



The Grand National Archery Society

**Protection of Children and Vulnerable Adults
Policy**



NSPCC Child Protection in Sport Unit Foreword

Many children and young people are involved in Archery and other sports every day. Some are able to gain sporting skills or knowledge; some gain social confidence or learn a leisure pursuit and others are provided with competitive opportunities. It is to be hoped that all the children and young people who come into contact with sports organisations also receive care and attention, and that the organisations protect them from coming to any harm whilst they are working with them.

Although for the overwhelming majority of children this is the case, unfortunately it is not so for all. Very occasionally a young person is hurt through an accident, which might have been prevented by even more thorough vigilance, by the sports organisation in whose temporary care they were. Good sports organisations spend much time and effort in regularly updating their guidelines in order to prevent accidents such as these.

Even more rarely a child is abused by another child, by a stranger, or by a paid member of staff or volunteer whilst in the charge of a sports organisation. Abuse is always traumatic for the child and, although most abuse happens in the home, sports organisations must accept that prevention of abuse is part of their duty to care for the children with whom they work, and amend their practice accordingly.

Sport offers young people a healthy lifestyle and opportunities for personal development, fun and friendship. It is important that we give all young people the experience of enjoying the benefits of sport. As we develop sporting activities, it is vital that we develop safety mechanisms to ensure young people enjoy their sport without being exposed to abuse from others involved in it.

The NSPCC Child Protection in Sport Unit is committed to making sport a safer environment for children and young people. We do this by promoting the need for child protection policies and procedures to all involved in sport, by working with sport and other organisations to establish high standards of practice.

The NSPCC Child Protection in Sport Unit is pleased to endorse the work that The Grand National Archery Society have undertaken in relation to the safety and welfare of children involved in its activities. The child protection policy and procedures adopted by The Grand National Archery Society will make a significant contribution to safeguarding the children and young people participating in its sports activities.

Steve Boocock
Child Protection in Sport Unit Director
March 2003

GNAS Foreword

“The long term success of archery as a sport depends upon sustaining and developing the broadest possible base of participation. Part of this lies in the encouragement of participation by young people and vulnerable adults within a safe and secure environment that protects them fully while facilitating their development.”

The Grand National Archery Society (GNAS) accepts a moral responsibility to implement procedures to provide a duty of care for young people, to safeguard the well being of young and vulnerable adults and protect them from physical, sexual or emotional harm and from neglect or bullying.

Archery and indeed all sports can have a very powerful and positive influence on people – especially young people. Not only can it provide opportunities for enjoyment and achievement, it can also develop valuable qualities such as self-esteem, self-confidence, leadership and teamwork.

GNAS is committed to providing information to educate those working with children and vulnerable adults adopt best practice to ensure the safety and welfare of everyone within the sport of archery.

This document sets out the principles and procedures to be adopted by all GNAS clubs, professional or volunteer staff, coaches, officials, administrators, parents and participants.

Acknowledgements

The Grand National Archery Society would like to express its gratitude to the NSPCC, CPSU, Sports Coach UK, Sport England, British Gymnastics Association and other National Governing Bodies for their support and guidance in producing this Policy.

GNAS is mindful of its obligations under various statutes, including:

- The Children Act 1989
- The Protection of Children Act 1999 (as amended by the Care Standards Act 2000)
- Protection of Children (Child Care Organisations) Regulations 2000
- The Charity Commission
- Department of Health Working Together to Safeguard Children
- Home Office Safe from Harm: A Code of Practice for Safeguarding the Welfare of Children in Voluntary Organisations in England and Wales
- The UN Convention on the Right of the Child
- Human Rights Act 2000
- NSPCC and Sports Agencies of England, Scotland, Wales and Northern Ireland guidelines

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1.0 THE POLICY STATEMENT

1.1 Principles

This Protection of Children and Vulnerable Adults Policy is based upon the following three fundamental principles:

- Whilst dealing with children and vulnerable adults, their welfare is paramount. As defined in the legislation shown below, in England, Wales and Northern Ireland, a child is a young person under 18 years of age, however under Scottish law, a child is a young person under 16 years of age.

The Children Act 1989 (England & Wales)
The Children (Scotland) Act 1995
The Children (Northern Ireland) Order 1995

- All children and young adults, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse or neglect.
- The rights, dignity and worth of every child and vulnerable adult should always be respected.

1.2 Responsibilities

It is important the following guidance is adhered to:

- Under the Government Guide “Working Together to Safeguard Children” all organisations have a responsibility to protect children and young people from abuse and neglect.
- All incidents of suspicion, poor practice and allegations should be taken seriously and responded to swiftly and appropriately.
- Confidentiality should be upheld in line with the Data Protection Act 1998 and the Human Rights Act 2000.
- It is the responsibility of the child protection experts to determine whether or not abuse has taken place but it is everyone’s responsibility to report any concerns.
- Recruitment of staff and volunteers is undertaken according to the guidelines for best practice contained in this Policy.

The following terms are used throughout this document:

- ***(Parents) Generic term to represent parents, carers and guardians***
- ***(Young People) also refers to archers with disabilities and vulnerable adults***
- ***(Substantial Access) being in a position of authority/influence when working with young people***

2.0 GOOD PRACTICE GUIDELINES

Always remember that whenever you are responsible for the care or supervision of a young person, or where you are in a position of power or influence over a young person, you are in a relationship of trust. You should never do anything to abuse that trust.

The following guidelines will help to safeguard all participants of archery whether they are coaches, assistants, or officials.

2.1 Good Practice for Parents

- Before you leave your child, ensure there is more than one responsible adult at the club/organisation who explicitly agrees to take the responsibility of the care of your child.
- Arrange to deliver and collect your child in plenty of time.
- Check there are procedures in place through which you can voice your concerns.
- Ensure coaches are suitably qualified and all staff including volunteers are carefully recruited.
- Check that the coaches have been screened to ensure suitability to work with children.
- Check that the club offer regular training to staff and coaches.
- Ensure the club have rules regarding arrangements for travelling to events.
- Encourage your children to talk to you about their training and ensure that they know how to voice their concerns if they are not happy about any situations that may arise.
- If you are discouraged from watching, then ensure the club make you aware of the reasons for doing so.
- Ensure you are given opportunities to discuss matters with coaches and all involved.
- Work with the club/coach/volunteer for the benefit of the child or young person. Be prepared to take coaching advice on your child's psychological and physical archery needs.

2.2 Good Practice for Coaches/Volunteers/Officials

All coaches/volunteers and officials working with young archers have a responsibility to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate within Archery:

- Always work in an open environment (e.g. avoiding private or unobserved situations and encourage an open environment i.e. no secrets).
- Treat all people with respect and dignity.
- Always put the welfare of each young person first, before winning or achieving goals.
- Maintain a safe and appropriate distance with young archers (e.g. it is not appropriate to have an intimate relationship with a child or to share a room with them).
- Obtain permission from parent's to coach their child and provide them with an information pack setting out how the instruction is undertaken.
- Young people of 16 or 17 years of age can legally consent to some types of sexual activity. Do not allow a sexual relationship to develop if it is within a Relationship of Trust. (Please refer to item 2.8).
- Whilst coaching on a one-to-one basis ensure there is another adult present.
- It is recommended that the ratio of juniors to supervising adults never exceeds 12:1.
- Keep up to date with the technical skills, qualifications and insurance within archery.
- Ensure that if mixed teams are taken away, an adult male and adult female member of staff should always accompany them.
- Ensure that at tournaments or residential events, adults should not enter children's rooms or invite children into their rooms. Should adults need to "check up" on children, whilst they are in their rooms, then another adult must accompany them.
- Be an excellent role model – behave in an exemplary manner in the company of young people.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the development needs and capacity of young people and disabled adults - avoid excessive training or competition and do not push them against their will.

- Secure 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 (See **Appendix A** for example form).
- Work with the parents and be aware that all parties concerned have their own goals.
- Keep a written record of any injury that occurs, along with the details of any treatment given.
- Request written consent from parents when young children need to be transported by coaches/volunteers or officials.
- Always adhere to the GNAS Code of Conduct and Code of Ethics.

2.3 Good Practice for Clubs

To avoid allegations of poor practice and to ensure the safety of staff and participants, clubs are advised to adopt the following good practice guidelines.

- Adopt a Child and Vulnerable Adults Protection Policy.
- Publicise the GNAS policy to show the clubs commitment to a safe environment and state this in your club's constitution.
- Publicise a club statement showing the club's commitment to child safety and welfare. The following is an example:

"This club believes that when dealing with children and vulnerable adults, their welfare should always be of paramount importance. We are committed to providing an environment where young people can learn and participate in a sport free from harassment and abuse. All those people working with children have a moral responsibility to safeguard and promote a child's welfare. This club has therefore adopted the GNAS Protection of Children and Vulnerable Adults Policy to ensure peace of mind for both adults and children".

- Adopt and implement a policy of best practice procedures.
- Publicise a statement of zero tolerance of bullying.
- Establish procedures through which all complaints or concerns can be voiced and dealt with confidentially.
- Local Authorities may have their own specific rules that are additional to the requirements of the legislation and therefore clubs need to check the local situation to see how the club could be affected by these rules.

- No fewer than two adults must form the General Management of a Junior Club, one of whom must be a GNAS member. The names and addresses of these adults must be lodged with the County Association, and copies available to GNAS or valid authority upon request. The Club officials must notify the County Association of any changes to the Senior Management of the Junior Archery Club.
- The normal shooting (meeting) times of the Junior Club must be made available to the County Association. This does not preclude the club from arranging extra sessions as required.
- The names, addresses and telephone contact numbers of all junior members of a club must be available at the club ground when the club are meeting.
- Keep an accident book and record all injuries however slight, with details of any treatment given.
- Obtain permission from parents to administer first aid treatment in the event of an accident. (Please refer to Parental Consent Form **Appendix A**).
- Be aware of any medical conditions, which may affect a junior or disabled archer and any medication they require.
- Advise parents and children that all archers (including children) applying for MB status or greater or a FITA Star 1200 or greater become eligible for drug testing at any UK domestic tournament. Please refer to the GNAS Shooting Administrative Procedures.
- Clearly advise parents that they should be responsible for the care of their own child whilst that child participates in tournaments. Under no circumstances should the Tournament Organiser accept responsibility for the care of children.
- Two adults (one of whom must be a GNAS member) must supervise juniors at all times whilst shooting. At no time should one adult take charge of a junior or group of juniors. The only instance where one adult may supervise a junior is in the parent/legal guardian and child relationship where GNAS Rules of Shooting apply.
- Where there are only two adults who have taken the responsibility for supervising junior archers, who themselves wish to shoot during the same session, only one should shoot at any one time. However, it is recommended that there are two adults fully available for supervising at all times.
- It is recommended that the ratio of juniors to supervising adults never exceeds 12:1.
- In the instance where a parent supervises their child, the responsibility for the care of that child would remain with the parent.

- A parent should always accompany their children if they are under the age of 8 years. Any parent who brings along children 8 years of age or under, who are not their own children, they must be made aware that those children remain in their care.
- Ensure that you are aware of arrangements for the arrival and departure of junior members. In the event of an emergency or delay in collecting their child, ensure parents provide the club with emergency contact details (see Parental Consent Form in **Appendix A**).
- Ensure at least two adults arrive for a session ahead of time to avoid children being left alone. Likewise do not depart until the last child has been collected.
- Keep the parents informed about what the club/coaches/volunteers are doing.
- Advise parents that all adults with substantial access to children will go through a screening process. (Please refer to page 1 for the definition of the term “substantial access”).
- Issue a pamphlet to all parents of junior members, which include a summary of the club’s Child Protection Policy and a statement about the club’s Child Protection Procedures.
- Ensure coaches, assistants and officials are kept up to date with technical skills and qualifications.
- Monitor staff training needs and issues such as poor coaching practice. Ensure there are procedures in place for dealing with poor practice.
- Operate an “open door” environment.
- Offer support to those who report concerns regarding suspicions of abuse or poor practice.
- Designate a person to deal with child protection and welfare issues. This person should undergo a criminal record check and receive appropriate training. Information on Child Protection Training can be obtained from Sports Coach UK and the NSPCC Child Protection in Sports Unit.
- The Designated Officer should ensure there is a written procedure for contacting local social services departments and the police, together with any “out of hours” contacts and procedures. Ideally this person should meet the relevant contacts personally.
- The Designated Officer should ensure that anyone with substantial access to children and vulnerable adults give their consent to having a criminal record check. The appropriate forms can be obtained from the agency direct or from the GNAS office.

2.4 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 someone in charge in the club or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick up a child up at the end of session.

- Do not spend excessive amounts of time alone with children away from others.
- Never take children alone on car journeys, unless in an emergency and then consult the parents first.
- Never take children to your home where they will be alone with you.

2.5 Practice Never to be Sanctioned

The following should **never** be sanctioned. You should never:

- Strike a child.
- Engage in rough, physical or sexually provocative games.
- Share a room with a child.
- Allow or engage in any form of inappropriate touching.
- Use profane, insulting, harassing or otherwise offensive language.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Reduce a child to tears as a form of control.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children or disabled adults that they can do for themselves.
- Intrude into the private life of a child.
- Invite or allow children to stay with you at your home unsupervised.
- Spend an excessive amount of time alone with one junior archer.

- It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or disabled. These tasks should only be carried out with the full understanding and consent of parents and the archers involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her 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. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

2.6 Incidents Requiring Immediate Action

If any of the following occur, you should report this immediately to another colleague and record the incident. You should also ensure the parents of the child are informed.

- If you accidentally hurt an archer
- If he/she seems distressed in any manner
- If an archer appears to be sexually aroused by your actions
- If an archer misunderstands or misinterprets something you have said or done

2.7 Recognition of Poor Practice

Poor practice includes any behaviour that contravenes the GNAS Rules, Code of Conduct, Code of Ethics and Coaching Manuals, which are constituted around the following three R's (Rights, Responsibilities and Respect):

- Rights - for example of the archer, the parent, the coach, the official etc.
- Responsibilities - for example responsibility for the welfare of the archers, the sport, the profession of coaching, their own development.
- Respect - for example of other archers, officials and their decisions, coaches and the GNAS Rules of Shooting.

2.8 Preventing Abuse of Position of Trust

This guidance is primarily intended to protect the following people where a relationship of trust with an adult exists:

- Adult members who work with young people and vulnerable adults.
- Young people over the age of sexual consent but under 18 years of age.
- Vulnerable adults.

Young people of 16 or 17 years of age can legally consent to some types of sexual activity but they may still be relatively immature emotionally. It is essential that those who may be in a position of responsibility and trust recognise this vulnerability and ensure that it is not exploited.

All allegations of abuse of position of trust should be treated confidentially until the case is proven. Remember either party may be innocent.

There is no simple definition of a vulnerable adult, they may be the elderly, disabled, mentally ill or have learning difficulties, but again the position of trust and the vulnerability of adults must not be abused. The principles and guidance apply irrespective of sexual orientation: neither homosexual nor heterosexual relationships are acceptable in a position of trust.

2.9 Relationship of Trust

A relationship of trust can be described as one in which one party is in a position of power or influence over another by virtue of their position. A genuine relationship can start between two people within a relationship of trust but the relationship of trust must end before any sexual relationship develops.

2.10 Abuse of Trust and Sexual or Other Abuse

Any sexual activity, which is not freely consenting, is criminal. The sexual activity covered by abuse of trust may be ostensibly consensual, but rendered unacceptable because of the relative power positions of the parties concerned.

Other forms of abuse of trust may be physical or psychological i.e. singling out a junior by leaving that particular junior to struggle when putting equipment away, or leaving a disabled archer to wait on the field.

2.11 Code on Abuse of Trust

- Any behaviour which may allow a sexual relationship to develop between the person in a position of trust and the individual or individuals in their care must be avoided.
- Any sexual relationship within a relationship of trust is unacceptable so long as the relationship of trust continues.
- All those in a club/organisation have a duty to raise concerns about behaviour by coaches, staff, volunteers, managers and others, which may be harmful to those in their care, without prejudice to their own position.

3.0 RECRUITMENT OF STAFF AND VOLUNTEERS

A sound recruitment policy should adequately protect both children and adults. Abusers have great difficulty operating in a well-run organisation with good quality management and training. All reasonable precautions should therefore be taken to ensure unsuitable people are prevented from working with children and vulnerable adults. The same procedures should be adopted, whether staff are paid or unpaid, full or part-time.

The following procedures should be followed when recruiting new staff or volunteers who will become involved with working or interacting with children.

- Any new adult member or helper who will be involved with children or vulnerable adults as an employee or volunteer must complete an application form (Please see **Appendix B** for sample form). Any role, which involves being in contact with children means exemption from the provisions of the Rehabilitation of Offenders Act 1974. Therefore all convictions, however old, must be declared, including “spent” convictions.
- Select people who have the relevant experience for the role. Explore their experience of working with children. Obtain references from at least two people (not relatives) willing to provide written comments on their previous experience and suitability for working with children. (Please see **Appendix C and D** for sample letter and return form).
- Obtain the volunteer’s consent to criminal record checks being made with the appropriate agency.
- Contact the GNAS Child Protection Officer for an application form relevant for the area in which the person resides i.e. England and Wales (CRB), Scotland (Disclosure Scotland), Northern Ireland (PECS). Alternatively you may contact these agencies direct. See page 31 for the contact telephone numbers.
- Ensure you make the volunteer fully aware of the duties and responsibilities and their direct superior to whom they should report.
- Ensure they understand and agree to comply with the GNAS Protection of Children and Vulnerable Adults Policy.

3.1 Criminal Record Checks

Criminal Record Checks can be obtained from one of the following Agencies through their “one-stop” shop service called Disclosure. The Disclosure service provides a valuable additional recruitment tool for employers and voluntary groups to assess the suitability of a potential employee/volunteer. Disclosures brings together information held on the Police National Computer, local police records; and where appropriate, the Department of Health Consultancy Index and Department of Education and Skills List 99 for those considered unsuitable to work with vulnerable adults. The checks cannot be made directly with the agencies, but via a registered body. GNAS will therefore register with these agencies.

England & Wales: Criminal Records Bureau (CRB)
Scotland: CRBS for volunteers and Disclosure Scotland for paid staff
Northern Ireland: The DHSS Pre-Employment Consultancy Services (PECS)

The Disclosure service is free of charge to volunteers. The CRB and NSPCC have advised us of the definition of a volunteer as follows:

A person who performs any activity which involves spending time, unpaid (except for travelling and other approved out of pocket expenses), doing something which aims to benefit someone (individual or groups) other than or in addition to close relatives. If a person receives a tax declarable payment for their services they cannot be classed as a volunteer. The reimbursement of normal out of pocket expenses would not be considered as payment and acceptable for the purposes of the volunteer definition. If a person is usually “employed” as a volunteer but receives a single payment for a specific activity undertaken separate to the voluntary work this would not affect their volunteers status.

There are three levels of Disclosure – Basic, Standard and Enhanced.

Basic Disclosure only contains details of convictions considered ‘unspent’ under the Rehabilitation of Offenders Act 1974.

The Standard Disclosure is for the type of work, which involves regularly caring for, supervising, training or being in sole charge of children or vulnerable adults. Examples are sports coaches, and scout/guide leaders. This level of Disclosure contains details of all convictions held on the police national computer including current and ‘spent’ convictions as well as details of any cautions, reprimands or final warnings. The Disclosure will indicate whether information is held on government department lists, held by the Department of Health and Department for Education and Skills List 99, of those who are disqualified from working with children. Disclosure also includes information held by the Department of Health of those considered unsuitable to work with vulnerable adults.

The Enhanced Disclosure contains the same information as the Standard Disclosure but will also include a check on local police records.

3.2 Obtaining Criminal Record Checks

- A new volunteer who is likely to have significant access to children and vulnerable adults should signify their consent to criminal record checks being made.
- The Club Child Protection Officer should request an application form for a Standard Disclosure. The forms can be obtained from the GNAS or alternatively direct from the appropriate agency that will send you a partly completed application form. See Page 31 for contact details.
- The Club Child Protection Officer should complete the section of the form covering evidence of identity, which must be signed as verification that original identity documents have been seen and checked by you. Please see 3.3 Identity Checks.
- Ask the volunteer to complete the remainder of the form. The form must be completed in BLACK ink and BLOCK CAPITALS.
- Once the volunteer has completed the remainder of the form, it should be sent to the GNAS who will then counter-sign the form and forward it to the relevant agency.
- The relevant agency will send a Disclosure Certificate to the applicant, with a copy to the GNAS Child Protection Officer. Standard Disclosure usually takes 1 to 2 weeks to process.
- Should the applicant consider any information contained in their Disclosure is incorrect, they should contact the agency dispute line immediately.
- The GNAS Child Protection Officer would then contact the Child Protection Officer at the Club/Organisation and state whether or not the Certificate contains any relevant offences.
- A criminal record should only be taken into account when the conviction is relevant to the welfare of children and young adults and should not automatically be a bar to a voluntary or paid post. Information supplied on these forms is dealt with in the strictest confidence.
- In compliance with the CRB Code of Practice, the GNAS would only retain Disclosure documentation for a maximum period of 6 months after which time the information would be permanently destroyed i.e. shredded.

3.3 Identity Checks

As part of the criminal record check application form, identity checks have to be made by the designated Child Protection Officer, who must have sight of two of the following original forms of identification (ideally one of which should have a photograph). The Child Protection Officer should sign the relevant part of the application as authorisation that these documents have been checked.

- Passport
- Driving licence
- Birth certificate
- Marriage certificate
- National insurance number (taken from P60 or P45)
- Utility bill
- Mortgage or insurance statement
- Rent book

When verifying documentation ensure they are original documents and there are no signs of tampering. Documents should be queried if they display any signs of damage, especially in the areas of the name and/or the photograph.

The following guidelines should help you lookout for any suspicious signs of tampering.

Passports

Check the quality and condition of the passport. Any “accidental” damage is often used to conceal tampering. Photographs should be examined closely for signs of damage to the laminate. If the photograph appears excessively large, this might indicate an attempt to hide another photograph underneath. There should also be an embossed strip embedded into the laminate, which will catch a portion of the photograph.

Photo Driving Licence

Examine the licence for evidence of photo tampering or any amendment of the printed details.

Old Style Driving Licence (no photograph)

Remove the document from the plastic wallet and check that it is printed on both sides. It should have a watermark visible by holding the licence up to the light. There should be no punctuation marks in the name or address and the "Valid to" date should be the day before the bearer's 70th birthday (unless the bearer is already over 70).

The "Valid to" date can therefore be cross-referenced with the date of birth detailed in Section A, line 10. It must be specified on the application form that you have seen an old style paper licence without a photograph.

Birth Certificate

Birth certificates are not totally reliable for checking identity as copies are easily obtained, unless they are original and were issued at the time of birth.

Check the quality of the paper as genuine certificates use a high grade. When the certificate is held up to the light, a watermark should be visible. There should be no signs of tampering, changes using liquid paper, overwriting or spelling mistakes.

4.0 ABUSE

Child abuse is a term used to describe ways in which children or young people are harmed, usually by adults and often people they know or trust. Sometimes young persons i.e. teenagers may be the perpetrators.

Children and vulnerable adults may be abused within their family, at school and sometimes in the sporting environment.

It is generally acknowledged that there are four main forms of abuse:

4.1 Physical Abuse

When an adult:

- Physically hurts or injures children (e.g. by hitting, shaking, squeezing, biting or burning).
- Giving alcohol, inappropriate drugs or poison to a child.
- Attempts to suffocate or drown a child.
- Uses excessive and inappropriate training, which exceeds the capacity of the child's maturation.

4.2 Sexual Abuse

Children may be sexually abused by adults or young people (male and female) who use children to satisfy their own sexual needs or where children are encouraged or forced to observe or participate in any form of sexual activity. These could include the following:

- Full sexual intercourse, fondling, masturbation or oral sex.
- Taking or possessing inappropriate photographic materials involving children.
- Showing children pornographic material (books, videos, pictures).

It should be noted that in sports situations where physical contact is made i.e. in stretching exercises or supporting, sexual abuse may go unnoticed.

The power of the coach, team manager or official over young children may lead to abusive situations developing.

4.3 Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve the following:

- Constantly shouted at, threatened, taunted, humiliated or ignored.
- Constantly criticised and bullied
- An unrealistic pressure to perform consistently to high expectations is placed upon the child by the coach, officials or parents.
- Pressure not to succeed i.e. constantly demeaning the efforts of the child, young person or vulnerable adult.

4.4 Neglect

Neglect occurs where adults fail to meet a child's basic needs like the need for food or warm clothing, or where adults fail or refuse to give children love, affection and attention. Children might also be constantly left alone or unsupervised.

Club staff may not ensure children are safe, exposing them to undue cold or to unnecessary risk of injury.

4.5 The Effects of Abuse

The effects of abuse on a child at any age can be so damaging that the effect may carry through to adulthood. Most people cannot imagine that anyone they know could transgress in such a harmful way towards a child and of course this may make them feel uncomfortable if they have suspicions.

In cases of sexual abuse, the vulnerable child may be targeted by the abuser through a deliberate grooming process involving secrecy testing to ensure that the abuser can trust the child "not to tell" and to gain the confidence of the child. The parents may also be groomed so that they trust the abuser implicitly and therefore the abuse can carry on without question.

4.6 Suspected Abuse

The following signs could alert you to the fact that a child might be being abused.

- The child says that he or she is being abused, or another person says they believe (or actually know) that abuse is occurring.
- Unexplained bruising or injury for which the explanation seems inconsistent.
- The behaviour of the child changes, either over time or quite suddenly, and he or she becomes quiet and withdrawn, or alternatively becomes aggressive.
- The child appears not to trust adults e.g. a parent or coach with whom he or she would have expected to have, or once had a close relationship, and does not seem to be able to make friends.
- Inappropriate sexual awareness or language or engaging in sexually explicit behaviour.
- The child is prevented from socialising with other children.
- The child has difficulty in making friends.
- He or she becomes increasingly neglected-looking in appearance, or loses or puts on weight for no apparent reason.
- The child becomes increasingly dirty or unkempt.

This list is not exhaustive and the presence of one or more of these symptoms is not proof that abuse has taken place, but it should raise concerns.

It is not the responsibility of the coach or official to decide that the child is being abused but it is their responsibility to act upon their concerns.

If however you are concerned about the welfare of the child YOU MUST ACT! Do not assume somebody else would - it may be too late.

5.0 RESPONDING TO DISCLOSURE, SUSPICIONS AND ALLEGATIONS

False allegations of abuse do occur. However, they are rare, and if a child indicates that they have been abused, or you obtain information, which gives you concern, you should react **immediately**.

5.1 Action to Take Immediately

- Ensure the child is safe.
- Ensure the child receives medical attention (where required).
- Ensure the child is aware of who they can talk to about their concerns if they wish.

5.2 Responding to Disclosure

The person receiving information concerning disclosure should:

- React calmly so as not to frighten the child.
- Tell the child they are not to blame and they were right to tell.
- Take what the child says seriously, recognising the difficulties inherent in interpreting what a child who has a speech disability and/or differences in language says.
- Keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said.
- Do not ask closed questions which require a yes or no answer.
- Reassure the child but do not make promises of confidentiality, which might not be feasible in the light of subsequent developments.
- Make a full record of what had been said, heard and/or seen as soon possible. This record will be referred to during further investigations and detailed questioning should be left to the qualified investigator. (A sample Incident Report Form is attached in **Appendix E**).

5.3 Actions to Avoid

The person receiving the disclosure should not:

- Panic
- Allow their shock to show
- Ask closed questions requiring yes or no answers
- Probe for more information than is offered
- Speculate or make assumptions
- Make negative comments about the alleged abuser
- Approach the alleged abuser
- Make promises or agree to keep secrets

5.4 Designated Officer

Each organisation/club should identify a designated person to handle child protection issues. The designated person will receive advice from GNAS with regard to appropriate training and information.

A second adult member should be appointed who can deal with child protection issues in the absence of the designated officer. The designated officer must ensure this “deputy” is kept up to date with current child protection issues and any ongoing poor practice or abuse cases. This person must also undergo criminal record checks.

5.5 Action to Take if Abuse/Neglect is Suspected Outside Archery Environment

- On receipt of an allegation or following concerns regarding abuse or neglect, immediately contact your local social services department, or go directly to the police if *out of hours*. The telephone numbers can be found in the local telephone directory, however we strongly recommend these numbers are readily available.
- The Incident Report Form contains details of information required by the Social Services Department and police. Ensure you only ask the child questions, which clarify the information required on the Incident Report Form and record the contact details of the person you speak to.
- Follow up your conversation with the Social Services or the Police with confidential written confirmation within 24 hours of reporting the allegation or concern.
- The parents should be contacted as soon as possible (unless they are the alleged perpetrators). The social services department would most likely do this and would advise accordingly.
- Ensure the information recorded is as accurate as possible. (Please refer to item 5.12 – Records and Information).
- Send a confidential full written report to the GNAS Child Protection Officer.

5.6 Action to Take if Abuse is Suspected Within Archery Club/Organisation

- On receipt of an allegation or following concerns regarding abuse immediately contact your local social services department, or go directly to the police if *out of hours*. The telephone numbers can be found in the local telephone directory, however we strongly recommend these numbers are readily available.
- The Incident Report Form contains details of information required by the Social Services Department and police. Ensure you only ask the child questions, which clarify the information required on the Incident Report Form and record the contact details of the person you speak to.
- Follow up your conversation with Social Services or the police with confidential written confirmation within 24 hours of reporting the allegation or concern.
- The parents should be contacted as soon as possible (unless they are the alleged perpetrators). The social services department would most likely do this and would advise accordingly.
- Ensure the information recorded is as accurate as possible. (Please refer to item 5.12 – Records and Information).

- Send a confidential full written report to the GNAS Child Protection Officer.
- If the allegation is against a coach/official/volunteer, that person must be immediately suspended. The GNAS Disciplinary Regulations would then come into force.
- Depending upon your Club Constitution make your Club Committee/Chairman aware of the allegation and the action taken.

Confidentiality should be maintained on a strictly “need to know” basis and any relevant documentation stored in a secure place with limited access to designated people. REMEMBER false allegations are of great concern not only because of the personal distress caused to the individuals but also their families. A false accusation made against a coach could destroy their career.

5.7 Sharing Concerns with Parents

There is always a commitment to work in partnership with parents where there are concerns about their children. If you have noticed a dramatic change in a child’s behaviour, first talk to the parents. There may have been a bereavement or similar occurrence, which may cause the child to be unhappy.

5.8 When it is Not Appropriate to Share Concerns with Parents

Where a parent may be responsible for the abuse or not able to respond to the situation properly, the allegation or incident of abuse must be reported to the person in charge as soon as possible and recorded. Advice and guidance should be sought from the local social services officer with respect to consulting parents.

5.9 Allegations of Previous Abuse

Allegations of abuse by a coach/staff/volunteer may be made some time after the event. Where such a belated allegation is made, the GNAS Child Protection Officer should be informed.

5.10 Types of Investigation

There are three types of investigation where a complaint of abuse has been made:

- Criminal
- Child Protection
- Disciplinary or misconduct

Civil proceedings may also be initiated by the person/family of the person who alleged the abuse.

The GNAS would be informed of the results of the police and social services investigation.

5.11 Confidentiality

Only tell others if it will help to protect the child. Remember the accusation may be a misunderstanding or a fallacious allegation, which may cause great harm to the accused, as he/she may be innocent of the allegation. Confidentiality must be maintained until a case has been proven.

Information should be handled and disseminated by the following people only:

- The designated officer
- The parents of the person who is alleged to have been abused
- The person making the allegation
- Social services/police
- GNAS Child Protection Officer
- Club chairman – however this is dependent upon the club's constitution
- The alleged abuser (and parents if the alleged abuser is a child)*

* Seek social services advice on who should approach alleged abuser

5.12 Records and Information

Information should be stored in a secure place with limited access to designated people, in line with the Data Protection Act 1998.

Any information passed to the Social Services or the Police must be as accurate and helpful as possible and it will be useful if a detailed record, including the following can be obtained:

- Information of person making the allegation.
- The nature of the allegation clearly what the child said.
- Name, age, sex and culture of the child.
- Description of any visible injuries or bruising.
- Detailed description of the child's account of how the injuries or bruising occurred.
- Facts - where did the incident take place i.e. at the club, dates and times.
- Details of any witnesses.
- Relationship between child and accused.
- Does the child have any disabilities or medical conditions?
- Who has parental responsibility?

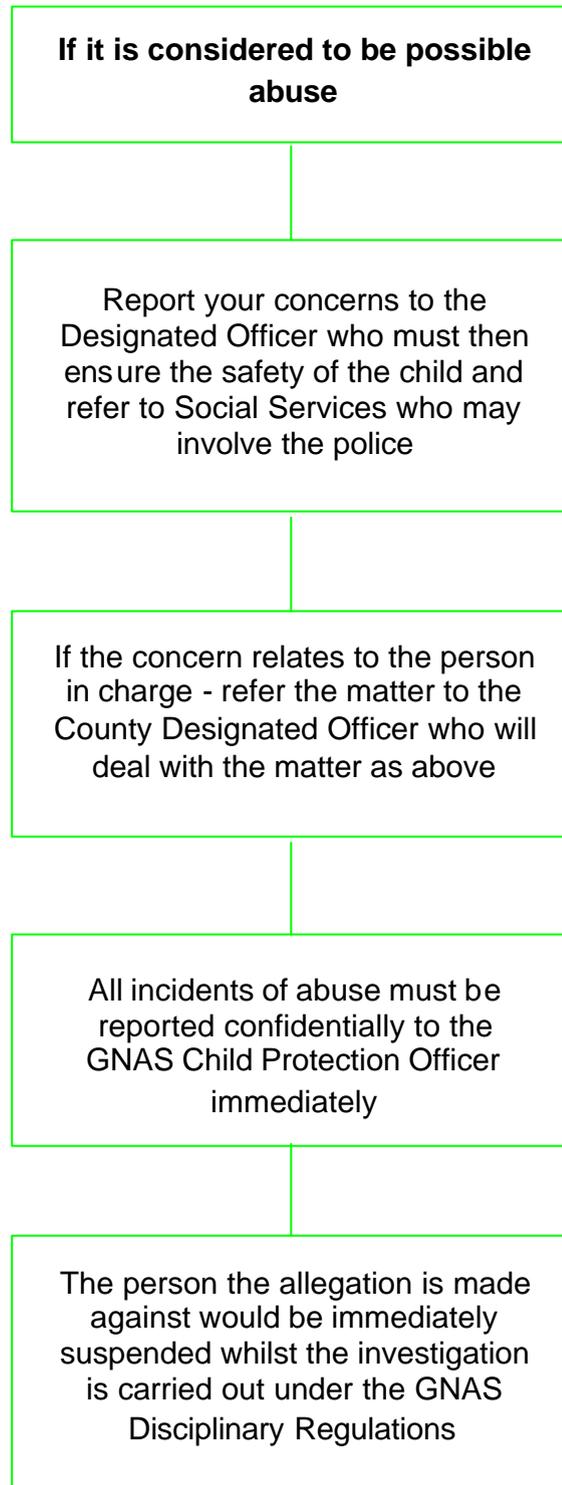
Only ask the child questions needed to clarify the information required on the Incident Report Form, which would be passed onto Social Services and the Police. Any other questions should be asked by the experts. Please see **(Appendix E)** for a sample Incident Report Form.

A QUICK GUIDE TO PROCEDURES IF YOU SUSPECT ABUSE OF A CHILD



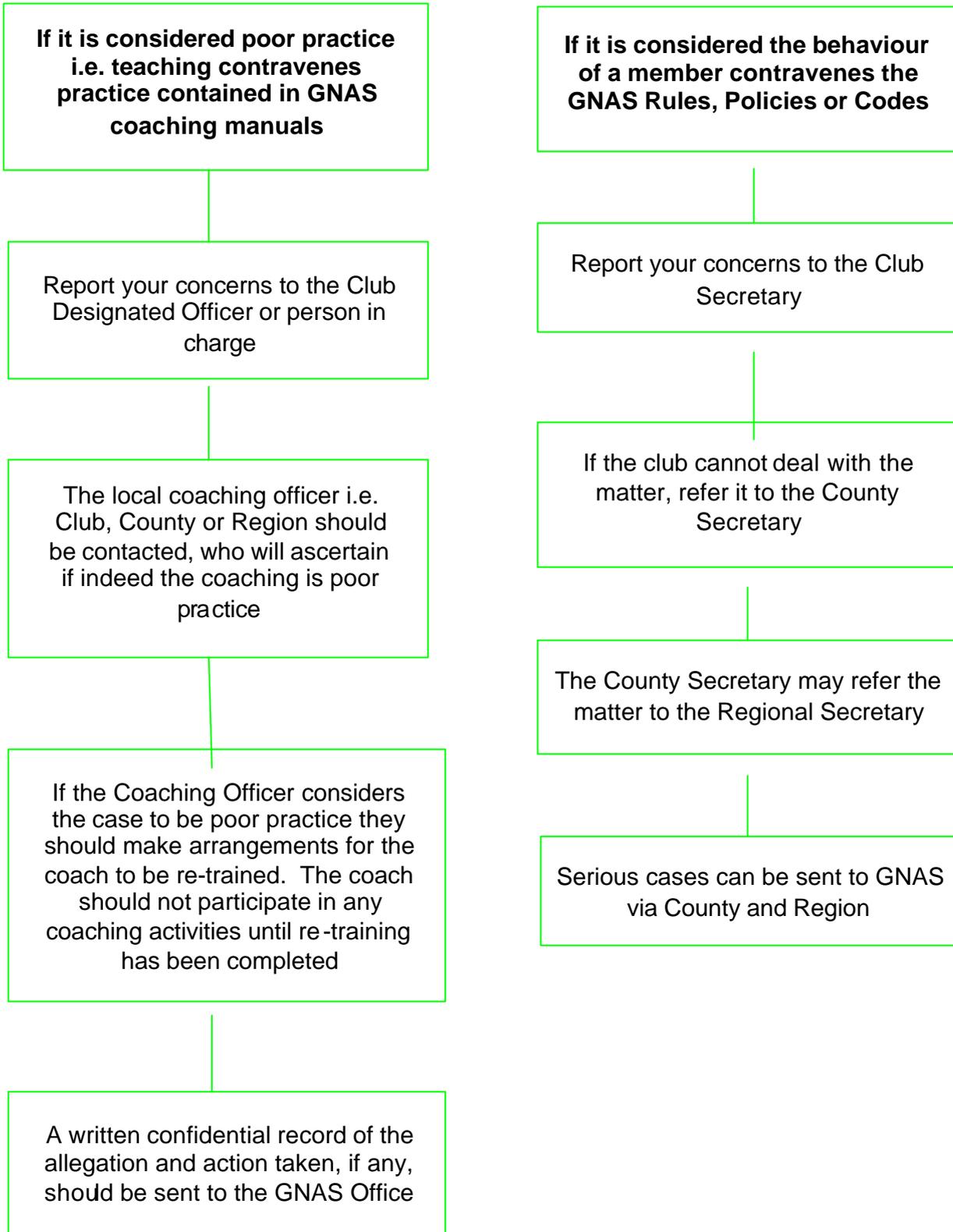
CONFIDENTIALITY MUST BE MAINTAINED UNTIL THE OUTCOME OF THE INVESTIGATION IS RELEASED

A QUICK GUIDE TO PROCEDURES IF YOU HAVE CONCERNS ABOUT POSSIBLE ABUSE BY A COLLEAGUE



CONFIDENTIALITY MUST BE MAINTAINED UNTIL THE OUTCOME OF THE INVESTIGATION IS RELEASED

A QUICK GUIDE TO PROCEDURES IF YOU HAVE CONCERNS ABOUT THE BEHAVIOUR OF A COLLEAGUE



CONFIDENTIALITY MUST BE MAINTAINED UNTIL THE OUTCOME OF THE INVESTIGATION IS RELEASED

6.0 BULLYING

6.1 Forms of Bullying

The GNAS believe that every effort must be made to eradicate bullying in all its forms.

Bullying can be difficult to define and can take many forms, which can be categorised as:

Physical	-	Hitting, kicking, theft
Verbal	-	Homophobic/racist remarks, threats, name calling
Emotional	-	Isolating individuals from activities

Bullying may also include:

- Other forms of violence.
- Sarcasm, spreading rumours, persistent teasing.
- Tormenting, ridiculing, humiliation.
- Racial taunts, graffiti, gestures.
- Unwanted physical contact or abusive or offensive comments possibly of a sexual nature.

6.2 Strategies to Discourage Bullying

- Create an open environment and provide adequate supervision at all times.
- Encourage children to share any concerns with the responsible adults.
- Take all signs of bullying seriously.

6.3 Supporting the Victim of Bullying

- Reassure the victim that you will help them.
- Explain that you may have to inform someone in authority.
- Keep accurate records of what happened together with names of those involved and any action taken.
- Report suspicions to the person in charge.

6.4 Confronting the Bully (ies)

- Try to get the bully to understand the consequences of their actions.
- Seek an apology from the bully (ies) to the victim.
- Insist that any “borrowed” items are returned to the victim.
- If the bully is a young person, inform the parents.
- Inform the victim’s parents.
- Impose sanctions if necessary.
- Report and record all action taken.
- Provide support for the victim and his/her coach.
- Encourage the bully (ies) to change their behaviour.

7.0 PHOTOGRAPHS AND IMAGES OF CHILDREN

Photographs can be used as a means of identifying children when they are accompanied with personal information, for example, - this is X who is a member of X Archery Club and who likes "Westlife". This information can make a child vulnerable to an individual who may wish to start to "groom" that child for abuse.

Secondly the content of the photograph can be used or adapted for inappropriate use, regardless of how much or how little clothing the child is wearing. If the child fits a certain description then the image of that child can be adapted to suit. There is evidence of this adapted material finding its way onto child pornography sites.

The following simple steps could reduce the potential for misuse of images:

- Consider using models or illustrations if you are promoting an activity.
- Avoid using the first name and surname of individuals in a photograph.
- If the archer is named, avoid using their photographs.
- If a photograph is used, avoid naming the archer.
- Obtain permission from the junior, together with the parent's permission to use an image of a child.

7.1 Professional Photographers/Filming/Video Operators

Anyone wishing to record at a Competition/Event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded. Ideally they should request this at least five working days before the event.

7.2 Students or Amateur Photographers/Film/Video Operators

A student or amateur wishing to record/film at a Competition/Event should seek accreditation with the event organiser by producing their student club or registration card and a letter from their club/educational establishment outlining their motive for attending the event.

7.3 All Other Spectators

All other spectators wishing to use photographic/digital/film/video equipment with a telescopic or zoom lens or any other recording should register their intent with the promoter of the event.

7.4 Accreditation Procedure

A system should be adopted whereby a record should be made of the individual's name, address and club/organisation. Professionals should register prior to the event and their identification details should be checked with the issuing authority prior to the event. On registering, promoters of events should consider issuing an identification label on the day, which can serve to highlight those who have accreditation but must ensure that where regular events occur, the identifying label is changed to prevent unofficial replication.

Please refer to **Appendix F and G** for sample registration and pre-registration forms.

7.5 Public Information

The specific details concerning photographic/digital/video and filming equipment should, where possible, be published prominently in event programmes and must be announced over the public address system prior to the start of the event.

The recommended wording is:

In line with the recommendation in the GNAS Protection of Children and Vulnerable Adults Policy, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with staff at the spectator entry desk before carrying out any such photography. The promoter reserves the right of entry to this event and reserves the right to decline entry to any person unable to meet or abide by the promoter's conditions.

7.6 Use of Photographic and Filming Equipment as a Coaching Aid

The above guidelines are not intended to prevent coaches from using photographic/digital/filming and any other recording equipment as a valuable aid to coaching. However the guidelines below should be implemented to safeguard against inappropriate practice.

- Ensure that the archers and their parents are aware of the purpose of the filming as a coaching aid.
- Ensure that two responsible adults are present to ensure that archers are protected against inappropriate filming.
- Care should be taken to securely store the filming materials to avoid inappropriate usage.

USEFUL CONTACT DETAILS

NSPCC Child Protection in Sport Unit

3 Gilmour Close
Beaumont Leys
Leicester
LE4 1EZ

Tel: 0116 234 7278
Fax: 0116 234 0464
Helpline: 0808 800 5000
www.sportsprotects.org.uk

NSPCC

National Centre
42 Curtain Road
London
EC2A 3NH

Tel: 020 7825 2500
Helpline: 0808 800 5000

NSPCC Wales

Unit 1, Cowbridge Court
60 Cowbridge Road West
Cardiff
CF5 5BS

Tel: 02920 838086

Childline UK

Freepost 1111
London
N1 0BR

Tel: 0800 1111

Disability Sport England

Unit 4G
784-788 High Road
Tottenham
London
N17 0DA

Tel: 020 8801 4466
Fax: 020 8801 6644
Website: www.disabilitysport.org.uk

Children First

74 Victoria Crescent Road
Glasgow
G12

Tel: 0141 342 4870

Sports Coach UK

114 Cardigan Road
Headingley
Leeds
LS6 3BJ

Tel: 0113 274 4802
Fax: 0113 275 5019

Criminal Records Bureau (CRB)

Disclosure Service
P O Box 91
Liverpool
L69 2UH

Tel: 0870 90 90 811 (Information Line)
Tel: 0870 90 90 844 (Application Line)
Tel: 0870 90 90 778 (Dispute Line)
www.disclosure.gov.uk

Central Registered Body in Scotland (CRBS)

Unit 55
Stirling Enterprise Park
Stirling
FY7 7RP

Tel: 01786 849777
Fax: 01786 849767
Email: crbs@vds.org.uk
Website: www.vds.org.uk

Pre-Employment Consultancy Service (PECS)

Department of Health, Social Services
Child & Community Care Directorate
Dundonald House
Upper Newtownards Road
Belfast
BT4 3SF

Tel: 028 9052 4290
Fax: 028 9052 4196

APPENDIX A: DRAFT AGREEMENT BETWEEN PARENT/LEGAL GUARDIAN AND THE ARCHERY CLUB

PART A: TO BE RETAINED BY THE PARENT/LEGAL GUARDIAN

The following details to be completed by the Archery Club:

ARCHERY CLUB: _____

Club Officials Name	Address	Contact Telephone Numbers

Address Of Club Venue (Outdoors)	Address Of Club Venue (Indoors)

Shooting Times:

The following details to be completed by the parent/legal guardian:

The normal plans for the arrival/departure of my child will be:
--

Clubs should compile conditions, which are relevant to their operation. The following are examples.

If parents/legal guardians do not choose to remain with their child during the club's archery sessions, they must agree to the following conditions:

- Parents/Legal Guardians remain with their child until the session commences. In the event of insufficient supervisory personnel, the session will be cancelled.
- It is the Parents/Legal Guardians responsibility to collect their child at the time requested.
- It is the Parents/Legal Guardians responsibility to inform the club of any medical conditions, which may affect their child during archery sessions.

- I/We consent to first aid treatment being given to my/our child in the event of an accident.
- I/We acknowledge and understand that if my/our child travels with the club by mini-bus or car and an accident occurs, we would not hold the driver responsible.
- I/We acknowledge and understand that minor physical contact may be necessary as part of coaching.
- I/We acknowledge that if my/our child enters any Archery Tournament, I/We remain responsible for their care.
- I/We understand that all archers including children applying for MB Status or greater or a FITA 1200 or greater become eligible for drug testing at any UK domestic tournament.

Signed: _____ (Parent/Legal/Guardian)

Print: _____

PART B: TO BE RETAINED BY THE ARCHERY CLUB

Child's Name	Date of Birth
Parent/Legal Guardian Name	Contact Telephone Number
Full Postal Address	
Additional Contact Telephone Number/Details e.g. in the rare event of the session ending prematurely or if the child needs collecting early due to illness	
Please state any known medical conditions that may affect the child during the session and your preferred course of action	
Does your child require special drugs or medical equipment? If YES, please give details:	YES/NO
Is your child to the best of your knowledge allergic to any medication? If YES, please give details:	YES/NO

The above information will be treated with the strictest confidence

I have read and understand the details of Part A of the agreement between the Archery Club and myself regarding my child.

Signed: _____ (Parent/Legal Guardian)

APPENDIX B: SAMPLE APPLICATION FORM

This form is to be completed by employees and volunteers in sport.

Confidential

Position applied for:	
Surname and title (Mr/Mrs/Ms/Miss/Dr):	
First name(s):	
Any first name, surname or maiden name previously known by:	
Date of birth:	Place of birth:
Present address:	
Postcode:	
Telephone number(s):	
Email address:	
Former address (if moved within the previous three years):	
Current occupation:	Name of organisation:
Role:	Address:
Start Date:	
Role:	Address:
Start date:	Finish date:
Previous occupations:	Name of organisations:
Relevant experience:	
Previous experience of working with young people in a voluntary or professional capacity:	

Qualifications:
Academic/school: <i>(not essential for those applying for voluntary posts)</i>
Vocational/interests:
Sporting qualifications and experience:
Reason for applying:
Name and address of two people who you know well (and are not related to you) who have first-hand experience of working with children and who we can contact for a reference, or who have provided you with a reference testimonial:
With your approval we shall also contact your current employer (where appropriate) for a reference.
I agree to abide by any Code of Ethics and Conduct which the Organisation or club has in force.
Signed: _____ Date: _____
Print Name: _____
NB Failure to disclose this information may result in exclusion from the club or organisation

APPENDIX C: SAMPLE REFERENCE LETTER

PRIVATE & CONFIDENTIAL

Dear

Name

[] has applied for the position [] at the [] and has given your name as a referee. A copy of the relevant job description is enclosed for your information.

I should be grateful if you would confirm how long you have known [] and in what capacity. It would also be helpful if you could give your opinion of the applicant's ability, personality, health record and suitability for the post for which s(he) has applied, together with any other general information that you feel is relevant to this application.

The post may involve access to children and as an organisation committed to the welfare and protection of children, I should be grateful if you would also complete the attached document and return this to me with your reply.

Your comments will of course be treated in the strictest confidence and an early reply would be greatly appreciated. A pre-paid envelope is enclosed for your convenience.

I am grateful for your assistance in this matter and I look forward to hearing from you.

Yours sincerely

[]

Enc

APPENDIX D: RETURN FORM FOR ENCLOSURE WITH REFERENCE LETTER

Name of Applicant

Name of Post

This post may involve substantial access to children. As an organisation committed to the welfare and protection of children, we should be grateful if you would indicate below whether or not you have any reason at all to be concerned about this applicant being in contact with children or young people.

Please place a v in the appropriate box

YES * *if you have answered "yes" you will be contacted in confidence

NO

Signed: _____

Name:
(Please print clearly) _____

Address: _____

APPENDIX E: INCIDENT REPORT FORM

ALL INFORMATION ON THIS FORM MUST BE TREATED WITH THE STRICTEST CONFIDENTIALITY. ONLY DISCUSS THE INCIDENT WITH THOSE WHO NEED TO KNOW

Your Name:		
Club/Organisation:		
Address:		
Daytime Tel No:	Evening Tel No:	Mobile Tel No:
Email Address:		
Child's Name:		
Child's Address:		
Parents/Carers Names and Address:		
Child's Date of Birth:	Sex: M/F	Ethnic Origin:
Does the child have any disabilities or medical conditions?		
Where did incident take Place?		
Date and Time of Incident		

INCIDENT REPORT FORM Cont.

Relationship with child
Name and address of person allegation is made against
Details of Witnesses
State exactly what the child said and what you said: (Remember do not lead the child)
Action taken so far
Social Services/Police Officer Contact Details
Signed: _____ Date: _____



APPENDIX F: PHOTOGRAPHY/VIDEO/FILMING REGISTRATION FORM

The Grand National Archery Society Protection of Children and Vulnerable Adults Policy

Use of Photographic/digital/video and Filming Equipment

The GNAS Protection of Children and Vulnerable Adults Policy requires that any person wishing to engage in any type of photography, filming or videoing at any event, must register their intent with the event organiser.

Please complete the information and request a senior club official sign the form to validate your identity and intentions:

Name of Applicant _____

Address _____

_____ Post Code _____

Tel No _____ GNAS Membership Number _____
(if applicable)

I declare that the purpose of videoing, filming or photographing at a GNAS event is for coaching or family use and that I will not in any way use or alter or permit the use of or altering of images for inappropriate use

Signed by the applicant _____ Date _____

I can confirm that the identification details above are to my knowledge correct and the applicant is associated with

Name of Club _____

Participant's Name/s _____

Name of Senior Club Official _____

Signature _____ Date _____

PLEASE RETURN THIS FULLY COMPLETED AND SIGNED FORM TO THE EVENT ORGANISER FOR INCLUSION ON THE EVENT PRE-REGISTRATION LIST

Note: Individuals must still register at the event registration desk and must show proof of identity.



APPENDIX G: PRE-REGISTRATION FORM FOR USE OF VIDEO/FILM/PHOTOGRAPHY AT EVENTS

Name and Address	Proof of Identity	Photographic/Videoining/Filming Intentions	Club: Name of Participant