



SAFEGUARDING AND CHILD PROTECTION POLICY



Foreword

The safety and well-being of all of our young people is at the heart of everything we do at Greenhouse. The Greenhouse Board of Trustees recognises and values greatly the safety of our young people, taking full responsibility for ensuring that Greenhouse works tirelessly to ensure that best practice is implemented across all of the charity's operational, administrative and development activities without compromise. This policy, together with the accompanying good practice guidelines is a clear and unequivocal statement of intent that demonstrates our commitment to all of our young people, their families, our staff, our funders and supporters and all of the other key stakeholder partners from across the communities within which we work.

The development and communication of this policy and the good practice guidelines that accompany it, is the first step in providing everyone working as part of the Greenhouse team with a clear understanding of what is expected from them when working with our young people. To ensure awareness and understanding of the policy and the practical application of it to working practices at all levels, a programme of comprehensive training and development for all paid and voluntary members of our team will follow its publication. The Board of Trustees will also ensure that we not only continue to charge our team of people with employing all of the good practice guidelines and principles set out within the policy at all times, but also look to continue to develop and improve our policies and practices by constantly reviewing and updating our procedures as and when legislation or other reasons require it.

I would like to thank everyone for their continued commitment to the development of this core piece of our work. I now set down the challenge to everyone involved with Greenhouse to embrace the principles set out within it and continue to provide the highest quality safe, effective and child friendly environments within which our young people can reach their potential.

Michael de Giorgio (Founder and CEO)



Contents

Section 1: An Introduction to the Policy	
➤ Policy Statement	4
➤ Communication of the Policy	5
➤ Monitoring and Review	5
Section 2: Promoting Good Practice	
➤ Introduction	5
➤ Good Practice	5
➤ Coaching/Staff Ratios	7
➤ Changing Rooms	7
➤ Medical Treatment of Young People	8
➤ Poor Practice	8
Section 3: What is Child Abuse?	
➤ Introduction	9
➤ Types of Abuse	9
➤ Indicators of Abuse	10
➤ Use of Photographic/Filming Equipment	12
➤ Recording Images of Young People	12
➤ Publishing Images of Young People	12
➤ Use of Photographic/Filming Equipment by the Media	13
➤ Use of Photographic/Filming Equipment by Parents and Spectators	13
➤ Guidelines – Texting Young People	13
➤ Guidance – Emailing Young People	15
➤ Guidance – social networking websites	15
Section 4: Responding to Suspicions and Allegations	
➤ Introduction	16
➤ Receiving Evidence of Possible Abuse	16
➤ Recording Information	17
➤ Reporting the Concern	17
➤ Concerns outside the immediate environment	19
➤ Responding to suspicions and allegations process	19
➤ Confidentiality	20
➤ Internal Inquiries and Suspensions	20
Section 5: Recruiting and Selecting Personnel with Young People	
➤ Introduction	20
➤ Controlling Access to Young People	20
➤ Interview and Induction	21
➤ Training	21
For further reading:	23
Appendices:	
A Greenhouse Code of Conduct for Staff & Volunteers	24
B Overnight Consent and Emergency Information Form	26
C Accident Incident Form	29
D Participant Registration Form	31
E Incident Referral Report Form	33
F Social Services Referral Contact Details	35
G Reporting Procedure Flow Chart	38

1 Introduction to the Policy

Greenhouse is committed to the belief that all young people have a right to protection, and the needs of disabled young people and others who may be particularly vulnerable must be taken into account. Greenhouse is committed to ensure the safety and protection of all young people involved in our programmes through the operation of our Child Protection policies in line with standards in this document.

Greenhouse has a duty of care to safeguard from harm all young people involved in any programme and activity directly that we deliver. Greenhouse also has the responsibility to ensure that within all the programmes we deliver, any partner organisations must also have established policies and provide protection to young people.

Greenhouse is committed to devising and implementing policies so that everyone in the organisation whether they are paid staff or volunteers, accepts their responsibilities to safeguard young people from harm and abuse. This means to follow procedures to protect young people and report any concerns about their welfare to appropriate authorities.

The aim of the policy is to promote good practice, providing young people with appropriate safety/protection whilst in the care of Greenhouse and to allow all staff to make informed and confident responses to specific child protection issues.

A child/young person is defined as a person under the age of 18 (Children's Act 1989)

Within this policy, any person under the age of 18 will be classed as a young person or people.

1.1 Policy Statement

1.1.1 Greenhouse is committed to the following:

- the welfare of the young person is paramount
- that all young people, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in any Greenhouse activity in a fun and safe environment
- taking all reasonable steps to protect young people from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings
- that all suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately
- that all Greenhouse staff including self employed contractors or volunteers who work with young people will be recruited with regard to their suitability for that responsibility, and will be provided with guidance and training in good practice and child protection procedures
- to work in partnership with parents and young people to safeguard and protect all young people

1.2 Communication of the Policy

1.2.1 To ensure the successful implementation of this policy it is essential that we at Greenhouse communicate to our entire staff, partners, young people and their parents our commitment to safeguarding young people

In addition, access to the Policy is available to all staff, partners, parents, participants and the general public at large via the Greenhouse website. This ensures people have access to this information, and are able to understand how the policy will be implemented, and the process they should follow should an issue arise.

1.3 Monitoring and Review

1.3.1 The implementation of procedures will be regularly monitored and reviewed. The Head of Programmes will regularly report progress, challenges, difficulties, achievements gaps and areas where changes are required to the management committee.

The policy will be reviewed every 3 years or whenever there is a major change in the organisation or in relevant legislation.

2 Promoting Good Practice

2.1 Introduction

2.1.1 To provide young people with the best possible experience and opportunities at Greenhouse everyone must operate within an accepted ethical framework such as The Greenhouse Code of Conduct for Staff and Volunteers (Appendix A).

It is not always easy to distinguish poor practice from abuse. It is therefore NOT the responsibility of employees or participants at Greenhouse to make judgements about whether or not abuse is taking place. It is however their responsibility to identify poor practice and possible abuse and act if they have concerns about the welfare of the young person, as explained in section 4.

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

2.2 Good Practice

2.2.1 By promoting good practice the occurrence of abuse of young people should be reduced and this should also protect Greenhouse staff, thus reducing the likelihood of allegations arising. 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).

- If in the scenario of a 1:1 (mentoring) situation, give some thought before the meeting to the venue and environment where the meeting will take place. Avoid private, closed places; instead meet in an open, transparent space. If privacy is needed, make sure that the room/office has windows and is situated in a natural walkway. Always inform a colleague of your meeting.
- Make the experience of your sport or performing arts programme or session fun and enjoyable: promote fairness, confront and deal positively and pro-actively with bullying, harassment or any other inappropriate behaviour.
- Treat all young people equally and with respect and dignity.
- Always put the welfare of the young person first.
- 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 young person or to share a room with them).
- Avoid unnecessary physical contact with young people. Where any form of manual/physical support is required it should be provided openly and with the consent of the young person. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the young person's consent has been given.
- In extreme cases where a young person is becoming a danger to either themselves, other pupils or you; to be judged lawful the force of restraint used must be in proportion to the consequences it is intended to prevent.
- If appropriate, involve parents/carer's wherever possible, e.g. where young people need to be supervised in changing rooms, encourage parents who have undertaken a CRB check to take responsibility for their own child. If groups have to be supervised in changing rooms always ensure parents, coaches etc work in pairs. If in a school environment, liaise with the school to follow the school policy.
- Keep up to date with the technical skills, qualifications and insurance in sport.
- Never transport a young person unless in an emergency, in this case it is the coach's responsibility to contact the young person's parents, carers and Programme Manager before they transport the young person. If this incident does occur then transport the young person in the back seats of the car.
- For any trips or overnight stays, all staff must refer to the Greenhouse Trips Policy, which can be obtained from your Programme Manager, along with various other relevant 'Trips Documents'. When organising a trip, staff must ensure all young people complete the Overnight Consent and Emergency Information Form. (Appendix B)
- In the scenario where you are on a overnight stay with an under 18's team, there is potential where you might have a scenario where an 18 year old (adult) could possible share a room with a 16 or 17 year old. In this scenario, unless they are in the same 'school year', avoid this happening, unless you have received written parental/carer permission.
- Ensure that if mixed teams are taken away, they should always be accompanied by a male and female member of staff on overnight trips.



GREENHOUSE

- Ensure that at over night trips adults should not enter a young person's room unless it is absolutely a necessity, in this case, then enter the room with a colleague and leave the young person's door open. Never invite a young person to your room.
- Be an excellent role model, this includes not smoking or drinking alcohol in the company of young people.
- Always give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of the young person and do not risk sacrificing welfare in a desire for team or personal achievements. Avoid excessive training or competition and not pushing them against their will.
- Do not undertake any medical treatment on a young person, unless qualified to do so. Greenhouse may wish to secure written parental consent for its qualified members of staff to act in loco parentis, to give permission for the administration of emergency first aid or other medical treatment.
- Keep a written record of any injury that occurs, along with details of any treatment given. (Appendix C).
- All participants (outside of curricular sessions) must be registered using the Participant Registration Form and Parent Consent Form. (Appendix D)
- All staff must seek clarification from their managers regarding the appropriate risk assessment documents they should use for each activity / site / venue.

2.3 Coaching/Staff Ratios

2.3.1 All activities/events must comply with the ratios set by the relevant Governing Body or Performing Arts Organisation. Greenhouse staff will always try to adhere to these ratios, as well as consult with the appropriate host agency when working in a school setting, special education needs environment or with physically disabled young people.

2.3.2 A list of Governing Body ratios can be found in the 'Coaches Guide', which will support this policy.

2.4 Changing Rooms

2.4.1

- If possible young people should be supervised at all times in the changing rooms by two members of staff. If only one member of staff is available then it is recommended to position the member of staff by the door, with the door open (where appropriate) to supervise the young people.
- Adult staff should not change or shower at the same time using the same facility as young people.
- If you are involved in a mixed gender activity, separate facilities should be made available.
- If young people are uncomfortable changing or showering in public no pressure should be placed on them to do so. Encourage them to do this at home.

- If your activity/event has participants with disabilities involve them and their carers in deciding how they should be assisted and ensure they are able to consent to the assistance that is offered.
- No photographic equipment to be used in the changing room environment. This includes cameras, video cameras, and mobile phones with photographic capabilities.

2.5 Medical Treatment of Young People

2.5.1

- It is recommended that no young person should be treated in any situation where the young person is on his/her own in a treatment room with the door closed. It is Greenhouses policy that all treatment procedures should be 'open' i.e. the door remains open, parents are invited to observe treatment procedures and only undertaken by appropriately qualified members of staff.
- Prior to medical or health treatment being carried out on a young person, parental consent in the written form must be sought where appropriate.
- It is recommended that all treatment procedures are explained fully to the young person and verbal consent is given before they are carried out.
- It is recommended that if treating an area of the body which is potentially embarrassing to a young person (i.e. the groin) a suitable adult (ideally a parent) acting as a chaperone, must be present.
- It is important to maintain medical confidentiality and patient dignity at all times.

2.6 Poor Practice

2.6.1 The following should be avoided except in emergencies.

- Do not transport young people in your car unless in a medical emergency, even so, permission must be obtained by the young person's parents or carer beforehand.
- Avoid spending time alone with young people away from others.

If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of the Programme Manager or appropriate person from the school/activity/event and the young person's parents. For example, a young person sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a young person up at the end of a session. In all cases, such incidents should always be recorded.

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

- Unnecessarily spending excessive amounts of time alone with young people away from others.
- Taking young people alone in a car on journeys, however short.
- Taking young people to your home where they will be alone with you.
- Sharing a room with a young person.

- Engaging in rough, physical or sexually provocative games, including any forms of inappropriate behaviour.
- Allowing or engaging in inappropriate touching of any form.
- Allowing young people to use inappropriate language unchallenged.
- Making sexually suggestive comments to a young person, even in fun.
- Reducing a young person to tears as a form of control.
- Allowing allegations made by a young person to go unchallenged, unrecorded or not acted upon.
- Doing things of a personal nature that the young person can do for themselves.

2.6.3 If during your care you accidentally hurt a young person, the young person seems distressed in any manner, appears to be sexually aroused by your actions and/or if the young person misunderstands or misinterprets something you have done, report any such incidents as soon as possible to your Programme Manager as well as making a written note of it. If appropriate the Programme Manager should then inform the young person's parents of the incident.

3 What is Child Abuse?

3.1 Introduction

3.1.1 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 and is an abuse of power or a breach of trust. Abuse can happen to a young person regardless of their age, gender, race or ability.

The main types of abuse: **physical abuse, sexual abuse, emotional abuse, neglect and bullying**. The abuser may be a family member, someone the young person encounters in residential care or in the community, including sports and physical activities. Any individual may abuse or neglect a young person directly, or may be responsible for abuse because they fail to prevent another people harming the young person.

Abuse in all of its forms can affect a young person at any age. The effects can be so damaging that if not treated may follow the individual into adulthood

Young people 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

3.2.1 Physical Abuse: where adults physically hurt or injure a young person e.g. hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, and drowning. Giving young people alcohol or inappropriate drugs would also constitute child abuse.

In a sport or performing arts situation, physical abuse may occur when the nature and intensity of training disregard the capacity of the young person's immature and growing body.

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

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

3.2.3 Emotional Abuse: the persistent emotional ill treatment of a young person, likely to cause severe and lasting adverse effects on the young person's emotional development. It may involve telling a young person they are useless, worthless, unloved or inadequate. It may feature expectations of young people that are not appropriate to their age or development. It may cause a young person to be frightened or in danger by being constantly shouted at, threatened or taunted which may make the young person frightened or withdrawn.

In sport or the performing arts this may occur when the young person 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.

3.2.4 Neglect occurs when an adult fails to meet the young person's basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the young person's health or development. Examples of this could be; failing to provide adequate food, shelter and clothing, failing to protect from physical harm or danger, or failing to ensure access to appropriate medical care or treatment.

In sport or the performing arts this could occur when a coach does not keep the young person safe, or exposing them to undue cold/heat or unnecessary risk of injury.

3.2.5 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. There are four main types of bullying.

It may be physical (e.g. hitting, kicking, slapping), verbal (e.g. racist or homophobic remarks, name calling, graffiti, threats, abusive text messages), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group), or sexual (e.g. unwanted physical contact or abusive comments).

In sport or the performing arts bullying may arise when a parent or coach pushes the young person too hard to succeed, or a rival athlete or official uses bullying behaviour.

3.3 Indicators of Abuse

3.3.1 Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that a young person 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 young person describes what appears to be an abusive act involving them.
- Another young person or adult expresses concern about the welfare of a young person.
- Unexplained changes in a young person's behaviour e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper.
- Inappropriate sexual awareness or 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.
- Over-tiredness.
- Suicidal threats or behaviors.
- Displaying frequent unexplained minor injuries.

3.3.2 Signs of bullying include:

- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go training or enter 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.

3.3.3 It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place. It is **NOT** the responsibility of those working at Greenhouse to decide that child abuse is occurring. It **IS** their responsibility to act on any concerns by reporting any incident to your Child Protection Officer, (Programme Manager) as well as completing an Incident Referral Report Form (Appendix E).

3.4 Use of Photographic/Filming Equipment

3.4.1 There is evidence that some people have used sporting activities/events as an opportunity to take inappropriate photographs or film footage of young and disabled sports people in vulnerable positions. Therefore Greenhouse is committed to adhere to the appropriate guidelines detailed below.

3.5 Recording Images of Young People

3.5.1 There have been concerns about the risks posed directly and indirectly to young people through the use of photographs on web sites and publications.

3.5.2 Therefore, the following guidelines must be followed:

- All young people featured in photographs/recordings must be appropriately dressed for the activity they are undertaking.
- The photograph/recording should ideally focus on the activity, where possible images of young people should be recorded in small groups.
- Greenhouse staff will still be allowed to use video equipment as a legitimate coaching aid and means of recording special occasions with the written consent of parents/carers/young person.
- Care should be taken in the dissemination and storage of the material.

3.6 Publishing Images of Young People

- If a photograph/recording is used, personal details of young people such as e-mail address, home address and telephone numbers should never be revealed.
- Parental/guardian permission should always be received to take and use an image of a young person. This ensures that parents/carers are aware of the way the image of their child is representing the sport, performing arts activity or Greenhouse as an organisation. A Parent/Guardian photography permission question is included within the Participant Registration Form and can be distributed at the beginning of the season / programme. (Appendix D)
- Where a story concerns an individual, (e.g. their selection for representative side, triumph over adversity) particular attention should be paid to ensuring permission is gained from parent/guardian and young person to use a photograph/recording and relevant details.
- In order to guard against the possibility of a young person under a court order appearing on a website, the simultaneous streaming of images onto a website is not recommended. Delayed streaming also provides an opportunity for the editing of inappropriate clips (e.g. disarranged clothing). If video/film clips are delivered from your own server, that material can be downloaded.
- Apply an increased level of consideration to the images of youngsters used on websites. Simple technology features such as watermarking may dissuade third parties from using or attempting to access controlled imagery.

3.7 The use of Photographic/Filming Equipment by the media

3.7.1 There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young people. Therefore, the following guidelines will be followed:

- If professional photographers are commissioned or the press is invited to a sporting activity or event, it is important to ensure they are clear about expectations of them in relation to the welfare of young people.
- The photographer/camera person must have bona fide identification and be able to produce it on request.
- Participants and parents must be informed that a photographer/camera person will be in attendance at an event and ensure that they give written consent to both the taking and publication of films or photographs.
- Greenhouse will not allow unsupervised access to participants or one to one photo sessions at events/activities.
- Greenhouse will not approve/allow photo sessions outside the event/activity.

3.8 The use of Photographic/Filming Equipment by Parents/Spectators

3.8.1 If parents or other spectators are intending to photograph or video at an event they should also be made aware of the expectations:

- Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming.

3.8.2 In addition:

- Participants and parents should be informed that if they have concerns about inappropriate or intrusive photography/filming these should be reported to the event organiser or official and recorded in the same manner as any other child protection concern.
- Appropriate members of Greenhouse staff should approach and challenge any person taking photographs who has not made them known and/or registered with them. They might need to refer it to the local police force if this person continues to record images unauthorised.

3.9 Guidelines – Texting Young People

3.9.1 The Children Protection in Sport Unit (CPSU) has developed guidance on texting which has been adapted and is included within this policy. The use of text messaging to communicate with individual young participants increases the vulnerability of both the young person and (typically) the coach. However, there may be exceptional circumstances in which it is justified, subject to appropriate safeguarding considerations. Similarly group texts can be a useful means of contacting large numbers of participants to update them on information about an activity or sports session.

3.9.2 Guidelines for using Bulk (or Bundled) Text Messaging

1. The young people's mobile phone numbers should be stored in either a locked secure cabinet, or on an electronic system which is password protected, with access only available to the relevant staff that have undertaken enhanced CRB checks. (The mobile phone numbers should not be shared with anyone else).
2. All text messages must be sent via a bundle to a group of young people i.e. the same standard text message being sent to every member of the group. The

text messaging system should never be used to send text messages on an individual basis (i.e. to just one person), or to less than 5 people.

3. All text messages sent must make it clear to the young people receiving it that Greenhouse has sent the message, rather than simply giving the mobile phone number that the system uses to send the message.
4. Young people should not be given the opportunity to text back to the system; it should only be used as a one-way communication channel.

3.9.3 Guidelines for Texting Individual Young People

1. The decision to use text messaging should not be made by a coach in isolation, and should be discussed and agreed with the relevant Programme Manager. This will ensure that Greenhouse's safeguarding expectations and requirements can be clarified, and an undertaking given by the coach to comply with them.
2. In circumstances where this guidance is being developed and applied retrospectively, Greenhouse should take steps to identify where texting is already being used by staff to communicate with young people, and to ensure that these guidelines are both effectively communicated to and agreed with all parties.
3. The content should relate solely to sport or performing art. Messages should reflect the professional relationship between the Greenhouse member of staff and young person, and that member of staff's position of trust. Text messages and mobile phones must never be used for any other reason or in any other way.
4. Young people should not be encouraged to text back; ideally it should only be used as a one-way communication channel. Young people should be made aware that if or when they choose or need to text the coach (for example to confirm attendance or advise on a travel delay), they should ensure that the content of messages relates only to matters relevant to the activity, and that they are (like the member of staff) required to copy in either a parent or the identified moderator (e.g. Programme Manager) to all communications.

3.9.4 Guidelines – for Texting by both Bulk and Individual Young People

1. Only staff that have been through relevant safeguarding checks (e.g. enhanced level CRB checks and references) should use and have access to the text messaging system. Ideally these staff should also have undertaken a recognised safeguarding training (e.g. sports coach UK 'Safeguarding & Protecting Children' workshop or an equivalent).
2. The numbers of staff with access to the system, particularly data relating to young people, should be kept to a practical minimum, and their details recorded and maintained by Greenhouses Head of Programmes. A record should be made of the mobile phone number/s which will be used to send the texts – ideally for bulk texts, this should be a single number used consistently.
3. Consent must be obtained prior to sending the young people text messages:
 - For young people aged 15 or under, specific consent must be obtained from their parents via a consent form.
 - Parents of younger children should be offered the option to be copied into any texts their child will be sent.

- Although parental consent is not required for young people aged 16 and over, written consent must be obtained from these individuals themselves. Please note that for the over 16's. (It is still recommended that their parents are also informed of the intention to send their children text message, the reason for this, is to show that Greenhouse has taken steps to ensure their child's safety in this respect).

4. The text messages which are sent must never contain any offensive, abusive or inappropriate language.

5. All of the text messages sent should include a sentence at the bottom which provides the young people with the opportunity to unsubscribe.

6. All text messages sent to young people should also be sent to the relevant Programme Manager to act as a moderator. Hence, it is essential that the moderator's mobile phone number is included in every 'communication group' that is set up that is relevant to them.

7. Consideration will be given to initiating Greenhouses child protection and disciplinary procedures should any breaches of this protocol arise, including consultation with or referral to statutory agencies if indications of illegal activity (e.g. grooming for abuse) come to light.

3.9.5 Guidance – Emailing Young People

For young people the safeguarding risks associated with email include:

- Inappropriate access to, use or sharing of personal details.
- Unwanted contact with young people by adults with bad intent.
- Being sent offensive or otherwise inappropriate material.
- Online bullying by peers.
- Grooming for sexual abuse.
- Direct contact and abuse.

For adults involved risks include:

- Misinterpretation of their communication with young people.
- Potential investigation (internal or by statutory agencies).
- Potential disciplinary action.

In order to safeguard both the member of staff sending out the emails and the young person receiving them, Greenhouse will adopt the same guidelines as outlined in section 3.9.4.

3.9.6 Guidance – social networking websites

Social networking services allow users to create their own content and share it with a vast network of individuals, sometimes referred to as online communities. People from all over the world can meet and share interests online. There are several hundred social networking services.

Information about an event or campaign messages can be dissipated virally amongst supporters within online communities. Greenhouse will give careful consideration to the use of social media outlets and balance the benefits of

creativity, spontaneity and immediacy of the communication with the potential risks, including the risks to young people.

Potential risks can include, but are not limited to:

- Bullying by peers and people they consider 'friends'.
- Posting personal information that can identify and locate a young person offline.
- Sexual grooming, luring, exploitation and abuse contact with strangers.
- Exposure to inappropriate and/or content.
- Involvement in making or distributing illegal or inappropriate content.
- Theft of personal information.
- Exposure to information and interaction with others who encourage any forms of self harm.
- Exposure to racist or hate material.
- Encouragement of violent behavior, such as 'happy slapping'.
- Glorifying activities such as drug taking or excessive drinking.
- Physical harm to young people in making video content, such as enacting and imitating stunts.
- Risk taking activities.
- Leaving and running away from home as a result of contacts made online.

It is Greenhouses policy that no member of staff should be participating with any young person in any 'player to player' remote gaming.

3.9.7 The Child Protection in Sport Unit has developed good practice guidelines for social networking sites which Greenhouse will commit to:

1. That Greenhouse will understand the safety aspects including what is acceptable and unacceptable behavior on a social networking service.
2. That Greenhouse will follow relevant legislation and good practice guidance when engaging with social media companies.
3. That Greenhouse will engage with social networking companies (e.g. Facebook, Bebo or MySpace) to ensure that they adhere to relevant legislation and good practice guidelines.
4. That Greenhouse will ensure that online safeguarding issues are fully integrated into their existing safeguarding strategy, policies and procedures.

4 Responding to Suspicions and Allegations

4.1 Introduction

4.1.1 It is not the responsibility of anyone working at Greenhouse in a paid or unpaid capacity 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 people and authorities so that the necessary inquiries and actions are followed to protect the young person.

4.2 Receiving Evidence of Possible Abuse

4.2.1 Greenhouse staff may become aware of possible abuse in various ways. Greenhouse staff may see it happening, may suspect it happening because of signs that have picked up on, or may have it reported by someone else or directly by the young person affected.

4.2.2 When a young person reports directly to a Greenhouse member of staff, it is particularly important for the member of staff to respond appropriately. If a young person says or indicates that they are being abused, staff should:

- **Stay calm** so as not to frighten the young person.
- **Reassure** the young person that they are not to blame and that it was right to tell.
- **Listen** to the young person, 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. (The law is very strict and child abuse cases have been dismissed where it is felt that the young person has been led and ideas have been suggested when questioning). Only ask questions to clarify.
- **Inform** the young person that you have to inform other people about what they have told you. Tell the young person this is to help stop the abuse continuing.
- **Safety of the young person** is paramount. If the young person needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection issue.
- **Record** all information on the Incident Referral Form. (Appendix E)
- **Report** the incident to your Greenhouse Programme Manager.

4.3 Recording Information

4.3.1 To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. (Appendix E) 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.

4.3.2 Information should include the following:

- The young person name, age and date of birth.
- The young person's home address and telephone number.
- Whether or not the person making the report is expressing their concern or someone else's.
- 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 young person's account, if it can be given, of what has happened and how any bruising/injuries occurred.
- Have the parents been contacted? If so what has been said?
- Has anyone else been consulted? If so record details.
- Has anyone been alleged to be the abuser? Record details.

4.4 Reporting the Concern

4.4.1 All suspicions and allegations **MUST** be reported appropriately. It is recognised that strong emotions can be aroused particularly in cases where sexual abuse is suspected or where there is misplaced loyalty to a colleague. It is important to understand these feelings but not allow them to interfere with your judgement about any action to take.

4.4.2 Greenhouse expects its members of staff to discuss any concerns they may have about the welfare of a young person immediately with their Programme Manager and subsequently to check that appropriate action has been taken.

4.4.3 If the Greenhouse Programme Manager is not available then the Head of Programmes should be contacted. In a case where both of these persons cannot be contacted then you should take responsibility and seek advice from either a member of senior management team staff at Greenhouse, the NSPCC helpline, your local social services department or the police. (Greenhouse will ensure all coaches have the relevant numbers stored in their mobile phones). (Appendix F)

4.4.4 A reporting procedures flow chart can be found in (Appendix G). Where there is a complaint against an employee or volunteer, 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 Greenhouse will be involved.

Greenhouse are not child protection experts and it is not responsible 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.

Social services have a legal responsibility under The Children Act 1989 to investigate all child protection referrals by talking to the young person and family (where appropriate), gathering information from other people who know the young person and making inquiries jointly with the police.

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

4.4.5 Any suspicion that a young person has been abused by an employee or a volunteer should be reported to your Programme Manager who will take appropriate steps to ensure the safety of the young person in question and any other young people who may be at risk. This will include the following:

- Greenhouse will refer the matter to social services department.
- The parent/carer of the young person will be contacted as soon as possible following advice from the social services department.
- The Head of Development should be notified to decide who will deal with any media inquiries and implement any immediate disciplinary proceedings if needed.
- If applicable, the Head of HR should notify the relevant sport's governing body.
- If the Programme Manager is the subject of the suspicion/allegation the report must be made to Head of Programmes or an appropriate member of senior management team who will refer the matter to social services department.

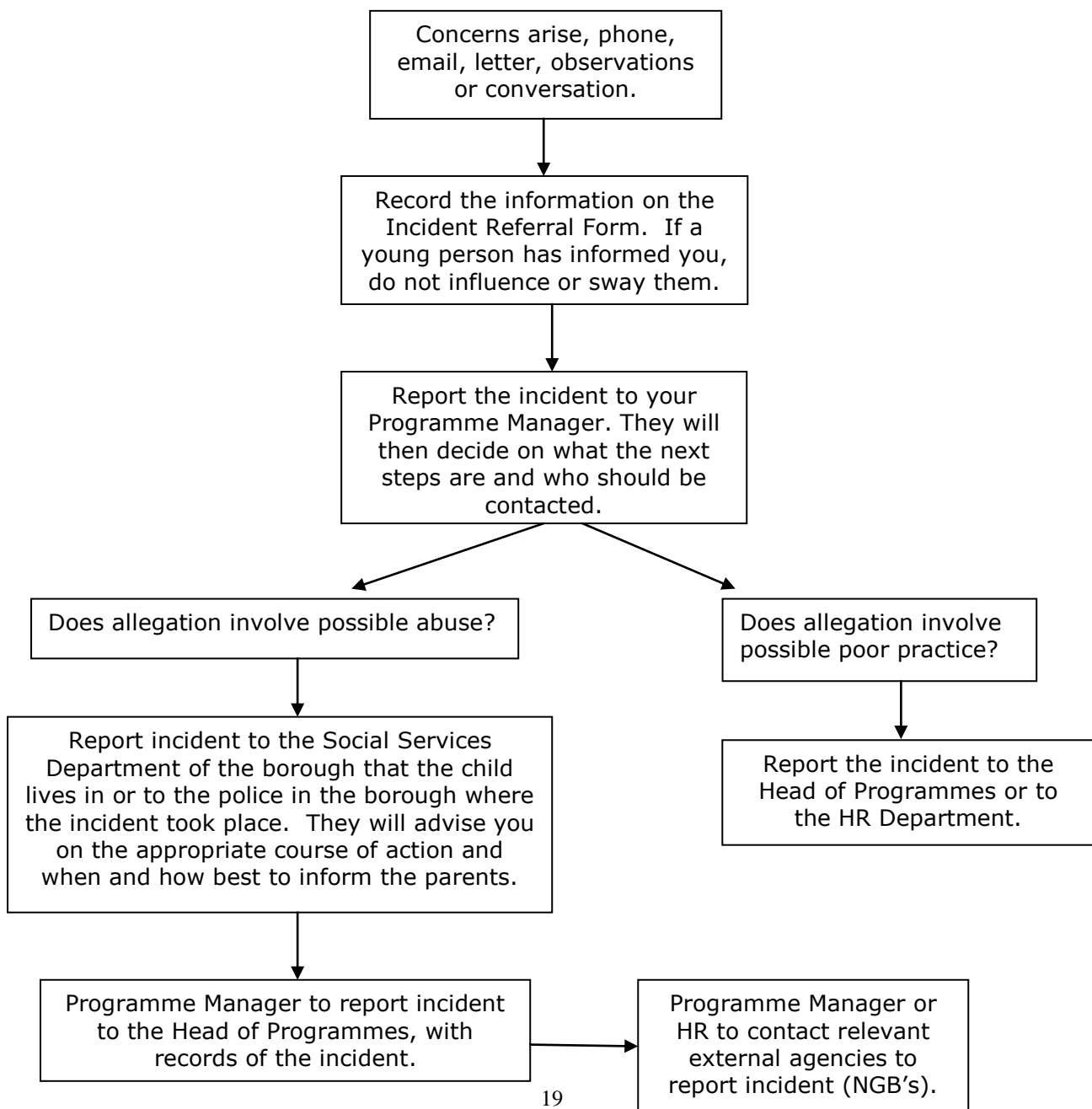
4.4.6 Allegations of abuse can be made sometime after the event. When such allegations are made, you should follow the same procedures and have the matter reported to social services. This is because other young people may be at risk from the alleged abuser. Anyone who has a previous conviction for offences related to abuse against children is automatically excluded from working with young people.

4.5 Concerns outside the immediate environment

4.5.1

- Report your concerns to your Programme Manager.
- If the Programme Manager 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 Greenhouse Programme Manager/Head of Programmes will decide how to inform the parents/carers.
- If appropriate, the Head of HR should report the incident to the relevant National Governing Body. The Governing Body should ascertain whether or not the person/s involved in the incident plays a role in the organisation and act accordingly.
- Maintain confidentiality on a need to know basis.

4.6 Responding to suspicions and allegations process



4.7.1 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:

- Social Services/police.
- The parents of the young person.
- The Greenhouse Programme Manager
- The Greenhouse Head of Programmes
- The person making the allegation
- The alleged abuser (and parents if the alleged abuser is a young person).
- Seek Social Services advice on who should approach the alleged abuser.

4.7.2 All information should be given to the Head of Programmes and stored in a secure place with limited access to designated people, in line with data protection laws.

4.8 Internal Inquiries and Suspension

4.8.1

- The Greenhouse Programme Manager and the relevant Senior Management Team member will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.
- Irrespective of the findings of the social services or police inquiries, the Greenhouse HR Department will assess all individual cases to decide whether a member of staff can be reinstated and how this can be sensitively handled. This may be a difficult decision; especially where there is insufficient evidence to uphold any action by the police. In such cases the HR Department must reach a decision based upon the available information which could suggest that on the balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

5 Recruiting and Selecting Personnel with Young People

5.1 Introduction

5.1.1 It is important that all reasonable steps are taken to prevent unsuitable people from working with young people. This applies equally to paid staff and volunteers, both full and part time. To ensure unsuitable people are prevented from working with young people the following steps should be taken when recruiting.

5.2 Controlling Access to Children

5.2.1

- All staff and volunteers should complete an application form. The application form will elicit information about the applicants past and a self disclosure about any criminal record.
- Consent should be obtained from the applicant to seek information from the Criminal Records Bureau or overseas police authorities, if applicable.

- Two confidential references, including one regarding previous work with young people should be obtained. These references MUST be taken up and confirmed in writing before the person starts.
- When recruiting young volunteers, Greenhouse understands that a young person may be unable to provide two work related references; so in this case, the references can come from a different source. (will be reviewed by the Volunteer Manager)
- Evidence of identity (passport or driving licence with photo); in the case of a Young Volunteer, the evidence will be reviewed by the Volunteer Manager.
- No member of staff (paid or unpaid) will be allowed to commence working with young people or undertake work indirectly linked to young people (i.e. access to a young persons personal information) until their CRB and/other relevant disclosures have been received and reviewed by the relevant staff (HR team or Volunteer Manager)

5.3 Interview and Induction

5.3.1 All employees and volunteers will be required to undertake an interview carried out to acceptable protocol and recommendations. All staff should receive formal or informal induction during which:

- A check should be made that the application form has been completed in full, including sections on criminal records and self disclosures.
- Their qualifications should be substantiated.
- The job requirements and responsibilities should be clarified.
- They should sign up to the organisation's Code of Conduct for Staff and Volunteers.
- Child Protection Procedures are explained and training needs identified e.g. basic child protection awareness.

5.4 Training

5.4.1 In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff to:

- Analyse their own practice against what is deemed good practice, and to ensure their practice is likely to protect them from false allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice and/or abuse.
- Respond to concerns expressed by a young person.
- Work safely and effectively with young people.

5.4.2 Greenhouse requires:

- All staff who have access to young people (directly or indirectly) to undergo a CRB check.
- All staff to undertake relevant child protection training (depending on their involvement) or undertake a form of home study, to ensure their practice is exemplary and to facilitate the development of positive culture towards good practice and child protection.
- All staff to 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.
- All coaches and leaders should have an up to date first aid qualification.



GREENHOUSE

Declaration

On behalf of GREENHOUSE we, the undersigned, will oversee the implementation of the Child Protection Policy and take all necessary steps to ensure it is adhered to.

Signed:

.....

Name:

Name:

.....

Position within Greenhouse:

Position within Greenhouse:

.....

Date:

Date:

.....

For further reading:

Earle, C (2003) How to Coach Children in Sport. sports coach UK

McInulty, K (2006) 'Creating a Safe Environment for Children in Sport: Scottish Governing Bodies Child Protection Guidelines' 2nd edition

NSPCC Child Protection in Sport Unit (2006) 'Strategy for Safeguarding Children and Young People in Sport', NSPCC National Training Centre

sports coach UK (2005) Code of Practice for Sports Coaches (leaflet), Coachwise Ltd

sports coach UK (2005) Safe and Sound (leaflet), Coachwise Ltd

sports coach UK/NCF and the NSPCC (2006) (Fourth edition) Safeguarding and Protecting Children: a guide for sportspeople, Coachwise Ltd

sports coach UK (revised 2010) Equity in Your Coaching, Coachwise Ltd

sports coach UK (2003) How to Coach Children in Sport, Coachwise Ltd

sports coach UK (2006) How to Coach Sports Safely, Coachwise Ltd

sports coach UK (2003) How to Coach Disabled People in Sport, Coachwise Ltd

sports coach UK (revised 2003) The Successful Coach: guidelines for coaching practice, Coachwise Ltd



PRINCIPLE: RIGHTS

STATEMENT – All staff & volunteers must respect and champion the rights of every individual to participate in sport & performing arts.

ISSUES – All staff & volunteers should

- assist in the creation of an environment where every individual has the opportunity to participate in a sport or performing arts activity of their choice
- create and maintain an environment free of fear and harassment.
- recognise the rights of all performers to be treated as individuals.
- recognise the rights of performers to confer with other coaches and experts.
- promote the concept of a balanced lifestyle, supporting the well-being of the performer both in and out of the sport or performing arts programme.
- Treat all individuals in sport and/or performing arts with respect at all times.

ACTIONS:

- Do not discriminate on the grounds of gender, marital status, race, colour, disability, sexual identity, age, occupation, religious beliefs or political opinion.
- Do not condone or allow to go unchallenged any form of discrimination.
- Do not publicly criticise or engage in demeaning descriptions of others.
- Be discreet in any conversations about participants, coaches or any other individuals.
- Communicate with and provide feedback to participants in a manner which reflects respect and care.

PRINCIPLE: RELATIONSHIPS

STATEMENT – All staff & volunteers must develop a relationship with participants based on openness, honesty, mutual trust and respect.

ISSUES – All staff & volunteers:

- must not engage in behaviour that constitutes any form of abuse (physical, sexual, emotional, neglect, bullying).
- should promote the welfare and best interests of the participant(s).
- should avoid sexual intimacy with performers either while coaching them or in the period of time immediately following the end of the relationship.
- must take action if they have a concern about the behaviour of an adult towards a child.
- should empower performers to be responsible for their own decisions.
- should clarify the nature of the support or coaching services being offered to performers.
- should communicate and cooperate with other organisations and individuals in the best interests of performers.

ACTIONS:

- Be aware of the physical needs of participants, especially the developmental stage and needs of children and young people, and ensure that training loads and intensities are appropriate.
- Ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines (provided by governing bodies [GBs] of sport or performing arts) with the participant's full consent and approval.
- Do not engage in any form of sexually related contact with any participants for whom they have responsibility. This is strictly forbidden as is sexual innuendo, flirting or inappropriate gestures and terms. All adults are in a position of power and trust in relation to participants. By entering into an intimate/sexual relationship with a participants, an adult may be deemed guilty of abusing this position and, in relation to children and young people, this may also be unlawful.
- Inform parents or guardians immediately if you are at all concerned about the welfare of a child, unless there are concerns that this would not be in the interests of the child.
- Know and understand the relevant child protection/safeguarding policies and procedures in this regard and adhere to them.
- Follow the reporting procedures laid down by the GB or employer if you have a concern – non-action is unacceptable.
- Arrange to transfer a participant to another coach if it is clear that an inappropriate or intimate relationship is developing.
- Discuss with parents and other interested parties the potential impact of the programme on the participant.
- Respect participants' opinions when making decisions about their participation in their sport or performing arts.
- Encourage participants to take responsibility for their own development and actions.
- Allow participants to discuss and participate in the decision-making process.
- Discuss and agree with participants what information is confidential.
- Inform participants or their parents/guardians of the requirements of the sport or performing arts programme.
- Inform participants or their parents/guardians of any potential costs involved in accessing the coaching services on offer.
- Be aware of and communicate on any conflict of interest as soon as it becomes apparent.
- Identify and agree with performers which other experts or organisations could offer appropriate services.



PRINCIPLE: RESPONSIBILITIES – PERSONAL STANDARDS

STATEMENT – All staff must demonstrate proper personal behaviour and conduct at all times.

ISSUES – All staff & volunteers:

- must be fair, honest and considerate to performers and others in their sport or performing arts programme.
- should project an image of health, cleanliness and functional efficiency.
- must be positive role models for participants at all times.

ACTIONS:

- Operate within the rules and the spirit of your sport or performing arts programme.
- Educate participants on issues relating to the use of performance-enhancing drugs in sport & physical activity and cooperate fully with UK Sport and GB policies.
- Maintain the same level of interest and support when a participant is sick or injured.
- Display high standards in use of language, manner, punctuality, preparation and presentation.
- Encourage participants to display the same qualities.
- Do not smoke, drink alcohol or use recreational drugs before or while coaching or working with young people. This reflects a negative image and could compromise the safety of your participants.
- Display control, respect, dignity and professionalism to all involved in your sport or performing arts programme.

PRINCIPLE: RESPONSIBILITIES – PROFESSIONAL STANDARDS

STATEMENT - To maximize benefits and minimise the risks to performers, all staff & volunteers must attain a high level of competence through qualifications and a commitment to ongoing training that ensures safe and correct practice

ISSUES – All staff & volunteers will:

- ensure that the environment is as safe as possible, taking into account and minimising possible risks
- promote the execution of safe and correct practice
- be professional and accept responsibility for their actions
- make a commitment to providing a quality service to their participants
- actively promote the positive benefits to society of participation in sport or performing arts, including the positive contribution sport or performing arts can make to achieving improved outcomes for children and young people
- contribute to the development of coaching as a profession by exchanging knowledge and ideas with others and by working in partnership with other agencies and professionals
- gain GB coaching qualifications appropriate to the level at which they coach.

ACTIONS:

Follow the guidelines of your GB or employer.

- Plan all sessions so they meet the needs of the participants and are progressive and appropriate.
- Maintain appropriate records of your participants.
- Recognise and accept when it is appropriate to refer a participant to another coach or specialist.
- Seek to achieve the highest level of qualification available.
- Demonstrate commitment to Continuing Professional Development (CPD) by undertaking/attending learning opportunities to maintain up-to-date knowledge of technical developments in your sport or performing arts programme.
- Undertake/attend CPD opportunities to maintain up-to-date knowledge and understanding of other issues that might impact on both you and your participants
- Be aware of the social issues and how your sport or performing arts activity can contribute to local, regional or national initiatives.
- Actively participate in recruitment and education opportunities in your sport or performing arts programme.
- Actively contribute to local, regional and national initiatives to improve the standards and quality of coaching both in your sport/performing arts activity and sport/performing arts in general.
- Practice in an open and transparent fashion that encourages other coaches/staff to contribute to or learn from your knowledge and experience.
- Engage in self-analysis and reflection to identify your professional needs.
- Seek CPD opportunities to develop your coaching skills and competencies and update your knowledge.
- Manage your lifestyle and coaching commitments to avoid burnout that might impair your performance.
- Do not assume responsibility for any role for which you are not qualified or prepared.
- Do not misrepresent your level of qualification.



Participant's Personal Information for Trips

First Name: _____ Surname: _____

Middle / Other names: _____ Name known by: _____

Date of Birth: _____ Sex: *M / F*

Home address: _____

Post code: _____

Home contact number: _____ Mobile number: _____

E-mail address: _____

Passport information:

Does your child have a passport: Yes / No If yes, please provide details below

Nationality: _____ (What country's passport is it?)

Passport No: _____ Expiry Date: _____

Are there enough blank pages in the passport? (At least 2 pages) Yes / No
Please attach a copy of your child's passport if you are able to

School information:

Name of school/club: _____

Name of Greenhouse coach: _____

Uniform sizes:

Shirt: _____ Shorts: _____ Tracksuit: _____

Monitoring information:

Has your child ever travelled on a long haul flight: Yes / No

If yes to which countries: _____

What is the longest your child has ever been away from their parents?
(Please circle the appropriate option)

a) Only a couple of day b) one week c) two weeks d) more than two weeks e) never



Medical Information

My child's National Health Service Number is:

Doctor where child is registered at: Name: _____

Contact number: _____

List any medication that your child takes and the reason for taking it.

List of medication:

Reason

List any allergies including food allergies your child has:

Please provide information regarding any dietary requirements your child may have for the trip:

Emergency Contact Details

During the event my primary contact details will be:

Dates: _____ Name: _____

Telephone No: _____ Mobile No: _____

Address: _____

During the event my secondary contact details will be:

Dates: _____

Name: _____

Telephone No: _____ Mobile No: _____



Address:

Emergency contact name of a relative: _____

Telephone No: _____ Mobile No: _____

Relationship to child: _____

Collection of Child

I *will/will not* collect my child from *their school/airport* after the trip.

Signature of parent/guardian: _____

Name in full: _____

Date: _____

Parental Consent for Trip

I give permission for the above named child to attend the (please state the name of the event) _____ on (date(s)) _____

In the event of illness or an accident requiring emergency treatment, I authorise _____ (Name of Trip Organiser) to sign a written form of consent, required by hospital authorities, on my behalf if the delay required to obtain my own signature were considered inadvisable by the doctor/surgeon concerned.

Signature of parent/guardian: _____

Name in full: _____ Date: _____

Photo Consent

I hereby *agree/do not agree* for my child's photo to be used in all Greenhouse publications and on the Greenhouse website.

Signature of parent/guardian: _____

Name in full: _____

Date: _____

APPENDIX C - Accident/Incident Report Form



Name of person in charge of session/competition

Site where incident/accident took place

Date of incident/accident

Name of injured person

Address of injured person

Nature of incident/injury and extent of injury

Give details of how and precisely where the incident took place.

Give full details of action taken during any first aid treatment and the name(s) of first-aider(s).

Were any of the following contacted?

- | | | |
|----------------|------------------------------|-----------------------------|
| Parents/carers | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Police | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Ambulance | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

What happened to the injured person following the incident/accident?
E.g., carried on with session, went home, went to hospital etc.

**All of the above facts are a true record of the
accident/incident**

Signed:

Date:

ONCE YOU HAVE PROPERLLY DEALT WITH THE INJURED PARTY AND THEN
COMPLETED THIS FORM, PLEASE INFORM YOUR PROGRAMME MANAGER OF THE
INCIDENT

APPENDIX D – Participant Registration Form



<<Programme name>>: PARTICIPATION FORM

What is this form?

Greenhouse is a charity that works to help young people develop positive life skills through sport & performing arts in schools and community clubs. Your child has an opportunity to become a participant on one of our programmes and therefore we seek your consent for him/ her to register and participate.

We register all participants to ensure we employ high standards in child protection and health and safety at all times. This information is used for the following reasons only:

- To monitor and evaluate the work we do with all of our young people;
- To ensure that we have your correct personal information and emergency contact details;
- To ensure we have parental consent for your child to attend and be registered;
- To collect evidence about the young people we work with so that we can apply for funding.

Please note your child will only be allowed to continue participating after the 3rd coaching session provided we have a consent form from parents/guardians.

Where will your details be kept?

The Greenhouse participant database will keep a record of all your information. It is held on a secure, password-protected site and is only accessed by head office staff and coaches. We do not allow anyone else to access the database. It is impossible for the database to be stored on a CD or USB device, minimising the risk of any accidental loss of data. All information is stored and processed in accordance with the Data Protection Act 2004.

By completing and signing this consent form, parents or guardians give permission for their child's personal details to be held and processed on our database.

For more information please visit www.greenhousecharity.org

First Name: _____ **Surname:** _____

Address: _____

Post Code: _____ E-mail: _____

Mobile: _____ Date of Birth: / / Gender: M F

School Year in '10-11: _____ School name: _____

Emergency contact name: _____ Relationship: _____

Address (if different to above): _____

Post code: _____ Contact Telephone Number: _____



Transforming young lives through sport & performing arts

GREENHOUSE
Unit 2D Woodstock Studios,
36 Woodstock Grove, London, W12 8LE
T 0208 576 6118 F 0208 746 0925
www.greenhousecharity.org
mail@greenhousecharity.org
Greenhouse Schools Project Ltd
Registered Charity No. 1098744
Company Registration No. 4600790

Does the participant have a disability? Y / N (Delete as appropriate)

Please state the disability: Does the participant have any medical conditions/allergies (please state):

Ethnic background	Please tick		Please tick
White British		Black/Black British (African)	
White Irish		Black/Black British (Caribbean)	
Eastern European		Other Black / Black British	
Other European		Indian	
Other White		Pakistani	
White & Black African		Bangladeshi	
White & Black Caribbean		Other Asian/ Asian British	
White & Asian		Chinese	
Other ethnic background			

Ethnicity based on the ethnic categories of the census conducted in England and Wales on 29 April 2001.

I hereby grant permission for my child to become a participant on Greenhouse programmes and for my child's personal details to be used by Greenhouse for the purposes of participation monitoring and evaluation in accordance with the information outlined on this form. Additionally, I also grant permission for Greenhouse to store my child's personal details on its participant database and to use that database to track progress and monitor participation on Greenhouse activities.

Consent of Parent or Guardian:

Signed: _____ **Date:** ___/___/___

Video and photography

Occasionally, Greenhouse take video and photography to use to promote our programme in schools, with funders, online and in newsletters, in the media and other ways to promote the work we do.

I hereby grant permission to Greenhouse to take photography and / or video footage of my child (including conducting short interviews) when participating on Greenhouse lead activities for the purposes of promoting the charity's sports and arts programmes. In accordance with Greenhouse's safeguarding and protecting children policy, I do so on the basis that my child's identity (name or personal details) will not be published or made known alongside any photography or video footage.

Consent of Parent or Guardian:

Signed: _____ **Date:** ___/___/___

APPENDIX E - Incident Referral Report Form



Your name:		
Your position in organisation:		
Contact Tel No's: Home:	Mobile:	Work:
Address:		
Email:		
Young Person's name:		
Address:		
Date of Birth:	Male or female?	
Parent / carers name:		
Does the young person have a disability ? : If so, please detail:		
Date and time of the incident:		
Your observations:		
Exactly what the child or vulnerable adult say and what you said ((Remember, do not lead the child or vulnerable adult – record actual details. Continue on separate sheet if necessary)		
Action taken so far:		

Information on the alleged abuser:	
Have you contacted any external agencies yet? If so please complete below.	
Social services	Name and contact number: Date and time: Details of advice received:
Police	Name and contact number: Date and time: Details of advice received:
Local Authority	If yes – which: Name and contact number: Date and time: Details of advice received:
NGB	If yes – which: Name and contact number: Date and time: Details of advice received:
Other	Which: Name and contact number: Details of advice received:
Signature: Print name:	Date:

Once you have completed this form, please make sure that you then forward it onto to your Programme Manager (CPO), who will then pass it on to the Head of Programmes



APPENDIX F - Social Services Referral Contact Numbers

Barking & Dagenham:

Telephone: 020 8227 3852 / 3882 / 3860

Out of hours: 020 8594 8356

Barnet:

Telephone: 020 8359 4066 / 4097

Out of hours: 020 8359 2000

Bexley:

Telephone: 01322 356 302

Out of hours: 020 8303 7777

Brent:

Telephone: 020 8937 1200

Out of hours: 020 8863 5250

Bromley:

Telephone (west of the borough): 020 8461 7050

Telephone (east of the borough): 020 8461 7379

Out of hours: 020 8464 4848

Camden:

Telephone: 020 7974 6666

Telephone (north of the borough): 020 7974 6600

Telephone (south of the borough): 020 7974 4094

Out of hours: 020 7278 4444

Croydon:

Telephone: 020 8239 4494

Out of hours: 020 8726 6400

Ealing:

Telephone: 020 8825 8000

Out of hours: 020 8825 8000

Enfield:

Telephone: 020 8379 2483

Out of hours: 020 8379 1000

Greenwich:

Telephone: 020 8921 3172

Out of hours: 020 8854 8888

Hackney & City:

Telephone: 020 8356 5500

Out of hours: 020 8356 5546

Hammersmith and Fulham:

Telephone: 0845 753 5392

Out of hours: 020 8748 8588



Haringey:

Telephone: 020 8489 4592 / 4582 / 5652 / 5762

Out of hours: 020 8348 3148

Harrow:

Telephone: 020 8863 5544

Out of hours: 020 8424 0999

Havering:

Telephone: 01708 433 222

Telephone: (Children in Need Team One) 01708 433 533

Telephone (Children in Need Team Two) 01708 433 066

Out of hours: 01708 433 999

Hillingdon:

Telephone: 01895 250 200

Out of hours: 01895 250 111

Hounslow:

Telephone: 020 8583 3456

Telephone: (for Isleworth, Heston, Central Hounslow, Brentford and Chiswick) 020 8583 3400

Telephone: (for Bedfont, Cranford, West Hounslow, Feltham and Hanworth) 020 8583 3200

Out of hours: 020 8583 2222

Islington:

Telephone: 020 7527 7000

Out of hours: 020 7226 0992

Kensington and Chelsea:

Telephone: 020 7361 3013

Out of hours: 020 7737 3227

Kingston Upon-Thames:

Telephone: 020 8547 6587

Out of hours: 020 8770 5000

Lambeth:

Telephone: 020 7926 6508

Out of hours: 020 7926 1000

Lewisham:

Telephone: 020 8314 6294

Out of hours: 020 8314 6000

Merton:

Telephone: 020 8545 4226 / 4227

Out of hours: 020 8770 5000



Newham:

Telephone: 020 8430 2000 (ext. 88004)

Out of hours: 020 8552 9587

Redbridge:

Telephone: 020 8708 3885

Out of hours: 020 8553 5825

Richmond:

Telephone: 020 8891 7969

Out of hours: 020 8744 2442

Southwark:

Telephone: 020 7525 1921

Out of hours: 020 7525 5000

Sutton:

Telephone: 020 8770 4343

Out of hours: 020 8770 5000

Tower Hamlets:

Telephone: 020 7364 5606 / 5601

Out of hours: 020 7364 4079

Waltham Forest:

Telephone: 020 8496 2317

Out of hours: 020 8496 3000

Wandsworth:

Telephone: 020 8871 6622

Out of hours: 020 8871 6000

Westminster:

Telephone: 020 7641 7560

Out of hours: 020 7641 6000

APPENDIX G - Reporting Procedure Flow Chart

