

APPENDICES

APPENDIX A

Employment Self-Declaration and Disclosure Form

Private and Confidential

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

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

Part One

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

Plus	
National Insurance Card or current Work Permit Number	
Signature of authorised Employing Officer:	
Print name:	
Date:	

Part Two

NOTE:

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

<i>For completion by the individual (named in Part one):</i>	
Have you ever been known to any Children's Services department or Police as being a risk or potential risk to children?	YES / NO <i>(if Yes, provide information below):</i>
Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?	YES / NO <i>(if Yes, provide information below):</i>
Confirmation of Declaration <i>(tick box below)</i>	

	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.
	In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.
Signature:	
Print name:	
Date:	

CHILD PROTECTION & SAFEGUARDING POLICY DECLARATION FORM

Active Gloucestershire is fully committed to safeguarding the well-being of children and young people, its staff and volunteers taking part in sport and physical activity in Gloucestershire.

When working with, or as, an employee of Active Gloucestershire, it is important that you have taken the time to thoroughly read this child protection and safeguarding policy. By being made aware of the policy, it is our intention to ensure that **all staff** are proactive in providing a safe and secure environment for the young people in their care.

Declaration

I certify that I have read and fully understood the Active Gloucestershire child protection & safeguarding policy and I agree that I will carry out my role in line with policy statements and procedures contained therein.

Signature:

Date:

Name (please print):

(Completed form to be photocopied and filed, as per Data Protection Act 1998)

APPENDIX C

CODE OF ETHICAL CONDUCT

All staff and volunteers working on behalf of Active Gloucestershire must comply with good ethical practice, especially when working with children and young people, and should work in ways that reflect the following:

DO:

- Be a positive role model to every person; displaying consistently high standards of behaviour and appearance, and demonstrate good time keeping, showing commitment to your work.
- Follow all guidelines on conduct and behaviour laid down by the relevant NGB ('National Governing Body'), associated club or Active Gloucestershire, at all times.
- Ensure the safety of all participants by providing effective supervision and safe methods of work at all times; demonstrate appropriate pre-planning of work, including considering the wellbeing and safety of all; ensure the activities are age appropriate, as well as considering ability and experience.
- Encourage and guide participants to accept responsibility for their own actions, performance and behaviour. Discourage others from bullying behaviour or using bad language and challenge these actions.
- Develop an appropriate working relationship with all participants, based on mutual trust and respect, treat everyone fairly and have no favourites; ensure they are respected, listened to, and feel valued. Ensure their rights and responsibilities are enforced. Be positive, approachable, offer praise and expect participants to have respect for each other.
- Maintain confidentiality about any sensitive information, sharing only with necessary officers, such as the DCPO at Active Gloucestershire and your club/NGB designated person.

- Ensure you hold the appropriate certificates and insurances, as appropriate.

DO NOT:

- Abuse children or young people physically, emotionally or sexually. Do not bully or use sanctions that humiliate or harm children or young people. Do not use bad language or engage in inappropriate behaviour.
- Discriminate on the grounds of religious beliefs, race, gender, sexual orientation, social class or ability, and encourage others to behave in the same manner.
- Spend time alone with children or young people, or engage in sexually provocative, overly-physical or rough play, and never take children in your car alone, nor take them to your house.
- Smoke or consume alcohol whilst working, or work under the influence of alcohol or illegal drugs.
- **Let allegations of abuse or poor practice go unchallenged, or unrecorded.**
Incidents and accidents must be recorded in line with Active Gloucestershire / Club / NGB procedures, and always given to the Designated Child Protection Officer at Active Gloucestershire.

APPENDIX C (continued)

CODE OF ETHICAL CONDUCT (continued)

Consequences:

- Any minor misdemeanours or general misbehaviour will be dealt with immediately, and/or reported to the designated person within the club, NGB or Active Gloucestershire, as appropriate.
- A serious or persistent breach of the code will result in disciplinary action from club, NGB or Active Gloucestershire, as appropriate, and could lead to dismissal from the role.

- Dismissal can be appealed, with the final decision taken by the club committee, Active Gloucestershire board or followed up by NGB disciplinary procedures, as appropriate.

Declaration

I certify that I have read and understood the Active Gloucestershire Code of Ethical Conduct and agree to abide by the guidelines that are outlined:

Signature:

Date:

Name (please print):

(Completed form to be photocopied and filed, as per Data Protection Act 1998)

APPENDIX D**CHILD PROTECTION INCIDENT REPORT FORM**

CHILD PROTECTION INCIDENT REPORT

Date of incident	
Time of incident	
Location of Incident	

SECTION A – CHILD’S PERSONAL DETAILS

Name of Child			
Date of Birth		Ethnicity	
Disability Y/N <i>If yes, please detail:</i>			
Full Address		Telephone	
Name of Parent/Carer			
Address <i>(if different from above)</i>			

SECTION B – NATURE OF INCIDENT

Is this report based on: (please tick as appropriate) <input type="checkbox"/> An incident you have witnessed? <input type="checkbox"/> A concern you have based on potential indicators of abuse?
--

☐ An allegation or concern that has been reported to you by someone?

If the allegation has been reported to you by someone else, other than the child, please give their details:

Name:

Address:

Post code:

Telephone Number:

CHILD PROTECTION INCIDENT REPORT FORM *(Continued)*

SECTION C – DETAILS OF THE INCIDENT/CONCERN/ALLEGATION

DETAILS - Please give full details of the incident(s) / concern(s) / allegation(s) including exactly where (venue / exact location), when (date/time) and what is alleged or believed to have happened:

OBSERVATIONS - Please include a description /location of any visible injuries and a description of the child's behaviour, and physical and emotional state:

CHILD'S ACCOUNT OF INCIDENT - Complete this section if the child reported the incident to you, recording exactly what the child has said has happened (including how any bruises or other injuries have been caused) and anything you have said to the child:

OTHER DETAILS

☐ *Tick here if you have continued on a separate sheet. Ensure you have attached the sheet to this document.*

ALLEGED ABUSER - Do we have the name and any contact details of the alleged abuser?

CHILD PROTECTION INCIDENT REPORT FORM *(Continued)*

SECTION D – REPORTING OF INCIDENT

Are parents / carers aware of the concerns / allegations?

If yes, how did they become aware?	
Is the alleged abuser aware of the concerns/allegations?	
If yes, how did they become aware?	
Have Social Services been informed?	
If so, who did you speak to?	
At what time did you speak to them?	
Case Reference Number:	
Have the police been informed?	
If so, who did you speak to?	
At what time did you speak to them?	
Case Reference Number:	

SECTION E – YOUR DETAILS	
Your Name	
Your Address	
Contact Telephone Number – Daytime	
Contact Telephone Number – Evening	

Signature	
Date	

This form must now be passed immediately to:
Designated Safeguarding Lead,
Active Gloucestershire, City Works, Alfred Street, Gloucestershire, GL1
4DF

APPENDIX E(ii)

SUGGESTED QUESTIONS TO ASK REGARDING REPORTING CONCERNS ABOUT CHILDREN

Remember:

- ✓ Stay calm and don't rush. Do not allow your personal opinion to show, or influence your actions.
- ✓ Be sensitive.
- ✓ Reassure the person / child.
- ✓ Confirm you realise how difficult it must have been to confide in you, and that they have done the right thing.
- ✓ Confidentiality: Let them know that you won't be able to keep everything they tell you confidential. In order to stop it happening, you will have to ask certain child protection professionals to help you
- ✓ Listen to what they have to say and take it seriously.
- ✓ Keep questions to a minimum and keep questions open-ended, in order to let them speak.
- ✓ Remain in view of others (*if face-to-face.*)

- ✓ Record exactly what is said (either at the time or immediately after) – do not ask leading questions or make assumptions. Stick to the facts... but do encourage for as much information as possible.

Questions:

1. What is your name?

"Hello _____. My name is _____."

"I realise how difficult it must have been to confide in me; you have done the right _____ thing. _____ I

won't be able to keep everything you tell me confidential. In order to stop it happening, I will have to ask certain child protection professionals to help me. Do you understand that?"

2. Is this something you have witnessed, have concerns about, or have been a part of?

Add detail here:

- Where, when? Date, time and location of incident?
- What happened / what did you see? Provide description.

3. Details of the child in question.

4. Any visible injuries? Description of the child's behaviour / emotional state.

5. Do you know who did this? Are they aware?

6. Are parents aware? Or Social Services, or the Police?

7. Can I take your details?

APPENDIX E(iii)

FLOW CHART FOR REPORTING CONCERNS ABOUT CHILDREN – Part 2: DCPO role

**DSL receives an Incident Report Form
within 24 hours of the incident occurring**

**DSL or Deputy Officers determine nature of
incident**

Poor Practice?

Possible Child abuse?

Report incident /
allegation to Chief
Executive Officer

DCPO refers to
Chief Executive Officer
for immediate decision
regarding suspension,

DCPO reports concerns to
Gloucestershire Children's
Helpdesk (office hours) or
Police (out of hours)

Disciplinary investigation process
initiated

GSCB / Police investigate

Disciplinary hearing held to
determine course of action –
takes into consideration any
GSCB / Police information and
other relevant factors

Outcome of
investigation

APPENDIX F

WHISTLEBLOWING POLICY & PROCEDURES

General Statement

This Policy is designed to encourage employees to raise legitimate concerns in a responsible way through the Grievance Procedure in circumstances where they believe that there has been some form of malpractice and where disclosure is in the public interest.

General Principles

- Any disclosure made under this Policy must be in good faith. If you make an allegation you must have a reasonable belief that the allegation is true and it must not be made for personal gain.
- These procedures should not be used for the purpose of furthering a personal grievance or private dispute - such matters must be dealt with through the Company's Grievance Procedure (see Employee Handbook.)
- Victimising employees who make a disclosure or deterring them from raising a genuine concern about fraud, corruption, malpractice or unethical conduct, will constitute a serious disciplinary offence.
- Abuse of this procedure, by maliciously or mischievously raising unfounded allegations, either internally or externally, will be regarded as a serious disciplinary offence.
- Where an allegation is made, the person(s) against whom the allegation is made will be informed of the allegation and the evidence supporting it, and be allowed to comment, before the investigation is completed.

- Any allegation of malpractice will be treated in the strictest confidence and investigated immediately.

Procedure

This procedure applies to allegations where any of the following has occurred, is occurring, or is likely to occur:

- A criminal offence
- A breach of a legal obligation
- A miscarriage of justice
- Danger to the health or safety of an individual
- Damage to the environment
- Fraud
- Corruption
- Accounting irregularities
- Dishonesty
- Deliberate concealment of any of the above

WHISTLEBLOWING POLICY & PROCEDURES *(continued)*

Any allegation covered by this procedure should be made in writing to the CEO, or Chair of the Board, if the allegation concerns the CEO.

A record will be made of receipt of the disclosure and the CEO, or Chair of the Board, if the allegation concerns the CEO, will either investigate the disclosure or arrange for an appropriate member of the senior management team to do so.

Once the investigation has been completed, the CEO, or Chair of the Board, if the allegation concerns the CEO, will report back to you as soon as possible, normally within 2 weeks and, subject to any third-party rights, inform you of the outcome of the investigation.

If you have any concerns or complaints about the manner in which you feel you are being treated because you made the disclosure, whether by the alleged wrongdoer or any colleagues, you should raise this with the CEO, or Chair of the Board, if the allegation concerns the CEO, and this may be dealt with as a disciplinary matter in relation to such individuals.

If you are dissatisfied with the outcome of the investigation, or feel unable to report it to the CEO in the first instance, disclosure should be made in writing to the Chair of the Board, who will investigate the matter and report back to the individual. The decision of the Chair of the Board will be final.