

Berkshire Inspire Academy

BISHAM Abbey

**WELFARE PLAN
2019**

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Glossary

Codes of Conduct	Recognised good behaviour for a variety of audiences
Child or Young Person	Defined as 0 – 18 years or 0 – 19 years if disabled under The Children Act 1989
CPSU	NSPCC Child Protection in Sport Unit
NGB	National Governing Body of Sport
NSPCC	National Society for the Prevention of Cruelty to Children
Parents	A generic term to represent parents, carers and guardians unless otherwise stated
The College / The Venue Marlow, SL7 1RR	BISHAM Abbey national Sports Centre, BISHAM Village, Marlow Road,

Introduction

This camp will give an opportunity to train, inspire and develop young leaders of the future. The camp will give the young leaders the chance to access training opportunities that wouldn't necessarily be available locally. The camp will involve approximately 30-60 young leaders during the day and 20-40 overnight. All leaders have been selected by SSN's and Schools for the a number of sports leading into volunteering for the Berkshire School Games.

Welfare

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 and young people thoroughly enjoy their sport and the camaraderie that goes with it, some experience disruption, danger or injury and others bring with them the impact of issues at home or school.

This Welfare Plan is designed to minimise the risks to the children and young people taking part, and maximise their enjoyment and well being.

In order to achieve this everyone who receives this Plan is required to read it carefully and to fulfil their respective responsibilities in order to ensure that all the procedures are followed in a consistent and co-ordinated manner.

It is recognised that all National Governing Bodies already have comprehensive policies and procedures in place to cover the welfare and duty of care requirements of taking children away for overnight stays. This Plan is intended to supplement, not replace or reproduce those policies.

Purpose of the Welfare Plan

The purpose of the Welfare Plan is to promote and ensure the well being of those children and young people taking part in the Leaders' Camp. The plan will also ensure that all those responsible for the welfare of children and young people:

- Understand their safeguarding role and responsibilities
- Are suitably recruited, selected and trained to fulfil these
- Understand the procedures for responding to concerns about children's welfare
- Are able to act on these appropriately and effectively

Values and Principles

This Welfare Plan is underpinned by the following values and principles, which have been agreed with all stakeholders involved in its development, through an extensive consultation process:

- The welfare of all young people is paramount
- All young leaders, whatever their age, gender, culture, language, racial origin, religious beliefs, sexual identity or disability, have equal rights to safety and protection against harm
- All suspicions, concerns or allegations of harm will be taken seriously and responded to swiftly and appropriately

Leaders' Camp Overview

Accommodation

Access to all accommodation will be controlled as follows:

- Each resident must visibly wear his/her accreditation badge at all times
- Authorised personnel given access for support purposes are required to wear their identification when entering and when in residences
- There will be no unaccredited staff given access to the rooms apart from BAC given access as above
- Residential accommodation for Camp Staff will be assigned and designated on the basis of need and gender.

Identification

There will be a full identification system in place for the duration of the Camp. Only people who have been provided with the appropriate identification will be allowed access into residential and delivery areas.

Emergency Procedures

In the event of fire alarm activation at any time during the Leaders' Camp, **immediate evacuation** is the mandatory response.

From the venue, everyone should make their way immediately to the nominated assembly point under the direction of the Camp Staff.

From all venues the specific evacuation plan will be followed. All staff will be briefed as to the relevant evacuation procedures and will have the responsibility of ensuring the young leaders evacuate the building immediately the alarm activates (false or otherwise). At the assembly point the Camp staff will complete a roll call and inform the person in charge of the evacuation of any individual unaccounted for, together with their last known location.

Camp Management

The emergency contact number of each of the Camp Managers are as follows:

Maxine Cooke 07980737188

Laura Brookstien 07725 040464

Matthew Gamble. 07810 654959

Medical Provision

There will be a minimum of 3 First Aid trained staff (First Aid at Work) on site throughout the duration of the Camp. The Camp Managers will retain details of local Accident and Emergency provision for the duration of the Camp.

Photography and Media

Prior to the Leaders' Camp

- Parents will be given the opportunity to sign a form giving or declining permission for their child to be photographed. If there are any individuals whose photograph is not to be taken, then the Camp Managers will log the details, and the Event Photographers will take no photographs of those young people.
- All photographers, including those from national, regional and local media will only be allowed to operate with the prior approval of the Camp Managers, which will include them signing a declaration undertaking to use any photographs/images subject to the approval of the Camp Managers. All such photographers will be provided with identification, which must be worn at all times.

At the Leaders' Camp

- There may be representatives from national, regional and local media in attendance at the Leaders' Camp who will be required to wear official identification at all times (see above).
- All staff and delegates must be vigilant at all times and report any concerns to the Camp Managers
- The following will not be permitted at the Leaders' Camp
 - Unsupervised access to competitors or one to one photo sessions
 - Unsupervised photo sessions outside of the approved delivery periods
 - Photography in the changing areas
- All requests for interviews, photographs etc. from any media personnel must be referred to the Camp Managers. If any member of staff or young leader is approached for a quote or interview, they must ensure that the journalist has the prior consent of the Camp Managers.

After the Leaders' Camp

- **Only official photographs of children/young people whose parents have given their signed consent to photographs of their child being taken at the Camp will be used for publicity purposes.**
- The organisers will take the audience and purpose into proper consideration when publishing any photographic material featuring young people from the Camp.
- Identification – Neither the visual content nor any captions will be able to be used as a means of identifying where the young person/people live.
- Dress – Any young person featured in publicity will be wearing suitable dress.
- Safety equipment, jewellery and clothing – Photographs used will not feature young people wearing jewellery, body piercing or clothing that could cause safety issues, or that is contrary to the rules of any of the participating sports.
- All images will be stored securely to ensure access is restricted to appropriate staff. This will help to prevent potentially inappropriate use of the collection.

Refreshments and Entertainment

The Camp Organisers will provide all staff and delegates with full board catering for the duration of the Camp with the exception of a packed lunch required the first training day. Everyone being accommodated with the Camp will receive a full hot/cold breakfast, buffet lunch and an evening meal.

A full programme of activities will be under the control of the Camp Managers, including an opening ceremony, and properly supervised entertainment activities.

Transport and Travel

Delegates will be expected to make their own arrangements to travel to and from the Camp, it is the responsibility of their parent / carer / guardian to accompany them to and from the venue if it is deemed necessary.

Contact with delegates

If parents need to call to speak with their child urgently due to circumstances at home they should use the following numbers: A message will be taken and appropriate arrangements made in the best interests of the child/young person, depending on the individual circumstances. These numbers are available 24 hours a day

Maxine Cooke 07980737188
Laura Brookstien 07725 040464
Matthew Gamble. 07810 654959

Welfare procedures prior to the Leaders' Camp

The Camp Organisers will have:

- Developed the Welfare Plan in partnership with their NGB Welfare Officers
- Undertaken a risk assessment of the accommodation sites
- Undertaken a pre-event site visit
- Ensured all relevant local agencies are fully informed and involved in the Leaders' Camp
- Appointed sufficient staff in addition to the Welfare Co-ordinators to ensure a supervision ratio of at least 1:10 for the young leaders.

The Camp Managers will have:

- Attended a sports coach UK *Safeguarding and Protecting Children* workshop or a recognised equivalent, or provided evidence of appropriate training.
- Ensured all Camp staff meet the requirements outlined in the Welfare Policy
- Ensured all staff are familiar with their National Governing Body's child protection policy and procedures and the Camp Welfare Plan, and know how to respond and who to report to should concerns arise.
- Attended a pre-event site visit

All Camp Staff will have:

- Attended a sports coach UK *Safeguarding and Protecting Children* workshop or a recognised equivalent, or provided evidence of appropriate training undertaken.
- Familiarised themselves with the Event Welfare Plan
- Agreed to act in accordance with the Welfare Plan at all times
- Attended a pre camp orientation session.
- Undergone an enhanced level CRB check through the appointing NGB (or a self-disclosure if under the age of 18).
- Familiarised themselves with the sections of this Plan that they are given and the appropriate lines of communication
- Read and signed the appropriate Code of Conduct

The number of Camp staff will be in a ratio of 1:6 to the delegates, and they will supervise the delegates at all times during the Leaders Camp. They will act in 'loco parentis', – which literally means, 'being responsible for a child while the child's parents are absent'

Welfare Provision during Berkshire Inspire Academy

The Welfare procedures outlined in this Plan come into effect from when the delegates arrive. The delegates will be classed as being at the Leaders' Camp when they arrive at the venue and register, until they leave the Camp by signing out with the camp staff.

- A synopsis of the Welfare Plan with key information will be issued to all staff and volunteers. The Camp Managers, the point of contact at BAC and any other key staff who may require access to the information will retain a full copy of the Welfare Plan. Full copies will also be available upon request for delegates and parents / carers / guardians.

During the Leaders' Camp, the Camp Welfare Officers & Managers will meet daily to:

- Make decisions on the initial responses to all reported cases in line with the Welfare Plan. These decisions will relate to:
 - the immediate response at the event
 - decisions about what level each case will be dealt with (minor poor practice through to suspected abuse)
 - the route a case will take (no further action, referral in writing to employing/deploying organisation or NGB for disciplinary proceedings to be initiated and/or external referral to statutory agencies)
- Identify and act on any emerging themes such as bullying behaviour

In cases where a faster response is required, the Welfare Manager and Welfare Officers will be available to advise on a suitable course of action.

Behaviour at the Leaders' Camp

Smoking Policy

Smoking is no longer allowed in the majority of enclosed public places in England, including workplaces, to protect people from the harmful effects of passive smoking.

The Smoke-free (Premises and Enforcement) Regulations 2006 came into force on July 1st 2007.

'No-smoking premises' include premises such as restaurants, bars, shops, cinemas, offices, hospitals, work vehicles and sports centres. Those premises will then be no-smoking premises if they are wholly or substantially enclosed.

Alcohol Policy

All delegates are asked to sign a code of conduct that states that they will not drink alcohol whilst at the Leaders' Camp.

The venue will be a 'dry' area that is there will be no alcohol on sale or consumed in these places. Camp staff will not drink alcohol for the duration of the camp

Sexual Activity

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

Sexual activity between young people is prohibited at the Leaders' Camp. Inappropriate or criminal sexual behaviour committed by young people may result in disciplinary action as well as being referred to the relevant statutory body

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 over a young person's career. Under the Sexual Offences Act 2003, this could constitute abuse of a position of trust and contravenes all NGB codes of conduct.

Inappropriate or illegal behaviour will lead to suspension and disciplinary action and will be referred to the Police/Children's Social Care for investigation.

Criminal / anti-social behaviour

No type of criminal activity will be tolerated at the Leaders' Camp. Appropriate action will be taken which could result in criminal charges being made against the offender if criminal activity is observed or suspected.

Codes of Conduct

Code of Conduct for Delegates

The Leaders' Camp organisers hope that all delegates will have fun at the Leaders' Camp within the parameters of this Code of Conduct

I am aware that I am an ambassador for my sport and I take full responsibility for my actions. I have read this code of conduct with my parent/guardian (if appropriate), I understand the points set out below and agree to comply fully with them.

1. I will treat others with the respect and fairness that I would like them to show me
2. I will wear my identification pass at all times when not in my room
3. I will demonstrate positive behaviour during the workshop sessions and will not use offensive, insulting or abusive language
4. I will respect others regardless of age, gender, culture, language, racial origin, religious beliefs, sexual identity or disability
5. I will not smoke or possess or consume alcohol or illegal and performance enhancing drugs
6. I will not engage in sexual activity
7. I will not leave the venue Leaders Camp unless accompanied by a member of Camp staff
8. I will not enter any accommodation block other than my own and will return to my own room by the time indicated by the Camp Staff.
9. I will treat the venue with respect and acknowledge that I may be liable for the costs of any damage that I cause

Name (please print)

Sport:.....

Signature:.....Date.....

The Camp Organisers reserve the right to send delegates home if they do not keep to this signed code of conduct. Return travel in this instance will be arranged in conjunction with the parent / carer / guardian as appropriate.

Code of Conduct for Camp Staff

I am aware that I am an ambassador for my organisation and I take full responsibility for my actions. I have read this code of conduct, I understand the points set out below and agree to comply fully with them.

1. I will respect the rights of the delegates and promote their welfare and individual needs.
2. I will respect the differences between everyone at the Leaders' Camp in terms of age, gender, culture, language, racial origin, religious beliefs, sexual identity or disability.
3. I will promote relationships with delegates and others that are based on openness, honesty, trust and respect.
4. I will demonstrate proper personal and professional behaviour at all times, providing a positive role model for the competitors.
5. I will not drink alcohol for the duration of the Leaders' Camp
6. I will respond to any concerns about a child's or young person's welfare, working in partnership with others in the young person's best interests.
7. I will fully uphold the policies and regulations of my National Governing Body/ Organisation in relation to my role at the Leaders' Camp
8. If a child or young person shares their concerns with me I will listen, stay calm, not make judgements or false promises and will inform the Camp Managers

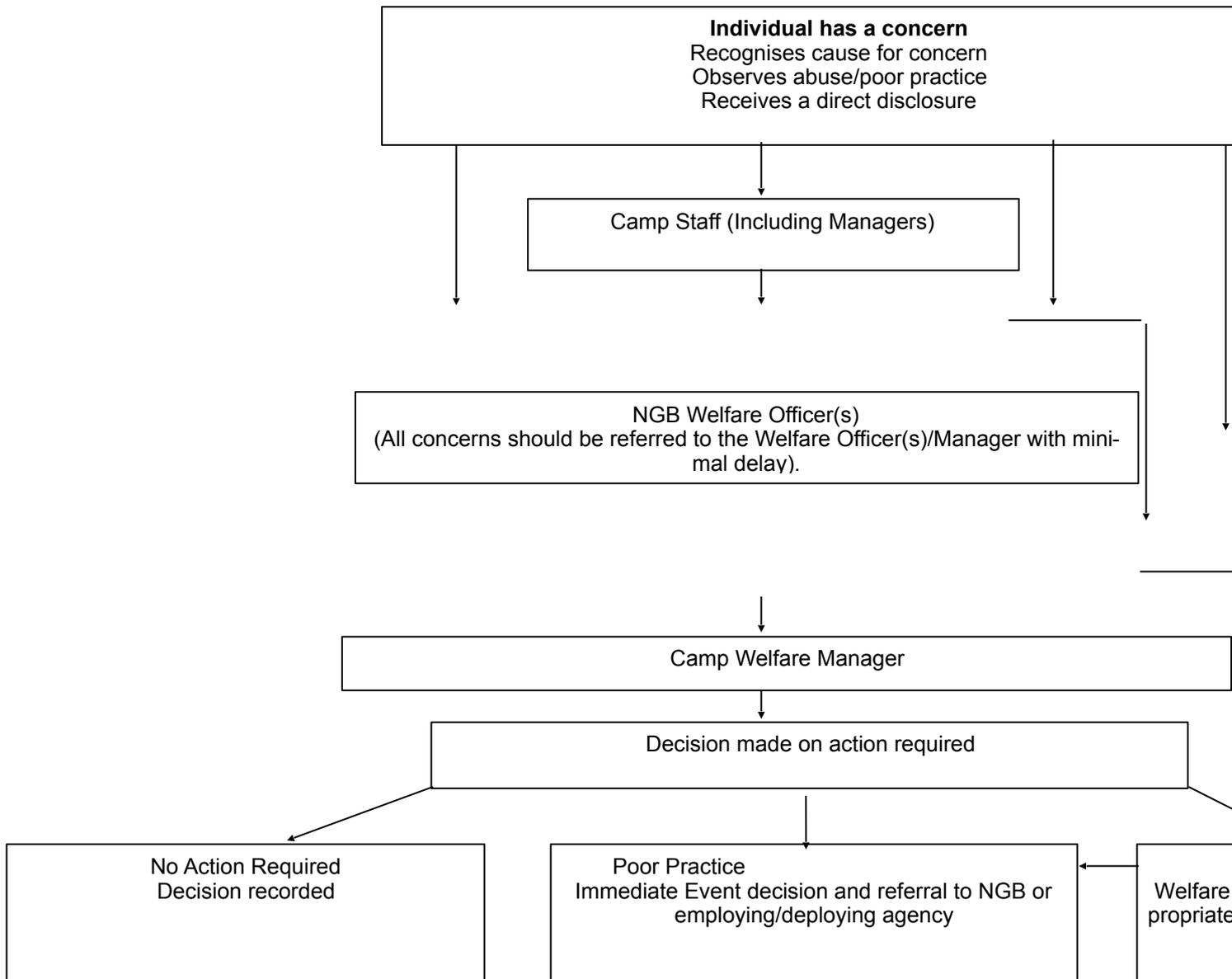
Name (please print):.....

Position/Sport:

Signature:Date.....

The Camp Organisers reserve the right to send staff home if they do not keep to this signed code of conduct.

Leaders' Camp Child Protection Procedures



Reporting

What should be reported?

Category A

Concerns to be reported may include:

General concerns about a child/children's welfare

- Any event or circumstance related to a child protection/welfare incident including bullying, poor practice and prejudicial behaviour
- Suspicions or allegations of:
 - Misconduct/breach of code of conduct made against any member of staff
 - Abuse made against any member of staff, or other party on site
 - Misconduct/breach of code of conduct made against a delegate
 - Abuse within a child's family or community abuse made against a delegate

Category B

All accidents and incidents, no matter how trivial they might appear, should be reported. The following list highlights the types of incident that provide good indicators of safety performance and from which lessons can be learned.

- Any injury to any part of a person's body
- Any case requiring medical or first aid treatment
- Any event or circumstance, which is believed could have resulted in bodily injury, illness, shock or other condition requiring immediate treatment
- Any event or circumstance which resulted in, or in which it is believed could have resulted in, a person's exposure to a substance hazardous to health
- Any event or circumstance, which resulted in, or in which it is believed could have resulted in, damage to the site, equipment, vehicle or personal property

Reporting procedure

All Camp staff must make a report if an injury, accident, incident or near miss occurs or if they have any concerns in line with the above. The two forms and their respective uses are:

- Child Protection (Incident/Concern/Disclosure) Referral Form – Category A (Appendix 2)
- Accident/Incident Report Form – Category B (Appendix 3)

All relevant forms are held by the Camp Managers who will be on site during the week of camp.

Those reporting should not contact the Police/Ambulance/Children's Social Care directly but follow the welfare reporting procedure detailed within this document.

Disciplinary Procedures

The Camp Managers will have the authority to make the final decision in terms of removing an individual from the Leaders' Camp. The organisation that the individual represents will then carry out their own investigation according to their disciplinary procedures once the event is over.

All concerns regarding the behaviour of delegates will be dealt with according to the procedures identified in this document.

If any member of staff has concerns about an incident involving a child or young person that seems untoward or unusual they must report their concerns as soon as possible to one of the Camp Managers. All Camp staff will be clearly identified in different coloured t-shirts. The reporting process will follow the structure as set out in this plan. Remember that concerns need to be recorded but this should not delay referral. A Child Protection incident/concern/disclosure Referral Form is at Appendix 2

Throughout the Leaders' Camp, all staff should observe the following principles:

Recognise	You have a concern, notice a problem or receive a direct disclosure
Respond	Reassure the individual, tell them what you will need to do
Refer	Make contact with one of the Camp Managers
Record	Who, what, where, when – use the reporting form at the back of this document

Refer if any of the following occur:

- If a child/young person has been accidentally or otherwise hurt
- If a child/young person seems distressed in any manner
- If you receive a direct disclosure
- If you have any concerns at all even if they seem unclear
- If a child/young person needs to be restrained

Remember it is not your responsibility to decide whether or not a child has been abused. It is however everyone's responsibility to report any concerns.

Responding to a disclosure

Information you receive about or from a child/young person may fall into one of the following categories:

- Concerns about **abuse** that has occurred outside a sporting environment
- Suspicion or allegation of **misconduct** by a participant
- Suspicion or allegation of **abuse** by a participant
- Suspicion or allegation of **inappropriate behaviour** by a coach, official, volunteer or other professional
- Suspicion or allegation of **abuse** by a coach, official, volunteer or other professional

It is very important that all staff and volunteers understand what is meant by the term 'abuse' and are able to recognise sources of concern. The different types of abuse are:

- Emotional
- Neglect
- Physical
- Sexual
- Harassment or Bullying

The definitions for the types of abuse and signs that may suggest abuse are detailed at Appendix 1. It is very important that this Appendix is read and understood.

Disclosures

It is important to listen carefully to the information a child/young person discloses. A child/young person may tell you something because they are away from their usual environment and feel that they can trust you. If necessary, take the child/young person somewhere that they can talk more freely but always inform someone of where you have gone and ensure that you are **not alone** with the child/young person out of sight from others for any period of time.

When listening to a disclosure the following good practice must be followed:

- React calmly so as not to frighten the child/young person
- Show you are listening to the child/young person with positive body language and eye contact
- Reassure the child/young person and emphasise that he/she was right to tell
- Take what the child/young person says seriously, recognising the difficulties inherent in interpreting what a child/young person in distress says, especially if they have communication difficulties such as a speech disability and/or differences in language
- If you need to clarify, keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said
- **Record what the child/young person has said and what you have observed**
- **Be honest and say:**

You will need to tell someone else if the abuse is to stop.

Disclosures – What not to do

When receiving a disclosure, do not:

- Panic
- Show shock, distaste or disbelief
- Probe for more information than is offered
- Speculate or make assumptions
- Make comments about the person against whom the allegation has been made
- Introduce personal information from either your own experiences or those of other children
- Approach the individual against whom the allegation has been made
- Make promises or agree to keep secrets
- Give a guarantee of confidentiality

Responding to a suspicion or allegation of inappropriate behaviour or misconduct against a member of staff at the Leaders' Camp

If a member of Camp staff receives a disclosure that leads to a suspicion or allegation of inappropriate behaviour or misconduct by a staff member, the matter must be referred in accordance with the reporting procedures outlined in this document and will be investigated in accordance with relevant Child Protection protocols.

If the disclosure is about an incident that occurred during the Leaders' Camp then the following actions should take place:

- Listen to the individual with the concern as detailed above
- Record and refer the information received in accordance with the Welfare Plan. Use the form at Appendix 2
- Sign and date the record then pass it to the Camp Managers

Establishing the basic facts

The Camp Managers will clarify the basic facts to establish whether there is reasonable cause to suspect or believe that misconduct has occurred. If the timing is appropriate required this would then be dealt with by the Camp Managers at their next meeting. If a faster decision is required, one or more of the Camp Managers (as is appropriate) will coordinate this.

Responding to a suspicion or allegation of abuse against someone who is not present at or involved in the Leaders' Camp

The information above would also apply if a report is received regarding suspicion or allegation of inappropriate behaviour or misconduct against someone who is not present at or involved with the Leaders' Camp. The Camp staff will gather the information and pass it to the Camp Managers. This information would then be dealt with in the most appropriate way.

All allegations of abuse must be taken seriously. If a child/young person says or indicates that he/she is being abused or information is obtained which gives concern that a child or vulnerable adult is being abused, Camp staff must react as soon as possible and take forward the concern.

On receiving information about someone not present at the Leaders Camp you should follow the steps above and ensure that the Camp Managers are taking your concern forward.

Suspension

Suspension is not a form of disciplinary action. Suspension is a neutral act. Any member of staff working on the Leaders' Camp may be suspended whilst an investigation is carried out.

The Camp Managers, depending on the nature of the incident leading up to an investigation, will carry out this suspension. The information will then be passed onto the relevant organisation for action to be taken. Records will be held in a welfare file and passed onto the relevant organisation at the end of the Leaders' Camp.

Managing allegations of historical abuse

Allegations of abuse may be made some time after the event, e.g. an adult who was abused as a child. Where such an allegation is made the procedures for managing allegations of abuse detailed earlier must be followed. Remember – record and refer.

Where it is not abuse

There is always a commitment to work in partnership with parents where there are concerns about a child/young person. Therefore in most situations, not involving the possibility of the abuse of a child/young person, it would be important to talk to parents/guardians/carers to help clarify any initial concerns. For example, if a child/young person or vulnerable adult seems withdrawn, he/she may have experienced an upset in the family, such as a parental separation, divorce, bereavement or simply homesickness. Common sense is advised in these situations; however advice should be sought from the Camp Manager or relevant NGB Welfare Officer if there is any uncertainty about the appropriate course of action.

Allegations of abuse

There are circumstances in which a child/young person might be placed at even greater risk if concerns are shared, e.g. where a coach, parent, guardian or carer may be responsible for the abuse or not able to respond to the situation appropriately.

In all cases of suspected or alleged abuse, advice and guidance must first be sought from the Camp Managers who will refer the matter to the relevant Welfare Officer

Where concerns are of a significant nature and/or require follow up they will be formally reported in writing to the relevant NGB body/School Welfare Officer who will proceed as appropriate.

Missing young people

If a delegate is suspected of being missing, the flow chart below must be followed. Photographs of every young person will be held in the Camp Management office and will be used to help provide the police with a description should this be necessary.

Please note: The first three steps of this process should take no longer than 20 minutes.

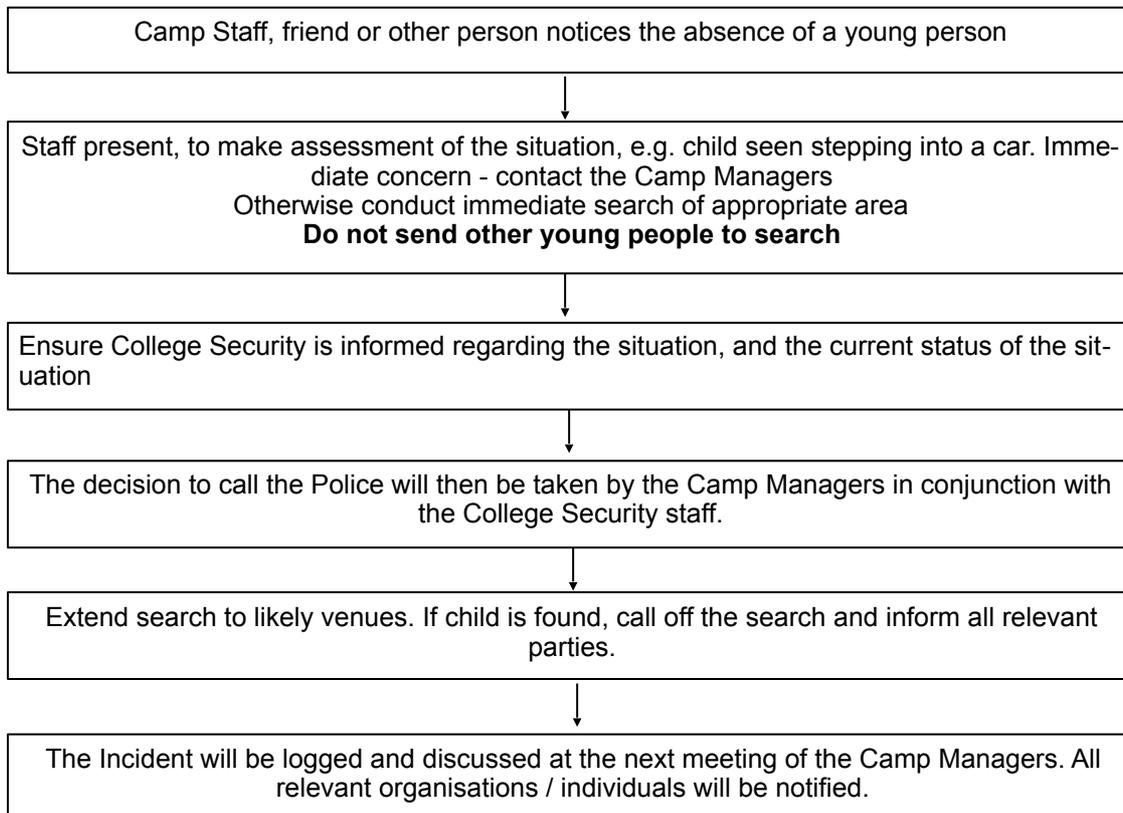


Photo copy of Accident/Incident Report required for BAC records

References and Resources

- Safe Sports Events; Sport England and NSPCC
- A Guide for the Head of Delegation: British Gymnastics
- Welfare/Child Protection Introductory Briefing Pack: Youth Sport Trust
- Photography and Use of Cameras/Videos Guidelines: English Table Tennis Association
- UK School Games Welfare Plan 2008, NSPCC

Appendices

1. Indicators of abuse
2. Child Protection incident/concern/disclosure Referral Form
3. Accident Report Form
4. Missing Participant Form

Appendix 1 – Indicators of Abuse

Type of Abuse	Physical Indicators	Possible Changes in Behaviour
Physical	<ul style="list-style-type: none"> • Bruising – to different parts of body, prints of hands, belts, shoes, etc, no obvious explanation • Burns or scalds with clear outlines, small round burns possibly from cigarettes • Bites – clear impression of teeth • Scars – large numbers of different aged scars, unusual shaped scars • Broken bones/fractures 	<ul style="list-style-type: none"> • Fear of parents being approached for an explanation • Aggressive behaviour or severe temper outbursts • Flinching when approached or touched • Reluctance to get changed, for examples wearing long sleeves in hot weather • Depression • Withdrawn behaviour • Running away from home
Neglect	<ul style="list-style-type: none"> • Constant hunger, sometimes stealing food from other children • Constantly dirty or ‘smelly’ • Loss of weight or being constantly underweight • Inappropriate dress for the conditions 	<ul style="list-style-type: none"> • Complaining of being tired all the time • Not requesting medical assistance and/or failing to attend appointments • Having few friends • Mentioning their being left alone or unsupervised
Sexual Abuse	<ul style="list-style-type: none"> • Pain or itching in the genital/anal areas • Bruising or bleeding near genital/anal areas • Sexually transmitted disease • Vaginal discharge or infection • Stomach pains • Discomfort when walking or sitting down • Unexplained pregnancy 	<ul style="list-style-type: none"> • Sudden or unexplained changes in behaviour, e.g. becoming aggressive or withdrawn • Fear of being left with a specific person or group of people • Having nightmares • Running away from home • Sexual knowledge which is beyond their age or developmental level • Sexual drawings or language • Bedwetting • Eating problems such as overeating or anorexia • Self harm or mutilation, sometimes leading to suicide attempts • Saying they have secrets they cannot tell anyone about • Substance or drug abuse • Suddenly having unexplained sources of money • Not allowed to have friends (particularly in adolescence) • Acting in a sexually explicit way towards adults
Emotional abuse	<ul style="list-style-type: none"> • A failure to grow, particularly if the child puts on weight in other circumstances, e.g. in hospital or away from their parents’ care • Sudden speech disorders • Developmental delay, either in terms of physical or emotional progress 	<ul style="list-style-type: none"> • Neurotic behaviour, e.g. hair twisting, rocking • Being unable to play • Fear if making mistakes • Self harm • Fear of parent being approached regarding their behaviour

PLEASE READ CAREFULLY. Data Protection Act 1998. The details you provide on this form will only be used in connection with the Young Leaders Camp 2010

Appendix 2 – Child Protection (Incident/Concern/Disclosure) Referral Form

Please note: from time to time incidents will occur that may upset a young person, or an adult's actions or language may be misinterpreted. These incidents must be reported using this form as soon as the incident occurs. The completion of this form for this type of incident should be viewed as a quality assurance procedure.

Please complete in block capitals. Remember to maintain confidentiality and do not discuss with anyone other than those who need to know.

Name of Child / Young Person	Sport participating in
Age Date of Birth	Ethnicity
Disability (if any)	Team
Parent's/carer's name(s)	Local Safeguarding Children Board in home area (if known)
Home address (not Leaders Camp accommodation)	
Phone number	
Your name, position and contact details (address and phone number during the Leaders Camp)	
Are you reporting your own concerns or those of somebody else? If appropriate give details and include their contact details (name and address)	

Brief description of what has prompted the concerns: include dates, times etc. of any specific incidents

Any physical signs? Behavioural signs? Indirect signs?

**Have you spoken to the young person? If so, what was said by you and them?
(Remember do not lead the young person – record actual details)**

Have you spoken to the parent/carer, any member of the Camp Staff or others? State to whom and what was said.

Please give details of anyone against whom an allegation has been made

Has the Welfare Officer been informed?

To whom reported and time of reporting

Any additional information. If giving details of any witnesses include the contact details (name, address and phone number).

Signature

Date

**To be completed by the Camp Managers
Record any action taken/additional referral made**

This form must be taken to the Camp Management office

Appendix 3 – Young Leaders Camp Accident/Incident Report

PLEASE READ CAREFULLY. Data Protection Act 1998 The details you provide on this form will only be used in connection with the Young Leaders Camp 2010

Please complete in block capitals

Name of Child	Activity participating in
Age Date of Birth	Ethnicity
Disability (if any)	Team
Parent's/carer's name(s)	Group Name
Home address (not Leaders Camp accommodation)	
Phone number	
Your name, position and contact details (address and phone number during the Leaders Camp)	
Brief description of what happened, e.g. date, time, location of incident, venue, weather conditions (if appropriate)	

What is the nature of the injury?	
What treatment was given?	
Was the person admitted to hospital?	
Any additional information. If giving details of any witnesses include the contact details (name, address and phone number).	
Signature	Date
To be completed by the Camp Managers Record any action taken/additional referral made	
This form must be taken to the Camp Management office <i>Photo copy of Accident/Incident Report required for BCA records</i>	

Appendix 4 – Missing Young Person Reporting Form

PLEASE READ CAREFULLY. Data Protection Act 1998 The details you provide on this form will only be used in connection with the UK School Games.

Please complete in block capitals

Name of Child	Activity participating in
Age Date of Birth	Ethnicity
Disability (if any)	Team
Parent's/carer's name(s)	Local Safeguarding Children Board in home area (if known)
Home address (not Leaders Camp accommodation)	
Phone number	
Your name and position	
Description of the young person – clothes, hair colour, glasses etc.	
Who first noticed that the young person was missing?	
Where was the young person last seen? Location: Time:	

Did you notice anything suspicious or see any unauthorised persons in the vicinity?
Which areas/venues were searched and for how long?
List of names of individuals involved in the search
The Police were contacted at (time)
Name and telephone number of person contacting the Police How long had the young person been missing at this point?
Outcome
The young person was found at Time Location
Name and telephone number of the person who found the missing young person
The Police were notified of the young person's return at (time)
Please state if this issue is now a Police investigation
This form must be taken to the Camp Management office <i>Photo copy of Missing Young Person(s) Report required for BAC records</i>