



BRITISH KORFBALL ASSOCIATION

CHILD PROTECTION Policy & Guidelines

PREFACE

In 2001 Government figures indicated that over 34,000¹ children were officially registered as being in need of protection from abuse. The unofficial estimate of children in need of protection is many thousands more. Children are usually abused by people they know and trust. This could be from inside the family and outside.

Sport offers young people a healthy lifestyle and opportunities for personal development, fun and friendship. This can only take place if sport is in the hands of those who place the welfare of all young people first and adopt practices that support, protect and empower them.

The reality is that abuse does take place in sport and in some cases coaches and other trusted adults in the sport have been convicted. Every adult has a legal and moral responsibility to protect young people in sport from abuse.

Adopting best practice will help to safeguard young people from potential abuse as well as protecting coaches and other adults in positions of responsibility from potential false allegations of abuse.

Children have the right to be protected from abuse and harm at all times and in all situations. It is the policy of the British Korfball Association (the "BKA") to ensure that every child or young person who takes part in Korfball should be able to participate in a fun and safe environment and be protected from neglect, harassment, bullying, physical, sexual and emotional abuse. The BKA recognises its responsibility to safeguard the welfare of all children and young people. It is determined to meet its obligations to ensure that those Clubs and Associations providing Korfball opportunities do so to the highest possible standard of care.

This Policy has been written for all those who have responsibility for the organisation of Korfball for young persons (e.g. Area Associations, centre managers, Korfball clubs) and for those who lead or deliver Korfball for young persons (e.g. coaches, managers, teachers, officials, development officers).

Why is Child Protection relevant to your Club/Association?

As the organisers of the Club/Association, you are responsible for the welfare of each child in your care and for making others aware of their own responsibilities. Child abuse can and does occur outside the family setting, and it has occurred in sport.

In a small percentage of cases legal action may be taken against you if a child or young person decides to make a claim. A civil claim may result in financial losses and it can also harm the reputation of the sport.

Why does your Club/Association need guidance?

Everyone involved in a Korfball Club/Association owes a duty of care towards young people and has a responsibility to protect them from harm.

It is important to ensure that concerns are acted upon in a consistent way and that children are not left unprotected.

Form Filling

The forms included in this Policy can be adopted or adapted for use by your Club/Association.

The purpose of these forms is not to prevent you from doing the activities you would like to do, but to provide a means of recording information that will assist in the safe running of your Club/Association.

¹ Figures from NSPCC based on statistics for England, Northern Ireland and Wales.

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POLICY STATEMENT

1. The BKA accepts its moral and legal responsibility to implement procedures to provide a duty of care and safeguard the wellbeing of young people. The Children's Act 1989 defines a young person as being under 18 years of age.
2. The welfare of young persons is the primary concern.
3. The BKA respects and promotes the rights, wishes and feelings of all young people.
4. The BKA aims to ensure that all young people, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity are welcomed into a safe, caring environment with a happy and friendly atmosphere.
5. The BKA aims to develop a positive and pro-active position in order to protect all children and young people who play Korfball, enabling them to participate in an enjoyable and safe environment.
6. The BKA requires all bodies affiliated to the BKA which provide the opportunity to work with children and young people up to the age of eighteen, to include in their Constitution a policy statement concerning child protection.
7. The BKA aims to demonstrate best practice in the area of Child Protection.
8. The BKA aims to promote ethics and high standards throughout Korfball.
9. The BKA encourages its staff and volunteers to adopt best practice to safeguard and protect young people from abuse, and themselves against false allegations.
10. The BKA requires all coaches, managers, referees, staff and volunteers working with children to sign up to a 'Code of Conduct' (**Appendices A and C**) to safeguard the welfare of young people.
11. The BKA aims to integrate the Child Protection Policy into all BKA Coaching Award courses.
12. The BKA recognises that it is the responsibility of each one of its staff/volunteers to prevent the physical, sexual or emotional abuse of young people and children and to report any abuse discovered or suspected.
13. The BKA will respond to any allegations or suspicions of abuse appropriately and has disciplinary and appeals procedures in place to deal with incidences of poor practice.
14. It is the responsibility of child protection professionals to determine whether or not abuse has taken place, but it is everyone's responsibility to report any concerns.
15. Confidentiality should be upheld in line with the Data Protection Act 1998, the Human Rights Act 2002 and the Freedom of Information Act.

Important

Please note that the term **parents** is used throughout this document as a generic term to represent parents, carers and guardians.

RECRUITMENT AND MONITORING OF STAFF AND VOLUNTEERS

False allegations of abuse are rare. All reasonable steps must be taken to ensure unsuitable people are prevented from working with young people. The same procedures should be adopted whether Club/Association officials are paid or unpaid.

2.1 Registration Form

All staff and volunteers should complete a registration form (see **Appendix B**). All situations which involve work with children and/or young people are exempt from the Rehabilitation of Offenders Act 1974. Therefore all applicants should be asked to disclose information about criminal convictions.

2.2 Applicant's prior contact with young people

It is important that the nature of the applicant's contacts with children and young people are thoroughly explored. These may be through previous work in the Club/Association, through family contacts, through work with a voluntary organisation or in other ways. If there is any doubt about the suitability of the applicant this should be explored further through searching questions.

2.3 References

A determined applicant may well tell a lie. It is for this reason that a reference should be obtained. If the applicant has moved frequently from one organisation to another it would be advisable to find out why. References should be sought in writing. It must be made clear that the person is to work with children/young people and that it is the referee's views on the applicant's suitability for this work which are being invited. If replies are vague or ambiguous it may be necessary for them to be followed up in person or by telephone.

2.4 Criminal Records Disclosure

A CRB (Criminal Records Bureau) disclosure check should be carried out. You should contact the BKA's Child Protection Officer (CPO) to initiate the procedure. The BKA CPO will send a disclosure form to be completed by the applicant. This should be returned to the BKA CPO who will then endorse the application and send this to the CRB. As soon as the results are available, the BKA CPO will inform you whether the applicant is considered suitable to work with children. You should allow approximately eight weeks for the results to be known.

2.5 Give all volunteers clear roles

Abuse of children and young people is most easily concealed where there is confusion amongst adults about roles and responsibilities for the protection of children and young people.

Coaches, managers and all staff and volunteers should have a clear idea of what is expected of them. They should respectively adhere to the Code of Conduct for Coaches (**Appendix C**) and the Code of Conduct for Volunteers (**Appendix A**). They should be aware that their contact with young people in the course of their work with the Club/Association puts them in a relationship of trust (i.e. in a position of power or influence over another by virtue of their work or the nature of the activity.)

2.6 Ongoing Personal Development

Everyone must accept and be able to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse. Everyone with substantial access to young persons must have recognised and up to date training in the following areas:

- Child Protection awareness
- First Aid
- How to work effectively with children

Sports Coach UK runs various relevant workshops throughout the UK and Clubs/Associations are encouraged to facilitate the attendance of their staff/volunteers.

2.7 Monitoring and Appraisal

Regular opportunities should be made for staff and volunteers to meet together to review and plan their work, to share their experiences, to receive training and to talk about their relationships with children and young people. Special attention should be paid to any situation in which a young person is being either highly favoured or harshly treated, as these could be signs of abuse.

When possible Club/Association committee members should take opportunities to observe those for whom they are responsible as they work. All staff and volunteers should be offered formal or informal feedback at regular intervals, to identify personal development needs and set new goals.

Clubs/Association personnel should be sensitive to any concerns about poor practice or abuse and act on them immediately. They should also offer appropriate support to those who report concerns/complaints.

PROMOTING GOOD PRACTICE WITH YOUNG PEOPLE

All staff and volunteers should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations.

3.1 Codes of Conduct

A Code of Conduct for Volunteers and a Code of Conduct for Coaches can be found at **Appendices A and C** respectively.

A Sample Code for the Conduct of Young players can be found at **Appendix D**. The codes will be slightly different for each Korfball Club/Association.

3.2 Register of Korfball Club/Association Staff & Volunteers

All Staff and volunteers should be on this list and must have signed to say that they have read and agree to abide by the Club/Association's code/s of conduct.

A sample Volunteer registration form can be found at **Appendix B**.

3.3 Player Registration forms

All Young players in your Club/Association should complete a Player Registration Form (**Appendix E**) at the start of the season, and also as new members join the Club/Association. This will enable you to contact members in an emergency and will also provide medical information should you require it.

3.4 Club Risk Assessment Form

Korfball is a game that involves attackers and defenders and passing a ball within a defined playing area. There is therefore an element of risk for players, officials and spectators, of both causing and receiving physical injury. Risk Assessment is a process designed to minimise such risks and achieve an acceptable balance between safety and competitiveness. **Safety is about minimising risk.**

The principal risks are:

- The pitch and its surroundings
- The quality of control exercised by those in charge, be they coaches, trainers, school teachers, referees, tournament organisers or administrators, and
- The level of personal and team responsibility exercised by the players

The risk assessment form at **Appendix F** should be used as an introduction to identifying the types of risks your members may be exposed to. If anything occurs which had not been anticipated, it might be held that it was unforeseeable incident and was something the Club/Association could not have been prepared for.

3.5 Incidents

Guidelines for how to deal with accidents can be found at **Appendix G**.

You should complete the Incident report form (**Appendix H**) as soon as possible after the incident and preferably within 24 hours. The form needs to be completed whether medical attention was needed or not, in case further steps need to be taken.

3.6 Good Practice with Young People in Korfball

Demonstrate good practice by:

- Treating all young people equally and with respect and dignity
- Always putting the welfare of each young person first, before winning or achieving goals
- Building balanced relationships based on mutual trust which empower children to share in the decision-making process
- Making sport fun, enjoyable and promoting fair play
- Keeping up to date with the technical skills, qualifications and insurance in sport
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- Maintaining a safe and appropriate distance with young persons. It is not appropriate to have an intimate relationship with a young person or share a room with them.
- Ensuring that if any form of physical contact is required, young people should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about physical contact and their views should always be carefully considered and respected.
- Involving parents wherever possible, e.g. for the responsibility of their children in the changing room. If it is necessary to supervise in the changing rooms, always ensure volunteers work in pairs.
- Giving enthusiastic and constructive feedback rather than negative criticism
- Recognising the developmental needs and capacity of young people – avoiding excessive training or competition and not pushing them against their will
- Always working in an open environment. Arrange that, as far as possible, an adult is not left alone with a young person where there is little or no opportunity for the activity to be observed by others. This good practice can be as much benefit to the adult as to the young person.
- Always having at least two adults present with a group.
- Always ensuring appropriate ratios of leadership to children are observed according to age and gender. The BKA recommends an adult to child ratio of 1:8 for players aged 8 and under and 1:12 for players aged over the age of 8. For Tours, the recommended adult to child ratio is 1:6.
- Thinking about use of premises. For example do not expect children or young people to have to walk along a dark unsupervised path in order to access the toilets.
- Securing 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
- Keeping a written record of each activity/session. This record should include a register of children and staff and details of any significant incidents, including injuries that occur, along with the details of any treatment given
- Requesting written parental consent if club officials are required to transport young people in their cars.

3.7 Practice to be avoided

If cases arise where these situations are unavoidable, they should only occur with the full knowledge and consent of the Club/Association Child Protection Officer and the child's parents:

- Avoid spending time alone with young people away from others.
- Avoid taking young people alone on car journeys however short.
- Avoid taking young people to your home where they will be alone with you.

3.8 Practice never to be sanctioned

The following must **never** be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay.
- Share a room with a young person
- Allow or engage in any form of inappropriate touching
- Allow young people to use inappropriate language unchallenged
- Make sexually suggestive comments to a young person, even in fun
- Do things of a personal nature for young people that they can do for themselves
- Invite or allow young people to stay with you at your home unsupervised
- Reduce children to tears as a form of control
- Refer to a child's ethnicity, disability, gender or sexuality in a way which is derogatory
- Allow allegations made by a child to go unrecorded or not acted upon.

It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young. These tasks should only be carried out with the full understanding and consent of parents and the performers involved.

If you accidentally hurt a child and they seem distressed in any manner, appear to be sexually aroused by your actions, or misunderstand or misinterpret something you have done, report any such incident immediately to another Club/Association member and make a brief written record of it. The child's parents/carers should also be informed of the incident, preferably in person.

3.9 Tours and Away fixtures

The Tour Consent Form (**Appendix I**) and Tour Registration Form (**Appendix J**) should be completed for away fixtures and for domestic or international tours.

The Tour Organiser should complete the Tour Registration Form (**Appendix J**) and have it signed by the Chair of the Club/Association. The tour organiser signs to certify that all the information on the form is true. Making a false statement could have serious implications if legal action were to be taken. A copy of this form should be left with a responsible Club/Association member not going on the tour. If the tour is overseas, the form must be filed with the BKA.

Participants should complete the Tour Consent Form (**Appendix I**).

Where children have to be transported by car or minibus, arrange as far as possible to have more than one adult passenger in the vehicle and to have children seated in the back seats of the vehicle. If private vehicles are being used for transport a Private Vehicle Registration Form (**Appendix K**) should be completed by the driver. Travel by private vehicles is not ideal and travel by private vehicle with only one adult (regardless of the number of young persons in each vehicle) should be avoided. If cases arise where this is unavoidable, they should occur only with the full knowledge of the Club/Association and the young person's parents.

Never take a group for an away fixture or tour with fewer than two adults. Where teams are staying away from home, they should always be accompanied by an adult male and an adult female coach / official.

The Club/Association should travel with a full address list and contact telephone numbers for all the young people within their team and the permission of the parent of each child (the inclusion of special instructions, dietary requirements and allergies is also extremely useful). This will allow Team Managers to take the necessary action in the event of an emergency.

A coach or additional adult on a tour or away fixture may be need to exercise a higher degree of care than usual to satisfy the Duty of Care. Adults should respect the privacy of young people but reserve the right to enter young people's rooms in exceptional circumstances. For example, if the trip involve s a significant number of young people, if the trip is overseas or if the tour involves young people participating at different venues. For those events that require an overnight stay in lodgings/hotels it is essential that Team Managers take the necessary action to prevent the misuse of alcohol (from hotel minibars etc.) and access to adult video/film channels.

WHAT IS CHILD ABUSE?

The term “child abuse” is used to describe ways in which children are harmed, usually by adults and often by those they know and trust.

There are five main categories of abuse:

4.1 Neglect

Neglect occurs when adults fail to meet a child's essential physical and/or psychological needs. Examples of neglect include failing to provide adequate food, shelter and clothing, constantly leaving children alone or unsupervised, failing to protect a child from physical harm or danger, failing to ensure access to appropriate medical care or treatment and refusing to give children affection and attention.

Neglect in Korfball could include a coach failing to ensure that children are safe and comfortable, or exposing them to undue cold or to unnecessary risk of injury.

4.2 Physical Abuse

Physical abuse occurs when someone physically hurts or injures a child by hitting, shaking, throwing, poisoning, burning or scalding, biting, suffocating, drowning or otherwise causing deliberate physical harm to them. Giving children inappropriate drugs or alcohol also constitutes physical abuse.

Physical abuse in Korfball may be deemed to occur if the nature and intensity of training and competition exceeds the capacity of the child's immature and growing body or predisposes the child to injury resulting from fatigue or overexertion. This includes instances where drugs are used to delay puberty, to control diet or to enhance performance.

4.3 Sexual abuse

Sexual abuse occurs when adults or other children (both male and female) use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse or fondling. Showing children pornographic material (e.g. books, videos, pictures) also constitutes sexual abuse. Sexual abuse also includes suggestions that sexual favours can help (or refusal can hinder) a career.

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or videos of young sportspeople in vulnerable positions.

In Korfball, physical support is generally unnecessary; therefore physical contact should be minimised.

4.4 Emotional abuse

Children who have suffered neglect, physical or sexual abuse will also have suffered some level of emotional abuse. Children of all ages can be emotionally abused in a number of ways, such as through imposing developmentally inappropriate expectations on them, making them feel worthless, unloved, inadequate or valued only in so far as they meet the needs of another person, making them feel frightened or in danger, shouting at, threatening or taunting them. Overprotection may also constitute a form of emotional abuse.

In Korfball emotional abuse might occur if young people are subjected to constant criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure to perform to high expectations consistently. In some cases this may come from parents as well as coaches. The power of the coach over young performers, if misused, may also lead to abusive situations developing.

4.5 Bullying and harassment

Bullying is deliberately hurtful behaviour usually repeated over a period of time where it is difficult for those bullied to defend themselves. It can be verbal, written or physical and can include actions such as physical assaults, name-calling, sarcasm, racist taunts, threats, gestures, unwanted physical contact, graffiti, stealing or hiding personal items. Bullying can even occur via the Internet or via text messages.

Although bullying often takes place in schools it can and does occur anywhere there is inadequate supervision, for example on the way to and from school or Korfball or in the changing rooms. The competitive nature of Korfball makes it an ideal environment for the bully. The bully in Korfball could be the parent/carer who pushes too hard, the coach who adopts a win-at-all costs philosophy, even other competitors or team-mates.

IDENTIFYING SIGNS OF ABUSE

All individuals in Korfball are responsible for the welfare of each child in their care. There is a responsibility to protect young people from abuse not only within the Korfball setting, but also at home.

Recognising abuse is not easy even for individuals who are experienced in working with abuse. In some situations a child's disturbed behaviour, or an injury may suggest that the child has been abused. In many situations however, the signs will not be clear cut and decisions about what action to take can be difficult. Often personal feelings of shock or anger can interfere with the recognition that abuse is taking place and it is easy to deny that it is happening.

Possible signs of abuse include:

- Someone else (a young person or adult) expresses concern about the welfare of another young person.
- Uncharacteristic changes in the child's behaviour, attitude and commitment, e.g. becoming quiet and withdrawn, or displaying sudden outbursts of temper
- Fear of particular adults – especially those with whom a close relationship would normally be expected.
- Difficulty making friends
- Bruises and injuries for which the explanation seems inconsistent.
- Constant hunger, sometimes stealing food from the other children
- Loss of weight or being constantly underweight
- Children who are always alone and unaccompanied and/or are prevented from socialising with other children
- An unkempt state (frequently dirty or smelly)
- Inappropriate sexual awareness.
- Signs of discomfort and pain.
- Reluctance to remove tracksuit or to shower
- Inappropriate dress.
- Nervousness when approached or touched.
- The child wishes to switch to another coach without a reasonable explanation.
- Children who are reluctant to go home.

It is not the responsibility of anyone working under the auspices of a Korfball Club / Association to take responsibility or to decide whether or not child abuse is taking place. However, there is a responsibility to protect young people in order that appropriate agencies can then make enquiries and take any necessary action.

TAKING APPROPRIATE ACTION

You may suspect abuse, you may discover or witness abuse or someone may report abuse to you.

How you respond to abuse will depend on the type and extent of the abuse and also the context in which the abuse is occurring, e.g. at home, at school or within Korfbal.

False allegations of abuse do occur, but they are rare.

6.1 Responding to a Young Person Making a Disclosure or Allegation

If a child or young person wants to talk about abuse:

- Accept what the child or young person says, keeping calm and looking at them directly.
- Reassure them that they were right to tell you and you believe them
- Reassure them that they are not to blame.
- Make sure that from the outset, you can understand what they are saying.
- Keep any questions to a minimum, but clarify any facts or words that you do not understand – do not speculate or make assumptions.
- Encourage the child or young person to use their own words. Avoid closed and leading questions.
- Be honest straight away and tell them you cannot make promises that you will not be able to keep.
- Let them know that you need to tell someone else, do not promise confidentiality.
- Let them know what you are going to do next and that you will let them know what happens
- End the disclosure and ensure that they are either being collected or is capable of going home on their own. If it is considered that the person making the disclosure is likely to be at risk by returning home, immediate contact should be made with the Social Services or the Police.
- Make a written record as soon as possible writing down exactly what was said and when he/she said it. Record dates and times of these events and keep the hand-written record, even if these are subsequently typed up for an indefinite period. These records must be accurate and factual. A suggested report form is in **Appendix M**.
- **The information must be stored securely and confidentially.**

DO NOT:

- Panic – react calmly so as not to frighten the child.
- Allow your shock or distaste to show
- Probe for more information than is offered.
- Make negative comments about the alleged abuser.

It is not your responsibility to decide if child abuse has occurred but it is your responsibility to take action, however small your concern.

6.2 Sharing your Concern

Taking action in cases of child abuse is never easy. In all cases if you are not sure what to do you can gain help from the NSPCC 24 hour telephone on 0808 500 5000, social services or the police.

6.2.1 Sharing with parents

In many situations, it may be quite appropriate to discuss initial concerns with the parents concerned, e.g. if a child seems withdrawn. You may find out that there has been a bereavement in the family. Alternatively, the discussion may increase your fear that abuse may be happening. If your concerns remain, further advice should be gained from social services.

6.2.2 Sharing with professionals

There will be circumstances in which a young person might be placed at even greater risk if concerns are shared (e.g. if sexual abuse is suspected, if there is a severe risk to the child) and you should discuss your concerns directly with the Social Services duty officer. Social services will advise what to do next, how and when to involve parents and will also take responsibility for ensuring appropriate investigations are undertaken. If a child needs urgent medical attention as a result of suspected abuse, then you must seek this as a matter of urgency. Record carefully what you have heard, seen and done.

6.3 Deciding what to do

It is sometimes difficult to decide what action to take, but it is important to remember that failure to act may place the child at further risk. The important thing is to share your concern and this can always be done with child protection professionals – the NSPCC, Childline or social services.

Consideration should be given on a case by case basis to the support which can be given to an abused child or young person recognising that the support needs to be non-judgemental, appropriate and long term. External help, available through Social Services or other Counselling agencies may be advisable.

Where it is suspected that abuse is occurring outside the sports setting, providing appropriate action is taken (as set out above) it is not necessary to report the abuse to the BKA CPO. Procedures to be followed where poor practice/abuse is suspected by staff / volunteers involved in Korfball are set out in the following Section.

ALLEGATIONS AGAINST STAFF OR VOLUNTEERS

Every individual involved in Korfball is responsible for the welfare of each child in their care and for making others aware of their own responsibilities (e.g. volunteers helping out with trips, tours or social events). Child abuse can and does occur outside the family setting and it has occurred in sport. It is important that those involved in Korfball are aware of this possibility and that all allegations are taken seriously and appropriate action taken.

Hearing allegations of child abuse against coaches, members of staff or volunteers is distressing. It can raise feelings of anger because the children have placed their trust in adults who have abused the trust, and guilt on the part of other colleagues who may feel they could have done more to stop it happening.

Reporting suspicions, allegations or incidents of abuse against a colleague is equally distressing. It is important however that any concerns for the welfare of the young person arising from abuse or harassment by a Club/Association member should be reported immediately. The BKA will fully support and ensure the anonymity of anyone who, in good faith, reports his/her concern about a colleague's practice or the possibility that a child is being abused.

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

- A criminal investigation (by police)
- A child protection investigation (by social services)
- A disciplinary or misconduct investigation (by the BKA)

Civil proceedings may also be instituted by the person or family of the person who has suffered the alleged abuse.

The results of the police and/or social services investigation may well influence the BKA disciplinary investigation, but not necessarily. Irrespective of the findings of the social services or police enquiries, the BKA will assess all individual cases under the appropriate misconduct/disciplinary procedure. The welfare of the child should always be the first point of consideration, even when there is insufficient evidence to uphold any action by the police or social services.

7.1 Action to take if there are concerns

When reports of misconduct or allegations by a member of staff/volunteer are brought to your attention, a decision must be made as to whether the allegation made is related to poor practice or abuse. If there is any doubt, advice should be sought from the NSPCC or from Social services.

7.1.1 Poor Practice

If, following consideration, the allegation clearly relates to poor practice the BKA will deal with it as a misconduct issue and will follow the BKA complaints and appeals procedures.

The following process should be followed:

1. Make a record of the allegations.
2. Report to:
 - (a) Club: the Child Protection Officer, Youth Development Officer and Chairperson
 - (b) Area Association: the Child Protection Officer, Youth Development Officer and Chairperson
 - (c) BKA: the Child Protection Officer, Youth Development Officer and General Secretary
3. The BKA will make an immediate decision as to whether any individual person under suspicion of poor practice should be temporarily suspended, pending further investigation. The BKA will also make a decision as to whether to appoint a Disciplinary Commission.

7.1.2 Abuse

If the allegation is abuse, the following process should be followed:

- Make a full record of the allegations or suspicions.
- Report to:
 - (a) Club: the Child Protection Officer, Youth Development Officer and Chairperson
 - (b) Area Association: the Child Protection Officer, Youth Development Officer and Chairperson
 - (c) BKA: the Child Protection Officer, Youth Development Officer and General Secretary
 - (d) the Local Social Services Department (who may involve the police) immediately and make a record of this.
- The parents/carers of the young person will be contacted as soon as possible following advice from the Social Services Department.
- The Child Protection Officer, Youth Development Officer and General Secretary of the BKA should always be informed and kept up to date with any local subsequent developments. The BKA will make an immediate decision as to whether any individual person under suspicion of abuse should be temporarily suspended, pending further police and social services enquiries. The BKA will also make a decision as to whether to appoint a Disciplinary Commission.
- The BKA Chairperson will deal with any media enquiries.
- Confidentiality must be maintained.
- Consideration should be given about what support may be appropriate for young people, parents/carers and members.

Any adult can bypass the procedures and share their concerns with an outside agency – Social Services, NSPCC – if they feel that their Child Protection Officer/Committee are not dealing with their concern or are implicated in some way.

ESTABLISHING POLICIES AND PROCEDURES

8.1 Adopt a Policy Statement

All Clubs/Associations must have a policy statement regarding child abuse which must be brought to the attention of all existing and new staff and volunteers.

A policy statement is generally needed by most Clubs/Associations to gain acceptance for new procedures and to ensure their effective implementation. A sample statement can be found at **Appendix L**.

To ensure the adoption of these guidelines a proposal will first need to be passed through the Club/Association committee.

The policy statement should be updated regularly to ensure that Korfbal continues to be a safe and fun experience for all those involved.

Inevitably all policy statements have their limitations – to be effective, the key principles must be acknowledged and accepted by all those involved.

8.2 Appoint a Child Protection Officer

All Clubs/Associations should appoint a Child Protection Officer who has responsibility for the co-ordination and implementation of the Club's/Association's Child Protection policy and procedures.

The appointment should be ratified by the Club/Association Committee and notified to the Area Association and BKA.

- If possible, the person should be a senior lay person with experience of working in a children/youth/social services context. The person should **NOT** be the Youth Development Officer, a Youth Coach, or a Manager of a Youth Team.
- The person must be capable of being sympathetic to young people but objective in the pursuance of their task – with an ability to cope with the shock and upset abuse allegations may produce.
- The person must be able to act confidentially, speedily and decisively relating well to statutory authorities, parents/carers etc.
- The person must be willing to undergo training procedures and be prepared to brief staff and the Club/Association committee on appropriate local policies, procedure development and review their effectiveness.
- The person must have clear lines of accountability to the Club/Association Committee and have clear links with coaches, managers and all staff and volunteers.
- The person must have the freedom to act when dealing with abuse cases.
- The person must report cases to the Club Committee, the Area Association and the BKA for monitoring.

The appointment of a Child Protection Officer is key in this process and will encourage good practice throughout the Club/Association by ensuring that everyone is aware of his or her responsibilities.

This role may include leading by example, organising simple training briefings and the use of leaflets/posters and notices throughout the areas used by the Club/Association.

In addition it is the Child Protection Officer's responsibility to ensure that Clubs/Associations get all staff and volunteers to complete the appropriate forms (see **Appendices**). Where possible, Clubs should also display Child Protection material highlighting the child-line phone number.

8.3 Appoint a Child Protection Committee

A group should be formed to:

- Review the current situation and existing policies within the Club/Association
- Identify and establish roles and responsibility
- Determine how the guidelines will be adopted and assign responsibilities
- Establish any training needs (e.g. for committee members)
- Determine a method of monitoring and reviewing the effectiveness of the guidelines
- Disseminate up to date information from the BKA.

It is also advisable to work in partnership with other relevant people, e.g. parents, teachers, Local Authority Sports Development Officers, Local Education Authority Representatives, Local Social Services, Sport England Representatives and Sports Coach UK.

8.4 Recruitment of staff and volunteers

Carry out a full recruitment procedure for all staff and volunteers (cf. section 2).

8.5 Give all staff and volunteers clear roles

Coaches, managers and all staff and volunteers should have a clear idea of what is expected of them (cf. section 2.6).

8.6 Code of Conduct and practice

Ensure all staff, volunteers and coaches comply with the agreed Codes of Conduct and practice (**Appendices A and C**).

Staff and volunteers should be aware that their contact with young people in the course of their work with the Club/Association puts them in a relationship of trust (i.e. in a position of power or influence over another by virtue of their work or the nature of the activity).

8.7 Plan the work of the Club/Association to minimise situations in which abuse might occur

All staff and volunteers should be encouraged to demonstrate good practice (cf. section 3). This not only protects the child but also protects coaches from accusations of improper behaviour.

8.8 Implement and issue guidelines to all staff and volunteers on how to deal with abuse or suspected abuse

Ensure that all staff and volunteers receive a copy of this policy and guide.

Provide ongoing development and training opportunities to all staff and volunteers through effective provision of information on training courses provided by authorities such as Sport England, Sportscoach UK and the NSPCC.

The Club/Association Child Protection Officer, the Coach and the Manager should all attend the Sportscoach UK workshops entitled "Good Practice and Child Protection" and "Coaching children and Young People". These courses are held at venues across the country on a regular basis.

The courses include:

- A reminder of the volunteer's duty both to prevent abuse and to report any abuse discovered or suspected
- Guidance on what constitutes abuse and how to recognise it
- Some indication of what might happen if the abuse is reported
- Guidance on how to support the abused young person or child

It is recommended that a record is kept of training and that refresher training takes place regularly.

8.9 Introduce a system where children can talk to an independent person outside the club or organisation

Arrange for a person to be available for children and young people to talk to if they feel they have been abused in any way. The person should be totally independent and someone to whom they can easily relate. It may be necessary or appropriate to ask someone from a different Association/Club to undertake this role.

If this is done, the appointed person must be given clear, written guidelines as to what actions to take to stop any abuse disclosed by a young person, otherwise they may unwittingly permit the abuse to continue. It is strongly recommended that contacts should be by telephone rather than face to face. Consider ways of letting children and young people know that such a person is available for them to talk to.

Make sure that all adults working with children and young people know the name of a suitable person with whom they could put the child or young person in contact or to whom they could turn for help.

CHILD PROTECTION IN SPORT CONTACTS

The Department of Health

Richmond House
79 Whitehall
London
SW1A 2NS
Tel: 020 7210 4850
www.doh.gov.uk

The Home Office

50 Queen Anne's Gate
London
SW1H 9AT
Tel: 020 7273 4000
Fax: 020 7273 2065
www.homeoffice.gov.uk

Criminal Records Bureau (CRB)

Disclosures Services
PO BOX 91
Liverpool
L69 UH
Tel: 0970 90 90 811
www.disclosure.gov.uk

NSPCC

National Centre
42 Curtain Road
London
EC2A 3NH
Tel: 020 7825 2500
Fax: 020 7825 2763
www.nspcc.org

Child Protection in Sport Unit (CPSU)

NSPCC National Training Centre
3 Gilmour Close
Beaumont Leys
Leicester
LE4 1EZ
Tel: 0116 234 7228
Fax: 0116 234 0464
www.sportprotects.org.uk

Sport England

16 Upper Woburn Place
London
WC1H 0QP
Tel: 020 7 273 1500
Fax: 020 7273 1868
www.sportengland.org

Sports coach UK

114 Headingley
Leeds
LS6 3BJ
Tel: 0113 274 4802
Fax: 0113 275 5019
www.sportscoachuk.org

Coachwise Ltd

Units 2/3 Chelsea Close
Off Amberley Road
Armley
Leeds
LS12 4HW
Tel: 0113 231 1310
Fax: 0113 231 9606
Email: enquiries@coachwise.ltd.uk

CODE OF CONDUCT FOR STAFF AND VOLUNTEERS

As (position) of the(age group) at(name) Korfball Club/Association, I will use my best endeavours to work within the following guidelines:

I will demonstrate good practice by:

- Treating all young people equally and with respect and dignity
- Always putting the welfare of each young person first, before winning or achieving goals
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process
- Including young people in committee decisions to ensure that the young person's voice is heard.
- Making sport fun, enjoyable and promoting fair play
- Keeping up to date with the technical skills, qualifications and insurance in sport
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- Maintaining a safe and appropriate distance with young persons. It is not appropriate to have an intimate relationship with a young person or share a room with them.
- Ensuring that if any form of physical contact is required, young people should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about physical support and their views should always be carefully considered and respected.
- Involving parents wherever possible, e.g. for the responsibility of their children in the changing room. If Clubs/Associations have to supervise in the changing rooms, always ensure volunteers work in pairs
- Giving enthusiastic and constructive feedback rather than negative criticism
- Recognising the developmental needs and capacity of young people – avoiding excessive training or competition and not pushing them against their will
- Always working in an open environment. Arrange that, as far as possible, an adult is not left alone with a young person where there is little or no opportunity of the activity being observed by others. This good practice can be as much benefit to the adult as to the young person.
- Always having at least two adults present with a group.
- Always ensuring appropriate ratios of leadership to children are observed according to age and gender. The BKA recommends an adult to child ratio of 1:8 for players aged 8 and under and 1:12 for players aged over the age of 8.
- Thinking about use of premises. For example do not expect children or young people to have to walk along a dark unsupervised path in order to access the toilets.
- Securing 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
- Keeping a record of each activity/session. This record should include a register of children and staff and details of any significant incidents, including injuries that occur, along with the details of any treatment given
- Requesting written parental consent if club officials are required to transport young people in their cars.

I will avoid:

- Spending time alone with young people away from others.
- Taking young people alone on car journeys however short.
- Taking young people to my home if they will be alone with me.

If cases arise where these situations are unavoidable, they will occur with the full knowledge and consent of the Club/Association Child Protection Officer and the child's parents.

I will never:

- Engage in rough, physical or sexually provocative games, including horseplay.
- Share a room with a young person
- Allow or engage in any form of inappropriate touching
- Permit young people to use inappropriate language unchallenged
- Make sexually suggestive comments to a young person, even in fun
- Do things of a personal nature for young people that they can do for themselves
- Invite or allow young people to stay with me at my home unsupervised
- Reduce children to tears as a form of control
- Refer to a child's ethnicity, disability, gender or sexuality in a way which is derogatory
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.

Name: _____

Signed: _____

Date: _____

FOR CLUB/ASSOCIATION USE ONLY

Date Form received:

Signed:

Club/Association Chair/Secretary:

STAFF/VOLUNTEER REGISTRATION FORM**This form is to be completed by:**

All individuals who assist with the activities of Korfball

Completed forms should be handed to:

Club/Association Chair/Secretary: _____

CONFIDENTIAL ONCE COMPLETED*You have a right of access to information held on you under the Data Protection Act 1998***VOLUNTEER DETAILS**Club/Association Name:Surname:Address:First Name:Initial:Postcode: (This MUST be completed)Title:Years at Address:

(any previous name):

(previous address if less than 3 years):Date of Birth:Occupation:Postcode: (This MUST be completed)National Insurance Number:Telephone:Gender:Male

Female

Mobile:Current Club/s:Email:Position:Coach Team Manager Referee Other List of previous clubs (with years if known):Club:Year:Club:Year:Club:Year:Club:Year:**RELEVANT EXPERIENCE**Please give details of all relevant experience, qualifications and training:Please give details of previous involvement in sport:**REFEREES**Please provide the names and contact details of two referees willing to provide written references that comment on your previous experience of, and suitability for, working with children:Name:Name:Address:Address:

Appendix B

<u>Postcode:</u>	<u>Postcode:</u>
<u>Telephone:</u>	<u>Telephone:</u>

SELF-DISCLOSURE STATEMENTS

Have you ever been convicted of any criminal offence?

Yes No

If YES please supply details of any criminal conviction:

NOTE: you are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1974 as amended by the Rehabilitation of Offenders Act (Exceptions)(Amendment) Order 1986 you should declare all convictions including "spent" convictions.

Are you a person known to any Social Services Department as being an actual or potential risk to children and young people?

Yes No

If YES please supply details:

Have you had a BKA disciplinary sanction relating to child abuse/poor practice?

Yes No

If YES please supply details:

The BKA reserves the right to carry out any checks considered appropriate in relation to your work with young people.

IMPORTANT

(Please ensure you tick (✓) each box)

- I have read and understood the Child Protection Policy.
- I consent to Criminal Records Bureau checks being undertaken.
- I am aware of the existence of the Code of Practice in relation to the use and handling of Disclosure information and I understand that a copy of this Code of Practice will be available if I request it.
- I understand that the BKA has a written policy on the recruitment of ex-offenders and that I am entitled to request a copy if a Disclosure is requested.
- All statements contained in this form are true and will be adhered to

Signed: _____

Date: _____

FOR CLUB/ASSOCIATION USE ONLY

Date Form received:

Signed:

Club/Association Chair/Secretary:

NB If a volunteer has answered Yes to any of the above self-disclosure statements, or you have concerns please contact the BKA for advice.

CODE OF CONDUCT FOR COACHES

As (*age group*) coach of(*name*) Korfball Club/Association, I will comply with the principles of good ethical practice listed below:

1. I will respect the rights, dignity and worth of every person and I will treat everyone equally within the context of the sport.
2. I will place the well-being and safety of the performer above the development of performance. I will follow all guidelines laid down by the BKA and I will hold appropriate insurance cover.
3. I will develop an appropriate working relationship with performers (especially children), based on mutual trust and respect. I will not exert undue influence to obtain personal benefit or reward.
4. I will encourage and guide performers to accept responsibility for their own behaviour and performance.
5. I will hold up to date and nationally recognised BKA coaching qualifications.
6. I will ensure that the activities I direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
7. I will, at the outset, clarify with performers (and where appropriate with their parents) exactly what is expected of them and what performers are entitled to expect from their coach.
8. I will co-operate fully with other specialists (e.g. coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the performer.
9. I will always promote the positive aspects of Korfball (e.g. fair play) and I will never condone rule violations or the use of prohibited substances.
10. I will consistently display high standards of behaviour and appearance.

Signed: _____

Date: _____

FOR CLUB/ASSOCIATION USE ONLY

Date Form received:

Signed:

Club/Association Chair/Secretary:

CODE OF CONDUCT FOR YOUNG PLAYERS

- Treat opponents, team-mates, coaches and referees with respect
- Referees interpret the rules for you; you should accept their decisions
- Bad language towards spectators, opponents, referees or coaches is never tolerated
- Know the rules of Korfbal and play by the spirit of those rules
- Do not try to gain an unfair advantage over opponents
- Have fun, aim for the top and always give your best

Things to remember.....

- Listen to the advice of your parents.
- Avoid being left alone with anyone. Do not agree to meet anyone on your own at any time, without informing another adult.
- You should never go anywhere with anyone you don't know. You must always ask your parents, carers or supervisors if it is OK to go with someone.
- If you have to leave a group, tell someone - where you are going, why you are going, how long you are likely to be - and report to them when you return.
- If you tell your parents/carers or coach that you are going somewhere, always go there. If you have a change of plan, you should tell them before you set off.
- Do not accept a lift from anyone if you will be the only passenger, unless you have informed another adult. Either refuse or insist that someone else go along too. Do not accept a lift if you feel unsafe.
- If you see a friend getting into a car or going off with a stranger, you must not go near enough for the stranger to get you. Shout and tell your friend not to go, and then quickly tell an adult.
- If someone frightens you or follows you, shout and run away towards places where there are people. Or, knock on someone's door and ask for help.
- Make sure you know your phone number and address. Make sure you know how to make a reversed charge phone call from a phone box if you need picking up or are in any sort of trouble.
- Do not be overfriendly towards those who work with you in Korfbal.
- Do not tolerate any form of bullying from team mates or other athletes.
- Not all people are good all of the time. Some people can hurt, bully and upset young people, so you must be careful. Tell an adult you trust if anybody has hurt, bullied or upset you.
- If anyone does anything you don't like, you must tell an adult that you trust. If they don't believe you, tell another adult until you are believed.
- Remember that keeping safe is the important thing. You can break normal rules in order to stay safe.

PLAYER REGISTRATION FORM

PLAYER DETAILS

Forename..... Surname.....

Club / School

Age..... Date of Birth.....

Address

.....Post Code

Telephone No(s).....Email.....

Person to contact in emergency.....

Relationship..... Phone No(s).....

MEDICAL INFORMATION

Is your child allergic to any drugs? If so which ones?

.....

Does your child suffer from any of the following? (*please tick*) Asthma.....Diabetes..... Epilepsy.....

Other (please specify).....

Does he/she have any allergies?

Is your child on regular medication? If so what?

.....

Does he/she wear contact lenses? YES NO

Any other relevant information

.....

.....

I am the parent of the above mentioned child and give my consent for them to attend and take part in the Korfball activities organised by(insert name of organisation). I am aware that Korfball involves physical sporting activity and confirm that there are no medical, or other reasons, why they should not take part in such activity.

I give permission for my child's name and photos to be used in promotional Korfball publications. YES / NO

Parent / Guardian Full Name.....

Signature.....Date.....

In the event of an emergency I agree to my child receiving an anaesthetic or any other emergency treatment in my absence.
(The parent or guardian will be contacted immediately in the case of any such emergency)

Appendix E

Parent / Guardian

Full Name.....

Signature.....Date.....

RISK ASSESSMENT FORM

CLUB/ASSOCIATION:	
DATE OF ASSESSMENT:	
ASSESSOR:	
SIGNED:	

HAZARDS

Whilst participating in Korfball, what hazards could you reasonable expect to come across that are likely to cause you harm that would require medical attention? e.g. equipment, contact with opponent, slippery floor

.....

.....

.....

.....

.....

.....

.....

.....

WHO IS AT RISK?

Who would be affected by the hazards? e.g. players, spectators, referees, coaches

.....

.....

.....

.....

HAZARD CONTROL

At present, what do you do to control the hazard? e.g. qualified officials, equipment safety checks, adequate information.

.....
.....
.....
.....
.....
.....
.....

FURTHER ACTION

What could you do to reduce the risk of an accident? e.g. ensure officials are qualified, check equipment.

.....
.....
.....
.....
.....
.....
.....

IMPORTANT

- A new risk assessment form must be completed at the start of each season.
- It is the responsibility of the Club/Association Chair/Secretary to ensure that equipment is checked regularly and repaired and that members are informed of any risks.

FOR CLUB/ASSOCIATION USE ONLY

Date Form received:

Signed:

Club/Association Chair/Secretary:

GUIDELINES FOR DEALING WITH AN INCIDENT

- ACT SWIFTLY BUT CALMLY. ASSESS WHETHER THERE IS A RISK OF FURTHER INJURIES AND LISTEN TO WHAT THE INJURED PERSON IS SAYING.
- THE FIRST AIDER SHOULD TREAT MINOR INJURIES. THE EMERGENCY SERVICES SHOULD BE CALLED IF SPECIALIST TREATMENT IS NEEDED.
- WAIT FOR THE EMERGENCY SERVICES BEFORE MOVING SOMEONE WITH MAJOR INJURIES.
- MAKE SURE THE REST OF THE GROUP ARE PROPERLY SUPERVISED.
- CONTACT THE INJURED PERSON'S PARENT OR GUARDIAN.
- FILL IN AN INCIDENT REPORT FORM (APPENDIX H).

DESCRIPTION OF INCIDENT AND INJURY (IF ANY): (please give as much detail as possible)
CAUSE OF INCIDENT: (please give as much detail as possible)
ACTION TAKEN: (please give as much detail as possible)

INCIDENT FOLLOW-UP

- Has the cause of the incident been investigated? Yes No
- Was the incident due to insufficient training? Yes No
If yes, has appropriate training been given or arranged? Yes No
- Were faulty equipment or facilities to blame? Yes No
If yes, have steps now been taken to rectify the situation? Yes No
- How likely is it that the incident will occur again? _____

WHAT ACTION HAVE YOU TAKEN TO PREVENT THIS TYPE OF INCIDENT OCCURRING AGAIN?

RELEVANT CONTACT NAMES, ADDRESSES AND TELEPHONE NUMBERS	
<u>Name:</u>	<u>Name:</u>
<u>Address:</u>	<u>Address:</u>
<u>Postcode:</u>	<u>Postcode:</u>
<u>Telephone:</u>	<u>Telephone:</u>
<u>Email:</u>	<u>Email:</u>

FOR CLUB/ASSOCIATION USE ONLY

Date Form received:

Signed:

Club/Association Chair/Secretary:

CONSENT FORM FOR PARENTS/CARERS**This form is to be completed by:**

The Parents/carers of a child or young person who is going on a domestic or international tour or an away fixture

Completed forms should be handed to:

The Tour Organiser (and a copy to stay with the Club/Association Chair/Secretary: _____)

Name of Child:	Date of Birth:
Name of Club/Association:	
Tour:	
Date/s of Tour:	

I have received comprehensive details of the above tour.

I consent to my child's participation in the activities indicated. I acknowledge that the Club/Association will only be liable in the event of any accident, if they have failed to take reasonable steps in their duty of care for my child during the tour.

I consent to my child receiving medical treatment which, in the opinion of a qualified medical practitioner may be necessary.

And his/her Doctor's name is:
And his/her Doctor's Address is:
And his/her Doctor's Telephone number is:

I agree to pay the required sums by the date/s that are specified to me. I accept that, there can be no refund by the Tour Organiser of the whole or part of the payment/s made in respect of any withdrawal from the tour.

Signed: _____ Date: _____

PLEASE COMPLETE THE SECTIONS BELOW

- If you may not be contactable during the tour, please give details of a relative or friend acting for you so that they can be contacted.

<u>Name:</u>	<u>Alternative contact if Required:</u>
<u>Home Address:</u>	<u>Address:</u>
<u>Postcode:</u>	<u>Postcode:</u>
<u>Home Telephone:</u>	<u>Home Telephone:</u>
<u>Work Telephone:</u>	<u>Work Telephone:</u>

Appendix I

Mobile Telephone:	Mobile Telephone:
Email:	Email:

2. Please specify whether your child suffers from any illnesses or medical condition.

3. Please indicate if your child is receiving medication, with details and dosage.

4. Please use this space to state, in confidence, any health or other matter concerning your child of which accompanying Club/Association members should be aware.

5. Please specify any dietary requirements.

FOR CLUB/ASSOCIATION USE ONLY

Date Form received:

Signed:

Club/Association Chair/Secretary:

TOUR REGISTRATION FORM**This form is to be completed by:**

The organiser of any tour/trip away fixture

Completed forms should be handed to:

Club/Association Chair/Secretary or BKA if overseas: _____

Club/Association Name:

<u>Tour Organiser:</u>	<u>Tour Qualified First Aider:</u>
Home Address:	Home Address:
Postcode:	Postcode:
Home Telephone:	Home Telephone:
Mobile Telephone:	Mobile Telephone:
Email:	Email:

Tour Details

<u>Date of Tour:</u>	<u>From:</u>	<u>To:</u>
	<u>Departing from:</u>	<u>Returning to:</u>
	<u>Leaving Time:</u>	<u>Expected return time:</u>
<u>Destination:</u>		

Mode of Transport (please indicate as appropriate)

Ferry <input type="checkbox"/>	<u>Ferry company:</u>	Plane <input type="checkbox"/>	<u>Airline:</u>
	<u>Ferry Company Address:</u>		<u>Airline Address:</u>
	<u>Ferry company Tel No:</u>		<u>Airline Tel No:</u>
	<u>Crossing Number:</u>		<u>Flight Numbers:</u>
Channel Tunnel <input type="checkbox"/>	<u>Booking Reference:</u>		

Appendix J

	<u>Tel No:</u>
	<u>Crossing Numbers:</u>

Coach <input type="checkbox"/>	<u>Coach Company:</u>	
	<u>Coach Company Address:</u>	
	<u>Coach Company Tel No.:</u>	
	<u>Coach Registration Number:</u>	
Minibus <input type="checkbox"/>	<u>Minibus Hire company:</u>	
	<u>Minibus Hire Company Address:</u>	
	<u>Minibus Hire Company Tel No.:</u>	
	<u>Minibus Registration Number:</u>	
Private car <input type="checkbox"/>	Number of cars being used:	
(Please complete a private vehicle registration form for each driver)	<u>Driver Name:</u>	<u>Driver Name:</u>
	<u>Address:</u>	<u>Address:</u>
	<u>Tel No:</u>	<u>Tel No:</u>
	<u>Mobile Tel. No.:</u>	<u>Mobile Tel. No.:</u>
	Car Registration Number:	Car Registration Number:
	<u>Driver Name:</u>	<u>Driver Name:</u>
	<u>Address:</u>	<u>Address:</u>
	<u>Tel No:</u>	<u>Tel No:</u>
	<u>Mobile Tel. No.:</u>	<u>Mobile Tel. No.:</u>

	<u>Car Registration Number:</u>	<u>Car Registration Number:</u>
--	---------------------------------	---------------------------------

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Travel Log: ALL people travelling on the trip (including spectators) need to fill out this section after reading the form and the Club's/Association's Codes of Conduct for Young People and Volunteers. Please continue on separate sheet if necessary

Name:	BKA Registration Number:
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

FOR THE ATTENTION OF THE TOUR ORGANISER

(Please ensure you tick (✓) each box)

- I have informed group members of the need for vaccinations (if required)
- I have ensured that I have adhered to the BKA recommended adult/child ratios
- I have informed group members of the need for visas/passports (if required)
- I certify that all members going on the above tour have read and understood the Club's/Association's Code of Conduct
- I have completed an authorised Tour Registration Form
- I have the appropriate insurance cover to lead the tour
- All statements contained in this form are true

Signed: _____

Date: _____

FOR CLUB/ASSOCIATION USE ONLY (NB For overseas tours please copy to the BKA)

Date Form received:

Signed:

--	--

Club/Association Chair/Secretary:

PRIVATE VEHICLE REGISTRATION FORM

This form is used to:

- Register the private vehicles that are used for the transport of children in connection with Korfball activities.
- To ensure drivers have checked their vehicles insurance if they intend to use their vehicle on behalf of the Club/Association and if passengers are being carried in connection with Club's/Association's activities or events.

This form is to be completed by:

The driver of any private vehicle used for the transportation of children or young people to or from a Korfball activity.

Completed forms should be handed to:

Club/Association Chair/Secretary: _____

DRIVER DETAILS	VEHICLE DETAILS
Full Name:	Registration No:
Address:	Colour:
	Make:
	Model:
Postcode:	Name of Registered Keeper:
Tel:	MOT expiry Date:
Mobile:	Road Tax Expiry Date:
Email:	Insurance Company:
Driving Licence No	Insurance Policy No:
Driving Licence Type (e.g. full):	Insurance Type (e.g. full, third party):
Endorsements on License:	Insurance Expiry Date:

DECLARATION

(Please ensure you tick (✓) each box)

- I will remind all passengers of the legal requirement to wear seatbelts (if fitted) when the above vehicle is being used to transport children on behalf of the Club/Association.
- I have informed the insurance company of my intention to transport members on behalf of the Club/Association. I have also stated if I will be claiming expenses in connection with this additional use.
- I have extended my insurance policy and paid any additional premium as requested by the insurance company.
- My vehicle is roadworthy and complies with all current road traffic legislation.
- I am aware that it is not good practice to transport children on their own.
- The information stated here is correct and will I inform the Club/Association Chair/Secretary if there are any amendments.

Signed: _____

Date: _____

FOR CLUB/ASSOCIATION USE ONLY (NB For overseas tours please copy to the BKA)

Date Form received:

Signed:

Club/Association Chair/Secretary:

SAMPLE POLICY STATEMENT

Responsibilities

All members of the BKA will:

- Accept the moral and legal responsibility to implement procedures to provide a duty of care and safeguard the wellbeing of young people
- Respect and promote the rights, wishes and feelings of young people
- Recruit, train and supervise staff and volunteers to adopt best practice to safeguard and protect young people from abuse, and themselves against false allegations.
- Require staff/volunteers to adopt and abide by the BKA Code of Conduct for Coaches and/or Volunteers and the Child Protection Policy and Procedures.
- Respond to any allegations appropriately and implement the appropriate disciplinary and appeals procedures.

Principles

This guidance given in the procedures is based on the following principles:

- The welfare of young people, (the Children's Act 1989 defines a young person as under 18 years of age) is the primary concern.
- All young people, whatever their age, culture, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuser.
- It is the responsibility of the child protection professionals to determine whether or not abuse has taken place but it is everyone's responsibility to report and concerns.
- All incidents of suspected poor practice and allegations should be taken seriously and responded to swiftly and appropriately.
- Confidentiality should be upheld in line with the Data Protection Act 1998, the Human Rights Act 2000, and the Freedom of Information Act.

CHILD PROTECTION REPORT FORM

CLUB/ASSOCIATION:	
DATE OF INCIDENT:	
TIME OF INCIDENT:	
MEMBER COMPLETING THIS FORM:	
SIGNED:	
DATED:	

<u>Club/Association:</u>
<u>Your Name:</u>
<u>Your Position:</u>
<u>Child's Name:</u>
<u>Child's Address:</u>
<u>Child's Date of Birth:</u>
<u>Parent's Name:</u>
<u>Parent's Address:</u>

<u>Nature of Concern:</u>

<u>Your Observations:</u>



Exactly what the child said and what you said:

(Remember, do not lead the child – record actual details. Continue on separate sheet if necessary)

Action Taken So Far:

External Agencies Contacted: (Date & Time):

Police Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, which:
	Name:
	Contact Number:
	Details of Advice received:

Social Services Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, which:
	Name:
	Contact Number:
	Details of Advice received:

Local Authority Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, which:
	Name:
	Contact Number:
	Details of Advice received:

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BKA Yes <input type="checkbox"/> No <input type="checkbox"/>	Name:
	Contact Number:
	Details of Advice received:

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Other (e.g. NSPCC) Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, which:
	Name:
	Contact Number:
	Details of Advice received:

FOR CLUB/ASSOCIATION USE ONLY (NB Please copy to Association/ BKA)	
Date Form received:	
Signed:	
Club/Association Chair/Secretary:	