



Great Britain Wheelchair Basketball Association

## **Policy Statement and Guidelines on the Protection of Children and Vulnerable Adults**

**Version January 2004.**

This version replaces any copy dated previously.

This document was produced in consultation with key representatives from the Executive Committee of GBWBA, and was derived from the Policy Statement and Guidelines published by the English Sports Association for People with a Learning Difficulties (ESAPLD), which was based upon the procedures and guidelines published by the ASA Child Protection Working Group in conjunction with the NSPCC and Disability Sport England. Further guidance has been taken from Sport England, the CPSU and CRB.

The document may be reproduced or adopted by relevant organisations, where appropriate acknowledgement is given.



## **Policy Statement on the Protection of Children and Vulnerable Adults**

The Children Act 1989 indicates that anyone who has the responsibility for the care of a child should "do what is reasonable in all circumstances for the purpose of safeguarding or promoting the child's welfare". It is equally important that adults with a learning disability can expect similar safeguards

- The policy should be read in conjunction with the Great Britain Wheelchair Basketball Association's (GBWBA) Code of Conduct.
- The Great Britain wheelchair Basketball Association (GBWBA) is committed to ensuring that the activities it provides are conducted safely, and that the welfare of athletes and volunteers is foremost at all times. The Association has a responsibility to ensure that athletes and volunteers are protected from possible abuse, and the Executive Committee have therefore adopted the procedures detailed in the policy, and are committed to their implementation.
- GBWBA will take all allegations seriously. It will deal promptly and sensitively in all cases, and ensure that appropriate action is taken where an allegation is found to have good grounding.
- Committee members, volunteers, coaches, parents, paid staff and the athletes themselves, all bear a responsibility to implement the policy, and each has a right to be protected by it.
- GBWBA is also committed to supporting anyone who, in good faith, reports his or her concerns that they, or a colleague, is at risk of, or may actually be, being abused.
- All persons, regardless of age, disability, gender, racial origin, religious belief or sexual identity, have a right to be protected from abuse.

Personal information will be treated in strict confidence, within the limits of the law, which requires that the police or social services be informed where there is a serious risk of harm to a child or adult, or information about a serious crime is discovered.

## **Guidelines on the Protection of Children and Vulnerable Adults**

In recent years, sports clubs and activities have been highlighted as a potential area in which children and vulnerable adults are at risk from abuse. It is a sad, but very real fact that there are some people who will seek to work with children/vulnerable adults simply in order to abuse them. Because of the nature of the organisation, and the activities it provides, it could be at risk from such people, hence it is important that the organisation adopts and adheres to a policy that seeks to minimise the risk, and deal with any incidents that may occur.

However, to have an effective policy in place, it is important that everyone within the organisation is aware of it and knows how to apply it. These guidelines have been published by the Association to assist this process. In addition all sub-groups will be required to place child/vulnerable adult protection as a regular agenda item at their management meetings, and the policy will be discussed with athletes, parents and coaches regularly. This will become the responsibility of the Welfare Officer.

The guidelines comprise three areas, addressing:

- A. What is abuse, recognising the signs, and general good practice procedures
- B. Implementation and Monitoring of the Policy – i.e. how the policy will be managed, implemented and maintained on an ongoing basis. Details of how allegations will be dealt with are also included in this section.
- C. Communication, Education and Support – i.e. how the staff, volunteers and athletes will be informed and kept up to date with policy and procedures, and how the Association will communicate with outside agencies, where appropriate.
- D. Appendices:
  - Appendix 1 – Volunteer Self Declaration Form
  - Appendix 2 – Volunteer Application Form
  - Appendix 3 – Reference Request Form
  - Appendix 4 – Photography Form
  - Appendix 5 – Incident Report Form
  - Appendix 6 – Database Information
  - Appendix 7 – References and Acknowledgements

## A WHAT IS ABUSE?

This section provides information on:

1. How, why and types of abuse that can occur
2. How to recognise the signs that abuse is occurring
3. Good practice procedures

### A1 How does abuse occur?

It is important to understand exactly what is meant by abuse. There is sometimes a fine line between acceptable and unacceptable behaviour, and it is important that anyone connected with the Association, and particularly the athletes, understands this boundary. It is also important that the signs of abuse are understood, as the victims of abuse often feel unable to tell anyone.

Whilst these procedures are designed to ensure that incidents are brought to light, and dealt with properly, it is equally important to try to ensure that such incidents do not occur in the first place. There are a number of 'good practice' rules that help avoid potential situations occurring.

The Children's Act (1989) and Working Together to Safeguard Children (1999) state that there are four main types of abuse - **Physical, Sexual, Emotional and Neglect**, though it is important to also consider **Financial abuse**. In general terms, abuse may be the action or inaction by, for example, a coach, volunteer or paid helper, family member or another young athlete.

**Physical Abuse** is just what the term implies - hurting or injuring a person, for example, by hitting them. In a sporting context it might also occur if a person is forced to train beyond his/her capabilities, or the intensity of training disregards a disabled person's impairment. Physical abuse may also occur through encouraging the inappropriate use of substances to stimulate performance.

**Sexual Abuse** occurs when a person knowingly or unknowingly takes part in something that meets the sexual needs of the other person or persons involved - it could range from sexually suggestive comments to actual sexual contact. In a sporting context it could involve inappropriate photography or videoing, for the gratification of the viewer.

**Emotional Abuse** occurs when a person is not given help and encouragement and is constantly derided or ridiculed or ignored. Conversely, it can also occur if a person is over-protected. In a sporting context this is present in the unrealistic expectations of parents and coaches over what an athlete can achieve, or the undermining of an athlete through ridicule. Bullying is likely to

come into this category. Racially and sexually abusive remarks constitute emotional abuse and it can be a feature of bullying. In the case of learning disability, emotional abuse can occur through failing to communicate important information accurately or appropriately, providing misleading statements or failing to ensure a person understands the information given.

**Neglect** usually means failing to meet a person's basic needs such as food, warmth, adequate clothing, medical attention etc. It could also mean failing to ensure they are safe or exposing them to harm. In a sporting context it may be when an athlete's personal or intimate requirements are ignored, particularly if they are disabled, or where an athlete is not cared for in a way appropriate or according to their needs.

**Financial abuse** means failing to act in a person's best interests, when managing money issues. This might include inappropriate payments, or mismanagement of funds held or managed on behalf of athletes.

## **A2 Recognising the signs of Abuse**

Recognising abuse is not always easy. The examples listed below are not a complete list and are only indicators - not confirmation:

- unexplained or suspicious injuries such as bruising, bites or burns, particularly situated on a part of the body not normally prone to such injuries
- the person says that he or she is being abused, or another person says they believe (or actually know) that abuse is occurring
- the child has an injury for which the explanation seems inconsistent or which has not been adequately treated
- the child's behaviour changes, either over time or quite suddenly, and he or she becomes quiet and withdrawn, or alternatively becomes aggressive
- refusal to remove clothing for normal activities or keeping covered up in warm weather
- the child appears not to trust adults, e.g. a parent or coach with whom he or she would be expected to have, or once had, a close relationship, and does not seem to be able to make friends

- he or she becomes increasingly neglected-looking in appearance, or loses or puts on weight for no apparent reason
- pain or itching, bruising or bleeding in or near the genital area
- the child shows inappropriate sexual awareness for his or her age and sometimes behaves in a sexually explicit way

Bear in mind that children and adults with learning disability are particularly vulnerable to abuse and may have added difficulties in communicating what is happening to them. Dependency on others for primary needs such as feeding, clothing and intimate care may make a young person feel powerless to report abusive treatment.

A fear of retribution for "telling" can be a powerful "silencer". Difficulty in identifying abusive situations or behaviour may allow it to continue.

### **A3 Good Practice which can help to prevent abuse**

- Avoid situations where coaches and other volunteers and athlete are alone. GBWBA Acknowledges that occasionally there may be no alternative - for example, an athlete may fall ill and have to be taken home.
- Ascertain the athlete's and the parent's views about support needs for athletes who need this kind of help. If it is necessary to do things of a personal nature for children or young adults, make sure you have another adult accompanying you. Get the person's consent if at all possible and certainly get consent from the parent. Let the athlete know what you are going to do and why.
- Ensure that mixed squads are always accompanied by male and female coaches/ and volunteers
- Don't allow any physically rough or sexually provocative games, or inappropriate talking or touching by anyone, in any group for which you have responsibility.
- In competitions or at squad training events, look out for people who do not appear to be relatives or friends of children who are competing but, nevertheless, seem to spend a lot of time videoing or photographing them. Report these incidents to the team manager, coach or the Association's Welfare Officer.

- If you are organising an event, ensure an appropriate accreditation system is in place for parents/relatives and bona fide press photographers.
- Ensure squads adhere to the GBWBA Codes of Conduct, and that all coaches, volunteers and helpers are registered with GBWBA. See Appendix 6.
- Publicise the GBWBA policy amongst colleagues, athletes and parents and ensure that it is a standing agenda item at sub-committee meetings.
- Ensure that a member of the sub-group is the designated welfare officer, and appropriate cover is available in their absence.

If the procedures and guidance contained here are implemented properly, they can offer safeguards to everyone involved in the Association and in doing so help to maintain the credibility of GBWBA. Most of all, though, they can help to prevent children being abused.

## **B Implementation and Monitoring**

This section addresses the following areas:

1. The recruitment of volunteers and paid staff.
2. Policy on photographic equipment and filming equipment.
3. How to make a complaint
4. How GBWBA will respond to allegations, including investigating the complaint, supporting the individuals concerned, disciplinary procedures and appeals procedure.
5. A list of the external agencies GBWBA may take/act upon advice from, or provides information to.
6. Flowchart showing investigation and reporting procedure.

### **B1 Recruitment of new staff and volunteers**

GBWBA relies upon its volunteer base to both manage the organisation and deliver the activities it provides. Without a dedicated volunteer resource the organisation could not survive, nor would the sport of wheelchair basketball have progressed as quickly or as far as it has.

Nevertheless, the recruitment and selection of volunteers is the most critical time when child and vulnerable adult protection issues must be addressed. It is important therefore that appropriate checks become 'procedure' - an accepted and welcomed practice - rather than an invasive, bureaucratic process that questions the integrity or motive of even the most willing of volunteers.

***Job Descriptions:*** In future, all volunteers who are recruited to positions can expect a detailed job description and an evaluation of the duties they will be expected to undertake. The responsibility for supplying such details will be the appointing officer/office.

The job description should carry a statement detailing the degree of contact with children and/or vulnerable adults, and the need for appropriate checks to be undertaken prior to commencing the role.

The wording can be adapted as necessary but should read along the lines of:

*The position described above involves substantial access to children and vulnerable adults. As an organisation committed to the welfare and protection of its members, it is GBWBA policy to request individuals to complete a self-declaration form, giving two referees whom we may contact. In addition a police check will be undertaken. Though details will remain confidential, should we be given any reason at all to be concerned about the applicant, we reserve the right to retract the offer of joining the GBWBA volunteer base, and may undertake to contact the police, local authority or other organisations with whom the individual is associated. A copy of the policy may be requested at any time, and may be discussed in private with the GBWBA Protection Officer.*

**Application and Self Declaration forms:** In future, any staff/volunteers joining GBWBA should be given an application form and self-declaration form to complete. A copy of each form appears in Appendices 1 and 2, along with guidance notes. Though a position may be offered to an individual subject to receiving the signed form, the applicant must not commence the role, nor act as a representative of the organisation, until satisfactory references have been obtained.

The form will request information regarding an applicant's qualifications and experience for the post.

**Requesting references:** References should be requested from people who have known the applicant in a capacity pertinent to the role for which they are applying. They should have known the individual for at least two years.

A copy of the 'Reference Request Form' duly headed with the name of the applicant and the position should be sent, along with a pre-addressed envelope, to each referee. A copy of the job description may also be sent. A copy of the form appears in Appendix 3

Upon receipt, an assessment should be made on the responses given by the Protection Officer.

**Police checks:** Registration with the Criminal Records Bureau (CRB) enables the GBWBA to gain access to information held by police on individuals. Appropriate requests should be made to the CRB whenever a volunteer is to be appointed. The GBWBA Protection Officer will assess the information received.

Where a reference/police check gives cause for concern it will be the responsibility of the GBWBA Protection Officer to undertake follow up procedures to clarify the nature and extent of these concerns, and make recommendations to the sub-group or Executive Committee to address them.

**Exclusions:** It is obvious that the procedures described above cannot be implemented where a volunteer is recruited for a one-off occasion (e.g. a specific event). Where such recruitments are necessary (for example when students are recruited to help at events), GBWBA will only approach known individuals, or those people for whom a teacher or club official can provide suitable verbal reference or recommendation.

**Induction:** *Volunteers joining the Association, whether in a sport, or general capacity, can expect to receive information regarding-*

- Roles and responsibilities of the post
- The person to whom they are accountable, and for whom they are accountable
- Grievance procedures
- Familiarisation with key policies, including the Child/Vulnerable Adult protection guidelines

**Existing volunteers:** *Though many of the Association's volunteers have worked with, and supported, the organisation for a number of years, the Executive Committee of GBWBA, upon adopting the procedures, also undertakes to lead by example, and will be conducting new checks on all existing volunteers. This should not be seen as interrogative or a breach of trust, but an undertaking to ensure that all volunteers, new and existing, have provided an identical set of information against a clear policy.*

**Registered volunteers:** Upon satisfactory submission of the application forms, and appropriate background checks have been completed, all volunteers and paid officers will be presented with a registration card. This will be valid for two years, and will be renewed only if the volunteer is still active within the program of the Association. Volunteers will be expected to carry the registration card at all times, when representing or undertaking work for the Association, and should be expected to present it on-demand.

## **B2 GBWBA Procedures for the use of Photography and Filming Equipment**

GBWBA recognise that abuse can extend beyond acts of a physical or mental nature. The Association will therefore only permit the use of photography or filming equipment at GBWBA organised events by properly accredited users.

The following people must register their intentions by completing the 'Use of Photography Equipment form' (see Appendix 4), with the event organiser. It is the responsibility of the organisers to ensure that forms are readily available.

- **Professional photographers/ filming / video operators** - Where possible, professional photographers etc should register at least 36 hours before the event, providing some form of professional identification together with the self declaration form
- **Students or amateur photographers / film / video operators** - should submit a self declaration form together with their student or club registration card and a letter from their club / educational establishment outlining their motive for attending the event
- **Spectators (including parents or relatives)** - spectators wishing to use photographic / film / video equipment with a telescopic or zoom lens should register their intent with the promoter of the event by completing a self declaration form (standard cameras without zoom facilities are exempt if used from the spectator area).

In future, all event programmes, will carry a statement highlighting the need to register photography equipment with the organisers, prior to its use. Where appropriate, similar statements will also appear in pre-event information or entry forms. The statement can be amended according to the specific activity, but should read along the lines of:

*GBWBA Protection of children and vulnerable adults - Use of Video and close range photography*

*GBWBA requires any person wishing to use photographic or filming equipment to register themselves with the event organiser prior to using the equipment. This applies to all professional and amateur photographers and spectators with zoom or close range photographic equipment. Spectators using standard equipment from the spectator area, or professionals hired by the organiser for the specific purpose of recording the event, are exempt. Details and declaration forms are available from the organiser or by contacting the GBWBA Office.*

*The promoter reserves the right to decline permission to any person who fails to meet these conditions, or fails to give satisfactory motive for recording the event. Where necessary the police may also be informed.*

*If you are concerned about photography at an GBWBA event, contact the organiser or member of staff.*

Signs will also be placed at the entrance to events giving the same details and via announcements at the start of each event.

Responsibility for implementing and monitoring the procedures will be undertaken by the event organiser. Where possible, organisers should issue

accreditation badges to eligible photographers, to avoid confusion or possible embarrassment. Regular photographers need only register once.

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

Where a photographer fails to register, or where there is sufficient reason for the organiser to doubt the motive of a photographer, GBWBA reserve the right to prevent access to the event by that person.

Should this fail, GBWBA maintain the right to contact the venue management and, where necessary, the police.

### **B3 How to make a complaint**

Complaints may occur in a number of ways – a disclosure to a fellow athlete, a coach or a parent. It is important, however, to be able to address the complaint effectively and that the content and nature of the complaint is recorded on paper as quickly as possible.

It is also important to understand the type of complaint being made. GBWBA has a documented 'complaints procedure', which should be followed for incidents of a general nature, and an 'injury report form' when an athlete, volunteer or staff member is injured and treated whilst working for, or in the care of, GBWBA.

The Child and Vulnerable Adult Protection complaints procedure should be used to record allegations of a more serious nature, and those which fall under the broad headings and definitions given in section A.

Official complaints should be submitted on the "Incident Record Form" (see Appendix 5), and posted to the Protection Officer labelled "Addressee Only – Private and Confidential" c/o of the GBWBA Office. (Note: The GBWBA Office will not open any letter marked for the attention of the Welfare Officer).

It is likely that athletes will need support and guidance in completing these forms; hence it is important, if an athlete makes a disclosure to you that the following guidelines are adhered to:

- React calmly so as not to frighten or deter the person
- Reassure them that you are glad that they told you
- Do not promise to keep it to yourself

- Explain that you need to make sure that they will be safe and may have to pass on the information to someone trusted to deal with it appropriately
- Listen to what the person says and take it seriously
- Only ask questions if you need to clarify what the person is telling you - don't ask about explicit details
- Don't ask leading questions - a leading question is one that pre-supposes the answer e.g. "Did Jim hit you?"
- Make a detailed note of what the person has told you and, pass on this information without delay
- It is not your responsibility to decide whether a person is being abused. GBWBA are requesting you to act on your concerns by making a detailed note of what you've seen or heard. This information should be transferred to the 'incident record form' provided (see Appendix 5), copies of which are available from the GBWBA Office, your team Manager or Welfare Officer.
- It is important that you report any concerns as quickly as possible to the Welfare Officer within the sub-group. It is in the interests of all person's involved that the information you give is accurate and detailed
- If you suspect the Welfare Officer of being involved, you should tell the Chairman/Vice Chairman of the Association
- Alternatively, you can ring the GBWBA Protection Officer, where you can talk to someone who understands both your involvement with the squad and the requirements of the child & vulnerable adult protection policy.
- If you need urgent advice you could may contact the NSPCC Child Protection Helpline (0808 800 5000) or, in an emergency, the Police.

It is never easy to respond to a young person who tells you that they are being abused and you may feel upset and worried yourself. Make sure that you are offered adequate support and an opportunity for de-briefing, bearing confidentiality in mind.

#### **B4 How GBWBA will respond to incidents, reports and disclosures.**

Should an incident be reported, GBWBA is committed to responding to it quickly, efficiently and fairly. In the first instance, and upon receipt of the details, the sub-group Welfare Officer will be responsible for assessing the information given in the report and collecting any additional evidence as necessary from the person submitting the incident form.

**Minor incidents:** *It may be deemed on the information given that a situation has occurred through a lack of awareness, lack of training, poor planning or lack*

*of volunteer support. Minor incidents can be addressed easily, and appropriate action should be taken to tackle the problem. This may involve reporting the problem to the chairperson of the group, or may be addressed by speaking to the individuals concerned. Such actions and follow-up must be clearly communicated to the parties involved, and must be felt to be satisfactory to all. A full report will then be given to the GBWBA Protection Officer.*

**Major incidents:** If the report concerns a more serious allegation a clear grievance/disciplinary procedure must be initiated. In the first instance, the Welfare Officer within the group should contact the GBWBA Protection Officer giving full details of the allegation. The Protection Officer will instigate a full investigation and will inform the GBWBA Chairman with the results.

This will include collecting information on the exact nature and extent of the incident and the persons involved

Where an athlete or volunteer is to be interviewed or questioned about an incident, each will be allowed one representative to accompany them to the meeting. The person should be allowed to aid communication issues, but should not lead the individual or answer on their behalf.

If necessary, and in accordance with the code of conduct, persons involved may be temporarily suspended from duty whilst the investigation is undertaken. This will be done in writing giving details of the reasons the action is necessary, and must be authorised by the Executive Committee of GBWBA at the request of the Protection Officer.

Following investigation, the GBWBA Protection Officer will produce a full report, detailing their findings and making recommendations regarding:

- Appropriate disciplinary action to be taken
- Criteria for re-instatement
- Recommendations to avoid a similar incident re-occurring

This will be presented to the Executive Committee of GBWBA who will make an appropriate judgment and take any disciplinary action necessary. Where the allegation is found to have merit, and is of a significant nature the Police and Social Services and the people concerned may also be informed of the incident. The person's registration card will also be returned to the Association.

**Supporting individuals:** *It is important that throughout the investigation, all individuals are given adequate support and guidance. It is equally important that they understand the process, and the actions that will be taken.*

Where an investigation is to take place, an athlete's parents should be informed. The GBWBA Protection Officer will be responsible for communication with the individuals concerned.

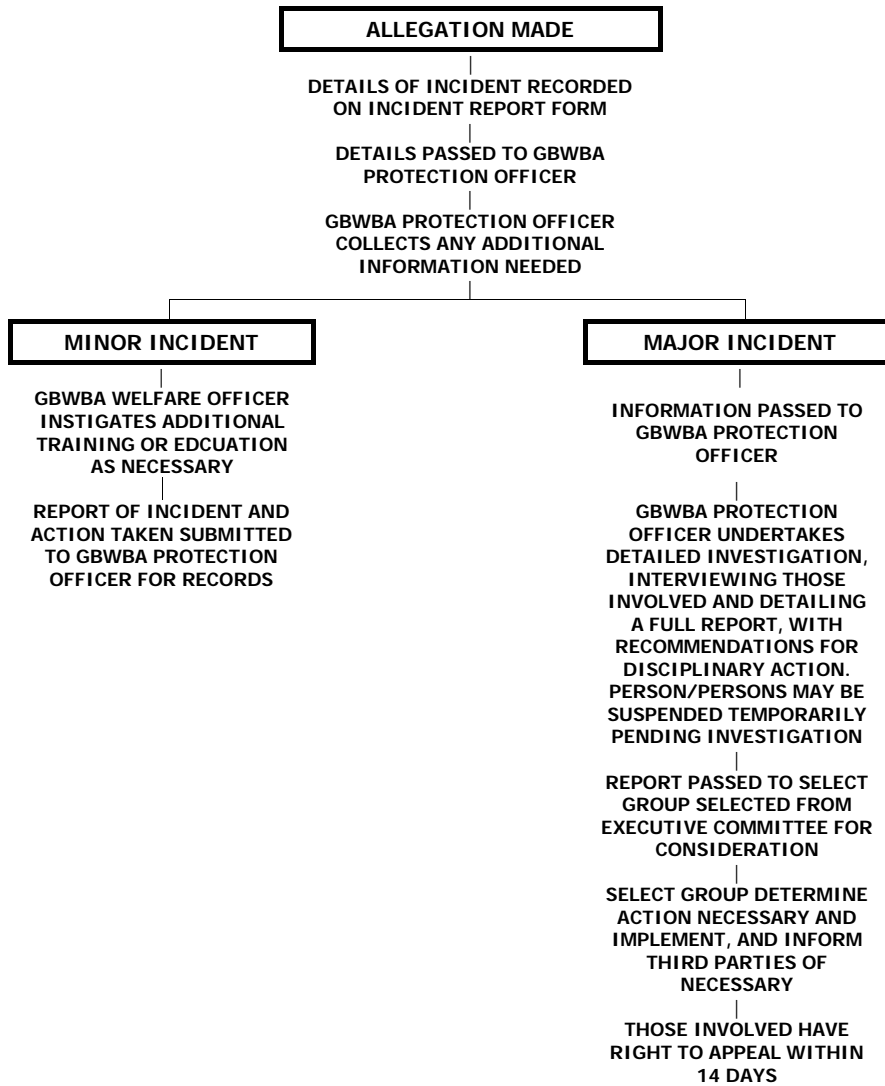
**Appeals:** On conclusion of the investigation, the individuals concerned maintain the right to appeal against the decision and the Executive Committee's findings. This should be done in writing to the Chairperson, within 14 days, stating clearly the objection, and reasons. Should an appeal be made, the group should reconvene to re-assess the decision, with findings being reported within 14 days. The decision will then be deemed to be final.

## **B5 A list of the external agencies with whom GBWBA may share advice and information**

GBWBA reserves the right to share information regarding individuals where it has reason to believe that the person may not be suitable for work with children or vulnerable adults. These organisations include:

- The English Federation of Disability Sport
- National Disability Sports Organisations
- Special Olympics UK
- Mencap/Gateway
- Local Authorities
- Social Services
- The Police Authority
- Governing Bodies of Sport
- The UK Sports Council
- Child Protection in Sport Unit
- Association clubs
- Local clubs or sports organisations

## B6 Flowchart showing the process for dealing with allegations



## **C Communication, Education and Support**

This section includes information on the following areas:

1. How details of the guidelines will be communicated to members
2. Who will be responsible for the policy's implementation

### **C1 Communication Strategy**

To be effective, the policy must be accessible to, and understood by, anyone within the organisation. This includes the management, volunteers, paid staff, parents and the athletes.

More importantly, however, to be effective, the policy needs to be one that people can use without fear of retribution or embarrassment. It is important that the procedures detailed in this document are communicated in a sympathetic, non-intimidating way. After all, the biggest hurdle facing an athlete who is being abused is actually telling someone.

An athlete with a learning disability or a minor will require additional support and assistance, in order that they understand the reasons they are making a claim, how it will be conducted, and the possible outcomes. Similarly, it is important that the parents and advocates of athletes understand the procedure, and remain fully informed if an incident occurs.

To ensure that these issues are addressed, GBWBA are committed to implementing the following communication strategy:

- A transparent policy. The policy document will be available on request to anyone connected to the organization.
- An information leaflet will be distributed periodically and made available to all athletes, parents, coaches and volunteers. The leaflet will give details of why the policy is in place, how to report an incident and where to go for advice and assistance. It will be produced in a format that can be understood by athletes
- The leaflet will include numbers to call for outside agencies, for example the NSPCC Child Protection Helpline 0808 800 5000.
- The policy will be discussed with athletes, parents and coaches periodically. This will be the responsibility of the Welfare Officer.
- Details of the policy, including the information leaflet, will be given to new athletes joining the GBWBA squads and the opportunity to discuss its content will be available.
- The policy will appear on the GBWBA website.

## **C2 Implementation strategy**

Responsibility for implementing this policy is clearly structured. Each sub-group will be required to appoint a Welfare Officer, who will be responsible for implementing the policy within that group, and for monitoring it on an ongoing basis.

To assist with this process, child protection issues will be an intrinsic element of our Level II coaching qualification to ensure that each coach fully understands the nature and requirements of the duties of the Welfare Officer. Each Welfare Officer will be offered an opportunity to attend a 3 hour Protection of Children and Adults in Sport course, delivered by Sport Coach UK.





**Part B - Self declaration (for completion by the person named in section A only)**

**1. Have you ever been convicted of any criminal offences?**

Yes/No? If yes, please provide full details.

Note: You are advised 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.

**2. Are you a person known to any social services department as being an actual or potential risk to children and/or vulnerable adults?**

Yes/No? If yes, please provide full details.

**3. Have you had a disciplinary sanction (from a sports provider or other organisation or governing body)?**

Yes/No? If yes, please provide full details below.

**4. Declaration**

I have read and understood the information leaflet regarding GBWBA Child Protection Policies and Procedures. I hereby consent to GBWBA undertaking CRB, Police and/or Social Services checks against me. I understand that the information contained on this form, the results of checks and information supplied by third parties, will be held by GBWBA. I understand that this information may be made available to other clubs/organisations, governing bodies or organisations that have an interest in child/vulnerable adult protection issues.

I agree to notify GBWBA immediately of any changes to the information contained on this statement promptly.

Signed \_\_\_\_\_ (person named in Section A) Date \_\_\_\_\_

Print Full Name \_\_\_\_\_

Return this form in the envelope provided DIRECTLY to the sub-group Welfare Officer.



### Volunteer Application Form

This form is to be completed by any individual wishing to undertake a voluntary or occasional role with GBWBA. This form is not intended for paid employees.

The information contained within this form will remain confidential.

Position Applied For:

Surname	First Name	Middle Name	Title
Any other names by which you have previously been known:			
Present Address:			
Postcode:			
Telephone Numbers: Day                  Evening                  Mobile			
Previous Addresses (if at present address for less than 3 years)			
Date of Birth	Place of Birth	National Insurance Number	
Current Occupation (including voluntary positions)			
Current Employer (name and address)			
Position and brief description of duties			
Start date:			
Previous Occupation (including voluntary positions)			
Previous Employer (name and address)			
Position and brief description of duties			
Start Date:    Finish Date:			

Qualifications:	
Interests:	
Experience relevant to the post applied for:	
Previous experience of working within a disability sport environment:	
Reasons for applying for the position:	
References: Please give the names of two people who have first hand experience of you working with children and vulnerable adults and whom we can contact for a reference. We may additionally contact your current employer. Referees must have known you for at least 2 years.	
Name Organisation Address  How long have you known this person and in what capacity?	Name Organisation Address  How long have you known this person and in what capacity?

<p><b>I agree to abide by the Association's Code of Conduct and child/vulnerable adult protection policies. I understand that prior to undertaking any role with the Association, I will be required to complete a self declaration form which will be used to undertake a police check. The results of this check, and the information I provide, may be shared with partner agencies.</b></p> <p>Sign _____ Date _____</p> <p>Please print name _____</p>
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**Reference Request Form**

**CONFIDENTIAL**

Name:

Position applied for:

The above person has expressed an interest in working with the Great Britain Wheelchair Basketball Association. The post involves substantial access to children and vulnerable adults. As an organisation committed to the welfare and protection of children and vulnerable adults, we are anxious to know if they are suitable for the job, and the if there is any reason to be concerned about this person being in contact with children or vulnerable adults.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the post. We would appreciate you being extremely candid, open and honest in your evaluation of this person. We may contact you to discuss your answers if necessary.

<b>How long have you known this person?</b>
<b>In what capacity?</b>
<b>What attributes does the person have that would make them suited to this work?</b>

**Please rate this person on the following criteria (✓ one box only for each attribute)**

	Poor	Average	Good	Very Good	Excellent	Please add any comments (optional)
Responsibility						
Maturity						
<i>Self Motivation</i>						
Can motivate others						
Team skills						
Trustworthiness						
Reliability						

This post involves substantial access to children and adults with a learning disability. Do you have any reason at all to be concerned about this applicant being in contact with children or vulnerable adults?

**State Yes or No: \_\_\_\_\_ If you have answered yes, we will contact you in confidence.**

<b>Signed</b>	<b>Date</b>
<b>Print Name</b>	
<b>Position</b>	<b>Organisation</b>
<b>Telephone Number(s): Day</b>	<b>Evening</b>

Thank you. Please return this reference form in the envelope provided.



**GBWBA Photography Registration Form**

GBWBA will only permit the use of photography or filming equipment at organised events, training courses or similar activities by properly accredited users.

The following people must register with the event organiser.

- **Professional photographers / filming / video operators** - Where possible, professional photographers etc should register at least 36 hours before the event, providing some form of professional identification together with the self declaration form
- **Students or amateur photographers / film / video operators** - should submit a self declaration form together with their student or club registration card and a letter from their club / educational establishment outlining their motive for attending the event
- **Spectators (including parents, relatives or carers)** - spectators wishing to use photographic / film / video equipment with a telescopic or zoom lens should register their intent with the promoter of the event by completing a self declaration form (standard cameras without zoom facilities are exempt if used from the spectator area).

Event/Date/Venue:
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Surname	First Name	Middle Name	Title
Company Name			
Address:			
Postcode:			
Telephone Numbers:	Day	Evening	Mobile
Reason for attending			
Who will the photos be made available to?			
Will GBWBA receive copies of photos taken?			

When complete, please post this form, marking your envelope to:

**Protection Officer**  
 GBWBA Office  
 Suite B Technology Centre  
 Epinal Way  
 Loughborough  
 Leicestershire  
 LE11 3GE



**Incident Record Form**

**CONFIDENTIAL**

**Person's Name:**

**Person's Address:**

**Phone Number:**

**Date of Birth:**

**Carer/Advocate's Name:**

**Carer/Advocate's Address:**

**Phone Number:**

**Please refer to the following notes before completing:**

- Keep questions to a minimum – obtain sufficient information to only understand what is being said
- Distinguish between conjecture, fact and opinion
- State the exact nature of the allegation – e.g. physical, emotional, sexual or a combination
- Include a description of any physical marks, and state the location of any injury or bruising
- Include the person's account of how these occurred. Let the person tell it in his or her own way
- Ensure relevant dates, times and frequencies are included
- Note any other organisations spoken to, e.g. police, social services etc
- Ensure the information remains confidential
- Use additional paper if necessary

Details of the incident or allegation:

Action Taken:

External agencies contacted:

Police	Date:	Name & Contact number: Advice received:
Social Services	Date:	Name & Contact number: Advice received:
Local Authority	Date:	Name & Contact number: Advice received:
Other?	Date:	Name & Contact number: Advice received:

Details of person completing this form. You may be contacted to discuss the content of this report:

<b>Signed</b>		<b>Date</b>
<b>Print Name</b>		
<b>Position</b>		<b>Organisation</b>
<b>Telephone Number(s): Day</b>		<b>Evening</b>

When complete, please post this form, marking your envelope "Private and Confidential – Addressee Only" to:

**PROTECTION OFFICER**  
 c/o GBWBA Office  
 Suite B Technology Centre  
 Epinal Way  
 Loughborough  
 Leicestershire  
 LE11 3GE



**Database information held by GBWBA**

GBWBA reserves the right to hold information about individuals working with the Association that are pertinent to the job undertaken and the responsibilities it carries. The information will not be shared with a third party without consent unless necessitated by procedures detailed within these guidelines, or an emergency situation occurs.

The information held will include, but is not limited to:

- Name
- Date of Birth
- Nationality
- Contact details
- Qualifications
- Medical history
- Previous/current employment details

The Children Act, National Children's Bureau (1989)

Working Together to Safeguard Children (1999), Department of Health

ASA Child Protection Policy, Amateur Swimming Association, 1999

Protecting Children: a guide for sportspeople, Sports Coach UK