

EXAMPLE

Event Welfare Plan

This example plan is based on an original Regional Welfare Plan for the 2002 Sport England Active Sports Talent Camps. These were regionally based, multi-sport, residential events for several thousand young people.

The plan would need to be adapted for smaller or differently structured events.

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(EVENT)

Objectives

To provide a high quality training and education event for young people.

To enhance the infrastructure of the National Governing Bodies. (NGBs)

To make connections between Active Sports and World Class Programmes.

To provide a regional showcase for young athletes, coaches, officials and volunteers.

To provide support and training for parents, coaches, officials and volunteers.

Purpose of the Welfare Plan

The purpose of the welfare plan is to promote and ensure the well-being of those children taking part in the (Event).

Values and Principles

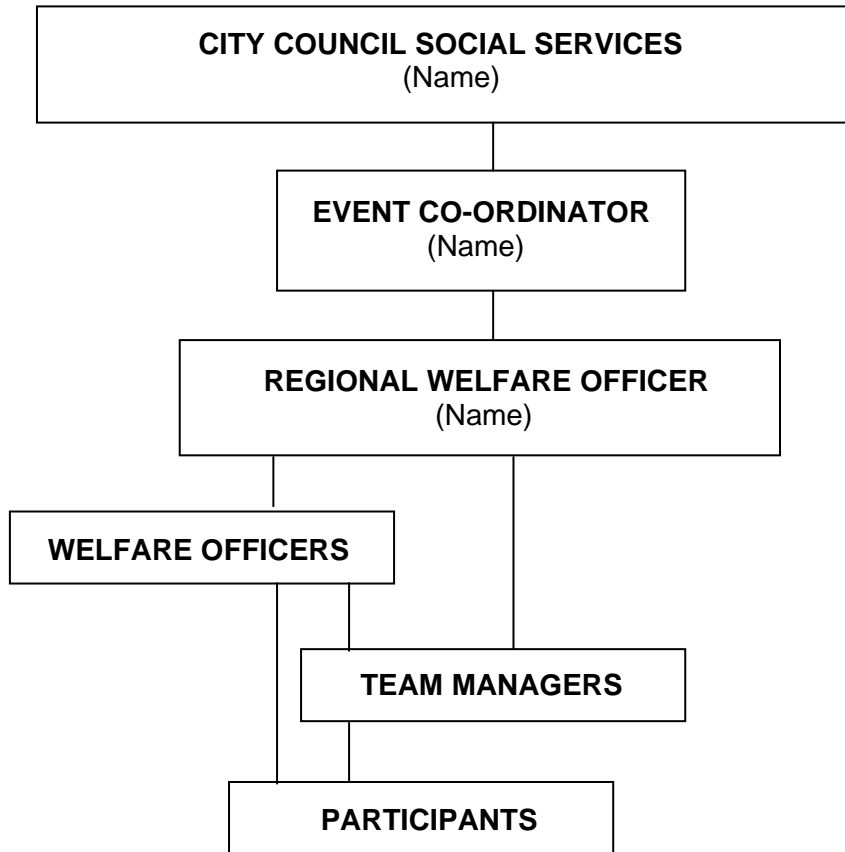
- The welfare and well being of the athlete is paramount.
- All athletes, whatever their age, gender, culture, language, racial origin, religious beliefs, sexual identity or ability, have equal rights to safety and protection.
- All suspicions, concerns or allegations of harm will be taken seriously and responded to swiftly and appropriately.

Definitions

Event Co-ordinator (Name)	Person appointed by the Regional Management Group, who is responsible for organising and running each Regional Talent Camp. Overall responsibility for ensuring the Regional Welfare Plan is developed and implemented in line with at least minimum standards outlined in this plan.
(Event)Regional Welfare Officer (Name)	Person appointed by the Regional Management Group with responsibility for implementation of the welfare plan at each event and co-ordination of welfare issues as they arise at the event.
National Governing Body Co-ordinator Athletics Basketball Girls Football Hockey Netball Boys Rugby Girls Rugby Swimming Tennis	NGB co-ordinator is responsible for the development and co-ordination of the sport specific programme for the ASTC's. Responsible for identifying regional NGB co-ordinators.
Regional National Governing Body Co-ordinator Athletics Basketball Girls Football Hockey Netball Boys Rugby Girls Rugby Swimming Tennis	Person nominated by each NGB for each region to co-ordinate the sport specific programme for the camp. Responsible for recruitment of sport specific welfare officers, sports coaches/ volunteers, in line with the welfare plan.

<p>Welfare Officers Athletics Basketball Girls Football Senior Regional Welfare Officers (SRWO): Centre Welfare Officers (CWO): Hockey Netball Boys Rugby Girls Rugby Swimming Tennis</p>	<p>People responsible to the Co-ordinator for the welfare of the participants at the ASTC, as set out in this document. (The individual sports' Governing Body will usually recruit Welfare Officers, but where several Welfare Officers are required, due to large number of participants, they may also be recruited through the Active Sports Partnerships)</p>
<p>Team Managers</p>	<p>People nominated by the NGB to chaperone the participants when they are not playing sport. There will be a minimum of one Team Manager for every ten participants. The Team Manager will act 'in loco-parentis'. (The Team Manager will normally be identified by the NGB but for accommodation purposes and non-sporting activities may be a volunteer identified by the Event Co-ordinator.)</p>
<p>Participants</p>	<p>Young people selected by each NGB to participate at the ASTC</p>

CHAIN OF REPORTING FOR WELFARE ISSUES



1. Introduction

The (Event) will be held in each of the nine Sport England regions in the six weeks leading up to the Commonwealth Games in Manchester in July 2002. They will involve over 10,000 talented youngsters from 45 Active Sports Partnerships participating in at least 9 sports.

The camps will be residential for 1/2 nights and will generally be held on a central campus. They will provide each of the NGBs with the opportunity to further develop their performance pathways and processes of talent identification and provide a link between Active Sports and the World Class programme.

The (Event) will take place on (Date) at (Venue).

The (Event) will provide talented young people with:

- an opportunity for their own personal development
- an enjoyable and rewarding experience
- a taste of high level training
- an opportunity to socialise with players from other sports.

They will provide coaches, officials and parents with an opportunity for:

- training with high level NGB Coaches
- additional sports specific and generic education.

They will provide Local Authorities and Sports Partnerships with an opportunity to promote and celebrate their contribution towards the development of talented young people from their areas.

All sporting events for young people take place within the broad context of the United Nations Convention on the Rights of the Child (1989). Whilst most children thoroughly enjoy their sport and the camaraderie that goes with it, some experience disruption, danger or injury and others bring with them scars of trouble at home.

The Welfare Plan is designed to minimise the risks to the children taking part in the (Event) and to maximise their enjoyment and well being.

In order to help us achieve this goal we require each Event and NGB Co-ordinator to read through this document carefully and work through the action plan that it contains.

This document is designed primarily for those involved in the (Event). It is recognised that all Local Authorities and many National Governing Bodies already have in place comprehensive policies and procedures to cover the welfare and duty of care requirements of taking children away for overnight stays. This document is intended to supplement not replace or reproduce those details.

Code of Conduct for all staff/volunteers

Most governing bodies and coaching organisations require staff/volunteers to sign up to their code of conduct or code of behaviour. Many also have a code of ethics.

This code of conduct outlines good practice when working with children/young people. Where a governing body code of conduct exists, all coaches/ officials/ volunteers must sign up to their governing body specific code of conduct. Where no governing body code of conduct exists coaches/ officials/ volunteers must sign up to the code of conduct outlined in this welfare plan.

By agreeing to take part in the (Event), individuals are agreeing to the principles outlined in the code of conduct.

An environment which allows bullying, shouting, racism, or sexism is not acceptable.

Specific guidance is provided where personal or intimate care tasks are carried out, for example with very young or disabled children.

All Staff/ Volunteers must be made aware of the following code of practice, and remain vigilant through the (Event) in ensuring that it is implemented by everyone involved in the (Event).

- **Rights** Staff/volunteers working at the (Event) must respect the rights of children and young people, promoting their welfare and their individual needs related to participation in their sports.
- **Relationships** Staff should promote relationships with participants and others that are based on openness, honesty, trust and respect. They must not engage in behaviour with participants that is abusive or inappropriate. They must respond to any concerns about a child's welfare, and work in partnership with other organisations in their child's best interests.
- **Responsibilities** Staff must demonstrate proper personal/professional behaviour at all times promoting positive role models for the children and young people they are working with. Staff must ensure that the children and young people are provided with a safe environment which maximises benefits and minimises risk to them.
- **Equality** All staff must demonstrate commitment to respecting differences between staff and participants in terms of gender, race, ethnicity, disability, culture and religious belief systems.

2. The (Event) – Principles of Participation and Code of Conduct

The (Event) will be run with the following principles of participation in mind.

Principles of Participation

Code of Conduct For Participants

Fair Play

Treat others with the same respect and fairness that you would like them to show you.

Demonstrate 'Fair Play' on and off the field.

Equity

Respect differences in gender, disability, culture, race, ethnicity, and religious belief systems between yourself and others.

Challenge discrimination and prejudice.

Inclusiveness and tolerance

Appreciate that all participants bring something valuable and different to the (Event).

Value and learn from the diversity of people you meet and show patience with others and act with dignity at all times.

Responsibility

Look out for yourself and the welfare of others. Do not engage in any irresponsible or illegal behaviour.

Challenge behaviour that falls below the expected standards of the (Event). Speak out if you are concerned about anything or if you feel uncomfortable about your own needs and those of others. Be organised and on time.

Friendship

Take time to thank those who help you take part – whether family, organisation or team mates.

Above all have fun!

All those responsible for implementing the Welfare Plan should ensure that all participants taking part are aware of these principles and have agreed to abide by the Code of Conduct. A child friendly version of the participants code of conduct will be provide to all young people.

3. Responsibilities for Child Welfare

3.1 Event Co-ordinator

The Event Co-ordinator will take responsibility for child welfare, child protection, health and safety matters and their duty of care towards the participants at the (Event).

- Information must be requested about the needs of any disabled participant. Consent must be obtained from the participants' parents/carers of any required intimate care needs to be met by staff/volunteers acting 'in loco parentis'.
- Information should be requested about any dietary needs.
- Information should be requested about any specific religious/ cultural needs e.g. space /time to pray.
- Disciplinary procedures must be in place and implemented for staff/volunteers working at the event.
- Arrangements must be clarified for the role of staff/volunteers who may be assisting with arrangements at event venues and accommodation. They will need to be easily identifiable.
- All staff will be informed of procedures relating to child welfare, and who to report to. A system will be developed and implemented with regards to recording any concerns/incidents (see Appendix 4 for Sample Incident Form).
- A daily debriefing system will be developed to ensure staff/volunteers receive, and are kept up to date on welfare issues.

Core Responsibilities

The Event Co-ordinator in partnership with the Regional Management Group is required:

- to provide a regional welfare plan, based on this outline plan and manage implementation of the plan in partnership with NGB Co-ordinators
- to aim for best practice in the recommended standards in the plan, but to ensure that minimum standards are met. eg in terms of recruitment, selection and training of staff
- to ensure the planning process includes linking with local agencies with statutory responsibilities for child protection (Social Services/Police/Area Child Protection Committees [ACPC]) and to ensure that the plan is in line with local ACPC policies and procedures regarding child protection and duty of care. Plans must also be in line with 'Working Together' 1999 - a guide to inter-agency working to safeguard the welfare of children - DOH
- to co-ordinate with NGB Co-ordinators the meetings for parents/carers/participants with their Team Managers /Welfare Officer before the camps
- to liaise with the nominated Regional Welfare Officer re:
 - implementation of the Welfare Plan at the Event
 - managing/ co-ordinating welfare issues as they arise at the Event
 - liaison with all Welfare Officers.

The Event Co-ordinator will:

- ensure that there are always identified persons acting 'in loco parentis' for the participants in the Event.

In liaison with the NGBs:

- ensure a minimum number of one staff to ten participants – Team Managers
- ensure mixed gender staff groups for mixed gender groups
- ensure sufficient welfare officers for the participants. The absolute minimum requirement is one Welfare Officer per hundred children. The Welfare Officers must be appropriately skilled and trained to fulfil their roles
- ensure a female welfare officer is provided where there are female participants
- ensure personal safety of all – at all times.

The Event Co-ordinator will:

- liaise with local statutory agencies (as previously stated). Obtain a copy of the ACPC child protection policies/procedures and those related to 'duty of care' where these exist. Be aware of the local procedures for children and young people who sexually abuse and be clear how to respond to any related concerns/allegations
- ensure that written consent has been obtained, for all participants from parents/carers in advance of the (Event) (see Appendix 1 for sample consent form). Parents/carers must be asked to provide information about any medical condition/allergies their child may have – where relevant they must supply sufficient medication for the duration of the event. The consent form should ask for the details of who has legal 'parental responsibility' for the participant. This is particularly important where a child is looked after by someone other than their birth parents or is in local authority care. It makes sense to include all 'consent' issues on one form
- ensure provision of First Aid cover 24 hours a day at all event venues and accommodation
- ensure medical provision at all event venues and on-call doctor who can be contacted at other times
- collate a list of all participants and their next of kin emergency details (to be supplied by the NGB Co-ordinators). This must be accessible by adults acting 'in loco parentis'
- provide safe and secure residential accommodation (for relevant participants)
- ensure overnight 'on call' supervision is provided in all participants' accommodation
- In the event of any significant incident, local statutory agencies and medical personnel need to be prepared with event details. Local available specialist counselling services should be researched.

The Event Co-ordinator in association with National Governing Bodies will:

- endeavour to ensure that all employed staff/volunteers who provide services to the Regional Talent Camp have been police checked and cleared in advance. Where police checking is not possible, all staff / volunteers must complete self-disclosure forms. N.B. Contractors should ideally be police checked – but where this is not possible it is imperative that they do not have unsupervised contact with participants
- ensure that all participants and staff/volunteers have signed up to the code of conduct relevant to them
- endeavour to ensure that the (Event) Regional Welfare Officer, together with all Welfare Officers, have attended one of the North/South training sessions with the NGB Welfare Officers held in early May.

3.2 Responsibilities of National Governing Bodies (NGB) Co-ordinator

NGB Co-ordinator's key responsibilities are:

- ***to ensure that the NGBs' child protection policy and procedures are in place and are implemented***
- ***to ensure that minimum standards are met as identified in the welfare plan e.g. regarding selection/vetting of all staff/volunteers and levels of child protection training for all staff/volunteers***

In liaison with the Event Co-ordinator the NGB Co-ordinator must:

- collect written evidence that all staff and volunteers have completed appropriate child protection training. All staff need basic training in awareness, referral and recognition of child abuse. Staff in significant direct contact with the participants, or who have a higher level of responsibility for child welfare, will need more in-depth training. (See minimum training requirements – Section 9)
- ensure that there is a minimum of one staff to ten children participating (referred to as Team Managers)
- mixed gender staff groups for mixed gender participant groups
- there are sufficient welfare officers for each team of participants. The absolute minimum requirement is one welfare officer per hundred children. Most NGBs have commented that they believe a ratio of 1-35 is the most appropriate in terms of the Welfare Officer being able to meet the needs of the participants. The welfare officers must be appropriately skilled and trained to fulfil their roles. (See section 9 – Minimum Training Requirements)
- ensure a female Welfare Officer is provided when there are female participants.

The NGB Co-ordinator must ensure that:

- they work in partnership with parents /carers and young people in planning for the successful implementation of the welfare plan
- they work in partnership with the Event Co-ordinator and Regional Management Group
- information is requested about the needs of any disabled participant. Consent must be obtained from the child or participants' parents/carers if any required intimate care needs to be met by staff/volunteers acting 'in loco parentis'
- information is requested about any dietary needs
- information is requested about any specific religious/cultural needs eg space/time to pray
- provision of sufficient adults to accompany children, on transport to/from the Event, to act in 'loco parentis'. Mixed gender staff groups must be provided for mixed gender participant groups. Where transport is provided on a regional, rather than a sports basis, NGB staff must liaise about how adult supervision will best be provided.

The Event Co-ordinator in association with National Governing Bodies will:

- endeavour to ensure that all employed staff/volunteers who provide services to the Event have undertaken CRB disclosures and cleared in advance. Where this is not possible, all staff/volunteers must have completed self-disclosure forms. N.B. Contractors should ideally undertake CRB disclosures – but where this is not possible it is imperative that they do not have unsupervised contact with participants
- ensure that all participants and staff/volunteers have signed up to the code of conduct relevant to them
- endeavour to ensure that the (Event) Regional Welfare Officer, together with all Welfare Officers, have attended one of the training sessions with the NGB Welfare Officers held in (date, month).

What needs to happen in practice?

- Staff/volunteers from each NGB need to be familiar with their sport's child protection policy and procedures and the (event) Welfare Plan and know how to act and who to tell if concerns or allegations arise. The Event Co-ordinator is responsible for ensuring that the welfare plan is in line with local ACPC policies and procedures. Where an allegation of abuse is made, the child protection policy and procedures of the investigating Social Services Department and Police will override the NGBs' child protection policy and procedures if there are any differences between the two.
- Regarding selection of Welfare Officers please see section 3.3. It is extremely important that the Welfare Officer is not a member of the team who already has a high level of other responsibilities, e.g. coaching, which would make them insufficiently accessible 24 hours a day. For those sports that are bringing large numbers of children/young people, there will be a need for several welfare officers. If it is not possible to recruit additional welfare officers from within your sport, there is a commitment from Active Sports to assist. Any requests need to be made as soon as possible to the Event Co-ordinator.

- Daily debriefing sessions will be held for Welfare Officers. Arrangements for these will be planned with the (Event) Regional Welfare Officer. All Welfare Officers must attend the briefing sessions.
- NGB's must provide a list of all participants to the Event Co-ordinator as soon as possible. Written consent must be obtained from all participants and parents/carers in advance at the (Event) (see Appendix 1 for the sample form). Next of kin details and daytime/evening contact information must be listed, including who has legal 'parental responsibility' for the child. Parents/carers must be asked to provide information about any medical conditions or allergies their child may have and they must provide sufficient medication for the duration of the event. Parents will be asked to discuss with Team Manager or the Welfare Officer any non-sport related issues that may affect their child's participation at the Event. This will not be recorded on the consent form. Managing this information will be discussed at the training/briefing sessions for Welfare Officers, provided by the CPSU/Sport England.
- Recruitment and selection of staff/volunteers, please see section 6 and Appendices 2 and 3 for Sample Disclosure and Application Forms.
- The NGB will need to ensure that all of its staff/volunteers undertake CRB disclosures and are vetted. The process should include setting a clear job description and selection criteria, interviews, references, self-disclosure forms and CRB disclosures. All staff and volunteers will need to have received an appropriate level of child protection training. Written evidence of training within the previous two years must be provided. See section 9 regarding minimum training requirements.
- NGB Co-ordinators in partnership with the Event Co-ordinator must ensure that all participants are provided with an opportunity to meet their Team Managers or Welfare Officer in advance of the (Event). They must be given details of how to contact their Team Manager /Welfare Officer at all times.
- Participants will need to be informed that their parents/carers will be contacted if they become involved in an accident or a serious breach of safety or discipline.
- NGBs, in partnership with the Regional Welfare Officer, must provide parents/carers and young people with 'user friendly' information about the Welfare Plan. (appendix 8).

3.3 The roles and responsibilities of the Regional ASTC Welfare Officer

The (Event) Regional Welfare Officer will be appointed by the Regional Management Group and will be responsible to them and the Event Co-ordinator for the implementation of the Welfare Plan for the duration of the (Event).

The Regional Welfare Officer will:

- in partnership with NGB's and Active Sports partnerships, provide 'user friendly' written information about the 'welfare plan' to parents and children/young people. (The Child Protection in Sport Unit will provide a template for this.) Appendix 8
- co-ordinate the daily briefing meetings for all Welfare Officers
- attend one of the three briefing/training days arranged by the Event Co-ordinator.

3.4 The role and responsibilities of the Welfare Officer

The Welfare Officer will be nominated by the NGB Co-ordinator and should ideally have a counselling qualification, be a Teacher/PSE Teacher or hold similar professional qualifications. They should ideally have a background in professional care of children, with previous experience of supervising residential trips with children and be trained in child protection. They must be able to provide evidence of training undertaken in the past two years.

If such a person is not available then a volunteer with significant experience of caring for children may be suitable. They must have appropriate child protection training.

The Welfare Officers as well as having to deal with more high profile concerns about potential child abuse/allegations of abuse, will need to respond to concerns from participants away from home for the first time. This may include homesickness, bullying or prejudice or other things happening in their lives. ***They must be contactable 24 hours a day.***

The Welfare Officers must be available to attend training days arranged by the Event Co-ordinator.

Welfare Officers or Team Managers (see below) must be available for the local meetings to be arranged by the Event and NGB Co-ordinators for parents/carers and participants prior to the (Event).

Arrangements will need to be clarified for the NGB Welfare Officers to co-ordinate plans with the (Event) Regional Welfare Officer.

These will need to include day to day arrangements for debriefing about any arising issues and lines of communication in the event of an incident or allegation of abuse to a child. These will be clarified and discussed at the aforementioned briefing/training days.

3.5 The role and responsibilities of the Team Manager

The Team Manager may be the first point of contact with the individual participants.

The Team Manager must be familiar with the Regional Welfare Plan and must know the lines of communication should any incident or concern be reported to them.

The Team Manager must attend the meetings arranged with participants and parents/carers prior to the (Event) unless the relevant designated Welfare Officer is able to attend. (Ideally the Team Managers should (anyway) meet the participants in their care prior to the (Event)).

3.6 Responsibilities of Parents and Carers

Parents/carers of participants in the (Event) are responsible for ensuring that:

- they have read the information about the Welfare Plan provided to them by the Event or NGB Co-ordinator
- they have given their written consent to their child/young person's attendance
- they have provided information about any medical needs/allergies that their child may have and provided sufficient medication for the Event where necessary
- where a child or young person is disabled, information must be provided related to any additional care needs. Consent must be given if any intimate care needs have to be provided for at the Event
- they have provided information about any specific dietary needs their child may have
- they have read the Events' Participation Code of Conduct and, where one exists, those of their child's NGB and discuss with their child how they will abide by these
- they have provided emergency contact details, including whom has legal parental responsibility for the child.

Parents will be invited, and are strongly encouraged to attend, the events to be provided for them and their children to meet their Team Manager/Welfare Officer/s.

Parents should advise their Team Manager/Welfare Officer of any non-sport related issues which may affect their child's participation at the Event. This may include:

- a child who may be affected by bereavement
- a child who is 'looked after' by the local authority
- a child who is being bullied in another setting
- any child protection issues.

3.7 Participants' (Children and Young People's) responsibilities

Children and young people participating in the (Event) are responsible for:

- reading and agreeing to abide by the Principles of Participation and Code of Conduct for the Event
- following the Code of Conduct that governs behaviour within their sport
- ensuring that they know who their Team Manager /Welfare Officer is and how to contact them.

Participants will be informed that their parents/carers will be contacted if they become involved in an accident or serious breach of safety.

3.8 NSPCC Child Protection in Sport Unit

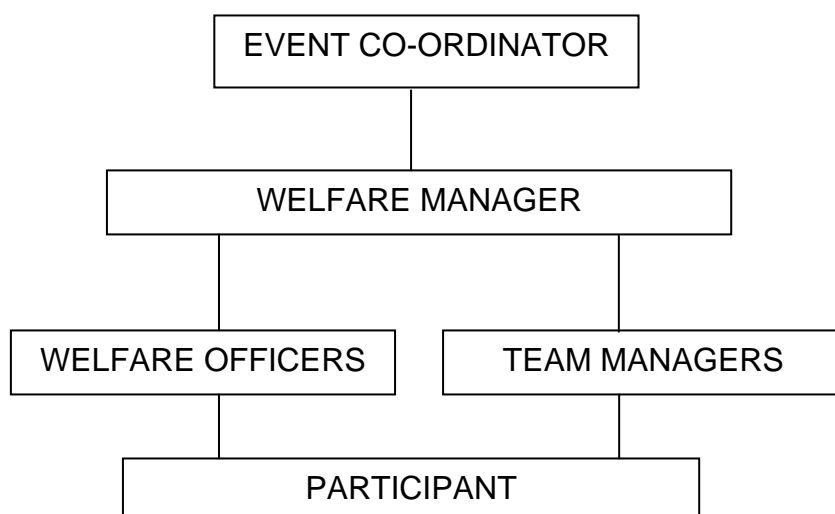
The NSPCC Child Protection in Sport Unit is responsible for providing:

- the outline 'Welfare Plan' for the (Event)
- the training/briefing sessions for the (Event) Regional Welfare Officers and all nominated Welfare Officers.

The minimum standards with which the Event Co-ordinators and National Governing Bodies must comply have been agreed with Sport England. The NSPCC Child Protection in Sport Unit is not responsible for the development of the 'Regional Welfare Plans' their content or any incident or action arising from them.

3.9 Chain of Reporting for Welfare Issues

It is important that all staff know what to do relating to the welfare of participants and who to report to



3.9 The Reporting of Welfare Issues

The Event Co-ordinator needs to ensure that there are clear reporting procedures in place for responding to the range of welfare issues, which may affect children and young people at the Event. Clear reporting guidance will be given to everyone, staff and volunteers, working at the Event of whom they should report their concerns. Children and young people should be given information about who to speak to and who their Welfare Officer is. Ideally they should have met their team's Welfare Officer(s) prior to the Event. The briefings for the team on arrival should include welfare issues.

The Welfare Manager and Sports Welfare Officers will have specific responsibility as 'designated persons' for the response to concerns. The Event Co-ordinator has overall responsibility for the management of welfare issues at the Event.

3.9.1 General Welfare Issues

Welfare Officers at 'away' events will most commonly come across concerns for children such as: home-sickness, forgetting to bring things with them; anxiety about how they will get on with other children and young people; and so on.

Most of these issues will be able to be managed by the team manager. All welfare issues should be reported to the team's welfare officer and a record kept of incidents in line with the Event welfare plan. Regular briefing sessions should be held throughout the Event at residential events. This will help to pick up any emerging themes such as bullying behaviour and provide support to the welfare officers.

3.9.2 Supervision and Missing Participants

Prevention is the most important thing. From the moment children and young people arrive at the Event (or from when they are handed over by parents to be transported to the Event), staff and volunteers are acting in 'loco parentis' and have a duty of care towards them.

Appropriate supervision ratios and systems for monitoring the whereabouts of children are essential. It must be clear at all times, who in the team is responsible for supervision. This is particularly important where events are held on large sites and at residential venues. The supervision ratio at this event is 1 to 10 children.

For events involving children under the age of 8, the supervision ratios are set out in government guidance. For children and young people over the age of eight, experience has shown that a ratio of 1 adult to 10 participants is the minimum required.

The Event Co-ordinators has provided clear guidance on reporting missing participants and what action staff/volunteers should take. It will be a maximum of twenty minutes before the police were called. (appendix 9)

Children attending were generally aged over 9/10, and for younger groups this timescale will need to be reduced.

Times of particular concern are when children are arriving at/leaving the Event and when they are transferring between venues/facilities. Parents, children and young people should be advised that any changes in arrival/collection plans by families (e.g. a child being collected or not going on the team coach) must be notified to the Team Manager or Event Co-ordinator.

For this Event, the Event co-ordinator must have access to photos of children and young people (attached to their Event Consent Form) in the event of having to report a participant missing to the police. (appendix 9)

3.9.3 Breaches of Code of Conduct, Complaints and Disciplinary Procedures

All breaches of the Events' code of conduct, whether by adults or participants, must be reported through the event procedures. Most sports now have national governing body codes of conduct and staff/volunteers will also need to report through their own sport's structure. At the Event, it will remain the overall responsibility of the Event Co-ordinator to decide on the appropriate response. For the purposes of event safety, it will be the Event Co-ordinator who decides if a member of staff/volunteer should or should not be removed from the Event, if there is any conflict between them and the sport's team manager.

The Event co-ordinator, sports team managers and welfare officers have clear mechanisms for ensuring that any incidents related to: breach of the sports code of conduct; complaints about bullying or poor practice; possible disciplinary proceedings; are reported through the sport's organisations existing procedures. For this Event, sports team's Welfare Officers should have access to their organisations' lead child protection officer by phone.

3.9.4 Reporting of Child Protection Incidents

The Event Co-ordinator has a clear policy statement about child protection at events, and there are clear reporting procedures. Everyone at the Event should know what to do if a child protection concern arises.

Where a concern emerges that a child may be being abused at home, or where this is disclosed at the Event, this must be reported to social services/police where the child lives. The Event Co-ordinator, Welfare Manager and Team Welfare Officers has contact details for police and social services (including 'out of hours' services) for the area(s) where participants live.

The Event Co-ordinator and Welfare Manager has involved local statutory agencies and emergency health care providers in planning for the Event. The event policy and procedures must be in line with the Area Child Protection Committee guidelines.

Any allegations/concerns about abuse of children and young people by staff/volunteers must be reported to the Welfare Manager who will refer the situation to the police/social services local to the Event. The sports Welfare Officer and Welfare Manager should have access to the sport's organisation's lead child protection officer during the Event as the organisation's disciplinary procedures may need to be followed and a decision made about suspending the individual concerned. The Event Co-ordinator will have overall responsibility for deciding if the individual should remain at the Event or be sent home. The social services/police will advise as to who should contact the child's parents/carers.

The police/social services will follow the local Area Child Protection Committee procedures in these circumstances.

THE EVENT CO-ORDINATOR / THE WELFARE MANAGER HAVE A COPY OF THEIR LOCAL AREA CHILD PROTECTION COMMITTEE GUIDELINES/PROCEDURES.

There will be quiet/'time out' areas where participants can go if they are upset/homesick and need to talk to someone about anything that is concerning them.

4. Sexual Activity

Within sport, as within other activities, sexual relationships can and do occur. Organisations must be aware of the law relating to sexual behaviour and observe their own sports' code of conduct.

Sexual activity between young people is prohibited at the Event. Inappropriate or criminal sexual behaviour committed by a young person may result in disciplinary action as well as be investigated under the local ACPC procedures for children and young people who sexually abuse.

Sexual relationships between adults and children under the age of 16 are illegal. Relationships between adults and young people over the age of 16 raise serious questions about the power imbalance inherent in the relationship. A coach or other adult in a position of authority has significant power or influence over a young person's career.

Sexual activity between adults and young people over the age of 16 is prohibited where the adult is in a position of (coach, trainer, official). At the (Event) advice will be given to those young people who are attending as young umpires.

Inappropriate or illegal behaviour will lead to suspension and disciplinary action. All illegal behaviour will be investigated by the police/social services.

5. Disabled Participants

Disabled children and young people have the same rights and opportunities as others involved in sport to have fun and be safe.

Disabled children and young people are more vulnerable to abuse or neglect. The Event Co-ordinator/ Regional Management Group and NGBs need to consider what additional steps they need to take to safeguard the welfare of disabled participants at the (Event).

Additional guidance should be provided related to specific care needs whether the disabled child is participating in their sport or at leisure. Parents/carer's consent must be obtained relating to any specific differences in handling required in training/participating and for meeting any specific care needs.

6. Recruitment, Selection and Training

This section sets out the minimum requirements for recruitment, selection and training of staff/volunteers for all those working at the (Event).

All those working with children and young people need to have a basic awareness of child protection issues and know what to do if they have concerns or if allegations of abuse are made. They need to be aware of the signs and symptoms of abuse and how to respond if a child or young person discloses abuse to them. They need to be aware of their own organisation's child protection/welfare policies and procedures.

Those staff/volunteers with a significant level of direct contact with children/young people and those with a higher level of responsibility for child welfare will require more in-depth knowledge and training.

Event and NGB Co-ordinators are responsible for ensuring that all of their respective staff/volunteers are suitable people to fulfil their job descriptions and are appropriately skilled and trained.

6.1 Recruitment and Selection of Staff

All staff/volunteer positions must have a clear job description and person specification and have been through an interview process where their attitudes and experience/skills have been tested. They must have provided appropriate references, which have been verified. The person must also have provided proof of identity (e.g. a passport or driving licence) and where they live.

6.2 Self-disclosure Forms

Whilst there is no legal requirement for volunteers to be police-checked, changes in the law under the Protection of Children Act 1999 mean that organisations working with children/young people can request checks through the Criminal Records Bureau. It will be a condition of employment for all staff who will be in direct contact with young people to undergo a CRB disclosure check.

As an important safeguard, all staff, whether paid or unpaid, must be asked to complete a self-disclosure form regarding their suitability to work with children, as part of their application process. (See Appendix 2 for Sample Self-disclosure Form). Anyone who refuses to do so must be deemed ineligible to work or assist with the (Event).

Offences relating to drinking or driving, for example, could preclude the employment of someone who was a potential provider of participant transport. Recent and repeat convictions would give greater concern than isolated minor convictions or those committed a long time previously. No one with a Schedule 1 offence (CYPA Act 1939) against a child or young person, or with convictions for sexual offences or violence should be employed. Persons subject to relevant current investigations or prosecution by the Police and/or Social Services should also not be employed. Technically spent convictions relevant to child welfare must still be taken into account.

6.3 Police Checks

Employees of statutory agencies are required to be subject to CRB disclosure checks.

Under the Protection of Children Act 1999, other organisations working with children and young people are now able to access checks through the Criminal Records Bureau (CRB). These checks also include checks with the 'POCA' (Protection of Children Act) list. This combines information held on the DFEE 'List 99' and the Department of Health 'Consultancy List' of people deemed unsuitable to work with children. People on these lists may not have criminal convictions.

All staff /volunteers must be asked for permission to undertake a police check without which they cannot be employed for the (Event). Checks for volunteers are free.

The CRB system cannot be used for people not in direct contact with children

The CRB have confirmed that they will be able to do the checks in time. In the event that there are currently unforeseen circumstances and there is a delay then the following is recommended:

- All staff/volunteers can, under the Data Protection Act, request a personal police check at their local police station. There is a cost for this and Event / NGB Co-ordinators may need to assess if there is potential for reimbursement. Evidence of the check must be provided.
- Staff/volunteers may participate if they have completed the necessary selection/recruitment process and completed self-disclosure forms but should not be allowed unsupervised contact with children without a satisfactory CRB disclosure check.
- All forms completed and checks done must be securely stored under the terms of the Data Protection Act. This does involve some administration costs for the organisation.

7. Disciplinary Procedures

- National Governing Bodies will be responsible for following their sport's procedures for their staff and volunteers in the event of a breach of discipline. It will need to be clarified, who, concerns about children's discipline should be reported to at the Event. This should probably be the Welfare Officer.
- Parents/carers may be asked to remove their child from the (Event) at their own cost. The child or young person must be sent home if they engage in any illegal behaviour.
- The Event Co-ordinator will be responsible for ensuring that disciplinary procedures are in place and are implemented for all their staff/volunteers at the Event. They should reserve the right to investigate and act upon any complaint including those against staff from NGBs. The first point of contact will be the (Event) Regional Welfare Officer in the case of child related matters. They will report to the Event Co-ordinator.
- When arrangements are agreed for daily debriefing sessions between the (Event) Regional Welfare Officer and Welfare Officers, this should include how concerns about disciplinary issues are raised.

8. Photography and the Media

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sports people in vulnerable positions.

- All staff must be vigilant with any concerns, and report them to a Welfare Officer, official or responsible person at an Event.
- All professional photographers will be made aware about child protection issues, and what is expected of them to ensure that the welfare plan is implemented.
- A clear brief will be provided about what is considered appropriate in terms of content and behaviour.
- All commissioned photographers will be provided with identification, which must be worn at all times.
- Athletes and parents will be informed that a photographer will be in attendance at an event and consent will be sought relating to both the taking and publication of films or photographs.
- Unsupervised access to athletes or one to one photo sessions at the Event is not permitted.
- Photo sessions outside the events or at an athlete's home is not permitted.

Videoing as a coaching aid:

There is no intention to prevent coaches using video equipment as a legitimate coaching aid. However, athletes and their parents/carers should be aware that this is part of the coaching programme and care should be taken in the storing of such films.

9. Child Protection Training

9.1 Child Protection Training/Awareness programmes/products

As previously stated, the level of training required for all staff/volunteers working at the (Event) will depend on the level of contact the person has with children and on their level of responsibility for children.

All staff/volunteers in contact with children require a basic level of child protection awareness. Those with a higher level of responsibility will need more detailed knowledge and skills.

The following list is intended to inform decisions about the appropriate level of training. Staff who can provide written evidence that they have received equivalent training within the past two years are exempt from the need to do further training for the Event. Many staff may have received child protection training through their professions or through their NGBs.

In addition to the following course information, local Area Child Protection Committees (ACPC) will run annual inter-agency child protection training programmes for all people working with children and young people. These courses are usually free or low-cost. Your local ACPC Child Protection Guidelines should have contact details, otherwise contact your local Social Services Department for information.

It is recommended that Event Co-ordinators have attended courses equivalent to the **sports coach UK** '*Child Protection Policy*' and '*Implementing Child Protection Policy*' programmes.

Welfare Officers are required to attend one of the three briefing / training days to be held in (Dates).

Event and NGB Co-ordinators are responsible for satisfying themselves that the training requirements for staff and volunteers, as set out in this document, are evidenced.

9.2 Minimum training/safeguarding check requirements for people other than participants involved in the Talent Camps

STAFF	ROLES and RESPONSIBILITIES	MINIMUM SAFEGUARDING CHECK/TRAINING REQUIRED (in the past two years)
Event Co-ordinator	Overall responsibility for developing and implementing Regional Welfare Plan (in line with at least minimum standards outlined in the National Plan)	CRB Disclosure sports coach UK Good Practice and Child Protection or AENA <i>Duty of Care</i> or FA - <i>Best Practice in Child Protection</i> or ACPC Course
Regional Welfare Co-ordinator	Appointed by the steering group with responsibility for the implementation of the welfare plan and co-ordination of welfare issues as they arise at the event Co-ordinate daily debriefing meetings with Welfare officers	CRB Disclosure sports coach UK Good Practice and Child Protection or AENA <i>Duty of Care</i> or FA - <i>Best Practice in Child Protection</i> or ACPC Course
Designated Welfare Officers (NGB or Active Sports personnel)	Identified by the NGB or Active Sports Managers Responsible to the (Event) Regional Welfare Officer Co-ordinator for the welfare of all of their sports participants Responsible with the Team Managers for briefing parents and participants prior to the Camps	CRB Disclosure sports coach UK Good Practice and Child Protection or AENA <i>Duty of Care</i> or FA - <i>Best Practice in Child Protection</i> or ACPC Course Attend National Welfare Officer Training
Team Managers NGB/Volunteer personnel (1Manager to 10 participants)	Act 'in loco parentis' Familiar with regional welfare plan and lines of communication for reporting any concerns or incidents. Report immediately, any incident or concern to designated Welfare Officer Attend briefing meetings with participants and parents/carers prior to the event.	CRB Disclosure sports coach UK Good Practice and Child Protection or AENA <i>Duty of Care</i> or FA - <i>Best Practice in Child Protection</i> or ACPC Course
All Governing Body staff team (Coaches /Officials/ volunteers) in direct contact with participants	Responsible for the safety of the participants at all times and particularly during the sporting activities	CRB Disclosure sports coach UK Good Practice and Child Protection or AENA <i>Duty of Care</i> or FA – <i>Best Practice in Child Protection</i> or ACPC Course.

All governing body staff under 18	Acting as coaches, leaders or officials for the sport	It is imperative that these young people do not have unsupervised access to participants.
All Event staff in direct contact with participants	Responsible for the safety of all participants at all time	CRB Disclosure sports coach UK Good Practice and Child Protection or AENA <i>Duty of Care</i> or FA - <i>Best Practice in Child Protection</i> or ACPC Course
All volunteers in direct contact with participants	Responsible for the safety and welfare of all participants at all times	CRB Disclosure sports coach UK Good Practice and Child Protection. ACPC Course or similar recognised/accredited course
All Event and NGB staff/volunteers not in direct unsupervised contact with participants	Responsible for a safe environment for all attending the Camps	CRB Disclosure sports coach UK Good Practice and Child Protection or AENA <i>Duty of Care</i> or FA - <i>Best Practice in Child Protection</i> or ACPC Course NSPCC 'Educare' or equivalent course
Contractors not in direct unsupervised contact with the participants	Responsible for servicing the camps	It is imperative that these people are not allowed unsupervised access to any participant.
Coach drivers	Responsible for safe transportation of participants	CRB Disclosure Clean driving licence NB – There should be a welfare officer or team manager on each coach – so if a late replacement driver is not already police checked the participants are adequately supervised.
Sport England staff acting in an official capacity which brings them into direct unsupervised contact with young people	Acting in any official capacity on behalf of Sport England	CRB Disclosure NSPCC 'Educare' Course NB This will be funded through HR – Sport England Individuals concerned to liaise with HR

9.3 Clarification of equivalent experience/training

The **sports coach UK** 'Good Practice in Child Protection Course'

The outcomes of this course are that coaches should be able to:

- Identify good coaching practice to promote a positive relationships with children
- Identify sport situations and coaching practice that might constitute either poor practice or possibly abuse
- Identify ways of dealing with their own feelings about child abuse and state what constitutes neglect, physical, sexual and emotional abuse

All Area Child Protection Committees (ACPCs) run basic introduction to child protection courses, which cover:

- awareness of child abuse
- recognition of child abuse, including definitions and signs and symptoms
- how to respond to a child who discloses abuse
- how to refer concerns to statutory agencies and the guidance in 'Working Together to Safeguard Children' about everyone's roles and responsibilities in child protection

These courses would be equivalent to the **sports coach UK** course

10. References and Resources

1. The Children Act 1989
2. Working Together to Safeguard Children 1999 – A guide to inter-agency working to safeguard the welfare of Children. *Department of Health*
3. The Protection of Children Act 1999
4. The Data Protection Act 1984 and 1998
5. The Human Rights Act 2000
6. Caring for Young People and the Vulnerable. Guidance for preventing abuse of trust. *Home Office 1999*
7. The United Nations Convention on the Rights of the Child
8. Code of Ethics – Good Practice for Children's Sport – The Irish Sports Council
9. Safe Sport Away – *NSPCC/ASA 2000*
10. Child Protection in Sport website – **www.thecpsu.org.uk**
11. Code of Conduct for Sports Coaches – **sports coach UK**
12. Safeguarding Children Everybody's Business – *NSPCC video training pack 1999*
13. Volunteer Development Agency – Our Duty to Care – principles of good practice for the protection of children and young people; 3rd Edition. *VDA, Belfast*
14. Health and Safety of Pupils on Educational Visits – A good practice guide (1988) – *DFEE*

11. Acknowledgements

Professor Celia Brackenridge	Author of the 'Welfare Plan for the Millennium Youth Games', which formed the basis from which the 'Active Sports Talent Camp Welfare Plan' was developed.
Joy Morton	Senior Development Manager - Sport England Active Sports National Team, - for her work on the document and trying to explain how sport works!
The ASA	Template Documents
Southampton City Council	'The Good Sports Guide' Template Documents
sports coach UK	'Code of Conduct for Sports Coaches'

12. Appendices

1. Sample Consent Form
2. Sample Self-disclosure Form
3. Sample Application Form
4. Sample Incident Form
5. Sample Child Protection Disclosure Form
6. Sample 'Fit Person' Checklist
7. Young People & Publicity – Guidance Notes
8. Information for Participants/Carers regarding the Welfare Plan
9. Procedure for Missing Participants.

APPENDIX 1

PARTICIPANTS PERSONAL INFORMATION/CONSENT FORM



This form has been designed to collect information on young people taking part in the (Event). The information is important for a number of reasons as it will provide:

- the Event Co-ordinators/Welfare Officers with important contact details and medical information in case of accident/illness
- useful monitoring information on the sporting background of young people involved in the (Event).
- information on the equity profile of young people taking part in the (Event).

The information will only be used for administrative purposes by the organisers of the Event, apart from the Sports Equity Monitoring section on pages 3 and 4.

Please answer questions in BLOCK CAPITALS and please use a black pen if possible

PERSONAL DETAILS OF PARTICIPANT

Last Name: _____

First Name: _____

Preferred Name: _____

Address: _____

Postcode: _____

Telephone Numbers: Home _____ Mobile: _____

Age: _____

Please state your date of birth: _____ / _____ / _____
Day Month Year

Please tick which sport you are participating in at the Event:

- | | | | |
|---------------------|--------------------------|--------------|--------------------------|
| Athletics | <input type="checkbox"/> | Basketball | <input type="checkbox"/> |
| Football | <input type="checkbox"/> | Hockey | <input type="checkbox"/> |
| Netball | <input type="checkbox"/> | Rugby League | <input type="checkbox"/> |
| Rugby Union (Girls) | <input type="checkbox"/> | Swimming | <input type="checkbox"/> |
| Rugby Union (Boys) | <input type="checkbox"/> | Tennis | <input type="checkbox"/> |

School Name and Town: _____ School Year: _____

Club Name and Town (if a member of a sports club):

Local Authority (please indicate the authority to which you pay your community charge):

EMERGENCY CONTACT DETAILS

In case of an emergency during the event, please could you write down a contact name and telephone number in addition to your own.

First Name: _____

Last Name: _____

Telephone Numbers: Home: _____ Mobile: _____

Relationship to participant: _____

MEDICAL INFORMATION

Please tick if you suffer from any of the following:

Asthma Diabetes Epilepsy

Are there any other medical details you feel we should know about?

Doctor's Name: _____ Doctors Telephone No. _____

Do you have any special dietary requirements? Yes No

Please specify:

RELIGIOUS NEEDS

Do you have any specific religious requirements, e.g. Prayer Room?

Yes No

If yes please specify:

SPORTS EQUITY MONITORING

Whilst it is not compulsory that this section is completed the following paragraph explains why it is important:

Sport can and does play a major role in promoting the inclusion of all groups in society. However, inequalities have traditionally existed within sport, particularly in relation to gender, race and disability. Sport England is committed to promoting and developing sports equity which is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. By monitoring the profile of young people taking part in the (Event), organisations can identify any issues relating to under-representation of different groups and can together develop strategies to ensure that all young people have the opportunity in the future to develop and progress in sport.

Thank you for your help in carrying out this important element of the (Event) process. The more information that we get back through these profiles the more effective our monitoring and evaluation and future strategies can be. The information will be collated anonymously.

ETHNIC GROUP/ORIGIN

What is your ethnic group?

Choose one from the following sections and then tick the appropriate box.

W

White

W1 British

W2 Irish

W3 Any other white background (please specify) _____

D

Dual

D1 White and Black Caribbean

D2 White and Black African

D3 White and Asian

D4 Any other mixed background (please specify) _____

A

Asian or British Asian

A1 Indian

A2
Pakistani

A3 Bangladeshi

A4 Any other Asian background (please specify) _____

B

Black or Black British

B1 Caribbean

B2 African

B3 Any other Black background (please specify) _____

C

Chinese or other ethnic group

C1 Chinese

C2 Any other (please specify) _____

DISABILITY

The Disability Discrimination Act 1995 defines a disabled person as anyone with “a physical or mental impairment which has substantial and long term adverse effect on his or her ability to carry out normal day-to-day activities”.

Do you consider yourself to have a disability? Yes No

If yes, what is the nature of your disability?

VI	Visual impairment	<input type="checkbox"/>	HI	Hearing impairment	<input type="checkbox"/>
PD	Physical disability	<input type="checkbox"/>	LD	Learning disability	<input type="checkbox"/>
MD	Multiple disability	<input type="checkbox"/>	O	Other (please specify)	<input type="checkbox"/>

GENDER

Are you? M Male F Female

CONSENT FROM PARENTS

My child is in good health and I consider him/her capable of taking part in the (Event). I have completed the medical details and consent that, in the event of any illness/accident, any necessary treatment can be administered to my child, which may include the use of anaesthetics. I also understand that while coaches and team personnel will take every precaution to ensure that accidents do not happen, they cannot necessarily be held responsible for any loss, damage or injury suffered to my child.

I am aware that photographs will be taken during the (Event) for promotional purposes, and I do/do not (delete as applicable) give consent for my child to feature in such photos.

PLEASE PRINT

Parent/Guardian Name: _____

(must be person with legal parental responsibility)

Signature of
Parent/Guardian: _____

Once completed please return this form to: _____

Once this form has been returned you will receive detailed information on the event including transport, catering and accommodation arrangements.

APPENDIX 2

SAMPLE SELF-DISCLOSURE FORM

Adapted from 'The Good Sports Guide' with kind permission of Southampton City Council

Personal Disclosure form for all staff working or in contact with young people and children.

CONFIDENTIAL

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

YES NO

If 'YES', please state the nature and date(s) of the offence(s)

Have you ever been subject to any disciplinary action or sanctions relating to child abuse?

YES NO

If 'YES', please give details:

You are required to self-certify that you are not known to ANY social services department as being an actual or potential risk to children; have not been disqualified or prohibited from fostering children or had any rights or powers in respect of any child vested in you assumed by a local authority; or have not had a child ordered to be removed from your care.

Signed:..... Dated:

Name (please print):.....

Any surnames previously known by:

Address:.....

.....

Date of birth:..... Place of birth:

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 (Amendment) 1986, you should declare all convictions (including spent convictions).

As part of the checking procedures for all applicants for posts of this nature, you are also advised that we reserve the right to make reference to the local authority social services department and police records to verify the information given on this form.

APPENDIX 3

SAMPLE APPLICATION FORM

(It is suggested that this form is used by Event Co-ordinators for direct employees)

Confidential

Position applied for:	
Surname and title (Mr/Mrs/Ms/Miss):	
Any first name, surname or maiden name previously known by:	
First name(s):	
Date of birth:	Place of birth:
National Insurance Number: Present address: Postcode: Former address (if moved within the previous three years): Telephone Number(s): Email address:	
Current occupation:	Name of organisation:
Role:	Address:
Start date:	
Previous occupations: Name of organisation: Start date: Finish date:	
Relevant experience:	
Previous experience of working with young children in a voluntary or professional capacity:	

APPENDIX 4

WELFARE INCIDENT REPORT FORM

Adapted from 'The Good Sports Guide' with kind permission of Southampton City Council

Venue	Location of accident/incident
Date of accident/incident	Name of individual(s) who dealt with the accident/incident
Nature of accident/incident	
Details leading up to the accident/incident	
Details of events after the accident/incident	
First Aid treatment given	
Signed (coach) (print name)	
Signed (First aider) (print name)	
Signed (Site Co-ordinator) (print name)	
Date:	

APPENDIX 5

CHILD PROTECTION DISCLOSURE FORM

Have you?

- Reassured the young person
- Been honest and not made promises you can not keep
- Explained why you may have to tell other people in order to stop what's happening
- Avoided closed questions and asked as few a questions as possible
- Encouraged the child to use their own words

Your Name:

Your Position:

Young Person's Name:

Young Person's address:

.....

Parent's Name & Address:

Your Observations:

.....

.....

.....

Exactly what the young person said to you:

.....

.....

.....

Any action you have taken so far:

.....

.....

.....

Intended Action:

.....

.....

.....

Signature: Date:

**REMEMBER TO MAINTAIN CONFIDENTIALITY.
DO NOT DISCUSS WITH ANYONE OTHER THAN THOSE THAT NEED TO KNOW**

APPENDIX 6

SAMPLE 'FIT PERSON' CHECKLIST

Adapted from 'The Good Sports Guide' with kind permission of Southampton City Council

When interviewing candidates for a position of coach/leader or volunteer, certain criteria should be checked to determine whether the person is a 'fit' person for the post they will be undertaking:

- Knowledge of child protection issues
- Relevant sports qualifications/training
- Willingness to update skills
- Previous experience of working with children
- Knowledge of and positive attitudes to equal opportunities
- Commitment to treat all children as individuals and with equal concern
- Physical health
- Mental stability, integrity and flexibility
- No known involvement in criminal cases involving abuse to children
- No disqualifying previous criminal records

If any person is considered not to be a 'fit' person to work with children, his/her application should be refused.

APPENDIX 7

YOUNG PEOPLE AND PUBLICITY – GUIDANCE NOTES

Adapted from Sport England's publicity guidance.

These guidance notes include:

1. child protection issues and visual media
2. appropriate editorial content
3. submitting material for publication - technical requirements
4. design requirements
5. security of images
6. photography/film consent form and instructions.

1. Child protection issues and visual media

These guidelines should be followed if commissioning photographs of children under 18 years, or if planning photography of children at events and for publicity material.

Seeking consent when commissioning photographs

For the protection of children under 18 years it is essential that the event organiser obtains a written validation of consent from the subject(s) and their parent(s) or guardian(s) before any images are used.

If you are taking photos of children at an event, you should include a reference to photography on the consent form for the event itself. The request for consent should include an explanation of what the film or footage will contain, and how the images will be used, e.g. photographs/film may be used in publicity material such as newsletters, magazines, brochures, video footage, websites or intranet, and other promotional media materials.

Photographs/visual footage at schools

If the child or children are to be photographed or filmed at school, permission must be sought from the head teacher, who must in turn request permission from the children 's parent(s) / guardian(s). On no account should any images be taken without prior consent from these parties. The head teacher must then sign a consent form.

Photographs/visual footage at clubs and events

If there is a large group of children under 18 years (such as four or more), then a consent form can be filled out on their behalf by an appropriate representative, such as a club or event manager.

However, it is still vital that the club or event organiser seeks permission from the subject(s)' parent(s)/guardian(s), before signing the form on their behalf.

Other requirements

The photographer or cameraperson must also be aware of the following requirements if they have been commissioned to attend an event or a club:

- Appropriate photographic/film content (see below)
- Identification must be worn at all times
- Photographs or footage must not be taken outside the venue, or at the subject's home, unless supervised by an appropriate representative, parent or guardian.

Content

Make sure that you take your audience and purpose into proper consideration when publishing any photographic/film material:

- **Identification** - You must ensure that the visual contents or captions cannot be used as means of identifying children. This includes names, addresses or any other unnecessary information, which could be used to trace the child. Ensure that this information is withheld in all reproductions.
- **Dress** - Children should be photographed or filmed in suitable dress. Some sporting activities have a higher risk for potential misuse of imagery than others, such as swimming, gymnastics and athletics. Make sure that the footage or photographs focus on the activity, rather than a full body shot.
- **Safety gear** - It is important that children are not featured wearing jewellery, body piercing or clothing that could cause safety issues. Also ensure that the photographer photographs the subject(s) in the appropriate safety equipment. For water sports, lifejackets should be worn, and for outdoor sports such as biking, climbing, abseiling and so on, helmets and other safety equipment should be featured.

2. Appropriate editorial content

All photographs used in publicity materials must fulfill the following set of criteria to ensure the publication is produced to the highest standard. Ensure that the content is appropriate and falls in line with equity issues. This includes choosing images which show all sections of society including representatives from black and ethnic communities, people with disabilities etc. In particular, wherever possible or realistic, you should aim to show a good mix of sports, ethnicity, disabled/able-bodied etc

3. Submitting material for publication – technical requirements

Where possible, contributors should supply good quality images with copy. To guarantee quality, the best format for submission is either colour print or transparency.

Copyright, credits and labelling

Please ensure that any professional photographers or organisations that provide photographs are appropriately credited before using them, and that permission to print has been given. Images should be supplied cleared for copyright and accompanied by the following information:

- Name(s)/subject(s)
- Photographer's credit and/or copyright attribution (if necessary)
- Contact details for return of photo.

This will help to ensure all details are available and accurate, and that prints can be returned.

Digital images

Please note that while digital images may appear to be fine on screen or when printed on a laser printer, they may not be appropriate for four-colour printing. Images in the form of jpeg files can be used, although these *must* be a high enough resolution to print clearly (300-350ppi) at final print size.

As a very rough guide, a picture file required to print at a final size of A5 (or smaller), would be about 8Mb, and to print at A4 would be about 12Mb. Such files are too large to be sent by email without causing delays and problems in the email system, so are best provided on a CD accompanied by a printout labelled as above.

If an image is being used for a large format poster or display panel, a photographic print will be required.

4. Design requirements

It is vital that any photographs used for publicity materials are linked to the design and audience needs of the publication. These include:

Layout

Think about how the photograph fits with the overall design. For example, a landscape photograph, which has been chosen for a portrait publication, may not fit the shape of the publication, and certain elements may be cropped off after it has been resized.

Colour, shape and style are also important considerations.

Size

Dimensions should be relative to the publication. If the photograph has to be blown up or reduced, it is also important to envisage how this will look in relation to the overall design. Will the image be clearly visible? Will it obliterate other design elements?

5. Security of images

All images should be stored securely, with transparencies, film or hard prints to be locked up to ensure access is restricted to appropriate staff. These arrangements will help to protect potentially inappropriate use of the collection.

PHOTOGRAPH/FILM FOOTAGE CONSENT FORM

Name of Event

It is intended to take photographs at the above event.

Please sign the appropriate sections and return promptly to address below.

Section One: To be completed by an appropriate representative of the subject taking part in the event if permission has been granted by the subject's parents/carers:

Name (please print):

Contact number/Address:

Please sign this statement

I hereby grant/do not grant (delete as applicable) (Event Organiser) the absolute right to use the images resulting from this photo/film shoot. This includes any reproductions or adaptations of the images for all general publicity purposes.

Signature: _____ Date: ____/____/____

Section Two: To be completed by a parent / carer of person to be photographed

Name (please print):

Address:

Please sign this statement

I hereby grant/do not grant (delete as applicable) (Event Organiser) the absolute right to use the images resulting from photography at the event mentioned above. This includes any reproductions or adaptations of the images for all general publicity purposes.

Signature: _____ Date: ____/____/____

APPENDIX 8

(EVENT)

(DATE)

Welfare Information Pack for Participants & Parents

The (Event) is one of nine regional events taking place across England.

The (Event) will provide talented young people with:

- an opportunity for their own personal development.
- an enjoyable and rewarding experience.
- a taste of high-level training.
- an opportunity to socialise with players from other sports.

Whilst we are sure that all young people will enter into the spirit of the event, the welfare of participants remains paramount to the event organisers.

A welfare plan has been written in order to minimise the risks to participants taking part in the event, and to maximise their enjoyment and well being. This document highlights the key components of the plan which parents and participant should be aware of.

If you would like further information on the welfare plan please contact your sport specific welfare officer, or (Name), Regional Welfare Officer Tel:

Contents

Key Contacts

Welfare Officers

Staff/ Volunteers

Responsibilities of parents and carers

Participants (Children and Young People's) responsibilities

Code of conduct for participants

Sexual Activity

Disciplinary Procedures

Photography & the Media

Key Contacts

Administrative Office Post & Pre Event (Address)	Tel: Fax: Email:
Event Manager	(Name) Tel: Email: Radio Call Sign:
Event Assistant	(Name) Tel: Email: Radio Call Sign:
EVENT OFFICE (Dates) (Address) This Office will be open (Dates & Times)	Tel: Fax: Outside of these times, please use the 24-hour contact number during the event. 24 hour contact:
Host Authority – (Name) (Contact & Address)	Tel: Fax: Email:
Sport England West Midlands	Tel: Mob: Email:
Sports Venues (Name & Address)	Tel: Fax: Email:
Hospitality & Accommodation (Name & Address)	Tel: Fax: Email:
Health & Safety Manager (Name)	Tel: Mob: Email: Call Sign:
Camp Doctor	(Name) Mob: (also see Event Office)

Participants (Children and Young People's) responsibilities

Children and young people participating in the (Event) are responsible for:

- reading and agreeing to abide by the Principles of Participation and Code of Conduct for the event
- following the Code of Conduct that governs behaviour within their sport
- ensuring that you know who your Team Manager /Welfare Officer is and how to contact them.

Participants should be aware that their parents/carers will be contacted if they become involved in an accident or serious breach of safety.

Code of Conduct For Participants

Each young person attending the (Event) is expected to abide by the following code of conduct:

- I will treat others with the same respect and fairness that I would like them to show to me.
- I will play with in the rules, and respect officials and there decisions.
- I will demonstrate fair play on and off the field.
- I will respect others regardless of gender, disability, race, ethnicity and religious belief.
- I will challenge any behaviour which discriminates against others.
- I will not engage in any irresponsible or illegal behaviour e.g. smoking, consuming alcohol or drugs.
- I will inform my team manager if I need to leave my team / accommodation at any time.
- I will speak out if I am concerned, or if I feel uncomfortable.
- I will be organised and on time.

Above all HAVE FUN!!!

Sexual Activity

Essentially, sexual activity between young people will be prohibited at the Event.

The Events Co-ordinator has in place, procedures to follow in the event of any inappropriate behaviour.

Sexual activity between adults and children under the age of 16 is illegal and any allegations against an adult would result in a referral to the Police and Social Services for a Child Protection Investigation.

Sexual activity is also prohibited at the events between adults in a position of trust and young people aged between 16 – 18 years old.

Disciplinary Procedures

Any young people who engage in any illegal behaviour will be sent home.

You may be asked to remove your child from the camp at your own cost should they demonstrate inappropriate or illegal behaviour.

Photography & Media

Only accredited photographers will be permitted to take photographs or videos at the talent camp.

All official photographers will have been screened prior to the talent camp.

Any parents/ carers wishing to take photographs must be approved by event officials, and receive accreditation. This can be done on the day from the Event Office situated in (Event Office) on the (Place).

Anyone taking photographs/ videos without the appropriate identification will be challenged by event officials, and where appropriate will be escorted off site.

If you have any complaints or concerns regarding your child's welfare at the Event, you must contact your child's sport specific welfare officer.

APPENDIX 9

PROCEDURE FOR MISSING PARTICIPANTS

