

# **MASHAM SPORTS ASSOCIATION**

**(comprising Masham Cricket Club, Masham Football Club,  
Mashamshire Tennis Club and Masham Quoits Club)**

## **CHILD PROTECTION POLICY AND PROCEDURES**

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**IMPORTANT NOTE:            KEY CONTACT TELEPHONE NUMBERS ARE GIVEN ON  
PAGES 9 AND 15.**

## 1. POLICY STATEMENT

Masham Sports Association (hereinafter referred to as 'MSA') acknowledges its responsibilities in matters relating to the protection of children and is committed to creating and maintaining the safest possible environment for all children who attend its events. MSA also expects that those who have contact with children will observe and be guided by the procedures contained in this document. Where further guidance is needed, reference should be made to the NSPCC and Children in Sport Unit.

*(For the purposes of this document a 'child' refers to any young person below the age of 18 and the masculine includes the feminine.)*

### **Masham Sports Association is committed to the following:**

1. The right of children to take part in cricket, tennis, football and quoit events safely.  
*(MSA will take all reasonable measures to provide and maintain a safe and caring environment.)*
2. A swift and thorough investigation of any allegations of abuse or inappropriate behaviour, including such matters as alleged bullying, harassment, neglect, mistreatment and violence. MSA undertakes to treat all such allegations seriously and investigate the matter with understanding and sensitivity to all concerned.
3. All who wish to work with children, in the care of MSA, will be subject to application procedures which aim to protect children.  
*(This process is set out in Appendix 2.)*
4. The training of all personnel to enable them to deal with such child protection issues as might arise.  
*The MSA Secretary will maintain records of the recruitment of personnel and of the training courses attended.*
5. The safety and welfare of children relies upon a pro-active partnership among MSA Officers, Officials of Member Clubs, Staff, Volunteers and Parents / Guardians.

## 2. PRINCIPLES

**Masham Sports Association policy is based upon the following principles:**

- The safety and well being of the children is central to all considerations.  
*MSA has a duty of care to seek to protect children at all MSA organised activities.*
- All children can expect that those representing MSA will treat them with respect and dignity.
- All children should have the confidence to rely upon appointed MSA Officers, Officials of Member Clubs, Professionals and Volunteers, and to be able to trust them, whatever the circumstances.
- Parents/guardians should be informed of the MSA's policies and procedures.  
*They have the right to be informed of any matter which may impinge upon the welfare of their child.*
- All those working with children are expected to set a good example to the children in their charge.

### 3. POLICIES IN PRACTICE

#### a) **Responsibilities of MSA Officers, Officials of Member Clubs, Professionals and Volunteers:**

- i. To take their responsibilities seriously, knowing that the welfare of children and their protection from harm is the paramount concern.
- ii. To be conscious of the fact that adults are role models for children.  
*Those who have contact with children should contact themselves appropriately at all times. They are required to set high standards in such matters as behaviour, attitude, appearance, fairness, moderation, organisation and punctuality.*
- iii. To treat all children fairly and equally.  
*This should hold true, no matter what the children's age, culture, ability or disability, gender, language, racial origin, and/or sexual orientation.*
- iv. To build a sound working relationship with the children under their care based on mutual respect and trust.
- v. To liaise with parents regarding any matters relating to their child's welfare, either directly, or through the MSA Secretary.  
*A parental consent form will be issued annually so that the MSA can be made aware of any relevant medical, dietary or other factors relating to the child – see Appendix 1. The information provided will be confidential and accessible to MSA Officers only.*
- vi. To report to any MSA Officer or to the MSA Secretary, any instance of alleged 'poor practice', or inappropriate physical contact, or abuse.  
*The process to be followed in such cases is set out in Appendix 3.*
- vii. To ensure, as far as is reasonable, that no child is placed in danger or potential harm.  
*Children will be kept informed of safety procedures and abnormal hazards on playing surfaces.*
- viii. To avoid situations where there is any possibility of misinterpretation of any physical contact or behaviour.  
*Contact with children should generally be in an open environment, especially, for example, whilst waiting for parents to arrive to pick up their child. No child should be left alone or be left to make his own way home.  
Procedures for transporting children are set out in Appendix 4.*
- ix. To ensure that any child who suffers accidental injury or temporary illness at any event organised by MSA is treated by a person competent and qualified to do so.  
*If no qualified person is immediately available, the criterion is to respond to that situation by using common sense, as would a caring parent or guardian until professional help arrives. The matter should be recorded on an Accident/Injury Report form, which should be passed on to the MSA Secretary. See Appendix 5.  
Parents/guardians must be informed of the action taken, or is intended, to be taken.*

**b) Responsibilities of Children**

**All children representing or competing in MSA organised events should:**

- i. Observe the highest standards of behaviour, appearance, punctuality, attitude, restraint, moderation and sportsmanship on and off the pitch/court.  
*Alcohol, performance-enhancing substances, smoking, sexual behaviour and foul language are forbidden.*  
*Children are expected to act with courtesy and politeness at all times.*
- ii. Not engage in any irresponsible, inappropriate or illegal behaviour.
- iii. Play by the rules of cricket/football/tennis/quoits and the etiquette of cricket/football/tennis/quoits.  
*Observe the finer courtesies of the games.*
- iv. Observe instructions or restrictions requested by appointed Officers of MSA, Officials of Member Clubs, Professionals or Volunteers.  
*In the event of any disagreement, dispute or problem, children should refer the matter to the appointed Officers on the day, rather than seeking to resolve the matter themselves.*
- v. Remain on the premises – clubhouse, pitch or court unless - given specific permission by the appropriate MSA Officer.

c) **Responsibilities of Parents / Guardians**

**Parents / Guardians should:**

1. Know Masham Sports Association policy on child protection.  
*They should seek to support the MSA Officers in creating a safe and amenable environment for children in which to enjoy their sport at a competitive level while at the same time feeling at ease to raise any matters which might give rise to concern.*
  
2. Signify that they accept the conditions of the MSA's procedures relating to their child's participation in an event.  
*Occasionally, for training, coaching or publicity purposes, children may be **photographed or videoed (See Page 8 – Photography Policy)**. Parents/Guardians who do not wish their child to be photographed for these purposes should inform MSA.*
  
3. Arrange transport for their child for punctual arrival at and collection from an agreed venue for a match, tournament or coaching session.  
*It is important to communicate with an MSA Officer if there are likely to be any difficulties arising from transporting children to a venue – picking them up or dropping them off.  
Parents/Guardians should leave emergency contact numbers with MSA Officers at an event, especially if it is anticipated that there may be problems.  
(See Appendix 3 – Transport Guidelines)*
  
4. Encourage and foster the right spirit of fair competitive play in the child, without pressurising him to play beyond his physical, mental and emotional capabilities. Children are not robots, and should be treated as vulnerable young adults – no matter what their bravado.  
*Coaching is best left to the professionals.*

#### **d) Photography Policy**

*(Taken and amended from the Child Protection in Sport Unit website  
www.thecpsu.org.uk)*

- Avoid using children's names (first name or surname) in photograph captions. If the child is named, avoid using his or her photograph. If the photograph is used, avoid naming the child.
- We will NEVER publish personal details (email addresses, telephone numbers, addresses etc) of a child.
- Use a parental/guardian permission form to obtain consent for a child to be photographed/videoed.
- Obtain child's permission to use their image.
- Only use images of child in suitable dress to reduce the risk of inappropriate use (Tracksuit, cricket whites, football kit on court clothing i.e. T-shirt/shorts/skirt, off track clothing)
- Address the use of images of children on the organisation's website. Images accompanied by personal information, e.g. this is X who likes to collect stamps - could be used by an individual to learn more about a child prior to grooming them for abuse.
- We will not allow unsupervised access to children or one to one photo sessions at events.
- We do not approve/allow photo sessions outside the events or at a participant's home.
- We will request written expectations of professional photographers or the press who are invited to an event, making clear the organisation's expectations of them in relation to child protection.
- We will ensure that any photographic images taken and used will be stored safely.

#### **4. CONCLUDING REMARKS – FURTHER HELP**

It is to be understood that these procedures are merely guidelines for the protection of all who participate in events organised by Masham Sports Association.

The procedures will be reviewed on a regular basis. However, not all circumstances may be covered in this working document. It is important to recognise that, while every effort will be made to ensure the well being of every child, things can go wrong, by accident or human error.

Any problems that may arise in the course of an event will be dealt with thoroughly, carefully investigated, and the appropriate agencies contacted, where appropriate and/or necessary. At every stage parents/guardians will be informed.

If any problem cannot be resolved within Masham Sports Association, recourse may be had to the Social Services, Police, Child Protection in Sport Unit, NSPCC Helpline or Childline UK. Contact numbers for these bodies are given on Page 15 of this document.

#### **LIST OF KEY TELEPHONE NUMBERS AT MASHAM SPORTS ASSOCIATION**

Chairperson	Paul Baker	01765 688236
Secretary	Ann Chapman	01765 689124
Cricket	Derek Chapman	01765 689124
Football	Christine Johnson	01765 689284
Tennis	Terry Marshall	01677 450466
Quoits	Peter Iveson	01765 689827

See Page 13 for other useful numbers.

## APPENDIX 1

### APPLICATION AND SELF-DISCLOSURE

All volunteers working within Masham Sports Association who have a responsibility for children will be required to complete the following application form.

Those volunteers whose responsibilities are **solely** for children (viz professional tennis coach) will additionally require an enhanced disclosure report from the Criminal Records Bureau.

References for these individuals will also be taken as indicated.

### APPLICATION AND SELF-DISCLOSURE FORM

PART 1		
Title:	Forenames:	Surname:
Date of Birth:		
Previous Name by which you have been known (if any):		
Address:		
Tel:		
Home:	Work:	Mobile:
Previous Address (if you have moved in the last 5 years)		
Details of Current Employment:		
Details of Previous Employment:		
Experience of Working with Children and Young People (give details):		

Qualifications	
Academic: Vocational: Sporting:	
References – please give details of two people (not relatives) who know you well and who would be prepared to vouch for your suitability to work with children	
Name of referee 1: Position: Address:	
Name of referee 2: Position: Address:	
<b>PART 2</b>	
Have you ever been convicted of a criminal offence?	YES / NO
If Yes, provide details of offence:	
Are you a person known to any Social Services Department as being an actual or potential risk to children, or currently under investigation for a child protection related incident?	YES / NO
If Yes, give details:	
Have you ever been subject to any disciplinary action or investigation relating to child abuse or poor practice?	YES / NO
If Yes, give details:	
I certify that all information in this form is true and correct, to the best of my knowledge, and realise that false information or omissions may lead to the termination of my services. I agree to references being taken and to any relevant checks (e.g. CRB) being carried out	
Signed:	Print Name:
Date:	

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

**APPENDIX 1 (CONT) – REFERENCE FORM**

.....(Name) has expressed an interest in working with Masham Sports Association in the capacity of .....

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

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance and will only be shared with the person conducting the assessment of a candidate's suitability for a post, if they are offered the position in question. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

**How long have you known this person?**

**In what capacity?**

**What attributes does this person have which would make them suited to this work?**

**How would you describe their personality?**

**How would you assess their capabilities to deal with children?**

**Do you consider them to be trustworthy?**

**Do you have any reason to be concerned with the applicant being in contact with children or with young people? (If answered Yes, we will contact you in confidence).**

Name: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX 2a**

### **INCIDENT REPORT GUIDELINES**

It is not the responsibility of anyone working in the Masham Sports Association to investigate or decide whether or not child abuse is taking place. However there is a responsibility to protect children in order that the appropriate agencies can make enquiries and take any necessary action to protect the young person.

The Social Services Department and Police have a statutory duty under The Children Act 1989 to ensure the welfare of young people. When a child protection referral is made, their staff have a legal responsibility to investigate.

Where an allegation is made, the situation must be recorded as soon as possible on an Incident Report Form (see below) and passed to the Section Officer or to the MSA Secretary. Contact telephone numbers for these individuals are given on Page 8 of this document.

Any further enquiries as to the facts of the case will be carried out by the MSA Chair or MSA Secretary. If following consideration the allegation is clearly about poor practice, the MSA will deal with the matter as a misconduct issue. If however the allegation indicates that child abuse may have taken place, the MSA will pass the matter to Social Services and/or the Police.

At each stage of this process parents/guardians will be kept fully informed.

Confidentiality will be observed by MSA at every stage.

In an emergency or where direct advice from the authorities is required, the following numbers should be used:

#### **EMERGENCY CONTACT TELEPHONE NUMBERS**

<b>Social Services (North Yorkshire Safeguarding Children Board - Harrogate Borough Council)</b>	<b>0845 034 9410</b>
<b>North Yorkshire Police</b>	<b>0845 60 60 247</b>
<b>Child Protection in Sport Unit</b>	<b>0116 234 7224</b>
<b>NSPCC Freephone 24 hour Helpline</b>	<b>0808 800 5000</b>
<b>Childline UK</b>	<b>0800 1111</b>

**APPENDIX 2b**

**INCIDENT REPORT FORM**

<b>RECORDER'S DETAILS</b>	
Title / Position	
Full Name	
Address:	
Postcode:	
Tel Numbers:	
Email Address:	
Signature:	
Date:	
<b>DETAILS OF YOUNG PERSON</b>	
Name:	
Address:	
Postcode:	
Tel Numbers:	
Date of Birth:	
<b>INFORMATION ABOUT THE PERSON WHO IS THE SUBJECT OF THE CONCERN/ALLEGATION</b>	
Title / Position	
Full Name:	
Address:	
Postcode:	
Tel Numbers:	
Email Address:	
Relationship to young person:	
<b>DETAILS OF CONCERN/ALLEGATION</b>	
Date:	
Time:	
Location:	

**APPENDIX 2b – INCIDENT REPORT FORM (Continued)**

How did the concern/allegation come to your attention?

Nature of concern/allegation:

**RECORD OF CONVERSATION**

Details of any conversation relevant to the concern/allegation:

**ACTION TAKEN**

**CONTACTS MADE**

Date:

Time:

Other persons contacted – Names and Positions:

Recorder's Signature:

Date and Time:

**Note: - Please use a separate sheet if required to ensure all facts and conversations are accurately reported.**

## APPENDIX 3

### TRANSPORT GUIDELINES

It is vitally important that all parties (MSA Officials and other organisers, parents/guardians and children) understand their respective responsibilities for transporting children to and from events.

Masham Sports Association has the following policy:

1. It is the responsibility of parents/guardians to transport their child/children to and from events or matches (except as in 2 below).
2. For certain Junior events or matches against other teams, Masham Sports Association will arrange transport from a central point (normally the Clubhouse). It will be MSA's responsibility to ensure that such vehicles and drivers are properly insured and licensed to transport children under Road Traffic and other regulations. Where this is the case, the parent/guardian's responsibility will be to transport his child/children to/from the central meeting point.
3. Where the child is to be transported in another adult's car, a parent's/guardian's permission must be sought in advance. This includes a car driven by a player who has attained the age of 18 while still a Junior.
4. Adults other than parents/guardians should avoid transporting children **unaccompanied**. If this is necessary, parental permission should be sought and a MSA Officer advised, communicating the route details and estimated time of arrival.
5. It is important for parents/guardians to advise the responsible MSA Officer if there are likely to be any difficulties arising from transporting children to or from a venue. Parents/guardians should leave emergency contact numbers especially if it is anticipated that there might be problems.
6. At no time should any child be left alone or left to make his own way home.
7. Parents/guardians are expected to drop off and pick up their children promptly at the advised time.

## APPENDIX 4

### ACCIDENT / INJURY FORM

Name of Recorder:	
Position Held:	
Name of Person Injured:	
Address:	
Postcode:	
Tel:	
Type/Nature of Injury sustained:	
Where did the Injury occur?:	
State briefly how the injury occurred:	
Were others involved? Give names and, if possible, contact numbers:	
Were there any witnesses to this accident? If so, give details:	
What action was taken / treatment administered? State by whom treatment was given:	
Were other agencies invoked? (e.g. Ambulance service):	
Have the parents/guardians been contacted?	YES / NO
Was the incident referred to the MSA Secretary?	YES / NO
Signature of Recorder:	
Date:	Time: