

South Wales Mountaineering Club

Child Protection Policy and Guidelines

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Introduction

Children and young people can become involved in SWMC activities in various ways. In 2005 the club established a formal Junior Section to foster the development of young climbers. In addition to this it is possible that parents and carers will bring children in their charge to Club meets.

Awareness of the potential problems that can arise from young people being in contact with those who would try to harm them has increased greatly over the past 30 years. This has resulted in the necessity of many sporting organisations to establish formal child protection policies and procedures.

The SWMC believes that child welfare is the responsibility of everyone. Unfortunately forms of abuse can occur anywhere where children are. This Child Protection Policy (CPP) is designed to both protect young people and support volunteers working in the Junior Section and others who come into contact with children through the Club's activities. This document gives clear guidance on the identification and procedures for dealing with both potential and actual child abuse. It should also act as a guide in helping volunteers and the Club's officers create a safe environment for young people and protect themselves against allegations of improper behaviour.

Policy Statement

The SWMC recognises that all children have the right to be protected from harm and live in a safe environment. The SWMC has a duty of care to safeguard all children involved in SWMC activities from harm. All children have the right to protection and the needs of children from all backgrounds and abilities must be taken into account. The SWMC will strive to ensure the safety and protection of all children involved in its activities through adherence to its Child Protection Policy and procedures. The SWMC will support anyone who, in good faith, reports his or her concerns that a child is at risk of, or may actually be, being abused.

Principles

The following principles underpin the SWMC Child Protection Policy:

- To provide children and young people with appropriate safety and protection whilst attending Club meets or engaged in SWMC activities.
- To allow all members/volunteers/officers to make informed and confident responses to specific child protection issues.
- All suspicions of child abuse will be taken seriously and responded to swiftly and appropriately.
- A child is defined as an individual under the age of 18.
- To help and support all individuals involved in providing activities for young people as part of the programme of the SWMC Junior Section.
- That all children have the right to live in a safe environment.
- That the welfare of the child is paramount and will underpin all guidance.
- This guidance is mandatory for all Club members.

Recognising How Children Can Be Harmed

'Child abuse' is a term used to describe ways in which children are harmed. Abuse may result from action or inaction by a volunteer, Club member, member of the child's family or another young person. The Welsh Assembly Government's guidance "Working Together to Safeguard Children" (2000) defines four main types of abuse: physical, emotional, sexual and neglect. These are outlined below.

Physical Abuse

Physical Abuse occurs where adults physically hurt or injure children. In a climbing/mountaineering situation this might occur if the child is forced to train or climb beyond his or her capabilities. It may also occur if the training disregards the capacities of the child's immature and growing body. In more extreme cases this can take the form of physical attack e.g. hitting, shaking, burning or biting them.

Emotional Abuse

Emotional abuse occurs when a child is not given love, help and encouragement and is constantly derided or ridiculed. It can occur, conversely, if a child is over protected, preventing them from socializing. In a sporting/climbing context this may be present in the unrealistic expectations of what a child can achieve by parents, volunteers or even fellow climbers. This can also occur in the undermining of a young person through ridicule. This abuse often manifests itself in the form of bullying (See section "SWMC's anti-bullying policy" page 11).

Sexual Abuse

Sexual abuse occurs when a child knowingly or unknowingly takes part in an activity which meets the sexual needs of another person. It could range from sexually suggestive comments to physical sexual activities. Exposing young people to pornography is also a form of sexual abuse. In a sporting context this may take the form of photography or videoing for the sexual gratification of the

viewer. Volunteers are placed in a position of great trust and it is when this trust is abused that sexual abuse can occur. (See section “Guidelines for the Use of Photography” page 26).

Neglect

This includes situations in which adults fail to meet a child’s basic physical needs e.g. food, warm clothing). This may involve the lack of medical attention or consistently leaving children alone and unsupervised or monitored. Neglect can also occur if an adult with care of the child fails to ensure children are safe or exposes them to undue cold or risk of injury. This has obvious implications for those taking young people into potentially hostile mountain environments and climbing situations.

Abuse in all its forms can affect a child at any age. The effects can be so damaging that they may follow an individual into adulthood. For example an adult who has been abused may find it difficult to maintain a stable and trusting relationship.

The SWMC will support anyone who in good faith reports his or her concerns that a child is at risk.

Possible Signs of Abuse

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 occurred. The SWMC acknowledges that officers of the Club and volunteers are **not necessarily experts** at such recognition. The SWMC therefore expects them to discuss any concern they may have with regards to the welfare of a child immediately with the Club's Child Protection Officer (see section "What You Should Do Next" page 16). If this is not practical and the situation is deemed to be too serious or urgent to delay then advice can be sought from Social Services or the police.

Below are listed some of the characteristics which may be evidence of abuse. These are by no means exhaustive and are only indicators of potential abuse, **not** confirmation that a child has been abused.

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to injury.
- An injury for which the explanation seems inconsistent.
- The child describes what appears to be an abusive act involving them.
- Unexplained behaviour changes e.g. becoming very quiet, withdrawn, or displaying sudden outbursts of temper.
- Inappropriate sexual awareness.
- Distrustful of adults, particularly those with whom a close relationship would normally be expected.
- Difficulty making friends.
- A child being prevented from socialising with other children.
- Displaying variation in eating patterns including overeating or loss of appetite.
- Becoming increasingly unkempt or dirty.

It must be recognised that the presence of one or more of these indicators is not proof that actual abuse is taking place. It is **not** the responsibility of those involved in SWMC activities to decide whether child abuse is occurring **but it is their responsibility to act upon any concerns** (see section “What You Should Do Next” page 16).

Raising Awareness

It is understandable that people who are well motivated, caring individuals with a commitment to climbing and mountaineering, are reluctant to believe that children may be suffering harm in a climbing environment or at home. It may be difficult to accept that children could be at risk because of the way an organisation or its events are run. Levels of awareness need to be raised without creating an atmosphere of anxiety or suspicion.

However, a basic principle should be: **If you become aware of anything which causes you to feel uncomfortable, you should speak to either the Club's Child Protection Officer or a Committee member.**

This means being aware of attitudes of adults and of the interactions between them. Certain modes of behaviour may be excused by comments such as: "He/She is always like that" or "We have just come to expect that from him/her but what can you do?" If the behaviour gives rise to concern or is directly contrary to accepted good practice then some type of action must be taken.

Adults should also seek to help and support each other in avoiding situations of bad practice. This is achievable the more open and co-operative the environment is.

If a young person behaves in a way that gives rise to concern then this may be an indicator of a problem. There may well be a perfectly acceptable explanation for this behaviour. It is however important to act on a concern and ascertain that this is the case. If it is still felt there may be a problem it is important to seek further help.

In all cases it is important that the welfare of the child is paramount. It can be especially difficult for children from an ethnic minority or who are disabled to disclose abuse to others. Adults should be especially vigilant with these groups

and be aware that their own prejudices may block them from believing these groups.

SWMC Anti-Bullying Policy

It is important that all those involved in SWMC youth activities are aware of the SWMC's anti-bullying policy and that it is mandatory for them to adhere to this.

Bullying is one of the most common forms of abuse. It would not be too unrealistic to conclude that most people have been a victim of bullying in some form at one time or another. For some children bullying can be taken to the extreme and can make their lives intolerable. Bullying is something that needs to be taken very seriously. It is not acceptable for adults to dismiss bullying as a simple part of growing up. There is sufficient evidence to show that the consequences of bullying can be devastating both to the victim and their family.

There are three main types of bullying:

- Physical, e.g. hitting, kicking or theft
- Verbal, e.g. racist or homophobic remarks
- Emotional, e.g. persistent negative feedback

Bullying can take many forms and is usually repeated over a period of time. The three main types of bullying are: physical, verbal and emotional, all these forms of bullying include:

- Deliberate hostility and aggression towards the victim
- A victim who is weaker and less powerful than the bully or bullies
- An outcome which is always painful and distressing for the victims

Bullying behaviour may include:

- Other forms of violence
- Sarcasm, spreading rumours, persistent teasing
- Torment, ridicule, humiliation
- Racial taunts, graffiti, gestures

- Unwanted physical contact or abusive, offensive comments of a physical or sexual nature

Within climbing there are potential situations where bullying can take place:

- A parent who pushes too hard
- A coach who adopts a “win at all cost” philosophy
- A climber who intimidates others
- Unwanted peer pressure from other climbers to do routes that are too hard or dangerous

In a climbing context emotional bullying is most likely to be found rather than physical violence. This is often difficult to define or prove and it is important that all those involved in SWMC youth activities subscribe to and accept this policy.

All involved should be prepared to:

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns. (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the meet organiser, the Club’s Child Protection Officer or a Committee member. Create an open environment.

The meet organiser, the Club’s Child Protection Officer or someone designated by them will:

- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.
- Reassure the victim that they can be trusted and will help them, but not promise that they will not tell anyone else.
- Keep records of what is said (i.e. by whom, when and what was said).
- Report any concerns to the Club’s Child Protection Officer.

Possible actions toward the bullies:

- Talk with the bully(ies), explain the situation, and try to get the bully(ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).
- Inform the bully's parents.
- Insist on the return of any borrowed items and seek to establish how the victim is to be compensated for any damage caused.
- Provide support for the volunteer(s) who have been working with the victim.
- Impose sanctions as necessary e.g. exclusion from activities or withdrawal of membership.
- Encourage and support the bully(ies) to change behaviour.
- Hold meetings with the families to report on progress.

How to Respond to a Disclosure, Suspicion or Allegation

If there is a concern about a child's welfare, or the behaviour of an adult the one thing not to do is do nothing. If you are concerned do not keep this to yourself.

A child may indicate to you that they are being abused in some way or information may come to you of possible abuse. On receiving this information you should:

- React calmly - do not rush into inappropriate action. What you are told may be very shocking but it is important you give the child some stability;
- Reassure the child that they are not to blame and that they did the right thing to tell someone, i.e. you, about the incident;
- Take the child seriously and listen carefully to them. Recognise how difficult it was for them to tell you;
- Only ask questions which help to clarify the situation. Do not question any more than is strictly necessary. The law is very strict when it suspects a child has been led or ideas have been suggested;
- Do not to make the child repeat their account;
- Do not make promises you cannot keep. Explain that you may have to tell other people in order to stop what is happening but that you will endeavour to keep the incident as confidential as possible;
- Make a full record of what has been said, heard or seen as soon as possible.

Do Not:

- Take sole responsibility for further action (see section "What You Should Do Next" page 16)
- Approach or try to contact the alleged abuser
- Ignore what has happened
- Make promises you cannot keep

Recording information

Information that is passed on to the Social Services and police must be as helpful as possible. Hence there is a necessity for making as detailed a record as possible. This should endeavour to contain:

- The nature of the incident;
- A description of any visible injuries;
- The child's account;
- Times, dates or other relevant information;
- A clear distinction between what is fact, hearsay and opinion;
- The child's name, date of birth and address

After obtaining this information, do not hesitate to pass it on to the relevant organisation (see "What You Should Do Next" section page 16).

Allegations of previous abuse

Allegations of abuse may be made a long time after the event (e.g. by an adult who was abused as a child or by a volunteer who is still currently working with children). Where such an allegation is made the procedures in section "What You Should Do Next" should be followed and when appropriate, Social Services or the police will be informed. This is important as children may still be at risk from the accused individual should the allegation be proved to be correct.

What You Should Do Next

Concerns about poor practice and possible abuse within an SWMC setting

This relates to all those involved within SWMC activities.

Concerns and allegations about child abuse require very careful handling and should be treated with the strictest confidence. Any form of abuse can ultimately result in a criminal conviction. It is important to keep an open mind and that all allegations are kept in the strictest practical confidence. **Remember to maintain confidentiality on a need to know basis** – only if it will protect the child. Do not discuss this incident with anyone other than those who need to know. It is important, however, that you act on your concerns.

If the concern is clearly about poor practice see the “Poor Practice” section.

You should ensure the immediate safety and wellbeing of the young person. If he or she requires immediate attention call an ambulance, inform a doctor of your concerns and ensure that they are aware that this is a child protection issue.

If the concern/allegation is suspected abuse and relates to an SWMC member, volunteer or committee member it should be passed to the SWMC Child Protection Officer or Chair who will in turn refer it to Social Services or the Police. Alternatively, the person who has the concern may contact the Social Services or police themselves (see “Local Child Protection Contacts” page 28). If a formal referral is made make it clear that it is a child protection issue. In a real emergency, or if completely unsure as to what to do, phone 999.

In all cases the SWMC Child Protection Officer or Chair should be informed. These two officers will ensure that the information is shared with the other. If the allegation is against one of these two people then the report should be given to a committee member not involved.

The parents of the child involved should be told about the concern and that it is intended to inform Social Services unless to do so would be to place the child at further risk of harm. If in doubt, seek advice from Social Services first.

Internal Enquiries

In the event of the SWMC being informed of an allegation of poor practice, bullying or abuse against a person involved in SWMC activities the Chair will place this on the agenda of the next committee meeting. The committee will decide which of these categories the incident falls within and what action is to be taken. If the allegation involves a committee member they will be required to withdraw from the meeting for the duration of this agenda item. If the allegations are subject of any formal investigation by the statutory authorities the committee will seek the advice of the statutory authorities.

If the allegations relate to abuse they should be passed on immediately to Social Services if this has not already happened. If it is considered that the allegation related to poor practice the Committee will decide what action is appropriate.

When the committee meets to consider such a matter the Child Protection Officer shall be a co-opted member of the committee if not a member in his/her own right. The person against whom, the allegation is made may be asked to withdraw from activities of the Youth Section or other Club activities pending the outcome of any investigation by the statutory authorities. It should be made clear to this person that this is only a precautionary measure.

The committee may decide that a person against whom an allegation is made should not participate in Club activities or that their membership of the Club should be terminated. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. The committee will need to base its decisions on the facts of the case and the findings of any investigation by Social Services and where applicable the outcome of a prosecution by the Police. It is important that the SWMC is seen to provide support to an individual where an accusation of abuse has been shown to be false. In cases where there is insufficient evidence for prosecution the committee may consider that on the

balance of probability an incident has occurred. Nevertheless the committee must attend to the facts as reported by the investigating authority and their reasons for not taking the matter further. The responsibility of the committee is to agree the best way forward and to carry out whatever measures they consider to be appropriate. In this they will have to regard the welfare of the child and other children above all else.

Discussion of such matters by the committee should be recorded separately, referenced in the main minutes of the meeting. The record of the discussion should be kept securely in the custody of the Club's Child Protection Officer and passed on to their successor.

What happens if you are accused of an abusive action?

In the event of an accusation:

- Make notes of all your actions/contacts with the child in question as soon as possible.
- Seek access to professional and legal advice.
- Ensure that you are no longer working with the child/children making the allegation
- Follow the procedures laid out in this and supporting documents.
- Accept that others may not be in a position to discuss the matter with you while the investigation is underway.
- Accept that you may be suspended from Club activities.

Such events are difficult for all concerned. The SWMC will do its utmost to remain impartial in all matters relating to an accusation. The main concern with any incident is the child's welfare. For an individual, against whom an allegation has been made this will be a difficult time. There are no easy ways to deal with such a situation, it is important that you seek help and support.

Poor Practice

Poor practice constitutes anything that is contradictory to the SWMC Child Protection Policy document or any of the guidance outlined in supporting SWMC documentation. Poor practice may also be a failure to follow event guidelines, so putting children in danger, or emergency procedures where an accident has occurred or is deemed likely to occur in the future. A combination of minor incidents could also be regarded as poor practice. If, following consideration, the allegation is clearly about poor practice by a volunteer, parent or Club member, the Committee will take such action as it deems appropriate.

Good Practice

SWMC Youth Section volunteers will be working in an environment where a “hands on approach” may sometimes be necessary. Ensure that such contact is kept to the safe minimum, done openly, in response to the child’s needs, and is within the knowledge and consent of the child and their parent. There may, in extreme circumstances, be situations where reasonable force may be used as restraint i.e. self-defence or defence of another, preventing risk of injury or damage to property. Please record any such incident and report it to the SWMC Child Protection Officer or Chair. These two officers will share information.

Below are outlined guidelines that help to create a safe environment for children. They should also help in ensuring that a child or others do not misinterpret the behaviour of adults. In the first section the SWMC’s responsibilities are outlined.

Good practice procedures

The SWMC is responsible for its CPP policy and implementation. The SWMC CPP will be compatible with the BMC CPP. All members will be made aware of the procedures and guidelines for good practice.

The SWMC **committee** will appoint a Child Protection Officer who may or may not be a member of the committee but who will sit as a committee member when the committee is called upon to consider any matters relating to the welfare of children and young people.

Adult volunteers who participate in Youth Section activities on an unsupervised access basis (see below for definition) must be CRB checked. **CRB checks should be renewed every three years.** The CRB checks must be shown to the Club's Child Protection Officer and be recorded by the Officer.

Youth Section meet leaders and the Club's Child Protection Officer will attend appropriate child protection training.

The SWMC will ensure that its guidelines on the use of photography are adhered to.

The SWMC will promote the anti-bullying policy.

Good practice for adults working with young climbers

- Volunteers must respect the rights, dignity and worth of all. They must also treat everyone with equality.
- Volunteers should ensure that the welfare of any young climber is paramount and that the activity should be fun.
- They should think about:
 - I. Not over-climbing, or over-training, young climbers.
 - II. Young people climb because they enjoy it. Remember winning a competition may be only part of that enjoyment.
 - III. Motivate young people through positive feed back and constructive criticism.

IV. Ensure young climbers climb in an environment where inherent risk is kept to a minimum and is within accepted guidelines.

V. Never allow young climbers to climb when injured.

VI. Ensure all equipment is appropriate and in good condition.

- It is important when supervising young people to avoid situations where an adult and an individual child are completely unobserved e.g. when climbing at a crag.
- If physical support is required e.g. spotting, support when bouldering, ensure the individual is aware of what is happening and has consented to this physical help. Some parents /carers are becoming increasingly sensitive about this type of help and their views should be respected at all times.
- When supervising young people in a changing area, adults should ideally work in pairs. Always check before entering a changing area that everyone is decent. Ideally parents should take responsibility for their own child in these situations.
- Encourage an open environment; always explain why you are doing something and try to facilitate, as far as is practical, an open and inclusive approach to SWMC activities. People often respond better if they feel they are part of the process.
- When there is a mixed youth meet, event, or trip ensure there is at least one male and one female helper.

The following should only be sanctioned in exceptional situations and then only if the Club's Child Protection Officer, a committee member or the child's parent has been consulted and has agreed:

- Taking young people alone on car journeys. If this cannot be avoided the child should travel on the back seat of the car.
- Spending time alone with a young person who is not a direct relation or for whom the volunteer has formal care.

In these instances the Club's Child Protection Officer should be informed and make a record.

The following must never be sanctioned:

- Taking young people alone to your home
- Sharing a room or a tent with a young person or young people.
- Allowing young people to engage in the use of inappropriate language.
- Making sexually suggestive comments to a young person even in fun.
- Doing things of a personal nature for a young person they can do themselves.
- Allowing allegations made by a child to go unchallenged, not acted upon or not recorded.
- Allowing young people to consume alcohol or take recreational drugs.
- Allowing any physically rough or sexually provocative, contact or games.

Positions of trust

All adults who work with young people are in a position of trust which has been invested in them by the parents and the young person. This relationship can be described as one in which the adult is in a position of power and influence by virtue of their role. In climbing most adults recognise that there are certain boundaries in the coach/climber relationship which must not be crossed. The relationship is no different to school teacher and pupil.

Recruitment of Volunteers

The SWMC highly values the work Youth Section volunteers do with young people. They will understand that the vetting of individuals to varying degrees is a necessary part of ensuring the safety of children and young people. This in no way reflects any element of distrust about a possible volunteer, it is merely a procedure that all individuals must go through.

To ensure individuals go through the correct vetting procedures the following guidelines are to be used:

Unsupervised access:

Unsupervised access is defined as those volunteers who have regular and/or low ratio access to young people:

- Volunteers with a leadership or organising role within the Youth Section
- All volunteers with a direct involvement with residential/camping trips

Due to the amount of responsibility that is involved with unsupervised access the Child Protection Officer or committee will decide who meets the above criteria.

Those who are considered to have *unsupervised* access must complete the following procedure:

- Apply through the BMC for an enhanced CRB check.
- Show the CRB **certificate** to the Club's Child Protection Officer.
- Be approved by the committee to participate in Youth Section activities.
- **The CRB check needs to be renewed and the new certificate shown to the Club's Child Protection Officer every three years.**

Supervised access:

Supervised access is defined as those people involved with Youth Section activities on an occasional basis, and where it is anticipated the access will be in an open supervised environment.

Helpers must:

- Satisfy the event organiser as to their identity. The volunteer should be asked for evidence of identity if necessary.
- Be approved by the event organiser for the activity.

However, if working on a regular basis with young people they must go through the CRB check process.

Guidelines for the Use of Photography

It is not the intention of this document to prevent the use of video or photography equipment. Video used in an appropriate way is a valuable coaching aid and family photographs of young people are part and parcel of many family lives. However there is evidence that some people 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 advisable that all individuals be vigilant and any concerns be reported to the event organiser or the Club's Child Protection Officer. The event organiser should ensure they are aware of all individuals taking photographs. Event organisers should not allow unsupervised access to young climbers or one to one photo sessions at events. Parents should be given the opportunity to object if they do not wish images of their child to be used. If photographs are to be published e.g. in the Club's Newsletter or on its website the child's parents must be informed. Individual children should not be identified so avoid the use of the first name and surname of individuals alongside published photographs. This reduces the risk of inappropriate, unsolicited attention from people outside the sport. An easy rule to remember is: if the climber is named, avoid using their photograph; if the photograph is used, avoid naming the climber/participant. In situations where it is necessary for climbers to be named ensure there is permission from both the climber and parents.

Videoing as a coaching aid: there is no intention to prevent coaches using video equipment as a legitimate coaching aid. However, young climbers and their parents/carers should be aware that this is part of the coaching programme and care should be taken in the storing of such films.

APPENDIX 1

Useful Contacts

The BMC Officer Responsible for Youth

Nick Colton

0870 0104878

The BMC Chief Executive.

Dave Turnbull

0870 0104878

Child Protection in Sport Unit

0116 234 7278

www.thecpsu.org.uk

The NSPCC help line

0808 800 5000

Asian Helpline:0800 096 7719

Welsh Helpline:0800 100 2524

www.nspcc.org.uk

Useful Websites

www.thebmc.co.uk

www.disclosure.gov.uk

www.crb.org.uk

www.sportscoachuk.org

APPENDIX 2

Local Child Protection Contacts

N.B. If an out of hours number (evenings, through the night, weekends and bank holidays) is not listed below, emergency duty services can be contacted via the local police

Blaenau Gwent County Borough Council

Ebbw Vale Social Services Office (Children & Families Teams)
01495 350555

Bridgend County Borough Council

Social Services
Children and Families Division
01656 642320

Caerphilly County Borough Council

Intake and Assessment Team
0808 1001727

City and County of Cardiff

Children's Services

Intake and Assessment Team

029 2023 9826

Or out of hours:

Emergency Duty Team:

029 2044 8373

Merthyr Tydfil County Borough Council

Intake and Early Assessment Team

01685 724506

Or out of hours:

Emergency Duty Team:

01443 204010

Monmouthshire County Council

Abergavenny (for the North of Monmouthshire)

Children's Services Team

01873 735915

Chepstow (for the South of Monmouthshire)

Children's Services Team,

01291 635060

Neath Port Talbot

Child Assessment Team

01639) 765500

City of Newport

Duty & Social Work Teams

01633 656656

Rhondda Cynon Taff

Duty Social Work Teams

Rhondda – 01443 431513

Cynon – 01685 888800

Taff Ely – 01443 486731

Or out of hours:

Emergency Duty Team:

01443 204010

City and County of Swansea

Child and Family Services
01792 635700

Or out of hours:

Emergency Duty Team:
01792 775501

Torfaen

During office hours (9am-5pm), contact the Customer Care Centre in Cwmbran or Pontypool and tell them it is a Child Protection referral

Customer Care Centre - Cwmbran
01495 762200

Customer Care Centre - Pontypool
Tel: 01495 762200

The Vale of Glamorgan

First Contact Team
01446 725202

Or out of hours:

Emergency Duty Team:
029 2044 8373

BRITISH MOUNTAINEERING COUNCIL

177-179 Burton Road
Manchester M20 2BB
www.thebmc.co.uk

Tel: 0870 010 4878
Fax: 0161 445 4500
e-mail: office@thebmc.co.uk

BMC YOUTH VOLUNTEER REGISTRATION AND SELF DECLARATION FORM

This form is in two parts. Everyone fills in sections 1 to 10 inclusive.
To work unsupervised with young people you must also fill in sections 11 and 12 for a CRB check.
You have a right of access to information held on you and other rights under the Data Protection Act

1. DETAILS

First name	Male <input type="checkbox"/> Female <input type="checkbox"/> <i>(Tick as appropriate)</i>	
Surname		
Current Address (including post code)		
Time at current address (years)		
If you have lived less than 3 years at your current address please include your previous address here.		
Telephone (day)		
Telephone (evening)		
Mobile		
Email		
Date of birth		
BMC Area (e.g. Peak, Lakes, NE, Y&H, NW, Midlands, SW&S, L&SE, Wales)		
Current occupation and dates of employment		
Name and address of organisation		
Role		

2. WHAT SORT OF EVENT DO YOU FEEL ABLE TO ASSIST THE BMC WITH

E.g. Junior team training sessions, ongoing coaching of national team members, indoor competitions, climbing meets etc.

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3. EXPERIENCE and EXPERTISE

Briefly outline your mountaineering experience, indicating your general outdoor leading grade in rock climbing including dates of when you had these experiences. If you have areas of expertise that you feel may be valuable please state these and how you could use these in the service of the BMC or for the benefit of climbers, mountaineers, hill walkers.

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BMC Youth Volunteer and Self Declaration Form

4. QUALIFICATIONS (IF ANY) OR PREVIOUS VOLUNTEER EXPERIENCE	
a. supervising/instructing/coaching young people in mountaineering/rock climbing activities, indoors and outdoors: age groups, residential work, any qualifications you may have to assist on events in the UK and abroad, teaching or youth work qualifications, up to date coaching qualifications, First Aid Certificate, SPA, WGL, ML, MIA, MIC, UIAGM Guide. (use separate sheet if necessary)	
b. Briefly outline your experience in supervising young people in non-mountaineering activities, e.g. teaching or youth work	
5. TRAINING Please detail any training you may require	
6. SECURITY	
Are there any reasons such as criminal convictions, cautions or bound over orders that might prevent you working with young people or limit what you can do? YES <input type="checkbox"/> NO <input type="checkbox"/> (Tick as appropriate)	
If YES, please supply details	
Are you a person known to any social services department as being an actual or potential risk to children?	
YES <input type="checkbox"/> NO <input type="checkbox"/> (Tick as appropriate)	
If YES, please supply details	
Have you had a disciplinary sanction (from a sport, or other organisation's governing body) relating to child abuse?	
YES <input type="checkbox"/> NO <input type="checkbox"/> (Tick as appropriate)	
If YES, please supply details	
7. HEALTH	
Please indicate any health problems for which you are receiving treatment:	
8. AVAILABILITY	
Please indicate your availability to be a volunteer:	
Daytime	<input type="checkbox"/>
Evening	<input type="checkbox"/>
Full weekends	<input type="checkbox"/>
Weekly	<input type="checkbox"/>
Monthly	<input type="checkbox"/>
Occasional	<input type="checkbox"/>
Other	<input type="checkbox"/>
I am happy, if necessary for the BMC Area Youth Co-ordinator, Team/Programme Manager or Event Organiser to contact me prior to the event: YES <input type="checkbox"/> NO <input type="checkbox"/> (please choose as appropriate)	

9. DETAILS OF NEXT OF KIN WHO CAN BE CONTACTED IN CASE OF EMERGENCY			
Name			
Address (include post code)			
Telephone (day)		Telephone (eve)	
BMC Participation Statement: The BMC recognises that climbing, hill walking and mountaineering are activities with a danger of personal injury or death. Participants in these activities should be aware of and accept these risks and be responsible for their own actions and involvement			
10. SIGNATURE AND ACKNOWLEDGEMENT OF RISK			
I confirm that the above information is correct and that I do not have any criminal convictions or court orders that would prevent me from working with young people. I have read the BMC Participation Statement and I am aware that climbing, hill walking and mountaineering are activities with a danger of personal injury or death. I understand it is an offence to apply for, offer to do, accept or do any work with children (paid or unpaid) if disqualified from working with children.			
Signed _____		Date _____	

Completing the remainder of this form is the first step in applying for a Criminal Records Bureau enhanced disclosure check (a CRB check) to work unsupervised with young people. Only continue if you wish to do this. If you already hold a current Disclosure please contact the BMC.	
11. I HAVE READ AND AGREE WITH (please mark the appropriate box(es) below): If you have not received one or more of the documents listed below copies are available on the BMC website	
The BMC Child Protection Policy	<input type="checkbox"/>
The BMC Good Practice for Coaches in Climbing	<input type="checkbox"/>
The BMC Equal Opportunities Policy	<input type="checkbox"/>
12. REFERENCES	
Appropriate referees are those who have known you for over 3 years, e.g. someone who has worked with you coaching or looking after young people and a character reference from a past employer. We will follow up references.	
Referee 1	
First Name	
Surname	
Address (current) <u>incl. post code</u>	
Telephone (day/eve)	
Email	
Relationship with the above	
Referee 2	
First Name	
Surname	
Address (current) <u>incl. post code</u>	
Telephone (day/eve)	
Email	
Relationship with the above	
Please state which referee you will be giving to the CRB if asked	
I am contacting the Criminal Records Bureau (CRB) and will follow the steps outlined on the next page. I hereby consent to the BMC undertaking Criminal Records Bureau checks against me	
Signed _____	Date _____

APPENDIX 4

Applying for a CRB check

To apply for a Criminal Records Bureau Enhanced Disclosure carry out the following steps:

1. Complete the BMC Volunteer Registration and Self Declaration Form. If you are only volunteering to assist with SWMC activities make this clear in completing section 2.
2. Return your completed BMC Volunteer Registration and Self Declaration Form to the Club's Child Protection Officer who will forward this to the BMC.
3. Telephone the CRB on 0870 9090 844 and quote the BMC's registered body reference number: **20315100000**. Ask for "enhanced disclosure". Inform them you are applying as a volunteer so there is no payment due. They will ask you some questions to confirm your identity. These include: your full name and other names you may have been known by, addresses you have lived at during the last five years, your date and place of birth, your national insurance number, and other information such as passport/driving license details. This is not a complete list.
4. They will then include your details on a Disclosure application form and send it to you to check the details (and complete if necessary) then sign.
5. When you have checked (and completed if necessary) and signed the Disclosure Application form return it to the BMC office together with the required **original** identity documents. For guidance on the documents required see "An applicant's guide to completing the Disclosure application form" at www.disclosure.gov.uk. If you prefer not to post your original documents you can arrange to bring them into the BMC office together with your completed Disclosure Application form. Ring Ana Jolly on 0161 438 3302 or email ana@thebmc.co.uk
6. Your original documents will be photocopied and the photocopies retained at the BMC office.

7. The BMC will complete section X of the Disclosure application form to confirm they have seen your original identity documents. Section Y is then completed and signed by The BMC Chief Executive Officer Dave Turnbull.

8. Your personal identity documents will then be returned to you by Recorded Delivery. (If you arrange to bring them in to the BMC office you can take them away with you once the process has been completed).

9. The BMC sends your completed Disclosure application form to the CRB.

10. You should receive your Enhanced Disclosure in the post within three weeks. The CRB will also send a copy of the Disclosure to the BMC.

11. The BMC will confirm receipt of Disclosure to the Club's Child Protection Officer.

Useful Websites:

- www.thebmc.co.uk
- www.disclosure.gov.uk
- www.crb.org.uk

Need to publish a short summary leaflet to be distributed to all members