Working together
Sharing good practice

Safeguarding and good practice guidelines for sports and leisure organisations

www.cornwallsportspartnership.co.uk
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Introduction

Safeguarding Children is everyone’s responsibility; child abuse is only a small part of the safeguarding agenda and children have the right to enjoy sport free from abuse or poor practice.

The complex issue of child abuse is widely acknowledged within society. It can raise strong feelings and emotions. The abuse of young people and children can happen in any environment including: home, school and sports clubs. The majority of children are abused by people they know and trust.

Individuals working with children in voluntary or community groups can provide the necessary link in identifying children who could potentially be at risk, and have a responsibility to report specific concerns.

Children usually disclose information to people where they have built up a degree of trust, this could be an adult or young person in your organisation.

It is however important to put things into perspective. As an organisation it is important to safeguard the welfare of young people and coaches in all situations and to understand the need to protect children from exposure to abuse. Situations that can be misconstrued as abuse or poor practice should be avoided wherever possible. This ensures the protection of young people, coaches and volunteers.

Good practice ensures that anybody involved in sport and active recreation is able to recognise abuse, and respond appropriately by reporting their concerns; this does not mean that coaches are responsible for making decisions about whether abuse or poor practice has happened.

There should be clear guidelines on what is acceptable and not acceptable behaviour within the organisation’s setting. These should be made available to young people, coaches, parents and helpers. Involving children in developing their own codes of behaviour means they are more likely to respect and follow them.

Clubs affiliated to their Sports National Governing Body, should look to adopt the relevant Child Protection/Safeguarding procedures and guidelines. This ‘Working Together, Sharing Good Practice’ document may also be used to support good practice within the county.
1. Use of photographing equipment and mobile phones

This guidance gives an outline of the best practices in permitting photography to take place or video cameras to be used in sport and recreation settings, particularly where children and young people may be the subjects.

Use of today’s modern digital cameras, often with video, and now the new generation of mobile phones presents many opportunities for misuse.

To give clubs/organisations the appropriate advice on this subject, it is suggested that the following are considered:

- That clubs/organisations which allow photography should have a written procedure in place that would entail the prospective photographer having to obtain permission prior to using their camera or other device to take pictures.

- There should be notices in club buildings and changing areas clearly stating that photography in any form and mobile phones are not permitted within changing facilities and that photography and the recording of images elsewhere is only allowed with written authorisation from the club committees or the facility management.

- The procedure for obtaining permission should be written down on a form and recorded. The form should contain the following details (see appendix H):
  - Name, address and phone number of person using camera
  - Name/s of the subjects
  - Relationship of the photographer and subject
  - The reason or use the images are being or intended to be put to (i.e. family record)
  - A signed declaration that the information provided is valid and that the images will only be used for the reasons given.
  - A sequential number to enable a date order log to be kept

- There should be a general requirement on the person given approval that if any other person complains or expresses concern they must respect the rights of other people and stop taking photographs.

- When using mobile phones to contact children make sure this use is recorded and parents are aware, this includes calling and texting. Please see the Child Protection in Sport Unit (see local contacts) guidance on use of mobile phones.
2. Good practice guidance

Promoting Good Practice can help you reduce situations occurring which could be seen or misconstrued as inappropriate or abusive. This helps to protect everyone in the organisation.

2.1 Providing a Safe Environment

- To create the best conditions possible for young people to develop skills in a safe and friendly environment.
- To provide the highest possible quality coaching.
- To ensure that the qualifications and experience of coaches are verified.
- The organisation takes responsibility for ensuring there are sufficient adults available who have relevant training and qualifications in relation to coaching, child protection and first aid.
- That young people are respected, listened to, given a sense of belonging and enjoyment whilst under the supervision of (name of organisation).
- Information including Codes of Practice and Guidelines are made available to all parents/carers.
- To ensure the safety and well being of young people and those responsible for their care within the organisation you should not unless in exceptional circumstances:
  - Spend any period of time alone with a child/young person away from others.
  - Take children alone on a car journey however short.
  - Take children to their or your home.
  - Leave children/young persons unsupervised.
  - When you believe an exceptional circumstance is occurring you should discuss with a parent/other responsible adult any action that you are about to undertake.
- Abusive or discriminatory language is unacceptable by any person involved with the organisation i.e. children/young people or adults (including parents).
- Individual organisations should outline their expectations and actions.

2.2 Safe Working Practices

- Ratios of Coaches/Volunteers to Young People
  
<table>
<thead>
<tr>
<th>Ratio</th>
<th>Age Range</th>
</tr>
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<tbody>
<tr>
<td>1:3</td>
<td>0 - 2 years of age</td>
</tr>
<tr>
<td>1:8</td>
<td>3 - 4 years of age</td>
</tr>
<tr>
<td>1:4</td>
<td>2 - 3 years of age</td>
</tr>
<tr>
<td>1:16</td>
<td>8 years of age and over</td>
</tr>
</tbody>
</table>

It is however good practice that the ratio of adults to children should be higher than those stated above where possible, this could include a responsible adult, for example a parent, also that an adult should not be left alone with a child under any circumstances so you will always require a minimum of two responsible adults for any sessions.

When working out ratios of coaches/volunteers to young people you should always take into account the potential risks through a risk assessment and make decisions about staffing accordingly.

- Ensure you get two emergency contact numbers from parents/carers and that these are always kept with the coach and taken where ever the young people go.
- The club will liaise appropriately with parents, carers, officials and coaches to ensure that best practice is followed in maintaining the child/young persons welfare.
- In the event of an injury or accident a qualified First Aider should be immediately available.
- Always seek the parent/carers consent if he/she is very young or disabled and needs help to go to the toilet or assistance with changing and use of equipment.
- If children/young people are involved in any transport arrangements as part of the organisation's activities consent of the parent/carer must be obtained. (Please see appendix E)
3. Safer recruitment

- Good Practice in recruitment procedures is a method of effective protection for children/young people. It is also an effective way to protect staff and volunteers from false accusations, although these are rare.
- We have enclosed a copy of a Personal Disclosure Form (see Appendix C) which we suggest should be used on all occasions when a CRB disclosure is not required.
- At least two references should be taken up — where possible, one associated with former work with children/young people and one with previous sport involvement. These references should be in writing and followed up verbally.
- State that you reserve the right to seek Police and Children's Social Care checks as necessary.
- Every opportunity should be taken to acquire relevant training, in all aspects of your respective sport and general training i.e. First Aid, Child Protection. For further details please contact Cornwall Sports Partnership on 01872 323344 or your National Governing Body.

3.1 Criminal Record Bureau (CRB)

An enhanced level disclosure is an impartial and confidential document that details an individual's criminal record, other significant past concerns and where appropriate, details of those who are banned from working with children. Organisations now expect new members of staff who will work with children to apply for an Enhanced Criminal Record Disclosure. This is free of charge for volunteers.

CRB’s for volunteers/coaches can be done through your National Governing Body, Cornwall Sports Partnership or Volunteer Cornwall (see local contacts), this can reduce the cost to the club/organisation.

3.2 Independent Safeguarding Authority Vetting and Barring Scheme

If you work/volunteer or want to work/volunteer with children or vulnerable adults, from November 2010 you will need to apply to be registered with the Independent Safeguarding Authority (ISA).

You can apply for registration through your employer if you have one, or if you are applying for a job, through your prospective employer. If you are self-employed or a volunteer – as a sports coach, for example – you will need to apply yourself. You will be able to do this through the website (www.isa-gov.org.uk).

4. The responsible coach

- Coaches must respect the rights, dignity and worth of every child/young person, and treat everyone fairly, regardless of background or ability.
- Coaches must place the welfare, safety and enjoyment of the child/young person above the development of performance.
- Coaches must develop an appropriate working relationship with children/young people (especially under 18’s) based on mutual trust and respect.
- Coaches must not exert undue influence to obtain personal benefit or reward.
- Coaches must encourage and guide young people to accept and take responsibility for their own behaviour and performance.
- Coaches must be appropriately qualified and update their licence as and when required by the appropriate sports governing body.
- Coaches must ensure that the activities they guide or advocate are appropriate for the age, maturity and ability of the child/young person.
- Coaches must, at the outset, clarify with the child/young person (and where appropriate their parents or carers) exactly what is expected of them.
- Coaches must consistently promote positive aspects of the sport (e.g. fair play) and never tolerate rule violations or bad behaviour.
- Coaches must consistently display high standards of behaviour and appearance.
- Coaches should not use humiliation/physical punishments to respond to challenging behaviour.
- Coaches should not have a sexual relationship with athletes which they have a coach/athlete relationship, even if the young person is technically able to consent ie 16/17 years old.
- Coaches will endeavour to provide an enjoyable environment for children/young people to develop their sporting skills.

4.1 Risk Assessment

Clubs must take responsibility for regular risk assessment of facilities; however coaches should also take responsibility for risk assessments e.g. nature of activity, age and ability, number of children, safety of equipment and environment. A template for a risk assessment can be found in Appendix D.
5. The responsible volunteer/helper

- Individuals who voluntarily assist coaches must respect the rights, dignity and worth of every child/young person, and treat everyone equally, regardless of background or ability.
- Volunteers/helpers must support the coaches in placing the welfare and safety of the child/young person above the development of performance.
- Volunteers/helpers must co-operate fully with coaches as to what is expected of them.
- Volunteers/helpers must not be placed in the position of sole responsibility.
- Volunteers/helpers need to adhere to the good practice guidelines, safer recruitment and codes of conduct.
- Volunteers/helpers should be given appropriate training to reflect their level of involvement within the club.

6. Responsibilities of parents/guardians

To accept and abide by the Clubs Good Practice and Child Protection Guidelines. Parents should be actively discouraged from any behaviour or language that will place unnecessary pressure on their own, or other children, staff and coaches. Please see Appendix F.
7. Steps to be taken - specifically in relation to child protection

There are many complex issues which may arise in relation to child abuse. The Childrens Act 1989 defines four categories of abuse: physical, neglect, emotional and sexual. Abuse may be the action or inaction by, for example, a coach, volunteer or paid helper, family member or other young person. It can also be a combination of any or all of the above categories.

No organisation can be expected to have a clear understanding of the action necessary in every situation. However, you should have a designated person within your organisation who has attended appropriate training, knows what to do, where to go and who to contact if concerns arise.

Everyone within a sports club/sports organisation has the responsibility to know the basics of what to do if you notice poor practice or receive a disclosure. The designated person should not take any responsibility for investigating the matter in any way. Their primary role is to know where to go for advice and support and to have an awareness of the procedures which must be followed in certain situations in line with their organisations/NGBs policies and procedures. They should also ensure all those working with young people understand their safeguarding responsibility.

8. Disclosure of abuse by a child/young person

8.1 Do

- Listen to them - give them time to talk
- Reassure them that they have been right to talk to you and that you will pass on what they have said
- Make notes as soon as possible after talking to the child of exactly what they said and include where they told you, anyone else present, what you were doing at the time.
- Refer immediately to your designated person or to the Children’s Social Care team for your area. (Relevant telephone numbers are at the back of this booklet, including out of hours telephone number).
- Do not discuss this with anyone else.

8.2 Don’t

- Promise the child/young person you will keep it a secret
- Ask Leading Questions or make assumptions - it’s OK to ask ‘Can you give me the name of the person you are talking about?’ Not ‘Was it?’ ‘Do you mean…?’
- Talk to anyone but the designated person in your organisation or Social Care/Police.
- Discuss with parents/carer
- Re-question the child/young person
9. Role of designated person

- Ensure the guidelines within this booklet are adhered to.
- Record the conversation with person/child to whom the disclosure was made, but don’t ask the child to repeat the information and please use the incident report form available on www.cornwallsportspartnership.co.uk/safeguarding.
- Contact the duty social worker at the local social care office and pass on full details including any factual information you have on child/young person i.e. name, age, address, any known family details.
- Provide a contact telephone number for Children Social Care to get back to you if necessary.
- Ensure Children’s Social Care confirm who will liaise with the parent/carer.
- Increased awareness of child protection issues via appropriate training.
- Ensure all written records/documents are kept secure and confidential.
- Ensure everyone in the organisation knows who to go to if they have any concerns and have relevant training as necessary.

10. If a child/young person alleges abuse or poor practice by a member of the organisation i.e. coach/volunteer or other child.

- Follow Disclosure of Abuse Guidelines
- DO NOT discuss with alleged perpetrator
- If the allegation is not against the Designated Child Protection Person, pass the information to them.
- Ensure maximum confidentiality.
- If the allegation is against the Designated Child Protection Person contact the local Children’s Social Care Unit or NGB/CSP lead Officer
- If the information is passed to the designated Child Protection Person record your own conversation with the person/child to whom the disclosures was made.
- If the allegation is against a coach within the organisation Professional Abuse procedures will be instigated - (please refer to the South West Child Protection Procedures, details in useful contacts).
- Do not speak to parents before seeking advice from Children’s Social Care or the Safeguarding Children Unit.
- In the event of a parent/carer/or other young person reports alleged abuse by a member of the organisation follow the above procedures.
- If an allegation is made against a volunteer or helper a referral should be made following the above procedures.
- Should any other concern relating to Child Protection arise then seek advice, support and guidance in all situations from the relevant Children Social Care office or Safeguarding Children Unit.
- Clubs / organisations should also adhere to the Governing Bodies procedures and guidelines in advising relevant personnel.
- It is not your role to investigate or make personal judgements about situations.
- The awareness of adults within the organisation (including parents) of these procedures ensures they understand that all situations are treated in the same way and no discrimination takes place.
11. Local Safeguarding Contacts

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Position</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Social Services</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Children’s Social Care</td>
<td>Central Call Centre</td>
<td>0300 1234101</td>
</tr>
<tr>
<td>Cornwall Sport Partnership (CSP)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSP</td>
<td>Child Protection Officers</td>
<td>01872 323344  07973 497454  07973 813547</td>
</tr>
<tr>
<td><strong>National Agencies</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Line</td>
<td></td>
<td>0800 1111</td>
</tr>
<tr>
<td>NSPCC</td>
<td>Child/Parent line</td>
<td>0808 8005000</td>
</tr>
<tr>
<td>Child Protection in Sport</td>
<td>National Development Officers</td>
<td>0116 2347289</td>
</tr>
<tr>
<td><strong>Other Useful Contacts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Police in emergency</td>
<td>Central Call Centre</td>
<td>0845 2777444</td>
</tr>
<tr>
<td>Domestic Violence Helpline</td>
<td></td>
<td>01872 225629</td>
</tr>
<tr>
<td>SWCPP</td>
<td></td>
<td><a href="http://www.swcpp.org.uk/">http://www.swcpp.org.uk/</a></td>
</tr>
<tr>
<td>LSCB</td>
<td></td>
<td><a href="http://www.safechildren-cios.co.uk/">http://www.safechildren-cios.co.uk/</a></td>
</tr>
<tr>
<td>Child Protection in Sport Unit</td>
<td></td>
<td><a href="http://www.thecpsu.org.uk">www.thecpsu.org.uk</a></td>
</tr>
<tr>
<td>Volunteer Cornwall</td>
<td></td>
<td><a href="http://www.ccfv.co.uk">www.ccfv.co.uk</a></td>
</tr>
<tr>
<td>Independent Safeguarding Authority</td>
<td></td>
<td><a href="http://www.isa-gov.org.uk">www.isa-gov.org.uk</a></td>
</tr>
</tbody>
</table>

Please Complete

**Designated Child Protection Person in your Organisation/Club is:**

Name: ____________________________________________________________

Email: ____________________________________________________________

Telephone Number: ____________________________________________

Mobile Number: ________________________________________________

**Designated NGB Lead Officer in your sport is:**

Name: ____________________________________________________________

Email: ____________________________________________________________

Telephone Number: ____________________________________________

Mobile Number: ________________________________________________
# Appendix A

## Young Persons Registration Form

<table>
<thead>
<tr>
<th>Insert Name of Club</th>
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<table>
<thead>
<tr>
<th>Name</th>
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<table>
<thead>
<tr>
<th>Address</th>
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<table>
<thead>
<tr>
<th>Telephone</th>
<th>Mobile</th>
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<table>
<thead>
<tr>
<th>Date of Birth</th>
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</table>

<table>
<thead>
<tr>
<th>Parents/Guardians Names</th>
</tr>
</thead>
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<table>
<thead>
<tr>
<th>Additional person to contact in an emergency</th>
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<table>
<thead>
<tr>
<th>Relationship</th>
<th>Telephone</th>
<th>Mobile</th>
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<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Any health problems or disabilities eg. Asthma / epilepsy / diabetes etc.</th>
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<table>
<thead>
<tr>
<th>Do you use Ventolin or Salbutamol</th>
<th>YES / NO</th>
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</thead>
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</tbody>
</table>

I give / do not give permission for my child to be in photographs/videos that may be taken by the club on Occasions and used for promotional materials and coaching aids.

<table>
<thead>
<tr>
<th>Child's Name</th>
<th>Parent / Guardian's Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<table>
<thead>
<tr>
<th>Signature of Parent / Guardian</th>
<th>Date</th>
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<table>
<thead>
<tr>
<th>Signature of Player</th>
<th>Date</th>
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</table>

I give permission for my child to be taken to hospital and treated in my absence if it is necessary and **Name of club** have been unable to contact me immediately.

<table>
<thead>
<tr>
<th>Child's Name</th>
<th>Parent / Guardian's Name</th>
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<table>
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<tr>
<th>Signature of Parent / Guardian</th>
<th>Date</th>
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<table>
<thead>
<tr>
<th>Signature of Player</th>
<th>Date</th>
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</table>

I give permission for my child to be transported to and from cricket matches, practice sessions, presentation evenings and other **Name of club** associated events.

<table>
<thead>
<tr>
<th>Child's Name</th>
<th>Parent / Guardian's Name</th>
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<table>
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<tr>
<th>Signature of Parent / Guardian</th>
<th>Date</th>
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<tr>
<th>Signature of Player</th>
<th>Date</th>
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Parent / Guardian I have read the attached copy of the code of conduct.

<table>
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<tr>
<th>Signature</th>
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Player: I have read the attached copy of the Junior rules.

<table>
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<tr>
<th>Signature</th>
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Sample Young Persons Consent Form from Paul Cricket Club
- Provided by England and Wales Cricket Board.
Appendix B

Minimum Safeguarding Standards

Please note: This information has been taken from the NSPCC Child Protection in Sport Unit as national guidelines for all CSPs when funding/supporting partners to deliver projects/activities.

Introduction

Children and young people have the right to be safe and enjoy the sports activities that they take part in and parents and others have a right to believe that organisations provide a safe environment.

Cornwall Sports Partnership have therefore adopted the following criteria which all partners will need to adhere to and evidence to receive funding, support and any further resources.

Further details, support and templates for the criteria below can be made available from your NGB, LA Sports Development Officer or Cornwall Sports Partnership.

The Criteria

1. Have a Child Protection/Safeguarding Policy endorsed by an NGB, LA, or relevant organisation that is shared with all stakeholders and it is clear when this policy was adopted and when it will be reviewed.


3. Nominated Child Welfare Officer who has a clear job description and attended a minimum 3 hours recognised safeguarding training.

4. Recruitment and selection procedures that include Criminal Records Bureau (CRB) checks for all people working with children.

5. Codes of conducts for staff, coaches, volunteers and participants.

6. Clear Operating Standards and processes for holding and sharing information.

7. All individuals working with children have attended a minimum 3 hours recognised safeguarding training and hold relevant qualifications.

8. An individual is always on site with a recognised first aid qualification.

Further support on minimum quality standards for safeguarding including all templates and evidence criteria are available from www.cornwallsportspartnership.co.uk/safeguarding
Appendix C
Sample Self Disclosure Form

Confidential

Personal disclosure of all coaches/volunteers/committee members working or in contact with
children, young people or vulnerable adults.

1. Have you ever been convicted of a criminal offence or been the subject of a Caution or
Bound Over Order?

YES   NO

If YES, please state the nature and date(s) of the offence(s): Please supply details on separate sheet.

2. Have you ever been subject to any disciplinary action or sanctions relating to concerns about your behaviour towards or the abuse of children,
young people or vulnerable adults?

YES   NO

If YES, please state the nature and date(s) of the offence(s): Please supply details on separate sheet.

3. You are required to self-certify that you are not known to ANY Social Services Department as being an actual or potential risk to children,
young people or vulnerable adults, and that you have not been disqualified or prohibited from fostering children or had any rights or powers in
respect of any child vested in or assumed by a local authority, or had a child, young person or vulnerable adult ordered to be removed from your
care.

By signing this form you also undertake to inform this organisation if you are subsequently investigated, arrested or convicted in relation to
concerns about your behaviour towards children, young people or vulnerable adults.

Please supply details

Name ____________________________________________________________

Any surnames previously known by ______________________________________

Address __________________________________________________________

Date of Birth __________________________ Place of Birth __________________________

Signed __________________________________________ Date __________________________

You are advised that under the provisions of the Rehabilitation of Offenders Act 1974
(Exceptions) Order 1974 as amended by the Rehabilitations of Offenders Act 1975 (Amendment) 1986, you should declare all convictions
(including ‘spent’ convictions).

As part of the checking procedures for all applicants for posts of this nature, you are also advised that we reserve the right to make
reference to the Local Authority Social Services Department and Police Records to verify the information given on this form.
Appendix D

General Risk Assessment

To be used to assess the risk of activities / events / functions being carried out by Club / Organisation or when functions / activities are changed. Risk Assessments are to be carried out by competent persons.

<table>
<thead>
<tr>
<th>Location:</th>
<th>Description of Activity or Event:</th>
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Hazards Identified: Existing Controls:

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Additional Controls Required:

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<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Risk Classification: (please tick) | High | Medium | Low

<table>
<thead>
<tr>
<th>Use table below to see likelihood &amp; severity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very Unlikely</td>
</tr>
<tr>
<td>Likely</td>
</tr>
</tbody>
</table>

Severity

<table>
<thead>
<tr>
<th>Minor Injury</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fatal</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>1 to 4 - Low Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>= Follow controls, periodical review of process.</td>
</tr>
<tr>
<td>5 to 12 - Medium Risk</td>
</tr>
<tr>
<td>= Reduce risk by additional controls, if possible. Monitor process to ensure controls are followed.</td>
</tr>
<tr>
<td>15 to 25 - High Risk</td>
</tr>
<tr>
<td>= Do not carry out process. Introduce controls to reduce risk to acceptable level. If not possible, contact Health and Safety Manager.</td>
</tr>
</tbody>
</table>

Comments:

<p>| |</p>
<table>
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</table>

Review Date

<p>| |</p>
<table>
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<tbody>
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</tbody>
</table>

Name of Person carrying out Assessment: ______________________________________________

Signature: _____________________________________________ Date: _____________________

To download any of the below appendices please visit www.cornwallsportspartnership.co.uk/safeguarding
Appendix E

Sample Private Vehicle Registration Form

- To register the private vehicles used for the transportation of individuals in connection with Cricket away fixtures or tours.
- To inform drivers of the need to amend their insurance, if they intend to use their vehicle on behalf of the Club/County Board and if passengers are being carried in connection with the club and activities, events it provides.
- The form must be completed by the driver of the private vehicle used for the transportation of individuals to and from Cricket activity on behalf of the Club/County Board.
- Completed forms must be handed to the Club/County Board Secretary of Chair.

<table>
<thead>
<tr>
<th>Driver Details</th>
<th>Vehicle Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name:</td>
<td>Registration Number:</td>
</tr>
<tr>
<td>Address:</td>
<td>Name of Registered Keeper:</td>
</tr>
<tr>
<td>Postcode:</td>
<td></td>
</tr>
<tr>
<td>Telephone:</td>
<td></td>
</tr>
<tr>
<td>Driving Licence No and type (e.g. full)</td>
<td>Colour:</td>
</tr>
<tr>
<td>Other members authorised to drive the vehicle:</td>
<td>Model:</td>
</tr>
<tr>
<td>MOT Expiry Date</td>
<td>Make:</td>
</tr>
<tr>
<td>Insurance Company:</td>
<td></td>
</tr>
<tr>
<td>Insurance Expiry Date:</td>
<td>Road Tax Expiry Date:</td>
</tr>
</tbody>
</table>

Declaration - Please Tick each box

I have informed the insurance company of my intention to transport club members on behalf of the club. [ ]
I have stated if required I would be claiming expenses in connection with this additional use. [ ]
I have extended the policy and paid any additional premium as required by the insurance company. [ ]
My vehicle is roadworthy and complies with all current traffic legislations. [ ]
I will inform all passengers of the legal requirements to wear seat belts when my vehicle is being used on behalf of cricket. [ ]
I am aware that it is not good practice to give individual Young People a lift if on their own. [ ]
I declare that the information stated here is correct and that I will inform the Cricket Club/County Board of any changes. [ ]

Signed: ____________________________ Print Name: ________________________
Date: ___________________________

Sample form provided by the England and Wales Cricket Board
Appendix F

Code of conduct for staff, coaches, officials, volunteers, parents and team managers

(Name of organisation) advocates the following conduct of good ethical practice in sport

- Be an excellent role model displaying high standards of behaviour and appearance
- Treat all young people equally, and with respect and dignity
- Put the welfare of each young person first - before winning or achieving goals
- Work in an open environment, being visible and identifiable as the coach
- Give enthusiastic and constructive feedback
- Encourage participants to speak openly
- Build balanced relationships based on mutual trust which empowers children to share in the decision making process
- Make sport fun, enjoyable and promote fair play
- Maintain a safe and appropriate distance with performers (performers should not be touched unless NGB guidelines provide allowances). Ask young people and parents/carers for their consent
- Recognise the development needs and capacity of performers
- Ensure equipment and facilities are safe and appropriate to the age and ability of the child
- Involve parents/carers wherever possible, e.g., for the responsibility of their child in the changing rooms. If groups have to be supervised in the changing rooms, always ensure parents/teachers/coaches etc work in pairs
- Ensure that if mixed teams are taken away, they should always be accompanied by a male and female member of staff
- Ensure that at tournaments or residential, adults should not enter children's rooms or invite children into their rooms, except in an emergency
- Secure parental consent in writing to act *in loco parentis*, if the need arises, to give permission for the administration of emergency first aid and / or other medical treatment
- Be aware of any medicines being taken by participants, or existing injuries
- Keep a written record of any injury that occurs, along with details of any treatment given
- Ensure that use of photographic and filming equipment is appropriate and permission of parents/carers has been sought
- Keep up to date with the technical skills, qualifications and insurance

If the above code of conduct is not adhered to at all times (Name of organisation) will take further action.

To download any of the below appendices please visit www.cornwallsportspartnership.co.uk/safeguarding
Appendix G

Code of Conduct for Young People

(Name of organisation) advocates the following conduct of good ethical practice in sport

Young People should undertake to:

Play fairly, do their best and have fun

- Shake hands before and after the event, whoever wins — and mean it.
- Respect Officials and accept their decisions with grace not a grudge.
- Respect fellow Team Members; give them full support both when they do well and when things go wrong.
- Respect opponents, they are not enemies, they are partners in a sporting Event.
- Give opponents a hand if they are injured or have problems with equipment.
- Accept apologies from opponents when they are offered.
- Be modest in victory and be gracious in defeat.
- Show appropriate loyalty to their sport and all its participants.
- Make high standards of fair play the example others want to follow

Young People Should not:

- Cheat
- Use violence, use physical contact, only when it is allowed within the Rules.
- Shout at, or argue with, the Referee, Officials, Team mates or Opponents.
- Take banned substances to improve performance.
- Bully
- Tell lies about adults or other children.
- Spread rumours
- Keep secrets about any person who may have caused them harm

If the above code of conduct is not adhered to at all times (Name of organisation) will take further action.
Appendix H

Image Consent Form for
(name of organisation)

I consent to images of me/my child/children taken on __________/________/________ being used for publicity purposes by (name of organisation)

Images could be used in displays, posters, leaflets, web pages or newspaper/magazine articles.

Signed

__________________________________________

Date

__________________________________________

Print Name

__________________________________________

Address

__________________________________________

Telephone

__________________________________________

E-mail

__________________________________________

Child/Children’s Name(s) as applicable

__________________________________________  ______________________________________

Consent will be sought again after 4 years from the initial consent should the image still be required for (name of organisation) use.

FOR OFFICE USE ONLY
Photograph Name:
Date of renewed consent after 4 years if necessary: __________/________/________

To download any of the below appendices please visit www.cornwallspartnership.co.uk/safeguarding
Paralympic Handover Beijing 2008 to London 2012