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# **SECTION 1 - CHILD PROTECTION POLICY**

## **1.1 Introduction**

Touch Nederland believes that everyone who participates in touch is entitled to do so in an enjoyable and safe environment. Touch Nederland believes that it should provide children and young adults with the highest possible standard of care.

Touch Nederland is committed to adopting and implementing a policy ensuring everyone who volunteers, participates or in some other way assists (“staff”) accepts their responsibilities to safeguard children from harm and abuse. Procedures to protect children and to report any concerns about their welfare to appropriate authorities will be adopted.

The aim of the policy is to demonstrate and promote good practice for staff, provide children and young people with appropriate safety/protection whilst in the care of Touch Nederland and to allow staff to make informed responses to any child protection issues.

**A child is defined as a person under the age of 18 (Article 233 of Book 1 of the Civil Code).**

## **1.2 Policy Statement**

Touch Nederland is committed to ensuring that:

- the welfare of the child is paramount;
- all children, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in “Touch” in a fun and safe environment;
- all reasonable steps are taken to protect children from harm, discrimination and degrading treatment and to respect their rights and feelings;
- all suspicions and allegations of poor practice or abuse will be taken seriously and responded to appropriately; and
- all staff who work with children will be provided with guidance in good practice and child protection procedures.

## **1.3 Legal and Procedural Framework**

The practices and procedures within this policy are based on principles contained within Dutch and International legislation and governmental guidance.

- Burgerlijk wetboek (Civil Code)
- Grondwet (Constitution of the Netherlands)
- Wet Bescherming Persoonsgegevens (Data Protection)
- The UN Convention on the Rights of the Child

## **SECTION 2 - PROMOTING GOOD PRACTICE**

### **2.1 Introduction**

All Touch Nederland Staff have agreed to abide by the Code of Conduct for Touch Nederland Staff (available on the Touch Nederland website)

It is not the responsibility of staff to make judgements about whether abuse is taking place because it is not always easy to distinguish poor practice from abuse. It is however their responsibility to identify poor practice and possible abuse and take action if they have concerns about the welfare of the child, as explained in Section 4.

This section will help you identify what is meant by good practice and poor practice.

### **2.2 Good Practice**

All personnel should adhere to the following principles and action:

- always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets)
- make the experience of “Touch” fun and enjoyable: promote fairness, confront and deal with bullying
- treat all children equally and with respect and dignity
- always put the welfare of the child first, before winning
- maintain a safe and appropriate distance with players (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or to share a room with them)
- avoid unnecessary physical contact with children. Where any form of manual/physical support is required it should be provided openly and with the consent of the child. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the child’s consent has been given
- Involve parents/carers wherever possible, e.g. where children need to be supervised in changing rooms, encourage parents to take responsibility for their own child. If groups have to be supervised in changing rooms always ensure parents, coaches etc work in pairs
- request written parental consent if club officials are required to transport children in their cars
- gain written parental consent for any significant travel arrangements e.g. overnight stays
- ensure that if mixed teams are taken away, they should always be accompanied by a male and female member of staff
- ensure that at away events adults should not enter a child’s room or invite child to their rooms
- be an excellent role model, this includes not smoking or drinking alcohol in the company of children

- recognising the developmental needs and capacity of the child and do not risk sacrificing welfare in a desire for club or personal achievements. This means avoiding excessive training or competition and not pushing them against their will
- secure written parental consent for the club to act in loco parentis, to give permission for the administration of emergency first aid or other medical treatment if the need arises
- keep a written record of any injury that occurs, along with details of any treatment given

### **2.3 Poor Practice**

The following are regarded as poor practice and should be avoided by all personnel:

- unnecessarily spending excessive amounts of time alone with children;
- taking children alone in a car on journeys, however short;
- taking children to your home where they will be alone with you;
- sharing a room with a child;
- engaging in rough, physical or sexually provocative games, including horseplay;
- allowing or engaging in inappropriate touching of any form;
- allowing children to use inappropriate language unchallenged;
- making sexually suggestive comments to a child, even in fun;
- reducing a child to tears as a form of control;
- allowing allegations made by a child to go unrecorded or not acting upon them; and
- doing things of a personal nature that the child can do for themselves.

Where a case arises where it is impractical/impossible to avoid certain situation e.g. transporting a child in your car, the tasks should only be carried out with the full understanding and consent of the parent/care and the child involved. **(See Appendix 3 & 4).**

If during your care you accidentally hurt a child, the child seems distressed in any manner, appears to be sexually aroused by your actions and/or if the child misunderstands or misinterprets something you have said or done, report any such incidents as soon as possible to another colleague and make a written note of it. Parents should also be informed of the incident.

### **2.4 Physical Contact in Sport**

Many sports, by their nature, require a degree of physical contact between adults and children. Physical contact can be used appropriately to instruct, encourage, protect or comfort. The aims of guidelines relating to physical contact are to provide adults and children with appropriate types and contexts for contact.

Physical contact between adults and children should only be used when the aim is to:

- Develop sports skills or techniques
- Treat an injury
- Prevent an injury

- Meet the requirements of the particular sport

Physical contact should:

- Not involve touching genital areas, buttocks or breasts
- Meet the need of the child and not the need of the adult
- Be fully explained to the child and with the exception of an emergency, permission should be sought
- Not take place in secret or out of sight of others

Injuries should be fully recorded in writing.

## SECTION 3 - DEFINING CHILD ABUSE

### 3.1 Introduction

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. It commonly occurs within a relationship of trust or responsibility. Abuse can happen to a child regardless of their age, gender, race or ability.

There are four main types of abuse: **physical abuse, sexual abuse, emotional abuse and neglect**. Any individual may abuse or neglect a child directly, or may be responsible for abuse because they fail to prevent another person harming the child.

Abuse in all of its forms can affect a child at any age. Children with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse had occurred.

### 3.2 Types of Abuse

**Physical Abuse:** where adults physically hurt or injure a child. Giving children alcohol or inappropriate drugs would also constitute child abuse.

**Emotional Abuse:** the persistent emotional ill treatment of a child, likely to cause severe and lasting adverse effects on the child's emotional development. It may involve telling a child they are useless, worthless, unloved or inadequate. It may feature expectations of children that are not appropriate to their age or development. It may feature constant shouting, threatening or taunting which may make the child frightened or withdrawn. Ill treatment of children will always feature a degree of emotional abuse.

Emotional abuse in sport may occur when the child is constantly criticised, given negative feedback, expected to perform at levels that are above their capability. Other forms of emotional abuse could take the form of name calling and bullying.

**Bullying** may come from another young person or an adult. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can manifest as physical, verbal, emotional or sexual.

In sport bullying may arise when a parent or coach pushes the child too hard to succeed, or a rival athlete or official uses bullying behaviour. Touch Nederland has an anti-bullying policy (**See Appendix 5**).

**Neglect** occurs when an adult fails to meet the child's basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the child's health or development.

Refusal to give love, affection and attention can also be a form of neglect.

Neglect in sport could occur when a coach does not keep the child safe, or exposing them to undue cold/heat or unnecessary risk of injury.

**Sexual Abuse** occurs when adults (male and female) use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing children pornography or talking to them in a sexually explicit manner are also forms of sexual abuse.

In sport, activities which might involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. The power of the coach over young athletes, if misused, may lead to abusive situations developing.

### **3.3 Indicators of Abuse**

It is not always easy to recognise a situation where abuse may occur or has already taken place. Indications that a child is being abused may include one or more of the following:

- 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
- an injury for which an explanation seems inconsistent
- the child describes what appears to be an abusive act involving them
- another child or adult expresses concern about the welfare of a child
- unexplained changes in a child's behaviour, e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper
- inappropriate sexual awareness
- engaging in sexually explicit behaviour
- distrust of adult's, particularly those whom a close relationship would normally be expected
- difficulty in making friends
- being prevented from socialising with others
- displaying variations in eating patterns including over eating or loss of appetite
- losing weight for no apparent reason
- becoming increasingly dirty or unkempt

Signs of bullying include:

- behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to training or competitions
- an unexplained drop off in performance
- physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing e.g. on food, alcohol or cigarettes
- a shortage of money or frequent loss of possessions

It is the responsibility of Touch Nederland staff to act on any concerns. It is not their responsibility to decide that child abuse is occurring.



### **3.4 Use of Photographic/Filming Equipment at Sporting Events**

All parents and performers should be made aware when coaches use video equipment as a coaching aid. **(See Appendix 6 & 7)**

## SECTION 4 - RESPONDING TO CONCERNS & ALLEGATIONS

### 4.1 Introduction

It is not the responsibility of Touch Nederland staff to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns through contact with the appropriate authorities so that they can then make inquiries and take necessary action to protect the young person. (See Appendix 8 & 9)

This section explains how to respond to allegations/suspicions.

### 4.2 Responding to concerns/allegations

We may become aware of possible abuse in various ways, including personal observation, observation of signs such as those listed in section 3 of this policy or being directly informed by the victim or another person. If any of these situations arise, you should:

- **stay calm** so as not to frighten the young person;
- **reassure** the child that they are not to blame and that it was right to report;
- **listen** to the child, showing that you are taking them seriously;
- **keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. Only ask questions to clarify;
- **inform** the child that you have to inform other people about what they have told you. Tell the child this is to help stop the abuse continuing;
- **call an ambulance** if the child needs urgent medical attention, inform the doctors of the concern and ensure they are made aware that this is a child protection issue;
- **record** all information; and
- **report** the incident to the Compliance Officer.

**In all cases if you are not sure what to do you can gain help from Child Protection Services (Raad voor de Kinderbescherming) on 070 374 23 00**

### 4.3 Recording Information

To ensure that information is as helpful as possible, a detailed record should always be made at the time of the report. In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Do not include your own opinions.

Information should include the following:

- the child's name, age and date of birth;
- the child's home address and telephone number;
- whether the person making the report is expressing their concern or that of another;
- the nature of the allegation, including dates, times and any other relevant information;
- a description of any visible bruising or injury, location, size etc. Also any indirect signs, such as behavioural changes;
- details of witnesses to the incidents;

- the child's account, if it can be given, of what has happened and how any bruising/injuries occurred;
- anything discussed with any other person, including the parents; and
- if an allegation has been made as to the identity of the abuser.

#### **4.4 Reporting the Concern**

All suspicions and allegations must be reported appropriately. Strong emotions can be aroused, particularly in cases where there is misplaced loyalty to a colleague. It is important not allow these feelings to interfere with your judgement about any action to take.

Touch Nederland staff are expected to discuss any concerns they may have about the welfare of a child immediately with the person in charge and subsequently to check that appropriate action has been taken.

If the nominated **Compliance Officer** is not available you should take responsibility and seek advice from Child Protection Services (Raad voor de Kinderbescherming) helping (070 374 23 00) or the police.

A summary of reporting procedures is provided in **Appendix 10**. Where there is a complaint against staff, there may be three types of investigation.

- **Criminal** in which case the police are immediately involved
- **Child protection** in which case the social services (and possibly) the police will be involved
- **Disciplinary or misconduct** in which case Touch Nederland will be involved

As mentioned previously in this document Touch Nederland are not child protection experts and it is not their responsibility to determine whether or not abuse has taken place. All suspicions and allegations must be shared with professional agencies that are responsible for child protection.

**NB: If there is any doubt, you must report the incident: it may be just one of a series of other incidences which together cause concern**

Any suspicion that a child has been abused by staff should be reported to Touch Nederland who will take appropriate steps to ensure the safety of the child in question and any other child who may be at risk. This will include the following:

- Touch Nederland will refer the matter to Child Protection Services (Raad voor de Kinderbescherming);
- the parent/carer of the child will be contacted as soon as possible following advice from the social services department;
- the President of Touch Nederland will be notified to decide who will deal with any media inquiries and implement any immediate disciplinary proceedings;

- the **Compliance Officer** should also notify the relevant sport governing body; and
- if the **Compliance Officer** is the subject of the suspicion/allegation the report must be made to the President of Touch Nederland who will refer the matter to social services

Allegations of abuse are sometimes made sometime after the event. Where such an allegation is made, Touch Nederland will follow the same procedures and have the matter reported to social services. This is because other children in the sport or outside it may be at risk from the alleged abuser. **Touch Nederland will not permit anyone who has previous convictions for the abuse of children to work with or have access to children.**

#### **4.5 Concerns outside the immediate Sporting Environment (e.g. a parent or carer)**

- Report your concerns to the **Compliance Officer** (See Appendix 11).
- If the **Compliance Officer** is not available, the person being told or discovering the abuse should contact their local social services department or the police immediately;
- Social Services and the **Compliance Officer** will decide how to inform the parents/carers;
- The **Compliance Officer** should also report the incident to the President of Touch Nederland. The President will ascertain whether the person/s involved in the incident play a role in the organisation and act accordingly; and
- Maintain confidentiality on a need to know basis.

#### **4.6 Confidentiality**

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The **Compliance Officer**;
- The parents of the child;
- The person making the allegation;
- Social Services/police;
- The President of Touch Nederland; and
- The alleged abuser (and parents if the alleged abuser is a child).

All information should be stored in a secure place with limited access to designated people, in line with data protection laws.

#### **4.7 Internal Inquiries and Suspension**

The President of Touch Nederland will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and Kinderbescherming inquiries.

Irrespective of the findings of Child Protection Services (Raad voor de Kinderbescherming) or police inquiries the President of Touch Nederland 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 decision will be made on the balance of probabilities. The welfare of the child remains of paramount importance throughout.

## SECTION 5 - RECRUITING & SELECTING

### 5.1 Introduction

Touch Nederland will take all reasonable steps to prevent unsuitable people from working with children. This applies to all staff. The policies to achieve this are outlined below.

### 5.2 Recruitment

- All staff should complete a self disclosure form (**See Appendix 12**);
- All staff working directly with children should obtain a VOG (**See Appendix 13**); and
- Evidence of identity (passport, identity card or driving licence with photo) must be produced.

Touch Nederland requires that:

- **All** staff who work with children to have a VOG
- **All** staff be provided with a copy of the Touch Nederland Child Protection Policy in order for them to sign that they have read it, understand it and agree to abide by the guidance contained therein.
- **All** staff receive advisory information outlining good/bad practice and informing them what to do if they have concerns about the behaviour of an adult towards a young person.

**Touch Nederland is working towards all Staff that deal with children:**

- **Having an up to date First Aid certificate**

## **SECTION 6 – IMPLEMENTATION AND MONITORING PROCEDURES**

### **6.1 Introduction**

In order to implement this policy, Touch Nederland will:

- disseminate the information
- pilot the procedures
- adhere to the policies in section 5 regarding recruitment and current staff
- identify a **Compliance Officer**
- seek to provide any appropriate training and keep its policy up to date

### **6.2 Monitoring Strategy**

It will be the responsibility of the **Compliance Officer** to monitor the results of the policy.

This will include monitoring:

- the number of allegations made and breakdown of 'no case', 'poor practice' and 'abuse' incidence
- feedback from clubs on the implementation of the policy
- reports from the disciplinary and appeals panel
- the number of VOGs and any outstanding checks

## **APPENDIX 1**

### **See Code of Conduct for Touch Nederland Staff**

(available on Touch Nederland website at <http://www.touchnederland.nl/>)



## APPENDIX 2

### Equity Policy

#### **Statement of Intent**

Touch Nederland is fully committed to the principles of the equality of opportunity and is responsible for ensuring that no job applicant, employee, volunteer, competitor, child/young person receives less favourable treatment on the grounds of age, gender, ethnic status, parental/marital status, nationality, religious belief, political persuasion, social background and sexual preference.

#### **Legal Requirements:**

Touch Nederland abides by Article 1 of the Grondwet (Dutch Constitution) which forbids all types of discrimination

#### **Types of Discrimination:**

**Direct Discrimination** - This means treating someone less favourably than you would treat others in the same circumstances

**Indirect Discrimination** - This occurs when a job requirement or condition is applied equally to all, which has a disproportionate and detrimental effect on one group.

Touch Nederland is fully committed to equality of opportunity and where decisions are made about an individual, the only personal characteristics taken into account will be those which, as well as being consistent with relevant legislation are necessary to the performance of the sport.

**Harassment** - Can be described as inappropriate actions, behaviour, comments or physical contact that is objectionable or causes offence to the recipient.

Touch Nederland is committed to ensuring that all staff and players are able to conduct their activities in an environment that is free from harassment or intimidation

A copy of this document will be available to all staff and players.

Appropriate disciplinary action will be taken against any staff who violates Touch Nederland Equity Policy.

## **APPENDIX 3**

### **Guidelines for Transporting Children & Young People**

It is important to ensure that all steps are taken to ensure the safe transport of children and young people.

If children are to be transported by coach the following should be considered:

- Use a reputable company providing transport and necessary insurance;
- Ensure sufficient supervisors are on each coach;
- All participants have a seat and seat belt regulations are adhered to;
- Parents/carers are issued with detailed information of pick up and drop off points and times;
- All supervisory staff are issued with all relevant information of passengers e.g. name/contact number, pick up/drop off point, name of parent/carer to collect, emergency telephone number; and
- Participants are not to be left unsupervised i.e. dropped off and a parent/carer is not there.

If private cars are used for transport, you should ensure parental consent has been obtained.

## **APPENDIX 4**

### **Supervision of Children and Young People**

Prevention is the most important aspect of supervision of children and young people. Appropriate supervision ratios and systems for monitoring the whereabouts of children are essential. It must be clear at all times, who in the team is responsible for supervision. This is particularly important where events are held on large sites and at residential venues.

For children over the age of 8, Touch Nederland believes that a ratio of one adult to 10 participants is the minimum required. Touch Nederland also believes that two adults should be present at all times when supervising children and young people.

Should a child go missing, all activities will cease. One adult will remain with the children who are still present, and the other adult will conduct a search of the nearby area.

As a general rule where a child is reported missing, after a maximum of 20 minutes the police will be called. Where a young child, 8-11, is involved, the maximum period will be 10 minutes.

For residential events, it is recommended that the supervisors have access to passport photos or similar of children/young people (attached to their consent form) in the event of then having to report a participant missing to the police.

## APPENDIX 5

### Anti Bullying Policy

Bullying is not easy to define, can take many forms and is usually repeated over a period of time. The three main types of bullying are: physical (e.g. hitting, kicking), verbal (e.g. racist remarks, threats, name calling), emotional (e.g. isolating an individual from activities).

They will include:

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

Bullying behaviour may also include:

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

Emotional and verbal bullying is more likely however it is more difficult to cope with or prove. Touch Nederland will:

- Take the problem seriously;
- Investigate any incidents; and
- Talk to bullies and victims separately

Touch Nederland will decide on appropriate action, including but not limited to:

- Obtain an apology from the bully(ies) to the victim;
- Inform parents of the bully(ies);
- Insist on the return of items 'borrowed' or stolen;
- Insist bullies compensate the victim;
- Hold club discussions on bullying; and/or
- Provide support for the coach of the victim.

## APPENDIX 6

### Photographic/ Recorded Images

While Touch Nederland recognises that publicity and pictures/recordings of young people enjoying “Touch” are essential to promote the sport and a healthy lifestyle, the following rules will be observed:

- Ensure parents/guardian/young person have granted their consent for the taking and publication of photographic images and have signed and returned the Parent/Guardian and Young Person Permission Form **(See Appendix 7)**;
- All young people must be appropriately dressed for the activity taking place;
- Photography or recording should focus on the activity rather than a particular young person and personal details which might make the young person vulnerable, such as their exact address should never be revealed;
- Anyone taking photographs or recording must have a valid reason for doing so and seek permission from the organisers/person in charge;
- They should make themselves known to the event organiser/person in charge and be able to identify themselves if requested during the course of the event;
- Coaches should be allowed to use video equipment as a legitimate coaching aid and means of recording special occasions however care should be taken in the dissemination and storage of the material;
- Participants and parents must be informed that a photographer/camera person will be in attendance at an event and ensure consent to both taking and publishing is given;
- Unsupervised access to players with photographers/camera people or one to one photo sessions at events will not be allowed;
- Parents and spectators taking photographs/recordings should be prepared to identify themselves if requested and state their purpose for photography/filming; and
- Parents and children should be informed that if they have any concerns they should report them to the **Compliance Officer** and record them in the same manner as any other child protection concern.

## APPENDIX 7

### Parent/Guardian and Young Person Permission Form for the use of Photographs and Recorded Images

I, (insert parent/carer full name) consent to the photographing/videoing and publication of, \_\_\_\_\_ (name of young person) under the Touch Nederland Child Protection Policy and I confirm that I am legally entitled to give this consent.

I also confirm \_\_\_\_\_ (name of young person) is not under a court order.

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

I \_\_\_\_\_ (name of young person) consent the photographing/videoing and publication of images of my involvement in "Touch" under the Touch Nederland Child Protection Policy.

Signature of Young Person: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this form to: (details of Compliance Officer)

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## **APPENDIX 8**

### **Responding to Concerns About Parent/Carer**

This guide is designed to inform the most appropriate action in relation to concerns about a parent or carer.

#### **ARE YOU CONCERNED ABOUT THE BEHAVIOUR OF A PARENT/CARER?**

If you are concerned about the behaviour of a parent or carer, record what the child (or other person) has said and report your concerns to the **Compliance Officer**. If the person in charge is not available, refer your concerns to Child Protection Services (Raad voor de Kinderbescherming) or police immediately

Include times, dates and if possible send a copy to Child Protection Services (Raad voor de Kinderbescherming)

#### **Remember:**

- **Maintain confidentiality**
- **Ensure the person in charge follows up with Kinderbescherming**

## **APPENDIX 9**

### **Responding to Concerns About a Member of Staff or Volunteer**

This guide is designed to inform the most appropriate action in relation to concerns about a member of staff or volunteer within sport

If you are concerned about a member of staff:

Ensure the immediate safety of the child. Report concerns to the Compliance Officer (unless concerns relate to that person - see below)

Your club child protection officer will deal with it as a misconduct issue

If concerns remain, refer to the President of Touch Nederland who will decide how to handle the issue

If the allegation or concern relates to the Compliance Officer, refer to the President of Touch Nederland, who will decide how to handle the matter.

All matters may be referred to Child Protection Services (Raad voor de Kinderbescherming) or the police



# APPENDIX 10

## Incident Report Form

Name of child \_\_\_\_\_ Age/DoB \_\_\_\_\_

Parent/Carer's name \_\_\_\_\_

Home address \_\_\_\_\_

Telephone number \_\_\_\_\_

Are you reporting your own concerns or passing on those of someone else? Give details of witnesses.

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Brief description of the concerns: include date, time, location etc of specific incidents

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Any physical signs? Behavioural Signs?

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Have you spoken to the child? If so what was said?

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Have you spoken to the parent(s)? If so, what was said?

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Has anyone been alleged to be the abuser? If so give details, including the relationship with the child. Have you consulted with anyone else? Give details.

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Your name/position \_\_\_\_\_

To who reported and date of reporting? Give contact information for future reference

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Signature \_\_\_\_\_

Date \_\_\_\_\_

## APPENDIX 11

### Compliance Officer

Touch Nederland has a designated **Compliance Officer** who is responsible for dealing with any concerns about the protection of children.

Touch Nederland's will post the name of this person, their role/responsibilities and how they can be contacted on their website and on facebook. The Compliance Officer will ensure they are knowledgeable about the Child Protection Policy and that they have mastered all reporting procedures and have relevant contact information available at all times.

#### Role:

- Provide information and advice on child protection within the organisation
- Ensure that the organisation's child protection policy and procedures are followed and particularly to inform social services of relevant concerns about individual children
- Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing
- Liase with social services and other agencies as appropriate
- Keep relevant people within the organisation, particularly the President of Touch Nederland, informed about any action taken and any further action required
- Ensure that an individual case record is maintained of the action taken by the organisation, the liaison with other agencies and the outcome

# APPENDIX 12

## Sample Declaration Form

### Confidential: Declaration from all staff working with children and young people

Have you ever been convicted of a criminal offence?

YES \_\_\_ NO \_\_\_ (please tick)

If yes, please state below the date(s) and nature of Offence(s)

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NOTE: You are advised under the provision of the Rehabilitation of Offenders Act 1974 (Exception) Order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986 you should declare all convictions including 'spent' convictions.

Are you a person known to any social services department as being actual or potential risk to children?

YES \_\_\_ NO \_\_\_

If yes please supply details

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Have you had a disciplinary sanction (from a sport, or other organisation's governing body) related to child abuse?

YES \_\_\_ NO \_\_\_

If yes, please supply details

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Signed:

Date:

Mr/Mrs/Miss/Ms First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Any surname previously known by: \_\_\_\_\_

Address:

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Tel No: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

## APPENDIX 13

**VOG**