

STROUD Hockey Club



[www.stroudhockeyclub.com](http://www.stroudhockeyclub.com)

Good Practice and Child Policy

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## **POLICY**

Stroud Hockey Club is committed to creating and maintaining the safest possible environment for children and vulnerable adults in the services that it provides.

This is a policy for members and staff (paid/voluntary) working in or connected with Stroud Hockey Club.

Each service provider and site will contain its own specific child protection/good practice procedural guide that links to this generic policy page and it is advised that all staff become familiar with both documents as part of the induction process.

Any service provider of Stroud hockey club will be subject to this policy.

### **Objectives:**

- To ensure all members and staff working with children and vulnerable adults are carefully selected, and understand and accept responsibility for the safety of children and vulnerable adults while in their care .
- To ensure appropriate CRB checks are undertaken according to following criteria:
  - All new coaches/volunteers working with children and vulnerable adults are to be CRB checked.
  - Existing regular coaches/volunteers who work with children and vulnerable adults are to be CRB checked.
- To raise awareness of child safety and vulnerable adult issues amongst club members and coaches.
- To ensure that welfare of the individual is of paramount importance, regardless of age, gender, ability or race, when planning, organising, advising on and delivering activities.
- To respond swiftly and appropriately to all suspicions of or allegations of possible abuse, and ensure that confidential information is restricted to the appropriate internal and external agencies.
- To ensure that all staff whether paid or voluntary are trained and aware of appropriate practice and procedures involved in this guide.
- To review the effectiveness of this policy on an annual basis.

### **Good Practice Guidelines**

#### **Recruitment:**

- Coaches/volunteer recruitment procedures will include Criminal Records Bureau (CRB) checks carried out through the local sports partnerships and should always include self declaration and the use of references.

#### **Creating a Safe Environment:**

- Coaches/leaders working with children and/or vulnerable adults should be appropriately qualified to ensure the safe teaching of skills and use of equipment.
- Coaches/leaders working with children and/or vulnerable adults should carefully plan activity sessions with the care and safety of children as their primary concern, avoiding the use of inappropriate activities that are unnecessarily rough or demanding.
- Wherever possible, coaches/leaders should avoid being alone with a child and/or vulnerable adults, including offering lifts or taking children to their own home.
- Coaches/leaders should only teach children and/or vulnerable adults in a non-intrusive manner and should encourage children to be responsible for getting themselves ready, such as getting themselves changed.
- Consent must be gained from parent/guardian when running sessions/trips/tournaments and taking photo or video footage (see appendix 1 for parental consent and photo/video footage consent forms)

#### **Coaching Roles and Responsibilities:**

The list prepared is not comprehensive and coaches may be asked to undertake other duties deemed necessary to undertake their role:-

- All coaches will be required to complete a 'disclosure of background' form (under the terms of the Children Act 1989).(see appendix 2 for form)
- Where the coach is working under the direction of the Regeneration Through Sport Manager (RTSM) they will assist in the planning and running of the session to a standard which reflects the ability of those involved and in keeping with the sports' National Governing Body coaching requirements.
- The coach is to give due regard to issues of safety at all times:-
  - i) All accidents involving the coaching staff or participants should be recorded in the club or facility accident book immediately or as soon as practicably possible.
  - ii) Coaches will be responsible for familiarising themselves with building/facility safety issues, such as fire procedures, location of emergency exits, location of emergency telephone and how to use it and location of first aid kit.
  - iii) The coach is responsible for reporting suspected cases of child abuse to the appropriate people as soon as possible.

IT IS NOT THE COACH'S RESPONSIBILITY TO TRY TO DEAL WITH SUSPECTED ABUSE.

- The coach will be expected to keep an attendance register for the session(s).
- The coach should have access to any parent consent/emergency and medical details forms for any children taking part in the session. (This information should be treated as confidential).
- The coach is to ensure that their work is directed exclusively for the times and duration of the sessions.
- The coach will be expected to promote, demonstrate and incorporate the values of fair play and good work practice (ethics) throughout the session or course.
- Coaches should ensure that they are adequately insured to protect against any claims of negligence, either through their club, National Governing Body or their own personal insurance.
- Coaches should treat all young people and colleagues with dignity, respect, sensitivity and fairness

#### **Responding to Signs of Abuse:**

- This is a very emotive subject that is often ignored. Though it is a difficult subject to deal with it is important that coaches should be aware of their responsibilities if child abuse is suspected. 'It is not the coach's responsibility to deal with suspected abuse but it is their responsibility to report concerns in line with guidance (see page 16 diagram) on reporting child abuse'.

#### **Signs of Child Abuse:**

- A number of signs can be displayed by children that could alert you to the fact that they might be being abused. These can include:-
  - i) Unexplained bruising and injuries.
  - ii) Sexually explicit language and actions.
  - iii) Sudden changes in behaviour.
  - iv) Something a child has said.
  - v) A change observed over a long period of time (eg child losing weight or being increasingly dirty or unkempt).

If a child does display any of the above signs, it does not necessarily mean that they are being abused. Similarly, there may not be any signs and yourself as the coach may just have a gut feel that something is wrong. If you are worried, as a coach it is not your responsibility to decide if it is abuse but it is **YOUR RESPONSIBILITY TO ACT ON YOUR CONCERNS AND REPORT THEM TO YOUR LINE MANAGER.**

#### **Poor Practice:**

- Poor practice includes any behaviour that contravenes the organisation's Code of Ethics and Conduct which is constituted round the following;
  - Rights – of the participant, the parent, the coach, the official.
  - Responsibilities – for the welfare of the participant, the sport, the profession of coaching, coach development, to the employer.
  - Respect – of other participants, officials and their decisions, coaches, the rules.

- Disabled People – There have been a number of studies which suggest children (or adults) with disabilities are at increased risk of abuse. (Westcott,H (1993) The Abuse Of Children and Adults With Disabilities, London, NSPCC). Various factors contribute to this, such as stereotyping, prejudice, discrimination, isolation, and a powerlessness to protect themselves, or adequately communicate that abuse has occurred.
- Race and Racism – Children from black and minority ethnic groups (and their parents) are likely to have experienced harassment, racial discrimination and institutional racism. Although racism causes significant harm it is not, in itself, a category of abuse. HOWEVER, this may be categorised as emotional abuse, under local child protection procedures.  
ALL organisations working with children, including those operating where black and minority ethnic communities are numerically small, should address institutional racism, defined in the Macpherson Inquiry Report on Stephen Lawrence as ‘the collective failure by an organisation to provide appropriate and professional service to people on account of their race, culture and/or religion.’

### **Types of Abuse:**

#### **Neglect**

Where adults fail to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development (e.g. failure to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment). Neglect in sport could include a member of staff or volunteer not ensuring children were safe, exposing them to undue cold, heat or to unnecessary risk of injury.

#### **Sexual Abuse**

Where girls and boys are abused by adults or other children (both male and female) who use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex and fondling. Showing children pornographic material (books, videos, pictures) is also a form of sexual abuse. In sport, coaching techniques which involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. The power of the coach over young performers, if misused, may also lead to abusive situations developing.

#### **Physical Abuse**

Where someone physically hurts or injures children by hitting, shaking, throwing, poisoning, burning, biting or scalding, suffocating, drowning or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after e.g. factitious illness by proxy or munchausen’s syndrome by proxy. Physical abuse in sport can be when the nature and intensity of training and competition exceeds the capacity of the child’s immature and growing body; where drugs are used to enhance performance or delay puberty.

#### **Emotional Abuse**

Where persistent emotional ill treatment of a child such as to cause severe and adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the child very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill treatment of a child. In sport emotional abuse may occur if children are subjected to constant criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure to perform to high expectations constantly.

#### **Bullying**

It is important to recognise that in some cases of abuse, the abuser may be a young person who is bullying. Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of

time, where it is difficult for those bullied to defend themselves. It can take many forms, the three main types are;

Physical hitting, kicking, theft.

Verbal racist or homophobic remarks, threats, name calling, sarcasm, gestures.

Emotional isolating an individual from the activities and social acceptance of peer group, tormenting, humiliating.

Sexual unwanted physical contact or abusive comments.

The competitive nature of sport makes it an ideal environment for the bully. The bully in sport can be:

- a parent who pushes too hard
- a coach who adopts a win-at-all costs philosophy
- a player who intimidates inappropriately
- an official who places unfair pressure on a person

The damage inflicted by bullying can be frequently underestimated and should be taken very seriously. Signs to look out for include the following:

- Behavioural change such as reduced concentration, becoming withdrawn, clingy depression, tearfulness, reluctance to go to training or sports club; mood swings
  - A drop off in performance or standard of play
  - Physical signs such as stomach aches, headaches, bed wetting, bruising, damaged clothes, binge eating/drinking
  - Shortage of money or frequent loss of possessions
- If you suspect bullying of any form take the following action:
- speak with the victim and the bully(ies) separately
  - reassure the victim that you can be trusted, note everything down and state that you cannot promise to tell anyone else
  - keep records of what is said and report to your line manager/RTSM SDC using incident report form (appendix 3)

What should a coach/leader do if a child tells you that she/he is being abused?

### **Always**

- Stay calm – ensure the child is safe and try to make them feel safe.
- Accept what has been said to you.
- Reassure the child and stress that she/he is not to blame.
- Tell the child that you will offer support but will have to pass the information on.
- Make a note as soon as possible after the event detailing what the child discussed/said and your responses.

### **Never**

- Rush into details that may be inappropriate.
- Make promises that cannot be kept.
- Take sole responsibility – consult someone else in order to protect the child and gain support for yourself.

Outlined below is some general guidance to protect yourself from allegations of abuse:-

It is not good practice to:

- Spend excessive amounts of time alone with children away from others.
- Take children alone in a car or on a journey, however short.
- Take children to your home.

When occasions arise where it is unavoidable that these things happen, they should be done with the full knowledge and consent of someone in charge of the organisation or the children's parents.

**You should never:**

- Engage in rough physical games including horseplay – apart from structured sports activities.
- Engage in sexually proactive games – activities that involve kissing and/or sexual contact.
- Allow or engage in inappropriate touching of any form.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments about or to a child even in fun.
- Let allegations a child makes go unchallenged or unrecorded.
- Do things of a personal nature for children that they can do themselves.
- Take video or photographic footage of the children in your care without prior permission from the parents/organisers. (see consent form appendix 1)
- Allow the use of mobile phones with built in camera capability in changing areas.

NB: If you do have to do things of a personal nature for children and/or vulnerable adults (take to toilet, support, give lifts) particularly if they are very young or are children with disabilities then you should obtain the full consent of the parents, be familiar with this Child Protection Policy and ensure that you are never alone with the child. In an emergency situation which requires this type of help, parents and your line manager should be fully informed.

What should a parent or child do if they are concerned about the behaviour of a coach/volunteer/member of staff?

As with all issues of concern, the first step is to report it to the person in charge of the session and to fill in an incident report form – If the person that you are reporting about is the person in charge of the sessions, please contact the club committee to discuss your concerns.

(Adapted from Sport England’s publicity guidance).

This guidance note includes:

1. Child protection issues and visual media
2. Appropriate editorial content
3. Submitting material for publication - technical requirements
4. Design requirements
5. Security of images
6. Photography/film consent form and instructions

Child protection issues and visual media

These guidelines should be followed if commissioning photographs of children under 18 years, or if planning photography of children at events and for publicity material.

-Seeking consent when commissioning photographs For the protection of children under 18 years it is essential that the event organiser obtains a written validation of consent from the subject(s) and their parent(s) or guardian(s) before any images are used.

- If you are taking photos of children at an event, you should include a reference to photography on the consent form for the event itself. The request for consent should include an explanation of what the film or footage will contain, and how the images will be used, e.g. photographs/film may be used in publicity material such as the Annual Report, newsletters, magazines, brochures, video footage, websites or intranet, and other promotional media materials.

-Photographs/visual footage at schools

If the child or children are to be photographed or filmed at school, permission must be sought from the head teacher, who must in turn request permission from the children ‘s parent(s) / guardian(s). On no account should any images be taken without prior consent from these parties. The head teacher must then sign a consent form (see appendix 1).

-Photographs/visual footage at clubs and events

If there is a large group of children under 18 years (such as four or more), then a consent form can be filled out on their behalf by an appropriate representative, such as a club or event manager.

However, it is still vital that the club or event organiser seeks permission from the subject(s)' parent(s) / guardian(s), before signing the form on their behalf.

#### Other requirements

The photographer or camera person must also be aware of the following requirements if they have been commissioned to attend an event or a club:

- Appropriate photographic/film content (see below)
- Identification must be worn at all times
- Photographs or footage must not be taken outside the venue, or at the subject's home, unless supervised by an appropriate representative, parent or guardian.

#### Content

Make sure that you take your audience and purpose into proper consideration when publishing any photographic/film material:

- Identification

- You must ensure that the visual contents or captions cannot be used as means of identifying children. This includes names, addresses or any other unnecessary information, which could be used to trace the child. Ensure that this information is withheld in all reproductions.

- Dress

- Children should be photographed or filmed in suitable dress. Some sporting activities have a higher risk for potential misuse of imagery than others, such as swimming, gymnastics and athletics. Make sure that the footage or photographs focus on the activity, rather than a full body shot.

- Safety gear

- It is important that children are not featured wearing jewellery, body piercing or clothing that could cause safety issues. Also ensure that the photographer photographs the subject(s) in the appropriate safety equipment. For water sports, lifejackets should be worn, and for outdoor sports such as biking, climbing, abseiling and so on, helmets and other safety equipment should be featured.

- Appropriate editorial content

All photographs used in publicity materials must fulfill the following set of criteria to ensure the publication is produced to the highest standard. Ensure that the content is appropriate and falls in line with equity issues. This includes choosing images which show all sections of society including representatives from black and ethnic communities, people with disabilities etc. In particular, wherever possible or realistic, you should aim to show a good mix of sports, ethnicity, disabled/able-bodied etc.

- Submitting material for publication

- technical requirements

Where possible, contributors should supply good quality images with copy. To guarantee quality, the best format for submission is either colour print or transparency.

- Copyright, credits and labelling

Please ensure that any professional photographers or organisations that provide photographs are appropriately credited before using them, and that permission to print has been given. Images should be supplied cleared for copyright and accompanied by the following information:

- Name(s)/subject(s)
- Photographer's credit and/or copyright attribution (if necessary)
- Contact details for return of photo

This will help to ensure all details are available and accurate, and that prints can be returned.

#### Digital images

Please note that while digital images may appear to be fine on screen or when printed on a laser printer, they may not be appropriate for four-colour printing. Images in the form of jpeg files can be used, although these must be a high enough resolution to print clearly (300-350ppi) at final print size.

As a very rough guide, a picture file required to print at a final size of A5 (or smaller), would be about 8Mb, and to print at A4 would be about 12Mb. Such files are too large to be sent by email without

causing delays and problems in the email system, so are best provided on a CD accompanied by a printout labeled as above.

If an image is being used for a large format poster or display panel, a photographic print will be required.

- Design requirements

It is vital that any photographs used for publicity materials are linked to the design and audience needs of the publication. These include:

- Layout

Think about how the photograph fits with the overall design. For example, a landscape format photograph, which has been chosen for a portrait publication, may not be the appropriate format for the publication, and certain elements may be cropped off after it has been resized. Colour, shape and style are also important considerations.

- Size

Dimensions should be relative to the publication. If the photograph has to be blown up or reduced, it is important to envisage how this will look in relation to the overall design. Will the image be clearly visible? Will it obliterate other design elements?

- Security of images

All images should be stored securely, with transparencies, film or hard prints to be locked up to ensure access is restricted to appropriate staff. These arrangements will help to prevent potentially inappropriate use of the collection.

## Legislation

- Recent Legislation

The Police Act 1997 makes it a criminal offence for an employer not to check an employee working with children or vulnerable adults and/or knowingly give a job to someone who is inappropriate to work with children or vulnerable adults.

The Protection of Children Act 1999 was the Government's first step towards establishing a coherent framework for identifying those adults considered unsuitable to work with children. The Act requires childcare organisations to make use of the Disclosures Services in their recruitment and reporting processes (and strongly urges other organisations involved with children and young adults to do so). The Act was superseded by the Criminal Justice and Court Services Act 2000 which is specifically about disclosures and child protection issues.

New policies have been prompted through an increased awareness of child protection issues and since 2002 there have been significant developments and incidents that have placed the issue at the forefront. These include;

- The introduction of the Criminal Records Bureau Disclosures Service April 2002
- Establishment of the National Care Standards Commission to regulate 'social care', which includes any activity with children under the age of 8 that lasts for longer than 2 hours and happens on more than 5 occasions in a year.
- High profile cases of children and young people murdered or abused by adults known to them
- The Dept for Education and Skills requirement of increased vigilance regarding recruitment of staff and admittance of visitors to schools
- Growing public awareness of how the internet can be exploited for the purposes of child sexual abuse
- Confidentiality/Disclosure/Information Sharing

This guidance is about sharing information for the purposes of safeguarding and promoting the welfare of children. As a responsible employee/voluntary coach it is your duty to be aware of confidentiality and the need to know when and with whom to share information. A failure to pass on information that might prevent a tragedy could expose you to criticism in the same way as unjustified disclosure. It is vital that you report all incidents directly to your line manager who will then report it to the designated child protection person for sport at SDC –Jane Bullows RTSM. It is also vital that all information given



is treated with the utmost confidentiality and should not be passed to anyone else other than those stated in this document.

• Legal restrictions:

You may be asked for information in connection with an assessment of a child's needs under s17 of the Children's Act 1989 or an enquiry under s47 of that Act or in connection with court proceedings. In all cases the main restrictions on disclosure of information are:

Common law duty of confidence

Human Rights Act 1998

Data Protection Act 1998

(See appendix 4 and appendix 5 for definitions)

In general, the law will not prevent you from sharing information with other practitioners if- those likely to be affected consent; the public interest in safeguarding child welfare overrides the need to keep the information confidential; disclosure is required under a court order or other legal obligation.

Child Protection (designated) Officer Roles and Responsibilities:

Robert Fynn – Junior co-ordinator.

Role: To create SHC Good Practice and Child Protection Guidance for Hockey

To ensure awareness of the guidance by all SHC coaches and staff.

To be informed by memners/coaches of all incidents via incident report forms/phone/email

To ensure all coaches employed (paid/voluntary) by SHC are CRB checked

To report all incidents to County Social Services Dept/police

To ensure that all reports have been sent to the appropriate authorities

Child Protection Reporting Officers – Leisure Centres:

Ashley Tucker Stratford Park Leisure Centre 01453 754336

REPORTING PROCEDURE:

- Each centre has a good practice guide that is linked to the policy page and the person to whom you should hand the Child Protection Incident Report Form to (see Appendix 3 for form)
- If you are in any doubt, you must speak to your line manager to find out who that person is (also see list page 14).
- The designated person for the centre/facility that you are based in will inform the police/social services/Child Protection Co-ordinator – pending the severity of the situation (see Appendix 5 diagram).
- If you are not able to inform the designated person by phone/email immediately, please contact the Co-ordinator/another officer on the list on page 14-note SDC message link number for extra contacts if unsuccessful.
- Consider taking possession of CCTV tapes to pass on to the designated person at your facility along with your incident report form. The diagram overleaf indicates correct reporting procedure: -

REPORTING PROCEDURE FOR SUSPECTED CASES OF CHILD ABUSE

Child behaviour/appearance gives reason for concern or Child has an unusual physical injury or Child confides about abuse or Coach/child witnesses an incident.

Make a record of your actions on child protection incident record, include anything the child may say, anything you asked the child, your observations (do not interview them) (this may be used as evidence later).

Is abuse suspected?

Yes/No

Report to the junior co-ordinator who will report concerns to the club committee.

DO NOT INVESTIGATE FURTHER – YOU MUST REPORT IT TO YOUR CLUB OFFICERS

IN THE EVENT OF A PERSON ACTING IN AN ABUSIVE MANNER ON THE PREMISES  
CALL THE POLICE AND YOUR CLUB OFFICERS IMMEDIATELY

Child Protection Issues

Stroud hockey club is committed to creating and maintaining the safest possible environment for children and young people to enjoy hockey.

I certify that I have read the Stroud hockey club guide to Child Protection issues and will adhere to the objectives and guidelines that are outlined.

Signed: .....

Dated: .....

Name: (in print) .....

Position in club(e.g.: club coach, player etc):.....

**APPENDIX 1**

EVENT NAME  
EVENT DATE/EVENT VENUE

PARENTAL CONSENT/NOMINATION FORM  
FOR (name of club/group)

Please complete ALL of the form below and over in BLOCK CAPITALS and return to:  
name/address/contact numbers: e.g. Robert Fynn, 3 Upper Leazes, Stroud. GL5 1LA  
phone: e.g.01453 764514  
email: e.g. robertjfynn@hotmail.com

NO LATER THAN: (give final date)

NB: Failure to return this form, could result in your child being unable to take part in the trials or compete in the Event

SPORT NOMINATED  
FOR:.....  
PERSONAL DETAILS

First Name:

Surname: Sex: M/F

Date of Birth:

Age:

Home Address:

Postcode:

Home Telephone No:

EMail:

Next of Kin:

Address of Next of Kin:

Contact Telephone Numbers:

School:

Fax No:

Mobile:

Relationship:

School Year group:

Do you have any access needs ? yes/no  
if yes please specify:

Do you have an impairment? yes/no  
if yes, please state the nature of this:

MEDICAL DETAILS:

Medical/Special Needs:

If you have any diet, allergies, health problems, etc please detail below:

Name of Family Doctor:

Doctor's Telephone No:

DECLARATION OF PARENTS/CARERS

- a. I agree to my son/daughter/ward taking part in trials/coaching sessions for .....
- b. I give/do not give permission (please delete as appropriate) for my son/daughter's details to be passed to .....for further development opportunities.
- c. I consent to any emergency medical treatment necessary during the trials, sessions and at the Event itself. I therefore authorise the supervisor to sign any written form of consent required by hospital authorities on my behalf, should the delay required to obtain my signature be considered likely to endanger my child's health by the said authority. In such circumstances I understand that every effort shall be made to contact me prior to this action being taken.
- d. I understand that the Event is insured in respect of legal liabilities (third party and public liability) but that personal accident insurance for my child is not covered. I also understand that any extension of insurance cover is my responsibility.
- e. I will ensure that any changes in circumstances which will affect my child's participation in the Event will be notified to (person in charge - see address at top of form) as soon as possible prior to the Event.

SIGNATURE OF PARENT/CARER:

.....

DATE: .....

PLEASE PRINT NAME: .....

Consent for Additional Activities

At the ....., there will be additional events and activities, which your son/daughter can participate in during breaks in their sport's Competition.

- a. I give permission for my son/daughter to take part in the additional activities.
- b. I give permission/do not give permission (please delete as appropriate) for my son/daughter to take part in the team photograph, any publicity shots or video footage for (club name)....website.
- c. Any child taking part in an event will be fully briefed and supervised at all times by the event staff.
- d. I also understand that whilst coaches and personnel leading the additional activities will take every precaution to ensure that accidents do not happen, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child.
- e. Any child taking part in any of the activities will do so at their own risk.

SIGNATURE OF PARENT/CARER:

.....

DATE: .....

PLEASE PRINT NAME: .....

ALL OF THE INFORMATION ON THIS FORM IS CONFIDENTIAL AND WILL ONLY BE VIEWED BY (put in club or group name here) ORGANISERS. IT WILL BE HELD FOR A PERIOD OF 12 MONTHS AT (lockable cabinet/secure venue put in venue name here). IF CONSENT GIVEN, ALL DETAILS ON THIS FORM MAY BE PASSED TO (any other groups/clubs etc (put in their names here) FOR FURTHER DEVELOPMENT OPPORTUNITIES. DETAILS WILL NOT BE PASSED TO ANY OTHER AGENCY WITHOUT PRIOR CONSULTATION AND CONSENT FROM A PARENT OR GUARDIAN.

**APPENDIX 2**

EXAMPLE  
EVENT TITLE

Photograph/Film Footage Consent Form

Photographs and film footage will be taken at the (put in name of event).  
The photographs and film footage will be used by (name of organisers here) for publicity material such as press releases, TV and media, .....web site, newsletters, promotional displays, and promotional video.  
Please sign the appropriate sections and return promptly to (organiser/club address).

Section One:

To be completed by the participant, if permission has been granted by the subject's parents / guardians:

Name (please print): .....  
Address: .....  
.....  
.....

Please sign this statement:

I hereby grant (organiser name here) the absolute right to use images resulting from photography at the (name of event here). This includes any reproductions or adaptations of the images for all general publicity purposes.

Signature: ..... Date: ...../...../.....

Section Two:

To be completed by a parent / guardian of the participant:

Name (please print): .....  
Address: .....  
.....  
.....

Please sign this statement:

I hereby grant (name of organiser here) the absolute right to use the images resulting from photography at the (name of event here). This includes any reproductions or adaptations of the images for all general publicity purposes.

Signature: ..... Date: ...../...../.....

**APPENDIX 3**

**SAMPLE SELF DECLARATION FORM**

You have a right of access to information held on you and other rights under the Data Protection Act 1998. Part A

Title:  
First:  
Name:  
Surname:  
Any previous names by which you may have been known:  
Address:  
Postcode:  
Telephone number(s):  
E-mail address:

Postcode MUST be completed

DATE OF BIRTH  
SEX M F  
Current Club(s) Position  
Start Date  
Coach/Helper/Team manager/Chaperone/Other\*  
Coach/Helper/Team manager/Chaperone/Other\*  
Coach/Helper/Team manager/Chaperone/Other\*

\*Please delete as appropriate

I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate. Please detail which documents:

Signature of club secretary or other designated officer: \_\_\_\_\_

Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Part B

Self Declaration (for completion by the individual named in Part A)

1. Have you ever been convicted of any criminal offences? YES/NO\*

If YES, please supply details of any criminal convictions:

NOTE: You are advised under the provisions of the Rehabilitation of Offenders Act 1974 (exceptions) order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986 you should declare all convictions including 'spent' convictions.

2. Are you a person known to any social services department, Policy or other statutory body as being an actual or potential risk to children? YES/NO\*

If YES, please supply details:

3. Have you had a disciplinary sanction (from a sports or other organisations governing body) relating to child abuse? YES/NO\*

If YES, please supply details:

- Delete as appropriate

IMPORTANT

I have read and understood the information leaflet regarding the Organisation's Child Protection List.

I hereby consent to the Organisation undertaking policy and/or social services checks against me.

I understand that the information contained on this form, the results of police and social services checks and information supplied by third parties, will be included on the Organisation's Child Protection List, may be notified by my club/organisation and may be supplied by the Organisation to other persons or organisations who have an interest in child protection issues.

Please put a cross in this box if you do not wish to receive any other sports related information

.

Signed by the above named individual: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

This form should be return DIRECT to:

The Junior Co-ordinator

**APPENDIX 4**

CONFIDENTIAL

Child Protection – Incident Record Form

Your Name:

Your Position:

Child's Name:

Child's Address:

Parents/carers names and address (if different from above):

Child's date of birth:

Date and time of any incident:

Your observations:

Exactly what the child said and what you said:

(Remember, do not lead the child – record actual details. Continue on separate sheet if necessary.)



CONFIDENTIAL

CLUB MEMBER – YOUR NEXT STEP IS:-

- Contact the Police – time contacted...../name of police contact:.....

Incident record number :.....  
(given to you by police contact)

- Contact your club officer with the above detail and pass the form on to them child protection officer in SHC (see page 15 for list of names) receiving the above report .

YOUR NEXT STEP IS TO DO ALL OF THE FOLLOWING:

Externally:

- Contact the Police using the reference number and police contact name above - confirm the incident and ask if anything further to do

Internally:

- Report the incident to the club secretary, send THEM a copy of the form and arrange to discuss the incident with them along with any other club officers deemed necessary.
- If incident involved a club member-send YOUR copy of the incident report form directly to the club committee for discussion and further action.
- If incident involved an external person to SHC (child/parent/coach/volunteer) send YOUR copy of the incident report form to the club secretary and the club junior co-ordinator.
- All forms sent to SHC will be held in a secure location for a period of 12 months after the incident in line with data protection act – after this period they will be destroyed by the SHC committee.

Signature of staff member :

Print Name:

Date:

RECEIVED DATE:...../TIME.....

SIGNATURE OF COMMITTEE MEMBER UPON RECEIPT:.....

## **APPENDIX 5**

### CHILD PROTECTION INCIDENT REPORT CHECKLIST

If you are concerned that a child is being subjected to abuse.

Who do the concerns involve?

A Member of the Club/Coach/Parent/Volunteer public

A Child

YOU SHOULD take allegations seriously

YOU SHOULD make a written record on Child Protection Incident Form

YOU SHOULD maintain confidentiality, do not judge or investigate

YOU SHOULD report to the Police, the person in charge and your Club Committee

If your concerns relate to the person in charge or your Club Committee, you must report directly to the POLICE IMMEDIATELY.

## **APPENDIX 6**

### DEFINITIONS LIST

#### Disclosure – of alleged abuse

In the context of child protection the term describes an event in which a child, young person or vulnerable adult confides information about abuse or neglect.

#### In loco parentis

Refers to the person legally responsible for a child in the absence of the child's parent(s) or regular carer.

#### Social services departments

The local authority social services department should be contacted when there is concern about possible abuse or a child, young person or vulnerable adult. It is the responsibility of social services, working if necessary with other services such as the police, to determine if abuse has taken place.

#### Sole charge

Means having unsupervised contact with children, young people or vulnerable adults.

#### Vulnerable adult

There is no standard definition. The Arts Council's working definition is:

Vulnerable adults are people who are, or may be, in need of community care services because of mental disability or other disability, age or illness, and who are, or who may be, unable to take care of themselves or unable to protect themselves against significant harm or exploitation.

#### Young person

In this document, a 'young person' is in the upper age ranges of the official definition of a child. The term has no legal status – it acknowledges that people aged 16 or 17, may not think of themselves as 'children'. 'Child' is a legal term defined in section 12: Common Questions – some useful definitions.

### REFERENCES

ISRM, (2002) Child Protection Policy and Implementation Procedures Guidelines For Sport and Recreation Providers  
Department of Public Health (2003) What To Do If You're Worried A Child Is Being Abused  
NSPCC/Sport England (2003) Standards For Safeguarding and Protecting Children In Sport  
County Sports Partnership (2004) Child Protection Document