



The Speedway Control Bureau

Child Protection Policy & Procedures

Adapted from the Guidelines issued by the Auto-Cycle Union

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Edition 1

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FOREWORD

The SCB has a moral and legal obligation to ensure that, when given responsibility for young people, all Officials provide them with the highest possible standard of care. Accordingly the SCB has adopted the ACU Child Protection Policy and through the implementation of the Child Protection Policy and Guidelines modified to reflect the needs of the SCB and the support of its Officials, the SCB alongside a growing number of Governing bodies, will maintain the professionalism and safeguards of good practice which are associated with our sport.

The Policy outlines the following key areas:

- It recognises the responsibility of all those involved in the sport of Speedway (professionals and volunteers) to safeguard and promote the interests and well being of the children and young riders with whom they are working;
- It provides a framework for the recruitment, selection and deployment of individuals working with young people.
- It emphasises the value of working closely in partnership with others to protect children and young people from harm and discrimination;
- It acknowledges that abuse does take place in any sport and that by raising awareness and understanding of the main forms of abuse and establishing communication and reporting procedures if abuse is suspected it will further safeguard the young riders, Officials and all others involved with Speedway.

INTRODUCTION

The Policy and procedures have been produced by the SCB to help all Promotions and Clubs take appropriate action to enable children and vulnerable adults to enjoy the sport of speedway in a safe environment. They are designed to assist Officials and can be copied, quoted and adapted for your own use.

Many Funding Bodies now require organisations to have a working Child Protection Policy and Procedures. The Lottery Sports Fund has required this since April 2001.

Centrally the SCB are being supported by the ACU, with the ACU's Lead Child Protection Officer fulfilling that role also within the SCB.

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IMPLEMENTATION

At both central and local level, the SCB Child Protection Policy and its procedures must be adopted and in addition, each Promotion / Club should appoint a Welfare Officer (by default this will be assumed as the Senior Promoter) who will be responsible for the adoption of the SCB Child Protection Policy.

You are advised to take the following TWO steps :

1. **A Policy Statement.** This will state your commitment to providing a safe place for children to take part and/or learn, and to preventing the abuse of children. You can use or adapt the SCB Policy Statement below, if you wish.
2. **A Code of Practice and Procedures** governing how the Organisation runs. This should cover:
 - (a) Recruitment of staff or Officials who will be in contact with children.
 - (b) The prevention of abuse of children whilst at your Organisation / Event.
 - (c) What to do if abuse is alleged/suspected to have occurred, either within your Organisation, at one of your Events or elsewhere.

1. Policy Statement

This is a statement defining your Organisations stance on Child Protection issues. It should define what your Organisation is committed to in providing a safe environment for children.

- The child's welfare is paramount.
- All children whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity, have the right to protection from abuse.
- All suspicions and allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately.
- As defined in the Children Act 1989, anyone under the age of 18 years should be considered as a child for the purposes of this document.

Important:

*The term **Parents** is used throughout this document as a generic term to represent Parents, Carers and Guardians.*

The Policy also applies to people with disabilities and applies to other vulnerable adults, the response from statutory agencies is guided by separate legislation and guidance.

2. Code of Practice & Procedures

(a) Recruitment of Staff and Officials (licensed & un-licensed)

If a good recruitment policy is adopted, and the issue of Child Protection is covered in the organisation's risk assessment, both Children and Officials should be adequately protected. Abusers have great difficulty operating in a well-run organisation, with good quality management and training. Therefore all Staff or Officials (paid or voluntary), must provide personal details, a self- declaration form and be subject to appropriate scrutiny.

Applications to be a Promoter or Training Instructor or any other post that may involve working with Young People unsupervised or where parents are not in attendance, must complete a detailed SCB Application Form, provide References (which will be checked by letter – Template B & C) and full details regarding any Criminal Offences, which may be checked with The Criminal Records Bureau.

All Applicants requiring an SCB Licence must complete an SCB Licence Application Form including the provision of accurate information regarding their name, address, date and place of birth and full details regarding any Criminal Offences.

For positions not requiring an SCB Licence, the Applicant must provide accurate information regarding their name, address, date and place of birth and complete a Self-Declaration Form (Template A) and the Promotion / Club must carry out appropriate checks including a Criminal Records Check if it is felt appropriate.

(b) Prevention of abuse

This section offers advice to Organisations, Instructors, Officials and Parents to ensure they do everything they can to protect children from abuse.

Child abuse is a very difficult situation and having the right systems in place can help all concerned. Abusers have great difficulty operating in a well run organisation with good quality management and training.

- Plan the work of the Organisation so as to minimise situations where the abuse of children can occur. Usually this involves taking some simple steps - see **Good Practice Guide**.
- Appoint a **Welfare Officer**.
- Train all personnel in the prevention of child abuse.
- Give all staff and volunteers clear roles.
- Issue guidelines on how to deal with the discovery of abuse.
- If children tell an official about abuse, follow agreed procedures. Develop systems which allow children's complaints to be heard.

(c) What to do if abuse is suspected/alleged to have occurred

If anyone, as the result of a direct approach, own observation or via a 3rd party becomes aware of possible abuse taking place you must REACT IMMEDIATELY.

- Ensure the safety of the Child – if immediate medical treatment is needed, take the Child to hospital or call an ambulance, inform doctors of your concerns and ensure they are aware it is a child protection issue;
- Make contact with the Welfare Officer immediately, otherwise the Individual will need to follow the procedures detailed below.
- Seek expert advice from Social Services or Police or one of the Organisations listed, who will advise on the action to be taken, including advice on contacting Parents.
- Make a full and factual record of events utilising the Incident Referral Form (Template F), forwarding copies as appropriate.
- If the individual being accused is connected with the SCB, the SCB Lead Child Protection Officer will consider suspension of the individual concerned following contact with the Social Services or Police. The case will be referred to the SCB Child Protection Panel following completion of the Police/Social Services investigation.
- It is NOT the role of the Welfare Officer to decide whether a child has been abused or not. This is the task of Social Services or Police who have the legal responsibility, or the NSPCC who also have powers to investigate child protection concerns under the Children Act.

It is never easy to respond to a young person who tells you that they are being abused and you may feel upset and worried yourself. At the earliest opportunity discuss the matter with your Organisation's Welfare Officer or the SCB Lead Child Protection Officer.

In all cases it is important that you always:

- stay calm - ensure the child is safe and feels safe.
- show and tell the child that you are taking what s/he says seriously.
- reassure the child and stress that s/he is not to blame.
- be honest, explain you will have to tell someone else to help stop the alleged abuse.
- make a note of what the child has said as soon as possible after the event.
- maintain confidentiality - only tell others if it will help protect the child.

But you must never:

- rush into actions that may be inappropriate.
- make promises you cannot keep.
- ask inappropriate questions, which may jeopardise any impending police investigation.
- take sole responsibility - consult someone else (the person in charge or someone you can trust) so you can begin to protect the child and gain support for yourself.

CONTACT DETAILS for ADVICE

Taking appropriate action if you are worried about abuse is never easy, it takes courage but it may possibly protect a young life. You may be upset about what the child has said or you may worry about the consequences of your actions. Sometimes people worry about children being removed from their families, although in reality this rarely happens. However, one thing is certain - you cannot ignore it. The effects of abuse on children can be devastating, especially if children are left unprotected or do not receive help to cope with the abuse. The most serious effect is that children can and do die as a result of abuse. They can develop behavioural difficulties, problems at school, their development can be delayed and they can become depressed and withdrawn. Some of these problems, if left untreated, can persist into adulthood.

To obtain advice call any of the following. You can remain anonymous if you wish.

Local Social Services : Listed in the Phone Book under the County / District Council under CHILDRENMS SOCIAL CARE

NSPCC helpline: 0808 800 5000 www.nspcc.org.uk

ChildLine: 0800 1111 www.childline.org.uk

If you have had an allegation made against you, advice and support can be gained from the following sources:

Citizens' Advice Bureau *Refer to Yellow Pages for contact details*

ACU Head Office Gary Thompson (SCB / ACU Lead Protection Officer)
Tel : 01788 566400 email: gary@acu.org.uk

Sportscoach UK 0113 274 4802 www.sportscoachuk.org

The Criminal Records Bureau

Whilst being able to access criminal records can be seen as a positive move for organisations in the private and voluntary sectors, it is important not to see it in isolation. The CRB has been set up to increase access to information, in order to help provide protection for children and vulnerable people against those who might wish to harm them. The aim is to make justifiable levels of information available to people responsible for recruitment decisions so that they can decide for themselves if someone has an unsuitable background. Checks can only be accessed for the selected candidate, not to help shortlist.

The following individuals will have a mandatory CRB check carried out:

- BSPA Under 21 (U18 or U16) Manager
- Promoters & Club Chairmen
- Associate Members
- Training Instructors
- An Organisation's Welfare Officer

Criminal Records Bureau *Information line: 0870 90 90 811*
Website: www.disclosure.gov.uk

Recognising abuse

What is child abuse?

Child abuse is a term used to describe ways in which children are harmed, usually by adults and often by people they know and trust. It refers to the damage done to a child's physical or mental health. Children can be abused within or outside their family, at school and in a sports or community environment. Child abuse can take many forms: Physical, Neglect, Sexual, Emotional or Bullying

Physical abuse is when Adults or other Children:

- physically hurt or injure children (e.g. by hitting, shaking, squeezing, biting or burning) or attempt to suffocate or drown children.
- give a Child alcohol, inappropriate drugs or poison.
- in a sport situation, might occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body. (e.g. we know how physically demanding motorcycle sport can be, so do not push the child's capabilities in competition further than the child can physically cope with).

Neglect includes situations in which Adults:

- fail to meet a child's basic physical needs (e.g. food, warm clothing, medication, etc.).
- consistently leave children alone and unsupervised.
- fail or refuse to give children love, affection or attention.
- in a sports situation, might occur if an Instructor or Supervisor fails to ensure children are safe or exposes them to undue cold or risk of injury (e.g. in motorcycle sport, do not put the child in a situation where they are frightened or force them to do something, which they feel may put them at risk).

Sexual abuse: Boys and girls are sexually abused when adults (male or female) or other young people use them to meet their own sexual needs. This could include:

- full sexual intercourse, masturbation, oral sex, fondling.
- showing children pornographic books, photographs or videos, or taking pictures for pornographic purposes.
- In a sport situations where physical contact (e.g. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed.

Emotional abuse can occur in a number of ways. For example, where:

- there is persistent lack of love or affection.
- there is constant overprotection which prevents children from socialising.
- children are frequently being shouted at or taunted.
- there is neglect, physical or sexual abuse.
- emotional abuse in sport might also include situations where parents or coaches subject children to constant criticism, bullying or unrealistic pressure to perform to high expectations.

For example, do not put your expectations in a child too high when he/she is in competition. This may have an adverse affect on their performance, they would be concentrating more on trying to please you than doing well in the event.

Bullying

Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. The bully may often be another young person.

Although anyone can be a target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons - being overweight, physically small, having a disability or belonging to a different race, faith or culture.

How would I recognise if a child is being abused?

It is not always easy to spot when children have been abused even for the most experienced carers. However, some of the more typical symptoms, which should trigger your suspicions would include:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- sexually explicit language or actions.
- a sudden change in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper).
- The child describes what appears to be an abusive act involving him/her.
- a change observed over a long period of time (e.g. the child losing weight or becoming increasingly dirty or unkempt).
- a general distrust and avoidance of adults, especially with whom a close relationship would be expected.
- an unreasonable reaction to normal physical contact.
- difficulty in making friends or abnormal restrictions on socialising with others.

However, it is important to note that a child could be displaying some of all of these signs, or behaving in a way which is worrying - this does not necessarily mean the child is being abused. Similarly, there may not be any signs, you may just feel something is wrong.

If you are worried, it is NOT your responsibility to decide if it is abuse BUT it is your responsibility to act on your concerns and do something about it.

Organisation's Welfare Officer

All Organisations (Clubs, Promotions, Teams etc.) must nominate a person designated as the Welfare Officer to handle child protection issues; this person must have a formal role in the Organisation and prior to appointment, be required to undertake a Criminal Records Bureau Check. In the absence of a nomination, this role will be undertaken by the Senior Promoter / Club Chairman / Associate. The Welfare Officer will require support both from within the Organisation and from the Governing Body. His/her role is essential in ensuring that the Organisation's Child Protection Policy and Implementation Procedures work in practice.

The Welfare Officer acts as the first point of contact for everyone connected with that Organisation who has a concern about a child or poor practice/possible abuse by adults working with children, therefore the Welfare Officer needs to be perceived as being approachable and have a child-focussed approach. The Welfare Officer does not need to be a child protection 'expert'; that is the role of the statutory agencies (Police and Social Services. The Welfare Officer shall train and issue Guidelines to all the Organisation's Officials, thus enabling Officials and everyone else connected with the organisation and running of an Event can do so with some knowledge of the potential issues.

Training

Checks are only part of the process to protect children from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse.

It is recommended that all Officials working with children must be up to date and receive regular training in general matters, whilst Officials working closely with Children must receive tuition in the following areas:

- Child Protection awareness (e.g. scUK workshop on good Practice and Child Protection/NSPCC Educare Programme)
- First Aid (e.g. NCF/BRC Emergency First Aid for Sport, St John or St Andrew's Ambulance first Aid qualifications).
- How to work effectively with children (e.g. scUK workshops on Working with Children, coaching Children and Young People, Responsible Sports Coach)
- Child-centred coaching styles (e.g. scUK workshop Coaching Methods and

Complaints Procedure

Any individual or organisation wishing to make a complaint against an SCB coach, official/competitor, within the context of the Child Protection Policy should follow the procedure below:

- Report the matter to the Promoter / Club Official / Associate of the person concerned and to the SCB Lead Child Protection Officer.
- Complaints that refer to the protection of children should be dealt with in accordance with the procedures laid down in the SCB Child Protection Policy.

Recording information

When recording information, it is important that you do not carry the process beyond gathering information about the allegation, into beginning an investigation. Unnecessary interviews with child complainants could prejudice the integrity of evidence that may eventually have to be presented in court. Make sure you gather just enough information to report the incident. The Child will more than likely be distressed – do not make the situation any worse by prolonging the child's account.

There are particular problems with regard to gaining information from children with limited communication skills. Care should be taken that appropriate means are used to find out what the allegation is about without "leading" the child.

The environment for recording information needs to be considered carefully. Try and ensure that you are in sight of another adult, but that your conversation won't be overheard. You also need to be careful about physical contact during conducting a child's account because it may not be what the child wants. The rule is to let the child initiate any actions and to remain positive and supportive throughout.

Before recording information, refer to the Interview Techniques (Template E) which outlines the types of questions you should be asking and more importantly the types of questions you should not be asking. When completing the Incident Report Form, record as much information as possible, i.e. record as much factual information about the incident as you can, record your observations of the Child, (was he/she distressed, were there any visible marks etc). At all times, you must ensure the information is get kept on a strict 'Need to Know' basis and respect the confidentiality of the Child. Once completed the Incident Report Form should be copied to the SCB Lead Child Protection Officer and your Welfare Officer, being aware that the Incident Report Form may be used in Court as evidence.

Reinstatement and Aftermath

Reinstatement. Irrespective of the findings of the Social Services or Police Enquiries, the SCB Child Protection Panel will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the Police. The SCB Child Protection Panel must reach a decision based upon the available information which could suggest that on a balance of probability, it is more likely than not that the allegation is true. **IN ALL CASES THE WELFARE OF YOUNG PEOPLE SHOULD ALWAYS REMAIN PARAMOUNT.**

Aftermath. Consideration should be given about what support may be appropriate to young people, parents and members of staff. Use of Helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association of Counselling Directory may be a useful resource. (The British Association of Counselling Directory is available from the British Association of Counselling, 1 Regent Place, Rugby, CV21 2PJ. Tel 01788-550899. Fax 01788-562189. Email: bac@bac.co.uk. Internet: <http://www.bac.co.uk>. Consideration should be given about what support may be appropriate to the alleged perpetrator of the abuse.

Good Practice Guide for Officials

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about any action to take. Abuse can occur within many situations including the home, school and the sporting environment.

Some individuals will actively seek employment or voluntary work with young people in order to harm them. A Promoter, Training Instructor, Manager or other Official may have regular contact with young people and be an important link in identifying cases where a young person needs protection. All cases of poor practice should be reported to the SCB Lead Child Protection Officer through the Welfare Officer.

Everyone in sport should be encouraged to demonstrate exemplary behaviour in order, both to protect Children and themselves from allegations. The following are common sense examples of how to create a positive culture and climate within sport:

- Always work in an open environment (e.g. Avoiding private or unobserved situations and encouraging an open environment (eg. No secrets)
- Treat all young people/disabled adults equally, and with respect and dignity
- Put the welfare of each young person first, before winning or achieving goals
- Maintain a safe, appropriate distance with Children (e.g. It is not appropriate to have an intimate relationship with a child or to share a room with them)
- Build balanced relationships based on mutual trust which empowers children to share in the decision-making process
- Make sport fun, enjoyable and promote fair play
- Ensure if any form of manual / physical support is required, it is provided openly and according to SCB guidelines. Physical contact should only be used if no other means are available in a coaching context. Young people should be consulted and their Parents advised beforehand.
- Involve Parents / Carers wherever possible (e.g. for the responsibility of their children in the changing rooms). If groups have to be supervised in the changing rooms, always ensure Parents / Instructors / Officials work in pairs.
- For a Mixed team, arrange both male and female accompanying Officials. (NB. same gender abuse can also occur).
- Ensure that at tournaments or residential Training Sessions, adults should not enter children's rooms or invite children into their rooms.
- Be excellent role models – this includes not smoking or drinking alcohol in the company of young people.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of young people / disabled adults – avoid excessive training or competition; do not push against their will.
- Secure parental consent in writing to acting *in loco parentis*, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment
- Be aware of any medicines being taken by participants, or existing injuries.
- Keep a written record of any injury that occurs, along with the details of any treatment given.
- Request written parental consent if Officials are required to transport young people in their cars.

You should never:

- Allow or engage in rough, physical or sexually provocative games, including horseplay.
- Allow or engage in inappropriate touching of any form.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Let allegations a child makes go unchallenged or unrecorded; always act.
- Do things of a personal nature that children can do for themselves.

However, it may be sometimes necessary for your staff/ volunteers to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of parents. In an emergency situation, which requires this type of help, parents should be fully informed. In such situations, it is important to ensure all staff/volunteers are sensitive to the child and undertake personal care tasks with the utmost discretion.

In addition, medical consent should be obtained in the event where medication or treatment is required to be administered in the absence of the parent/guardian; this includes hospitalisation. Such procedures would cover the organisation from accusations of neglect.

Guidelines for use of Photography, Filming, Videoing at Sporting Events

The SCB wishes to promote a positive image and in order to do this there has to be a number of safeguards to protect young people through the media in order to promote the image of Speedway racing. There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions, therefore :

Parents must sign a parental consent agreeing to photographs/video images being taken of their child that may be displayed on the ACU Website / Magazine or other motorcycle sport publications or websites for promotional aspects of the Sport.

Photographers, Film & Video operators etc. wishing to record events at the Meeting must seek prior accreditation with the Promotion. Full details must be recorded.

Spectators must not use cameras/film/video equipment with a telescopic or zoom lens.

Public information: Details concerning cameras/video and filming equipment must be published in the Programmes and be announced over the public address system.

The recommended wording is:

Photography: Patrons please note only those with prior accreditation may engage in any video, zoom or close range photography. The Promoter reserves the right to exclude anyone not complying with this Policy.

Videoing as a coaching aid: **there is no intention to prevent club coaches and teachers using video equipment as a legitimate coaching aid. However, performers 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.**

Self-declaration form

Title: Surname: First Names:

Date of Birth: Place of Birth : Gender:

Have you ever been convicted of any criminal offence? YES/NO

If yes, please supply details of any criminal convictions

Note: You are advised that under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986 you should declare all convictions including “spent” convictions, reprimands, cautions or formal warnings.

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

If yes, please supply details:

Have you had any disciplinary sanction relating to child abuse? YES/NO

If yes, please supply details

Important: I understand that I may be asked to apply for a Criminal Records Bureau Disclosure and agree to do so if required. I understand that the information contained in this form and in the Disclosure received by the SCB / ACU may be disclosed, where strictly necessary, to regulatory bodies and/or third parties who have an interest in child protection issues.

Signed by the above named person

Date.....

Standard Reference letter

PRIVATE & CONFIDENTIAL

[*insert date*]

Dear

The Speedway Control Bureau is the Governing body of speedway racing throughout Great Britain and as such this may involve sporting activities with Children. In accordance with current legislation and as the Governing Body, we are obligated to carry out certain checks on prospective Officials who will be working with or be in close proximity of minors.

[*insert name*] has applied for the position of [*insert role*] with [*insert Organisation name*] and has given your name as a reference.

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

The post may involve access to children and as an Organisation committed to the welfare and the protection of children, we would be grateful if you would also complete the reverse of the attached document relating to child protection issues.

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.

We are grateful for your assistance in this matter and look forward to hearing from you.

Yours sincerely

[]

enclosures

Standard reference form

Applicant's name:

Applicants' Address:

Job title / role:

1. How long have you known the above named person?

2. In what capacity do you know the above named applicant?

3. It would be helpful if you would indicate your opinion of the suitability of the applicant for this post

.....
.....
.....
.....

4. Also your opinion of the following, in relation to the post:

4(i) Ability:

.....
.....
.....

4(ii) Personality:

.....
.....
.....

4(iii) Health record:

.....
.....
.....

Reference - child protection policy

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

Please place a ✓ in the appropriate box

YES*

*If you have answered "yes", you will be contacted **in confidence** in accordance with the SCB Child Protection policy.

NO

Signed: _____

Name: _____ (please print)

Address: _____

Handout for all Officials

Good Practice Guide

- Do not spend excessive amounts of time alone with children away from others
- Do not take children alone in a car on journeys, however short
- Do not take children to your home
- Where any of these are unavoidable, ensure they only occur with the full knowledge and consent of someone in charge in the organisation or the child's parents
- Design training programmes that are within the ability of the individual child. (see "Physical Abuse" page 10)
- Do not photograph or video children, or publish their pictures, without the knowledge and consent of their parents/guardian.

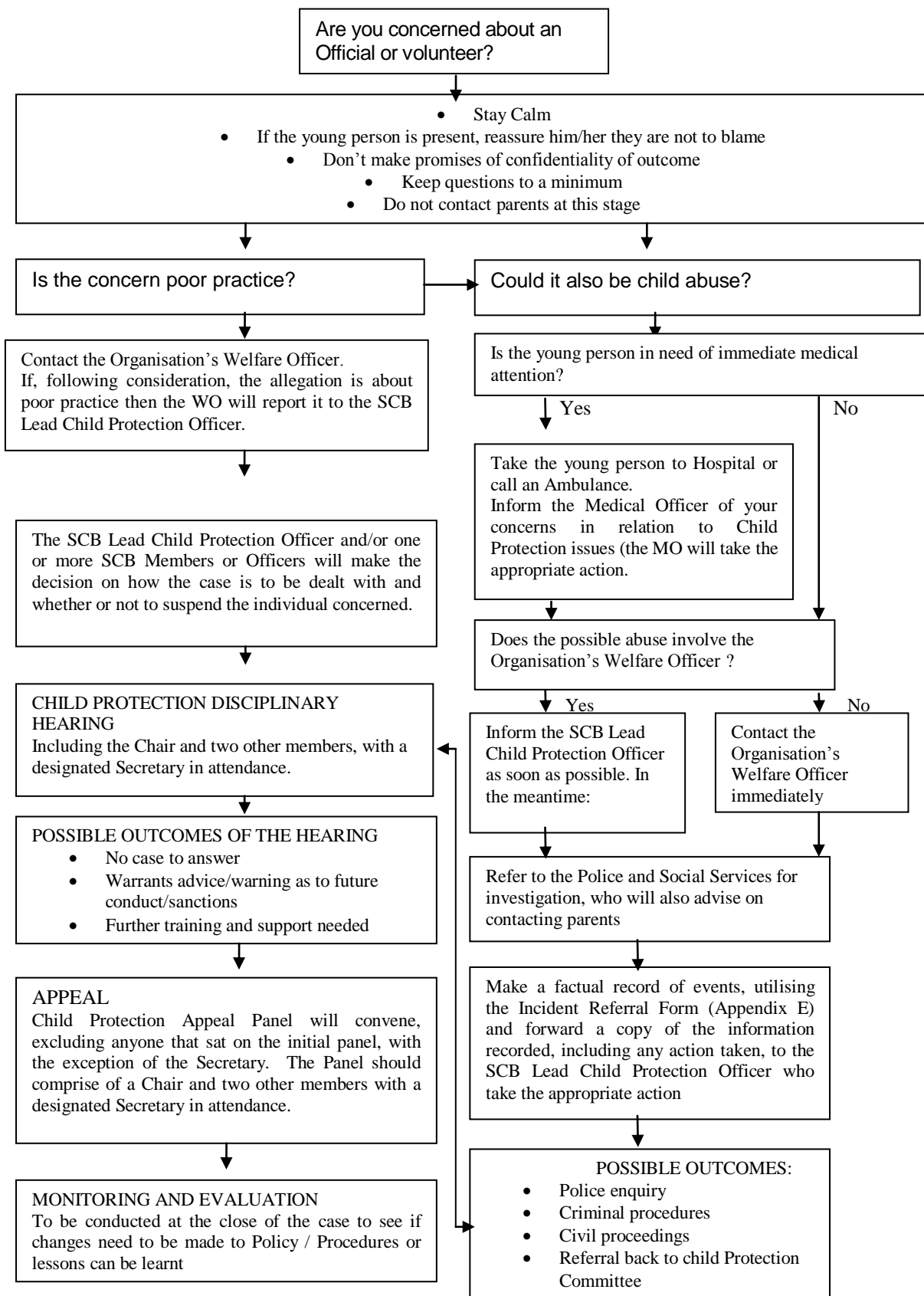
You should never:

- engage in rough, physical or sexually provocative games, including horseplay
- allow or engage in inappropriate touching of any form
- allow children to use inappropriate language unchallenged
- make sexually suggestive comments to a child, even in fun
- let allegations a child makes go unchallenged or unrecorded; always act
- do things of a personal nature that children can do for themselves.

However, it may be sometimes necessary for your staff or volunteers to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of parents/guardian. In an emergency situation, which requires this type of help, parents/guardian should be fully informed. In such situations, it is important to ensure all staff are sensitive to the child and undertake personal care tasks with the utmost discretion.

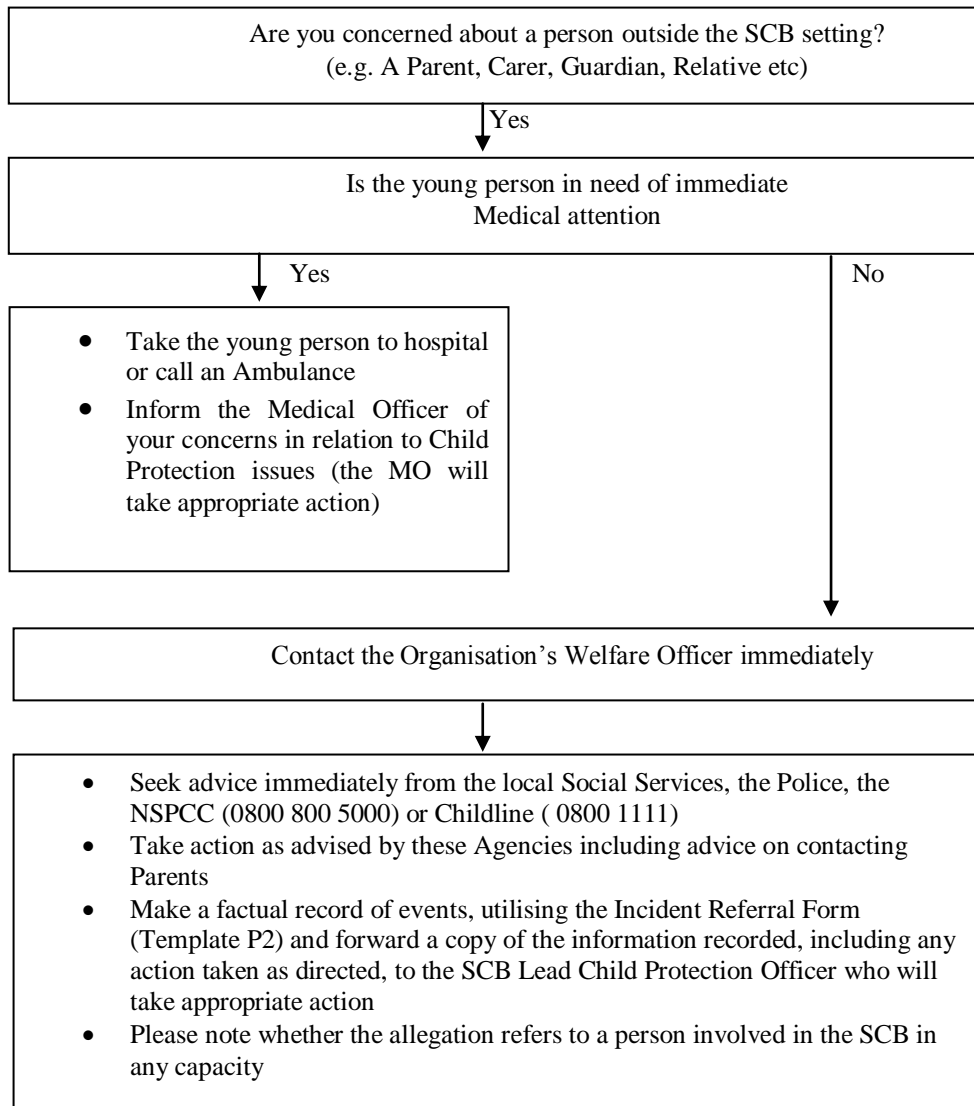
Dealing with concerns, disclosure or allegations about SCB Officials or Volunteers.

Immediate action to take if a young person informs you directly that s/he is being abused within the SCB environment OR through your own observations or through a third party you become aware of possible abuse or poor practice.



Dealing with concerns, disclosure or allegations outside the SCB setting.

Immediate action to take if a young person informs you directly that he/she is being abused outside the SCB setting (i.e. at home or some other setting outside of the SCB) or through your own observations or through a third party you become aware of possible abuse outside the SCB setting.



IF YOU CANNOT CONTACT THE ORGANISATION'S WELFARE OFFICER OR THE SCB LEAD CHILD PROTECTION OFFICER, UNDER NO CIRCUMSTANCES ARE YOU TO DELAY PASSING ON YOUR CONCERNS TO SOCIAL SERVICES OR TO THE POLICE

Interview Techniques

In cases of child abuse the main aim is to keep calm and provide a positive, friendly attitude to encourage the child to talk.

- Listen
- Take notes
- Inform the SCB Lead Child Protection Officer and make sure that all information is passed onto the Police

- Don't ask Direct Questions
- Don't try to stop the child telling you about their problem
- Don't make promises
- Don't allow anyone else outside the Police or Social Services to interview or ask questions of the child
- Don't assume!

The complexity of child protection issues means that there can never be a set of prescriptive questions. Don't try to get too much information, rather, let the child give you as much as they feel prepared to give. The adult listening should try to act as natural as possible throughout. Makes notes during the interview, but only those necessary; it might be possible to gain certain contact information from existing administrative records.

COMMON QUESTIONS that could be used in some situations.

- **THE DO's - open questions/statements**
 - Would you like to tell me what happened?
 - Can you tell me where/when this happened?
 - Would you like to tell me who was involved?
 - Can you tell me what happened next?
 - Is there anything else you would like to tell me?
 - Thank you for telling me this but you do realise I will have to do something about it

- **THE DON'Ts - leading/closed questions/comment**
 - Was it your father/coach/friend that did this to you?
 - Are you sure that's what happened?
 - Why did you let them do that to you?
 - Why do you think this happened?
 - I expect you must be very upset about this.
 - This can be our little secret

Officials should:

- Recognise the importance of fun and enjoyment when officiating young riders;
- Provide verbal feedback in a positive way;
- Appreciate the needs of the young riders;
- Be a positive role model;
- Recognise that safety is paramount;
- Explain decisions – young riders are still learning;
- Never tolerate verbal abuse.

Officials should not:

- Change in the same area as young riders;
- Shower with young riders – organise a timetable;
- Be alone with young riders at any time
- Administer first aid
- Allow a young rider to continue riding if there are doubts over their fitness or ability;
- Tolerate bad language from young riders;
- Give a lift to a young rider unless there are other young riders or adults in the car and the parents are aware;
- Take a young rider to your home;
- Overtly criticise young riders or use language which may cause the rider to lose confidence or self-esteem;
- Make sexually explicit remarks to young riders, even in fun.

Officials must always:

- Report in writing to the Welfare Officer any behaviour by adults which s/he feels contravenes the SCB Child Protection Policy, namely:
 - Verbal bullying by caches/parents/spectators;
 - Physical abuse by Training Instructor/parents/spectators;
 - Inappropriate or aggressive contact by an adult to a young person;
 - Verbal abuse directed at the official by young people or adults.

REMEMBER: The welfare of all young people is paramount

1. SCB Training Instructors must respect the rights, dignity and worth of every young person with whom they work with and treat them equally within the context of Motorcycle Sport;
2. Training Instructors must place the physical and emotional well being of all young riders above all other considerations, including the development of performance;
3. The relationship that a Training Instructor develops with the riders with whom they work must be based on mutual trust and respect;
4. Training Instructors must ensure that all activities undertaken are appropriate to the age, maturity, experience and ability of the young riders;
5. Training Instructor should clarify with the young riders (and their parents/carers) what is expected of them during competition and away from the SCB setting and also what they are entitled to expect from the Training Instructor.
6. Training Instructors should work in partnership with others within motorcycle sport to ensure the well-being, safety and enjoyment of all young players;
7. Training Instructors must encourage young riders to accept responsibility for their own behaviour and performance; promoting the positive aspects of motorcycle sport. Violations of the Speedway Regulations, behaviour contrary to the spirit of competition within motorcycle sport or the use of prohibited techniques or substances must never be condoned.
8. SCB Training Instructors must sign to say they agree with the contents of the SCB Child Protection Policy.

The Criminal Records Bureau (CRB) is an executive agency of the Home Office and has been set up to help organisations make safer recruitment decisions by providing wider access to criminal record information. The CRB will therefore assist the SCB in implementing the Child Protection Policy, through a new service called Disclosure, by identifying individuals who may be unsuitable for working with children under the age of 18 and/or vulnerable adults.

Under the SCB's Child Protection Policy, any Persons involved in the sport who may have substantial access to young people under 18 years of age and/or vulnerable adults, must apply for disclosure. This process, which is a mandatory requirement will be facilitated by The Auto-Cycle Union, who are registered with the CRB.

There are 2 types of Disclosure; Enhanced and Standard; the SCB will generally use the Standard Disclosure.

Standard Disclosures contain details of all convictions on record (including 'spent' convictions – i.e. those that happened some time ago and normally no longer need to be revealed as specified in the Rehabilitation Act 1974) plus details of any cautions, reprimands or warnings. For positions involving 'working with children' also give information contained on a government department lists of people considered unsuitable to work with children. These lists are currently held by the DfES and DH.

A Form permitting a Disclosure must be completed by an individual and in conjunction with the Organisation's Welfare Officer or other designated personnel verify the applicants proof of identity. It should be noted that such personnel will themselves have gone through the disclosure process.

The Organisation's Welfare Officer will then forward the form on to the SCB who will countersign the application form prior to forwarding to the ACU for processing by the CRB. The ACU and the applicant will then receive a copy of the disclosure.

It must be stressed that the offences the SCB are most concerned with are those that relate strictly to the suitability of working with children and/or vulnerable adults. Where offences do appear, all applications will be treated on their own merits.

Please read this document carefully. If you have any questions about completing Section X of the Disclosure application form, please contact the SCB on 01788 565603 or look on <http://www.disclosure.gov.uk>.

The process of applying for disclosure **must be repeated every three years.**

Extracts from The Speedway Regulations

SR 3.2.2 (i) Any act, statement, conduct or other matter which harms a child or children, or poses or may pose a risk of harm to a child or children (under 18 years old), shall constitute behaviour which is improper and brings the game into disrepute.

SR 3.3.11 Upon receipt by the SCB of:

- a) notification that an individual has been charged with an Offence; or
- b) notification that an individual is the subject of an investigation by the Police, Social Services or any other authority relating to an Offence; or
- c) any other information which causes the SCB reasonably to believe that a person poses or may pose a risk of harm to a child or children then the SCB shall have the power to order that the individual be suspended from all or any specific SCB activity for such period and on such terms and conditions as it thinks fit.

SR 3.3.12 In reaching its determination as to whether an order under SR 3.3.11 (above) should be made, the SCB shall give consideration, inter alia, to the following factors:

- a) whether a child is or children are or may be at risk of harm;
- b) whether the matters are of a serious nature;

SR 4.6 Appeal Tribunal (incorporating The Child Protection Appeal Panel)

SR 7.7 Child Protection Policy

7.7.1 Every Organisation being a Member of the SCB shall be responsible for the implementation of the SCB Child Protection Policy (available upon request from the SCB Office) in relation to their individual Members As all Individuals involved at every level, including Competitors, Officials, Administrators or Spectators must abide by the SCB's Child Protection Policy.

SR 14.7.1 *additional responsibility*

As part of the commitment to ensure the safety of young people as required by The Child Protection Act, be satisfied that all persons using video or photographic equipment take all steps to ensure these images are used solely for the purposes they are intended, which is the promotion and celebration of the activities. This will include giving formal Accreditation to Photographers, Filming / Video Operators and forbidding the use by anyone else of any equipment with a telescopic or zoom lens.

Include in the Programme the following :

Photography: Patrons please note only those with prior accreditation may engage in any video, zoom or close range photography. The Promoter reserves the right to exclude anyone not complying with this Policy.

General Every organisation (Promotion, Club, Associate etc) must designate a person to be responsible for dealing with any concerns about the protection of children. Unless otherwise advised this will be the senior Promoter / Club Chairman).

Responsibility The designated person is responsible for acting as a source of advice on child protection matters, for coordinating action within the organisation and for liaising with Social Services and/or other agencies about suspected or actual cases of child abuse. S/he is responsible for implementing child protection training within the organisation. The main responsibilities are to:

- Ensure everyone within the Organisation knows who the Welfare Officer is.
- Ensure that the Organisation's Child Protection Policy and Procedures are maintained and provide information and advice on Child protection.
- Liaise with Social Services or other Agencies and where appropriate inform them of concerns about individual children, but if making a formal referral do so without delay. It is NOT the role of the Welfare Officer to decide whether a child has been abused or not. This is the task of Social Services or Police who have the legal responsibility, or the NSPCC who also have powers to investigate child protection concerns under the Children Act. It is however, everybody's responsibility to ensure that concerns are shared and appropriate action taken.
- Understand SCB Child Protection structure and familiarise themselves with local procedures.
- Inform relevant people within the organisation informed about any action taken and any further action required, e.g. disciplinary action.
- Ensure that an individual case record is maintained of the action taken by the organisation, the liaison with other agencies and the outcome.
- Advise the organisation of child protection training needs.
- Receive information from Club staff, volunteers, children or parents and carers who have child protection concerns and record it.
- Assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate.
- Report all concerns to SCB's Lead Protection Officer.

It is important for the Welfare Officer to have received the appropriate level of training in child protection. For information about relevant training contact the SCB's Lead Officer, Gary Thompson on 01788-566400 or e-mail gt@acu.org.uk or seek further advice from The Child Protection Sports Unit (CPSU) on 0116 234 7278 or visit www.thecpsu.org.uk