



# YOUNG PEOPLE

## **GOOD PRACTICE FOR ROWING IN WALES**

### **Participant Welfare, Good Practice and Child Protection Policy and Procedures**

#### 1 Policies of the Welsh Amateur Rowing Association

##### *1.1 Introduction*

Everyone who participates in Rowing is entitled to do so in an enjoyable and safe environment. To ensure this, the Welsh Amateur Rowing Association (WARA) has developed principles that all its personnel and member clubs should follow.

These principles apply to all participants, but young people in particular are entitled to a higher duty of care and to be protected from poor practice or abuse. Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with children in order to harm them. WARA is committed to devising and implementing policies so that everyone in the sport accepts their responsibilities to safeguard children from harm and abuse. This means following procedures to protect children and to report any concerns about their welfare to appropriate authorities.

Everyone working in rowing either in a paid or a voluntary capacity, together with those working in affiliated organisations, has a role to play in safeguarding the welfare of children and preventing their abuse. Anyone may have regular contact with children and be a very important link in identifying cases where a child needs protection. The Association advises that coaches of Juniors be ARA qualified and that in any case they fully accept the Sportscoach UK Code of Conduct which is included in all ARA Coaching Course Handbooks.

All policies and procedures discussed below refer to vulnerable adults as well as to children.

##### *1.2 Policy statement*

WARA is committed to the following:

- the welfare of young people is paramount
- all young people, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in Rowing in a fun and safe environment
- taking all reasonable steps to protect young people from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings

- all suspicions and allegations of poor practice or abuse will be taken seriously, and responded to swiftly and appropriately
- all WARA employees who work with young people will be recruited with regard to their suitability for that responsibility, and will be provided with guidance and/or training in good practice and child protection procedures
- that all its member clubs and affiliated organisations will similarly accept responsibility for the welfare of the young people in their care in accordance with WARA's policies and procedures, and will incorporate this within their constitutions

### *1.3 Terms and abbreviations*

The following terms and abbreviations are used in this document.

- Anyone under the age of 18 is considered to be a child/young person
- 'Parent' is used as a generic term to include parents, carers and guardians
- 'Personnel' includes employees of WARA as well as volunteers and all participants in the sport of Rowing
- 'Welfare Officer' is the individual within an affiliated club whose responsibilities are explained in section 3.4 below

WARA: Welsh Amateur Rowing Association

CPO: Child Protection Officer (of WARA)

CRB: Criminal Records Bureau

## **2 Good Practice, Poor Practice and Abuse**

### *2.1 Introduction*

To provide young people with the best possible experience and opportunities in Rowing, everyone must operate within an accepted ethical framework (such as the Sportscoach UK Code of Conduct) and demonstrate exemplary behaviour. Not only will this allow Rowing to make a positive contribution to the development of young people and safeguards their welfare, but it also protects all personnel from the risk of false allegations of abuse or poor practice.

It is not always easy to distinguish poor practice from abuse, whether intentional or accidental. It is not therefore the responsibility of employees or participants in Rowing to make judgements about whether or not abuse is taking place. It is, however, their responsibility to identify poor practice and possible abuse and to act if they have concerns about the welfare of a child, as explained in section 4. This section will help you identify what is meant by good practice, poor practice and abuse.

## 2.2 Good practice

All personnel should adhere to the following principles and actions.

- Before undertaking any activities involving young people, conduct a risk assessment to identify possible sources of danger and take appropriate action to minimise these risks
- Make the experience of Rowing fun and enjoyable; promote fairness, confront and deal with bullying and do not condone rule violations or the use of prohibited or illegal substances; insist on adherence to WARA Water Safety Code and its Child Protection procedures
- Treat all young people equally; this means giving both the more and less talented members of a group similar attention, time, respect and preserving their dignity
- Respect the developmental stage of each young person and do not risk sacrificing their welfare in a desire for club or personal achievements. This means ensuring that the training intensity is appropriate to the physical, social and emotional stage of the development of the rower – guidance on how much and how often juniors should train is available from WARA. Training and competition schedules must be suited primarily to the needs and the interests of the child, not those of the parents, coaches or club
- Build relationships based on mutual trust and respect, in which young people are encouraged to take responsibility for their own development and decision-making. Avoid situations where the coach or team manager use their position and power to decide what the rower should or should not do without consideration of the young person's needs and capabilities
- Always be publicly open when working with children. Avoid coaching sessions or meetings where a coach and an individual athlete are completely unobserved
- Where children need to be supervised in the changing rooms, coaches should work in pairs, and involve parents if possible. Maintain an appropriate and open environment, with no secrets.
- Avoid unnecessary physical contact with young people. Where any form of physical guidance is required in teaching technique, this should be provided openly and with the consent of the athlete. It is important to educate parents of what is and is not acceptable technically in the context of rowing. Physical contact (touching) can be appropriate so long as it is neither intrusive nor disturbing and the athlete's permission has been given.
- Maintain a safe and appropriate relationship with athletes. It is inappropriate for coaches and others in positions of authority to have an intimate relationship with a young person, even if they are over 16, the normal age of legal consent. (This could also be a criminal offence 'abuse of trust' in certain circumstances defined by the Sexual Offences (Amendment) Act 2000)

- Maintain appropriate standards of behaviour at social events that young people attend
- Be an excellent role model, for example by not smoking or drinking alcohol while working with young people
- Communicate regularly with parents and involve them in decision-making. Gain their consent in writing to act in loco parentis to give permission for the administration of emergency first aid or other medical treatment if the need arises
- Be aware of any medical conditions, existing injuries and medicines being taken. Keep a written record of any injury or accident that occurs, together with details of any treatment given. Arrange that someone with knowledge of first aid is readily available
- Gain written parental consent for any significant travel arrangements, especially if an overnight stay is involved

### *2.3 Poor practice*

The following are regarded as poor practice and should be avoided by all personnel.

- Unnecessarily spending excessive amounts of time alone with children away from others
- Taking children alone in a car on journeys, however short
- Taking children to your home where they will be alone with you
- Sharing a room with a child
- Engaging in rough, physical or sexually provocative games, including horseplay
- Allowing or engaging in inappropriate touching of any form
- Allowing children to use inappropriate language unchallenged
- Making sexually suggestive comments to a child, even in fun
- Reducing a child to tears as a form of control
- Letting allegations a child makes go unchallenged, unrecorded, or not acted upon
- Doing things of a personal nature that children can do for themselves
- Having children stay at your home with you unsupervised

Where cases arise where it is impractical to avoid any of the situations mentioned in this section, they should only occur with the full knowledge and consent of someone in charge in the organisation and the children's parents.

If during your care of a child you accidentally hurt them, the child seems distressed in any manner, appears to be sexually aroused by your actions, or misunderstands or misinterprets something you have done, report any such incidents as soon as possible to another colleague and make a brief written note of it. Parents should also be informed of the incident.

## 2.4 Abuse

Abuse in all its forms can affect a child at any age. The effects can be so damaging that if not treated, they may follow an individual into adulthood. For example, an adult who has been abused as a child may find it difficult, or impossible, to maintain a stable, trusting relationship; may become involved with drugs or prostitution; may attempt suicide; or may abuse a child in the future.

Children with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation, and a powerlessness to protect themselves, or adequately to communicate that abuse has occurred. Children from ethnic minorities, who may also be experiencing racial discrimination, may be, or feel, doubly powerless in these respects.

Abuse may take a number of forms, and may be classified under the following headings:

### Neglect

This is where adults fail to meet a child's basic needs like food, shelter, warm clothing or medical care, or to protect them from physical harm. Children might also be constantly left alone or unsupervised. Neglect in a sport situation could include a coach not keeping children safe, or exposing them to undue cold, heat or the unnecessary risk of injury. In particular, those in charge of young people must always make sure that they have adequate clothing for the prevailing conditions.

### Physical Abuse

This is where someone physically hurts or injures children, for example by hitting, shaking, throwing, squeezing, burning, suffocating and biting or otherwise causing physical harm to a child. Giving children alcohol or inappropriate drugs would also constitute physical abuse.

In sports situations, physical abuse might occur when the nature and intensity of training disregard the capacity of the child's immature and growing body.

### Sexual Abuse

Girls and boys can be abused by adults or other children, both male and female, who use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse or fondling. Showing children pornographic material is also a form of sexual abuse.

In sport, activities which might involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. Also the power of the coach over young athletes, if misused, may lead to abusive situations developing.

## Emotional Abuse

Persistent lack of love and affection, where children may be led to believe that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may involve the child being constantly shouted at, threatened or taunted which may make the child very nervous and withdrawn. It may also feature age or developmentally inappropriate expectations being imposed on children. Emotional abuse also occurs when there is constant overprotection, which prevents children from socialising.

Emotional abuse in sport might include situations where children are subjected by a parent or coach to constant criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure in order to perform to high expectations.

## Bullying

This may be bullying of a child by an adult or another child. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It may be physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name-calling, graffiti, abusive text messages transmitted by phone or on the internet), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group), or sexual (e.g. unwanted physical contact or abusive comments).

In sport, bullying may arise when a parent pushes a child too hard to succeed, a coach adopts a win-at-all-costs philosophy, or a rival athlete or official uses bullying behaviour.

## *2.5 Indicators of abuse*

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. WARA acknowledges that most people involved in Rowing are not experts in such recognition, but indications that a child is being abused may include one or more of the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury for which an explanation seems inconsistent
- The child describes what appears to be an abusive act involving him/her
- Someone else – a child or adult, expresses concern about the welfare of a child
- Unexplained changes in a child's behaviour – e.g. becoming very quiet, withdrawn, or displaying sudden outbursts of temper - or behaviour changing over time
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour in games

- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Difficulty in making friends
- Being prevented from socialising with other children
- Displaying variations in eating patterns including overeating or loss of appetite
- Losing weight for no apparent reason
- Becoming increasingly dirty or unkempt

It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indicators is not proof that abuse is actually taking place. It is not the responsibility of those working in rowing to decide that child abuse is occurring, but it is their responsibility to act on any concerns.

Signs of bullying may include

- Behavioural changes such as reduced concentration or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctant to go to training or to competitions
- an unexplained drop-off in performance
- physical signs such as stomach-aches, headaches, difficulty in sleeping, bed-wetting, scratching and bruising, damaged clothes and bingeing on food, cigarettes or alcohol
- a shortage of money or frequent loss of possessions

### 3 Recruiting and selecting personnel to work with children

#### *3.1 Introduction*

Anyone may have the potential to abuse children in some way and it is important that all reasonable steps are taken to prevent unsuitable people from working with children. This applies equally to volunteers as well as paid staff, and to both part time and full time workers. The procedures set out below are expressed in terms that apply to paid staff, but equivalent procedures should be used in respect of volunteers. The particular circumstances of individual cases need to be taken into account, but the fundamental principle is that those in charge of activities involving young people must take all reasonable steps to satisfy themselves as to the suitability of those who are given access to the children in their care.

#### *3.2 Controlling access to children*

Applicants for positions that involve significant access to young people (for example junior coaches or junior co-ordinators) should first complete procedures designed to elicit information about their past career (including any gaps), and to disclose any criminal record or other matter that has a bearing on their suitability to work with children e.g. previous investigations with police or social services or disciplinary investigations in relation to work with children. It should be made clear that failure to disclose relevant

information will result in disciplinary action and possible dismissal or exclusion.

Consent should be obtained from applicants for checks to be conducted to determine whether any relevant information on them is held by the Criminal Records Bureau.

At least two references should be taken up in relation to professional staff, including at least one regarding previous work with children – see Appendix 1. Similar procedures should be applied for volunteers; for example where a coach transfers from one club to another, it would be appropriate to contact the previous club to see whether there is any reason that they should not be given access to young people. All information received in relation to applicants must be kept secure and treated with strict confidentiality.

### *3.3 Vetting*

All personnel who will have significant access to young people must first be vetted to establish whether they have any criminal convictions or other past behaviour that suggests they are unsuitable to work with children. This applies equally to paid staff and volunteers. This is done by obtaining a Disclosure about the individual from the Criminal Records Bureau. The required procedure is explained in Appendix 2.

In the past, before the Criminal Records Bureau was established, applicants completed a self-declaration form containing similar information, and giving their consent to have checks made about them with the police and social services. This procedure is no longer available for new applications, but those people who have previously submitted such a form in relation to their existing activities in a particular club need not obtain a Disclosure from the Criminal Records Bureau for the time being. However, anyone applying for a new position, including those who move to a different club, must now obtain the CRB Disclosure.

It is important to emphasise that the absence of any relevant disclosure emerging from this vetting process does not guarantee that the individual is safe to work with children, so it should not be relied on excessively. It is only one of a number of factors in the initial assessment of the person's suitability for such responsibilities.

### *3.4 The Welfare Officer within the club*

Every rowing club should appoint a Welfare Officer to advise the club committee on compliance with all the procedures described in this booklet and to act as a focal point for reporting any concerns. This person will have the primary responsibility to check that everyone who has significant access to young people or vulnerable adults within the club is suitable for that role and has been vetted as described above. The person appointed should be identifiable to the junior members of the club and their parents, but should

have a degree of independence from their activities – for example he or she should not be the junior co-ordinator or actively coaching juniors. The Welfare Officer should undergo the vetting procedure described at 3.3 above.

### *3.5 Training*

The effectiveness of the policies described in this booklet will depend on everyone who is involved with junior rowing being aware of what is good practice and current WARA procedures. This applies particularly to those working directly with young people, such as junior co-ordinators, coaches and Welfare Officers, but an awareness of child protection issues is also needed by others who may be involved more indirectly, such as administrative staff, regatta organisers, committee members or occasional helpers.

At present, two training courses on Child Protection are available through the Association and are recommended for those groups identified above.

- **ARA In-House Course (90 minutes), which is available as a stand-alone seminar and is included within ARA Instructors Award.**
- **Coaches wishing to progress to ARA Bronze Award and those wishing more information can undertake the Sports Coach UK (3 hour) course. This course is a prerequisite for ARA Bronze Award.**

**WARA will promote all Child Protection Training via Website [www.WARA-rowing.org](http://www.WARA-rowing.org)**

Formal training in child protection will help people to:

- compare their own practice against what is regarded as good practice in Rowing and check that their practice is likely to protect them from false allegations
- recognise their responsibilities and report any concerns about suspected poor practice or abuse
- deal with the vetting procedures described at 3.3 above
- work safely and effectively with children

## **4 Responding to suspicions and allegations**

### *4.1 Introduction*

Most cases of child abuse in fact take place within the family setting. However, abuse can and does occur in other situations as well, which may include sport or other social activities, and is rarely a one-off event when it occurs within such a setting. It is crucial that those involved in rowing are aware of this possibility and that all allegations are taken seriously and appropriate action taken.

It is not the responsibility of anyone working under the auspices of WARA or in a member club, whether in a paid or a voluntary capacity, to decide whether or not child abuse is taking place. However, there is a responsibility to inform appropriate agencies of possible abuse so that they can then make inquiries and take any necessary action to protect the child. This applies both to suspicions of abuse occurring within the context of rowing activities and to allegations that abuse is taking place elsewhere. This section explains how you should respond to such concerns.

#### *4.2 Receiving evidence of possible abuse*

We may become aware of possible abuse in various ways. We may see it happening ourselves; we may suspect that it is occurring because of signs such as those listed in 2.5 above; it may be reported to us by someone else, or directly by the child affected.

In the last of these cases, it is particularly important to respond appropriately. If a child says or indicates that he or she is being abused, or information is obtained which gives you concern that a child is being abused, you should:

- React calmly so as not to frighten the child
- Tell the child they are not to blame and that it was right to tell
- Take what the child says seriously, recognising the difficulties inherent in interpreting what is said by a child who has a speech disability and/or differences in language
- Keep questions to the absolute minimum necessary so that there is a clear and accurate understanding of what has been said
- Reassure the child, but do not promise to keep the matter secret – explain that to resolve the problem it will be necessary to inform other people as appropriate.

#### *4.3 Recording information*

As with other forms of information arising in relation to child protection, information of this kind is highly sensitive and confidential. Accordingly, it should be held under secure conditions and only made available to those who have a definite need for it.

You should make a note as soon as possible of whatever information you obtain, both for your own future reference and possibly for passing on to others, such as WARA's Child Protection Officer or appropriate agencies such as the social services department or the police. In writing such a note, you should confine yourself to the facts, and distinguish between what is your own personal knowledge and what you have been told by other people. You should not include your own opinions on the matter, to avoid the possibility of libel. Information should include the following:

- The nature of the allegation, in as much detail as possible, including times, dates, locations and other relevant information

- Details of the child involved, including name, age, address and other contact details, and identifying who has parental responsibility for the child
- Details of the person against whom the allegation is made, including name, relationship with the child, age and contact details (if known)
- The identity and contact details of any informants or other witnesses
- The child's account, if he or she can give one, of what has happened
- A description of any visible bruising or other injuries
- Details of who else has been informed of the alleged incident
- Any other relevant information
- An example of an incident report for recording such information is set out in Appendix 3.

#### *4.4 Reporting the concern*

WARA expects its members and staff to discuss any concern they may have about the welfare of a child immediately with the person in charge, and subsequently to check that appropriate action has been taken. The particular route you might follow in various circumstances is suggested below.

##### *Working within a club*

If you are working within a rowing club, you should inform the Welfare Officer or the person in charge of the club.

##### *Working with or in schools*

If you are working with schoolchildren as part of the school curriculum or extra-curricular activities you should inform the Head Teacher of the school or his nominee.

##### *Working with athletes away from home*

If you are working with athletes away from home (for example on training camps or at regattas), then you should inform the Head Coach or Team Manager.

Circumstances in which other people might then need to be informed are discussed below:

##### *Parents or carers*

There is always a commitment to work in partnership with parents or carers where there are concerns about their children. Therefore, in most situations, it would be important to talk to parents or carers to help clarify any initial concerns. For example, if a child seems withdrawn, they may have experienced a bereavement in the family. However, there are circumstances in which a child might be placed at even greater risk were such concerns to be shared, e.g. where a parent or carer may be responsible for the abuse or not able to respond to the situation appropriately. In these situations, or where concerns still exist, any suspicion, allegation, or incident of abuse must be reported to appropriate agencies as soon as possible.

The NSPCC or other agencies

The first consideration at this point is to minimise the danger of further abuse to the child or to other children. The person in charge should seek advice from the local police or social services department or the NSPCC. (You can obtain advice by telephoning the NSPCC freephone Helpline – the number is 0800 800 5000 and is a 24 hour service. You do not have to give your name but it is helpful if you can.) The allegation should be referred to the police and social services department in any case involving physical or sexual abuse or where the child's safety is otherwise at risk. If the person in charge is not available, or the concern is about the person in charge, the person in receipt of the information or with the concern should contact these agencies direct. Reporting the matter to the police or social services department should not be delayed by attempts to obtain more information.

Social Services

The social services department has a statutory duty under the Children Act 1989 for the welfare of a child. When a child protection referral is made its staff have a legal responsibility to investigate. This may involve talking to the child and family and gathering information from other people who know the child. The telephone number is in the local phone book. Wherever possible, referrals telephoned to the social services department should be confirmed in writing within 24 hours. A record should also be made of the name and designation of the social services member of staff to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed.

Police

Where the apparent abuse is of a criminal nature, it will be appropriate to inform the police. A record should be made of the crime reference number provided by the police, together with the time and date of the call, in case any follow-up is needed. The police and social services department may also carry out a joint enquiry.

WARA

The person in charge may be unsure about whether the allegation constitutes abuse or not, and unclear about what action to take. There may be circumstances where allegations are about poor practice (which need not be referred to the social services or police) rather than abuse, but those responsible should consult with the Child Protection Officer (CPO) of WARA who will gain further advice where there is any doubt. Notifying the CPO is also important because this matter may be just one of a series of other instances which together cause concern.

#### *4.5 Disciplinary procedures*

The discovery that a member of staff or volunteer may be abusing a child will raise feelings and concerns among other staff or volunteers, and it can be

inherently difficult to report such matters. However, it is important that any concerns for the welfare of the child arising from abuse or harassment by a member of staff or volunteer should be reported immediately. WARA assures all staff and volunteers that it will fully support and protect anyone who, in good faith, reports his or her concern that a colleague is or may be abusing a child.

As indicated above an allegation of abuse may give rise to a child protection investigation by the social services department and/or a criminal investigation involving the police. In addition, if the abuse is alleged to have been committed in the course of a person's employment, he or she will be subject to whatever disciplinary procedures and sanctions are provided for within the employment contract.

However, for both volunteers and paid staff, if the abuse is alleged to have occurred within the context of rowing, it may also require disciplinary action by the club and/or WARA. The Welfare Officer or other person in charge of the club should therefore inform WARA's Child Protection Officer of the circumstances. This may be done by letter to **WARA Secretary; alternatively, WARA's Child Protection Officer may be contacted by telephone Found on WARA's Website [www.wara.org.uk](http://www.wara.org.uk) or by email to [sarah.Hayward@wara.org.uk](mailto:sarah.Hayward@wara.org.uk)**

WARA CPO, in consultation with the officers of the Association, will make a decision as to whether any immediate action is required.

If the matter is being investigated by the police and/or social services, WARA may decide to await the outcome of these investigations, which may well influence a disciplinary investigation, although not necessarily so. In appropriate cases, the club and/or the Association will suspend the individual concerned while an investigation is taking place. This is not intended to prejudge the outcome of the investigation, but simply to remove the individual from contact with children until the investigation is concluded. Irrespective of the findings of the social services or police inquiries, the Association will assess all individual cases under the appropriate misconduct/disciplinary procedure.

The disciplinary sanctions available include the following:

- By the club – Suspension or exclusion from membership of the individual concerned, and such other sanctions are provided for within the club's constitution
- By WARA – Suspension or withdrawal of the individual's status as a registered member of WARA, or his or her accreditation as a coach or an umpire, together with reprimands and fines as provided for within the Association's Rules

In addition WARA may impose disciplinary sanctions against clubs who fail to apply these Child Protection Procedures, particularly if such failures are serious or persistent. Disciplinary, grievance and appeals procedures will be conducted in accordance with the Association's Rules.

Every effort will be made to maintain confidentiality for all concerned, and consideration will be given to what support may be appropriate to children, parents, members of staff and volunteers.

If, following discussion between WARA's CPO and relevant club officials, it is clear that the allegation is about poor practice rather than abuse, then it will be dealt with as a misconduct issue, either by the club's disciplinary procedures or by WARA.

Where any matter has been handled by the club but nevertheless concerns remain, then this should be referred to the CPO of WARA. Senior officers of the Association will need to decide how this will be dealt with and whether or not to initiate disciplinary proceedings.

#### *4.6 Allegations of previous abuse*

Allegations of abuse are sometimes made some time after the event, for example, by an adult who was abused as a child by a member of staff who is still working with children. Where such an allegation is made, you should follow the procedures given above and have the matter reported to the police and/or social services department. This is because other children, either within the sport or outside it, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children.

## 5 Implementation and monitoring procedures

The Association has established a Child Protection Group to oversee the implementation of these procedures and to monitor their application in practice. It is this Group's responsibility to check that the procedures continue to reflect the current recommendations of external agencies that specialise in child protection and are disseminated and applied by the Association's members.

A checklist is available for clubs and other organisations to monitor their own compliance with the requirements set out in this booklet; this is contained in Appendix 4. From time to time, checks will be conducted to verify the results of this self-monitoring procedure.

The Group will make an annual report to the Association's Executive Committee, through the Chairman – Umpires, Safety and Protection Committee, on the progress of its activities in implementing and monitoring these procedures, and on the incidence and outcome of cases that have arisen in the year.

## Appendices - links

**[Appendix 1 - Volunteer reference form](#)**

**[Appendix 2 - Procedures for obtaining CRB Disclosure, which is supported by a step by step guide and Advice for CWO's \(on completing section X\)](#)**

**[Appendix 3 - Incident report form](#)**

**[Appendix 4 - Child Protection audit checklist](#)**

**[Appendix 5 - Useful contact references](#)**

## Additional information - Links

**[Young people and publicity - Photography Guidance notes](#)**

**[Club Welfare officer - Suggested job description](#)**

**[CRB Applications - Suggested Documentary Evidence Sheet](#)**

**[WARA policy on \*whistle blowing\*](#)**

**[WARA policy on \*recruitment of ex-offenders\*](#)**

**[Potability of CRB documents](#)**

# Good Practice for Rowing in Wales – Volunteer Reference Form

## Participant welfare, good practice and child protection policy and procedures

Appendix 1

\_\_\_\_\_ has expressed an interest in becoming a volunteer, and has given your name as a referee. If you are happy to provide this reference all the information contained on the form will remain absolutely confidential and will only be shared with the applicant's immediate supervisor should they be offered a volunteer position. We would appreciate you being candid in your evaluation of this person. If you would prefer to respond by telephone, please do so – contact details are set out below.

How long have you known this person? \_\_\_\_\_

In what capacity? \_\_\_\_\_

Would this person be suitable to work with children and vulnerable adults? Yes  No

How would you describe their personality? \_\_\_\_\_

Your name \_\_\_\_\_

Signed \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Date \_\_\_\_\_

*[The above should be regarded only as the minimum information that must be obtained in relation to Child Protection. In practice, requests for references are likely to include further questions relevant to the particular circumstances].*

Contact details of the person to whom the reference is to be sent:

Name \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

October 2005

# YOUNG PEOPLE

## Appendix 2: Procedures for clubs to implement CRB checks

Amended September 2005

### 1. Club members who need to be vetted

All club personnel (including non-member helpers) who will have significant access to children must be checked. The Club Welfare Officer (CWO) should keep a record of all such people and ensure that they have been vetted through the CRB. Volunteers, that is people who spend time working at your club, unpaid (except for approved out of pocket expenses), for the benefit of others, do not have to pay for their disclosure. It should be pointed out to those requiring a CRB Disclosure that a previous criminal record is not necessarily a bar to working in rowing. A copy of WARA Policy on the Recruitment of Ex-Offenders is available on the website and should be made available to those completing CRB Application forms should they wish.

### 2. Obtaining the CRB form

Persons who are required to obtain a 'Disclosure' from the CRB will need to contact their CWO to obtain an Enhanced form. Photocopies are not permitted. If the form is for a volunteer you must state State this clearly as a charge will be made for those taking up paid posts.

The CWO will ask you for some information that applies to the applicant personally, so that they can confirm identity. They will also ask for 'the position applied for', this refers to the role in which the applicant will come into contact with children or vulnerable adults e.g. volunteer junior coach, volunteer junior co-ordinator. **The form will be sent to your Club Welfare Officer.**

**For a more detailed Procedure please see separate document published on the WARA website and distributed to your CWO.**

### 3. Completing the CRB form

Please read the guidance notes sent to you by the CRB with your form and note their request for the form to be completed in black ink. Any mistakes should be crossed through and the correct information written in the given boxes immediately to the right if space permits, or as close as possible to the intended area. Do not use liquid paper – the CRB computer will reject these forms. A guidance document produced by WARA is available from WARA's website entitled 'CRB Disclosure Forms: The Most Common Mistakes'.

**Sections A,C,D and Section H on the form must be completed by the applicant.**

## **Section B should already be completed.**

All sections must be completed legibly in **black ink**. It is important to record all details, e.g. previous names used, all addresses used during the past 5 years. A supplementary sheet can be used if necessary but must be clearly marked with the applicants name, the application reference number and WARA's registered body number.

**Sections E And F are no longer required.** Applicants are advised to leave these sections blank – please do not put a line through these parts of the form or state not applicable.

**Section X to be completed by the Club Welfare Officer,** who will check the documentary evidence to confirm identity. This must always be provided, even if the person is known to the person checking identity. The form should then be retained by the CWO who will send it to the CPO at WARA.

**Section Y will be completed by one of the nominated Counter-signatories at Wales Council for Voluntary Action.**

*If your club does not have a nominated Welfare Officer WARA CPO should be contacted for advice.*

## **4. Completing section B**

Please note Section B must be completed as follows –

- B13 the applicant's job/role e.g. voluntary junior coach, voluntary parent helper, paid junior co-ordinator, voluntary trailer driver etc. It should be the role for which a Disclosure is required. For example a club chairman who coaches juniors must put 'Voluntary Junior Coach' – NOT 'Club Chairman'. If you are a volunteer you must state it here.
- B14 the 'organisation' means the name of the club, that is WARA affiliated club/school/university where the person will be working with children. Please do not enter WARA details unless you are directly employed by the Association to work with children.
- B15-B19 the club's full address including postcode, or the Association's address if that is the case. This is the address WARA will contact on receipt of your CRB disclosure.

## **5. Documentation required** - Photocopies are not permitted.

Applicants will need to provide at least 3 original documents as evidence of identity. These must all be in the applicant's name as given on the form including any middle names, and any addresses must be the same as the current address given on the form. At least one primary source must be provided, e.g. passport, driving licence or original birth certificate, At least one should contain a photograph of the applicant and at least one must contain their date of birth. Two others, from a secondary source, must be recent, and show the applicant's current address. These might be utility bills, bank/building society statements, credit card statements, work

permit/Visa, marriage/birth certificates etc. The CWO should be able to help identify which documents may be used.

## **6. Checking identity**

The CWO should carefully check the documentation against the details shown in Sections A-D and G-H of the form. Details must be recorded where shown in Section X. If any items cannot be recorded in Section X a 'Documentary Evidence Sheet' must be produced listing ALL documents checked. Ensure a likeness check is carried out where photo documents are seen. The Welfare Officer should cross no.15 of Section X to confirm that at least valid address documents have been seen. If the Welfare Officer for your club is a family member you should ask a senior Club Officer, armed with guidance about how to do the check or with the help of the Welfare Officer, to complete this section, and send a covering note explaining this to WARA with the form.

7. Sending the form to WARA

**The completed form should be sent by the CWO be sent to the Child Protection Officer, WARA, at the address supplied with the application form before it is sent to the CRB.**

8. Payment

**CRB checks for volunteers are free of charge, however you must state this at the time of applying for your form. Checks for club employees carry a charge of £36 and this fee, payable to WARA , must accompany the form.**

## **9. Disclosure**

The result of the check, the 'Disclosure' will be sent to the applicant and to WARA. WARA will deal with information received as required of a Registered Body with the CRB and as described in the document WARA Policy on the Recruitment of Ex-Offenders. Clubs will be advised of the names of persons for whom checks have been completed. In the event that a person is not suitable to work in the position applied for WARA CPO will notify the CWO. It is not possible to share any of the information given by the CRB, Police or Social Services, which may be additional to that on the applicants Disclosure certificate, and which may have influenced this decision.

## **10. Suitability for responsibility**

It is important to emphasise that the absence of any relevant disclosure emerging from this vetting process does not guarantee that the individual is safe to work with children, so it should not be relied on excessively. It is only one of a number of factors in the initial assessment of the person's suitability for this responsibility.

## **11. Further Advice**

Advice or assistance on any aspect of Good Practice in Rowing, and Child Protection can be obtained from WARA Child Protection Officer. WARA Coaching and Development Team can provide advice on training.

Further advice and detailed procedures for completing the form for applicants and CWOs is included on the CRB website [www.disclosure.gov.uk](http://www.disclosure.gov.uk)



# **CRB disclosure forms - a step-by-step guide**

**Amended September 2005**

There are a number of common mistakes which can delay processing applications particularly if they have to be returned for more information. Below are listed the most common mistakes we have found in checking forms over the last nine months. This list is not exhaustive and please remember that the CRB is tightening up its act all the time and things that were let through a few months ago may not get through now.

## **Level of Disclosure**

When an applicant rings the CRB for a form they should be asked which level disclosure they require. The only level WARA uses to ensure the correct information is checked and passed on is the ENHANCED level disclosure. If, as the applicant, your form does not say it is an Enhanced disclosure type on the front page there is no point in even starting to complete it. You will need to telephone the CRB and ask them to cancel the application and send you the correct form. The CRB will not accept amendments to the level type.

## **Completing the Form**

It should be obvious but first and foremost read the Guidance Notes that came with the form and the instructions on the form – USE BLACK INK – please do not use liquid paper to correct mistakes - the CRB computer does not like it and it may slow down the processing of your application or it may be returned. Please make any corrections as described in the guidance notes that come with the form. There are further detailed advice notes available from WARA, on WARA website and on the Disclosure website, or you can telephone WARA or CRB for help in completing the form.

## **Section A Applicant's Details**

Forenames: Please give ALL forenames. Middle names are important as they will show up on your driving licence number and if this entry and the driving licence number do not match up the CRB will not accept the application.

National Insurance number: where possible please complete this, the more information that can be read by the CRB computer the quicker your form can be processed. Although it is not mandatory at the moment it may well be in the future.

## **Section B Position Applied for**

Please give the position applied for as accurately as possible. The local police authorities will only release information relevant to the post described here. Please use the words Junior, Child or Vulnerable Adults where possible. Chairman, Secretary or other Club Officer (other than Welfare Officer) may not give you the full disclosure information you require and may reject the application if they feel it is not a relevant post. If the post is voluntary you MUST use that in the title e.g. voluntary coach, voluntary trailer driver, voluntary club welfare officer etc. otherwise you will be charged as an employed person.

Organisation and organisation address – unless you are working for WARA this should be your club name and address. Even if you are not a member of the club, the club that you are primarily involved with in dealing with young people or vulnerable adults should be entered. This is the club whose Welfare Officer should carry out the identity check and complete section X. In CRB terms they are the 'recruiting officer'.

This is also the club whose Welfare Officer will be contacted by WARA once the Disclosure has been received to let them know if there is any reason why the applicant should not be given access to young people in the context of the position applied for, or if there is no reason for concern.

The more complete and accurate your entry the quicker the form can be processed.

### **Section C Additional Personnel Details**

Please do not forget place of birth.

### **Section D Previous Addresses**

If the date you have given in Section A is less than five years ago to the nearest month you will need to provide details of all the addresses you have lived at in the last five years here. If necessary use a continuation sheet as described in the guidance notes. If any period is missing the form will be returned. Please allow for overlap, e.g From May 2000 to June 2001; from June 2001 to August 2004; from August 2004 to ...etc.

### **Sections E and F**

DO NOT COMPLETE THESE SECTIONS.

They are no longer required but the CRB does not wish to remove them from their forms. If you do complete them by accident just leave them. DO NOT CROSS THROUGH DIAGONALLY – the computer will not like this. DO NOT use liquid paper – ditto.

### **Section H Applicant declaration and consent**

Please complete section 66.

Place a cross in 67 if you have included a Supplementary Sheet or Documentary Evidence Sheet (see Section X).

Please sign IN BOTH BOXES IN BLACK INK – it is amazing how many people complete the form in black and change to a blue pen for this bit!

### **Section X Evidence of Identity**

This section must be completed by the club WELFARE OFFICER in black ink. The Welfare Officer's name must be lodged with WARA by a club officer. The Welfare Officer's own application form can be checked by another senior club officer as long as they make themselves familiar with how to check identity documents. A short covering note to WARA CPO explaining this is sufficient. Where a member of the CWO's family is the applicant a senior club officer is again the best person to check identity as long as there is a brief explanation sent alongside and the Officer's name is known to WARA.

It is very important that this section is completed correctly and that checking identity is done carefully – even if the CWO has known the applicant for a long time. This is the point at which someone with bad intentions can gain false credibility if the CWO is not vigilant.

There is a comprehensive section on Identification Documents – how to check and record them - on the disclosure website ([www.disclosure.gov.uk](http://www.disclosure.gov.uk) under 'I am already a registered body') and extracts from this are included on the 'Advice to CWOs on completing Section X' document available from WARA website.

### **Section Y Statement by Registered Person**

Do not complete or sign Section Y. Please check that the correct box has been crossed regarding payment. If the applicant is a volunteer, that is, they receive no payment for the job from the club, a cross should be placed in Y8 'volunteer no payment due'. If the applicant receives any form of payment for their job Y8 'on account' should be crossed and **a cheque for £36 made out to WARA. should be enclosed when sending it to WARA. If the form is not completed the charge against WARA's account will not be cancelled and the applicant's name and details will be sent to WARA.**

Lastly, please make sure you send the completed form, any supplementary papers and, if applicable, a cheque for payment to the Child Protection Officer at WARA. A large number of forms have been sent directly to the CRB and these are returned to me, after some delay, for counter-signing.

## **Advice to Club Welfare officers on completing Section X of the CRB disclosure forms.**

Amended October 2005

Overseeing Section X of the CRB Application form is only one small part of your role in helping to ensure the overall welfare of the members of your club and a small part of recruiting new volunteers (and/or staff) to work with the children and vulnerable adults in the club. However it is important that it is done correctly because of the sensitive nature of information that may be requested and because of the legislation that surrounds a Disclosure request. Sending me an incomplete or incorrect form will only delay the process. Please ring WARA if you need advice.

Once you have completed section X you should retain the form and send it directly to the Child Protection Officer at WARA with any payment or supplementary sheets. It is important that the applicant is not able to alter the form in anyway once you have completed the identity check.

**Who can complete section X?** It is your task as the 'Recruiter', in CRB terminology, to ensure that the applicant has provided sufficient bona fide evidence of his/her identity and address as given on the disclosure form and required by the Criminal Records Bureau. For the purposes of the CRB and checking identity CWOs must be appointed by their club on behalf of the Registered Body (for rowing that's WARA). The CWO is the only person in the club who can check identity documents and fill in section X. [There are some exceptions for example for a first-time CWO a senior club officer, armed with guidance on completing an identity check, can complete this section or a WARA employed Coaching and Development Officer may also complete this section as they will have been trained to do so]. The advantage of this is that it enables our volunteers and employed coaches to have their identity checks done locally at a convenient time. However it does mean that it is crucial that your club – i.e. a senior club officer other than yourself- informs WARA as soon as possible of any changes to the CWO or new contact details. A secure and reliable email/postal address is also important as well as a telephone number so that I can contact you as soon as possible should any highly sensitive information appear (please rest assured this rarely happens!).

It is a matter of good practice that you should not check the identity documents for a member of your own family. Please get a senior club officer to check for you. When you send the application to WARA a short covering note (even a post-it label) explaining why someone else has checked the documents will be sufficient – as long as we have the officer's name on record.

**Who should be asked to complete a Disclosure Application Form?** Please consider carefully who should be asked to complete a CRB Disclosure. Only those with significant, regular and/or sole access to Children or Vulnerable Adults can be vetted in this way. There are strict guidelines in the Rehabilitation of Ex-Offenders Act 1974 regarding who may be asked for a Disclosure. You should carry out a risk assessment of the position to determine if it is necessary. There is no need for the club chairman or secretary to have a CRB Disclosure unless, for example, unless they play a role in junior activities on a regular basis. In this example the description required under 'Position Applied For' in Section B of the application form is not Club chairman/secretary etc but Voluntary Junior Helper/Coach/etc. Also consider a person's recent address history. The CRB advises that if an applicant has spent the last five years, or a good portion of it abroad there is unlikely to be any benefit from a Disclosure in Great Britain. There are reciprocal arrangements in some other countries, each with its own procedure, and if you contact WARA we will endeavour to find out if it is possible.

An informal reference from a previous club may give you a better idea of an individual's suitability to work with your juniors and should always be carried out for new members alongside a CRB Disclosure whether you, or someone in your club, already feel you know the person.

## **Completing Section X**

- 1.** You should ensure you are familiar with the advice given to applicants by WARA in the amended Appendix 2 to the publication "Good Practice in Rowing", entitled 'Procedures for Clubs To Implement CRB Checks', and in the guidance notes 'Applying for a Disclosure' sent by the CRB with application forms. For example you must use black ink to complete the form, you must not use liquid paper, any mistakes should be crossed through and the correct information written in the remaining space provided, or as near as possible to it. In addition you must be able to carry out identity documentation checks in accordance with the CRB rules, this means following the guidelines below, ensuring consistency of dates and addresses across documents and carrying out the check in the presence of the applicant to ensure photographic likeness.
- 2.** A long list of documents you may use to confirm identity is given on the CRB website, and attached here, and is broken into two groups. As long as the applicant has given their consent in section H and can produce at least one document from Group 1 they need only produce two further documents from Group 1 or 2 as long as these three together fill the requirements described below. Please note the various notes to these, and that the list may be amended from time to time.
- 3.** Even if you know the person concerned you must be careful to check their documentation carefully, check photographs for likeness, documents for any signs of tampering. All documents must be in the applicant's current name as given on the form. At least two documents must show their current address, at least one document should be a photographic document, for example a passport or driving licence, and at least one document must show their date of birth. Dates of birth,

National Insurance numbers or addresses that do not match up with the computerised databases used by the CRB may be rejected. This includes use of middle names – to avoid delays please ensure you copy document details fully and correctly and that the applicant has given their middle name in Section A if, for example, their driving licence, or signature, indicates a middle name or initial.

**4.** If, in order to carry out the check, it is necessary to use documents not listed in Section X a 'Documentary Evidence Sheet' should be used. This must be a sepWARate sheet of A4 paper, which includes; applicant's name, Form Reference number, Registered Body number and a list of all documents seen. The CRB recommend that, where possible, you should use the identity documents listed in Section X as this will help the application to be processed most easily. An example of a supplementary evidence sheet is given on the CRB website. If the applicant cannot supply two recent (see attached list) documents showing their current address you should not cross the box in X15 but must instead include a supplementary sheet detailing the documents you have seen and why two address documents cannot be seen. From 1st August 2005 the CRB will not accept forms where extra information has been written between boxes unless it is a correction. If WARA has to correct or produce supplementary sheets your Disclosure applications will be delayed.

**Other parts to check before sending the form to WARA.** Please make sure it is clear from the job title/role description (B13) if the applicant is a volunteer. Volunteers are checked free of charge. Paid employees must pay a fee of £34. This fee, made payable to WARA Ltd., should be included with the form when it is returned to WARA. WARA pay the CRB on an account basis. If an applicant does not return the form WARA will be charged the full amount and sent details of the applicant's name. This charge will be passed on to the club.

**Please do not complete section Y.**

If in doubt please contact WARA Child Protection Officer.

This advice is taken from the very detailed information on carrying out identity checks on the CRB website [www.disclosure.gov.uk](http://www.disclosure.gov.uk). (Look in the index for 'I am already a Registered Body' and at the various sections on completing Section X and checking Documentation). This information may change from time to time – WARA will endeavour to keep CWOs up-to-date with any changes if they register their email addresses with the National Office.

List of documents that can be used to confirm identity.

### **Group One**

- Valid passport (any nationality)
- UK Driving Licence (either photo-card or paper)
- Original UK birth certificate (issued within 12 months of date of birth)
- Valid photo identity card (EU countries only)

### **Group Two**

- Marriage certificate
- Non-original birth certificate (issued after 12 months of date of birth)
- P45/P60 statement \*\*
- Bank or building society statement \*
- Utility bill (electricity, gas, water, telephone (inc. mobile contract/bill) \*
- Valid TV Licence
- Credit card statement \*
- Store card statement \*
- Mortgage statement \*\*
- Valid Insurance certificate
- Correspondence or document from: the Benefits Agency, the Employment Service; the Inland Revenue; or a Local Authority \*
- Financial statement (e.g. pension, endowment, ISA) \*\*
- Valid Vehicle Registration document
- Mail Order catalogue statement \*
- Court Summons\*\*
- Valid NHS card
- Addressed payslip \*
- National Insurance card
- Exam Certificate (e.g. GCSE, NVQ)
- Child Benefit book \*\*
- Connexions card
- Certificate of British Nationality
- Work Permit/visa \*\*

- \* Documentation should be less than three months old
- \*\* Issued within past 12 months

## **Good practice for rowing in Wales - Incident report form**

*(use extra pages if required)*

**Participant welfare, good practice and child protection policy and procedures**

Appendix 3

Name of child \_\_\_\_\_ Age/date of birth \_\_\_\_\_

Parent/Carer's name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone number \_\_\_\_\_

Are you reporting your own concerns or passing on those of someone else? Give details of witnesses

\_\_\_\_\_  
\_\_\_\_\_

Brief description of what has prompted concerns: include date, time, location etc of any specific incidents

\_\_\_\_\_  
\_\_\_\_\_

Any physical signs? Behavioural signs? Indirect signs?

\_\_\_\_\_  
\_\_\_\_\_

Have you spoken to the child? If so, what was said?

\_\_\_\_\_  
\_\_\_\_\_

Have you spoken to the parent(s)? If so, what was said?

\_\_\_\_\_  
\_\_\_\_\_

Has anybody been alleged to be the abuser? If so, give details, including relationship with the child?

\_\_\_\_\_  
\_\_\_\_\_

Have you consulted anyone else? Give details?

\_\_\_\_\_  
\_\_\_\_\_

Your name \_\_\_\_\_ Position \_\_\_\_\_

To whom reported and date reporting? Give contact information for further reference

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

## Good practice for rowing in Wales – Audit Checklist

### Participant welfare, good practice and child protection policy and procedures

Appendix 4

<b>Name of club</b>	
<b>Welfare Officer:</b>	
<b>Name</b>	
Address	
Home phone number	
Email address	
Is the identity of the Welfare Officer, and the procedure for reporting any concerns:  <ul style="list-style-type: none"> <li>– made known to junior members?</li> <li>– made known to parents?</li> <li>– on display in the club?</li> </ul>	
Is the Welfare Officer independent of any direct role involving activities with young people, such as junior co-ordinator or coach?	
Is parental consent for possible emergency medical attention obtained for all junior members?	
Has the club formally adopted WARA Child Protection procedures in its constitution?	
Is the Sports Coach UK Code of Conduct on display?	
Have all junior coaches and others with access to young people: <ul style="list-style-type: none"> <li>– satisfied the Welfare Officer of their suitability for the role?</li> <li>– completed a self declaration form or CRB Disclosure?</li> <li>– been made conversant with WARA Child Protection procedures?</li> </ul>	
Has it been made clear that access to young people is restricted to those who have satisfied these requirements?	

List all junior coaches and others with access to young people. Against each name mark 'CRB' or 'SD', to show that they have obtained a CRB Disclosure or (only before 1.4.03) completed a self-declaration form, and the date of doing so (use extra sheet if necessary)

Signed.....Position.....Date.....

## **Child Protection - useful contacts**

### **WARA Child Protection Officer**

78 tyn-y-cae  
Alltwen  
Pontardawe  
West Glam  
SA8 3DL  
[Sarah.Hayward@wara.org.uk](mailto:Sarah.Hayward@wara.org.uk)  
[www.wara.org](http://www.wara.org)

### **Amateur Rowing Association**

6 Lower Mall  
Hammersmith  
London W6 9DJ  
T: 020 8237 6700  
[www.ARA-rowing.org](http://www.ARA-rowing.org)

### **Criminal Records Bureau**

PO Box 91  
Liverpool L69 2UH  
Helpline 0870 90 90 811  
[www.crb.gov.uk](http://www.crb.gov.uk)

### **NSPCC - Child Protection in Sport Unit - Wales**

Floor 13 – Capital Tower  
Greyfriars Road  
Cardiff  
CF10 3AG  
[www.sportprotects.org.uk](http://www.sportprotects.org.uk)

**NSPCC** - Child protection in Sport Unit: [PE and School Sport Club links microsite](#)

**NSPCC** Child Protection Welsh Helpline No. - 0808 100 2524

(This provides free advice on a 24 hour basis to anyone concerned about child abuse)

**NSPCC** Childline - 0800 1111

(This provides a free confidential counselling service for children to use)

**Police** and **social services** - Consult your telephone directory for the most relevant local numbers

## **Child Protection - Young people and publicity Photography Guidance notes**

We have been asked to comment on the use of photography with regard to minors and this is a very difficult subject in a sport where competition is almost exclusively carried out in large open public spaces where it is not possible to control admission.

However as a coach, club or event organiser there are certain issues with which you must be aware and you may like to ensure in certain circumstances that you do obtain permission to photograph juniors for publicity material. For example if you are planning to use specially commissioned photography for a specific publicity purpose such as a brochure or website, particularly if it is posed for or taken in training, you are advised to ask permission from the juniors' parents or guardians.

### **Content**

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

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

If you suspect someone of taking photographs for an inappropriate use you should report him or her to the Club Welfare Officer, Police or Social Services.

January 2004

# Club Welfare Officer - Suggested Job Description

## Responsibility

The Club Welfare Officer is responsible for acting as a source of advice on child protection matters and for co-ordinating action within the Club on receipt of any concerns or referrals.

## Skills

- Child-focused approach
- Good administration skills
- Ability to provide advice and support
- Good communication skills
- Good recording skills
- Ability to promote WARA Good Practice in Rowing policy, procedures and resources

## The Role of the Club Welfare Officer is to:

### Policy and Procedures

- To Provide information and advice on child protection within the Club
- To Ensure that the Club adopts and follows WARA Good Practice in Rowing policy and procedures
- To Promote awareness of WARA Good Practice in Rowing policy and the Codes of Conduct
- To Ensure that WARA Good Practice in Rowing policy and procedures are followed and particularly to inform Social Services of relevant concerns about individual children
- To be a confirmation signatory, verifying the identity of individuals completing disclosure forms

### Referrals

- To receive information from Club staff, Volunteers, young people or parents and carers who have child protection concerns and record it
- To assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate
- To make a formal referral to a statutory child protection agency if appropriate
- To report any referrals or concerns to WARA Child Protection Officer as soon as possible
- To ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing, under confidential cover, using WARA Incident Report Form

### Education and Training

- To ensure that all adults working with young people in the Club have received appropriate child protection training
- To advise the Club of further child protection training opportunities

### **The Club Welfare Officer should endeavour to gain**

- Understanding of WARA Good Practice in Rowing policy and procedures and its role and responsibilities to safeguard the welfare of children and young people
- Understanding poor practice and abuse – behaviour that is harmful to children.
- Knowledge of own Club's role and responsibilities related to safeguarding children and young people
- Awareness of equity issues and child protection.

The Club Welfare Officer should be a figure well known in the club and approachable for young people but not someone involved directly in the coaching or day-to-day running of young people's or junior programmes. It is advisable that they are a member of the Association.

October 2003

*Our thanks are due to the English Cricket Board for allowing us to base this document on their CWO Job Description document.*

## **WARA Policy on Fraud and Wrong Doing: Whistle blowing**

Whistleblower is a term commonly used to describe a person who alerts an authority to acts of wrongdoing, usually by someone within the authority's jurisdiction. Whistleblowers are witnesses to a malpractice and must not be penalised for any disclosure of information, in fact certain categories of whistleblowers are protected by the law.

The Amateur Rowing Association is committed to encouraging a culture of openness: to uphold the reputation of the organisation, maintain the sport's and the public's confidence, and to protect its members. It is in the interests of the Association that you raise your concerns internally rather than disclose them to the press or other external body. This policy provides a mechanism by which serious concerns may be raised within the Association and addressed correctly.

Anyone approaching the Association, in good faith, with information regarding matters of wrongdoing, such as fraud, misappropriation, bad practice in child protection or water safety, discrimination or breach of codes of conduct, by staff or volunteers working in the Association's name, will have the matter dealt with in a positive manner.

If you discover any wrongdoing, including bad practice or abuse you should report it to the relevant Officer, the Chairman of the Association or a Member of the Executive, all of whom are listed in **ARA Year Book published in the Almanack or on WARA website.**

Your concerns will initially be considered by the Officer with responsibility for that area, who will make preliminary enquiries. If appropriate they will investigate the matter and take any remedial action to rectify the situation or, where such action is not in the power of such Officer, they will make recommendations to the Executive Committee to take appropriate action. Any investigation will not, at any stage, be carried out by any person against whom allegations are made. The investigation will be done promptly, although more complex matters may require a longer and more thorough investigation. The Officer will advise you of the outcome of any enquiry and any remedial action taken.

If the issue is not resolved satisfactorily by the Officer, or if the concern relates to that person, you may raise the matter directly with the Executive Committee. The Executive Committee will make enquiries and, if appropriate, investigate the matter and take any remedial action to rectify the situation. Investigations will not be carried out by any person previously involved in the matter and, at no stage, will they involve any person against whom allegations are made. Again, any investigation will be done promptly, although more complex matters may require a longer and more thorough investigation. The Executive Committee will advise you of the outcome of any enquiry and any remedial action taken.

In some instances, particularly those involving child safety, it may be necessary to refer the matter to an external authority, for example the police. If this is the case both the complainant and the person against whom the complaint has been made will be notified of this unless the Association is prohibited from doing so by law or at the direction of the external authority.

Any person approaching the Association with genuine concerns will not be disadvantaged or discriminated against in any way because of the disclosure. However, the Association will take a serious view and act accordingly, including taking disciplinary action against appropriate parties, should it be found that the allegations are untrue or have been raised maliciously.

Individuals are encouraged to put their name to any disclosure. Allegations raised anonymously may be investigated depending on the seriousness of the issues raised, the credibility of the concern, and the likelihood of confirming the allegation from attributable sources.

Where possible confidentiality will be maintained, although it must be stressed that in serious cases of fraud and in cases of child protection it will be not always be possible to maintain strict confidentiality if the concerns reach the investigation stage.

Please note that grievances or disputes with the Association should be raised in the normal way under the Association's Disciplinary/grievance procedure outlined in the Almanack under the Water Safety Disciplinary Procedure, rather than under this procedure.

July 2004.

# WARA Policy on the Recruitment of Ex-Offenders

**WARA is the recognised registered body with the Criminal Records Bureau and may access criminal record checks for all employees, including those in clubs, and volunteers within the sport of rowing for the purposes of child protection.**

**1. Requirement for Criminal Record Checks by the Association:** WARA is the registered body with the Criminal Records Bureau (CRB) for the purposes of obtaining access to criminal records checks for employment and voluntary appointments including within its member clubs where it is deemed necessary for the purposes of child protection. It is of fundamental importance to WARA to ensure so far as possible that those who take up appointments for the Association and its clubs do not pose a risk to the children in their care. It is therefore important for clubs, through WARA, to apply for and review the past criminal records of any successful applicants for positions which involve significant access to children or vulnerable adults. WARA considers it essential that the confidential and personal Disclosure information from the CRB is used fairly and sensibly in order to avoid unfair discrimination of applicants for appointments in rowing. WARA actively promotes equality of opportunity for all with the right mix of talent, skills and potential. Having a Criminal record will not necessarily debar someone from working within rowing.

**2. Reason for requiring Disclosure:** A Disclosure should only be requested after a risk assessment has indicated that one is both proportionate and relevant to the position required. For example within member clubs this may be as a coach or voluntary helper with frequent or significant access to children or vulnerable adults; a coach or trailer driver who may be in constant contact with children or vulnerable adults or anyone in a position of authority who may have influence over or access to children on a day-to-day basis.

**3. Enhanced Disclosures:** An Enhanced disclosure will be required where the applicant has significant contact with children or vulnerable adults. The Disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as 'spent' under the Rehabilitation of Offenders Act), details of any cautions, reprimands or warnings held on police national computer. It may also contain information which is held locally by the police.

**4. Consideration of Disclosure Information by the Association:** On receipt of Disclosure from the CRB WARA shall consider the following:

- Whether the conviction or other information disclosed is relevant to the position in question
- The seriousness of the offence or matter revealed
- The length of time since the offence or other matter occurred

- Whether the applicant has a pattern of offending behaviour or other relevant matters
- The circumstances surrounding the offence and the explanation(s) offered by the convicted person.

We ensure all those in WARA who are involved in the process have received guidance in identifying and assessing the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

**5. Criminal Bureau Code of Practice:** WARA agrees to comply with the provisions of the CRB Code of Practice, a copy of which is available on request.

**6. Security of Disclosure Information:** Given the confidential nature of the Disclosure information, WARA will ensure that it is stored securely. Documents will be locked away separately from other personal files, with restricted access limited to those with CRB authority. Once a recruitment decision is made WARA will not retain the Disclosure material any longer than necessary, which shall normally be less than six months. All disclosure material will be destroyed by secure methods (such as shredding or burning).

March 2005

## Child protection - Portability of CRB Disclosure Documents

We often receive enquiries about portability of Disclosure Certificates. This guidance, based on the CRB's Portability Document, is aimed at helping answer those with questions and highlighting the risk factors that need to be taken into account when accepting a disclosure from another Registered Body.

**What is portability?** Portability is the re-use of a disclosure. For example, a disclosure obtained for a position in one job, as a teacher or social services employee, may be re-used for a position in another voluntary post such as coaching. If a person is applying for two posts that require a Disclosure of the same level, at the same time, they should be able to avoid making two applications.

Where a person, either an employee or volunteer, whose post requires a CRB Disclosure, is moving between clubs within the Amateur Rowing Association, the original disclosure can be re-used if the applicant wishes and if the original Disclosure is less than two years old. However the CWO at the new Club should write to WARA CPO for confirmation that the disclosure can be re-used. The CWO should first obtain the permission of the applicant in a letter of consent, an example of which is given below.

The overriding consideration must be the safety of those that the Disclosure system is designed to protect, that is the children or vulnerable adults the applicant will be working with. However recruitment processes should not be more bureaucratic than necessary to ensure the safety of vulnerable people.

**Limitations and Risks:** Portability carries some degree of risk. Before deciding whether to use portability the following factors must be taken into consideration:

- Disclosures carry no formal period of validity the CRB does not recommend the portability of Disclosures over three months old.
- The information contained on a disclosure reflects only the information available as of the date of issue.
- Using portability does not constitute a fresh check.
- A person's criminal record or other relevant information may have changed since the issue of the previous disclosure.

Always see the original Disclosure, not a photocopy. An original Disclosure contains a number of security features to prevent tampering or forgery.

**Can Disclosures be used more than once?** If a club requires a disclosure as part of the recruitment decision and the applicant offers an old Disclosure as proof of their suitability the CWO should consider the following:

- How old is the Disclosure? The older it is the less reliance should be placed on it.
- Is the Disclosure of at least the same level as that required by WARA? WARA requires Enhanced Disclosures for those positions which have significant access to children or vulnerable adults.
- Are all of the checks required by the organisation covered by the old Disclosure? If the checks were not carried out the words 'Not requested' will appear in the 5 boxes on the disclosure. If they have been checked and no information has been found it will say 'None recorded'.

**Limitations of Enhanced Disclosures:** Enhanced Disclosures may contain 'approved' non-conviction information provided by the Police from their local records. In the majority of these cases the CRB will print any information on the Disclosure that is sent to the applicant and the Registered Body in the box entitled 'Other relevant information disclosed at the Chief Police Officer(s) discretion'. However occasionally the Chief Police Officer may wish to withhold this information from the applicant's Disclosure. The Registered Body's copy will contain a reference to a letter sent under separate cover which will contain details of this information.

If you decide to accept the applicant's copy you will not know if any information was revealed to the Registered Body in a separate letter. You will therefore need to check with the previous Registered Body.

**Contacting the previous Registered Body:** If an applicant presents you with an Enhanced Disclosure you may contact the Registered Body named on the front page of the Disclosure. However, before doing so you must obtain written consent from the individual. A suggested form of words is given below

*I, [name of applicant], having been offered a position as [title of position] at [name of club] by [CWO], consent to [person who signed original Disclosure application] confirming such details relating to the Disclosure issued to me by the CRB on [date of issue], [reference number] with [CWO] as may be necessary to assist with an assessment of my suitability for the position.*

Then:

- Ask the applicant to sign a consent statement, a copy of which should be sent/faxed to the previous Registered Body.
- Ask the previous Registered Body to confirm the content of the Disclosure.
- Ask the previous Registered Body whether the police supplied any additional information under separate cover.

The previous Registered Body should:

- Satisfy themselves that the request is genuine.
- Confirm whether or not the information provided by the person making the enquiry reflects that on the previous Registered Body's Disclosure.

- Only state if the police did or did not supply additional information. They must not reveal the content of that information to you. This would be a criminal offence.
- The candidate must not be present during any discussion on this matter nor must they be made aware of the answer to the question.

In the unlikely event that additional information was sent to the previous registered body, a fresh application must be made to the CRB through WARA. This will give the police the opportunity to share that information with WARA.

Much of this information is contained in a more general form on the CRB website [www.disclosure.gov.uk](http://www.disclosure.gov.uk)