

## **Appendix 1 - Club Protection Policy for Young and Vulnerable People**

St Neots Riverside Runners Running Club

### **1. Young and Vulnerable Person Protection Policy**

\_\_Riverside Runners\_\_ Running Club acknowledges its responsibility to safeguard the welfare of every young and vulnerable person who has been entrusted to its care and is committed to working to provide a safe environment for all of its members. A child or young person is anyone under the age of 18 engaged in any running club activity. A vulnerable adult is defined as any person aged 18 or over who

- Is in need of assistance by reason of mental, physical or learning disability, age or illness and who;
- Is unable to take care of him or herself or unable to protect him or herself against significant harm or serious exploitation which may be occasioned by the act or omissions of other people.

We subscribe to the ARC Protection Policy for Young and Vulnerable People and the Procedures and Guidelines included therein. We endorse and adopt the Policy Statement contained in that document.

2. The key principles of the ARC Protection Policy for Young and Vulnerable People are that:

- The welfare of the young or vulnerable person is the most important consideration.
- All young and vulnerable people must be protected from abuse regardless of their gender, sexual orientation, disability, racial origin or religious beliefs.
- All suspicions and allegations of abuse will be taken seriously and responded to rapidly and in an appropriate manner.
- Working in partnership with other organisations, young and vulnerable people and their parents/carers is vital.

3. We recognise that every young or vulnerable person who participates in our sport should be able to take part in a safe environment and be protected from poor practice and abuse. \_\_Riverside Runners\_\_ Running Club acknowledges that this is the responsibility of every adult involved in our club

4. \_\_Riverside Runners\_\_ Running Club has a role to play in protecting the welfare of all young and vulnerable persons by guarding them from physical, sexual or emotional harm and from neglect or bullying. It is accepted that the ARC Regulations

(see Appendix 3) apply to everyone in our sport whether in a paid or voluntary capacity. This applies whether you are a volunteer, helper, coach, or club official.

We endorse and adopt ARC's Protection Policy for Young and Vulnerable People and the best Practice Guidelines for recruiting volunteers and will:

- Request identification documents
- Meet or interview the applicant
- Require a DBS Unit Enhanced Disclosure where appropriate

All current \_\_Riverside Runners\_\_Running Club members with direct access to young and vulnerable people will be required to complete a DBS Enhanced Disclosure. If there are concerns regarding an individual who is already involved or who has approached us to become part of \_\_Riverside Runners\_\_Running Club guidance will be sought from ARC. It is accepted that ARC will consider the relevance and significance of the information obtained via the DBS Unit and that all decisions will be made in the best interests of young and vulnerable people.

It is accepted that ARC aims to prevent people with a history of relevant and significant offending from having contact with young and vulnerable people and training with young or vulnerable people. This is to prevent direct sexual or physical harm to young or vulnerable people and to minimise the risk of "grooming" within running.

5. \_\_Riverside Runners\_\_Running Club supports ARC's Whistle-blowing Policy. Any adult or young person with concerns about a colleague can whistle-blow by writing to the Secretary, ARC, 19 Sheephouse Green, Wotton, Dorking, Surrey RH5 6QW or by telephoning the Secretary on 01306 888886 or by going direct to the Police, Social Services or the NSPCC. \_\_Riverside Runners\_\_Running Club encourages everyone to know about it and utilise it if necessary.

6. \_\_Riverside Runners\_\_Running Club has appointed a Club Welfare Officer (CWO) in line with ARC's role profile. The post holder will or has attended a suitable course to provide training. The CWO is the first point of contact for all club members and parents/carers regarding concerns for the welfare of any young or vulnerable person. They liaise directly with the ARC CPO and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing an awareness of poor practice and abuse amongst club members.

7. We acknowledge and endorse ARC's identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our club. If bullying does occur, all runners or parents/ carers should be able to inform and know that incidents will be dealt with promptly. Incidents need to be reported to the CWO or member of the committee or alternatively in cases of serious bullying contact the ARC CPO.

8. Codes of conduct for young people, parents/carers and coaches have been implemented by \_\_Riverside Runners\_\_ Running Club. In order to validate these codes of conduct the club has clear sanctions to deal with any misconduct at club level and acknowledges the possibility of potential sanctions which may be implemented by ARC in more serious circumstances. All prospective members under 18 years of age will be informed of these codes.

9. Further advice on Child and Vulnerable Adult Protection matters can be obtained from The NSPCC Child Protection 24-Hour Helpline

## **Appendix 2 - Protection Policy Corner Stones**

Anti-bullying policy for running clubs  
Guidance for developing a club health and safety policy  
Guidance for developing a club complaints and disciplinary policy  
Code of conduct for coaches  
The ARC Equality Policy  
Equality Policy for clubs  
Club complaints Procedure

### Anti-bullying policy for running clubs

#### *Statement of intent*

We are committed to providing a caring and safe environment for all our members so they can participate in running in a secure atmosphere. Bullying of any kind is unacceptable at our club. If bullying does occur, all club members or parents should be able to inform and know that incidents will be dealt with promptly and effectively. This means that anyone who knows that bullying is happening is expected to tell the Club Welfare Officer or any committee member.

#### *What is bullying?*

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

#### *Bullying can be:*

- Emotional - being unfriendly, excluding (emotionally and physically), tormenting, (e.g. hiding clothes, threatening gestures)
- Physical - pushing, kicking, hitting, punching or any use of violence
- Verbal - name-calling, sarcasm, spreading rumours, teasing
- Racist - racial taunts, graffiti, gestures
- Sexual - unwanted physical contact or sexually abusive comments
- Homophobic - because of, or focussing on the issue of sexuality

#### *Why is it important to respond to bullying?*

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Individuals who are bullying need to learn different ways of behaving. The impact upon a young person can be devastating and in some cases affect all aspects of their life, in extreme circumstances it can lead to suicide threats or even attempts.

This club has a responsibility to respond promptly and effectively to issues of bullying.

*Objectives of this policy*

All club members, coaches, and parents/carers should have an understanding of what bullying is.

All club members and coaching staff should know what the club policy is on bullying, and follow it when bullying is reported.

All runners and parents/carers should know what the club policy is on bullying, and what they should do if bullying arises.

As a club we take bullying seriously. Runners and parents/carers should be assured that they would be supported when bullying is reported.

Bullying will not be tolerated.

*Signs and indicators*

A young person may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- Says he or she is being bullied
- Is unwilling to go to or becomes ill before club sessions
- Becomes withdrawn anxious, or lacking in confidence
- Loses his possessions
- Comes home with clothes torn
- Has unexplained cuts and bruises
- Asks for money or starts stealing money (to pay the bully)
- Is frightened to say what's wrong
- Gives improbable excuses for any of the above

In more extreme cases:

- Cries themselves to sleep at night or has nightmares
- Starts stammering

- Becomes aggressive, disruptive or unreasonable
- Is bullying other children or siblings
- Stops eating
- Attempts or threatens suicide or runs away

These signs and behaviours may indicate other problems, but bullying should be considered a possibility and should be investigated.

#### *Procedures*

Report bullying incidents to the CWO or a member of the club committee or contact the ARC CPO.

In cases of serious bullying, the incidents will be referred to the ARC CPO for advice.

Parents should be informed and will be asked to come to a meeting to discuss the problem.

If necessary and appropriate, the Police will be consulted.

The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.

An attempt will be made to help the bully (bullies) change their behaviour.

If mediation fails and the bullying is seen to continue the club will institute disciplinary action under the club constitution.

#### *Recommended club action*

If the club decides it is appropriate for them to deal with the situation, they should follow the procedure outlined below.

Reconciliation by getting the parties together. It may be that a genuine apology solves the problem.

If this fails/is not appropriate, a small panel (made up from the chairman, CWO, secretary, committee members) should meet with parent/carer and child alleging bullying to get details of the allegation. Minutes should be taken for clarity, which should be agreed by all as a true account.

The same three members should meet with the alleged bully and parents/carer and ask them to give their view of the allegation. Minutes should again be taken and agreed by all as a true account.

If bullying has in their view taken place, the individual should be warned and put on notice of further action i.e. temporary or permanent suspension if the bullying continues. Consideration should be given as to whether a reconciliation meeting between parties is possible at this time.

In some cases the parent of the bully or bullied club member can be asked to attend training sessions. The club committee should monitor the situation for a period to ensure bullying is not being repeated.

All coaches involved with both individuals should be made aware of the concerns and outcome of the process.

In the case of adults reported to be bullying anyone within the club under 18

1. The ARC CPO should always be informed and will advise on action to be taken
2. It is anticipated that in most cases involving a team manager or coach, some training may be recommended.
3. More serious cases may be referred to the Police and/or Social Services.

#### *Prevention*

The club will have a written constitution, which includes what is acceptable and proper behaviour for all members of which the anti-bullying policy is one part.

All club members and parents will be made aware of the constitution upon joining the club.

The CWO will raise awareness about bullying and why it matters, and if issues of bullying arise in the club, will consider meeting with members to discuss the issue openly.

### Guidance for developing a club health and safety policy

Having a Club Health and Safety Policy means applying common sense to use of your's and other's facilities and to the routes that you use for your club runs to ensure that you have a safe environment in which to carry out the club's training activities.

If you are using local authority facilities e.g. local sports centre or school, there will always be a health and safety policy in place for these facilities. It is your responsibility to ask for the regulations and best practice guidance relating to usage of these facilities.

Make sure you find out what your club is responsible for and what the provider is responsible for. This should be clearly indicated when hiring a facility.

#### Recommended action

- Make sure the club's management committee is aware of the need for procedures relating to health and safety and takes ownership of this responsibility
- Ensure the club has civil liability insurance and follows the terms of the insurance policy.
- The club's management committee should decide on a policy regarding the wearing of luminous vests or clothing on runs at night.
- Establish those individuals who have a recognised emergency first aid qualification within the club.
- Keep all events staged by the club under review and if necessary perform a risk assessment and keep the documents on file.
- Establish emergency procedures within the club and ensure all coaches/officials are aware of these procedures.
- Have an Incident/Accident Report Form.



## Guidance for developing a clubs complaints and disciplinary policy

### *The disciplinary process*

Many clubs will already have in place codes of conduct for club members, coaches and officials. Codes of conduct can only be effective if there is a disciplinary process to support them. It is essential that the club is fair and consistent.

The following options can be considered;

- Verbal warning
- Written warning
- Exclusion from a specified number of training sessions
- Exclusion from the club for the remainder of the season
- Exclusion from the club for the future season

Once a decision has been taken it is not easy to reverse the decision. It is much simpler to add an additional sanction or increase the number or period of time being utilised.

### *Having a complaints process*

If you have clearly stated and communicated the club's philosophy, what it can offer to and what it expects from club members and coaches, this will limit potential complaints.

Most complaints can be dealt with by referring individuals to club policies and procedures. However, where there are complaints which cannot be satisfied via these routes there needs to be a procedure for dealing with these.

The following options can be considered:

Complaints can be submitted in the first instance to the CWO. Alternatively where the issue relates to a technical matter the concern can be submitted to the appropriate coach.

Complaints can be directed to the club chairman.

Complaints can be directed to the club committee.

All complaints must be submitted in writing to the club committee.

If an individual is unhappy with the outcome of their original complaint they can appeal to the club committee.

The outcome of an appeal to the club committee is final.

## Codes of conduct for coaches

### *Coaches*

Coaches have an increased responsibility when involved in coaching young people. The health, safety, welfare and moral education of young people are a first priority, before the achievement of the reputation of the club, school, coach or parent.

### Code of Conduct for Coaches

- Coaches must respect the rights, dignity and worth of each and every person
- Coaches must place the well-being and safety of each runner above all other considerations, including the development of performance
- Coaches must adhere to all guidelines laid down by the Rules of the Sport
- Coaches must develop an appropriate working relationship with each runner based on mutual trust and respect.
- Coaches must not exert undue influence to obtain personal benefit or reward.
- Coaches must encourage and guide runners to accept responsibility for their own behaviour and performance.
- Coaches must ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the runners.
- Coaches should, at the outset, clarify with the runners (and where appropriate, the parents) exactly what is expected of them and also what they are entitled to expect from their coach.
- Coaches must co-operate fully with other specialists (e.g other coaches, officials, doctors, physiotherapists) in the best interests of the runner.
- Coaches must always promote the positive aspects of the sport and never condone violations of the Rules of the Sport, behaviour contrary to the spirit of the Rules of the Sport or the use of prohibited substances or techniques.
- Coaches must consistently display high standards of behaviour and appearance.
- Coaches must not use or tolerate inappropriate language or behaviour.

## The ARC Equality Policy

Running belongs to, and should be enjoyed by, anyone who wants to participate in it.

ARC's commitment is to eliminate discrimination whether by reason of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability.

ARC is also committed to promoting equality by treating people fairly and with respect, by recognising that inequalities may exist, by taking steps to address them and by providing access and opportunities for all members of the community.

The following policy should be at the heart of your club's activities.

### Equality Policy for clubs

The aim of this policy is to ensure that everyone is treated fairly and with respect and that \_\_Riverside Runners\_\_ Running Club is equally accessible to them all.

\_\_Riverside Runners\_\_ Running Club is responsible for setting standards and values to apply throughout the club at every level. Running should be enjoyed by anyone who wants to participate in it.

\_\_Riverside Runners\_\_ Running Club's commitment is to confront and eliminate discrimination whether by reason of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability and to encourage equal opportunities.

\_\_Riverside Runners\_\_ Running Club, in all its activities, will not discriminate, or treat anyone less favourably, on grounds of gender, sexual orientation, marital status, race, nationality, ethnic origin, colour, religion or belief, ability or disability. It means that \_\_Riverside Runners\_\_ Running Club will ensure that it treats people fairly and with respect and that it will provide access and opportunities for all members of the community to take part in, and enjoy, its activities.

\_\_Riverside Runners\_\_ Running Club will not tolerate harassment, bullying, abuse or victimisation of an individual, which for the purposes of this policy and the actions and sanction applicable is regarded as discrimination. This includes sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal.

\_\_Riverside Runners\_\_ Running Club will work to ensure that such behaviour is met with appropriate action in whatever context it occurs.

We are committed to the development of a programme of ongoing training and awareness raising events and activities in order to promote the eradication of discrimination within the club and within running.

\_\_Riverside Runners\_\_ Running Club is committed to a policy of equal treatment of all members and requires all members to abide to these policies and the requirements of the relevant equalities legislation – Race Relations Act 1976, Sex Discrimination Act 1975 and Disability Discrimination Act 1995 as well as any amendment to these acts.

\_\_Riverside Runners\_\_ Running Club commits itself to the immediate investigation of any claims, when it is brought to their attention, of discrimination on the above grounds and where such is found to be the case, a requirement that the practice stop and sanctions imposed as appropriate.

#### *Club Complaints Procedure*

In the event that any member feels that he or she has suffered discrimination in any way or that the Club Policies, Rules or Code of Conduct has been broken they should follow the procedures below

1. They should report the matter to the Club Secretary in writing or another member of the committee.

The report should include

- Details of what, when and where the occurrence took place
- Any witness statement and names
- Details of any previous complaints made about the incident, date, when and to whom made
- Names of any others who have been treated in a similar way
- A preference for a solution to the incident

2. The Club's Management Committee will sit for any hearings that are requested

3. The Club's Management Committee will have the power to;

- Warn as to future conduct
- Suspend from membership
- Remove from membership

Any person found to have broken the Club's Policies or Codes of Conduct.

If the complaint is with regard to the Club's Management Committee the member has the right to report the discrimination direct to ARC.

## Appendix 3 - ARC Rules

### Child protection

1. Any act, statement, conduct or other matter which harms a young or vulnerable person, or poses or may pose a risk of harm to a young or vulnerable person shall constitute behaviour which is improper and brings the sport into disrepute.
2. (a) In these rules the expression "Offence" shall mean any one or more of the offences contained in the Schedules of the Criminal Justice and Court Services Act 2000 and any other criminal offence which reasonably causes the Association to believe that the person accused of the offence poses or may pose a risk of harm to a young or vulnerable person.
2. (b) All persons in such positions that the Association deems relevant whose normal duties include caring for, training, supervising or being in sole charge of young or vulnerable persons are required to obtain an Enhanced Disclosure from the DBS.
3. Upon receipt by the Association of:
  - 3.1 Notification that an individual has been charged with an Offence; or
  - 3.2 Notification that an individual is the subject of an investigation by the Police, Social Services or any authority relating to an Offence; or
  - 3.3 Any other information which causes the Association reasonably to believe that a person poses or may pose a risk of harm to a young or vulnerable person; then the Association shall have the power to order that the individual be suspended from all or any specific activity in the sport for such period and on such terms and conditions as it thinks fit.
4. In reaching its determination as to whether an order under the Association Rules should be made the Association shall give consideration, inter alia, to the following factors:
  - 4.1 Whether a young or vulnerable person is or may be at risk of harm;
  - 4.2 Whether the matters are of a serious nature;
  - 4.3 Whether an order is necessary or desirable to allow the conduct of any investigation by the Association or any other authority or body to proceed unimpeded having regard to the need for any action to be proportionate.
5. The period of an order referred to in 3 above shall not last beyond the date upon which any charge under the Rules of the Association or any Offence is decided or brought to an end.

6. Where an order is imposed on an individual under the Rules of the Association, the Association shall bring and conclude any proceedings under the Rules of the Association against the person relating to the matters as soon as reasonably practicable.

7. Where a person is convicted, or is made the subject of a caution in respect of an Offence, that shall constitute a breach of the Rules of the Association and the Association shall have the power to order the suspension of the person from all or any specific activity in the sport for such period (including indefinitely) and on such terms and conditions as it thinks fit.

8. For the purposes of these Rules, the Association shall act through its Committee or sub-committee thereof.

9. Notification in writing of an order referred to above shall be given to the person concerned and/or any club with which he/she is associated as soon as reasonably practicable.

10. The applicable standard of proof shall be the civil standard, of the balance of probability. The more serious the allegation taking into account the nature of the misconduct alleged and the context of the case the greater the burden of evidence required to find the matter proved. Save for matters covered by the ARC Protection Policy for Young and Vulnerable People, where the welfare and protection of young and vulnerable people shall be paramount and the test shall be whether more likely than not.

## Appendix 4 – Signs and Indicators of Abuse

What is abuse?

Where and how does it happen? Does it really happen in sport? “Child abuse” is a term used to describe what happens when a person, or group of people harm a child or young person under the age of 18. Child abuse may mean that harm is actively done to the young person, such as beating or burning, or it may refer to neglect where the carers fail to protect the child or young person from harm. The abuser is often an adult, but may also be another young person and occasionally even a child. Usually the abuser has some sort of power over the child or young person, and often knows them well. Abuse can happen anywhere e.g. in the family, any institution or group and in any activity where children or young people are present. There is a risk that direct abuse, or neglect, can happen in a running club.

ARC defines abuse into five categories. These are;

- Neglect
- Physical abuse
- Emotional abuse
- Sexual abuse
- Bullying

### *Neglect*

Neglect takes place if adults fail to meet a child or young person’s basic physical needs, e.g. for food, warmth and clothing, or emotional needs such as attention and affection. It occurs if young people are left alone or inadequately supervised or where they are exposed to danger, injury or extreme weather conditions.

In running, neglect could occur if young people do not have proper supervision, clothing or are allowed or encouraged to run whilst injured. It could occur if a young person’s particular health needs are disregarded before, during, or after a run.

### *Physical abuse*

Physical abuse occurs if people physically hit, burn, poison, shake or in some way hurt or injure young people, or fail to prevent these injuries from happening.

In running, physical abuse could happen where training methods are inappropriate for the developmental age of the young person, where they are allowed to run with an injury or where inappropriate drugs or alcohol are offered or accepted. It would clearly happen if a young person is hit or physically restrained or manhandled by those supervising the running or training session.



### *Emotional abuse*

Emotional abuse includes frequent threatening, taunting or sarcastic behaviour, along with withholding affection or being extremely over-protective. It includes racist or sexist behaviour and demeaning initiation ceremonies. It can be inflicted by other young people as well as by adults. Young people who are being abused or bullied in any way will also experience emotional abuse.

In running, coaches or parents emotionally abuse young people if they constantly criticise, abuse their power, or impose unrealistic pressure to perform to a high standard. It may also occur if a club allows members to deride people with disabilities or from minority cultures and use derogatory language about them.

### *Sexual abuse*

Sexual abuse occurs if young people are used to meet another person's sexual needs. This includes any form of sexual behaviour with a young person (by an adult or another young person) the use of sexually-explicit language and jokes, inappropriate touching and exposure to pornographic material.

Sexual abuse can occur in running. For example, where there is inappropriate touching, or where sexually-explicit jokes occur between adults and young people or if indecent images are taken or adapted and placed on child pornography sites.

### *Bullying*

Although anyone can be the target of bullying, young people who are perceived as "different" from the majority may be at greater risk of bullying. This includes young people from minority cultures or young people with disabilities. Victims are often shy and sensitive and perhaps anxious or insecure. Bullying can be defined as;

- Physical; hitting, kicking and theft
- Verbal; name calling, constant teasing, sarcasm, racist or homophobic taunts, threats and gestures.
- Emotional; tormenting, ridiculing, humiliating and ignoring
- Sexual; unwanted physical contact or sexually abusive comments.

Bullying can take place anywhere, but is more likely to take place where there is inadequate supervision. The bully in running can be the parent who pushes too hard, a coach or manager who has a win-at-all costs philosophy; a young person intimidating another.

The victim is often weaker and less powerful and the outcome is always painful and distressing.

In an NSPCC survey of young people (2000) bullying was reported to be the most common source of distress and anxiety.

### *Signs and indicators*

Young people are reluctant to tell someone when they are being abused. So it is essential that every adult is aware of the possible signals that a young person's welfare or safety is being threatened. However, there is rarely a clear sign and you may often have to piece together various snippets of information and rely on your instinct that something does not seem quite right.

You may have one piece of information that, when added to that of others, forms a clear picture of abuse. This is often compared to fitting pieces of a jigsaw together. Only when you have a few pieces can you start to see the true picture.

Remember, it is not your job to decide whether or not a young person is being abused - however it is your responsibility to share your concerns.

Never allow a young person's disability or cultural difference to explain away concerns.

## **Appendix 5 – Protecting Young and Vulnerable People – Fit and Proper Person Checklist**

When appointing a designated person, ensure that you have considered their suitability for this role by checking them against the following criteria.

### *Essential*

Attendance at a Child Protection Course either before appointment or as soon as possible after the appointment.

Willing and able to provide relevant references

Completion of an Enhanced DBS check. A history of offending will not prevent someone working with children. Each case is considered on its merits.

Previous experience of working with children

Knowledge of and positive attitudes to equal opportunities

Physical health – appropriate to carry out tasks

Commitment to treat all children as individuals and with equal concern.

Mental stability and integrity

### *Desirable*

Knowledge of child protection issues

Knowledge of child protection legislation (as appropriate)

Relevant running knowledge/ understanding

**Appendix 6 – Young and Vulnerable Person Protection. Referral and Information Form**

*Young and Vulnerable Person Protection. Referral and Information Form.*

Completed by..... Position.....

Referral: For Direct Involvement   For Consultation & Advice   For Information Only

**Case Name**.....  
(Accused Person/Club being referred)

Position Held.....

Relationship.....      Gender Male/Female  
(To alleged victim)

Contact Details

Address.....  
.....  
.....

Phone No.....      Date of Birth.....

Age.....      Ethnic background.....  
(At time of incident)      (If known)

**Name of Alleged Victim/Young person Concerned**.....  
(If more than one, use Additional Information Form)

Age .....      Date of Birth.....  
(At time of incident)

Role/Position.....      Any Disabilities.....

Gender Male/Female      Ethnic background.....  
(If known)

Contact Details

Address (Name and address of parent/carer).....  
.....  
.....

Phone No.....

ARC Member Club.....  
(Name and address).....

Name of person who originated concern and contact details.....  
(if applicable/known).....

Relationship to alleged victim.....Relationship to accused.....

Date received by ARC CPO.....

Summary of Incident/Poor Practice (please provide details where known)

Location.....

Details of incident.....

.....

.....

.....

.....

Date of Incident..... Witnessed by.....

Contact Details.....

(of witness).....

.....

Action taken.....

.....

.....

.....

External Agencies Contacted

(Please provide name, contact number, advice received and contact date)

Police .....

.....

.....

Social Services.....

.....

.....

Other (eg NSPCC).....

.....

.....

.....

Signed..... Date.....

**Young and Vulnerable Person Protection. Referral and Information Form**

*Additional Information Regarding Other Alleged Victims or Young Persons Concerned*

Case Name.....

Completed by ..... Date.....

Name of Alleged Victim/ Young person Concerned.....  
(If more than one, use Additional Information Form)

Age..... Date of Birth.....  
(At time of incident)

Role/Position..... Any Disabilities.....

Gender Male/Female Ethnic Background.....(if known)

Contact.....Telephone No .....  
(Name and address of parent/carer)

.....  
.....

ARC Member Club.....

Name of person who originated concern and contact details.....  
(if applicable /known).....

Relationship to alleged victim .....Relationship to accused.....

Attachments included Yes/No

For Completion by the ARC Child Protection Officer

Case Name .....

Initial Action Recommended or Taken .....  
.....  
.....  
.....

Time frames Agreed /Proposed .....

Additional Comments.....  
.....  
.....  
.....

Action Taken .....  
.....  
.....  
.....

Prime Concern      Sexual      Physical      Emotional      Neglect      Bullying

Actual/Potential

Signed..... Date.....

Print Name.....