



# **TT01-02 issue 03 CHILD PROTECTION POLICY**

THIS DOCUMENT WAS FIRST APPROVED IN APRIL 2006

THIS ISSUE (03/2009) WAS ADOPTED ON 11<sup>th</sup> MAY 2009

Signed .....

Signed .....

Name .....

Name .....

**CLUB CHAIRPERSON**

**CHILD PROTECTION OFFICER**

Signed .....

Name .....

**JUNIORS CAPTAIN**

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## 2) AMENDMENTS

<b>Issue</b>	<b>Date</b>	
01	April 2006	First Issue
02	01/12/08	Reformatted
03	09/05/09	This paragraph added; 'Amendments' Appendices amended to include new documents Helen Ralph details added to list of contacts

### **3) THE AIMS OF THIS POLICY ARE TO: -**

- a) Promote good practice amongst members of the club in order to ensure the welfare of children and young people. For the purpose of this policy children and young people are under the age of 16 years.
- b) Out-line the procedure for reporting any issues of concern including those of a Child Protection nature.

### **4) THE PRINCIPLES THAT UNDERPIN THIS POLICY: -**

- a) The welfare of the child/young person is paramount and Tamar Trotters has a duty of care to safeguard all children and young people from harm.
- b) All children and young people whatever their age, ethnicity, culture, religion or gender have the right to be treated equally and with respect.
- c) Any suspicions and allegations of abuse will be taken seriously and responded swiftly and appropriately.
- d) All members of the club have a responsibility to report any concerns about a child/young person to the appropriate officer

### **5) GOOD PRACTICE GUIDELINES**

These guidelines provide some advice about how adult members behave with regard towards children and young people of the club. They serve the purpose to protect the child/young person from potential abuse and the adult from potential allegations.

#### **5.1 Some physical parameters**

- a) Always work in an open environment – avoid private or unobserved situations and encourage an open environment with no secrets.
- b) Put the welfare of the child/young person first before winning or achieving.
- c) Maintain a safe and appropriate distance with children/young people – it is not appropriate to have an intimate relationship with a child/young person or to share a room with them.
- d) Ensure that if any form of physical support is required, it is provided openly. Young people's permission should be sought before giving such support and their parents views should also be considered.
- e) Children/young people should be supervised in changing rooms, parents are to be involved whenever possible. Adults supervising children should work in pairs.

- f) At residential events adults should not enter children's rooms or invite children in to their rooms.
- g) Recognise the developmental needs and abilities of young members, avoid excessive training or competition.
- h) Parental consent must be sought in writing to act in loco parentis if the need arises – this includes consent to any first aid or emergency medical treatment
- i) Keep written records of any injury that occurs along with treatment given
- j) Changing rooms must be used for dressing

### **5.2 Some emotional parameters**

- a) Treat all children equally, fairly with respect and dignity
- b) Give enthusiastic and constructive feedback rather than negative criticism
- c) Build balanced and supportive relationships based on trust to empower children / young people to share in decision making.
- d) Make running a fun sport, enjoyable and promote fair play and do not allow young members to violate rules

### **5.3 Practices to be avoided**

The following should be avoided at all times except in emergencies. If such a situation becomes unavoidable, it should only occur with the full knowledge and consent of the child/young person's parent and if this is not possible then from someone in charge of the club.

- a) Avoid spending excessive amounts of time alone with young members away from others.
- b) Avoid taking children to your home where they may be alone with you

### **5.4 Practices that should never be sanctioned**

- a) Never engage in rough, physical or sexually provocative games, including horseplay.
- b) Never allow or engage in any form of inappropriate touching.
- c) Never share a room with a child
- d) Never allow young members to use inappropriate language unchallenged
- e) Never make sexually suggestive comments to a child, even in jest
- f) Never reduce a young member to tears as a form of control
- g) Never allow allegations made by a young member to go unnoticed, unrecorded or not acted upon.

- h) Never do things of a personal nature for a young member that they can do for themselves including for children/young people who have disabilities.
- i) Never invite a young member to stay with you at your home unsupervised.

### **5.5 Incidents/situations that need to be reported**

If any of the following occur – you should report the matter immediately to the appropriate Officer, you will be asked to make a recording of the incident/situation on a UK Athletics Accident and Incident Report Form. The appropriate Officer will decide with you who will inform the parent.

- a) If a child is hurt in an accident
- b) If you accidentally hurt a child
- c) If a child seems overly distressed in any manner
- d) If a child appears to act sexually inappropriately
- e) If a child misunderstands or misinterprets something you have said or done

### **5.6 Coaches**

Where coaches are involved in taking a group of children/young people they will clearly have the same duties and responsibilities as started above. In addition to these they also have to: -

- a) Encourage children / young people to take responsibility for their own behaviour and performance and give them as much autonomy as possible.
- b) Ensure they are appropriately qualified for the activities they coach and update their licence and education as and when required by UK Athletics.

## **6) OTHER ASPECTS OF THE DUTY TO CARE AND SAFEGUARDING CHILDREN/YOUNG PEOPLE**

### **6.1 Photography and Videoing**

- a) The use of modern digital cameras, videos and mobile phone images present the potential for misuse. There is a section on the Application Form for junior membership of the Club for parents to sign giving permission for photos to be taken and reproduced for club purposes (see appendix 1).
- b) Photographs should on no account be taken in changing areas or of children who are not appropriately clothed. Video footage is generally not considered appropriate for the purposes of the club
- c) Parents are asked to report to an appropriate Officer if at any time they feel inappropriate photography has taken place.
- d) For the Photographer - the club has a Photography Registration Form (see appendix 2) for anybody who wishes to take photographs of children and young people to sign. This form states the photographer's details, location, date and purpose of the photo shoot. The photographer will also be asked to sign their consent for the club's use of the photographs.
- e) Club members will be alerted by Club announcements for the need to sign this form if they are taking photographs of children and young people who are members of the club in order to safeguard this practice.
- f) External Photographers that are invited in to the Club will also be required to sign this form.
- g) The club will notify the main Newspapers of this Policy in writing and direct them to read the terms and conditions on the website.
- h) If anyone has concerns about photography and videoing of children and young people in the club, they must report this to the appropriate Officer.

### **6.2 Bullying**

Bullying is not acceptable and there is evidence that shows that children and young people can be seriously affected by it. The club will therefore: -

- a) Take all signs of bullying seriously
- b) Encourage all children/young people to speak to some one about any concerns in order to help a victim of bullying to speak out.
- c) Ensure that the appropriate Officer investigates any concerns regarding bullying and takes action to ensure that it stops
- d) Ensure that parents are fully involved in the resolution of the bullying.

- e) Ensure that records are kept of all incidents investigated and resolved.

### **6.3 Allegations of previous abuse**

Children and young people may make allegations that something has happened to them long after the event. Such situations should be reported to the appropriate Officer immediately in order that the matter can be appropriately dealt with.

### **6.4 Children that abuse**

There are incidents where children/young people will behave inappropriately towards each other, which might result in abuse. Such matters must be brought to the attention of an appropriate Officer immediately.

### **6.5 Risk assessments**

- a) Tamar Trotters take responsibility for regular risk assessments on any activities undertaken. The size, ability and age group is taken into consideration with regard to the type of activities. Any new activities over and above those that take place on an ordinary club night need the permission of parents.
- b) There should always be two adults taking a group of children/young people.
- c) Where it has been agreed for young people to run in adult groups, the young person needs to be introduced to the group leader in order to ensure that they pay particular attention to any safeguarding issues.

## **7) THE APPROPRIATE OFFICER**

In any case where there is a concern about a child/young person's welfare the matter must be reported to one of the following officers. The advice of the Child Protection Officer will be sought wherever possible regarding all reports concerning a child/young person in order that the correct action is undertaken to safeguard.

- a) Tamar Trotters has a designated Child Protection Officer that is experienced and trained in Child Protection issues. The Officer's name is on the Club information board for any member to locate as necessary. From time to time the Child Protection Officer will be introduced on a club night.
- b) The Children's Officer takes a lead role in ensuring the children and young peoples section of the Club operates smoothly and in line with Health and Safety and Welfare requirements. This Officer is responsible for ensuring parental consent forms are signed and that important information is obtained about a child/young person pertinent to their well being. The Officer's name is on the Club information board for any member to locate as necessary. This Officer routinely makes announcements to the club on behalf of the children and young people.
- c) The Chair of the club will also be considered an appropriate Officer in respect of these procedures as they take a high profile within the Club and have responsibilities regarding the welfare of all club members. This person routinely makes announcements to the club and is identifiable to all members.

## **8) PROCEDURE FOR DEALING WITH CHILD PROTECTION ISSUES**

- a) It is NOT the responsibility of anyone in the Tamar Trotters Running Club to decide whether or not child abuse has happened or to investigate any issues relating to child abuse.
- b) There is, however, a responsibility on everyone to act on any concerns they have by reporting them to either: -
  - (1) The clubs nominated appropriate Officer/s – OR
  - (2) The Local Authority Children's Social Care (previously social services) - OR
  - (3) The Police
- c) It is stated in the Government Working Together to Safeguard Children Guidance that:  
-  
'If somebody believes a child may be suffering, or may be at risk of suffering significant harm, he/she should always refer his/her concerns to the Local Authority Children's Social Care Department. In addition to Children's Social Care, the Police and the NSPCC have powers to intervene in these circumstances.'
- d) Once a matter is referred: -  
'The Local Authority should be clear with the referrer about the proposed action, timescales and who will be taking the action.' The Local Authority will make decisions with the Police if and how a matter will be investigated and when the parents will be informed/involved.
- e) If the concern is reported in the first instance to the appropriate Officer, they will refer on to the Local Authority as required above.
- f) If there are concerns about any member of the club posing a potential risk to a child/young person, the Child Protection Officer in consultation with relevant Committee members may decide to suspend the member's attendance at the club whilst the Local Authority investigates Or the Club may be requested to take this action by the Local Authority.

## **9) PROCEDURE FOR DEALING WITH MISCONDUCT OR POOR PRACTICE ISSUES**

- a) If the matter in the first instance is not considered to be of a child protection nature or if following Local Authority referral it is not considered to be of a child protection nature – the Child Protection Officer along with relevant committee members will decide whether there are any issues of poor practice to be addressed.
- b) The Committee will consider all the matters pertaining to the situation and decide what action needs to be taken to ensure the issue of poor practice does not arise again.
- c) The Committee may decide that a member of the club cannot be allowed to continue with their membership.

## 10) CONFIDENTIALITY

- a) Confidentiality cannot be kept if information comes to light about potential harm to a child/young person. If a child/young person discloses harm or abuse to an adult the adult has to make it clear that they will have to talk to an appropriate Officer in order to ensure the child/young person's safety.
- b) Once an issue has been reported every effort will be made to ensure that confidentiality is maintained for all those concerned, including the child, the parent and the alleged perpetrator of poor practice or abuse

Information will only be shared on a need to know basis with the following people:

- (1) The Child Protection Officer
  - (2) The parents of any allegedly abused child
  - (3) The person making the allegation
  - (4) The Local Authorities, Children's Social Care Department/Police
  - (5) The Chairperson of the Committee
  - (6) The alleged abuser (and parents of the alleged abuser if they are a child/young person)
- c) Depending on the out-come of any investigations or actions taken to safeguard a child / young person, other Committee members might need to be involved in a decision about how to prevent the situation arising again.

## 11) TRAINING

- a) The Child Protection Officer should be up to date with all relevant legislation and practice guidance relating to Child Protection. If this level of training is not available within the Officer's current employment, then it must be organised through the Committee on a yearly basis. This training can be through formal courses or through relevant training materials available on the Department of Education and Skills (DfES) and the UK Athletics Association.
- b) Committee Members that have not attended any child protection training will be required to do so when local events are available.
- c) Committee Members will receive one briefing a year on the Child Protection Policy following its review that will take place prior to the AGM. This review will ensure that: -
  - (1) New members are receiving the basic requirements and
  - (2) Existing members are able to keep abreast of legislative changes and best practice guidance arising from research.

- d) Parents who take the children out will be offered basic Child Protection Training as appropriate.
- e) There will also be opportunity for learning through any direct experience that club has with regard to issues of concern. These training opportunities will be planned by the Child Protection Officer following on from specific incidents arising during the course of a year and in any event at least once per year in an evening session to ensure safeguarding practice is positively working within the Club.

## **12) PUBLICISING THIS POLICY**

This policy will be publicised in the following ways: -

- a) A copy will be placed on the Information board on Club nights
- b) A copy will be posted on the website
- c) Committee members will be briefed from time to time
- d) Announcements will be made to the club members from time to time
- e) The AGM should make reference to the Policy annually
- f) The children will be briefed by the Child Protection Officer and the Children's Officer about the Policy

## **13) REFERENCES**

Working to Safeguard Children – a guide to interagency working to safeguard and promote the welfare of children HM Government 2005

Working together sharing good practice, child protection and good practice guidelines in relation to Sports Organisations – Cornwall County Council – July 2004

Athletics Welfare Procedures (incorporating child protection) UK Athletics – October 2004

Plymouth and District Netball League – Welfare and Child Protection Policy – Summer 2004

**14) CONTACT NUMBERS**

<p><b><u>Club Child Protection Officers</u></b></p> <p><b>For reporting any concerns</b></p>	<p><b><u>OLGA TOMIC</u></b>  Mobile no. 07775617400  Work no. 01752 308777</p> <p><b><u>HELEN RALPH</u></b>  Home No. 01752 851205  Mobile No. 07968515691</p>
<p><b><u>Local Children Services Department</u></b></p> <p><b>For Local Referral</b></p>	<p>Caradon  Westbourne House  West Street  Liskeard  PL14 6BY</p> <p>01579 342919</p>
<p><b><u>Devon and Cornwall Constabulary</u></b></p> <p><b>For Local Referral</b></p>	<p>0845 2777444</p>
<p><b><u>Joint Consultancy Team</u></b></p> <p><b>For advice on Child Protection Matters</b></p>	<p>Pendragon House  Gloweth  Truro  TR1 3LS</p> <p>01872 254549 / 254552</p>
<p><b><u>Cornwall Sports Partnership</u></b></p> <p><b>For Advice and courses  Manager - Angela Barnett</b></p>	<p>01872 324327</p>
<p><b><u>Sports Development Officer</u></b></p> <p><b>For Advice  Caradon – Stephanie Thomas</b></p>	<p>01579 341055</p>
<p><b><u>NSPCC - Child Protection in Sport Unit</u></b></p> <p><b>For Child Protection Training /  Consultancy</b></p>	<p>0116 234 7200</p> <p><a href="http://www.sportprotects.org.uk">www.sportprotects.org.uk</a></p>
<p><b><u>NSPCC</u></b></p> <p><b>For Referral/Advice</b></p> <p><b>National Society for the Prevention of  Cruelty to Children</b></p>	<p>0808 800 5000</p> <p>24hrs</p>

<b><u>Childline</u></b> <b>For Advice to Children</b>	0800 1111 <a href="http://www.advocateweb.org">www.advocateweb.org</a>
<b><u>UK Athletics</u></b> <b>For Advice</b>	0870 998 6800
<b><u>Parent Line</u></b> <b>For Advice to parents</b>	01702 559900 9am – 9pm Monday to Friday 12noon – 6pm Saturday



### The Club's Responsibilities

1. The welfare of any child is paramount and the Tamar Trotters Running Club has a duty of care to safeguard all child members from harm.
2. All junior athletes, whatever their age, ability, ethnicity, culture, religion or gender have the right to protection from the risk of abuse through adherence to the Tamar Trotters Child Protection Policy. The Child Protection Policy document is displayed on our website at [www.tamartrotters.co.uk](http://www.tamartrotters.co.uk) and copies are available by request from the Club.
3. We will treat all children equally and with respect and dignity.
4. We will make the sport enjoyable and promote fair play.
5. We will recognize the developmental needs and capacity of individual children and avoid excessive training and competition.
6. The club will ensure that all groups containing juniors / youth members will be adequately supervised during the session. This will involve one adult for every 6 juniors. There will always be a minimum of two adults to any group on a training night.
7. A junior is defined as any person under 16 years of age.

### Parent / Guardian responsibilities

#### READ CAREFULLY BEFORE SIGNING - Parent / Guardian to sign

1. I declare that I am the parent or legal guardian of the child named above and I agree to be bound by the rules of UK Athletics and the rules of Tamar Trotters Running Club as contained within the Club Constitution.
2. I am a fully paid up member of the Tamar Trotters Running Club.
3. I accept that these details will be held on a computer database and that this information will only be passed to certain club officials on a need to know basis. All personal information will remain confidential.
4. My child is in good health and I consider him / her capable of taking part in athletics. I consent that, in my absence, in the event of any illness/accident, any necessary treatment can be administered to my child, which may include use of anaesthetics.
5. I understand that, whilst the Club's management will take every precaution to ensure that accidents do not happen, acceptance for membership in the club makes the Tamar Trotters liable for any illness, accident, injury or loss howsoever caused.
6. I will ensure that my child is equipped with suitable clothing for each training session. This includes hi-visibility tops during dark evenings, long sleeved tops and long bottoms for cold weather and a jacket for wet weather.
7. I will ensure that my child's footwear is suitable for the exercise that he / she will be undertaking. I note that advice can be obtained from the club.
8. I will immediately report any concerns that I may have about the running sessions or associated activities to the Club Child Protection Officer or to a Committee Member.
9. I accept that if my child is reported for unruly behaviour that he / she maybe disbarred from running with the club in future. I further accept that the club's decision in respect of these matters is final.
10. I will not bring my child to any running sessions if he / she is unwell, injured or receiving any medication. The Juniors Captain or running supervisor can be asked for advice in respect of this. I fully accept it is not the club's responsibility to ensure that my child is fit to take part in the exercise.
11. If my child is brought to the club, but is not running, I will not leave them on the Club premises or its grounds on an unattended basis. If my child accompanies me to the club he / she will be running or under the supervision of a chaperone.
12. I will not bring along another child as a guest of my child.
13. I have read and agree to comply with the Tamar Trotters Code of Conduct for Parents / Guardians.
14. I will ensure that my child reads and complies with the Tamar Trotters Code of Conduct for Junior Athletes.
15. I am aware of the Club's Child Protection Policy and how to access a copy.
16. I understand that I will be required to help out with the Junior Rota to satisfy the adult / child ratio.

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

**Please complete and return this form to the Club Membership Secretary:**

Richard Luke, 8 Smiths Way, Latchbrook, Saltash, PL12 4TP  
Tel no: 01752 510134 E-mail: [richluke@blueyonder.co.uk](mailto:richluke@blueyonder.co.uk)

### 16) APPENDIX 2 – PHOTOGRAPHER REGISTRATION FORM



## TAMAR TROTTERS RUNNING CLUB PHOTOGRAPHER REGISTRATION FORM

**This form should be completed by anyone wishing to take photographs or record images of any club member under the age of 16 years.**

**Guidelines**

- The interests and welfare of the children are paramount.
- Permission to take photographs of Club members under the age of 16 must be obtained from a current Club committee member prior to taking any photographs.
- Parents/carers of children must provide written consent for children's images to be taken and used. The photographer must establish whether this consent has been granted for all of the children present at the photo shoot prior to taking any photographs.
- Photographs should on no account be taken in changing areas or of children who are not appropriately clothed.
- Video footage is not considered appropriate for the purposes of the club.
- Images should convey the best principles and aspects of athletics fairness and fun.
- Parents/carers and children have the right to decide whether children's images are to be taken, and how those images may be used.

LOCATION & DATE OF PHOTO SHOOT .....

PURPOSE OF PHOTO SHOOT .....

.....

.....

.....

NAME OF PHOTOGRAPHER (Please print in full) .....

ADDRESS .....

.....

.....

TELEPHONE NUMBER .....

*I agree to abide by the guidelines above and confirm that the photographs will only be used in an appropriate manner. I give my consent for the Tamar Trotters to use any of the photographs taken at this photo shoot.*

SIGNED ..... DATE .....

**Please complete this form and return to a Club Committee Member prior to taking any photographs**