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1.0 Introduction

Sport provides an arena for young people not only to advance their physical skills but also to develop both socially and emotionally but is regrettably not exempt from accusations of abuse and the Club must ensure that sufficient safeguards are in place.

Parents and young people place a great deal of trust in the Club, its officials and helpers and that trust is well founded. However it is important that young people and their parents can be assured that the Club is providing a safe, wholesome and developmental environment. They also have a right to be reassured that the Club has a procedure in place to ensure that any failures of the system are managed in the child's interest. It is with this in mind that the Club, its Management Committee and Coaching staff fully endorse the policy and procedures that follow.

2.0 Policy Statement

All children and young people irrespective of their age, maturity, attitude, culture, gender, language, racial origin or religious belief have a right to protection from abuse, neglect or exploitation. The Club, recognising that wrongful accusations can do much harm, will fairly, impartially, discretely and confidentially investigate any suspicion or actual allegation that abuse, neglect or exploitation is or has been undertaken by any person associated with the Club. The Club will also fully co-operate with a young person's home, school, community and other statutory bodies to ensure the welfare of our young athlete

3.0 Child Protection Officer

3.1 Appointment

Crowborough Runners has a Child Protection Officer who is appointed by the Committee. The Child Protection Officer will only be appointed following an appropriate police check. If the post becomes vacant and a suitable volunteer is not forthcoming, the Management Committee will appoint one of its own members to the post no later than three committee meetings from the vacancy occurring.

3.2 Duties

- a) The Child Protection Officer will be responsible for maintaining this policy and implementing any future amendments within the club.
- b) When required, assimilate any written guidance that may be provided by other agencies, e.g. Social Services, Athletics Governing Bodies, into this policy or procedure.
- c) Attend training courses, seminars and other functions as necessary to improve expertise.
- d) Maintain the Club's record of volunteers/coaches/officials. (see Appendix A).



- e) Receive and advise on reports of, or suspicions of abuse from any source, in particular the Club's young athletes and junior members, their parents or other club members, (the term club member in this instance is used in the widest possible context encompassing any person whether an actual club member or not who participates in any activity organised by the club).
- f) To initiate action where appropriate including if necessary the involvement of qualified professionals.
- g) Maintain the security of any confidential information received giving access to other agencies as necessary e.g. Social Services, Police.

3.3 Guidance

Guidance for the Child Protection Officer is contained in Appendix B.

4.0 Advice

- a) A code of practice for those within the club working with young people is contained in Appendix C.
- b) Advice for our young people on how to avoid misconduct by others and what to do about it is given in Appendix D.

5.0 The Club's Responsibilities

The Club has responsibilities to both young people and the adults working with them. These are to:

- a) Appoint a Child Protection Officer if necessary should a vacancy occur as outlined in paragraph 3.1
- b) Support the Child Protection Officer in attending any local or regional course organised by sports governing bodies or others on the practical implementation of this policy and any other aspect of his / her duties.
- c) Respond to any concerns having recognised that all Club officials, the Management Committee and all other adult members are responsible for the welfare of our young people and those working with them.
- d) Exercise the highest degree of discretion and confidentiality for both the person(s) making an accusation and the person(s) against whom the allegations are made.
- e) Recognise that it is the Club's duty to refer any concerns to parents, social services or police as appropriate.
- f) Refuse help from someone who has been convicted of abuse, and require that all volunteers, coaches and officials complete the form contained in Appendix A. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children (reinforced by the details of the Protection of Children Act 1999).
- g) Have a process at Management Committee level including an appeals procedure to deal with complaints concerning poor athletic practice as distinct from alleged abuse.
- h) Give every assistance to and encourage volunteers to obtain recognised coaching qualifications.
- i) Ensure that adequate insurance including that for all coaches / volunteers is held by the Club or other sports body to which the Club is affiliated.



VOLUNTEER APPLICATION FORM

The Club is conscious of the very valuable part played by volunteers. We are delighted to have the offer of your help. We ask you to complete this form so that we are best able to use your experience and help.

SURNAME

FORENAMES

ADDRESS

.....

.....

POSTCODE TELEPHONE DAY

EVENING

Sporting qualifications/courses attended/passed (if applicable)

.....

.....

EXPERIENCE

Those who help a club often have experience in their work, recreational pursuits, studies and other sports which could be of great help to the Club. We would be grateful if you could list any which may assist the Club.

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I AGREE TO ABIDE BY THE RULES OF SPORT GOVERNING BODIES AND THIS CLUB, AND CONFIRM THAT I HAVE NEVER BEEN CONVICTED OR COME TO THE NOTICE OF THE POLICE FOR ANY OFFENCE AGAINST A PERSON UNDER THE AGE OF 18.

SIGNED DATE

For Club Use

Date of Police check :

Result :

Date letter of acceptance/decline sent:

Head Coach/Chairman signature: