



Policy and Procedures for the Welfare of Young People in American Football (issue 1)

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Introduction

BAFA have a moral and legal obligation to ensure that, when given responsibility for young people, coaches, volunteers, administrators and officials provide them with the highest possible standard of care.

Through the implementation of a policy for the Welfare of young people in American Football, and the support of its coaches, volunteers and officials, the BAFA will maintain the professionalism and safeguards of good practice that are associated with the game.

The policy outlines the following key areas:

- It recognises the responsibility of all those involved in American Football to safeguard and promote the interests and well being of the children and young people with whom they are working.
- It provides a framework on the recruitment, selection, suitability and deployment of individuals working with young people.
- It emphasizes the value of working closely in partnership with all organizations within BAFA, parents and volunteers to protect children and young people from harm and discrimination.
- It acknowledges that abuse does take place in sport and that raising awareness and understanding of the main forms of abuse and establishing communication and reporting procedures is abuse is suspected will further safeguard the children and young people, coaches, officials, administrators and volunteers working within the game.
- The adoption of good practice will help keep young people safe from possible abusers, as well as protecting adults in responsible positions from potential false allegations of abuse.

Please note the following:

Compliance to the Codes of Conduct contained is mandatory for all BAFA members. The basic principal is the same for all, however UK legislative differences have been built into the BAFA policy and procedures. Organisations may adopt their own policies, but must ensure it complies with the standards set within the BAFA policy and/or the relevant National Guidance.

1. Policy Statement

1.1 Responsibilities

In order that the BAFA Child Protection policy is implemented effectively there has to be recognition that BAFA, Constituent Bodies and member Clubs must work together, each with a role to ensure that young people enjoy rugby union in a safe environment. The Policy and Procedures for the Welfare of Young People in the Sport of American Football is to be applied to all young people who are under 18.

1.1.2 The BAFA must:

1. Appoint a designated person to manage Child Protection
2. Produce a national Child Protection Policy
3. Produce a Child Protection Implementation Plan
4. Manage the implementation of CRB/CRBS disclosure
5. Produce relevant resources to support the Child Protection Policy
6. Make decisions on, and record all reported cases of misconduct.
7. Appoint a disciplinary panel when necessary; and
8. Ensure all appropriate individuals and bodies are informed of disciplinary decisions and ensure they are acted on.

1.1.3 The Member Organisations must:

1. Appoint a Welfare Manager
2. Ensure that each Club has a Child Protection Policy
3. Ensure that all reported cases are managed in line with BAFA Policy
4. Manage Child Protection Disciplinary cases when instructed by BAFA
5. Monitor a minimum of 10% of Clubs per year
6. Identify a disciplinary panel that, where necessary, will be convened to hear cases of poor practice as identified by the BAFA Child Protection Officer

1.1.4 Each American Football Club must:

1. Appoint a Welfare Officer (plus another person to undertake the role in the absence of the designated person) who will act as the first point of contact for concerns about the welfare of young people
2. Publish a Child Protection Policy within the Club
3. Recognise the responsibilities of the Committee and Officers of the Club
4. Implement a policy of Best Practice for all adults working with young people
5. Ensure all members comply with disclosure requirements
6. Make individuals aware of good practice when working with young people to ensure they are not placed in a situation where allegations could be made
7. Ensure that all reported allegations of poor practice or abuse are managed in line with BAFA policy

1.2 Key Principles

1. Anyone under the age of 18 should be considered as a young person for the purposes of this document, as defined in The Children's Act 1989.
2. The welfare of young people is paramount.
3. All young people, whatever their age, culture, disability, gender, language, racial origin, religious belief or sexual identity have the right to protection from abuse and harassment.
4. It is the responsibility of child protection experts to determine whether or not abuse has taken place, but it is everyone's responsibility to report any concerns
5. All suspicious incidents and allegations of poor practice or abuse should be taken seriously and responded to swiftly and appropriately.
6. All Member Organisations will be provided with relevant documentation, training and support to ensure they are able to implement BAFA policy
7. Working in partnership with parents/carers is essential for the protection of young people
8. Confidentiality should be upheld in line with Data Protection Act 1994 and the Human Rights Act 2000.

2. Recruitment, employment and deployment of staff/volunteers

2.1 Recruitment of volunteers and staff

Grassroots American Football wouldn't exist without the volunteers involved in all levels of the game today. Ensuring that we encourage those individuals that are suitable for the many roles American Football has to offer is essential. Remember that a friendly, well-run club is more likely to be successful in encouraging additional volunteers.

However, we mustn't lose sight of the fact that anyone may have the potential to abuse children and young people. Therefore all reasonable steps must be taken to ensure unsuitable people are prevented from working with children and young people. Sound recruitment and selection procedures will help to screen out those who are not suitable to work in American Football. Relying on the fact that an existing member of staff knows a person should not be taken as evidence of suitability.

2.1.2 Planning and Advertising

- Draw up a role profile that highlights key responsibilities of the role
- Decide upon the skills and experience that an individual will need
- Draw up a person specification
- Identify the aims of the club or league
- Reflect the club or leagues positive stance on child protection and equal opportunities
- Use application forms to collect information on each applicant
- Ensure that more than one official looks at each application form
- Ask for identification documents to confirm the identity of the applicant (e.g. passport or driving licence)

2.1.3 Applications for all posts

All applicants, whether paid or voluntary, full or part-time should complete an application form. If the applicant has no previous experience of working with young people training is strongly recommended.

Request at least two references from individuals who are not related to the applicant.

One reference should be associated with the applicant's place of work and, if possible, one that demonstrates the individual has been involved in sport, particularly young people, previously. References should be followed up prior to any offer of appointment being made.

2.2 Interviewing

- Meet with all applicants prior to any recruitment decisions are made
- Ensure more than one official is present.

A formal interview is required for people working with young people. The interview should be carried out according to acceptable protocol and recommendations

The meeting/interview will enable the club or league to explore further the information provided in the application form. The questions to be asked should be prepared in advance and should provide the applicant with the opportunity to recount previous experiences and give examples of how they have or would handle situations. It's important to elicit information regarding an applicant's technical capabilities and is also necessary to explore their attitudes and commitment to child welfare.

All those with significant access to young people will be required to complete a CRB/CRBS Disclosure. Disclosure checks will be carried out by BAFA. All those with occasional access to young people will be required to complete a self-declaration form. The CRB and self-declaration must be completed once every two years.

The successful applicant can only take up their duties once the CRB check has been cleared by BAFA and the appointing BAFA organisation has received 2 satisfactory references.

It is recommended that the organisation's Welfare Officer is present at such interviews.

2.3 Induction

All Staff will undergo a formal induction in which:

- Their qualifications as coach/official are substantiated:
- They complete a profile to identify training needs
- They have agreed to conform to the organisations Code of Conduct and Ethics and they may face disciplinary action if there is an allegation that the code has been broken.
- Child Protection procedures are explained and any training needs are identified.
- Where practicable, the new recruit should be mentored by an experienced member of staff.

2.4 Probationary Period

Where appropriate the appointment of any volunteers should be conditional upon the successful completion of a probationary period. The length of a probationary period will vary dependent on the type of position, and length of time involved per week. However it is recommended that the probation period should not be less than a period of three months. Positions such as single activity helpers, where a probation period could not be carried out, the volunteer should be supervised at all times.

On appointment, the voluntary staff member should be given details of a probationary period and its purpose, the date for its review, together with any details of induction and/or training.

2.5 Monitoring and Appraisal

Wherever appropriate all volunteers should be afforded the opportunity to receive formal or informal feedback. Appraisal assists in identify training needs, setting new targets, highlighting concerns about inappropriate behaviour and identifying support needed

3. Good Practices with Young People

Introduction

Establishment of good recruitment procedures may assist in deterring potential perpetrators of abuse. It is also necessary that all BAFA members are aware of their responsibilities, not only to ensure the best possible protection is given to young people, but also to avoid allegations of poor practice against themselves.

The following Code of Conduct provides details of the standards of acceptable and unacceptable behaviour when working with young people. The Code is divided into three categories: good practice, practice to be avoided and practice never to be sanctioned.

All BAFA members are expected to adhere to the Code. Any reported allegation of non-compliance will be dealt with in line with the BAFA Disciplinary Procedures.

3.1 Good Practices

In order to ensure everyone experiences enjoyment of the game, that young people are in a safe environment, adults are aware of their responsibilities and possible vulnerable positions are avoided, BAFA requires that its member organisations adopt and adhere to the following:

- Adoption of the BAFA Child Protection policy and procedures.
- Designate a Welfare Officer. Ensure the person undergoes a CRB/CRBS check, and is informed of training opportunities.
- Promotion of the policy to all members and parents.
- Promotion of an environment where concerns can be raised without fear of reprisal or recrimination.
- Establish guidelines and procedures for dealing with complaints or concerns confidentially that comply with BAFA reporting guidelines.
- Ensure guidelines are in place for obtaining written consent - for participation, use of photographic images, and to act as loco parentis in emergencies.
- Keep written records of any reported poor practice or child protection related incidents and accidents, including any action taken.
- Provide training opportunities for adults working with young people.
- Take every effort to prevent situations where an adult is alone with a child or group of children.
- Ensure that at least two responsible adults are present at all times during training sessions.
- Ensure guidelines are in place for away trips and events.
- Keep participants and parents fully informed about child protection procedures.
- Ensure Codes of Conduct and Codes of Practice are in place and are complied with.
- Develop, promote and publicise an anti-bully policy.
- Provide regular monitoring and appraisal opportunities.
- Encourage good practice.
- Offer support for those who report concerns on suspicious or poor practice.

3.1.1 Good Practice Guidelines for BAFA Members

- All members of the BAFA should demonstrate the highest possible behaviour standards. The following are common sense examples of how to create a positive culture and climate within American Football.
- Always work in a publicly open environment. Avoid being in private/unobserved situations with a young person.
- Encourage an open environment (e.g. no secrets)
- Ensure that at least one other adult is present during training sessions.
- Situations may occur when in order to teach or coach certain techniques it is necessary to make contact with a player. In such instances the following must apply:
 - The players and parents must be made aware of context in which this may happen when joining the Club.
 - Physical contact should only be used when there is no other alternative of coaching a technique, or in an emergency.
 - Avoid inappropriate or unnecessary contact.
- If groups have to be supervised in the changing rooms ensure that the adults work in pairs, and that gender is appropriate.
- Ensure that if mixed teams are taken away, male and female adult members accompany them.
- Keep a written record of any injury that occurs, along with the details of any treatment given.

- Place the welfare of each young person before winning or achieving goals.
- Only work within the limitations, of your and knowledge and qualifications.
- Keep up to date with knowledge and technical skills.
- Recognise the developmental needs and capacity of young people avoiding excessive training or competition and not push them against their will.
- Give enthusiastic and constructive feedback; avoid negative criticism.
- Build balanced relationships based on trust empowering children to share in the decision making process
- Behave in an exemplary manner; be an excellent role model.
- Make sport fun and enjoyable and encourage fair play, and never condone the use of prohibited substances.

3.2 Practice to be avoided

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of the Clubs head official or Welfare Officer or the young person's parents/guardian

- Avoid spending excessive amounts of time alone with a young person/s away from others.
- Avoid taking a young person/s on a car journey where you will be alone with them.
- Avoid having 'favourites' - this could lead to resentment and jealousy by other young people and may lead to false allegations.
- Avoid, where possible, doing things of a personal nature for young people that they can do for themselves unless you have been requested to do so by their parents*

* It may sometimes be necessary to do things of a personal nature for children, particularly if they are young or have a disability. Such tasks should only be carried out with the full understanding and consent of the young person and where possible their parents. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with them about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Never take on the responsibility for tasks for which you are not appropriately trained.

3.3 Practice never to be sanctioned

The following should never be sanctioned. You should never:

- Take a young person, or persons, to your home or secluded places where you will be alone with them.
- Engage in rough, physical or sexually provocative games such as horseplay.
- Participate in any games or training sessions with young people. If there is need for an adult to facilitate learning through the use of coaching aids it should be done with the utmost care, with due regards given to the safety and well being of the young participants
- Share a room with a child or invite or allow children to stay with you at your home unsupervised.
- Allow or engage in any form of inappropriate touching.
- Make sexually suggestive comments to children, even in fun.
- Use inappropriate language, or allow inappropriate language to go unchallenged.
- Allow allegations made by a child to go unchallenged, unrecorded, or not acted upon.
- Depart premises until all young people have been dispersed safely.
- Resort to bully tactics or verbal abuse.
- Cause a young person to lose self-esteem.
- Allow the use of alcohol or illegal substances.

If any of the following incidents occur it should be reported immediately to another colleague and make a written record. **See Template 3- Incident Report Form**

The parents of the child must also be informed.

- You accidentally hurt a young person.
- A young person appears distressed in any manner
- A young person appears to be sexually aroused by your actions
- A young person misunderstands or misinterprets something you have done.

3.5 Position of Trust

All adults working with young people are in a position of trust that has been invested in them by the parents, the young people and the sport. By virtue of the role the adult is in, one party is in a position of power and authority over another. Although it is recognised that genuine relationships can occur, no intimate relations should take place whilst a member is in a position of trust.

Engaging in an intimate or inappropriate relationship with a young person is deemed as a breach of the BAFA Codes of Conduct. Any allegations will be investigated according to the BAFA disciplinary procedures.

Young people aged sixteen to eighteen can legally consent to certain types of sexual activity. However under certain provisions they are classified as children. In some circumstances the abuse of a position of trust is a criminal offence. (Sexual Offences Amendment Act 2000 – UK wide)

3.6 Guidelines for use of video/photographic images

Some people are known to have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sports people in vulnerable positions.

It is a requirement that all BYAFA organisations adopt the guidelines contained in this Policy.

See Appendix 5 - Policy on Photographic/Recorded Images of Young People

4 Recognising Poor Practice, Abuse and Bullying

Introduction

Child abuse can and does take place outside the family setting. 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. Volunteers are not expected to be experts at such recognition; however, they do have a responsibility to act if they have any concerns about the behaviour of someone, an adult or another child, towards a young person. Member organisations should encourage, and expect, staff to discuss any concern they may have about the welfare of a young person immediately with the designated officer and follow the procedures in BAFA's Child Protection Policy.

4.2 Abuse.

Abuse can and does happen in a wide range of environments, within or outside of the family setting, at school and in a sporting environment, and often it is people (adults and other young persons) a young person knows and trusts. The effects of abuse can be immensely damaging to a young person's physical, mental or emotional health. Untreated, the detrimental effects caused by abuse can follow a person into adulthood.

4.2.1 Neglect

Neglect is where adults fail to meet a young person's basic physical and/or psychological needs, likely to result in the serious impairment of the young person's health or development. For example failure to provide adequate food, shelter and clothing, failing to protect a child from physical and/or emotional harm or danger, or the failure to ensure access to appropriate medical care or treatment.

Neglect in sport could include not ensuring children are safe by:

- Leaving young people alone without proper supervision.
- Exposing young people to undue cold or heat without providing protection or fluids.
- Exposing young people to unnecessary risk of injury.

4.2.2 Physical Abuse

Includes situations where another person deliberately physically hurts or injures a young person, or knowingly fails to prevent such injuries, giving young people alcohol, inappropriate drugs, or other harmful substances can also cause harm, and where the Adult feigning of symptoms or deliberately inducing illness in a young person.

In a sporting environment physical abuse may occur when:

- Young people are exposed to exercise/training that disregards the capabilities of an immature and growing body.
- Young people are exposed to overplay, over training or fatigue.
- Leaving young people alone without proper supervision.
- Exposing young people to undue cold or heat without providing protection or fluids
- Adults giving young people the opportunity to consume alcohol whilst under age.
- Adults who recommend the taking of performance enhancing drugs.

4.2.3 Sexual Abuse

Male and Female adults/peers and other children abuse young people to meet their own sexual needs through:

- Full sexual intercourse, masturbation, oral sex, or fondling
- Showing young people pornographic books, photographs or videos or taking photographs for pornographic purposes.
- Encourage young people to behave in sexually inappropriate ways
- In a sporting environment abuse may occur through:
 - Inappropriate physical contact taking place during the coaching/teaching of techniques and skills, treatment or touching. Techniques involving physical contact with children could potentially create situations where sexual abuse may go unnoticed.
 - The power of the coach over young performers, if misused, may also lead to abusive situations developing.

4.2.4 Emotional Abuse

Situations in which emotional abuse can be caused are:

- When there is a persistent ill treatment caused by a lack of care, love, affection, or attention shown to a young person.
- Where a young person is constantly shouted at, threatened or taunted.
- The corruption of a young person
- In a sporting environment emotional abuse may occur when a young person:
- Received constant negative feedback.
- Has their efforts to progress ignored.
- Has demanded of them performance levels above their capabilities.
- Is subjected to racism, name calling and bullying.

4.2.5 Indicators of Abuse

The following list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is taking place.

- Unexplained injuries, particularly if on a part of the body not normally prone to such injuries.
- Any injury for which the explanation appears inconsistent.
- Untreated injuries.
- Reticence to return home.
- Aggressive behaviour towards others.
- Constantly hungry and tired.
- Becoming increasingly dirty or unkempt.
- Frequently late or absent from training sessions.
- Unexplained changes in behaviour.
- Inappropriate sexual awareness.
- Sexual awareness inappropriate for age.
- Engaging in sexually explicit behaviour.
- Mistrustful of adults, particularly those with whom a close relationship would normally be expected.
- Having difficulty in making friends.
- Being prevented from socialising with other children or young people.
- Variations in eating pattern including overeating or loss of appetite.
- Loss of weight for no apparent reason.
- Someone else expressing concerns about the welfare of the child or young person

4.3 Racial Discrimination and Equity

Individuals from black and minority ethnic groups are likely to have experienced harassment, racial discrimination and institutional racism. Racism causes significant harm and may be categorised as a form of emotional abuse. Recent legislation has made racism illegal.

Equal opportunity should be provided for all, regardless of gender, race, religion or culture and ethnic, and ethnic minority groups must be afforded protection from all forms of racial discrimination. Through adherence to the BAFA Equity Policy, problems such as discrimination to ethnic minorities should be avoided.

See Appendix 3 - Equity Policy.

4.4 People with Disabilities

Young people, or adults, with disabilities or impairment, may be at increased risk of abuse. Various factors contribute to this, such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect them, or adequately able to communicate. All within the BAFA must avoid discriminating against those with disabilities.

4.5. Bullying

This form of abuse can and is inflicted by children as well as adults. Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms: the three main types are physical, verbal, emotional, and even takes place via the Internet and text messages.

Bullies are deliberately hostile and aggressive toward a victim that is weaker and less powerful. The outcome of bullying is always painful and distressing for the victim.

Bullying can include:

- Physical: e.g. hitting, kicking and theft.
- Verbal: e.g. name-calling, constant teasing, sarcasm, racist or homophobic taunts, threats, graffiti and gestures.
- Emotional: e.g. tormenting, ridiculing, humiliating and ignoring.
- Sexual: e.g. unwanted physical contact or abusive comments.

Bullying can and does occur anywhere there is inadequate supervision. The competitive nature of American Football makes it an ideal environment for the bully. The bully could be:

- A parent who pushes too hard.
- An over zealous coach with a 'win at all costs' attitude
- A team member who intimidates others.
- An official who is overly officious.

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to young people and adversely affect their health, well-being and development. There are a number of signs that may indicate that a young person or disabled adult is being bullied:

- Behavioural changes such as reduced concentration and/or becoming withdrawn, becoming clingy, depressed, and tearful and emotionally up and down; reluctance to go to school, training or sports club.
- A drop off in performance at school or standard of play.
- Physical signs such as stomach aches, headaches, difficulty in sleeping, bed-wetting, scratching and bruising, damaged clothes and bingeing; for example on food, cigarettes or alcohol.
- A shortage of money or frequent loss of possessions.

See Appendix 4 - Anti-Bullying Policy.

6. Responding to Disclosure, Suspicions and Allegations

Introduction

It is acknowledged that individuals with a deep commitment to the sport are reluctant to believe that young people may be experiencing abuse, making it difficult to accept that young people may be at risk. Taking appropriate action is never easy, the discovery that a colleague is, or may be, abusing a young person will be cause for concern and mixed feelings for fellow colleagues.

Levels of awareness need to be raised without creating an atmosphere of anxiety or suspicion. Be aware of the attitudes of adults and of their interaction with young people. Sometimes certain behaviour is excused because of the way in which certain individuals or teams are known to behave. If the behaviour is contrary to BAFA Child Protection policy and procedures, meaning that young people could be at risk, then action has to be taken.

Anything that causes a person to feel uncomfortable should be brought to the attention of the Welfare Officer. Adults must also be alert to any unusual incidents or activities that take place where they may be placing themselves in a vulnerable position.

6.1 How to respond to a disclosure from a young person

If a young person says or indicates, they are being abused, or information is obtained which gives concern that a young person is being abused; the person receiving the information should adopt the following guidelines:

- React calmly so as not to alarm or frighten the young person.
- Reassure the young person they are not to blame and assure them that they were right to tell.
- Let the young person know that you are taking what they say seriously.
- Keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said.
- Try not to ask direct or leading questions, as it could lead to compromise.
- Reassure the child but do not make promises of confidentiality. Explain you may have to tell others.
- Make a full record of what had been said, heard and/or seen as soon as possible. This record will be referred to in the event of further investigation. Detailed questioning should be left to a qualified investigator.
- Ensure the safety of the young person. If medical attention is needed call an ambulance. Inform the medics of the concerns, and make sure they are aware that the incident is a child protection matter.
- Consult with the Club or BAFA Welfare Officer, ensuring that you communicate all the information accurately.
- Complete an Incident Report Form.

See Section 2 - Notification of Incident Form

6.1 Actions to Avoid

The person receiving the disclosure should not:

- Panic.
- Dismiss the concern
- Allow their shock or distaste to show.
- Make promises or agree to keep secrets.
- Probe for more information than is offered.
- Speculate or make assumptions.
- Make negative comments about the alleged abuser.
- Approach the alleged abuser.

6.2 Records and Information

Information passed to the social services or the police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern.

Information should include the following:

- The young person's name, address, date of birth, race, ethnic origin, and any disabilities.
- The nature of the allegation.
- A description of any visible bruising or other injuries.
- Any observations regarding the young person's behavior and emotional state.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Whether the person writing the report is expressing their own concerns or those of another.

- Witnesses to the incident(s).
- Any times, dates or other relevant information.
- Sign and date form.
- Retain a copy.
- Send a copy to the BAFA Welfare Officer

6.3 Responding to Concerns and Allegations within BAFA

Every Adult involved in American Football is responsible for the welfare of the young people in their care and for making others aware of their responsibilities. Abuse of young people can and does happen outside the family setting and it is known that abuse has taken place within sport. It is important that those involved in American Football are aware of this possibility, and that all allegations are taken seriously and appropriate action taken.

Hearing allegations of abuse against colleagues can be distressing. Emotional feelings of anger and guilt are felt because the young person has placed their trust in adults who have abused that trust, and guilt on the part of other colleagues who may feel they could have done more to stop it happening.

Any incident or information that raises concerns about the behaviour of a member of the BAFA towards a young person **must be reported immediately** in accordance with the procedures set out in this Policy. BAFA will fully support and protect anyone, who in good faith reports his or her concern about a colleague's behaviour or the possibility that a young person is being abused.

6.3.1 Poor Practice

The following procedure should be followed:

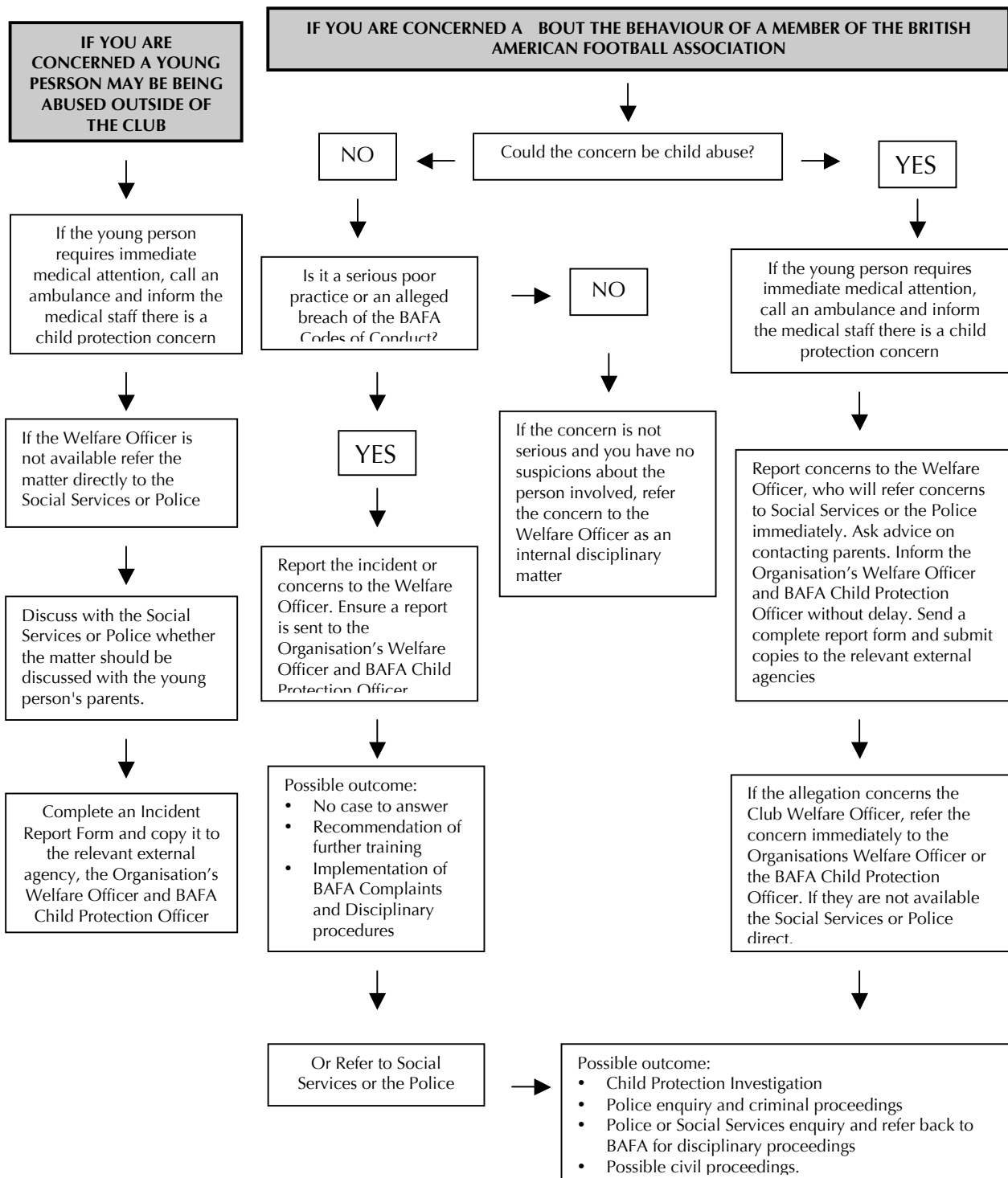
- If the young person needs medical attention call an ambulance. Inform the medical staff the concern relates to Child Protection.
- As soon as possible make a full record of what has been said, heard and seen.
- Contact the Club or Organisation's Welfare Officer. If, following consideration, the allegation is about poor practice then the Club or organisation's Welfare Officer will report it to BAFA's Child Protection Officer
- BAFA's Child Protection Officer in consultation with Club and/or organisation Welfare Officer, and members of the relevant organisation's or BAFA's Disciplinary Panel will make the decision on how the allegation is to be dealt with:
 - Internally by a Disciplinary Panel
 - Externally as a matter for Social Services or Police who will advise on contacting parents
 - Referral back to the Club/Organisation Welfare Officer.
 - Whilst an investigation is being carried out the person about whom there is a suspicion or allegation will be suspended from participating in BAFA activities.
- If the Club Welfare Officer is the subject of the suspicion/allegation, the report must be made directly to the BAFA Welfare Officer or BAFA Child Protection Officer.
- Steps should be taken to ensure the person about whom there is a suspicion or allegation has no further contact with young people through their role in American Football. This may require advice from the Social Services or Police on when it would be appropriate to approach the person.
- Child Protection Disciplinary Hearings when held will include the Chair and two other members.

The person, or family of the person, who has suffered the alleged abuse, may also instigate civil proceedings. Irrespective of the findings of the Social Services or Police enquiries, all individual cases will be assessed under the BAFA disciplinary procedures.

Procedural Flowchart: Responding to Disclosure, Suspicions and Allegations

This guide is designed to advise on the appropriate action to take if you have had concerns made know to you, or witnessed incidents, of incidents regarding poor practice or breaches of BAFA codes of Conduct.

If you are uncertain at any time of what action to take, contact the BAFA Child Protection.



6.3.2 Whistle Blowing

Any young person or adult who has concerns can contact the BAFA Child Protection Officer in complete confidence by phone or email.

See Appendix 4: Public Interest Disclosure Policy.

6.4. Managing False or Malicious Allegations

- If, after investigation, the allegation is found to be false or malicious the member will receive an account of the circumstances and/or investigation, and a letter confirming the conclusion of the matter.
- All records pertaining to the circumstances and investigation must be destroyed.
- The member will be advised of the appropriate counselling services available.
- The person who made the allegation, and Parents if the allegation was made by a young person should be advised if an allegation is found to be false or malicious.

6.4.2 Allegations of Previous Abuse

Allegations of abuse may be made some time after the event, (e.g. by an adult who was abused as a child regarding a member of staff who is still currently working with children). Where such an allegation is made it should be reported immediately as detailed in section 6.

6.5 Concerns of possible abuse occurring outside of BAFA.

Anyone who becomes aware through their own observations, or those of another person, of possible abuse occurring at a young persons home or other setting should:

- Ensure the safety of the young person.
- Call an ambulance if medical attention is needed, and inform the medical staff of your concerns.
- Report your concerns to the Club Welfare Officer, who should seek advice from the BYAFA Welfare Officer, BAFA Child Protection Officer, the NSPCC or Social Services.
- Ensure it is made clear that it is a child protection issue if concerns are referred direct to the Social Services or Police
- Not contact parents without first seeking advice from the Social Services.

6.6 Sharing Concerns with Parents:

There is always a commitment to work in partnership with parents where there are concerns about their children. Therefore, in most circumstances, not involving the abuse of a young person, it would be important to talk to parents to clarify any initial concerns. For example if a young person seemed withdrawn, there may be a reasonable explanation. The young person may have experienced an upset in the family, such as a parental separation, divorce or bereavement. Common sense is advised in these situations. However advice should be sought from the Welfare Officer if there is any uncertainty about the appropriate course of action.

When not to share concerns with parents:

If you are suspicious that the parents, guardian or carer may be the abuser or you believe that the parent may not be able to respond appropriately to the situation, speaking to them regarding the matter might place the child at greater risk. In these circumstances, if concerned you should report the suspicion or allegation to the Organisations Welfare Officer. In cases of suspected or alleged abuse advice must be sought from Social Services with respect to consulting with parents.

6.7 Reinstatements and Aftermath

6.7.1 Reinstatement

Following a Disciplinary Hearing the Panel will assess whether a member of staff/volunteer can be reinstated and how this can sensitively be handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold action by the Police. In such cases BAFA Child Protection Disciplinary Panel must reach a decision based upon the available information which could suggest that on balance of probability, it is more likely than not that the allegation is true/false. The welfare of young people should always remain paramount.

6.7.2 Support to Deal with the Aftermath

Consideration should be given about what support may be appropriate to young people, parents and members of staff. Use of Helplines, support groups and open meetings will maintain an open culture and help the healing process.

6.8 Responding to Media Enquiries

Child abuse is an area of interest to the media. As the sports Governing Body, it is appropriate that the BAFA deal with media enquiries. However, it is important for Clubs/Member Organisations to have a procedure in place to manage any media enquiries when incidents occur. If a journalist makes an approach, adopt the following guidance:

- Ask for the journalist's name, the company they represent, and any contact details.
- Enquire if the journalist has any deadlines, and inform them the matter will be dealt with by the sports Governing Body who may contact them with a response.
- Inform the Club Welfare Officer or a senior Club Official, who should then refer the matter to the BAFA Child Protection Officer.
- If the approach is made directly to the Club Welfare Officer they should refer the matter direct to the BAFA Child Protection Officer.
- The BAFA Child Protection Officer should refer the matter to BAFA who will decide if any response it to be made.
- The same procedure should be used for any subsequent enquiries.
- Inform the BAFA Child Protection Officer fully of any local press coverage.

Negative media coverage can have harmful effects on any sport. Never speak 'off the record' to journalists, this could result in damaging publicity, but do not try to make the situation seem less serious than it is.

6.9 Confidentiality

Every effort will be made to ensure confidentiality is maintained. Information will be handled and disseminated on a need to know basis only. This includes:

- Member Organisations' Welfare Officer
- The Club Welfare Officer
- The parents of the person who is alleged to have been abused
- The person making the allegation
- Social Services/Police
- BAFA Child Protection Officer.
- The alleged abuser (and parents if the abuser is a child)

Information will be stored in a secured place with limited access to designated people, in line with data protection laws.

Expect Advice

7.1 Introduction

Many of the issues in child protection are very sensitive and you may not know who is best to turn to for advice or are worried about sharing your concerns with a senior colleague. You should in this case either contact the BAFA Welfare Officer, BAFA Child Protection Officer; the Social Services direct or phone either the NSPCC (0808 800 5000) or Childline (0800 1111).

See Appendix 2 - Useful Contacts

7.1.2 The Role of Social Services

Social Services have a statutory duty under The Children Act 1989, to ensure the welfare of Children and work with the local Area Child Protection Committee (ACPC) to comply with its procedures. When a child protection referral is made, the Social Services staff has a legal responsibility to make enquiries where a child lives or is found in their area is considered to be at risk of, or actually suffering from, significant harm. This may involve talking to the young person and family, and gathering information from other people who know the young person. Enquiries may be carried out jointly with the Police where a crime has been alleged. If action needs to be taken urgently and out of office hours, then the Police will deal with the enquiry sensitively and effectively.

APPENDIX 1 Useful Contacts

BAFA Child Protection Officer

Julia Chatwood

Tel: 0161 799 0121

Email: welfare@bafa.org.uk

National Contacts

The NSPCC National Centre

Tel: 020 7825 2500

Helpline 0808 800 5000

Childline UK

Free 24 hour helpline 0800 1111

Child Protection in Sport Units (NSPCC)

England - CPSU

0116 234 7278

Northern Ireland - CPSU

02890 351135

Wales - CPSU

029 20 267000

Scotland - Children 1st

0141 342 4870

Disclosure Providers Address Contact Number (contact BAFA for information initially)

England & Wales

Criminal Records Bureau (CRB)

0870 9090 822

Northern Ireland

DHSS & PS Pre-employment Child Care Unit (PECS)

028 90522559

Scotland

Central Registered Body in Scotland (CRBS)

Tel: 01786 849777

Scottish Criminal Records Office (SCRO)

(Disclosure Scotland)

0870 609 6006

Local Police:

In emergency call 999

NSPCC

Freephone 24 hour helpline 0800 800 5000

APPENDIX 2 BAFA Equity Policy

Introduction

Direct discrimination is defined as treating a person less favourably than others are or would be treated in the same or similar circumstances. Indirect discrimination occurs when a requirement or condition is applied which, whether intentional or not, adversely affects a considerably larger proportion of people of one race, sex or marital status than another and cannot be justified on grounds other than race, sex or marital status.

Policy Statement

The BAFA recognises the importance of affording equality of opportunity and fair treatment. The BAFA aims to ensure that all people irrespective of their age, gender, ability, race, religion, ethnic origin, creed, colour, nationality, social status or sexual orientation have a genuine and equal opportunity to participate in American Football at all levels and in all roles. This includes all present and potential members, volunteers and spectators. It is the aim of the BAFA in its relationships with its members, and employees, not to disadvantage any individual by imposing any conditions or requirements that cannot be justified. Failure to comply may result in disciplinary action being taken.

In the production of this Policy it is the intent of the BAFA to:

- Adopt a planned approach to remove possible direct or indirect discriminate against any group.
- Communicate clear guidance to all within the BAFA its commitment to equal opportunities.
- Ensure that all those involved in American Football at all levels, and in all roles, receive fair and equitable treatment.
- To ensure that the format and content of all competitions, regulations and assessments provide equity for all, except where specific situations and conditions may prevent this.
- Make every reasonable effort to ensure that all materials prepared, produced and distributed by or on behalf of the BAFA promote a clear image all those who are a part of the sport.

The BAFA will promote equity and equality through:

- Making this policy available to all members of the BAFA.
- Ensuring all members of the BAFA act in accordance, support and promote the Policy
- Monitoring practices, procedures and data relating to competitions, events and initiatives organised by BAFA, or Member Organisations and development materials.
- Regular review of existing rules and regulations to ensure that they do not inhibit the participation of people from groups that may suffer discrimination.
- Work alongside individuals and organisations that are prepared to demonstrate the principles and practices of equity as laid out in this policy.
- Raising awareness throughout BAFA of the responsibility that all members have towards promoting equality for all.

Monitoring

- The BAFA shall regularly monitor and evaluate the policy, practices, procedures and operations, and inform employees, members and partners of their impact.
- The BAFA will continuously monitor and review the selection criteria and procedures in relation to participation ensure individuals are selected, promoted and treated solely on the basis of the skills and abilities that are appropriate to the position.
- The BAFA will work with the BAFA member Associations to ensure that all programmes and initiatives are done so in line with this Policy.
- The BAFA Welfare Officer shall have overall responsibility for the implementation of the BAFA Equity Policy.
- The BAFA Committee shall be responsible for the implementation of this policy

Exemptions

The BAFA reserves the right to limit competitions to persons of specific age, gender or disability groups where this is necessary to ensure equitable, safe and equal competition.

Complaints and Disciplinary Procedure

The BAFA regards discrimination that violates age and gender rules, and actions that amount to harassment and bullying as gross misconduct. The BAFA will ensure that the requirements of anti-sexism and anti-racism legislation, as well as the protections and obligations of the Human Rights Act 1998, are fully upheld and observed.

In line with procedures as outlined in the BAFA Constitution, disciplinary action will be taken against any member where an allegation made through a complaint or report is upheld, or where there are grounds to suspect gross misconduct has occurred.

The BAFA complaints and disciplinary procedure will also be applied where a complaint is made about any breach of any part of this Equity Policy

APPENDIX 3 BAFA Anti-Bullying Policy

Introduction

It is important for all to recognise that this form of abuse is not just perpetrated by adults, but the abuser can often be another young person. Bullying is not easy to be defined, as it takes many forms and is usually repeated over a period of time. The actions of a bully arise out of a wish to deliberately hurt, threaten, or frighten another.

The aims of the Policy are:

- To state clearly the BAFA's position on bullying and to provide a framework for parents, players and officials in dealing with bullying behaviour.
- To raise awareness of bullying with member organisations, players and parents.
- To ensure BAFA organisations encourage players to develop a positive attitude towards themselves and others.
- To ensure Coaches and Club officials maintain a consistent approach by clarifying the roles of individuals in the Club and to introduce procedures for investigation and prevention.
- To promote greater concern for the welfare of victims and bullies.
- To reduce the possibility of the incidents of bullying happening within BAFA.

The purpose of the Policy is:

- To ensure BAFA member organisations safeguard the welfare of their members by providing the most possible safe and secure environment for all.
- To actively promote the Policy to BAFA member organisations, players and parents.
- To assure that concerns raised by young people, parents and member organisations will be investigated.
- To assure action will be taken and recorded.
- To ensure victims and perpetrators are offered appropriate advice and support.
- To ensure all sources of support are available.

Emotional and verbal bullying is more likely to be found in a sport than physical violence. Every participant within American Football has the right to enjoy the sport in a setting that is free of bullying. All BAFA organisations should have in place an Anti-Bullying Policy to which all members and parents subscribe. Every club should be prepared to:

- Take the problem seriously;
- Investigate any incidents;
- Talk to the bullies and victims separately.
- Decide on appropriate action.

Any signs of bullying, any incidents of bullying, should be reported to the designated Welfare Officer.

Action if bullying is suspected

Bullying must be recognised, and the damage bullying can cause should not be underestimated. Concerns, allegations or incidents of bullying should be reported to the designated Welfare Officer. The same procedure should be followed as set out in **Section 7** if bullying is suspected.

Action to Help the Victim and Prevent Bullying.

- Take all signs of bullying very seriously.
- Encourage all young people to speak and share their concerns.
- Encourage victims of bullying to speak out and tell someone in authority.
- Investigate all allegations.
- Reassure the victim that you can be trusted and will help them.
- Never promise the victim that you will not tell some one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the person in charge at the Club.

Action toward the Bully

- Talk with the bully, and attempt to get the bully to understand the possible consequences of their behaviour.
- Ask that they apologise to the victim.
- Inform the bully's parents.
- Insist on the return of 'borrowed' items, and that the bully compensate the victim.
- Impose sanctions as necessary.
- Encourage and support the bully to change behaviour.
- Hold discussions on bullying
- Keep a written record of action taken.

Any reports concerning bullying will be dealt with under the BAFA Complaints and Disciplinary procedures.

APPENDIX 4 Public Interest Disclosure Policy

Introduction

On July 2nd 1999 The Public Interest Disclosure Act came into effect. The Act protects employees, paid or unpaid, against detriment or dismissal for disclosing certain concerns. This Policy is designed to allow members of BAFA to disclose concerns or information, which the individual believes, shows malpractice, misconduct or impropriety. It is not designed to question financial or business decisions taken by the BAFA, nor may it be used to reconsider any matters already addressed under other internal procedures for example, complaints or disciplinary and grievance procedures.

The British Youth American Football Association is duty bound to conduct its affairs in a responsible and transparent way, and to take account its responsibilities to its members and of the standards required in public life.

The purpose of this policy is:

- To enable individuals to raise concerns within BAFA without fear of reprisals/victimisation.
- To provide a process for concerns to be raised, investigated and where appropriate acted upon.
- To give a clear message that allegations of malpractice/ impropriety are taken seriously within BAFA.
- To act as a deterrent to potential perpetrators of misconduct.
- To strengthen the confidence of all interested parties that BAFA maintains, and expects the highest standards of conduct.

Examples of serious malpractice, misconduct or impropriety or which may prompt such a disclosure, are:

- Criminal activity.
- Failure to comply with legal obligations.
- Failure to comply with BAFA rules, regulations, statutes and principals.
- Failure to comply with the BAFA Welfare Policy and Procedures.
- Dangers to health or safety.
- Evidence professional malpractice.
- Failure of an individual to disclose a serious conflict of interest.
- Attempts to suppress or conceal information relating to any of the above.

Any adult or young person who has concerns can contact the BAFA Child Protection Officer in complete confidence on 0161 799 0121 or email wolverines@ntlworld.com.

Confidentiality

All disclosures made under this Policy will be treated in a confidential and sensitive manner. If required, the identity of the person raising the matter will be kept confidential for as long as possible provided that this is compatible with an effective investigation. The investigation process may however at some stage have to reveal the source of the information and the individual making the disclosure may need to make a statement as part of the evidence required.

Anonymous Disclosures

Individuals are encouraged to put their name to any disclosure made, as part of the purpose of this policy is to promote openness and discourage a fear of reprisals. Anonymity may sometimes hamper investigating a disclosure. Another person of his or her choice may accompany any person who wishes to make a verbal disclosure, or give further details as the matter is investigated.

Making a disclosure

All relevant disclosure should initially be made to the BAFA Welfare Officer. If a disclosure involves or implicates the designated Officer, then it should be made to the BAFA Chairman.

The person to whom the concern has been raised will consider the matter/s disclosed, and, if there are grounds for proceeding further, will:

- Decide whether an investigation should be conducted;
- Determine what form the investigation should take;
- Appoint a relevant panel to carry out the investigation.

If the designated person decides that there are not grounds for proceeding further, the person making the disclosure will be informed.

Investigation

The person conducting the investigation should not be the person who would ultimately take decisions based on the outcomes. The designated person to whom the disclosure has been made will not personally conduct the investigation and will remain separate from it.

Investigations will be conducted as speedily as possible depending on the nature and complexity of the disclosure.

Reporting of the findings of any investigation will depend on the nature of the disclosure. The person making the disclosure will be kept informed as to the handling of the matter and of decisions taken throughout the process.

Individuals Named in a Disclosure

When an allegation is made the named individual will be informed of the allegation and supporting evidence. The point at which this occurs will depend on the nature of the case. They will be given an opportunity to respond either in writing or orally and, if interviewed about the matter, will be given an opportunity to be accompanied by a person of their choice.

Unfounded Disclosures

A disclosure made in good faith that is not confirmed by subsequent investigation will not lead to any action against the person making the disclosure.

Individuals making disclosures that are found by subsequent investigation to be malicious may be subject to disciplinary action.

Victimisation

Victimisation of a member of the BAFA, who has made a disclosure under this policy, may give grounds for disciplinary action.

Records

All concerns raised and action taken in response to disclosures will be recorded. An official written record is to be kept on each stage of the procedure. The BAFA Welfare Officer will retain reports on all disclosures and investigations for a period of no more than 5 years.

Review of Policy

The Policy will remain under regular review

APPENDIX 5 BAFA Policy on Photographic/Recorded Images of Young People

Introduction

The BAFA does not want to discourage the use of video or photographic equipment at events for appropriate use. However the BAFA is committed to take all reasonable precautions to protect its members against this possibility.

The following policy and procedures have been adopted with regards to the taking, and using photographs or videos of young people, in print publications, promotional material, and on web sites. By adopting the guidance in this policy the BAFA, and its member organisations, will ensure young people are given the best possible protection wherever photographs or images are taken or stored.

Within the Policy the main concerns regard the use of images of young people in relation to:

- The taking of inappropriate photographs or recorded images of young people.
- The possible identification of young people when a photograph is accompanied by personal information.
- The inappropriate use, adaptation or copying of images of young people.

Recording Images of Young People

There are concerns about the risks posed directly and indirectly to young people through the use of photographs on web sites and other publications. Photographs can be used as a means of identifying young people when they are accompanied with personal information e.g. name, name of team, area where they live, where the team is situated and shirt number displayed along with an image. This information can make a young person vulnerable to an individual who may wish to start to “groom” that child for abuse. The content of the photo can be used or adapted for inappropriate use.

Guidelines for Recording Images

- All young people featured in recordings must be appropriately dressed.
- The photograph should focus on the activity.
- Where possible images of young people should be recorded in small groups.
- Ensure that images of a young person, who is under a court order, are not recorded or published.
- Any instances of the use of inappropriate images should be reported to The BAFA Welfare Officer, the NSPCC Helpline or the Internet Watch Foundation (IWF).
- Clubs should still be allowed to use video equipment as a legitimate coaching aid. The young person and their parents should be aware that this is part of the coaching programme. Care should be taken in the storing of such film.

Publishing Images of Young People

- If the child is named, avoid using their photograph.
- If an image or recording is used, avoid naming the young person or use their first name only. Personal details of children such as an email address, home address and telephone numbers should never be revealed on a website.
- Seek parental permission to use an image of a young person. A Parental Consent Form is the best way of achieving this and should be done at the beginning of the season.
- Seek Player permission to use their image. This ensures that they are aware of the way the image will be used to representing the sport.
- In order to guard against the possibility of a young person under a court order appearing on a website, the simultaneous streaming of images onto a website is not recommended. Delayed streaming also provides an opportunity for the editing of inappropriate clips. If video/film clips are delivered from your own server that material can be downloaded. It is therefore recommended that you install protection so that material cannot be copied or downloaded,
- Think about the level of consideration that you give to the use of images in all publications e.g. the processes used in choosing photographs for a publicity brochure for the club. An increased level of consideration should be given to the images used on websites.

- Try to take photographs that represent the broad range of young people participating safely in American Football. This might include:
 - Boys and girls.
 - Minority ethnic communities.
 - Girls with hair covered e.g. baseball cap or scarf.
 - Disabled people.
 - Glasses if not actually playing at the time.
 - All protective items must be on if they are recorded playing.
 - Jewellery should not be visible in images.

Use of Photographic/Filming Equipment at Events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young people, including the use of mobile phones. While this might be rare in American Football, the sport does take place in an open environment, care should be taken to ensure that any such risk to young people is as small as possible. The following will help reduce any potential risk.

If you use professional photographers or invite the press to an activity it is important to ensure they are clear about your expectations of them in relation to child protection.

- Provide a clear brief about what is considered appropriate in terms of content and behaviour.
- Issue the photographer with identification, which must be worn at all times.
- Inform participants and parents that a photographer will be in attendance at an event and ensure they consent to the taking and publication of films or photographs,
- Do not allow unsupervised access to young people or one to one photo sessions at events.
- Do not approve/allow photo sessions outside the event or at a young person's home.

Use of Photographic/Filming Equipment by Parents and Spectators

Parents and spectators might also wish to take photographs or record their children participating at the event. If parents or other spectators are intending to photograph or video at an event they should also be made aware of what is expected.

- Parents and spectators should register their intention to take photographs or video images at a BAFA event the best way to do this is to complete an Event Photographic Consent form
- Participants and parents should be informed that if they have concerns about inappropriate or intrusive photography/filming they should report it to the event organiser or official and record. The concern should be recorded in the same manner as any other child protection concern.
- Event organisers should approach and challenge any person taking photographs/filming who has not made themselves known. They may need to refer to the local police force if this person continues to record images.

Security of images

All images should be stored securely, with transparencies, film or hard prints to be locked up to ensure access is restricted to appropriate staff. These arrangements will help to protect potentially inappropriate use of the collection

APPENDIX 6 Transport

1. Supervision

Once a young person arrives at an event, or handed over by a parent to travel to an event, the Club Officials and volunteers have a duty to provide the best possible care towards them whilst in a supervisory role. The responsibility for the young person/s remains until they are handed back to their parents.

A club should develop and make known policies regarding the collection of young people from sporting activities. The policies should reflect the age, location, time and nature of the activity.

2. Transport

Draw up a timetable of activities at the beginning of a season and notify parents of any changes to this timetable in writing.

If all other options have been exhausted resulting in Club Officials being required to transport young people in their cars, parental consent should be sought.

- Parents should be informed of the person who will be transporting their child, the reasons why and how long the journey will take.
- A person other than the planned driver should talk to the child about transport arrangements to check they are comfortable about the plans.
- The driver should have completed a Self-Declaration form, or been disclosure checked.
- Ensure that anyone transporting young people on behalf of the Club has a valid driving licence and MOT and tax when using their own vehicle.
- The driver must ensure that they have insurance to carry others, particularly if they are in a paid position or claiming expenses.
- Ensure regulations regarding the wearing of seat belts are abided by.
- The driver should attempt to have more than one child in the car.
- When leaving children off after a match or training session coaches/volunteers should alternate which child is dropped off last. Ideally two children would be left off at an agreed point i.e. one of their family homes.
- The person who escorts children home should be alternated; this would reduce the risk of any one individual from always being alone with the child.
- The driver should have a point of contact and mobile phone should they break down.
- Ensure that children are aware of their rights and they have someone to turn to or report any concerns they may have.
- Children should wear seatbelts at all times. The driver is legally responsible to ensure that a child under 14 wears a seatbelt (i.e. the adult would have to pay any fine) but morally responsible to ensure all passengers wear seatbelts.

Late collections

These can present clubs and coaches with particular difficulties. Parents should be provided with guidelines addressing the issue and outlining their responsibility and the consequences of late collections. Clubs should have contact numbers for parents and should be asked to provide an alternative contact number.

Parents should have a contact number for the Club/coach to inform them of emergencies and possible late collections. Parents should be made aware that it is not the responsibility of the club to transport young people in the event of them being detained.

All Staff/Volunteers in a club should be informed that they should:

- Attempt to contact the parent in the event of late collection;
- Check the club contact number for any information regarding the young person;
- Contact the alternative contact number;
- Remind parents of the policy relating to late collection

Staff/Volunteers should not:

- Take the child home or to another location
- Ask the child to wait in a vehicle or sport facility with you alone
- Send the child home with another person without parental permission

Like all advice these procedures will only reduce the risk and still the best advice is to avoid transporting children alone in a car.

APPENDIX 7 Travel Checklists

Travel

When taking young people on an away fixture or on any other trip, whether for a day, weekend or longer, it is important to plan ahead to ensure their safety and well being while in your care, and to ensure they have an enjoyable, learning experience. As to be expected, parents will nearly always worry when their children are away but careful planning and preparation should help to ease those worries and demonstrate that you have taken into account the various needs of their child and the potential dangers of a trip away.

The following guidelines have been developed to assist you in organising trips and travelling. Much of this preparation can be done at the start of the season when you register members at your Club. For regular away trips you will find that very little needs to change from week to week although if you have a new team member or helper with additional needs or a different cultural background you may need to consider your planning again.

Trips Away

Hold a meeting with parents and participants at the start of the season, to explain your club philosophy, introduce staff, discuss club rules and your club code of conduct. This is a great opportunity to discuss procedures for travelling for away fixtures; future trips or tours and the importance of the club's consent forms.

Communication with Parents

The organisation of trips can be demanding, however properly planned they are often highlights of the year, and prove to be a rewarding experience. Draw up a programme for the event. Details should include:

- Date of event.
- Purpose of trip/competition.
- Destination and venue.
- Full cost of event.
- Any meals or refreshment provide, or if the group needs to provide their own.
- Departure and return times.
- Pick up and dropping off points.
- Designated contact for the Club.

Ensure Consent Forms are signed, returned and kept safely in line with data protection legislation. None football activities may be available e.g. swimming make sure the Consent Form covers such activities. Also ensure your insurance covers none football activities.

Ensure staff ratios are appropriate. When taking male/female only groups, there should always be one adult of the same gender present at all times.

Provide all supervisory staff with written information on the passengers to include:

- Name and contact number.
- Pick up and drop off point, and times.
- Name of parent collecting participant.

Someone from the Club who is not going on the trip needs to be identified as a point of contact, they should have a list of who is on the trip and their contact details (including the Team Manager, Welfare Officer and helpers) Ensure you have the following insurance in place, this includes:

- Public and civil liability
- Personal Accident
- Vehicle Breakdown cover (whether it's a car or mini bus)

Always ensure a qualified First Aid person travels and a fully equipped, up to date, first aid box is available. Ensure everyone is aware of emergency procedures.

Overnight Trips or Trips Abroad

Before each trip hold a meeting with parents and participants to run through the trip's programme of events and address any questions or concerns.

Work together with the players to establish rules for the trip (and what will happen to those who break them).

When Staying Away

If possible check out facilities at the accommodation prior to booking. If a visit is impossible, check with another club who have used this accommodation before or check with the local Tourist Information or visit their website. When booking accommodation you need to consider the following:

- The accommodation has suitable access for players/supporters with a disability.
- If self-catering, designate those who will do the cooking. Agree the menu before the trip, and make note of special dietary needs.
- Check if there are no smoking rooms.
- If there is a bar - consider what rules to have in place.
- Is there a social area, and if activities are available for children to do when not playing football?
- Some children suffer enuresis (bed-wetting) ensure that this can be dealt with discretely.
- Check if the accommodation has a current fire certificate.
- What the locality like.
- Is there is provision for secure parking.
- Can varied dietary needs be catered for.
- Can valuables be stored safely.
- Are there night security arrangements.
- If there is en-suite facilities or separate facilities for children and adults. (All beds must be single and staff and players must not share a room).
- Agree who is sharing with whom before you go, and make a list. Ensure no player over 18 shares a room with a minor.
- Ensure that you have your staff bedrooms spread out, e.g. if the group is over several floors, there should be at least one adult room on each floor.

On Arrival

- Check all rooms have the correct number of beds.
- Check that all windows and doors are safe.
- Check the rooms for any damage and report immediately.
- Ensure there is no alcohol in the rooms.
- Ensure movies available are appropriate or request for movies not to be available in the rooms
- Ensure that everyone is aware of fire exits and emergency procedures.
- Safely store any money and valuables
- Have a group meeting to review the programme for the activity and rules.

During the Trip

- Hold daily group meetings and a staff meeting. This provides an opportunity to discuss any issues or problems and resolve them.

On Return

- Ask the children and the staff what they enjoyed and what they would change, this will help with future planning.

When Going Abroad

- Make sure that your insurance covers you. You may need additional cover, e.g. medical
- Check if you need visas.
- For some trips, you may need vaccinations, or to take pre-trip medication.
- Ensure all in the group completes an E111 Form.
- Check the weather, and what precautions may be needed.
- Make sure passports and return tickets are stored in a secure place
- Check the cultural traditions of the country. In some instances this may have an implication on what clothes you ask the group to take.
- Consider the implications of communication barriers where countries are none English speaking, and how to deal with them.

Staffing (Ratio of staff to athletes)

It is essential that appropriate ratios for supervision are adopted and all adults are clear of their supervisory roles and responsibilities. Ratios should be determined by considering age, the degree of risk the activity involves, whether there are disability needs and where it is taking place. The lower the age of the participants, the greater the need for supervision. One person should never be in sole supervision. In the event of an accident or incident occurring that requires the adult's attention this may result in potentially leaving the other participants unsupervised.

For Teams with participants ten years or older the minimum recommendation is (1) one member of staff for 10 young people. At least one of these supervisory staff should be a qualified coach. For teams with mixed gender participants, male and female adults must be in attendance. There should be one additional member of staff for every 10 extra young people or part thereof per session.

For Teams where squads involve younger children a higher proportion of staff is required, a ratio of at least 1 adult to 8 young people is recommended. Where special needs participants are involved you will require an adequate number of staff with knowledge and training in special needs.

For away travel, especially for overnight accommodation, a supervisory ratio of adult staff to young people should be at least one to fifteen, more for younger participants (see above recommendations).

Missing Participants

Organisations must ensure that there is clear guidance on reporting missing participants. As a general rule where a child is reported missing there should be a maximum of 20 minutes before the police are called. This may need to be reduced where a young child is involved.

For residential events, it is recommended that the Welfare Officer has access to photos young people (BAFA registration card) in the event of then having to report a participant missing to the police.

For all trips give everyone an information pack, that should include: dates, what you are doing, where you are going, rules, kit list, pocket money, medical care needs, documents required.

APPENDIX 8 Legislation and Guidance

This policy, its procedures and guidelines are based on the principals contained within UK and International legislation, Government guidance and take into account the following legislation:

- The Children Act 1989
- The Children (Scotland) Act 1995
- The Police Act 1997
- The Protection of Children Act 1999
- The Human Rights Act 1998
- The UN Convention on the Rights of the Child
- Race Relations Act
- Sex Discrimination Acts
- Disability Discrimination Act 1995
- Rehabilitation of Offenders Act 1974
- The Data Protection Act

Protection of Children (Scotland) Act 2003

What is the purpose of the Act?

The Protection of Children (Scotland) Act 2003, (POCSA) allows Scottish Ministers to maintain a list of persons deemed unsuitable to work with children. **The Act covers both employed persons and volunteers.**

The list will be known as the **Disqualified from Working with Children List**. It will help strengthen safeguards already in place to protect children. The definition of a child in this legislation is a person under the age of 18 – the same as the Part V of the Police Act 1997.

An Individual will be included on the List when they have been deemed unsuitable to work with children and a Referral has been made to have them added. Organisations must ensure they do not employ someone who is included on this List, as in doing so they will have committed an offence. Individuals on the List will commit an offence if they seek employment in a childcare position whilst knowingly on the List.

Access to this list will only be available through the Disclosure Scotland process, thereby making police checks on new staff and volunteers mandatory. Remember access to police checks, also known as Standard and Enhanced Disclosures, is possible under Part V of the Police Act 1997 for safer recruitment purposes and therefore retrospective checks should not be carried out.

What does this mean for Organisations?

In order to comply with the above legislation please consider the following points:

Recruitment: When recruiting new staff/ volunteers your Club you **must** follow the recruitment procedures laid out in the BAFA Child Protection Policy. You **must** ensure that you obtain a Disclosure Application as part of the recruitment process for all new members who will have regular, unsupervised access to young people.

What happens if the Welfare Officer has resigned?

If the Welfare Officer has resigned and a police check is needed whilst a replacement is sought then the BAFA Child Protection Officer should be contacted.

Dealing with allegations of abuse:

If an incident occurs where a child has been caused harm or placed at risk of harm then the Club Welfare Officer should refer to the flow chart in the BAFA Child Protection Policy. The Welfare Officer should alert the BAFA Welfare Officer, the BAFA Child Protection Officer and/or the appropriate external agency. Should any consequential investigation result in the removal of an individual from a BAFA organisation then a Referral has to be made to the Scottish Ministers. **Clubs will, as normal, have the full support of BAFA throughout any Child Protection case.**

Please remember that it is for the professional external agencies to decide whether or not abuse has taken place – If in doubt, ask

For further information on this legislation please contact the Member Organisation's Welfare Officer for a copy of the Scottish Executive Information Note.

The Protection of Children Act 1999

'This new Act enhances significantly the level of protection for children. However, it remains of paramount importance that all organisations entrusted with the care of children practise the full range of pre-employment checks. This includes interviews, the full investigation of applicant's employment history and taking up references.'

John Hutton Minister of State July 2000

The Main Provisions of the Act

The Act makes four principal changes to the Law:

- It places the existing Department of Health Consultancy Service Index (a list of persons considered to be unsuitable to work with children) onto a statutory basis. It then provides for names to be referred to this newly created Protection of Children Act List and also a right of appeal to a new Tribunal against inclusion on the Protection of Children Act List (and also inclusion on List 99). It also extends the scheme to health care services provided to children.
- It amends s218 of the Education Reform Act 1988 to enable the Department for Education and Employment to identify people who are put on List 99 because they are not fit and proper persons to work with children.
- It amends Part V of the Police Act 1997 to enable the Criminal Records Bureau, when established, to disclose information about people who are included on the *Protection of Children Act List* or *List 99* along with their criminal records. In this way the Act provides for a "one stop shop" system of checking persons seeking to work with children.
- It requires child care organisations (as defined in the Act) proposing to employ someone in a child care position (as defined) to ensure that individuals are checked through the "one stop shop" against the Protection of Children Act List and the relevant part of List 99 and not to employ anyone who is included on either list.

The Act also contains other provisions, the most important of which are:

- To enable organisations (other than child care organisations as defined within the Act) to refer names to the *Protection of Children Act List*.
- To permit the Secretary of State to consider the transfer of names currently held on the DH Consultancy Service Index to be transferred to the *Protection of Children Act List*.
- To allow organisations to access the new *Protection of Children Act List* and *List 99* without first going through the Criminal Records Bureau until such time as the "one stop shop" comes into operation within the Bureau.

Although the mandatory aspects of the Act do not cover sporting organisations, unless they meet the definition of a *childcare organisation*, they are encouraged to refer names to the Secretary of State for consideration of inclusion on the POCA List. Sporting organisations are also reminded that while it is not mandatory for them to carry out these checks, they are still considered an essential part of the pre-employment process.

BAFA Policy on the Recruitment of ex-offenders

Foreword:

Part V of the Police Act 1997 is aimed at helping employers and other organisations assess the suitability of applicants for particular posts and to make safer recruitment decisions in relation to positions of trust by widening access to criminal record information. The Act provides for the issue of criminal conviction certificates, criminal record certificates, and enhanced criminal record certificates. These certificates are known as Disclosures

The Act also provides for a Code of Practice to be published that governs the use of all information issued in respect of Standard and Enhanced Disclosures. The Code requires all recipients of Disclosure information to comply with the Code and to use that information properly and fairly. Where conviction or other information is revealed as part of the Disclosure process, that information must not be used to unfairly discriminate against individuals when considering them for positions.

Policy Statement

BAFA will comply fully with the Codes of Practice issued in the UK in connection with the use of information provided to registered persons and other recipients of information under Part V of the Police Act 1997, for the purposes of assessing applicants' suitability for positions of trust.

We undertake to treat all applicants for positions fairly and not to discriminate unfairly against the subject of a Disclosure on the basis of conviction or other information revealed.

1. Availability

This written policy will be made available to all applicants at the commencement of the recruitment process.

2. Equal Opportunities

The BAFA is committed to equality of opportunity for its volunteers, and potential volunteers regardless of gender, marital status, race colour, nationality, ethnic or national origins, age, sexual orientation, responsibilities for dependants, physical or mental disability, or offending background, nor is disadvantage by any condition which cannot be shown to be relevant to performance.

BAFA actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates, including those with criminal records. BAFA will select candidates based on their skills, qualifications and experience.

3. Appointments Requiring Disclosure

On implementation of Disclosure checks the BAFA will request a Standard or Enhanced Disclosure where it is necessary and relevant to the position sought.

For those positions where a Disclosure is required, all applications forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered a position within the BAFA.

The BAFA will encourage all individuals applying for positions, to provide details of their criminal record at an early stage in the application processes. It will be requested that this information is sent separately to the BAFA Welfare Officer, marked 'private and confidential', and it is guaranteed that this information will only be seen by those who need to see it as part of the application process.

Unless the nature of the position is such that BAFA is entitled to ask questions about an individual's entire criminal record. In line with the Rehabilitation of Offenders Act 1974, questions will only ask about convictions that are defined as "unspent" in terms of that Act.

At interview, or separate discussion, BAFA will ensure an open and measured discussion on the subject of any offences, or other matters that might be considered relevant to the applicant for membership. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Wherever possible any matter revealed in a Disclosure will be discussed with the subject of the Disclosure before withdrawing a conditional offer of membership.

BAFA will ensure that all those who are involved in the recruitment process have received suitable training and support and guidance.

We undertake to make every subject of a Disclosure aware of the existence of the Code of Practice, and to make a copy available on request.

BAFA Policy on the Secure Handling, Use, Storage and Retention of Disclosure Information

On implementation of Disclosure checks, in accordance with the relevant Codes of Practice regarding the correct handling, holding and destroying Disclosure information, for the purposes of assessing applicants' suitability for positions of trust, the British Youth American Football Association (BAFA) will ensure the following policy is adhered to.

BAFA will ensure that all individuals with access to disclosure information are aware of this policy and receive any relevant training and support.

A copy of this policy will be made available to any applicant for a post that requires a disclosure, and upon request to any other person who wishes to see it.

Usage

- Disclosures will only be requested when necessary and relevant to a particular post.
- The information provided on a disclosure certificate will only be used for the specific purpose for which it has been provided.
- BAFA will ensure that an individual's consent is given before seeking a disclosure, and will seek their consent before using disclosure information for any purpose other than that for which it was requested.
- Disclosure information will only be shared with those authorised to see it in the course of their duties.

Handling

- BAFA recognises that it is a criminal offence to disclose Disclosure information to any unauthorised person. Disclosure information will only be passed on to those who are authorised to see it in the course of their duties.
- Additional disclosure information provided will not be disclosed to the applicant unless it affects any decision making process.

Storage and Access

- Disclosure information will not be kept on an individual's personnel file.
- Disclosure information will be stored in a locked non-portable storage container.
- Access to the storage container will be strictly controlled and limited to those authorised to see this information in the course of their duties.

Retention

BAFA will not keep Disclosures or Disclosure information for any longer than is required after a membership, recruitment or any other relevant decision has been taken. In general, this is no longer than six months. This is to allow for the resolution of any disputes or complaints.

- Disclosure information will only be retained for longer than this period in exceptional circumstances, and only after consulting the relevant disclosure body

The same conditions relating to secure storage and access will apply during any such period.

Disposal

The BAFA will ensure that Disclosure information is immediately destroyed in a secure manner i.e. by shredding, pulping or burning, once the retention period has lapsed.

Disclosure information that is awaiting destruction will not be kept in any insecure receptacle (e.g. a waste bin or confidential waste sack).

No image or photocopy of the Disclosure information will be made, however the following details will be retained:

1. Date of issue of disclosure
2. Name of subject
3. Disclosure type
4. Position for which disclosure was requested
5. Unique reference number of disclosure
6. Recruitment decision taken.

Umbrella Bodies

Before acting as an Umbrella Body (one which processes applications for Disclosure on behalf of another organisation), BAFA would take all reasonable steps to ensure that the organisation on whose behalf we would be acting can comply to the relevant Codes of Practice, and in full accordance with this policy. We would also take all reasonable steps to satisfy ourselves the organisation will handle, use, store, retain and dispose of Disclosure information in full compliance with the relevant Codes of Practice, and in full accordance with this policy. We would also ensure that any body or individual, at whose request applications for Disclosure are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.

In accordance with British American Football Association Welfare Policy, all members whose position requires contact with young people must complete this form, prior to appointment.

You have a right of access to information held on you and other rights under the Data Protection Act

Part A

Title:	First Name(s):	Surname:	Any previous names by which you may have been known

Address:

Postcode: (Postcode **MUST** be completed)

Telephone Number(s):

E-mail address:

Former Address (if you have resided at present address less than 3 years)

DATE OF BIRTH

--	--	--	--	--	--

SEX	M	F
-----	---	---

NATIONAL INSURANCE NUMBER

--	--	--	--	--	--	--	--	--	--

Please complete if applicable:

Current/Previous Club(s)	Position(s) Held	Start & Leaving Date

Coach Qualification	Course Date

Details of other Qualifications held

Coach ID Number:

Details of any previous experience of working with Young Persons including any qualifications

To be completed by a Club Official

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.

Please detail which documents: _____

Signed: _____

Print name: _____ Date: _____

Part B

(To be completed by the individual named in Part A)

1. Have you ever been convicted of any criminal offences? **YES/NO***

If YES, please supply details of any criminal convictions:

NOTE: You are advised under the provisions of the Rehabilitation of Offenders Act 1974 (exceptions) order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amended) Order 1986 you should declare all convictions including 'spent' convictions.

2. Are you a person known to any Social Services department as being an actual or potential risk to children? **YES/NO***

If YES, please supply details:

3. Have you had a disciplinary sanction (from a sports or other organisations governing body) relating to child abuse? **YES/NO***

If YES, supply details:

***Delete as appropriate**

Referees:

Please provide the details of 2 referees (not relatives). At least one should have knowledge of any previous work you have had involving young persons. The referees may be contacted for the purposes of verifying the information contained in Section 1.

Name:	_____	Name:	_____
Address:	_____ _____ _____	Address:	_____ _____ _____
Post Code:	_____	Post Code:	_____

Declaration:

I have read and understood the BAFA Welfare Policy.

I hereby consent to a CRB or CRBS disclosure

I agree to abide by the BAFA Code of Ethics and Conduct appropriate to the position sought.

I hereby consent to agents of the CRB or CRBS, police and/or social services checks against me.

I understand the information contained on this form, the results of Police and Social Services checks, and information supplied by third parties, will be included on the BAFA Child Protection List, and may be supplied by the BAFA to other persons or organisations who have an interest in child protection issues.

I agree to the BAFA obtaining written references that comment on my previous experience of, and suitability for, working with young persons.

Signed: _____

Print Name: _____

Date: _____

Notes on completing the forms:

The purpose of the exercise is to be able to monitor adults involved with American Football, so that the BAFA, its member clubs can be advised of people who should not work with young people, because they have a criminal conviction that could put young people at risk. This information is **STRICTLY CONFIDENTIAL** except for legal obligations of reporting.

The Self-Declaration form is part of a number of measures that the BAFA has implemented to safeguard the welfare of young people in American Football, and to monitor volunteers applying for positions within American Football.

Do I have to complete the form? It is a requirement of the BAFA that any person having responsibility for young people whilst taking part in any activity that involves members of the BAFA accepts these procedures. If they are unwilling to do so, they cannot be given the responsibility for looking after children.

Who do I send my form to? Submit the completed self-declaration form (in an envelope marked private and confidential) to:

Member Organisation Welfare Officer

What information will be kept on me? Obviously, there will be your personal identifier information that is on the forms that in the majority of cases will be the only information. If you have a criminal conviction for an offence, which could put young people at risk, the BAFA Welfare Officer will record the official details of the conviction. However specific allegations of behaviour or details of other convictions that could put children at risk and which are made known to the BAFA will also be recorded. All concerns or complaints will be dealt with by the BAFA Welfare Officer and could lead to the involvement of the Police and the relevant local authority for further investigation, the outcome of which will be recorded.

This information is held separately, with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Who will my information be disclosed to? All information will be available to the official agencies that have a statutory duty to investigate allegations of child abuse. The BAFA also reserve the right to disclose information relevant to child protection to its member organisations and other individuals, and any organisations sharing the BAFA's concerns regarding child protection. A Club that is appointing someone who will come into contact with young people under the age of 18 years may make a request for information to the BAFA Child Protection Officer. You may at any time request to see the information that is held on you. This request must be in writing and the Association must reply within 40 days. A fee may be levied in accordance with the Data Protection Act.

Template2

Volunteer Reference form

(Insert name of organisation)

Volunteers Reference Form

Confidential

(Insert name of organisation) are committed to ensuring that all members in positions that require contact with children or vulnerable adults are suitable to do so. In accordance with **(insert name of organisation)'s** Child Protection Policy, references are sought for all members whose position requires contact with children and/or vulnerable adults.

(Name) _____ has expressed an interest in working with **(insert name of organisation)** and has given your name as a referee. This post involves substantial access to children, young people and/or vulnerable adults.

As an organisation committed to the welfare and protection of young people we are anxious to know if you are aware of any reason at all to be concerned about this applicant having a position that allows significant access to young people.

YES NO **(Please tick one box)**

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

All the information on this form 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 applicant's suitability for the position and the immediate supervisor should they be offered a position.

We would appreciate you being extremely candid in your evaluation of this person.

How long have you known this person?
In what capacity?
What attributes does this person have that would make them suited to work with children, young people or vulnerable adults?

Please rate this person on the following (please tick one)

	Not Good	Good	Very Good	Excellent
Responsibility				
Maturity				
Self Motivation				
Can motivate others				
Commitment				
Energy				
Trustworthiness				
Reliability				

Please comment on the performance of the individual in the following areas:

Honesty/trustworthiness, Reliability, Relationships and communication with internal and external colleagues, Team working, Sickness absence, Adherence to organisation procedures.

In the following box, please provide any other details about the person that you may feel are relevant to the position they have applied for.

(Please use a separate sheet if required):

I am aware that the information given will be processed in accordance with the Data Protection Act 1998, for the purposes of recruitment of the named individual.

Signed: _____

Name: _____

Date: _____

Please return this form in an envelope marked **PRIVATE and CONFIDENTIAL** to:
(Insert details)

Thank you in advance for the information provided and the time spent in compiling the report.

Signed: _____ **Date:** _____

Template 3

Photographic/Video Images Consent Form

(This form is to be completed by any person or organisation not officially representing the BAFA or a registered member of the BAFA or the BAFA)

To:

On (date) _____ the _____ (name of person or organisation) would like to take photographs and/or* video footage of participants at _____ (venue).

I/We* understand that it is the policy of the British Youth American Football Association that permission is required from the event organiser before I/we* may photograph or video.

Please answer questions the questions below.

1. I/we* use photographic/video* images taken in publicity material, including printed publications and our web site? **Yes / No**
2. I/We regularly send publicity material including photographic images where appropriate, to the media, especially the local press. **Yes / No**
3. Any images I/we* take will not be copied or distributed to any other person/s. **Yes / No**

Please note that web sites can be viewed throughout the world, not just in the United Kingdom where UK law applies.

This form is valid on the understanding that it is valid in respect of this event only. I/We* will seek renewed consent if the photographic/video* images are to be re-used after that time.

Please read the conditions of use before signing and dating the form.

Conditions of use

1. **This form is valid in respect of this event only.** A request for renewed consent must be submitted if the photographic images are to be re-used for any other purpose not relating to this event.
2. I/We* will not include details or full names, (which means first name **and** surname) of any child in an image on video, on our web site or in printed publications.
3. I/We* will not include personal e-mail or postal addresses, or telephone or fax numbers on video or on our web site or in printed publications.
4. If I/we* use images of individuals we will not use the name of that child in the accompanying text or photo caption without good reason. And if a player is named in the text, we will not use a photograph of that child to accompany the article without good reason. We may use group images with very general labels.
5. I/We* will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.

Signed: _____

Date: _____

Please return the form to:

(Insert name and contact details of event organiser/BAFA Official)

***Delete the option that does not apply.**

Template 4

Event Registration Form (For Registered Members of BAFA)

This form should be completed by anyone taking photographs or video images at an event

Event Title:

Date

Event Organiser:

Name:
Address:
Club:
BAFA Number

I wish to take photographs/recorded video images* at this event. I agree to abide by the event organiser's guidelines and confirm that the photographs/recorded images will only be used in line with (Member Organisation title inserted here) Child Protection Policy.

Template 5

Notification of Incident Form

This form must be completed where members are concerned about an incident involving a young people.

Note: Confidentiality must be maintained at all times. Information must only be shared on a need to know basis i.e. only if it will protect the young person. Do not discuss this incident with anyone other than those who need to know.

1. Person Affected

Name:			
Address:			Post Code:
Phone:		Mobile:	Email:
Age	<input type="text"/>		
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>

2. Person Completing form

Name:			
Address:			Post Code:
Phone:		Mobile:	Email:

Coach	<input type="checkbox"/>	Parent	<input type="checkbox"/>	Team Official	<input type="checkbox"/>	TJ/Referee	<input type="checkbox"/>	Other	<input type="checkbox"/>
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Signature: _____ Date: _____

3. If you are reporting concerns on behalf of someone else, provide details of that person

Name:			
Address:			Post Code:
Phone:		Mobile:	Email:

Player	<input type="checkbox"/>	Coach	<input type="checkbox"/>	Team Official	<input type="checkbox"/>	TJ/Referee	<input type="checkbox"/>	Spectator	<input type="checkbox"/>	Other	<input type="checkbox"/>
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4. Details of incident/when concerns arose

Date:	<input type="text"/>	Time:	<input type="text"/>
Where Incident occurred:	<input type="text"/>		
Address:	<input type="text"/>		

Detail what happened

Details of any bruises/injuries and any behaviour that caused concern

Was the young person asked about the incident? YES / NO. If YES, detail what was asked, and what the child said.

Detail Action/Treatment - immediate and later - including by whom

First Aid person/Coach/Team Official/Paramedic/Doctor/Nurse/Parent/Other - *please circle*

Details of any witnesses

Outcome: (as far as can be determined at time of report)

NOTE: This form must be completed as soon as possible after the incident that causes concern.

Retain a copy for Club records and forward further copies to the BAFA Welfare Officer and BAFA Child Protection Officer.

Template 6

Notification of Accident/Injury Form

1. Person Affected

Name:				
Address:			Post Code:	
Phone:		Mobile:	Email:	
Age if under 18	<input type="checkbox"/>			
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	
R Handed	<input type="checkbox"/>	L Handed	<input type="checkbox"/>	

2. Person Completing form (if different from above)

Name:				
Address:			Post Code:	
Phone:		Mobile:	Email:	

Signature: _____ Date: _____

3. Circumstances of incident

Date:		Time:	
Where Incident occurred:			
Address:			

Brief Details

--

Details of any injuries

--

Outline of Action/Treatment - immediate and later - including by whom

First Aid person/Coach/Team Official/Paramedic/Doctor/Nurse/Parent/Other - *please circle*

--

Details of any witnesses

--

Outcome: (as far as can be determined at time of report)

--

Return form within 48 hours to Member Organisation's Welfare Officer:

NOTE: Retain a copy for Club records

Template 7

THIS FORM IS TO BE COMPLETED BY ALL PLAYERS UPON JOINING A CLUB

Informed Consent Form:

I _____ wish to participate in American Football during the _____ season. I further authorise (**name of organisation**) to provide treatment of an injury or illness if qualified medical personnel consider treatment necessary and perform the treatment, including anaesthetic or blood transfusion. I understand the extent and limitations of the insurance cover provided

Player details: -

Surname: _____ **Forename(s):** _____

Home Address: _____

_____ **Postcode:** _____

Tel. No(s): **Home:** _____ **Mobile:** _____

E-mail Address: _____

Emergency Contact (s) if different: _____

Date of Birth: _____ **Nationality:** _____ **Age:** _____

Previous sporting experience: _____

Can you swim? Yes___ No___

Medical Information:

Doctor: _____ **Phone:** _____

Previous Injuries: _____

Do you suffer from any condition/s requiring medical treatment, including medication?

If yes, give details _____

Are you allergic to any medications? _____

Does your Child have any allergies? _____

Does your Child have special dietary requirements? _____

Does your Child wear:

Glasses? **Yes___ No___** Contact Lenses? **Yes___ No___**

A hearing aid? **Yes___ No___** *Medical alert bracelet or necklace? **Yes___ No___**

*If yes please state what is written on it _____

Previous injuries: _____

Player's Signature: _____ **Date:** _____

For Players under 18: -

I hereby give permission for my Son /Daughter to participate in American Football during the _____ season. I further authorise (**name of organisation**) to provide treatment of an injury to or illness of my son/daughter if qualified medical personnel consider treatment necessary and perform the treatment, including anaesthetic or blood transfusion. This authorisation is granted only if I cannot be reached and a reasonable effort made to do so. I understand the extent and limitations of the insurance cover provided

I understand this Informed Consent Form and agree to its conditions on behalf of my son/daughter.

Parent/Guardian Name: (BLOCK CAPITALS) _____ **Relationship:** _____

Parent/Guardian Signature: _____ **Date:** _____

Note: The medical profession takes the view that the parent's consent to medical treatment cannot be delegated. This view is explicit in the Child Act 1989. Thus medical consent forms have no legal status and a doctor/nurse insisting on the consent of a parent to a particular treatment has the right to do so. For this reason we do not recommend insistence on parents signing the statement above. However, it can be a comfort to medical staff to have general consent in advance from parents or to have an adult on hand able to sign forms required by medical authorities.

Template 8

THIS FORM SHOULD BE COMPLETED FOR AWAY TRIPS, OVER NIGHT TRIPS & TRIPS ABROAD.

PARENTAL CONSENT MUST BE OBTAINED FOR PERSONS UNDER 18

Consent Form:

Activity/ies (INCLUDE DATES): _____

Player details:

Surname: _____ **Forename(s):** _____

Home Address: _____
_____ **Postcode:** _____

Tel. No(s): **Home:** _____ **Mobile:** _____ **E-mail:** _____

Emergency Contact (s) if different: _____

Date of Birth: _____ **BAFA Reg:#** _____

Medical Information:

Doctor: _____ **Phone:** _____

Previous Injuries: _____

Are you under any Court Order? Yes ___ No ___

Can you swim? Yes ___ No ___

Do you suffer from any condition/s requiring medical treatment, including medication?
If yes, give details _____

Are you allergic to any medications? _____

Do you have any allergies? _____

Do you have any special dietary needs? _____

Do you wear:

Glasses? Yes ___ No ___ Contact Lenses? Yes ___ No ___

A hearing aid? Yes ___ No ___ *Medical alert bracelet or necklace? Yes ___ No ___

*If yes please state what is written on it _____

Player's Signature: _____ **Date:** _____

For Players under 18:

I hereby give permission for my Son /Daughter to participate the activity/ies as defined above, and any related activities.

I further give permission for my Son/Daughter to participate in activity/ies as defined above that may involve away trips and/or overnight stays on the understanding they are to be transported by licensed and insured personnel.

Please tick box if your Child will be making his/her own arrangements for travelling to and from the specified activity/ies.

I further authorise (**name of organisation**) to provide treatment of an injury to or illness of my son/daughter if qualified medical personnel consider treatment necessary and perform the treatment, including anaesthetic or blood transfusion. This authorisation is granted only if I cannot be reached and a reasonable effort made to do so. I understand the extent and limitations of the insurance cover provided

I agree to my Child being photographed or filmed for publicity or public relations in respect of the above activity activities in compliance with the Data Protection Act and BAFA Child Protection guidelines.

I understand this Consent Form and agree to its conditions on behalf of my Son/Daughter.

Parent/Guardian Name: (BLOCK CAPITALS) _____ **Relationship:** _____

Parent/Guardian Signature: _____ **Date:** _____

Note: The medical profession takes the view that the parent's consent to medical treatment cannot be delegated. This view is explicit in the Child Act 1989. Thus medical consent forms have no legal status and a doctor/nurse insisting on the consent of a parent to a particular treatment has the right to do so. For this reason we do not recommend insistence on parents signing the statement above. However, it can be a comfort to medical staff to have general consent in advance from parents or to have an adult on hand able to sign forms required by medical authorities.

Please return form to: The BYAFA and retain a copy for your own records

Template 9

THIS FORM IS TO BE COMPLETED FOR BAFA REGISTERED PLAYERS TAKING PART IN NONE BAFA ORGANISED ACTIVITIES/EVENTS PARENTAL CONSENT MUST BE OBTAINED FOR PERSONS UNDER 18

Consent Form:

Activity/ies (INCLUDE DATES): _____

Player details:

Surname: _____ **Forename(s):** _____

Home Address: _____

_____ **Postcode:** _____

Tel. No(s): **Home:** _____ **Mobile:** _____ **E-mail:** _____

Emergency Contact (s) if different: _____

Date of Birth: _____ **BAFA Reg:#** _____

Medical Information:

Doctor: _____ **Phone:** _____

Previous Injuries: _____

Are you under any Court Order? Yes ___ No ___

Can you swim? Yes ___ No ___

Do you suffer from any condition/s requiring medical treatment, including medication?

If yes, give details _____

Are you allergic to any medications? _____

Do you have any allergies? _____

Do you have any special dietary needs? _____

Do you wear:

Glasses? Yes ___ No ___ Contact Lenses? Yes ___ No ___

A hearing aid? Yes ___ No ___ *Medical alert bracelet or necklace? Yes ___ No ___

*If yes please state what is written on it _____

Player's Signature: _____ **Date:** _____

For Players under 18:

I hereby give permission for my Son /Daughter to participate the activity/ies as defined above, and any related activities.

I further give permission for my Son/Daughter to participate in activity/ies as defined above that may involve away trips and/or overnight stays on the understanding they are to be transported by licensed and insured personnel.

Please tick box if your Child will be making his/her own arrangements for travelling to and from the specified activity/ies.

I further authorise (**name of organisation**) to provide treatment of an injury to or illness of my son/daughter if qualified medical personnel consider treatment necessary and perform the treatment, including anaesthetic or blood transfusion. This authorisation is granted only if I cannot be reached and a reasonable effort made to do so. I understand the extent and limitations of the insurance cover provided

I agree to my Child being photographed or filmed for publicity or public relations in respect of the above activity/ies in compliance with the Data Protection Act and BAFA Child Protection guidelines.

I understand this Consent Form and agree to its conditions on behalf of my Son/Daughter.

Parent/Guardian Name: (BLOCK CAPITALS) _____ **Relationship:** _____

Parent/Guardian Signature: _____ **Date:** _____

Note: The medical profession takes the view that the parent's consent to medical treatment cannot be delegated. This view is explicit in the Child Act 1989. Thus medical consent forms have no legal status and a doctor/nurse insisting on the consent of a parent to a particular treatment has the right to do so. For this reason we do not recommend insistence on parents signing the statement above. However, it can be a comfort to medical staff to have general consent in advance from parents or to have an adult on hand able to sign forms required by medical authorities.

Please return form to: The Member Organisation who is responsible for the activity and retain a copy for your own records