

Child Protection Policy

Date Approved: June 2013

Date for Review: June 2015



Appendix B

Code of Conduct (Staff and Volunteers)

As _____ of the _____ at _____ Korfball
(position) (age group) (name)

Club / Association, I will use my best endeavours to work within the following guidelines:

I will demonstrate good practice by:

- Treating all young people equally and with respect and dignity
- Always putting the welfare of each young person first, before winning or achieving goals
- Making sport enjoyable and promoting fair play
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people
- Giving enthusiastic and constructive feedback rather than negative criticism
- Keep up to date with the technical skills, qualifications and insurance in sport
- Maintaining a safe and appropriate distance with young persons in my charge
- Ensuring that if any form of physical contact is required, young people are consulted and their agreement gained
- Involve parents wherever possible, e.g. for the responsibility of their children in the changing room
- Securing parental consent in writing to act in loco parentis, if the need arises, to give permission for the administration of emergency first aid and/or other medical treatment
- Requesting written parental consent if I am required to transport young people in their cars
- Recognising the developmental needs and capacity of young people – avoiding excessive training or competition and not pushing them against their will
- Building balanced relationships based on mutual trust which empower children to share in the decision-making process
- Always working in an open environment. Arrange that, as far as possible, I am not left alone with a young person where there is little or no opportunity for the activity to be observed by others
- Always having at least two adults present with a group
- Always ensuring appropriate ratios of leadership to children are observed according to age and gender
- Thinking about use of premises. For example do not expect children or young people to have to walk along a dark unsupervised path in order to access the toilets.

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- Keeping a written record of each activity/session. This will include a register of children and staff and details of any significant incidents, including injuries that occur, along with the details of any treatment given
- Being aware of any medical conditions, existing injuries and medicines being taken.

I will avoid:

- Spending time alone with young people away from others
- Taking young people alone on car journeys however short
- Taking young people to your home.

I will never:

- Have an intimate relationship with a young person in your charge
- Engage in rough, physical or sexually provocative games, including horseplay
- Share a room with a young person in your charge
- Allow or engage in any form of inappropriate touching
- Allow young people to use inappropriate language unchallenged
- Make sexually suggestive comments to a young person, even in jest
- Do things of a personal nature for young people that they can do for themselves
- Invite or allow young people to stay with you at your home unsupervised
- Reduce children to tears as a form of control
- Refer to a child's ethnicity, disability, gender or sexuality in a way which is derogatory
- Allow allegations made by a child to go unrecorded or not acted upon.

Signed: _____ Date: _____

Print: _____

FOR CLUB/ASSOCIATION USE ONLY

Signed: _____ Date: _____
(Club / Association Chair / Secretary)

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Appendix E

Staff / Volunteer Registration Form

To be completed by:

All individuals who assist with the activities of Korfball

To be returned to:

Club / Association Chair / Secretary

CONFIDENTIAL

Individuals have a right of access to information held on you under the Data Protection Act 1998.

Volunteer details

Korfball Club / Association:

Full name (including title):

Previous name(s) if applicable:

Address (including postcode):

Years at this address:

Previous address (if less than 3 yrs):

Contact No.:

Email:

Gender:

Date of Birth:

Occupation:

Position at Korfball Club:

Previous Korfball Clubs (with dates):

Relevant Experience

Please detail any relevant experience including occupational work, volunteering and participation in sport. You should also list any relevant training and qualifications.

References

Please provide the names and contact details of two referees willing to provide written references that comment on your previous experience of, and suitability for, working with children.

Name:

Name:

Address:

Address:

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Postcode: _____ Postcode: _____
Contact No.: _____ Contact No.: _____
Email: _____ Email: _____

Self disclosure statements *delete as appropriate

Have you ever been convicted of any criminal conviction? YES / NO*
If YES, please provide details of the criminal conviction: _____

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

Are you known to any Social Services department as being an actual or potential risk to children and young people? YES / NO*
If YES, please provide details: _____

Have you had an EKA disciplinary sanction relating to child abuse / poor practice? YES / NO*
If YES, please provide details of the sanction: _____

The EKA reserves the right to carry out any checks considered appropriate in relation to your work with young people.

Declaration

Please ensure you tick each statement and sign the declaration at the bottom of this form.

- I have read and understood the EKA Child Protection Policy
- I consent to a DBS (formerly CRB) check being undertaken
- I am aware of the existence of the Code of Practice in relation to the use and handling of disclosure information and I understand that a copy of this Code of Practice will be available if I request it
- I understand that the EKA has a written policy on the recruitment of ex-offenders and that I am entitled to request a copy if a disclosure is requested
- All statements contained in this form are true and will be adhered to.

Signed: _____ Date: _____

Print: _____