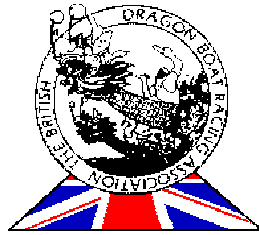


BRITISH DRAGON BOAT RACING ASSOCIATION



BDA

Welfare Policy & Procedures

Concerning Children and Vulnerable Adults

and

Guidelines

for

BDA MEMBERS

and

BDA Accredited Organisations

May 2006

Contents

1	Introduction	3
2	Protecting Children from Inappropriate Behaviour	3
3	Policy Statement.....	4
4	A Code of Practice and Procedures.....	4
4.1	Recruitment (Paid Staff and Volunteers)	4
4.14	Prevention of Abuse	5
4.19	What to do if Abuse is Suspected/Alleged to have Occurred	6
5	Recording Information	8
6	Recognising Abuse	8
7	How Would I Recognise if a Child is Being Abused?	9
8	What Should I Do in General if I have Concerns?.....	10
9	Where Can I Get Further Help?.....	10
10	Bibliography	10
	Amendments from Edition 1 (2003)	11
	Appendix A – Application Form.....	13
	Appendix B – Standard Reference Letter	15
	Appendix C – Standard Reference Form.....	16
	Appendix D – Self-declaration Form	17
	Appendix E – Medical Consent Form	19
	Appendix F – Handout for all Crew Managers, Coaches and Members	20
	Appendix G – Recording Information.....	22
	Appendix H – Welfare Incident Report Form	23
	Appendix I - BDA Audit Checklist.....	25

Attachment – Welfare Policy and Procedures Template for BDA Dragon Boat Clubs and Crews. 27-57

1. Introduction

1.1 The BDA wishes to make sure that **all participants** in Dragon Boat activities, that is instructive, competitive or recreational are protected and kept safe from harm while they are with staff, coaches and/or volunteers. **This is particularly so in respect of children and vulnerable adults.**

1.2 The BDA recognises that as the National Governing Body for Dragon Boat Sport that it has a particular duty towards those taking part in Dragon Boating through BDA Registered Clubs, Crews and Individuals by ensuring that support is provided so that participants can take part in Dragon Boat activities with the highest possible standards of care.

1.3 In this respect all coaches and clubs (crews) must have a clear understanding of operating within an appropriate code of ethics and be aware of what their '*duty of care*' is and how this relates to their position in providing dragon boat activities and being responsible for others.

1.4 **A good definition of '*duty of care*' is – The duty which rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of any person involved in any activity for which that individual or organisation is responsible.**

1.5 (1.1) The guidelines that follow have been produced by the BDA to help your club/organisation take appropriate action to enable ***children and vulnerable adults*** to enjoy the sport of Dragon Boat Racing in all its forms, in a safe environment. They are designed to help you to decide what paperwork and systems you should adopt. **Attached, you will find a recommended Club Welfare Policy and Procedures Template for your Dragon Boat Club or Crew to adopt. In this policy where the term '*children*' is used it is to be taken, unless stated otherwise, that the subject matter applies equally to vulnerable adults.**

2. Protecting Children from Inappropriate Behaviour

2.1 Recognized Teaching Establishments (RTEs) were required to put a formal child protection policy in place by 2003. If your club is not an RTE, but provides training or activities ***for young people or vulnerable adults***, you should put a similar policy in place. Even if you do not provide training, it is a good idea for clubs to be aware of child protection issues.

2.2 In addition, many funding bodies will require you to have a working Welfare Policy and Procedures in place. The Lottery Sports Fund required this from April 2001.

2.3 You are advised to take the following 2 steps (**see Club Policy Attached**):

- i) **A Policy Statement** – this will state your commitment to providing a safe place for children to take part and/or learn, and to preventing the abuse of children. You can use or adapt the BDA Policy Statement below, if you wish.
- ii) **A Code of Practice and Procedures** – governing how the organisation runs, covering:-
 - a) *The appointment of a Club Welfare Officer* and recruitment of staff or volunteers who will be in contact with children.
 - b) The prevention of abuse of children whilst at your site/in your care.
 - c) What to do if abuse is alleged/suspected to have occurred, either at your site or elsewhere.
 - d) *the keeping of records in compliance with requirements relating to the protection of children /vulnerable adults, for annual audit by the BDA.*

3. BDA Welfare Policy Statement

3.1 This is a statement defining the BDA stance on child protection issues. It defines what the BDA is committed to in providing a safe environment for children.

3.2 The BDA Executive Committee states that:-

- The child's welfare is paramount.
- All children whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity, have the right to protection from abuse.
- All suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately.
- As defined in the Childrens' Act 1989, anyone under the age of 18 years should be considered as a child for the purposes of this document.

4. A Code of Practice and Procedures for the BDA and its Members.

4.1 **Recruitment (Paid Staff and Volunteers).** All applications for work, whether paid staff or volunteers, should be subject to some form of security. If you use application forms they should be designed to elicit information about the applicant's past career or experience (requiring explanations for any gaps) and to establish any criminal record. **(See Appendix A).**

4.2 Where staff will be working unsupervised or where parents are not in attendance, references should be taken up. Normally these should include at least one regarding previous work with children. Referees should be clear about what the job entails and what information is required. **(See Appendices B and C).**

4.3 Treat all who would be paid staff and volunteers as job applicants for any position involving contact with children. Select people who have the relevant experience for the role.

4.4 Explore the applicant's experience of working with children.

4.5 Find out if the applicant has any conviction for criminal offences against children. Although positive vetting is not specifically recommended, applicants should signify their consent to checks being made with the police and social services, if appropriate. **(Appendix D).**

4.6 **Good Recruitment Practice** If a good recruitment policy is adopted, and the issue of child protection covered in the club's or organisation's risk assessment, both children and staff should be adequately protected. Abusers have great difficulty operating in a well-run centre, with good quality management and training.

4.7 **The Criminal Records Bureau.** Good recruitment practice should be adopted to minimise the chances of any incident occurring within the centre or club environment. Whilst being able to access criminal records can be seen as a positive move for organisations in the private and voluntary sectors, it is important not to see it in isolation.

4.8 The CRB has been set up to increase access to information, in order to help provide protection for children and vulnerable people against those who might wish to harm them.

4.9 The aim is to make justifiable levels of information available to people responsible for recruitment decisions so that they can decide for themselves if someone has an unsuitable background. Checks can only be accessed at the recruitment stages and then only for the selected candidate, not to help shortlist.

4.10 The CRB will only deal with registered umbrella associations, not the individual clubs or organisations. Having regard to the good record of the sport and the relatively low risk of child abuse within the sport, the BDA does not consider it appropriate to seek Disclosure Certificates from the CRB in all cases of new volunteers or staff being taken on. **However each BDA Club/Crew will ensure that the Club Welfare Officer and any member of the Club with directly involved with children/vulnerable adults is CRB checked.**

4.11 The BDA will, become a registered body with the CRB, which can provide details of a person's criminal record (with the individuals consent) in the form of a Disclosure Certificate, where necessary. This policy will be kept under periodic review. **Clubs/Crews must inform the BDA Welfare Officer of any relevant allegation or complaint and their outcome.**

4.12 Where clubs do have concerns regarding a coach, crew manager, volunteer, the person should be asked to complete an 'Application for Disclosure' (obtainable from the CRB) which should be forwarded to the BDA for countersignature. The application will be sent to the CRB and the person concerned will be sent a certificate, copied to the BDA. The BDA will then contact the appropriate person at the club concerned with the result.

4.13 Where an organisation is engaged under contact by a local authority, there will be a requirement to register with the CRB and obtain Enhanced Disclosure Certificates for persons engaged in working with children. The LEA should initiate this process.

Criminal Records Bureau
PO Box 91. Liverpool, L69 2UH

Information Line: 0870 9090811; Website: www.crb.gov.uk

Prevention of Abuse

4.14 This section offers advice to clubs, crew managers, accredited organisations, volunteers and parents to ensure they do everything they can to protect children from abuse.

4.15 Good Practice Guide for Club Officers, Coaches and Crew Managers

Child abuse is a very difficult situation for coaches and club officers. Having the right systems in place can help all concerned. Abusers have great difficulty operating in a well-run club/organisation with good quality management and training.

- Plan the work of the club/organisation so as to minimise situations where the abuse of children can occur.
- Appoint a member to fulfil the role of Club Welfare person, to whom all allegations or incidents are reported.
- Train members and volunteers in the prevention of child abuse (see Appendix F)
Give all concerned clear roles.
- Issue guidelines on how to deal with the discovery of abuse (see Appendix F).
- If children tell members about abuse, follow agreed procedures. Develop systems that allow children's complaints to be heard (see Appendix G).
- Ensure that the Club Welfare Officer and all those dealing directly with children or vulnerable adults are CRB checked.

4.16 You can reduce situations for abuse of children and help to protect members and volunteers from false allegations being made by promoting good practice. Some common sense guidelines for everyone within your club/organisation.

- Do not spend excessive amounts of time alone with children away from others.
- Do not take children alone in a car on journeys, however short.
- Do not take children to your home.
- Where any of these are unavoidable, ensure they only occur with the full knowledge and consent of someone in charge in the Club or the child's parents.
- Design training programmes that are within the ability of the individual child (see physical abuse – page 6).

You should never:

- Engage in rough, physical or sexually provocative games, including horseplay.
- Allow or engage in inappropriate touching of any form.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Let allegations a child makes go unchallenged or unrecorded, always act.
- Do things of a personal nature that children can do for themselves.

4.17 However, it may be sometimes necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of parents. In an emergency situation, which requires this type of help, parents should be fully informed. In such situations, it is important to ensure all staff are sensitive to the child and undertake personal care tasks with the utmost discretion.

4.18 In addition, medical consent should be obtained in the event where medication treatment is required to be administered in the absence of the parent/guardian (this includes hospitalisation). Such procedures would cover the organisation from accusations of neglect. **(See Appendix E).**

*4.19. **Records and Audits.** All such consents should be recorded by the Club Welfare Officer, along with training details; references, CRB reference numbers etc and records of all incidents or suspected incidents of abuse as described in this Policy. The BDA Welfare Officer will carry out an annual Audit amongst BDA Clubs and Crews, at which time all such records must be produced. Records should not be destroyed but securely stored for a minimum recommended period of 25 years.*

What to do if Abuse is Suspected/Alleged to have Occurred

4.20 **National and Club Officers** –

Q. What should I do if there are allegations of abuse against a member or volunteer ?

A. **See Appendix F.**

4.21 Although it is a sensitive and difficult issue, child abuse can occur and does occur outside the family setting. Child abuse has occurred within institutions and may occur in other settings. If a child has been abused in a public setting, other children will be involved.

4.22 Where there is an allegation of abuse against a member or volunteer, there may be three types of investigation:

1. A criminal investigation.
2. A child protection investigation.
3. A disciplinary or misconduct investigation.

4.23 The results of the police and social services investigation may well influence the disciplinary investigation, but not necessarily. **It is important that clubs/organisations have a means to address misconduct. Disciplinary procedures should be in place.**

***Note:** It is important to understand that a member or volunteer reporting a case of child abuse, particularly by a colleague, may undergo a very high degree of stress, including feelings of guilt for having reported the matter. It is therefore, important to ensure that appropriate counselling and support is available for those in such a situation.]*

4.24 **Coaches/Volunteers** –

- Q. What should I do if a child tells me s/he is being abused?
A. **See Appendix F - Reporting.**

Always:

- Stay calm – ensure the child is safe and feels safe.
- Show and tell the child that you are taking what s/he says seriously.
- Reassure the child and stress that s/he is not to blame.
- Be honest; explain you will have to tell someone else to help stop the alleged abuse.
- Make a note of what the child has said as soon as possible after the event.
- Maintain confidentiality – only tell others if it will help protect the child.

Never:

- Rush into actions that may be inappropriate.
- Make promises you cannot keep.
- Ask inappropriate questions, which may jeopardise any impending police investigation.
- Take sole responsibility – consult someone else (the person in charge or someone you can trust) so you can begin to protect the child and gain support for yourself.

4.25. **If I do something, might it make things worse?** Taking appropriate action if you are worried about abuse is never easy – it takes courage, but it protects a young life.

4.26 You may be upset about what the child has said or worry about the consequences of your actions. Sometimes people worry about children being removed from their families as a result of abuse, but in reality this rarely happens. However, one thing is certain – you cannot ignore it. The effects of abuse on children can be devastating, especially if children are left unprotected or do not receive help to cope with the abuse. They can develop behavioural difficulties, problems at school, their development can be delayed and they can become depressed and withdrawn. Some of these problems, if left untreated, can persist into adulthood.

5. Recording Information

5.1 When recording information, it is important that you do not carry the process beyond gathering information about the allegation, into beginning an investigation. Unnecessary interviews with child complaints could prejudice the integrity of evidence that may eventually have to be presented in court.

5.2 There are particular problems with regard to gaining information from children with limited communication skills. Care should be taken that appropriate means are used to find out what the allegation is about without 'leading' the child.

5.3 The environment for recording information needs to be considered fully. Try and ensure that you are in sight of another adult, but that your conversation won't be overheard. You also need to be careful about physical contact during an interview because it may not be what the child wants. The rule is to let the child initiate any actions and to remain positive and supportive throughout. **See Appendix H and Appendix 6 to Club Welfare Policy attached.**

6. Recognising Abuse. This section explains what child abuse is, how to recognise it and what to do. (See also Sections 2 and 3 of the enclosed Model Club Welfare Policy).

6.1 **What is Child Abuse?** Child abuse is a term used to describe ways in which children are harmed, usually by adults and often by people they know and trust. It refers to the damage done to a child's physical or mental health. Children can be abused within or outside their family, at school and in a sports or community environment. Child abuse can take many forms:

1. **Physical Abuse** where adults or other children:
 - Physically hurt or injure children (e.g. hitting, shaking, squeezing, biting or burning).
 - Give children alcohol, inappropriate drugs or poison.
 - Attempt to suffocate or drown children.
 - In sport situations, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body.
2. **Neglect** includes situations in which adults:
 - Fail to meet a child's basic physical needs (e.g. for food, warm clothing, essential medication).
 - Consistently leave children alone and unsupervised.
 - Fail or refuse to give children love, affection or attention.
 - Neglect in a sports situation might also occur if a teacher or coach fails to ensure children are safe or exposes them to undue cold or risk of injury.
3. **Sexual Abuse** boys and girls are sexually abused when adults (male or female) or other young people use them to meet their own sexual needs. This could include:
 - Full sexual intercourse, masturbation, oral sex, fondling.
 - Showing children pornographic books, photographs or videos, or taking pictures for pornographic purposes.
 - Situations that involve physical contact (e.g. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power over young people.

4. **Emotional Abuse** can occur in a number of ways. For example, where:

- There is persistent lack of love or affection.
- There is constant overprotection, which prevents children from socialising.
- Children are frequently being shouted at or taunted.
- There is neglect, physical or sexual abuse.
- Emotional abuse in sport might also include situations where parents or coaches subject children to constant criticism, bullying or unrealistic pressure.

6.2 **Bullying.** Bullying may be seen as deliberately hurtful behavior, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. The bully may often be another young person.

6.4 Although anyone can be a target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture.

7. **How Would I Recognise if a Child is Being Abused?**

7.1 It is not always easy to spot when children have been abused. However, some of the more typical symptoms, which should trigger your suspicions would include:

- 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.
- Sexually explicit language or actions.
- A sudden change in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper).
- The child describes what appears to be an abusive act involving him or her.
- A change observed over a long period of time (e.g. the child losing weight or becoming increasingly dirty or unkempt).
- A general distrust and avoidance of adults, especially with whom a close relationship would be expected.
- An unreasonable reaction to normal physical contact.
- Difficulty in making friends or abnormal restrictions on socialising with others.

7.2 However, it is important to note that a child could be displaying some or all of these signs, or behaving in such a way which is worrying – this does not necessarily mean the child is being abused. Similarly, there may not be any signs; you may just feel something is wrong.

Note: *If you are worried, it is NOT your responsibility to decide if it is abuse, BUT it is your responsibility to act on your concerns and do something about it.*

8. What Should I do in General if I have Concerns?

8.1 If you have noticed a change in the child's behaviour, first talk to the parents or carers. It may be that something has happened, like a bereavement, which has caused the child to be unhappy. However, if your concerns are about sexual abuse or violence, talking to the parents or carers might put the child at greater risk.

8.2 If your concerns remain or you cannot talk to the parents/carers, consult your club's designated Child Protection Coordinator or person in charge. It is the responsibility of this person to make the decision to contact the police. **See Appendices G & H.**

9. Where Can I Get Further Help?

9.1 If you want to talk things through to gain some advice you can phone the following 24-hour free telephone numbers. You do not have to give your name, but it is helpful if you can.

a. **NSPCC Helpline**
Tel: 0808 800 5000
www.nspcc.org.uk

b. **Childline**
Tel: 0800 1111
www.childline.org.uk

9.2 If you are a crew manager or coach and have had an allegation made against you, advice and support can be gained from the following sources:

a. **Local Citizens Advice Bureau**
Refer to Yellow Pages for contact details

b. **BDA Legal Advisor**

10. Bibliography

Protecting Children – A Guide for Sportspeople
The National Coaching Foundation and NSPCC (1995)

Our Duty of Care
Child Care Northern Ireland (1995)

A Code of Ethics and Conduct for Sports Coaches
The National Coaching Foundation (1995)

Safe from Harm
Home Office Publications Unit (1993)

**Child Protection – Policy & Implementation Procedures
(Guidelines for Governing Bodies of Sport and Local Authorities)**
The National Coaching Foundation (2000)

British Olympic Association – Child Protection Policy & Good Practice Guidance
Home Office Publications Unit (1993)

Amendments to Edition 1 (Nov 2003)

(shown in italic writing)

1. Introduction

1.1 *The BDA wishes to make sure that **all participants** in Dragon Boat activities, that is instructive, competitive or recreational are protected and kept safe from harm while they are with staff, coaches and/or volunteers. **This is particularly so in respect of children and vulnerable adults.***

1.2 *The BDA recognises that as the National Governing Body for Dragon Boat Sport that it has a particular duty towards those taking part in Dragon Boating through BDA Registered Clubs, Crews and Individuals by ensuring that support is provided so that participants can take part in Dragon Boat activities with the highest possible standards of care.*

1.3 *In this respect all coaches and clubs (crews) must have a clear understanding of operating within an appropriate code of ethics and be aware of what their 'duty of care' is and how this relates to their position in providing dragon boat activities and being responsible for others.*

1.4 ***A good definition of 'duty of care' is – The duty which rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of any person involved in any activity for which that individual or organisation is responsible.***

1.5 (1.1) The guidelines that follow have been produced by the BDA to help your club/organisation take appropriate action to enable **children and vulnerable adults** to enjoy the sport of Dragon Boat Racing in all its forms, in a safe environment. They are designed to help you to decide what paperwork and systems you should adopt. **Attached, you will find a recommended Club Welfare Policy and Procedures Template for your Dragon Boat Club or Crew to adopt. In this policy where the term 'children' is used it is to be taken, unless stated otherwise, that the subject matter applies equally to vulnerable adults.**

2. Protecting Children from Inappropriate Behaviour

2.1 Recognized Teaching Establishments (RTEs) will be required to put a formal child protection policy in place by 2003. If your club is not an RTE, but provides training or activities **for young people or vulnerable adults**, you should put a similar policy in place. Even if you do not provide training, it is a good idea for clubs to be aware of child protection issues.

2.3 You are advised to take the following 2 steps (**see Club Policy Attached**):

- iii) **A Code of Practice and Procedures** – governing how the organisation runs. This should cover:
 - a) *The appointment of a Club Welfare Officer and recruitment of staff or volunteers who will be in contact with children.*
 - d) *the keeping of records in compliance with requirements relating to the protection of children /vulnerable adults, for audit by the BDA.*

4.10 The CRB will only deal with registered umbrella associations, not the individual clubs or organisations. Having regard to the good record of the sport and the relatively low risk of child abuse within the sport, the BDA does not consider it appropriate to seek Disclosure Certificates from the CRB in all cases of new volunteers or staff being taken on. **However each BDA Club/Crew will ensure that the Club Welfare Officer and any member of the Club with directly involved with children/vulnerable adults is CRB checked.**

4.12 The BDA will, become a registered body with the CRB, which can provide details of a person's criminal record (with the individuals consent) in the form of a Disclosure Certificate, where necessary. This policy will be kept under periodic review. **Clubs/Crews must inform the BDA Welfare Officer of any relevant allegation or complaint and their outcome.**

4.19. **Records and Audits.** All such consents should be recorded by the Club Welfare Officer, along with training details; references, CRB reference numbers etc and records of all incidents or suspected incidents of abuse as described in this Policy. The BDA Welfare Officer will carry out an annual Audit amongst BDA Clubs and Crews, at which time all such records must be produced. Records should not be destroyed but securely stored for a minimum recommended period of 25 years.

Old paragraphs 4.19 -4.23, now renumbered as 4.20-4.23 (old paras 22 and 23 now combined)
Appendix I – BDA Audit Check List and Medical Declarations added.

MODEL CLUB WELFARE POLICY. Section 2. the following additions made

Indications of Child Abuse. There are physical and behavioural signs that might raise concerns about the welfare and safety of a child (vulnerable adult). They are only indicators - not confirmation. Some examples are where a child - 6 example given, plus the following paragraphs:-

Always bear in mind that physically disabled children (vulnerable adults) and especially those with learning difficulties, are particularly open to abuse and may have added difficulties in communicating what is happening to them.

What if I accidentally hurt a child ? If they seem distressed in any manner, appear sexually aroused by your actions or misunderstand something you have done, report any such incident immediately to another club (crew) coach or official and make a brief written note of it. You should also inform the child's parents/carers and preferably in person.

Is touching OK ? If a coaching technique would benefit from physical contact or support, then first ask the paddler's permission. For example "Would you mind if I held your shoulders to show you what I mean ?" It is always useful to take the time to explain why and how this is used to the parent and their parent or carer. Touching can be OK and appropriate, provided it is neither disturbing or intrusive.

1. **EMOTIONAL ABUSE** - occurs when a child is not given love, help and encouragement and is constantly derided or ridiculed, for example, racial or sexual remarks. It can also occur if a child is overprotected. Examples of emotional abuse are:- *as previously shown*
2. **ABUSE BY NEGLECT** - is failing to meet children's basic needs such as food, warmth, adequate clothing, medical attention or constantly leaving them alone. It could also mean failing to ensure they are safe or exposing them to harm or injury. Examples of neglect are:-
3. **PHYSICAL ABUSE** - is hurting or injuring a child by hitting, shaking, squeezing, burning or biting them. It may also result if the nature or intensity of training is inappropriate for the capacity of the participant or where drugs are tolerated or advocated. Bullying is likely to come into this category - see below. Examples of physical abuse are:-
4. **SEXUAL ABUSE** - occurs when young are used by adults to meet their own sexual needs. It could range from sexually suggestive comments to full intercourse and includes the use of pornographic material.

Appendix 2 - Club Welfare Officer, Job Description added.

Appendix A – Application Form

Confidential

Position Applied For:

PERSONAL DETAILS		
Title:	Surname:	Other Names in Full:
Other name previously known by, including maiden name where appropriate:		
Age:	Date of birth:	Place of birth:

ADDRESS	
Current Address:	
Former Address (if moved within the previous 3 years):	
Telephone, Fax & Email	
Home Tel: Fax: Email:	Work Tel: Fax: Email:

OCCUPATION
Current Occupation: Name of Organisation: Address: Start Date: Finish Date:
Previous Occupation: Name of Organisation: Address: Start Date: Finish Date:
Previous experience of working with children, either in a voluntary or professional capacity:

EDUCATION AND TRAINING

OTHER RELEVANT INFORMATION
Recreational interests, hobbies, voluntary or community work

REASONS FOR APPLYING		
<table border="1"> <tr> <td>If appointed, when could you start work?</td> <td>How did you hear of this vacancy?</td> </tr> </table>	If appointed, when could you start work?	How did you hear of this vacancy?
If appointed, when could you start work?	How did you hear of this vacancy?	

REFERENCES												
Please give names and addresses of three people to whom application for references may be made. References from relatives will not be accepted. At least one should be from a previous employer and one should have first-hand experience of you working with children.												
<table border="1"> <thead> <tr> <th align="center">NAME</th> <th align="center">ADDRESS</th> <th align="center">CAPACITY IN WHICH KNOWN TO YOU</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	NAME	ADDRESS	CAPACITY IN WHICH KNOWN TO YOU									
NAME	ADDRESS	CAPACITY IN WHICH KNOWN TO YOU										

DECLARATION		
<u>Data Protection Act</u> : In order to recruit to this post the (insert organisations name) will (within the terms of the Data Protection Act 1998) process, using a computer system, personal information given in connection with this application. Information relating to the successful applicant will form part of personnel records. No other use will be made of information about applicants.		
Consent: I consent to the processing of personal information in the way described.		
Declaration: I declare that to the best of my knowledge the information given on this form is correct and understand that misleading statements or deliberate omission may be sufficient grounds for cancelling any appointment arising from this application.		
<table border="1"> <tr> <td>Signed</td> <td>Date</td> </tr> </table>	Signed	Date
Signed	Date	

Appendix B – Standard Reference Letter

Private & Confidential

(Insert Name and Address)

(Insert Date)

Dear

(Insert Name) has applied for the position of *(insert job title/role)* with *(insert Club Name)* and has give your name as a referee. A copy of the relevant job description is enclosed for your information.

I should be grateful if you would confirm how long you have known *(insert name)* and in what capacity. It would also be helpful if you could give your opinion of the applicant's ability, personality, health record and the suitability for the post of which s/he has applied, together with any other general information that you feel is relevant to this application. A form is enclosed to make this request easier.

The post may involve access to children and as an organisation committed to the welfare and protection of children, I should be grateful if you would also complete the reverse of the attached document relating to child protection issues.

Your comments will, of course, be treated in the strictest of confidence and an early reply would be greatly appreciated. A pre-paid envelope is enclosed for your convenience.

I am grateful for your assistance in this matter and look forward to hearing from you.

Yours sincerely

(Insert Name and Title)

Appendix C – Standard Reference Form

(Insert Club's Name)

Applicant's Name: _____

Job title/role: _____

1. How long have you known the above named person?

2. In what capacity do you know the above named applicant?

3. It would be helpful if you would indicate your opinion of the suitability of the post for which the applicant has applied.

4. It would also be helpful if you could indicate your opinion of the applicant's ability, personality and health record in relation to the post.

This post may involve substantial access to children. As an organisation committed to the welfare and protection of children, we would be grateful if you would indicate below whether or not you have any reason at all to be concerned about the applicant being in contact with children or young people.

Please place a X in the appropriate box Yes No

Signed:
Name:
Address:

Appendix D – Self-declaration Form

Full Name (including title):

Date of Birth:

Gender:

1. Have you ever been convicted of any criminal offence? **Yes/No**
(If yes, please supply details of any criminal convictions)

(Note: you are advised that under the provision of the Rehabilitation of Offenders Act 1974 [exceptions] order 1975 as amended by the Rehabilitation of Offenders Act 1974 [exceptions] [amendment] Order 1986 that you should declare all convictions including ‘spent’ convictions).

-
2. Are you a person known to any Social Services department as being an actual or potential risk to children? **Yes/No**
(If **yes**, please supply details)

-
3. Have you had any disciplinary sanction relating to child abuse? **Yes/No**
(If **yes**, please supply details)

Important: I hereby consent to the BDA undertaking police and/or social services checks against me. I understand that the information contained within this form or supplied by third parties, along with the results of any police or social services checks, will be included on the BDA Child Protection List. I further understand that this may involve, where strictly necessary, disclosing my details to other regulatory bodies and/or third parties who have an interest in child protection issues.

Signed by the above named person:

Date:

/ References:

References:

Please contact the following two people for a reference:

Name: _____

Job Title: _____

Contact Address: _____

Telephone: _____

Email: _____

Name: _____

Job Title: _____

Contact Address: _____

Telephone: _____

Email: _____

Appendix E – Medical Consent Form

Club Contact

Club Address

I, the parent/guardian* of:

give permission to the coaches participating in activities during the period of:

to administer any relevant treatment or medication to the named participant, when/if necessary. I shall inform the BDA of any known conditions and medication requirements.

In addition, if the case arises, I authorise the members of staff to take my son/daughter to hospital and give full permission for any treatment required to be carried out in accordance with the hospital's diagnosis. I understand that I shall be notified, as soon as possible, of the hospital visit and any treatment given by the hospital.

Parent/Guardian's* consent

Signature:

Name:

Relationship to participant:

**delete as appropriate*

Appendix F – Handout for all Crew Managers, Coaches and Members

GOOD PRACTICE GUIDE

- Do not spend excessive amounts of time alone with children away from others.
- Do not take children along in a car or on journeys, however short.
- Do not take children to your home.
- Where any of these are unavoidable, ensure they only occur with the full knowledge and consent of someone in charge in the organisation or the child's parents.
- Design training programmes that are within the ability of the individual child. (See physical abuse – page 8).

You should never:

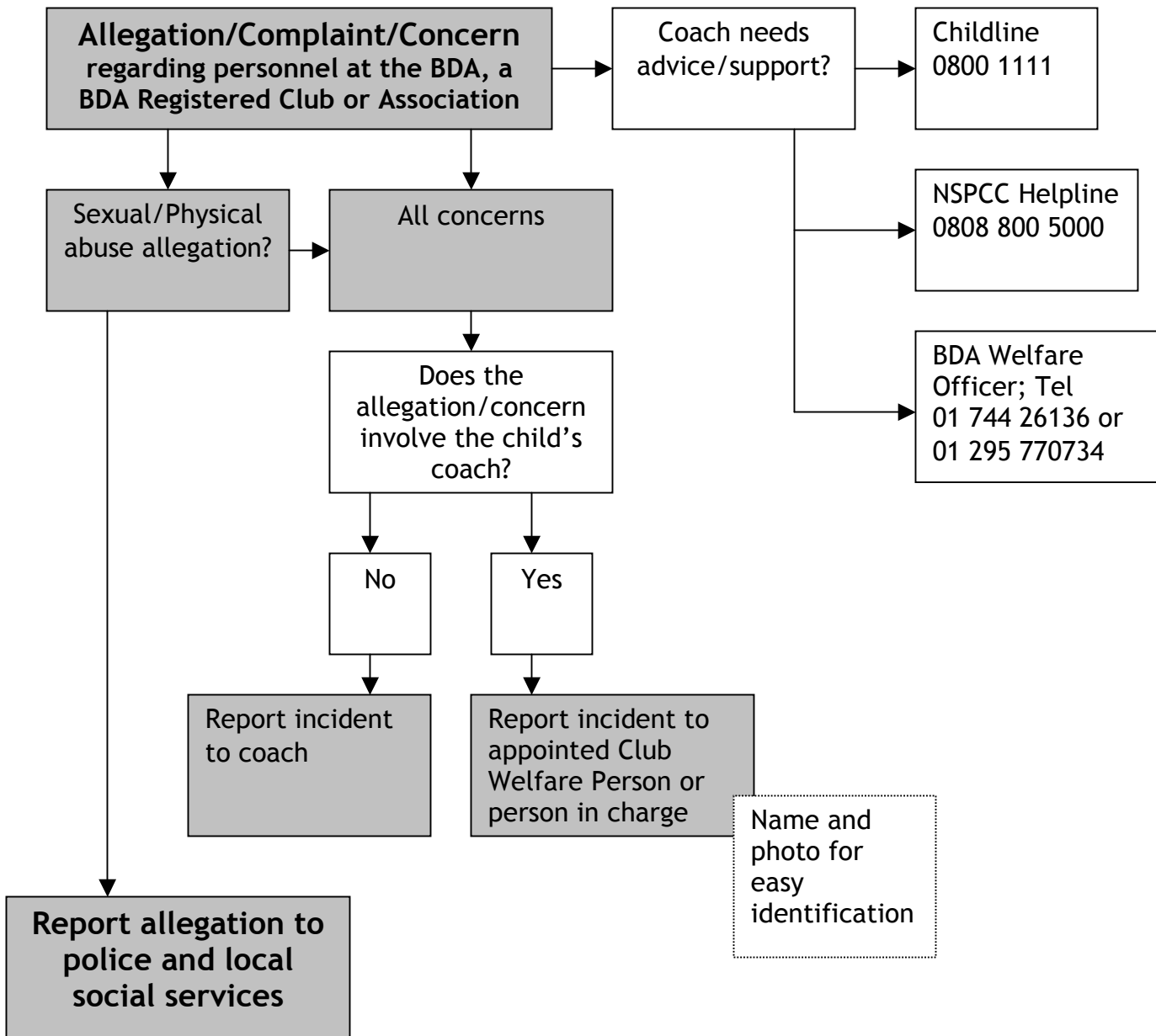
- Engage in rough, physical or sexually provocative games, including horseplay.
- Allow or engage in inappropriate touching of any form.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Let allegations a child makes go unchallenged or unrecorded – always act.
- Do things of a personal nature that children can do for themselves.

However, it may be sometimes necessary for your staff or volunteers to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of parents.

In an emergency situation, which requires this type of help, parents should be fully informed. In such situations, it is important to ensure all staff are sensitive to the child and undertake personal care tasks with the utmost discretion.

Important Note: All crew managers, coaches and members should read the BDA's comprehensive Child Protection Policy & Procedures and have access to it at all times.

Reporting Procedure



For information only:

Chart shows how an incident might be reported to coaches/members/volunteers and how you then deal with the incident.

This chart could be made into a poster for the club notice board in a child friendly style.

Appendix G - Recording Information

1. In cases of child abuse the main aim is to keep calm and provide a positive, friendly attitude to encourage the child to talk.

- DO listen.
- Do take notes.
- Do tell the BDA and make sure that all information is passed onto the police.
- DON'T ask direct questions.
- Don't try to stop the child telling you about their problem.
- Don't make promises.
- Don't allow anyone else outside the police or social services to interview or ask questions of the child.
- Don't assume!

2. The complexity of child protection issues means that there can never be a set of prescriptive questions. Don't try to get too much information, rather, let the child give you as much as they feel prepared to give. The adult listening should try to act as natural as possible throughout. Make notes during the interview, but only those necessary; it might be possible to gain certain contact information from existing administrative records.

3. *Common questions that could be used in some situations*

a. The DO's – open questions/statements:-

- Would you like to tell me what happened?
- Can you tell me where/when this happened?
- Would you like to tell me who was involved?
- Can you tell me what happened next?
- Is there anything else you would like to tell me?
- Thank you for telling me this, but you do realise I will have to do something about it.

b. The DON'T's – leading/closed questions/comments:-

- Was it your father/mother/coach/friend that did this to you?
- Are you sure that's what happened?
- Why did you let them do that to you?
- Why do you think this happened?
- I expect you must be very upset about this.
- This can be our little secret.

Appendix H – Welfare Incident Report Form – SUMMARY SHEET

(To be submitted to the BDA Welfare Officer, when completed)

Try and keep the process friendly rather than formal – you want the child to feel as comfortable as possible during this stressful process.

Interviewer's Details

Name:

Position:

Child's Details

Name:

Address:

Date of Birth:

Parents/Guardians' names:

Address (if different to above):

A copy of the Welfare Incident Report Form on which to record what was said and reported is shown at Appendix 6 of the Club Model Welfare Policy. A copy of the Club Welfare report should be attached to this summary sheet and submitted to the BDA

Use this space to note the agencies involved, as recorded on the Report Form.

Date:

Summary of Action taken:

Police:

Reported to which police station?

Officer reported to:

Date/time incident reported:

Details of advice received:

BDA:

Reported to BDA Welfare Officer?

Yes/No

Date/time incident reported:

Details of advice received:

Other:

Contacted other organisations for advice?

Yes/No

Date/time of call:

Which organisation/s:

Person advice received from:

Details of advice received:

Signed by interviewer, as above:

Date:

Appendix I - Child Protection – BDA Audit Checklist

Name of club _____

Welfare Officer: _____

Address _____

Home phone number _____ Fax _____

Email address _____

List all junior coaches and others with access to young people. Against each name mark 'CRB' to show that they have obtained a CRB Disclosure and the date of doing so. (Use extra sheet if necessary)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Is the identity of the Welfare Officer, and the procedure for reporting any concerns:

(please tick as appropriate)

made known to junior members?

made known to parents?

on display in the club?

Is the Welfare Officer independent of any direct role involving activities with young people, such as junior coordinator or coach?

Is parental consent for possible emergency medical attention obtained for all junior members and vulnerable adults ?

Has the club formally adopted the BDA Welfare and Water Safety procedures in its constitution?

Have all junior coaches and others with access to young people and/or vulnerable adults:-

satisfied the Welfare Officer of their suitability for the role?

completed a CRB Disclosure?

been made conversant with the BDA Welfare and Water Safety procedures?

Has it been made clear that access to young people is restricted to those who have satisfied these requirements?

Signed _____ Position _____

Date _____

BDA COMPETITORS MEDICAL DECLARATION

(for competitors over 18 years old)

To be completed before the competitor named first race of each season and lodged with the Club (crew) concerned, for audit by the BDA Welfare Officer.

I the undersigned _____

A Member of the _____ (Crew Name)

Confirm, that I am physically fit and able to swim at least 50 metres wearing light clothing. I also confirm that there is no known medical reason why I should not compete in the National Dragon Boat League and/or National Cup Competition of the British Dragon Boat Racing Association (BDA) or other BDA sanctioned events.

I hereby expressly agree to abide by all rules and regulations of the BDA National League and other BDA sanctioned events and I hereby discharge the BDA, its officials and agents including those of the Dragon Boat Club (crew) named from any responsibility in the event of my injury, death or loss of property incurred as a consequence of any failure by me to comply with the rules and regulations of the BDA National League or other BDA sanctioned events..

I further declare that I will notify the club (crew) named above of any changes to my health resulting in my being physically unfit to take part in any BDA event.

Signed Date

Witnessed by the Crew Manager: _____ (Name)

Signed Date

CREW MANAGER'S DECLARATION

(for competitors under 18 years old)

I the undersigned Crew Manager _____

of the _____ dragon boat crew

Certify that the Competitors under 18 years old named on the BDA National League Crew Lists submitted by me are physically fit and are water competent or able to swim at least 50 metres wearing light clothing. I also confirm that there is no known medical reason why those named should not take part in the BDA National League and/or National Cup. I also confirm that their Parents/carers of the competitors named have agreed to their child taking part in the said BDA events or other dragon boat events sanctioned by the BDA

Signed Date

British Dragon Boat Racing Association



Welfare and Procedures Model Policy

for a

Dragon Boat Club or Crew

This policy template forms part of the BDA Welfare Policy & Procedures, which should supplement the Club Policy and be made available to Club Members.

This template has been produced to provide guidance to BDA Dragon Boat Clubs and Crews in the development of their own Welfare Policy.

Clubs/Crews should use/adapt it for their own use. If you have any questions please contact the BDA Welfare Officer,

Barbara KEENAN, telephone 01 744 26136.

CONTENTS

	PAGE
FOREWARD	29
SECTION ONE Introduction	30
SECTION TWO Recognising Abuse and Poor Practice	31
SECTION THREE Bullying	33
SECTION FOUR Roles and Responsibilities	34
SECTION FIVE Taking Appropriate Action	35
SECTION SIX Recruitment and Selection, Coaches and Volunteers	39
SECTION SEVEN Good Practice	40
SECTION EIGHT Useful Contact Details	43
 APPENDICES	
APPENDIX 1 Club Procedures to Manage Cases of Poor Practice	44
APPENDIX 2 Terms of Reference for Club Welfare Officer	45
Club Welfare Officer - Job Description	46
APPENDIX 3 Coaches Code of Conduct	47
APPENDIX 4 Anti Bullying Policy	48
APPENDIX 5 Application and Reference Forms	49
APPENDIX 6 Welfare Incident Report Form	53
APPENDIX 7 Self Declaration Form	55
APPENDIX 8 Medical Consent Form	57

FOREWORD

_____DBC recognises its moral and legal obligation to ensure that, the coaches and volunteers who have a responsibility for young people within the club provide them with the highest possible standard of care.

Through the implementation of a policy for the **Welfare of Young People/Vulnerable Adults** and the support of its coaches and volunteers, _____DBC will maintain the professionalism and safeguards of good practice, which are associated with the sport of Dragon Boat Racing.

The policy outlines the following key areas:

- It recognises the responsibility of all those involved in the club to safeguard and promote the interests and well being of the young people with whom they are working
- It provides a framework on the recruitment, selection, suitability and deployment of individuals working with young people
- It emphasises the value of working closely in partnership with coaches, parents, professionals and volunteers to protect children and young participants in the sport, from harm and discrimination.
- It acknowledges that abuse does take place in sport and that raising awareness and understanding of the main forms of abuse and establishing communication and reporting procedures if abuse is suspected will further safeguard the young participants, coaches and all others working within the club.

NOTE: In this policy where the term ‘child’ or ‘children’ or ‘young person’ is used it is to be taken, unless stated otherwise, that the subject matter applies equally to a vulnerable adult or vulnerable adults.

SECTION ONE INTRODUCTION

- 1.1 Anyone under the age of 18 within the club ***shall be considered*** as a young person - 'child' (participant, competitor, paddler) for the purposes of this document.
- 1.2 The welfare of all young people is paramount.
- 1.3 All young people, whatever their age gender, culture, ability, language, religious belief, racial origin, and/or sexual identity should be able to enjoy the sport in a fun environment safe from abuse of any kind.
- 1.4 All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- 1.5 All individuals within the club who work with young people will be made aware of good practice in order to ensure that they are not placed in situations where unmerited allegations are made.
- 1.6 _____DBC will work with parents/carers to ensure that all youngsters within the club enjoy dragon boating in a safe environment
- 1.7 _____DBC recognises the statutory responsibilities of Social Services Departments and the Police to ensure the welfare of young people and is committed to complying with Local Area Child Protection Committee Procedures and the BDA Welfare Policy and Procedures.

_____ DBC acknowledges that within BDA Regulations, Open Competition permits young competitors to compete in adult racing. In these circumstances 7.2.4 and 7.3.3 of this policy cannot practically be applied. However, the club recognises its responsibility to be mindful of the safety and well-being of the competitor.

SECTION TWO - RECOGNISING ABUSE and POOR PRACTICE

In order to provide young people in the club (crew) with the best possible experiences and opportunities in Dragon Boat Racing, it is imperative that all club members operate within an accepted ethical framework and demonstrate exemplary behaviour.

This not only ensures that Dragon Boating makes a positive contribution to the development of young people and safeguards their welfare, but also protects all club personnel from false allegations of abuse or poor practice.

It is not always easy to differentiate poor practice from abuse, albeit intentional or unintentional. It is not, therefore, the responsibility of adults within the club to determine whether or not abuse is taking place.

It is however their responsibility to identify poor practice and possible abuse and to act if they have a concern about the welfare of a young person/s.

Indications of Child Abuse

There are physical and behavioural signs that might raise concerns about the welfare and safety of a child (vulnerable adult). They are only indicators - not confirmation. Some example are where a child

1. Says that he or she is being abused or another person says they believe (or actually know) that abuse is occurring.
2. Has an injury for which the explanation seems inconsistent.
3. Behaviour pattern changes, either over time or quite suddenly, becoming aggressive, withdrawn or unhappy.
4. Appears not to trust adults, for example, a parent or coach with whom he/she would be expected to have or once had, a close relationship.
5. Shows inappropriate sexual awareness for his/her age and sometimes behaves in a sexually explicit way.
6. Becomes increasingly neglected looking in appearance or loses or puts on weight for no apparent reason.

Always bear in mind that physically disabled children (vulnerable adults) and especially those with learning difficulties, are particularly open to abuse and may have added difficulties in communicating what is happening to them.

What if I accidentally hurt a child ? If they seem distressed in any manner, appear sexually aroused by your actions or misunderstand something you have done, report any such incident immediately to another club (crew) coach or official and make a brief written note of it. You should also inform the child's parents/carers and preferably in person.

Is touching OK ? If a coaching technique would benefit from physical contact or support, then first ask the paddler's permission. For example "Would you mind if I held your shoulders to show you what I mean ?" It is always useful to take the time to explain why and how this is used to the parent and their parent or carer. Touching can be OK and appropriate, provided it is neither disturbing or intrusive.

There are four main types of abuse, namely:

1. **EMOTIONAL ABUSE** - occurs when a child is not given love, help and encouragement and is constantly derided or ridiculed, for example, racial or sexual remarks. It can also occur if a child is overprotected. Examples of emotional abuse are:-

- a. **In a race situation**, emotional abuse may occur when coaches provide repeated negative feedback.
- b. Repeatedly ignore a young competitor's efforts to progress.
- c. Repeatedly demand performance levels above those of which the young competitor is capable over emphasise the winning ethic.

2. **ABUSE BY NEGLECT** - is failing to meet children's basic needs such as food, warmth, adequate clothing, medical attention or constantly leaving them alone. It could also mean failing to ensure they are safe or exposing them to harm or injury. Examples of neglect are:-

- a. **In a regatta** neglect may occur when young competitors are left alone without proper supervision.
- b. A young competitor is exposed to unnecessary heat or cold without fluids or protection or is exposed to an unacceptable risk of injury.

3. **PHYSICAL ABUSE** - is hurting or injuring a child by hitting, shaking, squeezing, burning or biting them. It may also result if the nature or intensity of training is inappropriate for the capacity of the participant or where drugs are tolerated or advocated. Bullying is likely to come into this category - see below. Examples of physical abuse are:-

- a. **In a Club (Crew)** physical abuse may occur when Coaches, Managers or helpers expose young competitors to exercise/training which disregards the capacity of the competitors immature and growing body.
- b. Coaches, Managers or helpers expose young competitors to over racing, over training or fatigue.
- c. Coaches, Managers or helpers expose young competitors to alcohol, or give them the opportunity to drink alcohol below the legal age.
- d. Coaches, Managers or helpers expose young competitors to performance enhancing drugs and recommend that they take them.

4. **SEXUAL ABUSE** - occurs when young are used by adults to meet their own sexual needs. It could range from sexually suggestive comments to full intercourse and includes the use of pornographic material.

The close proximity of coaches and others, to young people provides opportunities for potential abusers to exploit their position of trust to sexually abuse.

Please remember that it is not your personal responsibility to decide whether a child or vulnerable adult is being abused but you are required to fulfil your legal duty to act on your concerns. Make a detailed note of what you have seen or heard but do not delay in passing on the information to the appropriate people or organisations.

SECTION THREE - BULLYING

3. Bullying is not always easy to define and will not always be an adult abusing a young person. It is often the case that the bully is a young person. A bully can be the parent/carer who pushes too hard, the coach who adopts a 'win at all costs' approach or adult paddlers who attempt to assert unacceptable behaviour on younger paddlers or vulnerable adults to make them unwelcome.

There are three main types of bullying:

- Physical e.g. hitting, kicking, theft.
- Verbal e.g. racist or homophobic remarks.
- Emotional e.g. persistent negative feedback.

All of these will include:

Deliberate hostility and aggression towards a victim

- 3.1 A victim who is weaker and less powerful than the bully or bullies.
- 3.2 An outcome which is always painful and distressing for the individual.
- 3.3 Bullying behaviour may also include.
- 3.4 Other forms of violence.
- 3.5 Sarcasm, spreading rumours, persistent teasing.
- 3.6 Tormenting, ridiculing, humiliation.
- 3.7 Racial taunts, graffiti, gestures.
- 3.8 Unwanted physical contact or abusive offensive comments of sexual nature.

The competitive nature of Dragon Boat Racing makes it a potential environment for the bully. This may manifest itself in some of the following ways:

- 3.9 A parent who pushes too hard.
- 3.10 A coach who adopts a win at all costs philosophy.
- 3.11 A competitor who intimidates others.
- 3.12 An official who is over officious.

If a child tells me that he or she is being abused, what should I do? Stay calm. Do not promise the child that you will keep it to yourself. Listen to what the child says and take it seriously. Only ask questions if you need to identify what the child is telling you. Do not ask the child about explicit details. Do make detailed note of what the child has said but do not delay in passing on the information to the appropriate person and/or organisation.

SECTION FOUR - ROLES AND RESPONSIBILITIES

The role of the Dragon Boat Club (Crew) - dealing with young people.

4. To appoint a Club/Crew Welfare person who will act as the first point of contact for any concerns about the welfare of young people (see Appendix 2 for Terms of Reference and Job Description).

- 4.1 To accept that all officers and committee members have a responsibility in this area and be prepared to respond to any indication of poor practice or abuse and to put in place structures and systems to ensure that this is followed in practice.
- 4.2 To adopt and implement a policy of Best Practice for all adults working with young people (see Section 7 and Appendix 1).
- 4.3 To ensure that all relevant members who have a **coaching or management responsibility** for young people undertake a *Criminal Records Bureau check* -see Appendix 7.
- 4.4 To ensure that relevant training is available for all those working with young people.
- 4.5 To identify a person to oversee club disciplinary procedures, who where necessary, will investigate a case (See Appendix 2)
- 4.6 To keep written records of:-
 - a. competitors attendance at training and races.
 - b. parent contact details.
 - c. *records in compliance with requirements relating to the protection of children/vulnerable adults. (to be made available to the BDA Welfare Officer, on request, for BDA internal audit purposes).*
 - d. **The club has an anti-bullying policy (See Appendix 4)**

Coaches Responsibility

- 4.7 Be familiar with and adhere to the club Child Protection Policy and Best Practice Guidelines.
- 4.8 Undertake any relevant training provided by the club.
- 4.9 As a coach with responsibility for young people, be willing to undertake a CRB Disclosure - see Appendix 7.

Parents

- 4.10 Ensure the club has a relevant details relating to their son or daughter.
- 4.11 Share any concerns initially with the person dealing with club welfare .
- 4.12 Be involved in Club (Crew) Activities.
- 4.13 Assist in the supervision of the young competitor where able and when appropriate.
- 4.14 Complete and sign, if necessary, a Medical Declaration Form - see Appendix 8.

SECTION FIVE - TAKING APPROPRIATE ACTION

CONCERNS ABOUT POOR PRACTICE AND POSSIBLE ABUSE WITHIN THE DRAGON BOAT CLUB OR CREW.

This relates to anyone working with young people within the Dragon Boat Club or Crew. For example, volunteer coaches, club helpers, administrators.

The club will take all allegations seriously and appropriate action will be pursued.

Allegations will often relate to **poor practice** where an adult's behaviour is inappropriate and maybe causing concern to a young person/s, colleagues or parents.

POOR PRACTICE:

Constitutes any behaviour which contravenes the club Coaches Codes of Conduct (Appendix 3) and Codes of Good Practice in the conduct of the Dragon Boat Club (Crew) Section 7)

- Infringes on an individuals rights
- Is a failure to fulfil the highest standards of care

The _____ DBC WILL TAKE THE FOLLOWING ACTION IF A YOUNG PERSON DISCLOSES THAT HE/SHE IS CONCERNED ABOUT SOMEONES BEHAVIOR TOWARDS THEM WITHIN THE DRAGON BOAT CLUB (Crew) OR AN ADULT EXPRESSES CONCERNS ABOUT THE WELFARE OF A YOUNG PERSON(S)

- 5.1 Compile full written record of what has been said, heard seen as soon as possible
- 5.2 The person appointed for club welfare matters to be informed immediately
- 5.3 Club welfare person will report the matter to the BDA Welfare Officer.

Following guidance that the issue is **POOR PRACTICE** then the Club should follow club disciplinary procedures for a first report of poor practice (See Appendix 1)

- 5.4 Forward a written report on action taken to the BDA Welfare Officer.
- 5.5 If an individual is identified by the club as being guilty of poor practice on subsequent occasions then the BDA Welfare Officer in consultation with the BDA Chairman may conclude that the issue constitutes abuse and should be referred to the BDA Executive Committee.

Following guidance that the issue is **ABUSE** then the club welfare person should:

- 5.6 If the young person requires immediate medical attention
 - An ambulance must be called
 - The doctor should be informed that the concern relates to Child Protection
- 5.7 Refer the allegation to Police or Social Services They will give advice relating to the contacting of parents/guardians.
- 5.8 Inform the BDA Welfare Officer and forward a written report utilising the BDA Welfare Incident Report Form (Appendix 6).

Non action is not an option. "The welfare of the young person/s is paramount"

_____ DBC WILL TAKE THE FOLLOWING ACTION IF THROUGH AN ADULTS OBSERVATIONS OR THROUGH A THIRD PARTY, THE CLUB BECOME AWARE OF POSSIBLE ABUSE OCCURRING AT A YOUNG PERSONS HOME OR IN SOME OTHER SETTING (OUTSIDE OF DRAGON BOAT ACTIVITIES).

If this happens: Ensure the safety of the young person - if he/she requires immediate treatment, call an ambulance, inform doctors of concerns and ensure they are aware that this is a Child Protection issue.

The following procedures will then be followed:

- 5.9 Concerns reported to the Club Chair Holder.
- 5.10 Club may seek advice from the NSPCC. If there is any delay in receiving advice contact must be made with Social Services.
- 5.10 If a formal referral is made, make it clear to Social Services/Police that this is a Child Protection referral.
- 5.11 All police forces have dedicated Child Protection Teams (CPTs) dealing with allegations of abuse within family setting and by people in a position of trust. In a real emergency dial 999.
- 5.12 Parents/carers should only be contacted following advice from Social Services.

Non action is not an option “The welfare of the young person/s is paramount” Delay in acting can increase the risk to the child

In all cases _____ DBC recognises that:

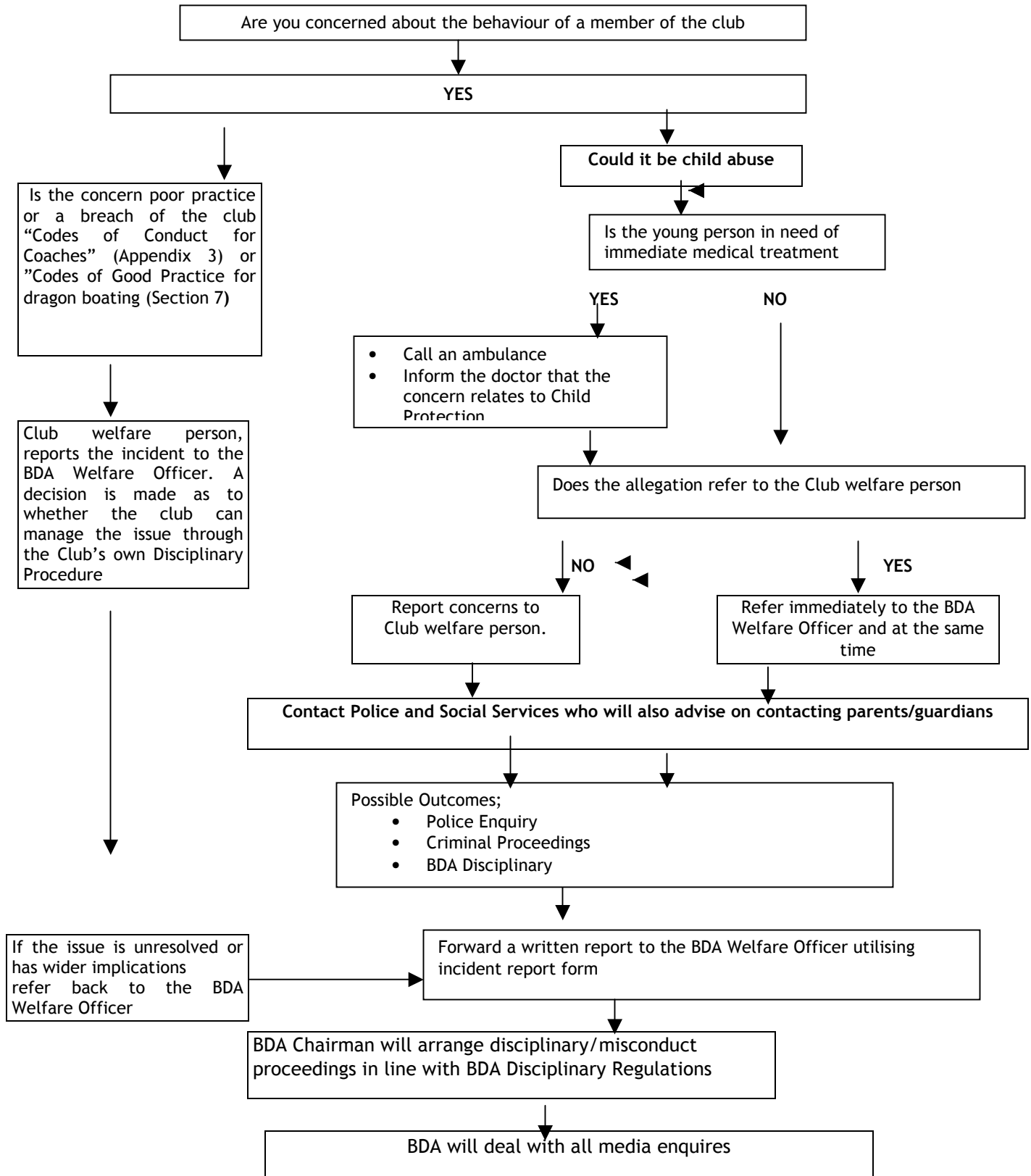
- It is often more difficult for some young people to disclose abuse than others. Young people from ethnic minorities may have regularly experienced racism which may lead them to believe that certain groups including those in authority roles do not really care about their well being. They may well feel they have good reason to question whether the response may be different.
 - Disabled young people may have to overcome additional barriers before feeling that that they can disclose abuse. They may rely on the abuser for their daily care and not know of alternative sources of care. The abuse may be the only attention/affection they have experienced.
 - There may be communication difficulties and they will almost certainly have to overcome prejudices which block our willingness to believe they may be abused or to use their medical condition to explain away indicators which in an able bodied young person would concern us.
- 5.13 **In all cases every effort will be made by the club to ensure that confidentiality is maintained**

Information will be handled and disseminated on a need to know basis. This will include the following people.

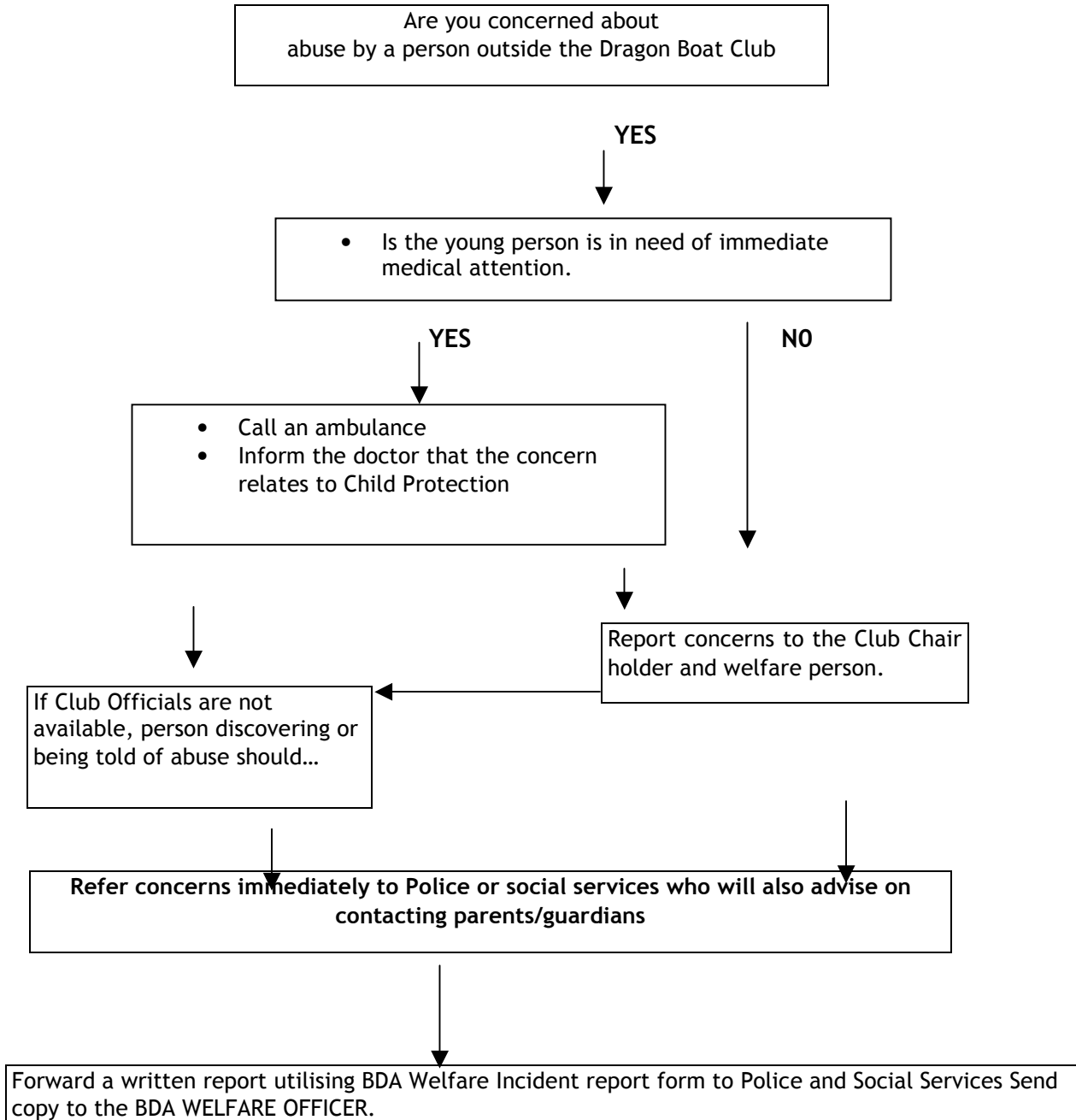
- The Club Chair Holder and Welfare person.
- The BDA Welfare Officer
- Person making the allegation
- Social Services and police
- Parents of the young person alleged to have been abused

5.14 DEALING WITH CONCERNS, DISCLOSURE OR ALLEGATIONS RELATING TO AN ADULT

WITHIN _____ DBC



5.15 DEALING WITH POSSIBLE ABUSE OCCURING OUTSIDE OF DRAGON BOAT ACTIVITIES



SECTION SIX - RECRUITMENT AND SELECTION, COACHES AND VOLUNTEERS

_____DBC recognises that anyone may have the potential to abuse young people in some way and _____DBC will therefore ensure that unsuitable people are prevented from working with young people within the Dragon Boat Club.

The club recognises that Under the Protection of Children Act 1999 all individuals working on behalf of the club are treated as employees whether paid or volunteers.

_____DBC will carry out the following recruitment checks

- 6.0 **Advertising.** If any form of advertising is used to recruit staff, it will reflect the
- Responsibilities of the role.
 - Level of experience or qualification required (e.g. working with children an advantage)
 - The club stance on Child Protection
- 6.1 **Applications.** All adults who are in contact with young people, whether paid or voluntary, should complete an application form (See Appendix 5).
- 6.2 **Checks and References.** All adults within the club who have “**regular coaching or managerial contact with young people**” must be willing to undertake CRB disclosure - see Appendix 7.
- These people will include:
- Coaches/instructors
 - Crew Manager
 - Welfare People
 - Physiotherapists
- 6.4 A minimum of two written references will be taken up and at least one will be with former work with young people. If an applicant has no experience of working with children, training is strongly advised.
- 6.5 **Interview/induction** **Where appropriate** e.g. all professional appointments for full or part time will undergo formal interview.
- All staff paid or voluntary working with young people will undergo an induction process where
 - Coaching qualifications, if applicable verified
 - Training needs are identified
 - Codes of Conduct and Codes of Good Practice are signed up to
 - The roles, responsibilities and expectations of the role are clarified
 - Child Protection Procedures are explained and training needs established

6.6 Training

_____DBC will offer training which will enable all adults working with young people to recognise their responsibilities with regard to their own good practice and the reporting poor practice or concerns of possible abuse.

_____DBC will offer the following opportunities to adults working with young people

- A copy of the BDA Welfare Policy and Procedures
- An appropriate BDA Coaching Course

It is vital that all staff working with young people in Dragon Boat Racing are conversant with

- Competitor centred Coaching techniques
- How to work with young people safely and effectively

6.7 Monitoring and Appraisal

_____DBC will provide appropriate feedback to adults working with young people which will;

- Identify training needs
- Set new goals
- Highlight concerns about inappropriate behaviour

SECTION SEVEN - GOOD PRACTICE AT _____DBC

The following section sets out Good Practice Procedures which all those involved in the delivery of Dragon Boating to young people at _____ DBC will adhere to;

7.1 Good Practice Procedures

- 7.1.1 The club has in place a Welfare Policy with a monitoring programme
- 7.1.2 A designated welfare person is appointed for the Club.
- 7.1.3 The Welfare Policy will be publicised and available.
- 7.1.4 The club has in place procedures in place to deal with complaints or concerns which is available to all club members
- 7.1.5 The Club will provide training opportunities for adults who work with young people
- 7.1.6 The club has Codes of Conduct and Codes of Practice in place and enforced.
- 7.1.7 Parents/carers will be made aware of what the organisation and coaches are doing and also of the correct procedures to express any concerns they may have
- 7.1.8 The club will ensure that there is an Equity Policy in place and operational.
- 7.1.9 The club has an anti-bullying policy which is actively promoted (See Appendix 4)
- 7.1.10 The club will monitor coaches and provide them with feedback with particular reference to "poor practice"

7.2 DBC Codes of Good Practice for Coaches and Officials

- 7.2.1 **Always** be publicly open when working with young people. Avoid situations where you and an individual child are completely unobserved.
- 7.2.2 Dragon Boating is a team sport. Situations will occur when, in order to teach or coach certain techniques, it is necessary to make physical contact with the competitor. However the following must apply:-
- Parents and young competitors must be made aware of situations in which this may happen when they join the club. Physical handling should only be used for safety reasons or where there is no other way of coaching the technique**
- 7.2.3 Contact or touching which is inappropriate (not directly related to the coaching context) or aggressive, will not be tolerated
- 7.2.4 If groups are to be supervised in changing rooms, ensure that individuals work in pairs, and that gender is appropriate. Ideally young people should not have to change at the same time or in the same place as adults. Where mixed crews compete they should always be accompanied by at least one male and one female adult.
- 7.2.5 Coaches must place the well being and safety of the competitor above the development of performance. Coaches should:
- Avoid over racing competitors (particularly talented ones). All competitors need and deserve equal opportunity to race
 - Remember that young people race for fun and enjoyment and that winning is only a part of it. Motivate them with positive feedback and constructive criticism
 - Ensure that dragon boat skills are taught in a safe, secure manner paying due regard to the physical development of young people.
 - Never allow young competitors to train/race when injured.
 - Ensure equipment and facilities are safe and appropriate.
- 7.2.6 Coaches should hold current BDA coaching awards or a recognised qualification.
- 7.2.7 Coaches should keep up to date with knowledge and technical skills. Coaches should be aware of their own limitations and work within the limitations of their knowledge.
- 7.2.8 Coaches must ensure that the activities which they direct or advocate are appropriate to the age, maturity and ability of the competitors.
- 7.2.9 Coaches should always promote the positive aspects of their sport (eg fair play), and never condone law violations or use of prohibited substances.
- 7.2.10 Coaches must consistently display high standards of personal behaviour and appearance
- 7.2.11 Coaches should never overtly criticise participants or use language or actions which may cause the individual to lose self esteem or confidence.
- 7.2.12 People should not be allowed to drink alcohol or encouraged to drink alcohol if they are under the legal age to do so.

7.2.13 Practice to be avoided

Everyone should also be aware that, as a general rule, it does not make sense for a coach to:

- Spend amounts of time alone with young people away from others.
- Take young people alone on car journeys, however short.

If it should arise that such situations are unavoidable they should only take place with the full knowledge and consent of someone in charge in the club/governing body and/or a person with parental responsibility for the individual.

If you accidentally hurt a participant, or cause distress in any manner, or the participant appears to respond in a sexual manner to your actions, or misunderstands, or misinterprets something you have done, report the incident to a colleague supported by a written report of the incident as soon as possible. Parents/carers should also be informed of the occurrence.

7.3 Practice that is prohibited by the BDA

Individuals should never;

7.3.1 Take young people to their home or other secluded places where they will be alone.

7.3.2 Engage in rough, physical games, sexually provocative games or horseplay with young people.

7.3.3 Take part in any dynamic contact games or training sessions with young people. If there is a need for an adult to facilitate learning within a coaching session through the use of coaching aids, this should be done with the utmost care and with due regard to the safety and well being of the young competitors.

7.3.4 Share a room with a young person unless the individual is the parent/guardian of that young person.

7.3.5 Allow any form of inappropriate touching. (not specifically related to the coaching of the game - see also Section 2 above)

7.3.6 Make sexually suggestive remarks to a young person even in fun.

7.3.7 Use inappropriate language or allow young participants to use inappropriate language unchallenged.

7.3.8 Allow allegations by a young person to go unchallenged, unrecorded, or not acted upon.

7.3.9 Do things of a personal nature for a young person that they can do for themselves unless you have been requested to do so by the parents/carer

7.3.10 Depart the Dragon Boat Club until all the safe dispersal of all young people is complete.

7.3.11 Cause an individual to lose self-esteem by embarrassing, humiliating or undermining the individual.

7.3.12 Treat some young people more favourably than others.

7.3.13 Agree to meet a young person on your own on a one to one basis.

7.4 POSITIONS OF TRUST

All adults who work with young people are in a position of trust which has been invested in them by the parents, the sport and the young person. This relationship can be described as one in which the adult is in a position of power and influence by virtue of their position.

In Dragon Boating most adults in a position of trust recognise that there are certain boundaries in the coach/competitor relationship which must not be crossed in terms of the relationship with the young paddler. The relationship is no different to that between school teachers and their pupils .

BDA Code of Conduct on the Abuse of Trust

- 7.4.1 Any behaviour, which encourages a physical or emotionally dependant relationship to develop between the person in a position of trust and the young person in their care must be avoided.
- 7.4.2 All those within the club have a duty to raise concerns about the behaviour by coaches, officials, volunteers, administrators which may be harmful to the young people in the club, without prejudice to their own position.
- 7.4.3 Allegations relating to a breach of the code of conduct will be investigated according to BDA disciplinary procedures.

SECTION EIGHT - USEFUL CONTACT DETAILS

The BDA Welfare Officer
Barbara Keenan
Telephone: 01 744 26136
Email: barbkeenan@hotmail.com

The BDA Chairman
Mike Haslam
Telephone: 01 633 256796
Email: mike.Haslam@ntlworld.com

NSPCC Helpline
Telephone: 0800 800 5000
Asian Helpline: 0800 096 7719
Welsh Helpline: 0800 100 2524
Deaf Users Textphone: 0800 056 0686
www.nspcc.org.uk

This is a 24 hour free and confidential telephone Helpline that provides counselling, information and advice to anyone concerned about a child at risk of ill treatment or abuse.

Child Protection in Sport Unit (CPSU)
3 Gilmour Close, Beaumont Leys, Leicester LE4 1EZ
Telephone: 0116 234 7200
www.sportprotects.org.uk

Local Social services

CLUB PROCEDURES TO MANAGE CASES OF POOR PRACTICE

Poor practice is defined as any behaviour which contravenes BDA Codes of Conduct or Guidance for Good Practice

1. Once an incident is reported to the Club's welfare person he/she should consult with the BDA Welfare Officer in order to ascertain whether the allegation is poor practice, bullying or abuse.
2. Once the incident has been identified as poor practice and in consultation with senior club officials (Club Chairman/Secretary) a decision will be made whether or not to suspend, temporarily, the person accused. Each case will be considered on its merits.
3. A disciplinary hearing may be called. The panel should be made up of three club members with regard to the following criteria:-
 - No person who has been involved in bringing the case to the disciplinary hearing should sit on the panel.
 - Senior officials of the club must be represented.
 - If the case relates to poor coaching practice experience in this field must be represented
4. The accused will be advised of receipt of the report and provided with copies.
5. The accused will be invited to attend the hearing which must be held at a time convenient to them.
6. The accused must be given sufficient advance notice.
7. The accused must be given the opportunity to offer his/her side of the story and call witnesses.
8. Once the disciplinary panel reaches a decision it should be communicated to the accused and confirmed in writing.
9. A copy of the finding should be sent to the BDA Welfare Officer.

Power of the Club Disciplinary Panel

1. Temporary suspension.
2. Person may only coach whilst supervised.
3. Coach must attend appropriate BDA Coaching Course or suitable Child Protection and Welfare Training Courses.

TERMS OF REFERENCE FOR PERSONS

WITH RESPONSIBILITY FOR CLUB WELFARE MATTERS.

1. Ensure club has a Child Protection Policy and implementation plan
2. Ensure Codes of Conduct are well publicised and adhered to
3. In consultation with the BDA Welfare Officer, ensure all reported incidents are managed at the appropriate level in line with Club and BDA procedures
4. Ensure all relevant club members are aware of training opportunities
5. Ensure all parents are aware of the club policy on Child Protection and the correct protocols for voicing concerns
6. Be aware of local Social Services and Area Child Protection Committee contacts
7. Sit on relevant club committees

A suggested Job Description for a Club Welfare Officer is shown below.

CLUB WELFARE OFFICER - SUGGESTED JOB DESCRIPTION

The Club Welfare Officer is responsible for acting as a source of advice on child protection matters and for co-ordinating action within the Club on receipt of any concerns or referrals.

The Club Welfare Officer should be a figure well known in the club and approachable for young people but not someone involved directly in the coaching or day-to-day running of young people's or junior programmes. It is advisable that they are an individual member of the BDA.

The Club Welfare Officer (CWO) should have a child-focused approach; the ability to provide advice and support. Good communication and administrative skills. Good recording skills and the Ability to promote the BDA Welfare policy, procedures and resources.

The Club Welfare Officer (CWO) must gain an understanding of the BDA Welfare and Water Safety Policies and procedures and the role and responsibilities of the BDA to safeguard in particular the welfare of children, young people and vulnerable adults.

The CWO should gain an understanding of poor practice and abuse - behaviour that is harmful to children. Have a knowledge of his/her own Club's role and responsibilities related to safeguarding children and young people and an awareness of equity issues and child protection.

The Role of the Club Welfare Officer

Policy and Procedures

- To provide information and advice on child protection within the Club
- To ensure that the Club adopts and follows the BDA Welfare Policy and procedures
- To promote awareness of the BDA Welfare and Water Safety Policies
- To ensure that the BDA Welfare policy and procedures are followed and particularly to inform Social Services of relevant concerns about individual children
- To be a confirmation signatory, verifying the identity of individuals completing disclosure forms

Referrals

- To receive information from Club staff, volunteers, young people or parents and carers who have child protection concerns and record it
- To assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate
- To make a formal referral to a statutory child protection agency if appropriate
- To report any referrals or concerns to the BDA Welfare Officer as soon as possible
- To ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing, under confidential cover, using the BDA Incident Report Form

Education and Training

- To ensure that all adults working with young people in the Club have received appropriate child protection training
- To advise the Club of further child protection training opportunities

The thanks of the BDA are due to the English Cricket Board and Amateur Rowing Association for the use of their CWO Job Description documents as the base for this Job Description.

COACHES CODE OF CONDUCT

1. All dragon boat coaches must respect the rights ,dignity and worth of every young person with whom they work with and treat them equally within the context of Dragon Boating.
2. All coaches must place the physical and emotional well being of all young competitors above all other considerations, including the development of performance
3. The relationship that a coach develops with the paddlers with whom they work must be based on mutual trust and respect
4. All coaches must ensure that all activities undertaken are appropriate to the age, maturity, experience and ability of the young competitors
5. All coaches must encourage young participants to accept responsibility for their own behaviour and performance
6. All coaches should clarify with the young participants (and their parents/carers) what is expected of them both in training and competition and also what they are entitled to expect from the coach
7. All coaches should work in partnership with others within the sport (officials, managers, administrators and medics) to ensure the well being, safety and enjoyment of all young participants.
8. All coaches must promote the positive aspects of the sport e.g. Fair Play etc. Violations of the Racing Rules and Regulations, behaviour contrary to the spirit of the Rules of Racing or relevant regulations or the use of prohibited techniques or substances must never be condoned

ANTI BULLYING POLICY

Bullying is not easy to define, can take many forms and is usually repeated over a period of time. The three main types of bullying are: physical (e.g. hitting, kicking), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from activities). They will all include:

- Deliberate hostility and aggression towards the victim.
- A victim who is weaker than the bully or bullies.
- An outcome which is always painful and distressing for the victim.

Bullying behaviour may also include: -

- Other forms of violence.
- Sarcasm, spreading rumours, persistent teasing or theft.
- Tormenting, ridiculing, humiliation.
- Racial taunts, graffiti, gestures.
- Unwanted physical contact or abusive or offensive comment of a sexual nature

Emotional and verbal bullying is more likely to be found in dragon boating than physical violence, it is also difficult to cope with or prove. It is of paramount importance that all clubs develop their own anti-bullying policy to which all its members, coaches, competitors, officials, other volunteers and parents subscribe to and accept.

Every club should be prepared to:

- Take the problem seriously.
- Investigate any incidents
- Talk to the bullies and victims separately

Decide on appropriate action, such as:

- Obtain apology from the bully(ies) to the victim.
- Inform parents of the bully(ies).
- Insist on the return of items “borrowed” or stolen.
- Insist bullies compensate the victim

APPLICATION FORM FOR CLUB COACHES AND STAFF

Confidential

Position Applied For:

PERSONAL DETAILS

Title:	Surname:	Other Names in Full:
--------	----------	----------------------

Other name previously known by, including maiden name where appropriate:

Age:	Date of birth:	Place of birth:
------	----------------	-----------------

ADDRESS

Current Address:

Former Address (if moved within the previous 3 years):

Telephone, Fax & Email

Home Tel: Fax: Email:	Work Tel: Fax: Email:
--------------------------------	--------------------------------

OCCUPATION

Current Occupation:

Name of Organisation:
Address:

Start Date:
Finish Date:

Previous Occupation:
Name of Organisation:
Address:

Start Date:
Finish Date:

Previous experience of working with children, either in a voluntary or professional capacity:

EDUCATION AND TRAINING

OTHER RELEVANT INFORMATION
Recreational interests, hobbies, voluntary or community work

REASONS FOR APPLYING	
If appointed, when could you start work?	How did you hear of this vacancy?

REFERENCES												
Please give names and addresses of three people to whom application for references may be made. References from relatives will not be accepted. At least one should be from a previous employer and one should have first-hand experience of you working with children.												
<table border="1"> <thead> <tr> <th align="center">NAME</th> <th align="center">ADDRESS</th> <th align="center">CAPACITY IN WHICH KNOWN TO YOU</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	NAME	ADDRESS	CAPACITY IN WHICH KNOWN TO YOU									
NAME	ADDRESS	CAPACITY IN WHICH KNOWN TO YOU										

DECLARATION	
<u>Data Protection Act</u> : In order to recruit to this post the (insert organisations name) will (within the terms of the Data Protection Act 1998) process, using a computer system, personal information given in connection with this application. Information relating to the successful applicant will form part of personnel records. No other use will be made of information about applicants.	
Consent: I consent to the processing of personal information in the way described. Declaration: I declare that to the best of my knowledge the information given on this form is correct and understand that misleading statements or deliberate omission may be sufficient grounds for cancelling any appointment arising from this application.	
Signed	Date

Enclosure 1 to Appendix 5 Standard Reference Letter

Private & Confidential

(Insert Name and Address)

(Insert Date)

Dear

(Insert Name) has applied for the position of (insert job title/role) with *(insert Club Name)* and has give your name as a referee. A copy of the relevant job description is enclosed for your information.

I should be grateful if you would confirm how long you have known (insert name) and in what capacity. It would also be helpful if you could give your opinion of the applicant's ability, personality, health record and the suitability for the post of which s/he has applied, together with any other general information that you feel is relevant to this application. A form is enclosed to make this request easier.

The post may involve access to children and as an organisation committed to the welfare and protection of children, I should be grateful if you would also complete the reverse of the attached document relating to child protection issues.

Your comments will, of course, be treated in the strictest of confidence and an early reply would be greatly appreciated. A pre-paid envelope is enclosed for your convenience.

I am grateful for your assistance in this matter and look forward to hearing from you.

Yours sincerely

(Insert Name and Title)

Enclosure 2 to Appendix 5 - Standard Reference Form

(Insert Club's Name)

Applicant's Name:

Job title/role:

5. How long have you known the above named person?

6. In what capacity do you know the above named applicant?

7. It would be helpful if you would indicate your opinion of the suitability of the post for which the applicant has applied.

8. It would also be helpful if you could indicate your opinion of the applicant's ability, personality and health record in relation to the post.

This post may involve substantial access to children. As an organisation committed to the welfare and protection of children, we would be grateful if you would indicate below whether or not you have any reason at all to be concerned about the applicant being in contact with children or young people.

Please place a X in the appropriate box Yes No

Signed:
Name:
Address:

Appendix 6

BDA CLUB WELFARE INCIDENT RECORD FORM		
(copy to be submitted to the BDA Welfare Officer with the Summary Sheet shown at Appendix 6 of the BDA Welfare Policy)		
Your Name	Your Position	
Child's Name	D.O.B.	Male or Female
Child's address	Parents/carers names & address:	
Ethnic Group	Disability (if applicable)	
<p>1. White British Irish Other please specify:</p> <p>2. Mixed White /Black Caribbean White/Black African White/Asian Other mixed background please specify</p> <p>3. Asian or Asian British Indian Pakistani Bangladeshi Other Asian background please specify :</p> <p>4 Black or Black British Caribbean African Other black background please specify:</p> <p>5. Chinese or other Oriental group Chinese Other please specify</p> <p>6. Other group not included above please specify</p>		
Time and date of any incident:		
Your observations:		
State Exactly what the child said and what you said: remember do not lead the child - record actual details		

BDA Welfare Policy & Procedures

Action taken so far:		
Name of Accused		Position in Sport
Relationship between the accused and child		
Ethnic origin (please state as per chart above)		Marital status Age
Address:		
Telephone Number..... Email contact		
External Agencies contacted (date and time)		
Police yes / no	If yes - which: Name and contact number Details of Advice given	
Social Services	If yes - which: Name and contact number Details of Advice given	
BDA	If yes - which: Name and contact number Details of Advice given	
Local Authority	If yes - which: Name and contact number Details of Advice given	
Other (e.g. NSPCC)	If yes - which: Name and contact number Details of Advice given	

Self-Declaration Form

Full Name (including title):

Date of Birth:

Gender:

1. Have you ever been convicted of any criminal offence? **Yes/No**
(If yes, please supply details convictions)

(Note: you are advised that under the provision of the Rehabilitation of Offenders Act 1974 [exceptions] order 1975 as amended by the Rehabilitation of Offenders Act 1974 [exceptions] [amendment] Order 1986 that you should declare all convictions including 'spent' convictions).

2. Are you a person known to any Social Services department as being an actual or potential risk to children? **Yes/No**
(If yes, please supply details)

3. Have you had any disciplinary sanction relating to child abuse? **Yes/No**
(If yes, please supply details)
-

Important: I hereby consent to the BDA, as the National Governing Body (NGB) for the sport of Dragon Boat Racing, undertaking police and/or social services checks against me. I understand that the information contained within this form or supplied by third parties, along with the results of any police or social services checks, will be included on the BDA Child Protection List. I further understand that this may involve, where strictly necessary, disclosing my details to other regulatory bodies and/or third parties who have an interest in child protection issues.

Signed by the above named person:

Date:

/ References:

References:

Please contact the following two people for a reference:

Name: _____

Job Title: _____

Contact Address: _____

Telephone: _____

Email: _____

Name: _____

Job Title: _____

Contact Address: _____

Telephone: _____

Email: _____

MEDICAL CONSENT FORM

Club Contact

Club Address

I, the parent/guardian/carer * of:

gives permission to the coaches participating in activities during the period of:

to administer any relevant treatment or medication to the named participant, when/if necessary. I shall inform the BDA of any known conditions and medication requirements.

In addition, if the case arises, I authorise the members of staff to take my son/daughter to hospital and give full permission for any treatment required to be carried out in accordance with the hospital's diagnosis. I understand that I shall be notified, as soon as possible, of the hospital visit and any treatment given by the hospital.

Parent/Guardian's* consent

Signature:

Name:

Relationship to participant:

**delete as appropriate.*
