Islington Safeguarding Children Board, 3 Elwood Street, London N5 1EB
Tel: 020 7527 4209/4234

Islington Safeguarding / Child Protection Policy and Procedures for Sports Clubs and Facilities

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FOREWORD

This policy brings together two really important themes for our children and young people; being fit and active and keeping safe. All of us who are involved in the many agencies that support our children recognise the enjoyment and health benefits that sport can play in their lives.

Sport has a lot to offer our children. Sports organisations reach a broad audience of children / young people. Sport can and does have a very powerful and positive influence on children / young people. It can provide valuable opportunities for success, enjoyment, achievement, personal and social development and development of positive life skills. It can help develop their self-esteem, leadership and teamwork skills. It contributes to a healthy lifestyle by encouraging children’s / young people’s physical, mental and emotional well being.

Sport can also provide children / young people with a role model, and a significant, trusted adult whom they can confide in. Having this trusted adult is very important to the welfare of many children. It helps promote their confidence, self-esteem, resilience and ability to manage difficult circumstances. It can promote positive outcomes for them.

In all of these ways sport protects and safeguards our children.

We also want to ensure, as much as possible, that our clubs and facilities are fun, friendly, safe and positive places for children so Islington Safeguarding Children Board (ISCB) has produced a model Child Protection Policy and Procedures for Islington Sports Clubs and Facilities. It aims to ensure that all necessary steps are taken to protect the children and young people (all those under 18) who participate in sports activities at all levels. The policy establishes clubs’ / facilities’ responsibilities in relation to child protection and safeguarding children, and provides good practice guidance.

We strongly encourage all clubs and facilities to adopt these procedures in the interests of all the children / young people partaking in your activities. If you already have your own policies these guidelines are to be used alongside them.

We would like to congratulate the clubs for all the good work you are doing and continue to do.

The production of these procedures has been a multi-agency initiative and we would like to thank everyone who worked on them.

We would also like to thank the following organisations for the use of their documents; NSPCC, NSPCC Child Protection in Sport Unit, Telford and Wrekin Sports Advisory Council, Shropshire Sports Partnership, Cambridgeshire & Peterborough Active Sports Partnership, Football Association, Arsenal Football Club, London Sports Forum for Disabled People, British Gymnastics, Badminton England, Amateur Swimming Association and London Active Partnership.

Arsene Wenger, Manager, Arsenal Football Club

Helen Bailey, Chair ISCB, Chief Executive Islington Council

August 2006
PART I - CHILD PROTECTION POLICY

TYPES OF ABUSE AND NEGLECT AND THEIR RECOGNITION

The four main categories of abuse are physical, sexual, emotional abuse and neglect. Bullying can also be a category of abuse. The abuse, or possible abuse, of a child/young person may come to your attention in a variety of ways. There may be aspects of the child’s/young person’s behaviour or presentation that lead you to suspect that they may be at risk. These possible signs should be shared with your Named Child Protection Person. They may then decide to refer the child/young person to care agencies for further enquiries to be made.

The possible signs of abuse/neglect include:

- Information given by the child/young person
- Information reported by a concerned adult
- Changes in the child's/young person's behaviour. For example, the child/young person suddenly becomes quiet, tearful, withdrawn or aggressive
- Loss of weight without a medical explanation
- Eating problems, for instance, overeating or loss of appetite

Physical Abuse

Physical abuse implies physically harmful action/inflicted injury directed against a child/young person. For example, hitting, shaking, squeezing, burning, biting, bruises, burns, head injuries, fractures, abdominal injuries or poisoning. In sports this could mean forcing a child/young person to train beyond their capabilities.

Some possible signs of physical abuse:

- Unexplained injuries, for example, bruising, bite marks, burns and fractures, particularly if recurrent.
- Improbable explanations given for injuries.
- Several different explanations provided for an injury.
- Refusal to discuss injuries.
- Untreated injuries.
- Withdrawal from physical contact.
- Reluctance to use changing rooms

Sexual Abuse

Sexual abuse is any exploitation of children/young people for the sexual pleasure, gratification or profit of an adult or significantly older person. It includes obscene phone calls, indecent exposure, inappropriate or sexually explicit language, taking pornographic photographs, showing pornographic material, touching, fondling, oral and anal sex, masturbation, attempted intercourse or intercourse. In sports this could involve inappropriate photography/videoing for the sexual gratification of the viewer.

Some possible signs of sexual abuse:

- Acting in a sexual way inappropriate to their age.
- Continual or excessive masturbation.
- Asking if you will keep a secret if they tell you.
- Unexplained sources of money, sweets or presents.
- Reluctance to changing for an activity.
- Chronic ailments such as stomach ache or headaches.
- Involving other children in sexual activity.
- Self-harm.
<table>
<thead>
<tr>
<th>Emotional Abuse</th>
<th>Some possible signs of emotional abuse:</th>
</tr>
</thead>
</table>
| Emotional abuse includes verbal abuse, being constantly shouted at, threatened or taunted. In sports this could involve constant criticism, name-calling, ridicule, sarcasm, bullying, or unrealistic expectations of parents/carers/coaches over what a child/young person can achieve. | Withdrawal  
Nervousness  
Aggressive behaviour |
| Emotional abuse may be difficult to recognise as the signs are usually behavioural rather than physical. The manifestations of emotional abuse might also indicate the presence of other kinds of abuse. |

<table>
<thead>
<tr>
<th>Neglect</th>
<th>Some possible signs of neglect:</th>
</tr>
</thead>
</table>
| Neglect is when adults fail to meet a child’s/young person’s basic needs, like food or warm clothing. It also includes being left alone unsupervised, failure to protect from harm or danger, failure to ensure access to appropriate medical care or treatment and lack of love and affection. In sports this could be when a child’s/young person’s personal or intimate requirements are ignored, not ensuring children/young people are safe, or exposure to undo cold, heat or unnecessary risk of injury. | Constant hunger  
Poor personal hygiene  
Constant tiredness  
Poor state of clothing  
Untreated medical problems  
Compulsive eating  
Scavenging |

<table>
<thead>
<tr>
<th>Bullying</th>
<th>Some possible signs of bullying:</th>
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</thead>
</table>
| Bullying is the abuse and/or intimidation by a person, people or an organisation against another or others. It may be a specific act or it may be institutional. It is an abuse of a perceived power relationship. The bully in sport can also be the parent/carer who pushes too hard or the coach who adopts a win at all costs philosophy. Children can also bully other children. Bullying may include verbal abuse and intimidation, acts of physical or sexual abuse and coercion. Whatever its form it is unacceptable within any club. It must be challenged and appropriately addressed. | Reluctance to attend activities previously enjoyed.  
Tearfulness, depression, erratic emotions, loss of concentration.  
Stomach aches, headaches, difficulty in sleeping, bed-wetting, bruising, cuts scratches, damaged clothing, bingeing on food, alcohol or cigarettes.  
Shortage of money, frequent loss of possessions.  
Asks for money or starts stealing (to pay bullies)  
Drop in performance or standard of play. |

These signs do not necessarily mean that a child has been abused. However if you are concerned about the welfare of a child you must report it. Do not assume that someone else will help the child. They might not.
**DISCLOSURES OF ABUSE – WHAT TO DO?**

If a child makes a disclosure of abuse the following actions are to be taken:

- React calmly so as not to frighten or deter the child / young person
- Listen carefully to what the child / young person tells you without interrupting and take it seriously
- Ask questions for clarification only. Avoid asking questions that suggest a particular answer
- Do not stop a child / young person who is freely recalling significant events. Allow them to continue at their own pace.
- Acknowledge how difficult it might have been for them to share this with you
- Reassure them that they have done the right thing in telling
- Tell the child / young person that they are not to blame
- Never promise a child / young person that what they told you can be kept a secret. Explain to the child / young person that you have a responsibility for their safety and therefore have to tell somebody in authority. Let them know that there are others who can help them and that they are not alone
- Tell them what you will do next and with whom the information will be shared
- Ensure the safety of the child / young person
- As soon as possible take care to record in writing what was said using the child's own words. Record the date, time, setting, any names mentioned, to whom the information was given and other people present. Sign and date the record
- Record any subsequent events and actions
- It is not your responsibility to decide if a child has been abused. Any disclosure must be raised with the Named Child Protection Person and followed through appropriately

A child may recall former abuse once in a safe situation. Although they may be under no current threat to their safety, any disclosure must be raised with the Named Child Protection Person and followed through appropriately.

You may also have concerns about a child’s welfare where there has not been any disclosure or allegation. In the best interests of the child / young person, these concerns should be raised with the Named Child Protection Person and followed through appropriately.
FLOWCHART
WHAT HAPPENS NEXT?

YOU HAVE CONCERNS ABOUT A CHILD’S WELFARE

DISCUSS CONCERNS WITH NAMED CHILD PROTECTION PERSON

NAMED CHILD PROTECTION PERSON HAS CONCERNS

NAMED CHILD PROTECTION PERSON DOES NOT HAVE CONCERNS

NAMED CHILD PROTECTION PERSON REFS TO CHILDREN’S SOCIAL SERVICES, FOLLOWING UP IN WRITING WITHIN 48 HOURS

SOCIAL WORKER AND MANAGER ACKNOWLEDGE RECEIPT OF REFERRAL AND DECIDE ON NEXT COURSE OF ACTION WITHIN ONE WORKING DAY

INITIAL ASSESSMENT REQUIRED. COMPLETED WITHIN SEVEN WORKING DAYS OF REFERRAL

CONCERNS ABOUT CHILD’S IMMEDIATE SAFETY

IMMEDIATE STRATEGY DISCUSSION BETWEEN CHILDREN’S SOCIAL SERVICES, POLICE AND OTHER AGENCIES, AS APPROPRIATE, TO DECIDE ON IMMEDIATE SAFEGUARDING ACTION

NO FURTHER CHILD PROTECTION ACTION, ALTHOUGH MAY NEED TO ACT TO ENSURE SERVICES ARE PROVIDED

FEEDBACK TO REFERRER ON NEXT COURSE OF ACTION

NO FURTHER CHILDREN’S SOCIAL SERVICES INVOLVEMENT AT THIS STAGE, ALTHOUGH ACTION MAY BE NECESSARY, FOR EXAMPLE, ONWARD REFERRAL

FEEDBACK TO REFERRER
GOOD PRACTICE

The following guidelines should be followed:

✦ Treat all children and young people equally, with respect and dignity
✦ Put the welfare of the child first, before winning or achieving goals
✦ Make the Club safe, fun, enjoyable and promote fair play
✦ Give enthusiastic and constructive feedback
✦ Adopt a Child Protection Policy and actively promote it to all staff, volunteers, parents / carers, children and young people
✦ Display the Model Club Policy Statement
✦ All staff and volunteers are carefully selected and Criminal Records Bureau checked. (Please refer to ISCB’s Good Practice and Safer Recruitment Guidelines for guidance)
✦ All staff and volunteers have access to training
✦ Ensure that any videoing or photography of the children/young people is pre-arranged with the Club Organiser and requests are in writing
✦ Avoid situations where you may be alone with a child or group of children and are completely unobserved
✦ Avoid taking children/young people on car journeys
✦ Do not allow any physically rough or sexually provocative games or inappropriate talking or touching during any activity
✦ All physical interactions between adults and children must be appropriate to the situation. If physical contact needs to be made, for example, supporting a child/young person during a particular movement, the staff member should always explain what they are going to do and why beforehand. Physical contact should be minimised and ceased as soon as it is safe to do so.
MODEL CLUB POLICY STATEMENT

(Name of Club) is committed to creating and maintaining the safest possible environment for children and young people to play sport.

We do this by:

- Recognising that all children have the right to freedom from abuse and harm
- Ensuring that all our staff and volunteers are carefully selected and vetted, have the relevant qualifications and experience, and accept responsibility for helping to prevent the abuse of children in their care
- Responding quickly and appropriately to all suspicions or allegations of abuse
- Providing parents/carers, children and young people with the opportunity to voice any concerns they may have
- Adopting disciplinary measures and sanctions which are non-violent and do not impose humiliation
- Appointing a Named Child Protection Officer who takes specific responsibility for children’s and young people’s protection, safety and well-being
- Reviewing the effectiveness of the Club’s Child Protection Policy and Procedures
- Working with external agencies, for example, (name of Club’s) governing body, Children’s Social Services, police, to ensure, as far as is possible, that children and young people are protected
- Not tolerating bullying. Incidents of bullying will be investigated and treated seriously. Action will be taken to stop the bullying.
# MODEL CLUB CHECKLIST

Does your club / facility have the following?:

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
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<tbody>
<tr>
<td><strong>1.</strong></td>
<td>A child protection policy which all staff and volunteers are aware of?</td>
<td></td>
</tr>
<tr>
<td><strong>2.</strong></td>
<td>A named child protection person for dealing with concerns or allegations of abuse?</td>
<td></td>
</tr>
<tr>
<td><strong>3.</strong></td>
<td>A rigorous recruitment, selection, supervision and monitoring process for staff and volunteers?</td>
<td></td>
</tr>
<tr>
<td><strong>4.</strong></td>
<td>A written code of conduct and behaviour which outlines good practice when working with children and young people?</td>
<td></td>
</tr>
<tr>
<td><strong>5.</strong></td>
<td>A written complaints and disciplinary procedure?</td>
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<tr>
<td><strong>6.</strong></td>
<td>A whistleblowing policy?</td>
<td></td>
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<tr>
<td><strong>7.</strong></td>
<td>Information for children, young people and parents/carers about the child protection policy and where to go for help?</td>
<td></td>
</tr>
<tr>
<td><strong>8.</strong></td>
<td>A well-publicised anti-bullying policy?</td>
<td></td>
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<tr>
<td><strong>9.</strong></td>
<td>A child protection training plan for staff and volunteers?</td>
<td></td>
</tr>
<tr>
<td><strong>10.</strong></td>
<td>Procedures for making sure that the safeguards that are put in place are working?</td>
<td></td>
</tr>
<tr>
<td><strong>11.</strong></td>
<td>Clear guidance on confidentiality?</td>
<td></td>
</tr>
<tr>
<td><strong>12.</strong></td>
<td>A protective culture that puts children’s interests first?</td>
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</table>
PART II – GUIDANCE

NAMED CHILD PROTECTION PERSON

All organisations need to identify one person to be responsible for dealing with allegations or suspicions of abuse. If your club is small this person can be shared with other clubs or governing bodies. Having a Named Child Protection Person will ensure that there is an informed point of contact in your club who can manage and advise on child protection issues. Everyone in the organisation should know who Named Child Protection Person is and how to contact them.

It is not the role of the Named Child Protection Person to decide whether a child has been abused or not. This is the task of Children’s Social Services who have the legal responsibility. But it is the responsibility of the Named Child Protection Person to ensure that concerns are shared and appropriate action taken.

RESPONDING TO CONCERNS

- **Receive information from staff, volunteers, children, parents or carers who have child protection concerns**
- **If a child tells you something themselves respond in the way outlined in the Disclosures of Abuse – What to do? section of the Child Protection Policy**
- **Make a written record of the information received on the Club Child Welfare Incident Form. Sign and date the record**
- **Assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate**
- **Store information in a secure place**
- **Seek advice from Children’s Social Services to test out any doubts or uncertainty about the concerns. Clarify about speaking to parents**
- **When concerns are raised about a child or the behaviour of someone in the club it is important that you listen and take them seriously**
- **Information is shared on a need to know basis, only with those with child protection responsibilities**
- **Refer to the ‘flow chart - what happens next?’ section of the Child Protection Policy for the next steps if concerns require further action**
RESPONDING TO ALLEGATIONS AGAINST A MEMBER OF STAFF / VOLUNTEER OR ANOTHER CHILD / YOUNG PERSON

- As with any allegation of abuse this information must be passed on to the Named Child Protection Person. If the allegation is against the Named Child Protection Person concerns should be reported to a senior staff member and/or the relevant governing body for advice on how to proceed
- Fully support and protect any staff/volunteer who in good faith (without malicious intent) reports their concerns about a colleague’s practice, or the possibility that a child/young person may be being abused. Staff/volunteers should be able to raise concerns confidentially if necessary
- Ensure the safety of the child/young person

As a preventative measure, procedures should be in place for the safer recruitment of staff and volunteers. (Please refer to ISCB’s Good Practice and Safer Recruitment Guidelines for guidance).

BULLYING

Bullying is not always easy to define but includes:
- deliberate hurtful behaviour, hostility and aggression towards a victim
- a victim who will often be weaker and less powerful than the bully or bullies
- an outcome which is always painful and distressing for the victim
- physical: pushing, kicking, hitting, pinching, poking or any other form of physical contact which is harmful to the victim, theft
- verbal: name-calling, sarcasm, spreading rumours, persistent teasing, swearing
- emotional: including, tormenting, ridicule, humiliation, isolation, sending hurtful text messages
- emotional and verbal bullying can be more difficult to cope with or prove than physical bullying
- racist: racial taunts, gestures, graffiti
- sexual: unwanted physical contact, abusive sexual comments, sexual innuendos, graffiti
- homophobic: taunts, teasing about the victim’s sexuality, gestures, spreading rumours, sexual innuendos, unwanted physical contact, graffiti
- disability: taunts, gestures, graffiti, unwanted physical contact, teasing about the victim’s disability

Actions to prevent bullying:
- take all signs of bullying very seriously
- encourage children to speak and share their concerns
- have a clear anti-bullying policy to which staff, volunteers, parents/carers, children/young people sign up to
- improve supervision
- hold Club discussions on bullying

If bullying occurs the club will:
- take the problem seriously
- investigate it
- talk to the bullies and victims separately
- decide on appropriate action

Responding to suspected bullying:
- help the victim speak out
- take action to ensure the victim is safe
- inform parents/carers of victim
- hold a follow-up meeting with the victim and their families to report progress
- talk to the bully to see if the allegation has any foundation, ideally not one-to-one
- try to get the bully/ies to see the consequences of their behaviour
- support/encourage bullies to change behaviour
obtain an apology from bully/ies to victim
inform parents / carers of the bully/ies
insist on the return or replacement of any items ‘borrowed’, stolen or destroyed
impose appropriate sanctions against bully/ies in consultation with the parents / carers. These may result in the bully/ies being asked to leave the Club
hold a follow-up meeting with the bully/ies and their families to report progress
provide support to coaches of bullies and victims
inform relevant members of the Club about the incident and any action taken
keep a written record of incidents and action taken
report any concerns to the Named Child Protection Person

VULNERABILITY OF SOME GROUPS OF CHILDREN - CARE OF DISABLED CHILDREN / YOUNG PEOPLE

Discuss and agree with parent / carer and child / young person the care they require and the physical contact that is necessary for them to participate in the activity
Communicate with the child / young person about what you are doing and give choices where possible, particularly if you are involved in dressing / undressing outer clothing or if lifting / assisting a disabled child / young person
Avoid taking on the responsibility of tasks for which you are not appropriately trained

CHANGING POLICY IN DRESSING ROOMS

If children / young people need to share changing facilities with adults:
  • the Club must have consent from parents / carers that their child can share a changing room with adults in the Club
  • their parents must be allowed to supervise them whilst they are changing if they so wish
Adults should not change or shower at the same time as the children / young people using the same facility
Children / young people should be supervised at all times in the changing rooms by 2 members of staff / volunteers
If any child / young person is uncomfortable changing or showering in public no pressure should be placed on them to do so. In this instance, encourage them to change or shower at home
If the activity is mixed gender, separate facilities should be made available

USE OF PHOTOGRAPHIC, VIDEO RECORDING, IMAGE RECORDING AND MOBILE PHONE CAMERA USE

It is not the intention to prevent parents / carers from taking pictures, but to ensure that photographic practices are monitored and to reduce the risks of inappropriate photography / filming.
No one is permitted to photograph or record images in the following areas:
  • changing areas
  • toilet areas
  • First Aid room
  • locker rooms
Participants and parents / carers must be informed when a photographer will be attending an event
Permission will only be granted after the Event Registration Form is completed
Photographers will be required to have formal identification which must be worn at all times
Children’s / young people’s images will not be used for promotional or press releases unless parents / carers have consented
Unsupervised access to participants or one-to-one photo sessions are prohibited
Photo sessions outside the event or at a participant’s home are not allowed
Personal details which might make a child / young person vulnerable, for example, address, email address, phone number, should never be revealed.

Any concerns regarding inappropriate or intrusive photography / filming reported to, or observed by, the event organiser must be followed up by them with the person in question. If concerns persist this person can be requested to leave the event.

Use of video equipment is a legitimate coaching aid. Participants and parents / carers should be made aware that this is part of the coaching programme. Care must be taken in the storing of these films.

TRIPS, TOURS AND HOLIDAY CLUBS

Travelling to away games and having trips away from home should be safe and fun for children. It should be a chance for them to grow in confidence, self-esteem and skills. Parents / carers will nearly always worry when their children are away but careful planning and preparation should help to ease their worries, and demonstrate that you have taken into account the various needs of their children and the potential dangers of a trip away.

Adequate supervision must be provided if children and young people are taken on trips and tours. If the children are over 8 years of age there should always be 2 adults and a minimum of 1 adult to 10 children. Three adults are required with younger children and a minimum of 2 adults to 10 children.

Parents and carers must be notified and sign a consent form giving permission for their child to attend any trip, tour or holiday club.

A lead officer must be nominated on transported trips.

If parents and volunteers accompany any trip they will be under the direction of the lead officer.

The use of parents shall not compromise staff / child ratios.

Although parents / carers have a valuable and crucial role, they should not be left alone with children who are not their own.

The lead officer must have registration forms, a full and up to date first aid kit, medical notes, medicines and a mobile phone.

There should always be a qualified first aider.

Any hospital referrals must be relayed to parents / carers immediately.

A complete list of all children and adults must be drawn up and heads counted on departure and arrival.

All children should be seen to be picked up on return unless specifically told otherwise in writing and signed for by the parent / carer in advance. A verbal agreement is not acceptable.

In the event of a ‘new’ person being requested to collect a child, the parent must complete an additional registration form. At no time should a child be handed over without full confirmation by the parent / carer.

If a parent / carer fails to collect a child, two members of staff must be present and remain with the child / young person at all times. It is the duty of the lead officer to try and contact the parent / carer. If no parent / carer arrives after one hour it is advisable to contact the police.

Lost children

On suspicion of a lost child the lead officer will conduct a roll call without alarming the children.

The lead officer and one other staff member will conduct a thorough search of the premises and immediate vicinity.

Staff conducting the search and remaining staff must ensure a calm manner and normal routine will be conducted.

If the child is not found, the Police and the child’s parent / carer will be contacted.

The Named Child Protection Person will be informed.

The relevant authorities will be informed.

Staff will work closely with the Police and parents / carers to ensure all relevant information is made available to aid the safe recovery of the child.

The incident will be evaluated and fully discussed with all staff, Named Child Protection Person, Children’s Social Services and the Police.

A full report will be produced.

Procedures and policies will be reviewed and amended if necessary.
When staying away

- When staying away someone from the Club who is not going away needs to be identified as a point of contact
- They should have a list of who is on the trip, including leaders / helpers, and their contact details
- Name the designated officer for child protection for the trip and ensure the group is aware who this officer is
- All beds must be single and staff and players must not share a room
- If the group is on more than one floor there should be at least one adult room on each floor
- On all staying away trips ensure that all children carry a Safe Away Card

Safe Away Card

<table>
<thead>
<tr>
<th>Name:</th>
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<tbody>
<tr>
<td>Club:</td>
</tr>
<tr>
<td>Parent/Carer:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
<tr>
<td>Accommodation:</td>
</tr>
<tr>
<td>Leader’s Mobile Number:</td>
</tr>
</tbody>
</table>
 CLUB ANNUAL MEMBERSHIP INFORMATION AND CONSENT FORM

This form is to be completed by the parent / carer and child when joining the club and each following year.

Name of child: ______________________________________________
Date of Birth: ______________________________________________
Age: ______________________________________________________
Address: ____________________________________________________
_____________________________________________________________
_____________________________________________________________
Telephone: ______________________________________________
Parent’s / Carer’s mobile number: ____________________________

Health needs
Does your child have any known health needs? For example, asthma, diabetes, epilepsy, allergies. YES/NO
If yes, please specify and complete section below.
Health needs: ______________________________________________
_____________________________________________________________
_____________________________________________________________

Current medication
Name: ______________________________________________________
Dose: _________________________________ Frequency: ________________
What does the Club need to do to help keep your child well? For example, administer planned medication / call ambulance / give snacks. Please be specific.
________________________________________________________________________
________________________________________________________________________

Do Club members need any medical training other then First Aid to care for your child? If yes, please specify.
________________________________________________________________________
________________________________________________________________________
Specific needs

Does your child have any specific needs to enable them to participate in the Club’s activities? YES/NO

If yes, please specify so we can assist your child’s participation.
_____________________________________________________________________________
_____________________________________________________________________________

Images

At times the Club may wish to take photos or videos of the team or individuals. We ensure that these are safe and respectful and used solely to promote and celebrate the activities of the Club and for training purposes. Please indicate if you agree that your child’s picture be taken for these purposes. YES/NO

Consent of Parent / Carer

I give consent for my child to participate in (Name of Club) events. I accept that it is my responsibility to inform the Club directly of any changes to the details recorded on this form.

Signature: ____________________________________________________________

Please print name: ________________________________________________________

Date: _______________________________

Player’s Consent

I agree to participate in the Club’s events and agree to adhere to the guidelines and / or codes of conduct that may be issued in the interests of my own safety.

Signature: ____________________________________________________________

Please print name: ________________________________________________________

Date: _______________________________
CLUB CHILD WELFARE INCIDENT FORM
(including concerns and allegations)
TO BE COMPLETED BY NAMED CHILD PROTECTION PERSON
(BLOCK CAPITALS PLEASE)

<table>
<thead>
<tr>
<th>Name of Club / Facility where incident occurred:</th>
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1. PERSONAL DETAILS

<table>
<thead>
<tr>
<th>Name of Child:</th>
<th>Age</th>
<th>Parent’s / Carer’s Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Address:</td>
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<tr>
<td>Post Code:</td>
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<table>
<thead>
<tr>
<th>Home Tel No:</th>
<th>Parent’s / Carer’s Work No:</th>
<th>Mobile No:</th>
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</thead>
</table>

2. INCIDENT (including concerns and allegations) DETAILS

<table>
<thead>
<tr>
<th>Nature of incident, concerns, allegations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
</tr>
<tr>
<td>Time:</td>
</tr>
</tbody>
</table>

3. REPORTING

<table>
<thead>
<tr>
<th>Name of person reporting incident:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Tel No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date incident reported:</td>
</tr>
<tr>
<td>Time incident reported:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Have you or anyone else spoken to the parents / carers?</th>
<th>YES/NO</th>
</tr>
</thead>
</table>

If yes, please provide details of what was said:
Date parents spoken to:

Have you spoken to the child? YES/NO
If yes, please provide details of what was said:

Date child spoken to:

Have you spoken to the person the allegations are being made against? YES/NO
If yes, please provide details of what was said:

Date person spoken to:

Please provide details of any further action taken to date:

Have you informed the statutory authorities, Children’s Social Services, Police? Please give details and who you informed:

4. YOUR SIGNATURE
I certify that the details provided on this form true.
Signature: _______________________________ Date ____________ Time ________
PHOTOGRAPHY EVENT REGISTRATION FORM

THIS FORM SHOULD BE COMPLETED BY ANYONE TAKING PHOTOGRAPHS OR RECORDING IMAGES AT AN EVENT

I wish to take photographs or record images at this event. I agree to abide by the event organisers' guidelines and confirm that the photographs or recorded images will only be used for the purposes agreed with the event organiser.

Name: ________________________________________

Address: _______________________________________

_____________________________________________

_____________________________________________

Tel No: _______________________________________

Signature: _____________________________________

Date: ______________________

Please return this registration form to the event organiser
# CLUB RISK ASSESSMENT FORM

To be used when planning travelling / events / trips away.

<table>
<thead>
<tr>
<th>What is the risk / danger?</th>
<th>What actions can we take to reduce the risks?</th>
<th>Who is responsible for the actions?</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
PARENTAL / CARER CONSENT FORM FOR TRIPS, TOURS AND AWAY GAMES
(BLOCK CAPITALS PLEASE)

Name of Club: _________________________ Proposed travel venue: ____________________
Inclusive travel dates: __________________  Lead Officer on trip: _______________________

1. PERSONAL DETAILS

<table>
<thead>
<tr>
<th>Name of Child:</th>
<th>Age</th>
<th>Parent’s / Carer’s Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth:</td>
<td></td>
<td>Home Tel No:</td>
</tr>
<tr>
<td>Home Address:</td>
<td></td>
<td>Parent’s / Carer’s Work No:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mobile No:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Alternative contact name &amp; telephone number:</td>
</tr>
<tr>
<td>Post Code:</td>
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</tbody>
</table>

2. CHILD’S DOCTOR AND MEDICAL INFORMATION

Name of Doctor:
Address:
Tel no:

Does your child experience any conditions requiring medical treatment &/or medication? YES/NO
If yes, please give details: ...........................................................................................................
..............................................................................................................................................

Does your child have any allergies? YES/NO
If yes, please give details: ...........................................................................................................
..............................................................................................................................................

Does your child have any specific dietary requirements? YES/NO
If yes, please give details: ...........................................................................................................
..............................................................................................................................................

Please provide any further information you feel is necessary: ................................................
..............................................................................................................................................

3. DECLARATIONS

I have received comprehensive details of the proposed tour. I consent to my child taking part in the activities indicated. I agree to be at the pick/drop off point at the agreed time. I confirm to the best of my knowledge that my child does not suffer from any other medical condition other than those indicated. I consent to my child receiving medical treatment which in the opinion of a qualified medical practitioner may be necessary.

AUTHORISATION: Signature: _________________________ Date: __________________
Print Name: _________________________
CHILD PROTECTION TRAINING RECORDS

*(Name of Club)*

<table>
<thead>
<tr>
<th>NAME</th>
<th>COURSE</th>
<th>DATE</th>
<th>MANAGER’S SIGNATURE</th>
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<tbody>
<tr>
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</table>
USEFUL CONTACTS / WEBSITES

Children’s Social Services
Emergency Duty Team, Information and Assessment Officers, 020 7226 0992 or 020 7527 7400
For advice, ask to speak to the Duty Child Protection Co-ordinator, 020 7527 8102

Police
Child Abuse Investigation Team, 2 Tolpuddle Street, London N1 0YY, 020 7421 0291

Weston House, 42 Curtain Road, London EC2 3NH, 020 7825 2775
www.nspcc.org.uk

Child Protection in Sport Unit (England)
NSPCC National Training Centre, 3 Gilmour Close, Beaumont Leys, Leicester LE4 1EZ
0116 234 7200
www.sportprojects.org.uk

Islington Safeguarding Children Board
Melissa Friedberg, 3 Elwood Street, London N5 1EB
Tel: 020 7527 4209 Fax: 020 7527 4192
melissa.friedberg@islington.gov.uk

Arsenal
Freddie Hudson, Senior Sports Development Officer
Arsenal Football Club, Highbury House, 75 Drayton Park, London N5 1BU
Tel: 020 7704 4144 Fax: 020 7704 4141
fhudson@arsenal.co.uk

CEA@Islington
Sarah Fretwell, Manager Islington School Sport Co-ordinator programme,
The Barnsbury Centre, Block A, Offord Road, London N1 1QF
Tel: 020 7527 5620 Fax: 020 7527 5543
sarah.fretwell.cea@islington.gov.uk

Greenspace and Leisure Division, Islington Council
Noel Headon, Leisure Officer, Clocktower Offices, 36 North Road, London N7 9TU
Tel: 020 7527 3515 Fax: 020 7527 2727
noel.headon@islington.gov.uk

Aqua Terra
Michael MacNeill, Football Development Manager
Sobell Leisure Centre, Hornsey Road, London N7 7NY
Tel: 020 7686 8810 Fax: 020 7700 3094

Contacts for parents, carers, children and young people
ChildLine
Free helpline for children and young people to talk about any problem
0800 1111
http://www.childline.org.uk

Parentline Plus
Free helpline offering support and information on parenting issues
0808 800 2222
www.parentlineplus.org.uk
<table>
<thead>
<tr>
<th>SPORT</th>
<th>LOCATION OF CHILD PROTECTION GUIDANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angling</td>
<td><a href="http://www.nfsa.org.uk/youth_education_safety/child_protection_policy.htm">www.nfsa.org.uk/youth_education_safety/child_protection_policy.htm</a></td>
</tr>
<tr>
<td>Athletics</td>
<td><a href="http://www.englandathletics.org/docs/UKA_Welfare_Policy_Jan_2005.pdf">www.englandathletics.org/docs/UKA_Welfare_Policy_Jan_2005.pdf</a> or</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.ukathletics.net/vsite/vnavsite/page/directory/0,10853,4854-164459-181676-nav-list,00.html">www.ukathletics.net/vsite/vnavsite/page/directory/0,10853,4854-164459-181676-nav-list,00.html</a></td>
</tr>
<tr>
<td>Badminton</td>
<td><a href="http://www.badmintonengland.co.uk/text.asp?section=0001000100230015">www.badmintonengland.co.uk/text.asp?section=0001000100230015</a></td>
</tr>
<tr>
<td>Basketball</td>
<td><a href="http://www.englandbasketball.co.uk/dyncat.cfm?catid=10151">www.englandbasketball.co.uk/dyncat.cfm?catid=10151</a></td>
</tr>
<tr>
<td>Canoeing</td>
<td><a href="http://www.bcu.org.uk/aboutus/childprotectionpolicy.html">www.bcu.org.uk/aboutus/childprotectionpolicy.html</a></td>
</tr>
<tr>
<td>Cricket</td>
<td><a href="http://www.ecb.co.uk/ecb/child-welfare">www.ecb.co.uk/ecb/child-welfare</a></td>
</tr>
<tr>
<td>Cycling</td>
<td><a href="http://www.britishcycling.org.uk/communications/child_protection.pdf">www.britishcycling.org.uk/communications/child_protection.pdf</a></td>
</tr>
<tr>
<td>Football</td>
<td><a href="http://www.thefa.com/TheFA/GOALChildProtection">www.thefa.com/TheFA/GOALChildProtection</a></td>
</tr>
<tr>
<td>Golf</td>
<td><a href="http://www.golf-foundation.org/index.cfm?id=65">www.golf-foundation.org/index.cfm?id=65</a> or <a href="http://www.englishladiesgolf.org/about_us/resources.asp">www.englishladiesgolf.org/about_us/resources.asp</a></td>
</tr>
<tr>
<td>Gymnastics</td>
<td><a href="http://www.british-gymnastics.org">www.british-gymnastics.org</a>, then click on ‘Ethics &amp; Welfare’</td>
</tr>
<tr>
<td>Hockey</td>
<td><a href="http://www.englandhockey.co.uk/core_files/fileDownload(312).pdf">www.englandhockey.co.uk/core_files/fileDownload(312).pdf</a></td>
</tr>
<tr>
<td>Ice Skating</td>
<td><a href="http://www.iceskating.org.uk/nstory.cfm?ID=12619&amp;NL_ID=42048">www.iceskating.org.uk/nstory.cfm?ID=12619&amp;NL_ID=42048</a></td>
</tr>
<tr>
<td>Judo</td>
<td><a href="http://www.britishjudo.org.uk/childprotection/policy.php">www.britishjudo.org.uk/childprotection/policy.php</a></td>
</tr>
<tr>
<td>Karate</td>
<td><a href="http://www.karateengland.org.uk">www.karateengland.org.uk</a></td>
</tr>
<tr>
<td>Lacrosse</td>
<td><a href="http://www.englishlacrosse.co.uk/vsite/vfile/page/fileurl/0,11040,5106-169542-186760-90829-0-file,00.pdf">www.englishlacrosse.co.uk/vsite/vfile/page/fileurl/0,11040,5106-169542-186760-90829-0-file,00.pdf</a></td>
</tr>
<tr>
<td>Mountaineering</td>
<td><a href="http://www.thebmc.co.uk/thebmc/pols/BMC_Child_Protection_Policy.pdf">www.thebmc.co.uk/thebmc/pols/BMC_Child_Protection_Policy.pdf</a></td>
</tr>
<tr>
<td>Netball</td>
<td><a href="http://www.england-netball.co.uk/membership/dyncat.cfm?catid=18578">www.england-netball.co.uk/membership/dyncat.cfm?catid=18578</a> and <a href="http://www.england-netball.co.uk/membership/announcements.cfm">www.england-netball.co.uk/membership/announcements.cfm</a></td>
</tr>
<tr>
<td>Rounders</td>
<td><a href="http://www.nra-rounders.co.uk/dyncat.cfm?catid=17179">www.nra-rounders.co.uk/dyncat.cfm?catid=17179</a> and click on ‘Welfare’</td>
</tr>
<tr>
<td>Rowing</td>
<td><a href="http://www.ara-rowing.org/youth/childprotect.php">www.ara-rowing.org/youth/childprotect.php</a></td>
</tr>
<tr>
<td>Sailing</td>
<td><a href="http://www.rva.org.uk/HQ/cpp/default.asp">www.rva.org.uk/HQ/cpp/default.asp</a></td>
</tr>
<tr>
<td>Squash</td>
<td><a href="http://www.englandsquash.com">www.englandsquash.com</a> and click on ‘Child Protection’</td>
</tr>
<tr>
<td>Swimming</td>
<td><a href="http://www.britishswimming.org/vsite/vnavsite/page/directory/0,10853,5026-145143-162359-nav-list,00.html">www.britishswimming.org/vsite/vnavsite/page/directory/0,10853,5026-145143-162359-nav-list,00.html</a></td>
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<tr>
<td>Sport</td>
<td>Website</td>
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<tr>
<td>Table Tennis</td>
<td><a href="www.englishtabletennis.org.uk/development/dyncat.cfm?catid=15804">www.englishtabletennis.org.uk/development/dyncat.cfm?catid=15804</a></td>
</tr>
<tr>
<td>Tennis</td>
<td><a href="www.lta.org.uk/InsideTheLta/ChildProtection">www.lta.org.uk/InsideTheLta/ChildProtection</a></td>
</tr>
<tr>
<td>Water Skiing</td>
<td><a href="www.britishwaterski.co.uk">www.britishwaterski.co.uk</a> The NGB does have a policy, but nothing on the website</td>
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</tbody>
</table>