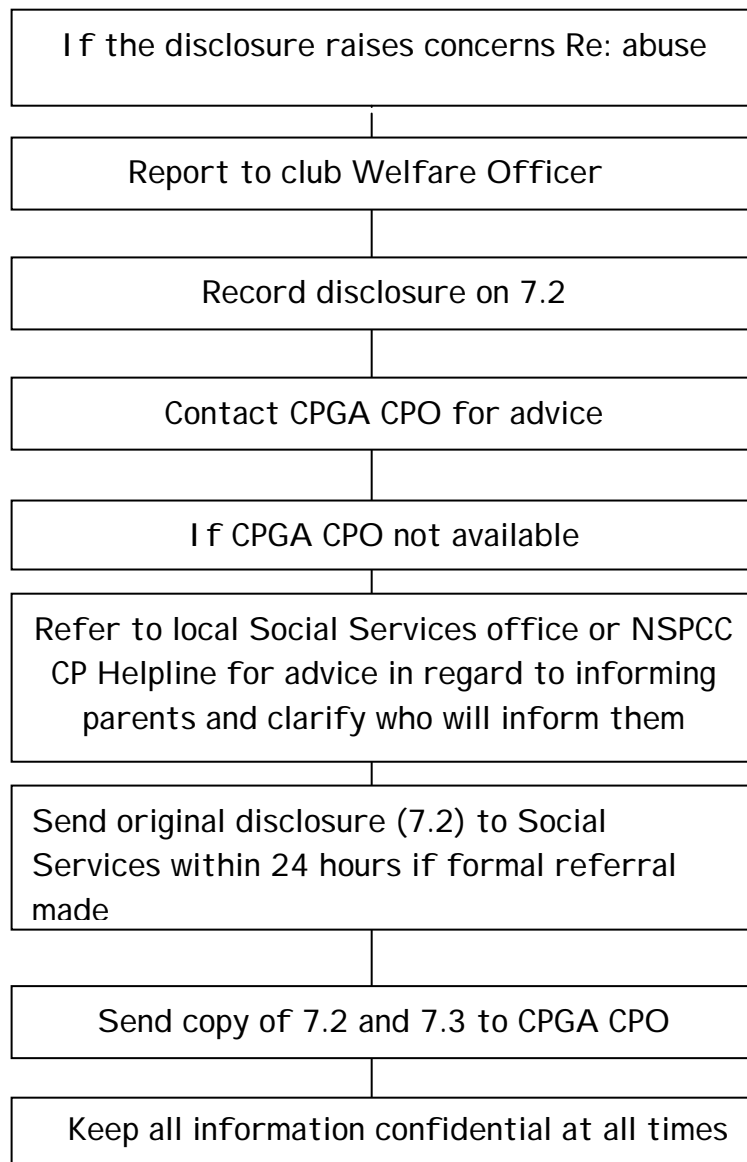


## Cornish Pilot Gig Association – Child Protection Guidance



## **6. Alleged abuse by a member of the Club**

The reporting of suspicions, allegations or incidents of abuse against a member of a club can be particularly difficult, and raise many different feelings including anger, confusion, betrayal and sometimes misplaced loyalty. It is paramount, however, that the welfare of the child/young person is first and foremost in these situations to ensure that any further abuse is prevented. Any suspicions, incidents or allegations against club members should be reported to the club Welfare Officer immediately. Should the allegations, suspicions or incidents be in regard to the club Welfare Officer, the CPGA CPO should be informed immediately. The CPGA will support anyone reporting concerns regarding a club member.

An allegation of abuse against a club member may constitute 'professional abuse' and could, therefore, instigate an investigation by Social Services or the Police. It may also require disciplinary action by the CPGA. The club Welfare Officer should inform the CPGA CPO of the incident or the nature of the allegations or suspicions. The CPGA CPO will consult with CPGA Officers to determine any action that may need to be taken. Should Social Services or the Police be involved the CPGA will not investigate further, but will immediately suspend the individual from any further participation in rowing at that time. This action will be taken to protect the child/young person, and any other junior member, from further abuse should the allegations be proven.

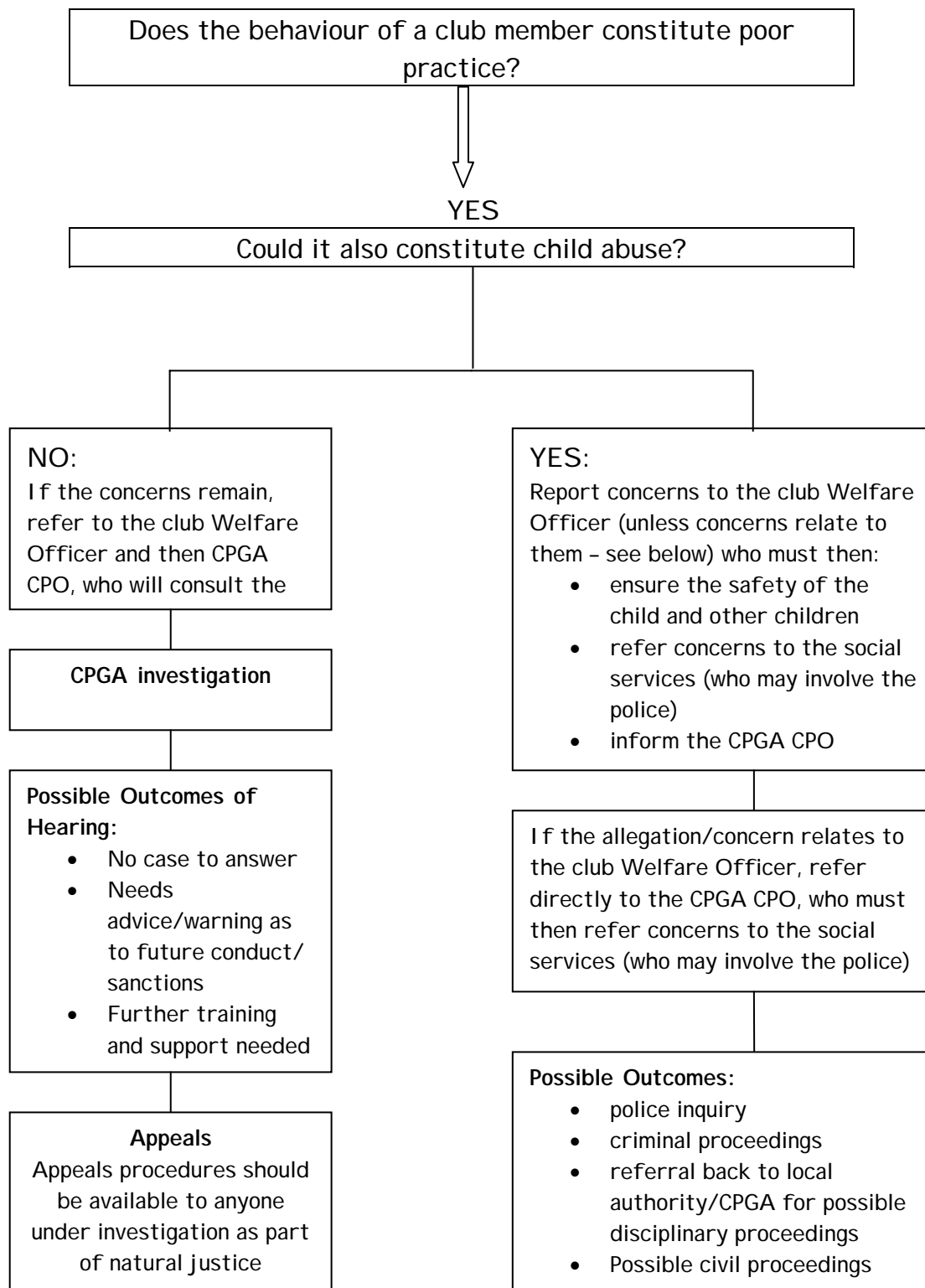
If concerns are regarding poor practice, but do not constitute abuse and, therefore, have no investigation in place, the CPGA CPO will consult with CPGA Officers to ascertain whether disciplinary action is appropriate, or further training and support needed by the individual or the club.

At all times maximum confidentiality must be adhered to. Information passed to club Welfare Officer's or the CPGA CPO should be recorded. Do not speak to parents regarding the allegations before seeking advice from the CPGA CPO or Social Services.

Remember it is not your role to investigate or make personal judgements, but it is your duty to pass on your concerns.

The diagram below shows the procedure to be taken in relation to allegations of abuse against club members.

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**7.1 Personal Disclosure Form for members in contact with children/young people**

**Confidential**

Personal disclosure of all club members in contact with children/young people.

- 1) Have you ever been convicted of a criminal offence or been the subject of a Caution or Bound Over Order?

**YES**

**NO**

If **YES**, please state the nature and date(s) of the offence(s):  
Please supply details on separate sheet.

- 2) Have you ever been subject to any disciplinary action or sanctions relating to the abuse of children/young people?

**YES**

**NO**

If **YES**, please state the nature and date(s) of the offence(s):  
Please supply details on separate sheet.

- 3) You are required to self-certify that you are not known to ANY Social Services Department as being an actual or potential risk to children/young people, and that you have not been disqualified or prohibited from fostering children or had any rights or powers in respect of any child vested in or assumed by a local authority, or had a child/young person ordered to be removed from your care.

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*I hereby consent to the CPGA undertaking against me Criminal Records Bureau checks.*

Please supply details:

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

Any surnames previously known by: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

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

You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1974 as amended by the Rehabilitation of Offenders Act 1975 (Amendment) 1986, you should declare all convictions (including 'spent' convictions).

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<p>Please complete all relevant sections. For any sections that do not apply, please mark clearly as 'not applicable'.</p>
<p style="text-align: center;"><b>7.2 Record of disclosure from child / young person</b></p>
<p><b>When was the disclosure made (date and time)?</b></p>
<p><b>What lead to the disclosure?</b> Try to detail the circumstances leading up to the disclosure</p>
<p><b>Where there any other people present at the disclosure?</b> Please circle: YES    NO    UNSURE</p>
<p><b>If 'Yes' please state their name, position and the role they played:</b></p>
<p><b>Give details of the allegation or suspicion - verbatim</b></p>

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<p><b>Describe any visible signs of physical injury evident on the child or young person: NB; DO NOT remove any clothing</b></p>
<p><b>If you have known the child for a period of time, have you noticed any changes in behaviour?</b></p>
<p><b>Has the child made the allegation about a particular individual? (If so please record details)</b></p>
<p><b>Any additional comments?</b></p>
<p><i>To be signed by the person reporting the concern</i> <i>Name:</i></p> <p><i>Signed:</i> <span style="float: right;"><i>Date:</i></span></p>
<p><i>Received by club Welfare Officer</i> <i>Name:</i></p> <p><i>Signed:</i> <span style="float: right;"><i>Date:</i></span></p>

**7.3 Record of Conversation with W.O or CPGA CPO**

Name of club \_\_\_\_\_

Club member reporting concern \_\_\_\_\_

Name of Club W.O \_\_\_\_\_

Date of conversation with club W.O \_\_\_\_\_

Brief record of conversation

Passed to CPGA CPO by club W.O?                      YES                      NO

If Yes :

Date of conversation with CPGA CPO \_\_\_\_\_

Advice given by CPGA CPO

If No :

Reasons why not passed to CPGA CPO

Signed Club Member \_\_\_\_\_ Date \_\_\_\_\_

Signed Club W.O \_\_\_\_\_ Date \_\_\_\_\_

W.O to keep a copy in a secure place. Copy to be sent to CPGA CPO.



**7.4 Contacts in Regard to C.P**

Club W.O \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number \_\_\_\_\_ Mobile \_\_\_\_\_  
Email \_\_\_\_\_

CPGA CPO \_\_\_\_\_

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

Telephone Number \_\_\_\_\_ Mobile \_\_\_\_\_  
Email \_\_\_\_\_

Local Social Services Office (9-5) Mon- Fri \_\_\_\_\_  
Telephone Number \_\_\_\_\_

Out of Hours S.S.D Contact \_\_\_\_\_  
Telephone Number \_\_\_\_\_

Local Police Station \_\_\_\_\_  
Telephone Number \_\_\_\_\_

Local Hospital \_\_\_\_\_  
Telephone Number \_\_\_\_\_

NSPCC C.P Helpline  
Free 24 hour advice line 0808 800 5000

## 7.5 Checklist for Clubs

Name of Club \_\_\_\_\_  
Welfare Officer \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Home Telephone number \_\_\_\_\_  
Email Address \_\_\_\_\_

### Is the identity of the Welfare Officer, and the procedure for reporting any concerns:

1, Made Known to junior members?

Yes / No

2, Made known to parents?

Yes / No

3, Is the welfare Officer independent of any direct role involving activities with young people, such as junior co-ordinator or coach?

Yes / No

4, Is parental consent for possible emergency medical attention obtained for all junior members?

Yes / No

5, Has the club formally adopted the CPGA Child protection procedures in its constitution?

Yes / No

### Have all junior coaches and others with access to young people:

1, Satisfied the Welfare Officer of their suitability for the role?

Yes / No

2, Completed a self declaration form and CRB Disclosure?

Yes / No

3, Been made conversant with the CPGA Child Protection procedures?

Yes / No

4, Has it been made clear that access to young people is restricted to those who have satisfied these requirements?

Yes / No



**Child/Young Persons Membership/Consent Form**

<b>Name of Rowing Club</b>	
Name	
Address	
Telephone	Mobile
Date of Birth	
Parent/Guardian Name	
Additional emergency contact	
Relationship	
Telephone	Mobile
Any health problems eg Asthma/epilepsy/diabetes etc	
Do you use Ventolin or Salbutamol? YES/NO	
Can you swim? NO/Under 25 metres/Over 25 metres/Competent	
I give/do not give permission for my child to be in photographs that may be taken by the club in their best interests. Child's Name_____	
Signature of Parent/Guardian_____	
I give/do not give permission for my child to be taken to hospital and treated in my absence if it is necessary, and I have been unable to contact. Child's Name_____	
Signature of Parent/Guardian_____	
I give/do not give permission for my child to be transported to and from any rowing related events, such as Regattas and training. Childs Name_____	
Signature of Parent/Guardian	
Any other relevant information	
Signature of Child/Young Person_____	

## 7.7 Private Vehicle Registration Form

Driver Details	Vehicle Details
Full Name	Registration Details
Address	Name of Registered Keeper
Postcode	
Telephone	
Mobile	
Driving Licence No and type (eg full)	Colour
Other members/drivers authorised to drive the vehicle	Model
MOT Expiry Date	Make
Insurance Company	
Insurance Expiry Date	Road Tax Expiry Date

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**Declaration- Please Tick each box**

I have informed the insurance company of my intention to transport club members on behalf of the club. I have stated if required I would be claiming expenses in connection with this additional use.

I have extended the policy and paid any additional premium as required by the insurance company.

My vehicle is roadworthy and complies with all current traffic legislation.

I will inform all passengers of the need to wear seatbelts.

I am aware that it is not good practice to give transportation to individual children/young people if on their own.

I declare that the information stated here is correct and that I will inform the club of any change.

Signed \_\_\_\_\_

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

Date \_\_\_\_\_