



Goring Thames Sailing Club

Child Protection Policy, Code of Practice & Procedures

Version 6 – Approved by Sub-Committee

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Goring Thames Sailing Club

Introduction

This policy has been produced by the RYA and Goring Thames Sailing Club (GTSC) to ensure that appropriate action is taken to enable children and vulnerable adults to enjoy the sport of sailing in all its forms, in a safe environment.

Protecting children from inappropriate behaviour

Recognised Teaching Centres (RTCs) are required to put a formal child protection policy in place. The club considers that as it provides training and activities for young people, both formally as an RTC and informally for example for Youth Club, that a formal child protection policy with straightforward procedures should be adopted to put this policy into place. In addition many funding bodies require it.

The document contains:

1. **A policy statement;** which commits GTSC to providing a safe place for children to take part in and/or learn about sailing, and to prevent the abuse of children. This is adapted from the model RYA Policy Statement.
2. **A code of practice and procedures;** which governs how GTSC runs.

This covers:

- a. Recruitment of staff or volunteers who will be in contact with children
- b. The prevention of abuse of children whilst on site, both on and off the water
- c. What to do if abuse is alleged/suspected to have occurred, either on site or elsewhere

All relevant people must be made aware of the policy, practise and procedures.



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1. Policy Statement

This is a statement which defines GTSC's stance on child protection issues. It defines what GTSC is committed to in providing a safe environment for children.

GTSC's Policy Statement on Child Protection is as follows:

- The child's welfare is paramount. GTSC will take all reasonable steps to ensure through appropriate procedures and training, that children can partake in club activities in a safe environment.
- All children whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity, etc. have the right to protection from abuse
- All suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately
- As defined in the Children's Act 1989, anyone under the age of 18 years should be considered as a child for the purposes of this document
- It is recognised that some adults may also be vulnerable and require similar protection. References to Children shall also be deemed to include vulnerable adults.

The policy relates to everyone involved with club activities and will be kept under periodic review.

All concerns, allegations, complaints and comments about the policy and associated procedures should be brought to the attention of the Child Protection Officer.

2. A Code of Practice & Procedures

2.1 Designated Person

Although everyone has a role to play in ensuring that children are safe, the Child Protection Officer ('CPO') has specific responsibility for implementing the clubs CP policy, as being the principal point of contact to receive information and advice from the RYA.

The CPO's general terms of reference include:

- Maintaining an up to date policy and procedures, compatible with RYA guidance.
- Ensuring that relevant staff and/or volunteers are aware of and follow the procedures.
- Advising the main committee on child protection issues.
- Maintaining contact details for local Social Services and Police.
- Acting as the nominated club representative in dealings with the RYA and the conduit for any CRB checks

If there is a concern, allegation or complaint, the CPO will:

- Be the first point of contact for any concerns or allegations, from children or adults, ensuring that confidentiality is maintained in all cases.
- Decide on the appropriate action to be taken, in line with the organisation's procedures and in conjunction with the Commodore
- Keep the RYA informed as necessary



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RYA designated person

The RYA's Child Protection Co-ordinator is Jackie Reid, Personnel and Administration Manager, tel. 023 8060 4104, e-mail jackie.reid@rya.org.uk.

If Jackie Reid is unavailable and the matter is urgent, contact Jackie Bennetts, RYA Volunteer Development Officer, tel. 023 8060 4199, e-mail jackie.bennetts@rya.org.uk.

2.2 Recruitment of Paid Staff and Volunteers

All applications whether voluntary or paid need to be subject to an appropriate level of scrutiny proportionate to the role and level of risk involved

Good recruitment Practice

2.2.1 Paid instructors and coaches who are likely to have significant contact with children

The Club considers that with the exception of instructors / coaches provided by the RYA, these should be:

1. Checked for competence
2. Assessed as to whether they are safe, by considering their CV and exploring their attitude and experience of children by means of an interview
3. Requested to complete our application forms which are designed to elicit information about the applicant's past career or experiences by asking for a C.V. (requiring explanations for any gaps) and enquiring about any criminal record (**See Form A – Application Form**)
4. CRB enhanced checked, assuming that they are not already in possession of a recent (less than one year old) CRB enhanced check.

2.2.2 Volunteers working unsupervised

1. Where volunteer-staff have significant contact with children and are likely to be working unsupervised or where parents are not in attendance a Self-Disclosure Form (**See Form B**) will be required in the first instance. This form should be submitted to the CPO.
2. Where volunteers meet all the conditions in 1 above for longer than a temporary basis, then a CRB enhanced check should be requested unless they are already in possession of a recent CRB enhanced check. For the avoidance of doubt, where volunteers have significant contact with children, but are unlikely to be alone with individual children for more than a few moments, then a CRB enhanced check is not required.

2.2.3 Junior Development Officer and Youth Club Leaders

In view of the role of the JDO and regular leaders of Youth Club sessions, she/he will be requested to undergo a CRB enhanced check

2.3 Prevention of Abuse

This section offers advice to instructors, volunteers and parents to ensure they do everything they can to protect children from abuse.



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Good Practice Guide for Club Officers

Child abuse is a very difficult situation for club commodores and club officers. Having the right systems in place will help all concerned. Abusers have great difficulty operating in a well run club with good quality management and training.

- Plan the work of GTSC so as to minimise situations where the abuse of children can occur
- The person who fulfils the role of CPO, to whom all allegations or incidents are reported is as notified on the GTSC Club Notice Board.
- Ensure that all committee members, paid staff and volunteers are aware of the steps that can be taken to prevent child abuse (**See Form D**)
- Create a culture within GTSC such that both adults and children feel able to raise concerns, knowing that they will be treated seriously, confidentially and will not make the situation worse for themselves or others.
- Design training programmes that are within the ability of the individual child.
- Give all committee members, staff and volunteers clear roles
- Issue guidelines on how to deal with the discovery of abuse (**See Form D**)
- If children report abuse, follow agreed procedures. Develop systems which allow children's complaints to be heard

Good Practice Guide for Instructors / Volunteers / All Staff

The Guidance contained in **Form D** should be made available to all of the above

GTSC can reduce situations for abuse of children and help to protect staff and volunteers from false allegations being made by

1. Promoting good practice. Some common sense guidelines for everyone within GTSC:

- Do not spend excessive amounts of time alone with children away from others
- Do not take children alone in a car on journeys, however short
- Do not take children to your home
- Where any of these are unavoidable, ensure they only occur with the full knowledge and consent of someone in charge in the organisation or the child's parents
- Ideally an adult should not be alone with a child or children in a changing room
- If an adult has to enter a changing room of the opposite sex in an emergency, that person should always try to do so with a person of the opposite gender.
- Prohibit the use of photography in changing areas (incorporated in byelaws and enforced by posters)
- Ensure that parental consent is obtained before photographs are published on behalf of GTSC (included in membership forms and applications forms for training courses) and ensure that information that would allow for the child to be contacted is not included.
- Understand that parents and spectators taking photographs at GTSC may be asked to state the purpose for taking photos or filming.



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2. People at GTSC should NEVER:

- Engage in rough, physical or sexually provocative games, including horseplay
- Allow or engage in inappropriate touching of any form
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Let allegations a child makes go unchallenged or unrecorded; always act
- Do things of a personal nature that children can do for themselves

However, it may be sometimes necessary for people to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with full understanding and consent of parents. In an emergency situation, which requires this type of help, parents should be fully informed. In such situations, it is important to ensure those involved are sensitive to the child and undertake personal care tasks with the utmost discretion.

In addition, medical consent (**See Form C or a similar form of words**) should be obtained annually for Junior members that attend organised events unsupervised and kept at the club under the supervision of the JDO or CPO.

2.4 What to do if abuse is suspected / alleged to have occurred

CPO/COMMODORE

What should I do if there are allegations of abuse

See Form D

Although it is a sensitive and difficult issue, child abuse can occur and does occur outside the family setting. Child abuse has occurred within institutions and may occur in other settings. If a child has been abused in a public setting, other children will be involved. The CPO / Commodore should take reasonable steps to verify that there is substance to the allegations before taking further action.

Where there is an allegation of abuse, there may be three types of investigation:

1. a criminal investigation
2. a child protection investigation
3. a misconduct investigation

The results of the police and social services investigation may well influence the misconduct investigation, but not necessarily.

What should I do if a child tells me (s)he is being abused?

See Form D

Always:

- Stay calm – ensure the child is safe and feels safe
- Show and tell the child that you are taking what (s)he says seriously
- Reassure the child and stress that (s)he is not to blame
- Be honest, explain you will have to tell someone else to stop the alleged abuse
- Make a note of what the child has said as soon as possible after the event
- Maintain confidentiality – only tell others if it will protect the child



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Never:

- Rush into actions that may be appropriate
- Make promises that you cannot keep
- Ask inappropriate questions, which may jeopardise any impending police investigation
- Take sole responsibility – consult someone else (usually the person in charge or if that person is involved in the alleged abuse the Commodore or someone you can trust) so you can begin to protect the child and gain support yourself.

Misconduct investigation

Misconduct is addressed by rule **9 (c)** of the GTSC rules. The rule quoted below:

“9 (c) The committee may suspend or terminate the membership of any member if, in their opinion, this would be in the interests of the club: but before taking a decision they should inform the member of the circumstances and give him the opportunity of making representations to them.”

Supportive Counselling

It is important to understand that a member of staff or volunteers reporting a case of child abuse, particularly by a colleague, may undergo a very high degree of stress, including feelings of guilt for having reported the matter. It is therefore important to ensure that appropriate counselling and support is available for staff or volunteers in such a situation. Support and advice is available from the RYA.

3. Recording Information

When recording information it is important that you do not carry the process beyond gathering information about the allegation, into beginning an investigation.

Unnecessary interviews with child complainants could prejudice the integrity of evidence that may eventually have to be presented in court.

There are particular problems with regard to gaining information from children with limited communication skills. Care should be taken that appropriate means are used to find out what the allegation is about without “leading” the child.

The environment for recording information needs to be considered carefully. Try and ensure that you are in sight of another adult, but that your conversation won't be overheard. You also need to be careful about physical contact during an interview because it may not be what the child wants. The rule is to let the child initiate any actions and to remain positive and supportive throughout.

See Form E – Recording Information Advice Incident Report Form

All information must be treated as confidential, stored securely and only shared with those who need to know. If the allegation or suspicion concerns someone within GTSC, only the child's parents/carers, the CPO and Commodore (unless they are the subject of the allegation), the relevant authorities and the RYA Child Protection Co-ordinator should be informed. If the alleged abuse took place outside the sport, the Police or Social Services will decide who else needs to be informed, including the child's parents/carers. It should not be discussed by anyone within the organisation other than the person who received or initiated the allegation and, if different, the person in charge.



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4. What Should I Do In General If I Have Concerns?

If you have noticed a change in the child's behaviour, first talk to the parents or carers. It may be that something has happened, like a bereavement, which has caused the child to be unhappy. However, if your concerns are about sexual abuse or violence, talking to the parents or carers might put the child at greater risk.

If your concerns remain or you cannot talk to the parents / carers, consult your organisation's CPO or commodore. It is the responsibility of this person to make the decision to contact the police, following the procedures set out (**See Forms D**).

5. Where Can I Get Further Help?

If you want to talk things through to gain some advice, you can phone the following 24 hour free telephone numbers. You do not have to give your name but it is helpful if you can.

NSPCC Helpline

0800 800 5000

www.nspcc.org.uk

Childline:

0800 1111

www.childline.org.uk

Useful contacts:

Royal Yachting Association Child Protection Co-ordinator

Jackie Reid, Personnel and Administration Manager

RYA House, Ensign Way

Hamble

Southampton

SO31 4YA

Tel: 023 8060 4104

Fax: 023 8060 4298

E-mail: jackie.reid@rya.org.uk

Website: www.rya.org.uk

RYA Scotland

Jane Scott, Development Manager

Tel: 0131 317 7388

E-mail: jane@ryascotland.org.uk

Welsh Yachting Association

Richard Twining, National Development Officer

Tel: 01428 670738

E-mail: development@thewya.org

RYA Northern Ireland

Eamon Masterson, Training and Development Manager

Tel: 028 9038 3812

E-mail: eamon.masterson@ntlworld.com



Goring Thames Sailing Club

Child Protection in Sport Unit (CPSU)

England

NSPCC

Tel: 0116 234 7278/7217

Fax: 0116 234 0464

E-mail: cpsu@nspcc.org.uk

Website: www.thecpsu.org.uk

Bibliography

Protecting Children – A Guide for Sportspeople

The National Coaching Foundation and NSPCC (1995)

Our Duty of Care

Child Care Northern Ireland (1995)

A Code of Ethics and Conduct for Sport Coaches

The National Coaching Foundation and NSPCC (1995)

Safe from Harm

Home Office Publications (1993)

Child Protection – Policy & Implementation Procedures

(Guidelines for Governing Bodies of Sport and Local Authorities)

The National Coaching Foundation (2000)

British Olympic Association

- Child Protection Policy & Good practice Guidance

Home Office Publications Unit (1993)

Child Protection Procedures in Rowing

Amateur Rowing Association (1999)

Guidance Notes

- Recognition and Management of Abuse in Snorkel & Scuba Diver Training

The British Sub-Aqua Club (1998)

Instructor Guidance Manual – RYA Junior Windsurfing Scheme

Royal Yachting Association (W33a / 1998)

On the web:

www.sportengland.org



Reference Form

All details on this form will be treated as strictly confidential.

(Name of Applicant) _____ has expressed an interest in assisting at a children's sailing event or training camp run by GTSC.

This role involves substantial access to children. As an organisation committed to the protection and welfare of children, we are anxious to know if there are any reasons to be concerned about this applicant being in contact with children or young people.

If you have known the person for at least TWO years please give careful consideration to the reference request below.

If you would like to discuss any aspect of this request, the GTSC Child Protection Coordinator can be contacted, in confidence: Peter Aylward (01491 874248) peter_aylward@btinternet.com

To: (Referee) _____

1. How long have you known the applicant (in years)?

2. Do you regard the applicant as suitable to work with young people at the GTSC?

YES

NO

3. Are you aware if the applicant has previous experience of working with or being involved with children and young people?

YES

NO

4. If YES, in what capacity?

Date: _____ Signature: _____



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Form B

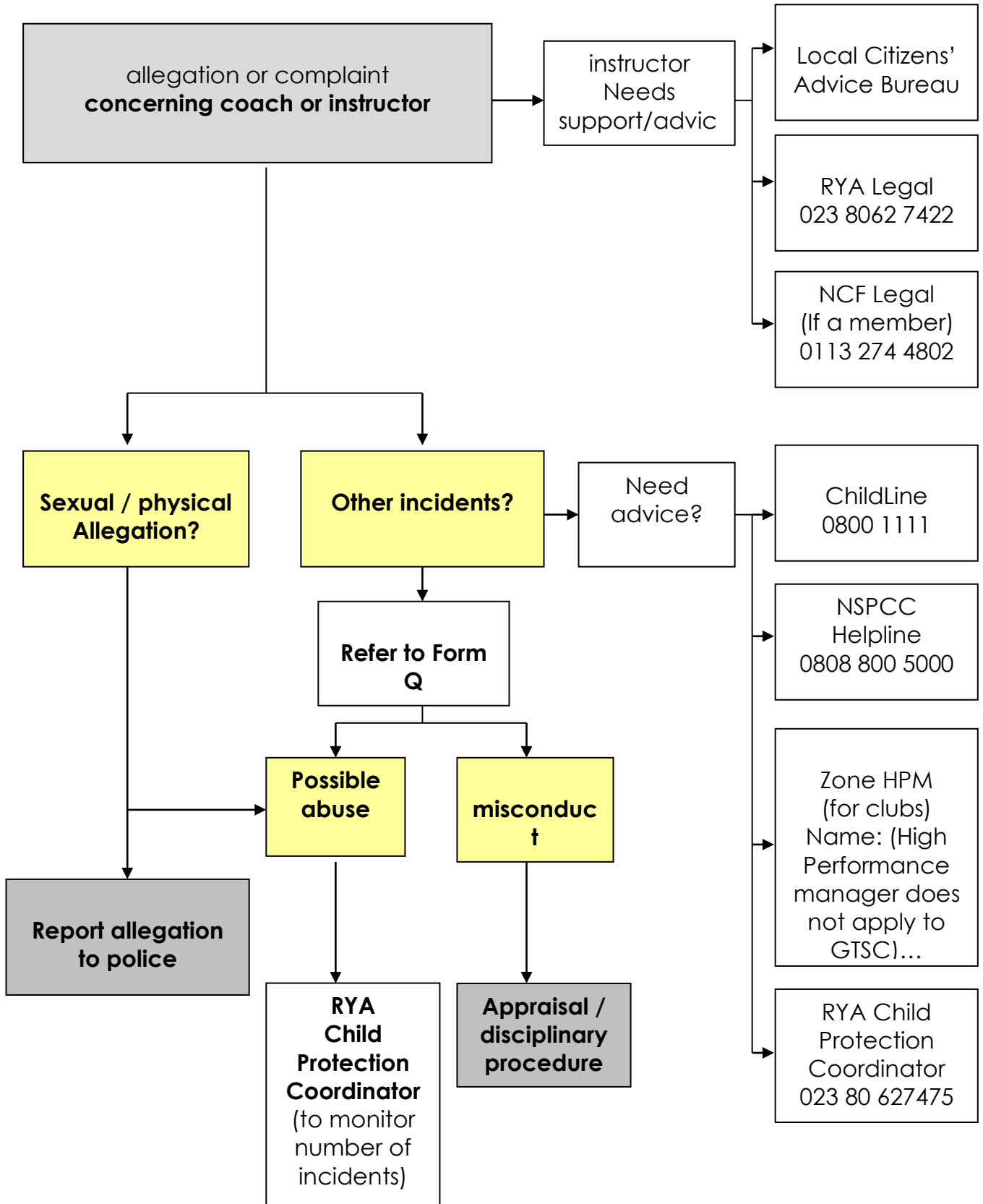
Thank you, Yours sincerely Dated: _____

Please Address your reply to Peter Aylward, 3 Holmlea Road Goring on Thames Reading Berks

A stamped addressed envelope is included.



Reporting procedure for GTSC





Handout for all instructors, committee members, staff and volunteers

Good Practice Guide on Child Protection

1. Policy Statement

This is a statement which defines GTSC's stance on child protection issues. It defines what GTSC is committed to in providing a safe environment for children.

GTSC's Policy Statement on Child Protection is as follows:

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- All children whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity, etc. have the right to protection from abuse
- All suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately
- As defined in the Children's Act 1989, anyone under the age of 18 years should be considered as a child for the purposes of this document
- It is recognised that some adults may also be vulnerable and require similar protection. References to Children shall also be deemed to include vulnerable adults.

The policy relates to everyone involved with club activities and will be kept under periodic review.

All concerns, allegations, complaints and comments about the policy and associated procedures should be brought to the attention of the Junior Development Officer.

2. What is child abuse?

Child abuse is a term used to describe ways in which children are harmed, usually by adults and often by people they know and trust. It refers to the damage done to a child's physical or mental health. Children can be abused within or outside their family, at school and in a sports or community environment. Child abuse can take many forms:

Physical abuse where adults:

- Physically hurt or injure children (e.g. by hitting, shaking, squeezing, biting or burning)
- Give children alcohol, inappropriate drugs or poison
- Attempt to suffocate or drown children
- In sport situations, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body

Neglect includes situations in which adults:

- Fail to meet a child's basic physical needs (e.g. for food, warm clothing, essential medication)
- Consistently leave children alone and unsupervised
- Fail or refuse to give children love, affection or attention
- Neglect in a sports situation might also occur if a teacher or coach fails to ensure children are safe or exposes them to undue cold or risk of injury

Sexual abuse. Boys and girls are sexually abused when adults (male or female) use them to meet their own sexual needs. This could include:

- Full sexual intercourse, masturbation, oral sex, fondling
- Showing children pornographic books, photographs or videos, or taking pictures for pornographic purposes
- Sport situations which involve physical contact (e.g. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur of adults misuse their power over young people

Emotional abuse can occur in a number of ways. For example, where:

- There is a particular lack of love or affection
- There is constant overprotection which prevents children from socialising
- Children are frequently being shouted at or taunted
- There is neglect, physical or sexual abuse
- Emotional abuse in sport might also include situations where parents or coaches subject children to constant criticism, bullying or unrealistic pressure to perform to high expectations



Bullying

Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. The bully may often be another young person.

Although anyone can be a target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture.

3. How Would I Recognise If A Child Is Being Abused?

It is not always easy to spot when children have been abused even for the most experienced carers. However, some of the more typical symptoms, which should trigger your suspicions would include:

- 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
- Sexually explicit language or actions
- A sudden change in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- The child describes what appears to be an abusive act involving him/her
- A change observed over a long period of time (e.g. the child losing weight or becoming increasingly dirty or unkempt)
- A general distrust and avoidance of adults, especially with whom a close relationship would be expected
- An unreasonable reaction to a normal physical contact
- Difficulty in making friends or abnormal restrictions on socialising with others

However, it is important to note that a child could be displaying some of all of these signs, or behaviour in a way which is worrying – this does not necessarily mean the child is being abused. Similarly, there may not be any signs; you may just feel something is wrong.

4. What should I do if I suspect Child Abuse

If you are worried, it is NOT your responsibility to decide if it is abuse BUT it is your responsibility to act on your concerns and do something about it by following the following reporting procedure below.

5. Reducing the risk of Child Abuse

Everyone at GTSC can reduce situations for abuse of children and help to protect staff and volunteers from false allegations being made by

Promoting good practice: Some common sense guidelines for everyone within GTSC include:

- Do not spend excessive amounts of time alone with children away from others
- Do not take children alone in a car on journeys, however short
- Do not take children to your home
- Where any of these are unavoidable, ensure they only occur with the full knowledge and consent of someone in charge in the organisation of child's parents
- Design training programmes that are within the ability of the individual child.

You should never:

- Engage in rough, physical or sexually provocative games, including horseplay
- Allow or engage in inappropriate touching of any form
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Let allegations a child makes go unchallenged or unrecorded; always act
- Do things of a personal nature that children can do for themselves

However, it may be sometimes necessary for your staff or volunteers to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with full understanding and consent of parents. In an emergency situation, which requires this type of help, parents should be fully informed. In such situations, it is important to ensure all staff and volunteers are sensitive to the child and undertake personal care tasks with the utmost discretion.

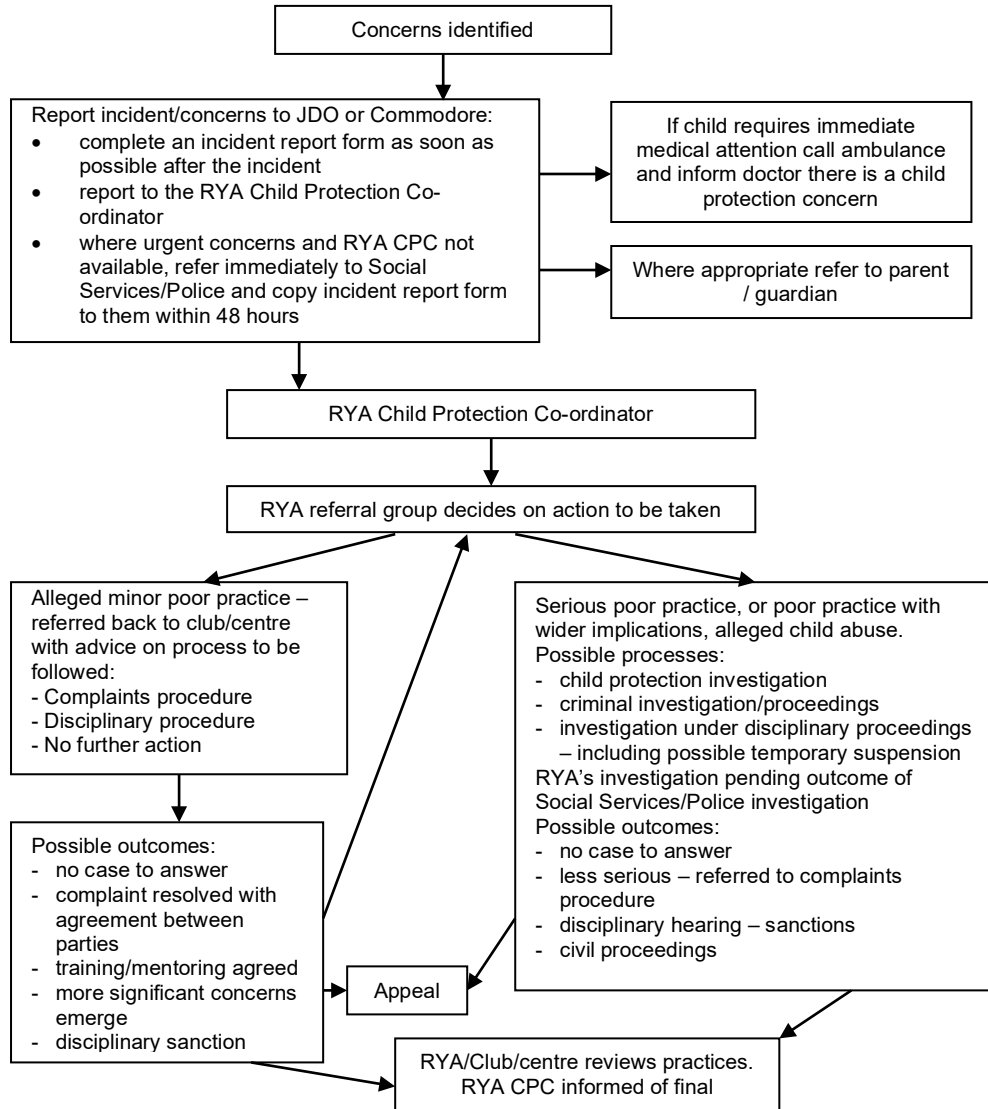
6. And Finally

All instructors, committee members and volunteers are encouraged to read GTSC's comprehensive Child Protection Policy & Procedures. A copy is available from the Junior Development Officer, club Secretary or Commodore



Handout for all instructors and volunteers

Reporting Procedure Advice to children, parents, volunteers etc





Medical Consent Form

CONFIDENTIAL

Name: _____

Date of birth: _____

Age: _____

Next of kin: _____

Relationship: _____

Emergency contact numbers:

Home: _____

Work: _____

Mobile: _____

Doctor: _____

Tel: _____

It is your responsibility to make known any potential medical conditions that may affect you during the activities associated with the training programme or event you are taking part in. Please therefore provide as many details as possible. This information will be shared with the organisers and coaches at training and events.

Have you ever suffered from any of the following conditions?:

- | | | |
|-----------------------------------|-----|----|
| • Asthma/bronchitis | Yes | No |
| • Heart conditions | Yes | No |
| • Fits, fainting or blackouts | Yes | No |
| • Severe headaches | Yes | No |
| • Diabetes | Yes | No |
| • Travel sickness | Yes | No |
| • Allergies to medication | Yes | No |
| • Any other allergies | Yes | No |
| • Other illnesses or disabilities | Yes | No |

If you have answered **Yes** to any of the above, please provide details in the box below.



Are you currently taking any medication? If so, please specify.

Are you vegetarian?

Yes

No

Do you have any food allergies? If so, please specify.

Consent

I the parent/guardian of _____ give permission to the organisers of activities during the current season _____ (Year) to administer any relevant treatment to the above named participant when or if necessary.

In an emergency situation I authorise the organisers to take my son/daughter to hospital and give my full permission for any treatment required to be carried out in accordance with the hospital's diagnosis. I understand that I shall be notified, as soon as possible, of the hospital visit and any treatment given by the hospital.

Signed: _____ (parent/guardian)

Name: (please print) _____

Date: _____



Recording Information Advice & Incident Report Form

Recording Information

In cases of child abuse the main aim is to keep calm and provide a positive, friendly attitude to encourage the child to talk.

- **DO** listen
- Do take notes
- Do tell the RYA and make sure that all information is passed onto the police

- **DON'T** ask direct questions
- Don't try to stop the child telling you about their problem
- Don't make promises
- Don't allow anyone else outside the police or social services to interview or ask questions of the child
- Don't assume!

The complexity of child protection issues means that there can never be a set of prescriptive questions. Don't try to get too much information, rather, let the child give you as much as they feel prepared to give. The adult listening should try to act as natural as possible throughout. Make notes during the interview, but only those necessary; it might be possible to gain contact information from existing administrative records.

COMMON QUESTIONS that could be used in some situations.

- **THE Dos – open questions/statement**
- Would you like to tell me what happened?
- Can you tell me where/when this happened?
- Would you like to tell me who was involved?
- Can you tell me what happened next?
- Is there anything else you would like to tell me?
- Thank you for telling me this but you do realise I will have to do something about it

- **THE DON'Ts – leading/closed questions/comments**
- Was it your father/coach/friend that did this to you?
- Are you sure that's what happened?
- Why did you let them do that to you?
- Why do think this happened?
- I expect you must be very upset about this
- This can be our little secret



Incident Report Form

Try and keep the process friendly rather than formal; you want the child to feel as comfortable as possible during this stressful process.

Interviewer's Details

Name: _____ Position: _____

Child's Details

Name: _____ Date of Birth: _____

Address: _____

_____ Post Code: _____

Parent's/Carer's Names: _____

Address: _____

_____ Post Code: _____

Record what was said and reported (use additional paper, as required)

Action Taken

Police: Report to which police station? _____

Officer reported to: _____

Date / time incident reported: _____

Details of advice received: _____



Incident Report Form

RYA: Report to Child Protection Officer?

YES

NO

Date / time incident reported: _____

Details of advice received: _____

OTHER:

Contacted other organisations for advice?

YES

NO

Date / time of incident report: _____

Which organisations: _____

Person(s) advice received from: _____

Details of advice received: _____

Signed by interviewer, as above: _____ Date: _____



Self-Disclosure Form

Goring Thames Sailing Club is committed to safeguarding children from physical, sexual and emotional harm. As part of our Child Protection policy, we require applicants for posts involving contact with children or volunteers having significant contact with children to complete this self-disclosure form. Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

All details on this form will be treated as strictly confidential.

Name _____

1. **Have you ever been convicted of any criminal offences?** YES NO

If yes, please supply details of any criminal convictions.

Note: You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 you should declare all convictions including 'spent' convictions, cautions, warnings and reprimands.

2. **Are you a person known to any Social Services Department as being an actual or potential risk to children?**

YES NO

If yes, please supply details.

3. **Have you ever had any disciplinary sanction relating to child abuse?**

YES NO

If yes, please supply details.

Declaration: I declare that to the best of my knowledge the information given above is correct and understand that any misleading statements or deliberate omission may be sufficient grounds for cancelling my appointment. I understand that I may be asked to apply for a Criminal Records Disclosure and consent to do so if required. I understand that the information contained in this form and in the Disclosure may be disclosed, where strictly necessary, to regulatory bodies and/or third parties who have an interest in child protection issues.

Date: _____ Signature: _____

Important - PTO



References:

Normally references would include at least one regarding previous work with children

Referee 1 - Please contact the following person for a reference:

Name	Job Title	Contact Address & Telephone Number

Referee 2 - Please contact the following person for a reference:

Name	Job Title	Contact Address & Telephone Number