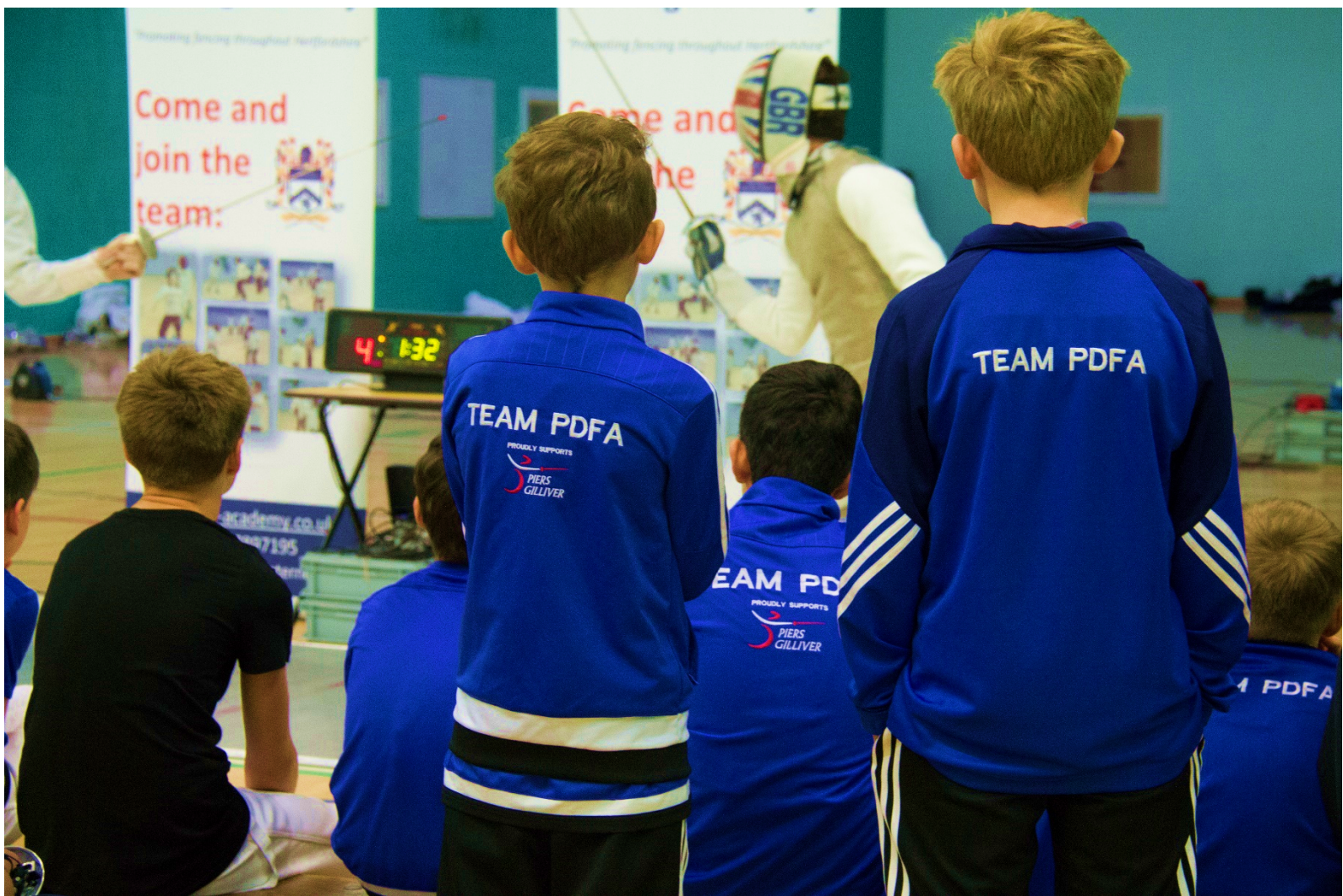




Paul Davis Fencing Academy

Policies



POLICY 1:
PDFA Child Safeguarding and Protection Policy

INTRODUCTION

Every child and young person who fences with Paul Davis Fencing Academy (The Academy) has a right to do so in a caring and safe environment. The Academy recognizes that as adults working with children, we all have a duty of care to create this safe environment and have a full and active part to play in protecting our fencers from harm. The child's welfare is our paramount concern and will take appropriate action if safeguarding issues arise. The Academy believe that we should provide a caring, positive, safe, and stimulating environment that promotes the social, physical, and moral development of the individual child

AIMS

The Academy will ensure that coaches, volunteers and other adults involved in the care of the children and young people have knowledge and training to ensure the children are protected and kept from harm whilst in the care of The Academy.

- Promote and ensure good practice
- Provide the children and young people with appropriate safety and protection
- To encourage all coaches/volunteers to make informed and confident response to specific issues

GUIDANCE & LEGISLATION

The guidance given in the procedures is in line with legislation and guidance of the organisation listed below:

British Fencing

<https://www.britishfencing.com/welfare-zone/>

Working Together to Safeguard Children

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1161273/Keeping children safe in education 2023 - statutory guidance for schools and colleges.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1161273/Keeping_children_safe_in_education_2023_-_statutory_guidance_for_schools_and_colleges.pdf)

The Children's Act 1989 and The Children's Act 2004

<http://www.legislation.gov.uk/ukpga/2004/31/contents>

The UN Convention of the Rights of the Child

<http://www.teescpp.org.uk/un-convention-rights-of-the-child-1989>

Standards for Safeguarding Children and Young People in Sport

<https://thecpsu.org.uk/>

METHOD

The Academy has a designated person that all staff, volunteers and parents can report to if they feel a staff member, volunteer or individual has acted to raise concerns for a child's well-being. The complainant will be referred to the designated Welfare Officer, Maria Jose Faustino and requested to complete a complaints form. Maria will be in charge of ensuring any allegations are followed through to a satisfactory conclusion and that the records and procedures are fulfilled. The Child Protection policy will be reviewed by the Team (Maria Jose Faustino, Paul Davis, Becky Davis and a Fencer Representative) and an awareness of the actions will be presented on an annual basis.

All staff and volunteers will be aware of the named person and during training/induction will be aware of the importance of keeping the information confidential and not to share with other members of the team and only to inform the designated person unless the complaint is about this person then they must inform the head coach or welfare officer.

PHYSICAL CONTACT

Due to the nature of the sport, coaches may need to have physical contact with the children and young people (technique guidance, congratulations/consoling and first aid). If in the event of an injury, any contact with the child /young person will be explained as to what is happening and why. The staff member will inform the parent/carer upon arrival to make them aware of the situation

Safety, welfare, and child protection issues are included within British Fencing's coach and officials education programs.

Best practice is extensively promoted, and coaches, officials, clubs and affiliated organisations are required to adhere to British Fencing Guidelines.

British Fencing is a Registered Body with the Disclosure Barring service (DBS) and facilitates a disclosure service on behalf of clubs and employers to prevent unsuitable people from working within the sport.

MONITORING PROCEDURES

The Academy has regular training, coach meetings and supervision with all coaches /volunteers to ensure that information can be shared in a timely manner, but if concerned, coaches /volunteers should share information with the designated person immediately.

Accidents will be recorded and monitored to ensure best practice is continuing and the parent/school/career will be appropriately informed.

Children/young people with health issues will ensure staff/volunteers are aware of the action needed and a health form will be completed and dated by parent/carers upon registration, this will be revised annually.

Parents/carers must ensure that any necessary medicine is brought to each session. The medicine must be in the original packaging and have prescription instructions. The Academy will only administer prescribed medication as per the original prescription instructions.

MANAGING ALLEGATIONS AND COMPLAINTS

The club will follow their procedure of reporting and investigating allegations.

Reassurance of the children/young person
Report from all involved
Parents/carers informed where required
Professional organisations informed –Police, Social Care and British Fencing
Action and review of the club policy and protocol

After an allegation or suspicion about a child protection concern has been investigated, there are likely to be strong feelings from staff, parents, and children and possibly within the wider community, which will need to be addressed.

1:1 SESSIONS

Sessions are booked with the parents' consent that sessions might take place without a second responsible adult present and thus encouraged to stay during the sessions. The venue will always be risk assessed ahead of the lesson and necessary people informed about the lesson taking place. If parents leave, emergency contact details must be provided.

MEDICAL DETAILS

It is the responsibility of the parent or fencer (Over 18) to inform the coach of any medical information pertaining to the fencing session and that the necessary medication is present and available throughout the session.

CONTACT LIST

Contact	Role	Number	Email
School Specific Welfare Officer		School specific	
Paul Davis	Founder Team PDFA	07867897195	paul@teampdfa.com
Maria Jose Faustino	Welfare Officer	07834327596	maria@teampdfa.com
Liz Behnke	British Fencing Welfare Officer	0208 742 3032	safeguarding@britishfencing.com

CONCLUSION

This policy will be reviewed annually unless changes in legislations or incident have been reported

POLICY 1b:

***Vulnerable Adults Safeguarding and Protection
Policy***

INTRODUCTION

Every person who fences with Paul Davis Fencing Academy (The Academy) has a right to do so in a caring and safe environment. The Academy recognises that as responsible parties working with vulnerable adults, we all have a duty of care to create this safe environment and have a full and active part to play in protecting our fencers from harm. The individual's welfare is our paramount concern and will take appropriate action if safeguarding issues arise. The Academy believes that we should provide a caring, positive, safe, and stimulating environment that promotes the social, physical and moral development of the individual person.

AIMS

- The Academy will ensure that coaches, volunteers, and other adults involved in the care of the individuals have knowledge and training to ensure the vulnerable adult is protected and kept from harm whilst in the care of The Academy.
- Promote and ensure good practice
- Provide the individual with appropriate safety and protection
- To encourage all coaches/volunteers to make informed and confident response to specific issues

GUIDANCE & LEGISLATION

The guidance given in the procedures is in line with legislation and guidance of the organisation listed below:

British Fencing En Garde.....Ready Welfare Pack

http://britishfencing.com/uploads/files/2_vulnerable_adults_policy.pdf

Working Together to Safeguard Vulnerable Adult

<https://www.gov.uk/government/.../safeguarding-policy-protecting-vulnerable-adults>

Standards for Safeguarding Vulnerable Adults in Sport

www.sportscoachuk.org/resource/safeguarding-protecting-vulnerable-adults

METHOD

The Academy has a designated person that all staff, volunteers and parents can report to if they feel a staff member, volunteer or individual has acted to raise concerns for an individual's well-being. The complainant will be referred to the designated Welfare Officer, Maria Jose Faustino and requested to complete a complaints form. Maria will be in charge of ensuring any allegations are followed through to a satisfactory conclusion and that the records and procedures are fulfilled. The Vulnerable Adult Protection policy will be reviewed by the Team (Paul Davis, Maria Jose Faustino and a Fencer Representative) and an awareness of the actions will be presented on an annual basis.

All staff and volunteers will be aware of the named person and during training/induction will be aware of the importance of keeping the information confidential and not to share with other members of the team and only to inform the designated person unless the complaint is about this person then they must inform the head coach or welfare officer.

PHYSICAL CONTACT

Due to the nature of the sport, coaches may need to have physical contact with the individual (technique guidance, congratulations/consoling and first aid). If in the event of an injury, any contact with the Vulnerable /young person will be explained as to what is happening and why. The staff member will inform the parent/carer upon arrival to make them aware of the situation

Safety, welfare and Vulnerable Adult protection issues are included within British Fencing's coach and official's education programmes.

Best practice is extensively promoted, and coaches, officials, clubs and affiliated organisations are required to adhere to British Fencing's guidelines.

British Fencing is a Registered Body with the Disclosure Barring service (DBS) and facilitates a disclosure service on behalf of clubs and employers to prevent unsuitable people from working within the sport.

MONITORING PROCEDURES

PDFA has regular training, coach meetings and supervision with all coaches /volunteers to ensure that information is able to be shared in a timely manner, but if concerned, coaches /volunteers should share information with the designated person immediately.

Accidents will be recorded and monitored to ensure best practice is continuing and the parent/school/career will be appropriately informed.

Vulnerable/young people with health issues will ensure staff/volunteers are aware of the action needed and a health form will be completed and dated by parent/carers upon registration, this will be revised annually.

Parents/carers must ensure that any necessary medicine is brought to each session. The medicine must be in the original packaging and have prescription instructions. The Academy will only administer prescribed medication as per the original prescription instructions.

MANAGING ALLEGATION

The club will follow their procedure of reporting and investigating allegations.

- Reassurance of the Individual
- Report from all involved
- Parents/carers informed where required
- Professional organisations informed –Police, Social Care and British Fencing
- Action and review of the club policy and protocol

After an allegation or suspicion about a child protection concern has been investigated, there are likely to be strong feelings from staff, parents and peers and possibly within the wider community, which will need to be addressed.

CONTACT LIST

Contact	Role	Number	Email
School Specific Welfare Officer		School specific	
Paul Davis	Founder Team PDFA	07867897195	paul@teampdfa.com
Maria Jose Faustino	Welfare Officer	07834327596	maria@teampdfa.com
Liz Behnke	British Fencing Welfare Officer	0208 742 3032	safeguarding@britishfencing.com

CONCLUSION

This policy will be reviewed annually unless changes in legislations or incident have been reported

POLICY 2:

Health and Safety

“ Creating safe, fun and welcoming environments for learning”

INTRODUCTION

The health and safety of coaches, students and visitors is of great importance to the Academy and we are committed to embedding safe practices into the culture of the Paul Davis Fencing Academy (henceforth PDFA) community and organisational processes.

Our Health and Safety Policy sets out how it manages safety across the Academy, to ensure that we have effective managerial control of the significant risks. The Academy also expects contractors, at all levels, to actively pursue increasingly higher standards of health and safety management.

The Health and Safety Policy represents a top level commitment from the Academy Director. It sets out the responsibilities for safety management at all within the Academy and outlines the arrangements that are in place for consultation and engagement with coaches, and parents and schools on Safety and Wellbeing.

We recognise the importance of both our coaches and students appreciating the extent of their individual responsibilities and co-operating fully in ensuring that the Health and Safety Policy and procedures are observed. You are encouraged to familiarise yourself with the policy and to discuss this with your teams and what this means to the work they undertake.

We all have a role to play 'Together' on safety at the Academy

HEALTH AND SAFETY POLICY STATEMENT

PDFA is committed to providing a safe working environment for all its coaches and students and for others who work in or visit the Academy. It will do so within the framework of the duties laid upon it by the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992.

These responsibilities will be exercised on the Academy's behalf by the Academy Director who is expected to do all that is reasonably practicable to meet the health and safety standards laid down. The responsibility extends to all the sites occupied by the Academy and to approved off-site activities.

The aims of the Academy are:

- to set health and safety standards that meet not only the requirements of current legislation but also reflect the Academy's desire to seek excellence in all its activities;
- to encourage the full participation of all members (coaches and students) of the Academy in matters concerning health and safety at the Academy;
- the identification and elimination or effective control of situations likely to be hazardous to health and safety or to cause damage to persons and/or equipment;
- the prevention of accidents, injuries and ill-health to all users of the Academy;
- the continuous improvement in standards of occupational health and safety.

The Academy will monitor how well these aims are being met by receiving regular updates from office and session assessments.

The Academy Director will discuss safety issues with coaches and contractors on an annual basis or when there is a specific cause.

This policy and its implementation will be subject to review using a standard auditing scheme. The policy will be brought to the attention of all coaches and students of the Academy.

ORGANISATION FOR IMPLEMENTING THE HEALTH AND SAFETY POLICY

Managing Health and Safety

Individual coaches are responsible for the health and safety standards within their own classes and The Academy Director will ensure classes are meeting all Health and Safety needs.

Each coach has a duty to ensure that systems are in place to identify all relevant hazards and legislation applicable to the work in the areas for which they are responsible and that all risks to coaches, students, visitors and others (e.g. contractors) are systematically assessed and the significant findings recorded. Any preventative and protective measures necessary to comply with the relevant statutory provisions must be identified and implemented; ensuring priority is given to the greatest risks. Appropriate local arrangements must be made to monitor and review the effectiveness of these activities. In particular suitable arrangements should be made to ensure that offsite activities and contractors are considered.

Whilst the duty to ensure compliance remains with the relevant coach, other coaches with management responsibilities are expected to take care of the health and safety of coaches and visitors (which include contractors) under their immediate supervision, according to the normal line management structure.

RESPONSIBILITY AND ROLE OF COACHES AND STUDENTS

The success of The Academy Health and Safety Policy depends on all coaches and students accepting and observing the need to take reasonable care of their own health and safety and that of other persons who may be affected by their acts or omissions, whilst at work or learning at the Academy. Therefore, all coaches and students of the Academy are required to cooperate with the lead coaches in carrying out the duties necessary to comply with the law and with the Academy's policies. Failure to follow the requirements of this policy can lead to termination of contractors in accordance with the agreed procedures for both coaches and students.

CONSULTATION ON HEALTH AND SAFETY MATTERS

The Academy Director will hold annual and safety meetings with Coaches and ensure communication channels are readily available to share information and deal with local issues arising from lessons or day-to-day workings. Access to Competent Health and Safety Advice - Role of the Occupational Health and Safety Adviser, including the functions of safety and occupational health services.

MONITORING AND AUDITING

Monitoring will be undertaken through review of accidents and incidents and through other key parameters. A broader audit of the coaches' arrangements for health and safety in the Academy sessions will be carried out on a rolling program. The outcome of audits and any recommendations arising will be presented to the coaches.

The aim of the audits will be:

- to monitor compliance by coaches, with the health and safety performance standards set out and safety code of practice followed;
- to monitor accidents, incidents, and cases of ill health and analyse the underlying causes, trends and common features;
- to identify hazardous situations and propose methods for risk control especially in areas where standards are absent or inadequate;
- to monitor the overall effectiveness of the Academy's policies set against national standards by HSE (Health and Safety Executive).

REPORTING AND INVESTIGATING ACCIDENTS

All accidents, whether they be to coaches, students or visitors to the Academy, must be reported as soon as practicable to the Academy Director. Report forms are available from the Coaches Pack and first aiders. Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, the Academy Director MUST be informed of any accident or injury which is expected to prevent a coach or student from doing his/her normal activities for more than 7 working days.

ACTION IN EMERGENCY

In the event of an emergency, coaches should manage the class as set out in the emergency procedures and administer first aid whilst accessing the help required (School Reception or 999). Following the immediate event, coaches should use the Academy emergency number, 07867897195 to relay the information relating to the accident.

POLICY 3
ANTI-BULLYING

Statement of Intent

We are committed to providing a caring, friendly and safe environment for all our members so they can participate in fencing in a relaxed and secure atmosphere.

Bullying of any kind is unacceptable in fencing.

If bullying does occur, all members should be able to tell and know that incidents will be dealt with promptly and effectively. This means that anyone who knows that bullying is happening is expected to tell the welfare officer as soon as they have concerns.

What is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional -- being unfriendly, excluding, tormenting (e.g. threatening gestures)
- Physical -- pushing, kicking, hitting, punching or any use of violence
- Racist -- racial taunts, graffiti, gestures
- Sexual -- unwanted physical contact or sexually abusive comments
- Homophobic -- because of, or focusing on the issue of sexuality
- Verbal name-calling, sarcasm, spreading rumours, teasing
- Cyber -- any issues relating to the internet, such as email & internet chat room misuse, mobile threats by text messaging & calls, misuse of associated technology, i.e. camera & video facilities

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. The sport has a responsibility to respond promptly and effectively to issues of bullying.

Objectives of this Policy

- All members, coaches, volunteers and parents should have an understanding of what bullying is
- All members, coaches and volunteers should know what the policy is on bullying, and follow it when bullying is reported
- All players and parents should know what the policy is on bullying, and what they should do if bullying arises
- As a sport, we take bullying seriously. Anyone involved in fencing should be assured that they will be supported when bullying is reported

Further Information

Further help and guidance can be obtained from the following:

- Children's Legal Centre 0845 345 4345
- KIDSCAPE Parents Helpline (Mon--Fri, 10--4) 0845 120 5204 www.kidscape.org.uk
- Parentline Plus 0808 800 2222
- Youth Access 020 8772 9900
- Bullying Online www.bullying.co.uk

POLICY 4
DISCIPLINE AND MANAGING BEHAVIOURS

PDFA always encourages good behaviour through clear guidelines, Academy Values and leading through example and mutual respect between members, coaches and supporters/parents.

What PDFA expect of Pupils, Parents and Coaches

All individuals and parties interacting with PDFA should promote good behaviour, prevent bullying, show respect and uphold all Academy values. When individuals fall short of expectations appropriate action should take place to ensure safety, a welcoming and functioning working environment. Ultimately PDFA promotes good behaviour, self discipline and respect.

Where possible PDFA will always emphasise rewards and highlight good behaviours during sessions to encourage a positive learning environment. However when necessary disciplinary action will take place. PDFA will work with schools to ensure managing behaviours is inline with the Headteachers requirements at the particular school or follow the guidelines of the Academy procedures detailed by the Academy Director during community classes to manage behaviours and ensure disciplinary/rewards actions are consistent and appropriate.

Coaches can discipline pupils whose conduct falls below the standard which could reasonably be expected of them. This means that if a pupil misbehaves, breaks a session rule or fails to follow a reasonable instruction, the coach can impose a punishment on that pupil. A punishment must be proportionate. In determining whether a punishment is reasonable, section 91 of the Education and Inspections Act 2006 says the penalty must be reasonable in all the circumstances and that account must be taken of the pupil's age, any special educational needs or disability they may have, and any religious requirements affecting them PDFA will make the behavioural policy readily available on their website www.teampdfa.co.uk

Steps for disciplinary action:

1. A verbal reprimand.
2. Sitting out of the session
3. Contacting school/parents and talking through incident with parents and school
4. Loss of privileges – for instance the loss of a prized responsibility or not being able to participate in a competition.
5. In more extreme cases PDFA has the right to temporary or permanently exclusion from the sessions with membership refund.

Where necessary PDFA will follow all school guidelines and policies

POLICY 5
PAYMENTS AND RETURNS

Academy Membership Terms and Conditions

Membership Bursaries

1. All members are entitled to apply for the PDFA Membership Bursary which offers discounts on all memberships. Applications are viewed by the Academy Director and final decisions are made by the Academy Director. Application form available from info@teampdfa.com

Payment Methods and Due dates

Payments for Academy sessions are due by the 1st day of the term.

1. Payments are due online
2. Your place is only guaranteed upon receipt of full membership payment by the first day of the term.
3. If payment has not been received once the first session has started, a late payment fee of £10.00 will be added to the membership fee.
4. In the event that payment is not received by the due dates SA Law, St Albans will be acting on our behalf to take the necessary next steps.
5. Members who fail to pay will not be allowed to attend the Academy Sessions or PDFA run event.

Refunds

1. Termly memberships are non-refundable for any reason.

Missed/Cancelled Lessons

1. Sessions missed due to the individual can not be made up as part of their membership fee. They can join another class at a reduced guest membership price of £5.00, with advanced notice to the Academy.
2. Sessions cancelled by the Academy for any reason can be made up at other sessions listed by the Academy. Bank Holiday classes will be made up at sessions at the end of the term.

Lesson times

1. Parents/Guardians are responsible for their children until the official start time of their fencing sessions.
2. Fencers are to be registered on attendance and collected by a responsible adult at the end of the session. If the fencer can walk home/get a taxi by themselves/ lift with another adult the Parent/ Guardian must put in writing via an email prior to the occasion that they allow this to happen.

School Membership Terms and Conditions

1. Payments are due online.
2. Your place is only guaranteed upon receipt of full membership payment by the first day of the term.
3. If payment has not been received once the first session has started, a late payment fee of £5.00 will be added to the membership fee.
4. In the event that payment is not received by the due dates SA Law, St Albans will be acting on our behalf to take the necessary next steps.
5. Members who fail to pay will not be allowed to attend the Academy Sessions or PDFA run event.

Refunds

1. Termly memberships are non refundable after the first week. The first week payment will be deducted from the refundable amount.

School Payments

ESTIMATE:

Terms and Conditions

1. This estimate is based on information provided by your Organisation and is agreed at the point of work commencing.
2. Where actual numbers are not provided, a full class will be assumed.
3. The estimate will increase if any additional work is provided within the listed timeline.
4. Payment must be within two weeks of the invoice date, otherwise a 10% late fee will be applied.

INVOICE:

Terms and Conditions

1. This invoice was based on information provided by your Organisation and was agreed at the point of work commencing.
2. Where actual numbers were not provided, a full class was assumed.
3. Payment must be within two weeks of the invoice date, otherwise a 10% late fee will be automatically applied on a future invoice

Privacy policy

The Academy does not disclose buyers' information to third parties. Cookies are used on this site to keep track of the contents of your shopping cart once you have selected an item. The Academy does not store any of your financial information.

Returns policy

Event Bookings are non refundable

All goods with the exception of items which have had your name stencilled onto them may be returned within 28 days of purchase provided a copy of the receipt is included and the goods are unused. If the wrong size is ordered, then exchanges can be made but shipping costs are at the customer's expense. Only select naming on your clothing if you are 100% sure that it will fit (ie if you have previously owned the same size in the same range from The Academy). All items with names printed cannot be returned under any circumstances.

POLICY 6
PRIVACY POLICY

This privacy policy discloses the privacy practices for (www.teampdfa.co.uk). This privacy policy applies solely to information collected by this web site. It will notify you of the following:

1. What personally identifiable information is collected from you through the web site, how it is used and with whom it may be shared.
2. What choices are available to you regarding the use of your data.
3. The security procedures in place to protect the misuse of your information.
4. How you can correct any inaccuracies in the information.

Information Collection, Use, and Sharing

We are the sole owners of the information collected on this site. We only have access to/collect information that you voluntarily give us via email or other direct contact from you. We will not sell or rent this information to anyone. We will use your information to respond to you, regarding the reason you contacted us. We will not share your information with any third party outside of our organisation, other than as necessary to fulfil your request, e.g. to ship an order. Unless you ask us not to, we may contact you via email in the future to tell you about specials, new products or services, or changes to this privacy policy.

All information is kept in a secure location and limited access by authorised personnel only

Your Access to and Control Over Information

You may opt out of any future contacts from us at any time. You can do the following at any time by contacting us via the email address or phone number given on our website:

- See what data we have about you, if any.
- Change/correct any data we have about you.
- Have us delete any data we have about you.
- Express any concern you have about our use of your data.

Security

We take precautions to protect your information. When you submit sensitive information via the website, your information is protected both online and offline. Wherever we collect sensitive information (such as credit card data), that information is encrypted and transmitted to us in a secure way. You can verify this by looking for a closed lock icon at the bottom of your web browser, or looking for "https" at the beginning of the address of the web page. While we use encryption to protect sensitive information transmitted online, we also protect your information offline. Only employees who need the information to perform a specific job (for example, billing or customer service) are granted access to personally identifiable information. The computers/servers in which we store personally identifiable information are kept in a secure environment.

Updates

Our Privacy Policy may change from time to time and all updates will be posted on this page.

If you feel that we are not abiding by this privacy policy, you should contact us immediately via email paul@teampdfa.com.

All policies are subject to review and changes can occur to any part of the policies to the Academy Directors discretion.

POLICY 7
USE OF MOBILE PHONES AND CAMERAS

Taking and Using Photos

All members are required to put in writing through the PDFA sign up portal or membership pack, the permission to take photos for publicity, promotion or record keeping reasons, for use on social media, website and other PDFA marketing channels during club sessions or events.

Permission Granted

Permission will be asked for once and if the status of permission changes the parent or guardian should email info@teampdfa.com making clear of the change.

Permission Denied

If permission is denied for a pupil to have their photo taken, they will not be included in photos taken during their session and all photos will be double checked prior to use.

Camera Use

The use of video analysis in fencing can be a valuable aid to lessons, and as such, all coaches will be cleared for permission to take photos at PDFA events on personal devices for PDFA use. PDFA cameras can hire photographers and camera phones amongst other recording devices.

Mobile Phones

Mobile phones are permitted for Coaches, Pupils and Parents during community sessions, but must only be used at appropriate times and not to be used in changing rooms. During School sessions mobile phones are only to be used for emergencies or photos by coaches.

Photography at PDFA organised Fencing Events

PDFA do not wish to discourage the use of filming or photography at events, but we understand that it must be used appropriately, and will do our best to prevent the possibility of any inappropriate filming or photography. If PDFA believes that any inappropriate filming or photography is taking place, the organiser is able to exercise their right to ask the person to leave the premises immediately and surrender or delete any footage or images taken.

Illegal use of PDFA content

If you believe that a PDFA image or video has been used online illegally, please report it to **Child Exploitation and Online Protection Centre (UK) (CEOP)**, who will provide a single point of contact for reporting the abuse of children online.

