



CHILD PROTECTION
and
WELFARE POLICY

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Child Protection and Welfare Policy for Ogmore Valley Wheelers

(This has been produced with the help of the Child Protection in Sport Unit (CPSU).

Introduction

All sporting organizations which make provision for children and young people must ensure that:

- The welfare of the child is paramount
- All children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- All members of the club have a responsibility to report concerns to the appropriate officer

Policy Statement

Ogmore Valley Wheelers recognizes that it has a duty of care to safeguard all children involved in Ogmore Valley Wheelers from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. Ogmore Valley Wheelers will ensure the safety and protection of all children involved in Ogmore Valley Wheelers through adherence to the Child Protection guidelines adopted by Ogmore Valley Wheelers.

A child is defined as a person under the age of 18 (The Children Act 1989).

Policy Aims

The aim of the Ogmore Valley Wheelers Child Protection and Welfare Policy is to promote good practice:

- Providing children and young people with appropriate safety and protection whilst in the care of Ogmore Valley Wheelers
- Allowing all club members to make informed and confident responses to specific child protection issues

Promoting Good Practice

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

When a child enters the club having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the child's self-esteem. In such instances the club must work with the appropriate agencies to ensure the child receives the required support.

Good Practice Guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication)
- Treating all young people/vulnerable adults equally, and with respect and dignity
- Always putting the welfare of each young person first, before winning or achieving goals)
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process
- Making sport fun, enjoyable and promoting fair play
- Ensuring that if any form of manual/physical support is required, it is provided openly and according to guidelines provided by the sport's National Governing Body. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Young people should always be consulted and their agreement gained before offering any form of manual/physical support. Some parents are becoming increasingly sensitive about this and their views should always be carefully considered
- Keeping up to date with technical skills, qualifications and insurance
- Involving parents/carers wherever possible.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people
- Giving enthusiastic and constructive feedback rather than negative criticism
- Recognizing the developmental needs and capacity of young people and vulnerable adults – avoiding excessive training or competition and not pushing them against their will
- Securing parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment
- Keeping a written record of any injury that occurs, along with the details of any treatment given
- Requesting written parental consent if club officials are required to transport young people in their cars

Practices to be Avoided

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable (e.g. a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session) it should be with the full knowledge and consent of someone in charge in the club and / or the child's parents:

- Avoid spending time alone with children away from others
- Avoid taking a child to an event / session or taking them home afterwards

Practices Never to be Sanctioned

The following should never be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay
- Allow children to use inappropriate language unchallenged
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon

Use of Photographic/Filming Equipment at Sporting Events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. All clubs should be vigilant and any concerns should be reported to the Club Child Welfare Officer.

Easy rules to remember are:

- If the child is named, avoid using their photograph.
- If a photograph is used, avoid naming the child.
- Ask for consent using the permission form (**Consent form for photographic images for children/young people under 18 years of age**) to use their image. This ensures that they are aware of the way the image is to be used to represent the sport. This must be completed and signed by the Parent/Guardian and returned to the Club secretary
- Avoid the use of the first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people within and outside the sport.
- Follow the recognised procedure for reporting the use of inappropriate images to reduce the risks to children. Using the safeguarding procedure, ensure that the Club Welfare Officer and the Services and/or Police are informed.

At Competitions

Public information: the specific details concerning photographic/video and filming equipment registration should, wherever possible, be published prominently in event programmes and must be announced over the public address system, prior to the start of the event.

The recommended wording is:

In line with the recommendation in the *Welsh Cycling Union Policy*, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with staff at the spectator desk before carrying out any such photography.

The promoter reserves the right to decline entry to any person unable to meet or abide by the promoter's conditions.

If you are concerned about any photography taking place at this event, please contact the promoter or event organiser who will be pleased to discuss this matter with you.

Responding to Allegations or Suspicions

It is not the responsibility of anyone working in, a paid or unpaid capacity to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns through contact with the appropriate authorities.

Ogmore Valley Wheelers will assure all members that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

Where there is a complaint against a member there may be three types of investigation:

- A criminal investigation
- A child protection investigation
- A disciplinary or misconduct investigation

The results of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily.

Action if there are Concerns

1. Concerns about Poor Practice:

If, following consideration, the allegation is clearly about poor practice; the Club Child Welfare Officer will deal with it as a misconduct issue.

If the allegation is about poor practice by the Club Child Welfare Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to the relevant National Governing Body officer **BC (WCU)** who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

2. Concerns about Suspected Abuse

Any suspicion that a child has been abused by either a member or a volunteer should be reported to the Club Child Welfare Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.

The Club Child Welfare Officer will refer the allegation to the Social Services department who may involve the Police, or will go directly to the Police in an emergency.

The parents or carers of the child will be contacted as soon as possible following advice from the Social Services department.

The Club Child Welfare Officer should also notify the relevant National Governing Body officer who in turn will inform the National Governing Body Child Protection Officer who will deal with any media enquiries.

If the Club Child Welfare Officer is the subject of the suspicion/allegation, the report must be made to the appropriate Manager or in his/her absence the National Governing Body Child Protection Officer who will refer the allegation to Social Services.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The Club Child Welfare Officer
- The parents of the person who is alleged to have been abused
- The person making the allegation
- Social Services / Police
- The National Governing Body Regional Development Manager and National Governing Body Child Protection Officer
- The alleged abuser (and parents if the alleged abuser is a child). Seek Social Services advice on who should approach the alleged abuser

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

Internal Enquiries and Suspension

The (OVW) Child Welfare Officer will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further Police and Social Services inquiries.

Irrespective of the findings of the Social Services or Police inquiries the (OVW) Club Committee will assess all individual cases to decide whether a member can be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the Police. In such cases, the Ogmores Valley Wheelers Club Committee must reach a decision based upon the available information which could suggest that on a balance of probability; it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

Support to Deal with the Aftermath of Abuse

Consideration should be given to the kind of support that children, parents and members of staff may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association for Counseling Directory is available from The British Association for Counseling, 1 Regent Place, Rugby CV21 2PJ, Tel: 01788 550899, Fax: 01788 562189, E-mail: bac@bacp.co.uk, Internet: www.bacp.co.uk.

Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

Allegations of Previous Abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child by a member of staff who is still currently working with children). Where such an allegation is made, the club should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

Action if Bullying is Suspected

If bullying is suspected, the same procedure should be followed as set out in 'Responding to Allegations or Suspicions' above.

Action to help the victim and prevent bullying in sport:

- Take all signs of bullying very seriously
- Encourage all children to speak and share their concerns (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else
- Keep records of what is said (what happened, by whom, when)
- Report any concerns to the Club Child Welfare Officer or the school (wherever the bullying is occurring)

Action towards the bully(ies):

- Talk with the bully(ies), explain the situation, and try to get the bully (ies) to understand the consequences of their behaviour. Seek an apology to the victim(s)
- Inform the bully's / bullies' parents
- Insist on the return of 'borrowed' items and that the bully(ies) compensate the victim
- Provide support for the victim's coach
- Impose sanctions as necessary
- Encourage and support the bully(ies) to change behaviour
- Hold meetings with the families to report on progress
- Inform all organisation members of action taken
- Keep a written record of action taken

3. Concerns Outside the Immediate Sporting Environment (e.g. a Parent or Carer):

Report your concerns to the Club Child Welfare Officer, who should contact Social Services or the Police as soon as possible. See below for the information Social Services or the Police will need.

If the Club Child Welfare Officer is not available, the person being told of or discovering the abuse should contact Social Services or the police immediately.

Social Services and / or the Police will decide how to involve the parents/carers.

The Club Child Welfare Officer should also report the incident to the National Governing Body. The National Governing Body should ascertain whether or not the person/s involved in the incident play a role in Ogmores Valley Wheelers and act accordingly.

Maintain confidentiality on a need-to-know basis only.

Information for Social Services or the Police about Suspected Abuse

To ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern, which should include the following:

- The child's name, age and date of birth of the child
- The child's home address and telephone number
- Whether or not the person making the report is expressing their own concerns or those of someone else
- The nature of the allegation. Include dates, times, any special factors and other relevant information
- Make a clear distinction between what is fact, opinion or hearsay
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes
- Details of witnesses to the incidents
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred
- Have the parents been contacted?
- If so what has been said?
- Has anyone else been consulted? If so record details
- If the child was not the person who reported the incident, has the child been spoken to? If so what was said?
- Has anyone been alleged to be the abuser? Record details
- Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded

Record the information using the form- Recording Allegations/Concerns about Children

If you are worried about sharing concerns about abuse with a senior colleague, you can contact Social Services or the Police direct (see below), or the NSPCC Child Protection Helpline on 0808 800 5000 or Childline on 0800 1111.

Bridgend Social Care Services
Children and Families Division
Sunnyside
Bridgend
Tel: 01656 642320

Or

Child Protection Unit
Police Station
Bridgend
Tel: 01656 651 660

This Policy was formally adopted by the Members of Ogmores Valley Wheelers
On _____ (Date)

It will be reviewed on an annual basis, with the next review taking place on
_____ (Date)

Declaration:

On behalf of Ogmores Valley Wheelers, we, the undersigned, will oversee the implementation of the Child Protection Policy and take all necessary steps to ensure it is adhered to.

Signed:

Signed:

Name:

Name:

Position within Ogmores Valley Wheelers:

Position within Ogmores Valley Wheelers

Date:

Date:

N.B. It is recommended that one of the signatories is the Child Welfare Officer and one is the Chairperson.

Code of Conduct for Club Personnel

Ogmore Valley Wheelers

The essence of good ethical conduct and practice is summarised below. All Club Personnel must:

- Consider the well-being and safety of participants before the development of performance
- Develop an appropriate working relationship with participants, based on mutual trust and respect
- Make sure all activities are appropriate to the age, ability and experience of those taking part
- Promote the positive aspects of the sport (e.g. fair play)
- Display consistently high standards of behaviour and appearance
- Follow all guidelines laid down by (CPSU) and the club
- Hold appropriate, valid qualifications and insurance cover
- Never exert undue influence over participants to obtain personal benefit or reward
- Never condone rule violations, rough play or the use of prohibitive substances

A Code of Conduct for Parents / Carers

Ogmore Valley Wheelers

- Encourage your child to learn the rules and play within them
- Discourage unfair play and arguing with officials
- Help your child to recognise good performance, not just results
- Never force your child to take part in sport
- Set a good example by recognising fair play and applauding the good performances of all
- Never punish or belittle a child for losing or making mistakes
- Publicly accept officials' judgements
- Support your child's involvement and help them to enjoy their sport
- Use correct and proper language at all times

A Code of Conduct for Junior (Under 18) Members

Ogmore Valley Wheelers

- Treat everyone how you would like to be treated - never deliberately upset a team-mate or someone in your training group, even if they have made a mistake
- Always listen carefully to what your Club Captain/Vice captain or Ride leader is asking you to do, particularly when they are talking about safety
- Always compete within the rules, and respect officials and their decisions
- Always respect opponents, and applaud good performances whether by your own team or by the opposition
- Never use bad language while training or competing
- Always tell your Ride Leader if you have an injury or feel unwell
- Keep to agreed timings for training and inform your Ride Leader if you are going to be late
- If you have to leave a training session early, make sure that you have told your Ride Leader.
- Wear suitable kit for training and competition, as advised/provided by your club
- Do not smoke or take alcohol or drugs of any kind on the club premises or while representing the club at competitions
- If anything happens that you are concerned about, whether it relates to you or to someone else in the club, make sure that you tell the Club's Child Welfare Officer or another adult

A Role Description for a Club Child Welfare Officer

The Club Child Welfare Officer will:

- be the club's point of contact for the Governing Body and other organisations to liaise with on Child Protection matters
- be the point of contact for all club members regarding any concerns or allegations
- implement the procedures outlined in the club's Child Protection Policy relating to any concerns or allegations, including making referrals to Social Care Services, Police and the Governing Body as appropriate
- ensure that the club's register of coaches and volunteers is kept up-to-date
- arrange Child Protection Awareness training for all coaches / volunteers who work with junior club members, and keep records of attendance
- ensure that all coaches / volunteers who work with junior members have been Enhanced CRB-checked and have completed a Self Disclosure form and that all records are stored securely and maintained in line with the requirements of the Data Protection Act (see section on CRB checks)
- ensure that the club's Child Protection Policy and Codes of Conduct continue to be implemented, and are given to all new members
- ensure that an up-to-date register of emergency / alternative contacts for all junior club members is kept, along with information about any medical conditions, and ensure that this is only available on a 'need to know' basis

THE CLUB CHILD WELFARE OFFICER IS NOT RESPONSIBLE FOR INVESTIGATING CONCERNS / ALLEGATIONS OR FOR DECIDING WHETHER ABUSE HAS TAKEN PLACE. HOWEVER, THE CLUB CHILD WELFARE OFFICER IS RESPONSIBLE FOR ENSURING THAT CONCERNS / ALLEGATIONS ARE REPORTED TO THE RELEVANT AUTHORITIES

As well as this Role Description, the Club Child Welfare Officer should be given the following documents:

- The Club's Child Protection Policy
- The Club's Child Protection Policy Action Plan
- The Club's Codes of Conduct for Club Personnel, Parents / Carers and Junior Members
- Information about the details currently held for junior club members
- A sample Reporting of Concerns Form
- A list of contacts for the relevant agencies for reporting concerns, asking advice and arranging training

A Form for Recording Allegations / Concerns about Children

Please use this form as a prompt, recording any additional information on the back or on another sheet of paper. Forms can be handwritten or typed and printed off, but they must be signed, dated and timed.

REMEMBER – your role is not to investigate, but to record accurately all information you receive or signs and symptoms you observe. Only fill in the details you know.

Child's details (name, address, tel. no., age or D.O.B etc.):	Child's parents or guardian's details (where known):	Details of person <u>reporting</u> suspicion/allegation/concern to you (this may be the child):
Describe what the suspicion / allegation / concern is here:		
Describe fully any signs, symptoms you or others have observed (include here what the child has told you):		
<u>Where</u> did this occur (as far as you know)?		
<u>When</u> did this happen (as far as you know)?		
If some earlier signs/symptoms were noticed before today, <u>when and where</u> was this?		
Record details of anyone else who may have been present or have relevant information:		
Signed:	Date and Time:	
Position in Club:	Telephone number:	

**HAND THIS FORM TO YOUR CLUB'S CHILD WELFARE OFFICER AS SOON AS POSSIBLE. IF THEY ARE UNAVAILABLE, CONTACT BRIDGEND SOCIAL CARE SERVICES
NOTE TO CLUB CHILD WELFARE OFFICER – TO ENSURE CONFIDENTIATLITY, THIS FORM SHOULD BE FILED IN A SECURE PLACE**

Criminal Records Bureau (CRB) Disclosures

The Criminal Records Bureau Disclosure is a means of checking an individual's background to ensure they do not have a history that would make them unsuitable for working with children. A Disclosure will provide current details of a person's criminal record, including convictions, cautions, reprimands and warnings held on the Police National Computer. It will also contain details from lists held by the Department of Health and the Department for Education and Skills of those considered unsuitable for close contact with young people. Depending on the level of Disclosure, it might also contain information held by local police forces.

4. Volunteers

4.10 Criminal records checks

Since 2002, the criminal record checking system has been made more accessible to organisations, enabling them to make safer recruitment decisions when offering positions to volunteers and paid staff working with vulnerable groups.

Checks are processed through the **Criminal Records Bureau** and can only be requested for volunteers and staff who have been offered a position that is exempt under the Rehabilitation of Offenders Act (ROA) 1974, such as working with children or vulnerable adults.

The Criminal Records Bureau (CRB)

The CRB is a Government Agency and provides a one-stop shop for those seeking access to criminal record checks. It has access to information held on the Police National Computer and relevant lists held by the Departments of Health (DoH), and Education and Skills (DfES). Additionally, in some circumstances, information is provided by local police forces. A Disclosure is the criminal convictions certificate containing such criminal record information.

The CRB Disclosure service can be accessed by becoming a CRB Registered Body (RB) or through the services of an Umbrella Registered

Body (URB), which acts on behalf of other organisations. Checking the background of volunteers and paid staff who are offered a position working with children and/or vulnerable adults can be used as part of an informed recruitment process.

Criminal Records Checks

Two kinds of criminal records checks (higher levels) are currently available:

Standard Disclosure –for posts that involve working with children or regular contact with vulnerable adults. It provides details of spent and unspent (current) as well as cautions, reprimands and warnings recorded by the police centrally. If the post involves working with children or vulnerable adults, the following may also be searched:

- Protection of Children Act (POCA) List
- Protection of Vulnerable Adults (POVA) List
- Information that is held under Section 142 of the Education Act 2002 (formerly known as List 99)

Enhanced Disclosure –for posts that involve regularly caring for, supervising, training or being in sole charge of children and vulnerable adults.

An Enhanced Disclosure contains the same details as a Standard Disclosure but with the addition of any relevant and proportionate information held by the local police forces.

Standard and Enhanced Disclosure information can be extremely sensitive and personal, therefore any organisation that is in receipt of Disclosure information has to comply with a published Code of Practice to ensure information is handled fairly and used properly.

Cost of Criminal Records Checks

The CRB levies a charge for checks on **paid employees only**. Fees effective from April 2006 for paid employee:

- Standard Disclosure £31;
- Enhanced Disclosure £36.

Both standard and Enhanced Disclosures **are free for volunteers**.

How to obtain a criminal records check

At the request of the employer, the individual requiring the check makes an application, which has to be countersigned by a CRB registered body.

A voluntary organisation can apply to the CRB to become a registered body in order to access the Disclosure services for its own purposes. However, many organisations may consider this to be inappropriate for them or may be ineligible to become an RB, in which case they can use the services of a CRB Umbrella Registered Body

authorised to countersign applications on behalf of others.

Application process:

- Following a conditional offer of employment, a blank Disclosure application form is requested after the position has been assessed as being exempt from the provisions of the ROA and the level of check determined according to eligibility.
- The applicant completes and signs the application form giving consent for their details to be checked;
- Applicant ID is verified by the RB as employer or through arrangements made with an URB.
- The form is then countersigned by the employer if a CRB Registered Body in its own right or by an Umbrella Registered Body on behalf of the organisation requesting the check, and sent to CRB;
- CRB searches the various criminal record databases and compiles the criminal convictions certificate;
- The Disclosure (criminal convictions certificate) is sent to the applicant and also a copy to the countersignatory (employer as registered body or the umbrella registered body).
- In the case of an Enhanced Disclosure where additional information has been supplied by the local police force, such additional information is sent to the registered body only and under separate cover; the applicant does not receive a copy of this additional information.

The CRB website www.disclosure.gov.uk holds details of all Umbrella Registered Bodies. Wales Council for Voluntary Action Criminal Records Unit is listed on this website as an Umbrella Registered Body offering a free service for voluntary organisations in Wales.

WCVA Criminal Records Unit

Morfa Hall, Bath St, Rhyl, LL18 3EB

Tel: 0800 0197 391

Fax: 01745 357593 cru@wcva.org.uk

www.wcva-cru.org.uk

WCVA Criminal Records Unit (CRU) is a CRB Umbrella Registered body providing FREE access to the CRB Disclosure service for the Voluntary Sector within Wales.

The Unit has been set up to help with the safer recruitment of paid staff and volunteers who are recruited into positions working with children and vulnerable adults. CRU is able to provide blank Disclosure application forms and countersign applications on behalf of any voluntary organisation recruiting for positions based in Wales.

It also gives advice and guidance on the necessary procedures that need to be in place to ensure that organisations using criminal records checks are compliant with CRB Code of Practice

The fully bilingual service is FREE of administrative charge to voluntary organisations. The only charges are those levied by the CRB in relation to Disclosure checks for paid employees; volunteer checks are free of CRB charges.

WCVA CRU welcomes enquiries from organisations that would like to know more about criminal records checks or wishing to use the CRU service.

Further information

WCVA CRU

Tel: 0800 0197 391

Fax: 01745 357593

cru@wcva.org.uk

www.wcva-cru.org.uk

For further information contact

Bridgend Association of Voluntary Organisations
112-113 Commercial Street, Bridgend, CF34 9DL
Registered Charity 1062850

Tel: 01656 810400

bavo@bavo.org.uk

Fax: 01656 812151

www.bavo.org.uk

Produced by WCVA, County Voluntary Councils and Volunteer Centres.

Last Updated: 23/04/2007



Tel: 0800 2888 329
www.wcva.org.uk

Self Disclosure Forms

A Self Disclosure Form requires an individual to provide information about any convictions, cautions, suspensions, formal warnings, reprimands and pending court cases. Under the Rehabilitation of Offenders Act 1974, most convictions etc. become 'spent' after a certain period (which differs in length depending on the gravity of the offence) and organisations are only able to ask about 'unspent' convictions. However, if a role involves working closely with young people, it is exempt from this requirement and ALL convictions etc. need to be declared.

A Self Disclosure Form may provide similar information to an Enhanced CRB Disclosure. However, there are two main benefits to using a Self Disclosure Form as well:

- 1) It can be completed quickly, so if there is a delay in receiving a CRB Disclosure, your organisation is still able to ascertain whether an individual has any previous convictions etc.
- 2) It includes a signed statement requiring the individual to inform your organisation any new convictions etc. This means that anything which occurs after the date of the CRB check should still be brought to your attention.

Nonetheless, it is still important that an Enhanced CRB check is carried out, as there is always a risk that someone may decide not to declare relevant information when completing a Self Disclosure Form.

It is recommend that all new and existing coaches, helpers and other volunteers who have direct contact with junior club members complete a Self Disclosure Form (see next page)

A Self Disclosure Form – Part One

Name of Club

**Role within Club
(existing role, or
role you are being
considered for, as
appropriate)**

Full Name

**Any names used
previously (i.e.
maiden name)**

Date of Birth

**Gender (male /
female)**

Current Address

**Previous
Addresses (if you
have lived at your
current address for
less than five years,
please include all
previous addresses
for that period)**

Contact Number

Signed: _____

Date: _____

Self Disclosure Form – Part Two

In order to protect young people within the Club, the role for which you are being considered is exempt from the Rehabilitation of Offenders Act 1974. This means that you are required to provide details of all convictions, cautions, suspensions, formal warnings and reprimands, even if they would otherwise be considered 'spent'. This includes motoring-related offences and pending court cases. Any information declared will remain confidential and will be considered only with regards to its relevance to your role within the club.

Please answer the following questions, then sign and date the form

Have you ever been convicted, cautioned, bound over, suspended, formally warned or reprimanded, or do you have any pending court cases?

Yes / No (delete as appropriate)

If 'Yes', please supply details below, including the nature of the offence, the date and the sentence imposed:

Do you know of any reason why you should not work directly with children, or in an environment where children are present (i.e. are you known to any Social Care Services Department as being an actual or potential risk to children, have you had a disciplinary sanction from another club, Governing Body or other organisation relating to child welfare etc.?)

Yes / No (delete as appropriate)

If 'Yes', please supply details below:

I declare that the information above is correct, and I agree to inform the Club Child Welfare Officer within 24 hours if I am subsequently arrested or investigated in relation to Child Welfare concerns, and within 7 days if any other information in Part Two changes. I understand that provision of false information or failure to provide updated information is a disciplinary offence.

Signed: _____

Date:

Guidance Notes for Using CRB Disclosures / Self Disclosures

The information provided by both CRB Disclosures and Self Disclosures is of a sensitive, personal nature, and is covered by the Data Protection Act.

CRB Disclosures

When CRB Disclosures are applied for, you will receive a Code of Practice from the CRB relating to the handling and storing of information (for more information see www.disclosure.gov.uk)

Self Disclosures

Handling Information

Information provided on a Self Disclosure Form must be only be disclosed to those who 'need to know', i.e. the Club's Child Welfare Officer(s), and must only be used for the specific reason for which it was collected. For example, it must not be passed on to another club that the individual is involved with, or discussed with other club members who are not directly involved with Child Welfare.

Storing Forms

All Self Disclosure forms must be kept securely in lockable storage with access strictly limited to those who are entitled to see it, e.g. the Club's Child Welfare Officer(s). Copies of forms should not be made, and originals should be securely destroyed (i.e. shredded / burned) no longer than six months after a decision has been made about a person's suitability for a role within the club. However, we recommend that you keep a record of the names of people who have completed Self Disclosures, the date they completed the form and of the decision made about their suitability for a role within the club (but not details of any convictions etc.)

Dealing with Disclosure of Convictions, Cautions etc.

If a CRB Disclosure or Self Disclosure reveals details of any convictions, cautions etc., careful consideration must be given regarding whether these details affect the person's suitability for the specific role within your club that they are being considered for.

In the first instance we recommend that you contact your National Governing Body's Child Protection / Welfare Officer for advice.

If you carried out a CRB check through SAFE or SAVO they are able to provide support and signposting to help you make a decision, although they are unable to make the decision on your behalf.

When making a decision we recommend that you take into account:

- whether the conviction or other matter revealed is relevant to the position in question
- the seriousness of any offence or other matter revealed
- the length of time since the offence or other matter occurred
- whether the applicant has a pattern of offending behavior or other relevant matters
- whether the applicant's circumstances have changed since the offending behavior or the other relevant matters
- the circumstances surrounding the offence and the explanation(s) offered by the person concerned.

Each situation will need to be considered separately, as no two sets of circumstances are likely to be the same. For example, if a person was convicted of a speeding offence 15 years ago, you may feel it has no relevance to their ability to run the tuck shop on club nights. However, if they have several recent convictions for drink-driving, they would be highly unsuitable to drive the club's minibus to competitions.

When considering information provided on CRB / Self Disclosure Forms and making a decision about a person's suitability to fulfill a role within your organisation, we recommend that this is done by a panel rather than an individual. This panel should include the Club's Child Welfare Officer(s) and other suitable members of the Club's Committee. It may be appropriate for the panel to speak to the individual concerned to find out the details surrounding the offence in order to make a more informed decision, and the individual should be informed of the panel's final decision and the reasons for this. However, no information other than the panel's final decision on suitability should be communicated to anyone else within the club.