



British Inline Puck Hockey Association

**CHILD
PROTECTION
POLICY
AND
PROCEDURES
DOCUMENT**

PUBLISHED 2002

Child Protection Policy & Procedures

for clubs, regional associations and any affiliated clubs or associations

This policy document has been written on behalf of the British Inline Puck Hockey Association to fall in line with legislation covering the working with children whether in paid or voluntary work.

Further information if required can be obtained from the
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Introduction

The introduction of this Child Protection Policy should be seen as a clear signal by the British Inline Puck Hockey Association and its members that it is determined to ensure all necessary steps are taken to protect from harm those children and young people who participate and are under the control and supervision of the association and its members .

Protecting children from inappropriate behaviour

BiPHA recognises the fact that child abuse is an emotive issue and will require it's regions and clubs to put a formal child protection policy in place by the 2003 -2004 season.

BiPHA recognises the fact that although it may be difficult the need to educate all its members who have contact with or who are working with young children BiPHA must make all its members aware of child protection issues.

In addition many funding bodies will require you to have a working Child Protection Policy and Procedures in place. The Lottery Sports Fund has required this since April 2001.

Therefore BiPHA has taken the following 2 steps

1. A policy statement. This will state our commitment to providing a safe place for children to take part and/or learn, and to preventing the abuse of children. Each region/club must adopt the BiPHA policy on the following pages.
2. A simple code of practice and procedures governing how the organisation runs. Each region/club must adopt BiPHA'S procedures as these have been checked and ratified.



British Inline Puck Hockey Association

Child Protection Policy

BIPHA recognizes that it has an obligation to ensure the safety and welfare of all children and young people who participate in the sport of Inline Hockey.

All members of Bipha when signing the membership application form agree that they will abide by the rules, byelaws, codes of conduct and policies of the Bipha and should any member break any of the same they will be dealt with under the rules, byelaws, codes of conduct and policies in a fair and unbiased manner.

BIPHA intends to deliver its Child Protection Policy through the following statements;

- ♣ As defined in the Children Act 1989, anyone under the age of 18 years should be considered as a child for the purposes of this document.
- ♣ The child's welfare is paramount.
- ♣ All children whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity, have the right to protection from abuse.
- ♣ All suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately.
- ♣ That working in partnership with parents/carers is essential
- ♣ That the social services have a statutory responsibility to ensure the welfare of young people and therefore Bipha will work together with Social Services and Police in accordance with their procedures
- ♣ Bipha will provide training in child protection and will build a network of tutors to facilitate the delivery of child protection training to its membership
- ♣ To ensure that all Coaches, referees and officials are trained to the highest standard
- ♣ To promote and demonstrate best practice in the area of child protection and best standards of working with children and young people in relation to Bipha's codes of conduct.
- ♣ To promote ethics and high standards throughout the sport of inline hockey

**BIPHA
CHILD
PROTECTION
PROCEDURES**

FOREWORD

The National Framework for Working Together to Safeguard Children and Young People outlines it is the responsibility of every adult to safeguard children from abuse. Child abuse, particularly child sexual abuse, can arouse strong emotions in those facing such a situation and it is important to understand these feelings and not allow them to interfere with your judgement about any 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 children in order to harm them. Everyone working in sport in a paid or voluntary capacity, together with those working in member organisations has a role to play in safeguarding the welfare of children and preventing their abuse.

A coach, instructor, teacher or volunteer may have regular contact with children and be an important link in identifying situations where a child needs protection. When establishing guidelines to protect child, it is important to recognise that an organisation with responsibility for children has both a moral and legal obligation to ensure it provides the highest possible standard of care.

This pack will help all regions and clubs;

→ Identify their responsibilities with regard to child protection by:

- ♣ Safeguarding and promoting the interests and well-being of children with whom they are working
- ♣ Taking all reasonable practical steps to protect children from harm, discrimination or degrading treatment
- ♣ Respecting children's rights, wishes and feelings

→ Implement policies which:

- ♣ Offer safeguards to children, members of staff/volunteers
- ♣ Help to maintain high standards of professionalism and practice

→ Implement procedures which demonstrate a commitment to:

- ♣ Sound recruitment, selection and deployment of staff/volunteers
- ♣ The provision of support, appropriate training and adequate supervision to all staff/volunteers to enable them to work together with parents/carers and other organisations to ensure the welfare and needs of children remain paramount.

It must be remembered that this document is a live document and from time to time amendments and changes will be made in line with current government legislation and policies.

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1 Principles

The procedures in this pack are based on the following principles:

- ♣ The child's welfare is paramount.
- ♣ All children, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.
- ♣ All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

Working in partnership with children and their parents/carers is essential for the protection of children. That Bipa recognise the statutory responsibility of the social services department and police to ensure the welfare of children and work with the local Area Child Protection Committee (ACPC) to comply with its procedures.

2 Recognition of abuse

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. It is acknowledged that BiPHA members — whether in a paid or voluntary capacity — are not experts at such recognition. Therefore, BiPHA should encourage and expect staff (volunteers or paid) to report any concern they may have about the welfare of a child immediately to the designated Child Protection Officer (CPO) — this might be the club Child Welfare Officer, Regional Child Welfare Officer or The National Child Protection Officer. If attempts to contact any of the above officers has already been made then referral to the Social Services must be delayed to allow the Bipa to make the initial enquiries (see the flow chart at appendix 1)

It is the responsibility of these people to ensure that appropriate advice is obtained from the local social services department, police or the NSPCC. (See also Section 6, which details exactly what action to take.) If the person in charge is not available, or the concern is about the person in charge, the person in receipt of the information should contact the social services and police direct. A blank contacts form for building up a list of contacts is included in the appendices.

Indications that a child may be being abused include the following;

- ♣ Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- ♣ An injury for which the explanation seems inconsistent.
- ♣ The child describes what appears to be an abusive act involving him/her.
- ♣ Someone else (a child or adult) expresses concern about the welfare of another child.
- ♣ Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper).
- ♣ Inappropriate sexual awareness.
- ♣ Engaging in sexually explicit behaviour.
- ♣ Distrustful of adults, particularly those with whom a close relationship would normally be expected.
- ♣ Has difficulty in making friends.
- ♣ Is prevented from socialising with other children.
- ♣ Displays variations in eating patterns including overeating or loss of appetite.
- ♣ Loses weight for no apparent reason.
- ♣ Becomes increasingly dirty or unkempt.

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. It is not the responsibility of those working in the sport to decide that child abuse is occurring but it is their responsibility to act on any concerns. (See Section 6.)

3 Main forms of abuse

There are four main forms of abuse:

Neglect:

Where adults fail to meet a child's basic needs like food or warm clothing, fail or refuse to give children love, affection and attention. Children might also be constantly left alone or unsupervised. Neglect in a sports situation could include a teacher or coach not ensuring children were safe, exposing them to undue cold or heat or to unnecessary risk of injury.

Physical abuse:

Where adults physically hurt or injure children by hitting, shaking, squeezing, burning and biting or by giving children alcohol, inappropriate drugs or poison. Attempted suffocation or drowning also comes within this category. In sports situations, physical abuse might occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body.

Sexual abuse:

Girls and boys are both abused by adults — both male and female — who use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing children pornographic material (books, videos, pictures) is also a form of sexual abuse. Sports, which involve physical contact with children, could potentially create situations where sexual abuse may go unnoticed. The power of the coach over young performers, if misused, may also lead to abusive situations developing.

Emotional Abuse:

Persistent lack of love and affection, where a child may be constantly shouted at, threatened or taunted which may make the child very nervous and withdrawn. Emotional abuse may also occur when there is constant overprotection (which prevents children from socialising), or there is neglect, physical or sexual abuse. Emotional abuse in sport might occur if children are subjected to constant criticism, bullying (by anyone) or unrealistic pressure to perform to high expectations consistently.

4 Effects of abuse

Abuse in all its forms can affect a child at any age. The effects can be so damaging that if untreated, may follow an individual into adulthood. For example, an adult who has been abused as a child may find it difficult or impossible to maintain a stable, trusting relationship, become involved with drugs or prostitution, attempt suicide or even abuse a child in the future.

There have been a number of studies' which suggest children with disabilities are at increased risk of abuse through various factors such as stereotyping, prejudice,

discrimination, isolation and a powerlessness to protect themselves, or adequately communicate that abuse has occurred. Children from ethnic minorities, who may also be experiencing racial discrimination, may be doubly powerless.

5 Responding to the child

If a child says or indicates that he or she is being abused, or information is obtained which gives concern that a child is being abused, the person receiving this information should:

- ♣ React calmly so as not to frighten the child
- ♣ Tell the child he/she is not to blame and that it was right to tell
- ♣ Take what the child says seriously, recognising the difficulties inherent in interpreting what is said by a child who has a speech disability and/or differences in language
- ♣ Only ask questions if you need to clarify the nature of the allegation
- ♣ Reassure the child but do not make promises of confidentiality which might not be feasible in the light of subsequent developments
- ♣ Make a full record of what had been said, heard and/or seen as soon as possible. A Record of Disclosure for is included in the appendices.

6 Responding to suspicions or allegations

Suspicions of child abuse outside the sport (see appendices 2)

It is not the responsibility of anyone working under the auspices of BiPHA in a paid or voluntary capacity, or those working in affiliated organisations to take responsibility or to decide whether or not child abuse is taking place. However, there is a responsibility to pass on those concerns about the children in order that the appropriate agencies can then make enquiries and take any necessary action to protect the child.

The social services department has a statutory duty under The Children Act 1989 to ensure the welfare of a child. When a child protection referral is made, its' staff has a legal responsibility to make enquiries whether the child is at risk of significant harm. This may involve talking to the child and family, and gathering information from other people who know the child. Enquiries may be carried out jointly with the police.

What to do if there are concerns

There is always a commitment to work in partnership with parents or carers where there are concerns about their children. Therefore, in most situations it would be important to

talk to parents or carers to help clarify any initial concerns. For example, if a child seems withdrawn, he/she may have experienced bereavement in the family. However, there are circumstances in which a child might be placed at even greater risk if such concerns were shared (e.g. where a parent or carer may be responsible for the abuse or not able to respond to the situation appropriately). In these situations or where concerns still exist, any suspicion, allegation or incident of abuse must be reported to the person in charge as soon as possible and recorded (see Section 2).

It is the responsibility of the person in charge to inform the social services department without delay. If the person in charge is not available, the person discovering or being informed of the abuse should immediately contact the social services department or the police. The number is in the telephone directory. In these circumstances, you do not have to give your name but it is helpful if you can. The social services department, together with the person in charge where appropriate, will decide how and when parents or carers will be informed.

if you are not sure what to do, you can also obtain advice by telephoning the NSPCC 24-hour Freephone Helpline; the number is 0800 800 500.

Records and information

Information passed to the social services department or the police must be as helpful as possible, hence the necessity for making a detailed record. Information should include the following:

- ♣ Name, age, DOB, address and ethnic origin
- ♣ The nature of the allegation.
- ♣ A description of any visible bruising or other injuries.
- ♣ The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- ♣ Any times, dates or other relevant information.
- ♣ A clear distinction between what is fact, opinion or hearsay.

Reporting the matter to the police or social services department should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to the social services department should be confirmed in writing within 24 hours. A record should also be made of the name and designation of the social services member of staff or police officer to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed. Making a note on the Concern/Allegation can

do this. If the appropriate agencies require a copy of the disclosure form then send a photocopy, never send the original.

7 Allegations against staff/volunteers (see appendices 1)

This would include anyone working with children in a paid or voluntary capacity (e.g. volunteers or helpers in clubs, officials, team managers on training camps, coaches). Child abuse can and does occur outside the family setting. Although it is a sensitive and difficult issue, child abuse has occurred within institutions and may occur within other settings (e.g. sport or other social activities). Recent inquiries indicate that abuse, which takes place within a public setting, is rarely a one-off event. It is crucial that those involved in sport are aware of this possibility and that all allegations are taken seriously and appropriate action taken.

The Lead Officer (NCPO) must be informed in all cases of situations where they are unsure about whether the allegation constitutes abuse or not, and are therefore unclear about what action to take. There may be circumstances where allegations are about poor practice rather than abuse, but those responsible should always consult senior colleagues and gain advice from social services or the NSPCC if there is any doubt. This is because it may be just one of a series of other instances which together cause concern.

It is acknowledged that feelings generated by the discovery that a member of staff or volunteer is, or may be, abusing a child, will raise concerns among other staff or volunteers. This includes the difficulties inherent in reporting such matters. However, it is important that any concerns for the welfare of the child arising from abuse or harassment by a member of staff or volunteer should be reported immediately.

The NGB assures all staff/volunteers that it would fully support anyone who, in good faith, reports his or her concern that a colleague is in breach of good practice, or may be, abusing a child.

Where there is a complaint against a member of staff, volunteer, member or parent of 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 social services investigation may well influence the disciplinary investigation, but not necessarily.

What to do if there are concerns

- ♣ If, following consideration, the allegation is clearly about poor practice, the person in charge will deal with it as a misconduct issue and will be dealt with under BiPHA'S normal disciplinary procedure.
- ♣ If the allegation is about poor practice by the person in charge, or if the matter has been handled inadequately and concerns remain it should be referred to a National CPO on the NGB, who should decide how to deal with the allegation and whether or not to initiate disciplinary proceedings. (The telephone number is at the beginning of this document)
- ♣ Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to a person in charge, 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 person in charge will refer the allegation to the social services department who may involve the police.
- ♣ The parents or carers of the child will be contacted as soon as possible following advice from the social services department.
- ♣ The person in charge should also notify the National CPO on the NGB and they should decide who will deal with any media enquiries.
- ♣ Every effort should be made to ensure that confidentiality is maintained for all concerned.
- ♣ If the person in charge is the subject of the suspicion/allegation, the report must be made to the next level of management who is then responsible for taking the action outlined above. If the allegation/suspicion is about the National person in charge then the NEC is responsible for taking action.
- ♣ Each level of management will make an immediate decision about whether any individual accused of abuse (in the level below them) should be temporarily suspended pending further police and social services inquiries.

- ♣ Irrespective of the findings of the social services or police inquiries, Each level of management must assess all individual cases under the appropriate misconduct/disciplinary procedure, to decide whether a member of staff or volunteer 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, each level of management 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 children should always remain paramount.
- ♣ Consideration should be given about what support may be appropriate to children, parents and members of staff.

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 organisation should follow the procedures given in Section 6 and report the matter to the social services department or the police. This is because other children, either within the sport or outside it, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically disqualified from working with children.

If a club or organisation knowingly appoints a person where a ban exists, they will be committing a criminal offence. Under the Protection of Children Act 1999, voluntary clubs or organisations are encouraged to report their concerns while registered children's clubs or organisations are obliged to report concerns.

8 Promoting good Practice

All children have a right to be safe and to be treated with dignity and respect. False allegations of abuse are rare, but have happened, so the following basic guidelines will help safeguard children, staff, volunteers and the organisation concerned.

Recruitment and selecting staff/volunteers

Anyone may have the potential to abuse children in same way and it is important that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. It is essential the same procedure is used consistently whether they are

paid or unpaid. When undertaking pre-selection checks the following should be included:

- ♣ All volunteers/staff working for a club should complete a BiPHA membership form (sample forms are shown in Appendices).
- ♣ Consent should be obtained from applicants for permission to make police and social services checks as necessary.
- ♣ At least two references should be taken up, including at least one regarding previous work with children.
- ♣ For Positions of responsibility all applicants should be interviewed
- ♣ Ideally there should be a Criminal Record Bureau Check. This should be coming on line shortly
- ♣ All coaches/referees must have a minimum of a recognised qualification. If the applicant has taken the position of coach without a recognised qualification then he or she must gain one within 12months.

Regions and clubs should have effective measures in place to ensure confidentiality of information received in relation to applicants (E.g. only named people have access to the information) that meet the requirements of data protection legislation

Policy and procedure

To help prevent abuse of children, the club or organisation should have a policy that ensures that children are protected and kept safe from harm. Everyone involved in the care of children should know what to do if there are concerns about abuse and where procedures are kept.

Training

It should be clearly recognised that checks are only part of the process to protect children from possible abuse. The checks must be operated in conjunction with appropriate training of staff/volunteers so they are aware and sensitive to potentially abusive situations.

Supervision

Managers/Coaches/Helpers should be sensitive to any concerns about abuse and act on them at an early stage. They should also offer appropriate support to those who report concerns.

Complaints

The Management Committee of all regions and clubs should ensure there is an established complaints procedure in line with NGB procedure in operation and that parents and children have all relevant information to allow easy access to this procedure and know who their designated person is.

9 Good practice in the care of children

It is possible to reduce situations for the abuse of children and help to protect coaches, volunteers and helpers by promoting good practice. The following are specific examples of care, which should be taken when working within a sports context:

- ♣ Always be publicly open when working with children. Avoid situations where a Manager, coach or helper and individual child are completely unobserved.
- ♣ If you are giving a team talk then leave open the door
- ♣ If any form of manual support is required, it should be provided openly and according to normal first aid procedures. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered.
- ♣ Where possible, parents should take on the responsibility for their children in the changing rooms. If groups have to be supervised in the changing rooms, always ensure Managers, coaches or helpers work in pairs. Encourage an open environment (i.e. no secrets).
- ♣ Where there are mixed teams away from home, a male and female member of your club or association must always accompany the team.
- ♣ Where it is an all female team and the coach is male. The team must have a female manager. The manager can then check that all the players are suitably dressed before any team talk
- ♣ Don't spend excessive amounts of time alone with children away from others
- ♣ Don't take children alone on car journeys, however short
- ♣ Don't take children to your home where they will be alone with you.

If cases arise where these situations are unavoidable, they should only occur with the full knowledge and consent of someone in charge in the organisation and the child's parents.

You must never:

- ♣ Use Foul, sexually explicit or abusive language in the company of children whatever the situation (lead by example)
- ♣ Engage in rough, physical or sexually provocative games, including horseplay
- ♣ Share a room with a child
- ♣ Allow or engage in any form of inappropriate touching
- ♣ Allow children to use inappropriate language unchallenged, If in a game situation refer to the rule book
- ♣ Make sexually suggestive comments to a child, even in fun
- ♣ Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- ♣ Do things of a personal nature for children they can do for themselves
- ♣ Invite or allow children to stay with you at your home unsupervised.

It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young, have disabilities or the parents are unavailable. These tasks should only be carried out with the full understanding and consent of parents and the children involved. There is a need to be responsive to a child's reactions — if a child is fully dependent upon you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact or lifting or assisting a child to carry out particular activities.

If you accidentally hurt a child and he/she seems distressed in any manner, appears to be sexually aroused by your actions, or misunderstands or misinterprets something you have done, report any such incident as soon as possible to another colleague and make a full record of it. Ensure parents or carers are informed of the incident. An accident/incident report form is included in the appendices.

10 Photographic images of children and young people

Children and young people can be at risk directly or indirectly as a result of the use of photographs on sports web sites and other publications. Photographs can be used as a means of identifying children and young people when they are accompanied with personal information. This information can make a child or young person vulnerable to an individual who may wish to exploit a connection for child abuse. It should be

remembered that the content of a photo or video could be used or adapted for inappropriate use. It has to be remembered that technology is getting better and smaller and that even now mobile phones have cameras built in.

The BIPHA sets down its policy in respect to all clubs, trainers, organisers of sanctioned events and providers of services as follows: -

- ♣ If the player is named avoid using their photograph
- ♣ If the photograph is used avoid naming the player
- ♣ A parent or carer must be consulted and subsequently give written permission for an image to be used. This ensures that the parents are aware of the way the image of their child or young person is used
- ♣ The images of skaters must be restricted to appropriate dress to reduce the risk of inappropriate use
- ♣ The content of any image should focus on the activity and not on a particular child or young person if at all possible
- ♣ Full face and body shots should be avoided

All events sanctioned or organised by the BIPHA must follow the guidelines with regard to images of children and young people.

These guidelines are as follows:

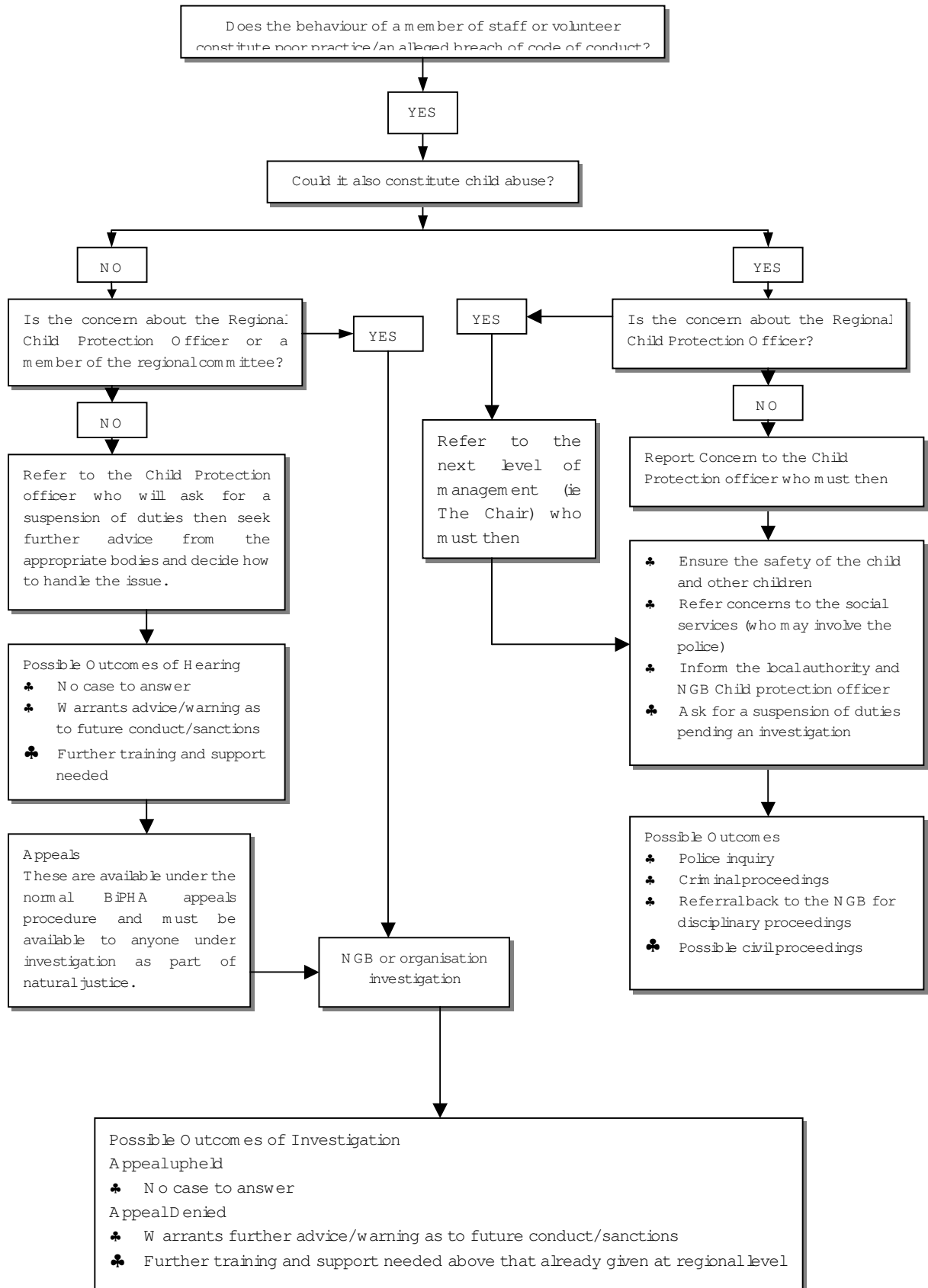
- ♣ If professional photographers or the press are invited to an event a clear brief as to expectation of the Association with regard to images and Child protection
- ♣ Photographers authorised to take photographs or video must be identified at all times and must display identification at all times
- ♣ All parents and carers should be advised that a photographer(s) is(are) present and an indication of their approval advised
- ♣ There must be no unsupervised access to players on one to one photo sessions at events
- ♣ Photo sessions outside the event or at a skater's home should only be allowed if approved by the parent/carers
- ♣ All persons and spectators attending an event wishing to take photographs or video recordings must be registered by the event organiser
- ♣ Skaters, parents, carers, coaches and managers must be diligent and inform the organisers if they have any concerns about the activities of any photographers or video operators

Concerns regarding inappropriate or intrusive photography or video recordings should be reported to the BIPHA Protection Officer.

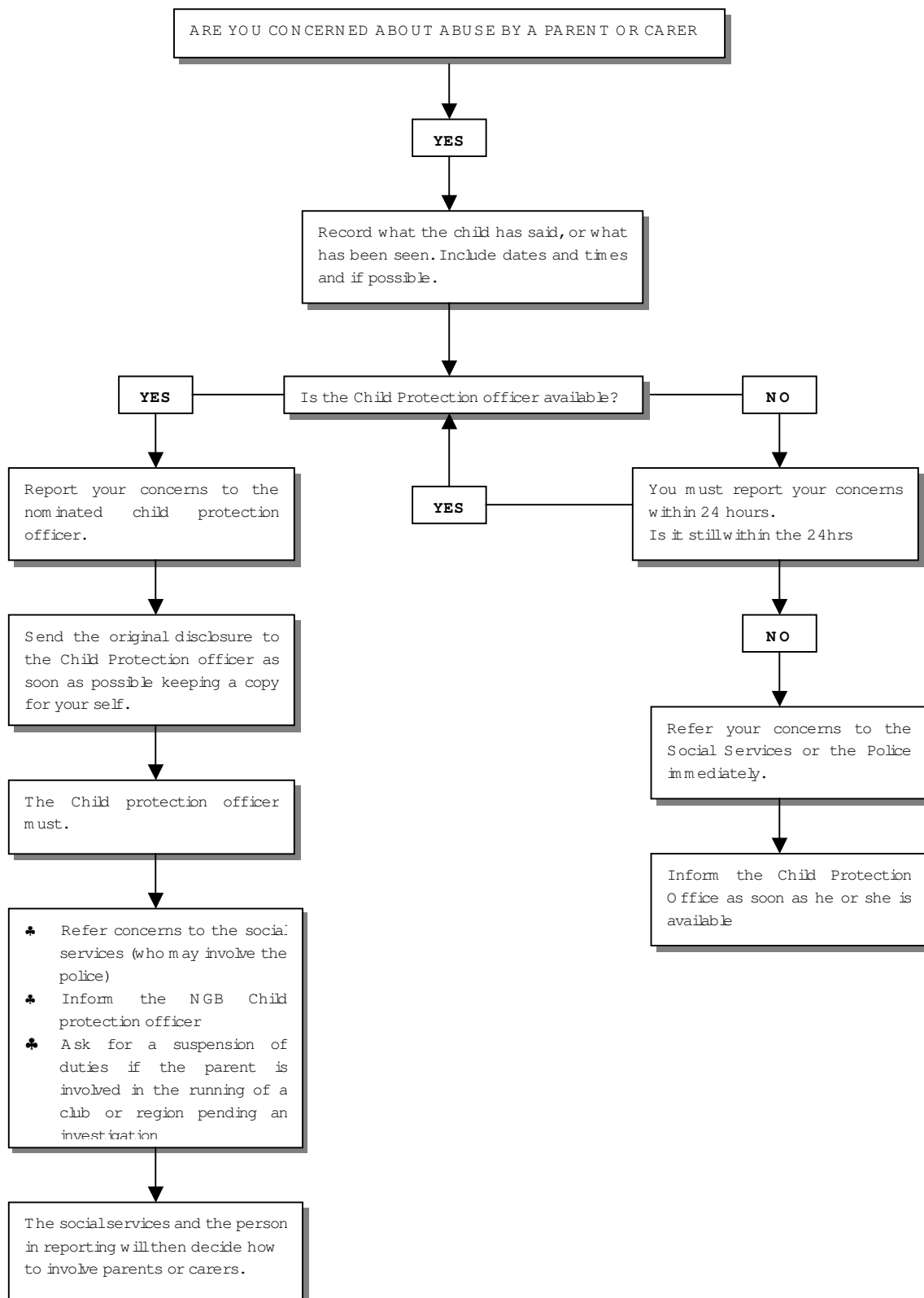
11 Good Practices in Health and Safety

- ♣ Always check the facility floor for damage or possible wetness
- ♣ Check the facility walls/boards for protrusions if you find any ask the facility to deal with them
- ♣ Check the goals for damage and any sharp corners or protrusions
- ♣ Arrange with the facility to temporarily cover fire alarm buttons to avoid accidental triggering (if required)
- ♣ Ensure everyone is aware of the fire drill
- ♣ If in a strange facility find out about fire escapes and collection points
- ♣ If you have a registered first aider within your organisation ensure they have a first aid kit available
- ♣ If you do not have a first aider then ensure the facility has one
- ♣ Never leave kit bags in accesses or in front of fire escapes
- ♣ Ensure that all players/coaches/referees are wearing the desired level of protective equipment. (It good practice for all coaches to wear a minimum of helmet, elbow pads, gloves, box, shin guards, covers and skates if a skater)
- ♣ All safety netting if available is in place

Appendix (i)



Appendix (ii)



Appendix (iii) Useful Information

<p>Criminal Records Bureau PO Box 91 Liverpool L69 2UH Tel: 0870 90 90 811</p>	<p>Sports Coach UK 114 Cardigan Road Headingley Leeds L56 3BJ Tel: 0113 274 4802</p>
<p>The NSPCC Weston House, 42 Curtain Road London EC2A 3NH Tel: 0171 825 2500 Helpline: 0900 900500</p>	<p>Childline UK Freepost 1111 London N1 0BR Tel: 0800 1111</p>
<p>NSPCC Child Protection in Sport Unit NSPCC National Training Centre 3 Gilmour Close Beaumont Leys Leicester LE4 1EZ Tel: 0116 234 7278/7280</p>	<p>Disclosure Scotland Disclosure Bureau 1 Pacific Quay Glasgow G5 1EA Tel: 0141 585 8495</p>
<p>NSPCC Helpline Tel: 0808 800 5000</p>	
<p>NSPCC National Development Office Children in sport unit W ALES Unit 1 Cowbridge Court 60 Cowbridge Road West Cardiff CF5 5BS Tel: 02920 838086</p>	<p>Children 1st Kathleen McNulty Room 142 Learning & Teaching Scotland 74 Victoria Park Present Road Glasgow G1 2JN 0141 339 4005</p>

Concern/Allegation Form

Your Name :						
Your Position :				Date and Time :		
Name of person reporting the concern or allegation :						
Address of person reporting the concern or allegation :						
Is the person a child?	YES	NO	If a child give D O B		Child's age	
Sex of the Child (M/F)		Club to which the child is registered				
Parent/Carers name and address:				Child's address if different		
Exactly what was said to you and what you said (if dialogue took place) or what was reported to you: (Remember do not lead the person making the report - record actual details) <i>Continue on a separate sheet if necessary.</i> DATE AND TIME OF INCIDENT : _____						
Is the Concern/allegation about a BIPHA member?					YES	NO
Has the person who the concern/allegation is about been suspended from their duties?					YES	NO
Action take so far (<i>continue on separate sheet if necessary</i>)						
Internal Notice (date and time)						
Did you report the concern/allegation to the Regional/National CPO? [YES] [NO]						
Name of CPO :			Date reported:			
External Agencies contacted (date and time)						
Police	[YES] [NO]	Name and number:.....				
Social Services	[YES] [NO]	Name and number:.....				

The content of this form must be communicated to regional/national CPO as soon as possible with written copy following within 48hrs marked PRIVATE AND CONFIDENTIAL.

Child Protection Contacts

Name of the person in your normal club/region environment to whom you should report any concerns about child protection issues

.....

Address

.....

Postcode Telephone Number

Child Protection Officer (if different from above)

..... Telephone Number

Social Services Contact

Name Telephone Number

Police Child Protection Team

Name Telephone Number

Police Station Contact

Name Telephone Number

Name of Local Hospital

..... Telephone Number

Other Contacts

..... Telephone Number

..... Telephone Number

..... Telephone Number

..... Telephone Number

..... Telephone Number

..... Telephone Number

..... Telephone Number

..... Telephone Number

Accident/Incident Report

Date Time Place

Name of Child

Address

.....

..... Telephone

How did the accident/ incident happen?

Were there any injuries sustained YES/NO

Was first aid given? YES/NO

Was the injured party sent to hospital? YES/NO

Name of hospital.....

Were the parents present? YES/NO

Were the parents informed if no? YES/NO

When were the parents informed?

Date Time

Bibliography

Protecting Children (A Guide for sportspeople) – Sports Coach UK

Safe From Harm – Home Office 1993

Biophysical – Child Protection Policy Summary (re: BFRS)

The Children Act 1989

Protection of Children Act 1999

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