

## **Codes of conduct for parents and carers**

### **As parents you are expected to:**

- Positively reinforce your child and show an interest in their chosen activity.
- Do not place your child under pressure or push them into activities they do not want to do.
- Complete and return the Registration, Medical and Consent Form pertaining to your child's participation with "Name of Club, School or Event" (see parental consent).
- Deliver and collect your child punctually before and after sessions/matches/the event.
- Ensure your child has clothing and kit appropriate to the weather conditions
- Ensure that proper sportswear and protective equipment are worn. Any child not in possession of the fundamental requirements will not be permitted to participate.
- Detail any relevant medical concerns or conditions pertaining to their child on the registration/consent form. Any changes in the state of the child's health should be reported to the coach/school/event staff prior to the activity.
- To inform the organiser prior to the activity starting if your child is to be collected early.
- Encourage your child to play by the rules, and teach them that they can only do their best.
- Ensure that your child understands their code of conduct.
- Behave responsibly on the side-line; do not embarrass your child.
- Show appreciation and support the coach/school/event staff.
- Ensure your child is punctual.
- Be realistic and supportive.
- Ensure your child has appropriate showering equipment, plus adequate food and drink.
- Accept the official's judgment and do not enter the field of play
- Promote your child's participation in playing sport for fun.

### **As a parents/carer you have the right to:**

- Be assured that your child is safeguarded during their participation in sport.
- Be informed of problems or concerns relating to your children.
- Be informed if your child is injured.
- Have your consent sought for issue such as trips or photography.
- Contribute to decisions within the club.
- Have any concerns about any aspect of your child's welfare listened to responded to.

Any breaches of this code of conduct will be dealt with immediately by a Tournament Director or Organiser. Persistent concerns or breaches may result in you being asked not to attend games if your attendance is considered detrimental to the welfare of young participants.

**The ultimate action should a parent/guardian continue to breach the code of behaviour may be the Centre Manager, Tournament Director or Tournament Manager regrettably asking your child to leave the session, event or club.**

## Code of conduct for children and young people

### Children and young people are expected to:

- Be loyal and give their friends a second chance.
- Be friendly and particularly welcoming to new members.
- Be supportive and committed to other team members, offer comfort when required.
- Keep yourself safe.
- Report inappropriate behaviour or risky situations for youth members.
- Play fairly and be trustworthy.
- Respect officials and accept decisions.
- Show appropriate loyalty and be gracious in defeat.
- Respect opponents.
- Not cheat or be violent and aggressive.
- Make your club a **fun** place to be.
- Keep within the defined boundary of the playing/coaching area.
- Behave and listen to all instructions from the coach. Play within the rules and respect the official and their decisions.
- Show respect to other youth members/leaders and show team spirit.
- Take care of equipment owned by the club.
- Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background or religious beliefs or sexual identity.
- Refrain from the use of bad language or racial/sectarian references. This includes bullying using new technologies like chat-rooms or texting.
- Not get involved in inappropriate peer pressure and push others into something they do not want to do.
- Refrain from bullying or persistent use of rough and dangerous play.
- Keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
- Wear suitable kit; *insert a list compulsory items* – for training and match sessions, as agreed with the coach/team manager.
- Pay any fees for training or events promptly.
- Not smoke on club premises or whilst representing the club at competitions.
- Not consume alcohol or drugs of any kind on the club premises or whilst representing the club.

### Children and young people have the right to:

- Be safe and happy in their chosen activity.
- Be listened to.
- Be respected and treated fairly.
- Privacy.
- Enjoy your sport in a protective environment.
- Be referred to professional help if needed.
- Be protected from abuse by other member or outside sources.
- Participate on an equal basis, appropriate to their ability.
- Experience competition and the desire to win.
- Be believed.

- Ask for help.
- Have any concerns taken seriously and acted on.

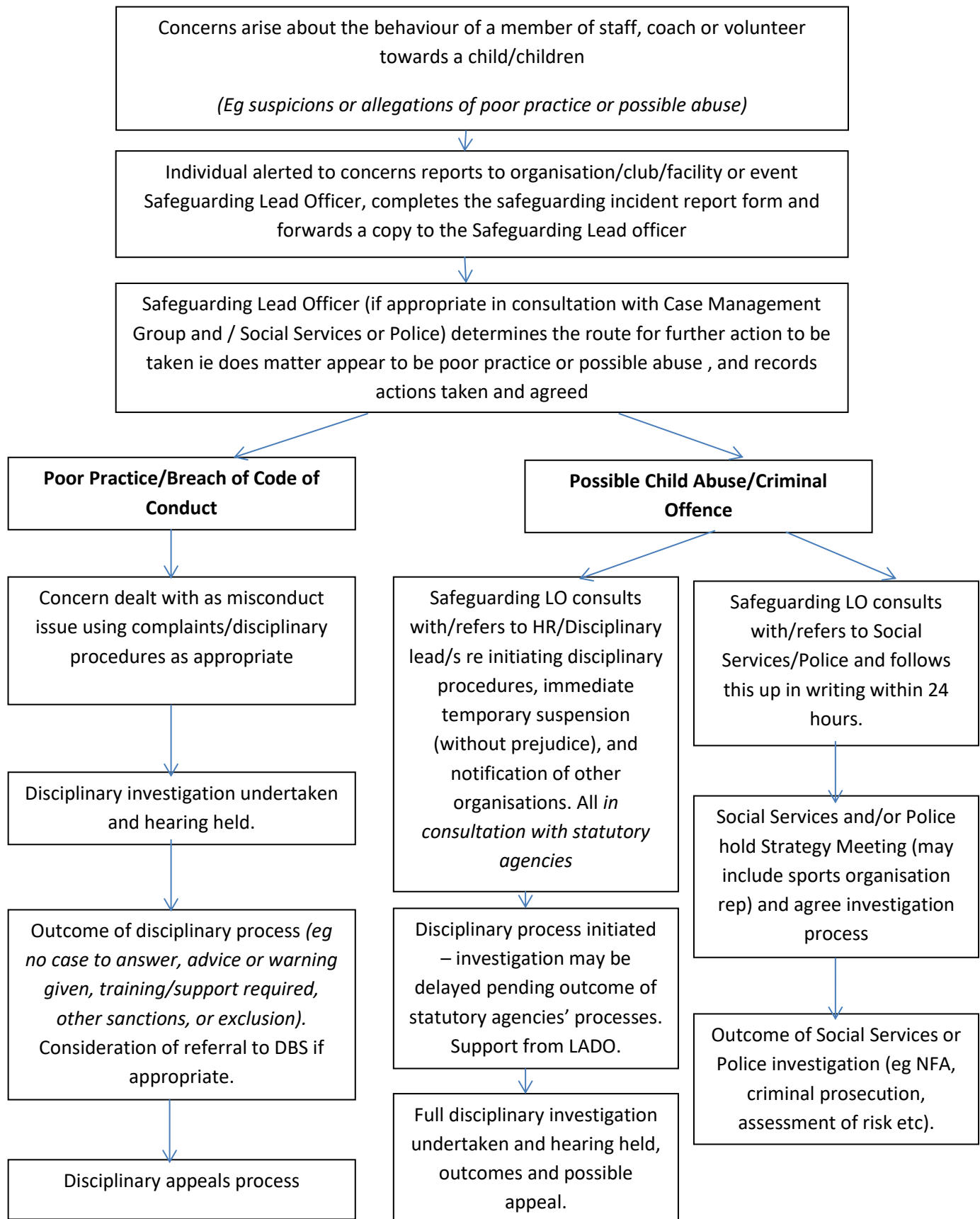
Any minor misdemeanours and general misbehaviour will be addressed by the coach and reported verbally to the designated person. More serious or persistent misbehaviour may result in disciplinary action and potentially dismissal from the club/sport. Parents will be informed at all stages.

Disciplinary action can be appealed to the coach with final decisions taken by the Tenpin Bowling Association of Wales committee.

## Child protection reporting procedures

Concerns about the behaviour of the organisation's staff member or volunteer

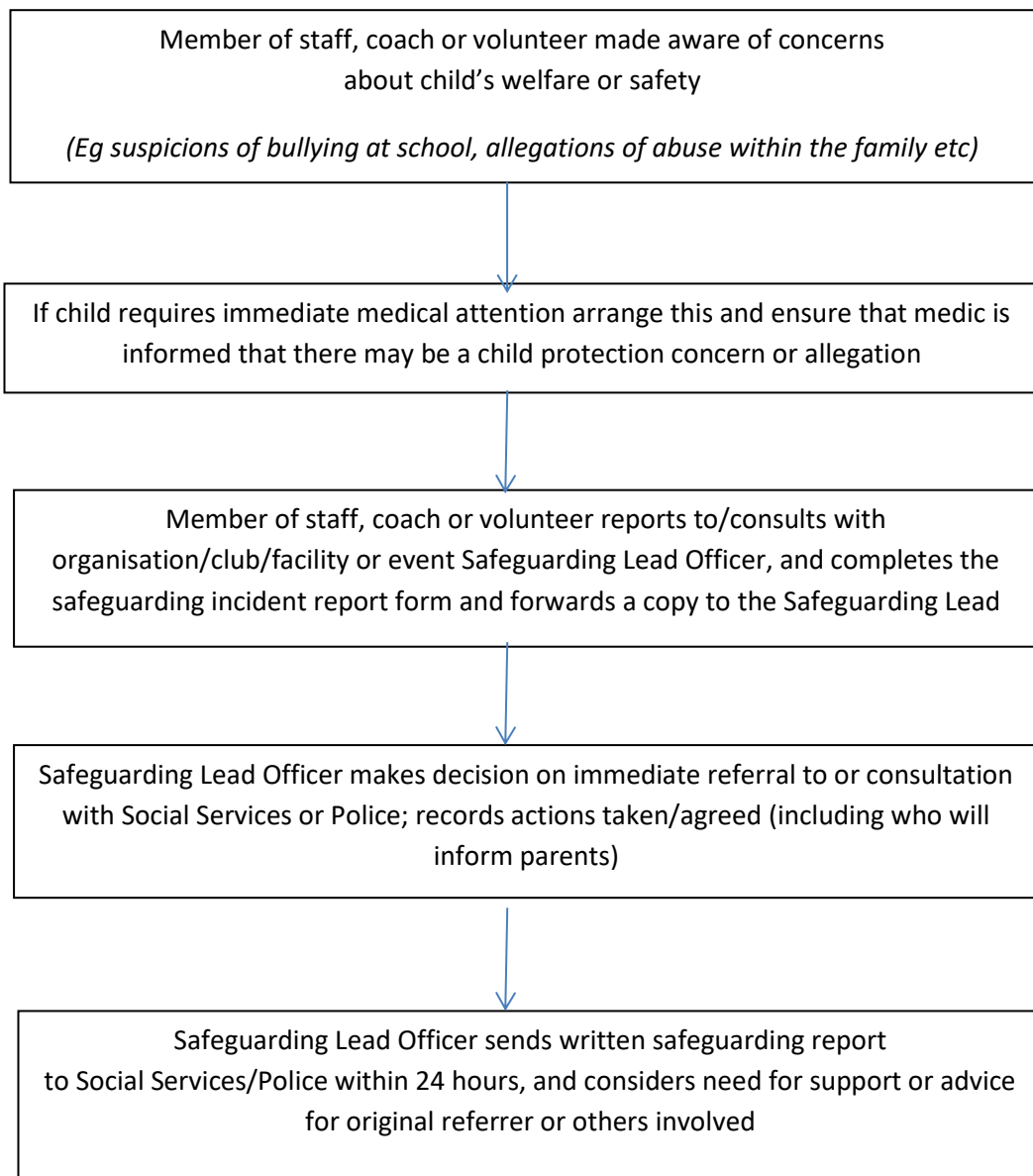
*e.g. allegation about a coach or officer's behaviour towards a child*



## Child protection reporting procedures

### Concerns about children/young people arising out of sport

*e.g. at home, school or in the community*



# Incident Report Form

Your name: ..... Name of organisation: .....

Your role:.....

Address:..... Postcode: .....

Telephone numbers:..... Email:.....

Child's name: ..... Child's date of birth: .....

Child's ethnic origin: ..... Does child have a disability:.....

*Please state*..... *Please state*.....

Child's gender:      Male      Female

Parent's / carer's name(s):.....

Address:..... Postcode: .....

Telephone numbers:..... Email:.....

Have parent's / carer's been notify of this incident?      Yes      No

If YES please provide details of what was said/action agreed:

Are you reporting your own concerns or responding to concerns raised by someone else:

- Responding to my own concerns
- Responding to concerns raised by someone else

If responding to concerns raised by someone else: *Please provide further information below*

*Name:* .....

*Position within the sport or relationship to the child:* .....

*Telephone numbers:*..... *Email:*.....

# Incident Report Form

Date and times of incident:.....

Details of the incident or concerns:

*Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.*

Child's account of the incident:

Please provide any witness accounts of the incident:

Please provide details of any witnesses to the incident:

Name: ..... Position within the club or relationship to the child: .....

Date of birth (if child):.....

Telephone number:..... Email address:.....

Please provide details of any person involved in this incident or alleged to have caused the incident / injury:

Name: .....

Position within the club or relationship to the child:.....

Date of birth (if child):.....

Address:..... Postcode: .....

Telephone number:..... Email: .....

## Incident Report Form

Please provide details of action taken to date:

*(please use additional blank sheet if needed)*

Has the incident been reported to any external agencies?     Yes     No

If YES please provide further details:

Name of organisation / agency: .....

Contact person: .....

Telephone numbers: ..... Email: .....

Agreed action or advice given:

**Forward this form to your organisation's Designated Safeguarding Officer in line with the Tenpin Bowling Association of Wales reporting procedures.**



## Reference form for positions working with children

Name of candidate:	Position applied for:	Name of organisation:

The above named person has expressed an interest in working with our organisation and has given your name as a referee. The post involves substantial access to and responsibility for children.

As an organisation committed to the welfare and protection of children, we wish to know if there is any reason at all to be concerned about this applicant's suitability for this type of role.

If you are happy to complete this reference, any information will be treated confidentially and in accordance with relevant legislation and guidance. 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 position in question. We would appreciate you being open and honest in your evaluation of this person.

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

In what capacity?.....

.....

Please comment on the above named person's suitability to work with children and young people?

.....

.....

.....

Please rate this person on the following – *please tick one box for each statement*

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Ability to motivate others					
Energy					

Trustworthiness					
Reliability					

Do you agree to this reference being shared with applicant?

Yes    No

This post involves substantial access to children. As an organisation committed to the welfare and protection of children, we wish to know if have any concerns about the applicants' suitability for this type of role.

Yes    No

If you have answered YES we will contact you in confidence.

Signed:.....

Print name:.....

Organisation:.....

Position:.....

Date:.....

Contact tel:.....

PLEASE RETURN TO:

# Template Employment Self-Declaration and Disclosure Form

**This form may be adapted to include individuals working with vulnerable adults**

Private and Confidential

*For roles involving contact with children (under 18 year olds).*

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

## Part One

<i>For completion by the organisation:</i>	
Name:	
Address and Postcode:	
Telephone/Mobile No:	
Date of Birth:	
Gender:	Male / Female
<i>Identification (tick box below):</i>	
<input type="checkbox"/>	I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate.
<b><i>Either</i></b>	
UK Passport Number and Issuing Office	
UK Driving Licence Number ( <i>with picture</i> )	
<b><i>Plus</i></b>	
National Insurance Card or current Work Permit Number	
<b>Signature of authorised Employing Officer:</b>	
<b>Print name:</b>	
<b>Date:</b>	

## Part Two

### NOTE:

If the role you are in or have applied for involves frequent or regular contact with or responsibility for children you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role (see organisational guidance about eligibility for DBS checks).

<i>For completion by the individual (named in Part one):</i>	
Have you ever been known to any Children's Services department or Police as being a risk or potential risk to children?	YES / NO <i>(if Yes, provide information below):</i>
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	YES / NO <i>(if Yes, provide information below):</i>
Confirmation of Declaration <i>(tick box below)</i>	
<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.
<input type="checkbox"/>	In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
<input type="checkbox"/>	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
<input type="checkbox"/>	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.
<b>Signature:</b>	
<b>Print name:</b>	
<b>Date:</b>	

# Role of Club Welfare Officer

## Knowledge

- Basic knowledge of core legislation, government guidance and national framework for safeguarding and promoting the welfare of children and young people
- Basic knowledge of the roles and responsibilities of statutory agencies (children's social care, the police, the NSPCC) and local safeguarding children boards
- Local arrangements for managing safeguarding children and reporting procedures
- Poor practice and abuse-behaviour which is harmful to children
- Own organisation's role and responsibilities to safeguard the welfare of children and young people-boundaries of the club welfare officer role
- Own organisation's policy and procedures relating to safeguarding children and young people
- Core values and principles underpinning practice
- Awareness of equality issues and protecting children from abuse.

## Recommended

- Basic knowledge of how abusers target and groom individuals and organisations to abuse children. Best practice in prevention
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## Skills

- Basic administration
  - Basic advice and support provision
  - Child-focused approach
  - Communication skills
  - Maintenance of records
  - Ability to provide information about local resources
  - Ability to promote organisation's policy, procedures and resources
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## Tasks

- Assist the organisation to fulfil its responsibilities to safeguard children at club level
  - Assist the organisation to implement its safeguarding children plan at club level
  - The first point of contact for staff, volunteers, parents children/young people where concerns about a children's welfare, poor practice or abuse are identified
  - The first point of contact with the lead officer for safeguarding children
  - Implement the organisation's reporting and recording procedures
  - Maintain contact details for the local children's social care department, the police and local safeguarding children board
  - Promote the organisation's best practice guidance/code of conduct within the club
  - Sit on the club's management committee
  - Ensure adherence to the organisations safeguarding children training
  - Ensure appropriate confidentiality is maintained
  - Promote anti-discriminatory practice
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# Role of National Lead Safeguarding Officer

## Knowledge

- Legislation, government guidance. National framework for safeguarding children
  - Role and responsibilities of statutory agencies including Local Safeguarding Children Boards
  - Planning processes – children ‘in need’ – child protection enquiries/investigations
  - Behaviour which is harmful to children – thresholds of ‘poor practice’ – ‘abusive behaviour’
  - Own organisation’s role and responsibilities. Boundaries of the **Lead Officer** role
  - Organisation’s policy and procedures related to safeguarding and protecting children
  - Core values/principles of work with children
  - Equalities issues and safeguarding
  - How abusers target and groom organisations in order to abuse children
  - Best practice in prevention.
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## Skills

- Child-focused approach
- Administration and systems (records) management
- Ability to promote and demonstrate anti-discriminatory practice
- Advice and support provision – all levels within the organisation
- Communication skills
- Ability to develop and produce national level guidance and resources
- Influencing skills and ability to work with conflict and with emotionally distressing matters.

## Recommended

- Ability to deliver core training through different levels within the organisation.
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## Tasks

- Lead role in development and establishment of the organisation's approach to safeguarding children and young people. Key role within organisation
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  - Management of cases of poor practice/abuse reported to the organisation – including records system
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  - Management of referrals to Children's Social Care services and Police
  - Central point of contact for internal and external individuals/agencies
  - Represent the organisation at external meetings related to child protection
  - Coordinate dissemination of policy, procedures and resources throughout the organisation
  - Provide advice and support to **Regional/County Welfare Officers** and a lead role in their recruitment, selection and training
  - Advise on the organisation's training needs and development of its training strategy. Provision of training where appropriate
  - Lead role in maintaining and reviewing the organisations' Implementation Plan for safeguarding and protecting children
  - Ensure 'Standards' are met
  - Keep up to date with own knowledge and skills.
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