

West of England Billiards & Snooker Foundation



*Billiards & Snooker for All
Serving the Community Since 2004*

Safeguarding Children and Young People Procedure

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*This procedure is reviewed annually and any amendments made will be shown in **bold underlined**.*

Links to our other Policies & Procedures and Codes of Conduct can be found [here](#):

We are committed to reviewing our Policies & Procedures and Codes of Conduct annually.

1) Introduction

The West of England Billiards & Snooker Foundation (WEBSF) promotes, organises and runs Billiards & Snooker tournaments, coaching classes and examinations for children and young people in the South West of England.

We have a responsibility to ensure that:

- The welfare of the child is paramount
- All Children whatever their age, disability, gender, racial heritage, religious belief, sexual orientation or identity have the right to protection from abuse
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- All **volunteers** working on behalf of the WEBSF have a responsibility to report concerns to the appropriate officer. In general, **volunteers** are not trained to deal with situations of abuse or decide if abuse has occurred and should report all details direct to the WEBSF Child Protection Officer.
- Working in partnership with young players and their parents / carers is essential for the protection of young players.

This procedure should be read in conjunction with the Safeguarding Children and Young People Policy.

2) Statement of intent

The WEBSF has a duty of care to safeguard all children involved in Billiards & Snooker from harm. All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account. The WEBSF will ensure the safety and protection of all children involved in Billiards & Snooker through adherence to the Safeguarding Children and Young People guidelines adopted by the WEBSF (appendix 1). These guidelines will be administered on behalf of the WEBSF by the designated WEBSF Child Protection Officer. A child is defined as under 18 years of age, in The Children Act 1989.

3) Aims

The aims of the WEBSF Children and Young People Safeguarding Policy and Procedures are to promote good practice:

- Providing children and young people with appropriate safety and protection whilst in the care of the WEBSF
- Allow all **volunteers** to make informed and confident responses to specific child protection and safeguarding issues.

4) Promoting good practice

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

will actively seek employment or voluntary work with young people in order to harm them.

A coach, instructor, teacher, official or volunteer may have regular contact with young people and be an important link in identifying cases where a young person needs protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

When a child enters the club having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the child's self-esteem. In such instances the WEBSF must work with the appropriate agencies to ensure the child receives the required support.

4.1 Good practice guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture within Billiards & Snooker.

Good practice means:

- Never be alone in a dressing room with children. Always be accompanied by another adult. Always working in an open environment. (e.g. avoiding private or unobserved situations and encouraging an open environment (e.g. no secrets)
- Treating all young people equally and with respect and dignity.
- Always putting the welfare of each young person first, before winning or achieving goals.
- Maintaining a safe and appropriate distance with players (e.g. it is not appropriate to have an intimate relationship with a child or to share a room with them).
- Building balanced relationships based on mutual trust that empowers children to share in the decision-making process.
- Make sport fun, enjoyable and promoting fair play.
- Ensuring that if any form of manual / physical support is required, it should be provided openly. Care is needed, young people should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered.
- Involving parents / guardians wherever possible (e.g. for the responsibility of their children during coaching and tournaments). Always ensure parents / coaches / officials work in pairs wherever possible.
- Ensuring that if mixed teams are taken away, a male and a female official / parent / volunteer should always accompany them. (NB however, same gender abuse can also occur).
- Ensuring that at tournaments or residential events, adults should not enter children's rooms or invite

children into their rooms.

- Being an excellent role model - this includes not smoking or drinking alcohol in the company of your people.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the development needs and capacity of young people - avoiding excessive training or competition and not pushing them against their will.
- Securing parental consent in writing to act *in loco parentis*, if the need arises to give permission for the administration of emergency first aid and / or other medical treatment. (Appendix 2)
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental consent if WEBSF officials are required to transport young people in their cars. (Appendix 3)

The following should be **avoided** except in emergencies. If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of someone in charge in the club or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

Practice to be avoided

- Avoid spending excessive amounts of time alone with children away from others.
- Avoid taking children to your home where they will be alone with you.

Practice never to be sanctioned

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

- Engage in rough, physical or sexually provocative games, including horseplay.
- Share a room with a child.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.
- Reduce a child to tears as a form of control.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for children, which they can do for themselves.
- Invite or allow children to stay with you at your home unsupervised.

NB It may sometimes be necessary for officials to do things of a personal nature for children, particularly if they are young or disabled. These tasks should only be carried out with the full understanding and consent of parents and the players involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him / her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

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

- If you accidentally come into physical contact or accidentally hurt a player.
- If he / she seems distressed in any manner.
- If a player appears to be sexually aroused by your actions.
- If a player misunderstands or misinterprets something you have done.

4.2 Use of photographic filming equipment at sporting events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. It is advisable that all WEBSF coaches / officials / volunteers be vigilant with any concerns to be reported to the WEBSF Child Protection Officer. Please also refer to our Photography and Filming Policy document.

4.3 Videoing as a coaching aid

There is no intention to prevent WEBSF coaches and officials using video equipment as a legitimate coaching aid. However, performers and their parents / carers should be aware that this is part of the coaching programme and care should be taken in the distribution and storing of such films. (See appendix 4)

5) Recruitment and selecting of Officials and Volunteers

The WEBSF recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children. When undertaking pre-selection checks the following should be included:

- All officials should complete an application form (Appendix 5). The application form will elect information about applicants past and a self-disclosure about any criminal record.
- Consent should be obtained from an applicant to seek clearance from the Disclosure and Barring Service (DBS).
- Two confidential references, including, if possible, one that pertains to previous work with children. These references must be taken up and confirmed through telephone contact.
- Evidence of identity (Passport or driving licence with photo).

Once a volunteer has joined the WEBSF they will be informed of the safeguarding arrangements and will be provided with the safeguarding children and young people policy and procedures. Depending upon the activities being undertaken by the volunteer will determine whether any additional child protection training is required. This will be determined by the WEBSF Champion.

6) Recognition and Impact of abuse

It is not always easy to recognise a situation where abuse may occur or has already taken place even for those experienced in working with child abuse. The WEBSF acknowledges its officials, whether in a paid or voluntary capacity, are not experts at such recognition. It is important therefore to recognise that it is not their responsibility to decide whether or not child abuse is taking place, but to report where they have concerns or suspicions where an allegation has been made.

The concern that the child may have been abused could relate to something which has happened whilst the child is engaged in an activity of the WEBSF, or it may be a disclosure made by the child to an official or volunteer or a concern about something the child has experienced outside of the activity provided by the WEBSF. Either would require a proactive response.

There are many ways in which child abuse may manifest itself, for example:-

- Is the child doing something that is unusual for the child?
- Is the child over-friendly with strangers?
- Do you recognise any or some of these behaviours in the child?
- Frequent mood changes
- Unusual eating patterns, i.e. always hungry
- Change in appearance
- Quiet and withdrawn, a loner
- Never wants to go home
- Tired looking
- Seductive behaviour
- Frequent bruises (particularly on fleshy parts)
- Gives the impression of being unloved and unhappy.

This list is NOT exhaustive and the presence of one or more of the above is NOT proof that abuse is actually taking place.

What about the parents?

The child's parents could well be trying to attract attention to themselves by an initial cry for help. In instances of abuse, both the child and the parents need help. Some parents are very relieved to know that their problem has been recognised. Others, unfortunately, may deny that a problem exists or become elusive if they feel that they are under suspicion.

6.1 Main forms of abuse

Physical Abuse

Where adults physically hurt or injure children by hitting, shaking, squeezing, burning and biting or by giving children alcohol, inappropriate drugs or poison. In the sporting situation physical abuse can occur when the type of training exceeds the capacity of the child's physical capability.

Sexual Abuse

This occurs when children are abused by adults who use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse, fondling and the showing of pornographic material. Physical contact with children could potentially create situations where sexual abuse may go unnoticed. The role of a coach in a sporting situation could provide the means of an abusive situation occurring.

Emotional Abuse

This may be caused by a persistent lack of love and affection, where a child may be constantly shouted at, threatened or taunted. It may also occur when there is constant overprotection (which prevents children from socialising), or there is neglect, physical or sexual abuse. Emotional abuse might occur if children are subjected to excessive criticism, inappropriate personal or sexual remarks, bullying, being exposed to undue or inappropriate pressure or exposed to danger.

Neglect

This occurs where adults fail to meet the child's basic needs such as food or warm clothing, fail or refuse to give children love, affection and attention. Children might also be constantly left alone or unsupervised. Neglect could include not ensuring children are safe, exposing them to undue cold or to unnecessary risk of injury. Neglect could occur during organised activities if young people are exposed to the risk of injury or there is a failure to ensure their safety.

6.2 Effects of abuse

Abuse in all its forms can affect a child and follow an individual into adulthood, for example, an adult who has been abused as a child at any age. The effects can be so damaging that, if untreated, they may find it difficult or impossible to maintain a stable, trusting relationship, become involved with drugs or prostitution, attempt suicide or even abuse a child in the future.

There have been a number of studies that suggest children with disabilities are 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 has occurred. Children from ethnic minorities who could also be experiencing racial discrimination may feel doubly powerless.

7) Responding to suspicions or allegations

7.1 Responsibilities and actions

It is not the responsibility of anyone working in WEBSF to take responsibility or to decide whether or not child abuse has taken place. However there is a duty to act on any concerns through contact with the appropriate authorities.

The WEBSF will assure all parents, **participants and** volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague has in the past, is at present, or may be, abusing a child.

Where there is a complaint against a member or official, there may be three types of investigation.

1. A criminal investigation.
2. A child protection investigation.
3. A WEBSF disciplinary or misconduct investigation.

The results of the police and child protection investigations may well influence the WEBSF disciplinary investigation, but not necessarily.

Any suspicion that a child has been abused by either a parent, **participant or** volunteer should be reported to the WEBSF Child Protection Officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.

The WEBSF Child Protection Officer will record details of the incident(s) using the Child Protection Report Form (Appendix 6).

7.2 If you suspect child abuse

- Do realise that your concerns could be significant and should be passed on. Tell Social Services of your concerns, but try not to be 'over-dramatic'.
- Don't examine the child

- Don't ask leading questions - allow the child to tell their own story.

7.3 If a child tells you something has happened

- Do allow the child to do the talking.
- Do listen - take the child seriously.
- Do remain calm and caring.
- Do allow the child to finish.
- Do record the conversation as soon as possible afterwards (it is very important to use the child's own words).
- Do share your concerns with a Social Worker - you are not expected to handle it alone.
- Do tell the child what you are going to do.
- Don't postpone or delay the opportunity to listen.
- Don't ask leading questions.
- Don't allow your own feelings (such as anger, pity or shock) to surface.
- Don't make false promises (that you will keep 'the secret', for example)
- Don't interpret what you have been told, just record it.

The WEBSF Child Protection Officer will refer the allegation to the social services who may involve the police, or go directly to the police if out-of-hours.

The parents or carers of the child will be contacted as soon as possible following advice from the social services or police.

The WEBSF Child Protection Officer should also notify ASAP, the WEBSF Senior Official who will deal with all media enquiries.

If the WEBSF Child Protection Officer is the subject of the suspicion / allegation, the report must be made to the WEBSF Senior Official who will refer the matter to the social services / police.

If you do not know who to turn for advice or are worried about sharing your concerns with a senior colleague, you should contact the social services direct (or the NSPCC on 0808 800 5000, or Childline on 0800 1111) (for more contact information see Appendix 7).

Remember that children are vulnerable individuals who do not always communicate their anxieties or concerns in 'usual' ways. This is particularly important if a child has special needs or disabilities.

7.4 Poor Practice

If, following consideration, the allegation is clearly about poor practice, the WEBSF Child Protection Officer will deal with it as a misconduct issue.

If the allegation is about poor practice by the WEBSF Child Protection Officer, or if the matter has been handled inadequately and concerns remain, it should be reported to Social Services.

7.5 Internal Enquiries and Suspension

The WEBSF Child Protection Officer 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 the Police inquiries, a committee of WEBSF Officials and the Child Protection Officer will assess all individual cases to decide whether a

participant or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the Police. In such cases, WEBSF Officials and the Child Protection Officer must reach a decision based upon the available information which could suggest that on a balance of probability; it is more likely than not that the allegation is true. The welfare of children should always remain paramount.

8) Support following disclosure

Consideration should be given about what support may be appropriate to children, parents and **volunteers**. Use of Helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association of Counselling Directory may be a useful resource.

Consideration should be given about what support may be appropriate to the alleged perpetrator of the abuse.

9) Allegations of Previous Abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by an official who is still currently working with children). Where such an allegation is made, the WEBSF should follow the procedures as detailed previously in this policy, and report the matter to the Social Services or Police. This is because other children, either within or outside the sport, may be at risk from this person. Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

10) 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 WEBSF Child Protection Officer
- The parents / carers of the person who is alleged to have been abused.
- The person making the allegation.
- Social Services / Police.
- The WEBSF Senior Official.
- The alleged abuser (and parents if the alleged abuser is a child). *

*Seek social services advice on who should approach alleged abuser.

Information should be stored in a secure place with limited access to designated persons only, in line with data protection laws (e.g. that all information is accurate, regularly updated, relevant and secure)

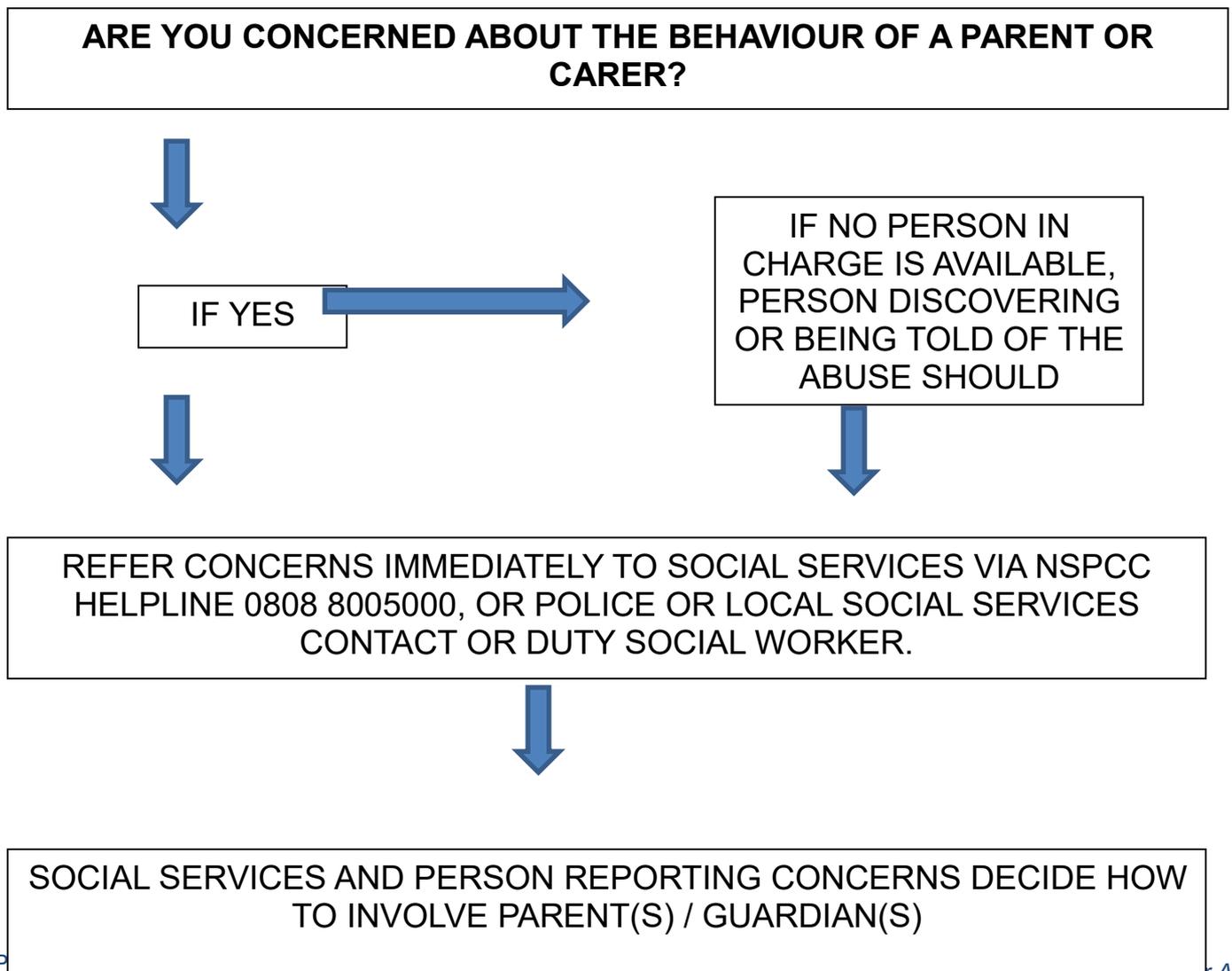
11) Links to our other policies and procedures and Codes of Conduct can be found [here](#):

We are committed to reviewing our Policies and Procedures and Codes of Conduct annually.

12) Procedure review date

| | |
|--------------|-------------------------------------|
| Reviewed on: | 17 th August 2018 |
| Reviewed by: | Steve Canniford and Deborah Branton |

13) Flowchart





**ARE YOU CONCERNED ABOUT THE BEHAVIOUR OF AN OFFICIAL,
COACH, PARENT OR VOLUNTEER?**



IF YES – WHAT IS IT?



POOR PRACTICE



Person in charge
deals with it as an
internal WEBSF
issue



If concerns remain,
refer to senior official
WEBSF or WEBSF
Child Protection
Officer for a decision
on how to hand the
issue



UNLAWFUL



Report
concerns to
person in
charge



Person in
charge must
ensure safety
of child and
other children



If allegation or
concern relates
to the person in
charge



Refer directly to
WEBSF Child
Protection
Officer



If allegation
relates to
WEBSF Child
Protection
Officer



Refer directly to
senior WEBSF
Official

AND THEN

Refer concerns to Social Services who may involve the Police



Arrange contact with Parent(s)/Guardian(s) after advice from Social Services?

14) Appendices

Appendix 1 – WEBSF Safeguarding Children and Young People - Guidelines

These are practical guidelines to help safeguard the children and young people who take part in WEBSF activities:

‘Staff’ (Officer/Coach/volunteer) ratios

Volunteer/participant ratios should be based on the age of the children involved, the degree of risk the activity involves, and whether there are disability needs. The lower the age of the participants, the greater the need for supervision. If the activity is mixed gender, male and female **volunteers** should be available.

Tournaments

Each tournament must have a Tournament Director who has overall responsibility for the organisation and administration of the tournament and at least one WEBSF official in assistance. A WEBSF Coach and additional volunteers are encouraged to be present where available.

Coaching Sessions

One other adult Official/Parent/Volunteer must be present at all times during coaching of individuals or groups up to six students. Where the students are of different gender than the coach or are mixed it is strongly advised to have a mixed gender coach/official/parent/volunteer representation.

Changing rooms

It is not usual in Billiards or Snooker activities for the need to shower or bath. However, players will often change into a competition dress code. In these circumstances the following must be adhered to:

- When children and young people use changing rooms, they should be supervised by two **volunteers**. **Volunteers** should not change or shower at the same time using the same facilities. For mixed gender activities, separate facilities should be available for boys and girls.
- If a child feels uncomfortable changing or showering in public, no pressure should be placed on them to do so. Instead, they should be encouraged to shower or change at home.
- If children with disabilities use your club, make sure they and their carers are involved in deciding how they should be assisted. Ensure they are able to consent to the assistance that is offered.

Injuries and illness

As Billiards and Snooker are non-contact pastimes injury is unlikely. However, illness can occur at any time. Any illness or injury sustained should be dealt with immediately and recorded (Appendix 6). Where a WEBSF Official witnesses an injury the parents must be told as soon as possible. If the child needs medical attention you must arrange this immediately and inform the parents/carers as soon as possible.

Collection by parent(s)/guardian(s)

Policies about the collection of children and young people from Billiards and Snooker events are covered earlier in this WEBSF Child Protection Policy document. Make sure you receive permission from parents/carers for children and young

people to participate in any of the tournaments, coaching sessions you run. You should provide information of start and finish times. You should also notify parents/carers of any changes to this timetable.

Late collection of children

Late collection of children by parents presents officials and coaches with a potentially difficult situation. The procedure for the late collection of children is:

- Make clear that it is not the WEBSF's responsibility to transport children home on behalf of parents who have been delayed.
- Provide parents with club contact number(s) to parents/guardians to phone if there is any likelihood of late collection.
- Ask parents to provide an alternative contact name or number, for WEBSF officials to use when they are not available on their usual number.

In cases of late collection, volunteers:

SHOULD:

- Attempt to contact the child's parent or carer on their contact number.
- Use the alternative contact name/number if necessary.
- Wait with the child/young person at the Club, with other volunteers or parents present if at all possible;
- Remind parents/carers of the policy relating to late collection.

SHOULD NOT:

- Take the child home or to any other location;
- Send the child home with another person without permission from a parent or carer.
- Ask the child to wait in a vehicle or club with you alone.

Discipline

When discipline is used it should be with the clear intention of teaching or reinforcing appropriate behaviour. It must not be used impulsively, to gain power, or to embarrass or humiliate a child/young person.

Discipline should be used only to:-

- Develop a sense of responsibility for behaviour;
- Develop respect for others and their property;
- Reinforce the rules or values of the sport;
- Reinforce positive behaviour or attitudes;
- Reinforce awareness of health and safety aspects of the activity.

Physical contact

Many sports require a degree of physical contact between sports staff and children or young people. Coaches and officials may need to use it to instruct, encourage, protect or comfort.

Guidelines about physical contact, so that adults and children/young people understand what are the appropriate types of touching and their appropriate contexts are detailed below.

Physical contact during Billiards and Snooker should always be intended to meet the child's needs, NOT the adult's. The adult should only use physical contact if their aim is to:

- Develop sports skills or techniques;
- To treat an injury;
- To prevent an injury;
- To meet the requirements of the sport.

The adult should explain the reason for the physical contact to the child. Unless the situation is an emergency, the adult should ask the child for permission. The contact should not involve touching genital areas, buttocks or breasts. Physical contact should not take place in secret or out of sight of others. All injuries should be fully recorded by **volunteers**.

Sexual activity

Within Billiards and Snooker, as within other sports and activities, sexual relationships do occur. All sports organisations should therefore be aware of the law relating to sexual behaviour and should develop and promote guidelines relating to sexual activity. These guidelines should address sexual activity both between children and young people and between adults and young people.

Sexual activity between children/young people involved in sport is prohibited during team events, in sports facilities or social activities organised by the WEBSF. Inappropriate or criminal sexual behaviour committed by a young person may lead to disciplinary action.

Sexual interactions between adults and young people (16+) involved in sport raise serious issues given the power imbalance inherent in the relationship. Where a young person is of the age of consent the power of the adult over that young person may influence their ability to genuinely consent to sexual activity. A coach or other adult in a position of authority may have significant power or influence over a young person's career.

Sexual activity between adults and young people (16+) involved in the same sport is prohibited when the adult is in a position of trust or authority (coach, trainer, official). Inappropriate or criminal sexual behaviour committed by an adult will lead to suspension and/or disciplinary action.

Sexual activity between adults and children under the age of 16 is a criminal act and will not be tolerated at WEBSF events. Immediate action must be taken to report it.

Participants with disabilities

Children or young people with disabilities have the same rights and opportunities as others involved in Billiards & Snooker to have fun and be safe. Their particular vulnerability to abuse or neglect requires the WEBSF to take additional steps to safeguard them.

Information relating to WEBSF policies and procedures should be fully accessible to children and young people with communication difficulties.

Specialist training or advice will be sought by the WEBSF when children/young people with disabilities wish to participate at Billiards and/or Snooker. For example, when **volunteers** need to assist disabled children, training will help ensure that they use the most appropriate methods. If training is not available, ask the child for advice or seek the advice of parents or carers.

When transporting child with disabilities, the vehicles used should meet the needs of the children and be roadworthy. Appropriate and trained escorts should be in attendance in the vehicle. (Parents/carers should be called upon to provide assistance whenever possible).

When children with disabilities are lifted or manually supported, the individual child should be treated with dignity and respect. Relevant health and safety guidelines must be followed to ensure

the safety of the child and those assisting. It is recommended that those assisting receive appropriate training. (Parents/carers should be called upon to provide assistance whenever possible).

Appendix 2 – Personal Details Form

(including consent to act in *loco parentis*)



West of England Billiards & Snooker Foundation Personal Details Form

The WEBSF billiards and snooker season runs from 1st September to 31st August and all participants are required to complete a new form annually to ensure we hold the most up to date information.

Participant category

Please advise us how you will be engaging with our activities during this season (please tick all that apply):

- As a coaching participant
 - As a tournament participant (*please see information on annual tournament participation fee below*)
 - As a volunteer
-

Annual tournament participation fee categories and prices

Payment of an annual tournament participation fee is a condition of entry into all WEBSF tournaments. Please select as appropriate.

- Payment option one – £10**
Entitles entry to The Gold Series tournaments (including Masters) and all Open billiards and snooker tournaments (West of England Snooker Open, West of England English Billiards Open, The Ladies Open and The Billiards Open).
 - Payment option two – £5**
Entitles entry to all Open tournaments (West of England Snooker Open, West of England English Billiards Open, The Ladies Open and The Billiards Open).
*If a player initially chooses the £5 annual fee option and subsequently wishes to enter The Gold Series events, then an additional £5 annual fee is payable in line with option one requirements.
-

Personal details and consent information

| | |
|--|----------------------|
| Name: | Date of birth: |
| Full postal address: | Telephone number(s): |
| Email address: (if under 18, parent/guardian email address) | |

| | |
|--|----------|
| I consent to be contacted by post, telephone, email and direct contact via social media | Yes / No |
| I give permission for photographs taken by the WEBSF photographer to be used to promote the work of the Foundation via its website, social media, marketing campaigns and press releases as appropriate. | Yes / No |
| I understand that my information will be used and stored in accordance with the WEBSF Data Protection Policy. | Yes / No |

Special considerations, health issues and access requirements

- Not applicable
- Physical disability
- Learning difficulties (such as dyslexia, ADHD, Autism, Asperger syndrome)
- Learning disability
- Mental health condition
- Allergy
- Other health condition not specified above

Please provide further details here about any special considerations, health issues and access requirements:

Emergency contact information

In the event of an emergency I agree for the following people to be contacted:

Primary contact

| | |
|----------------|----------------------------|
| Name: | Their relationship to you: |
| Mobile number: | Home number: |

Secondary contact

| | |
|----------------|----------------------------|
| Name: | Their relationship to you: |
| Mobile number: | Home number: |

Consent to act in *loco parentis* (where the participant is under the age of 18)

Should the necessity arise, I agree to the person in charge giving consent on my behalf for anaesthetic to be administered or for any other urgent medical treatment (including but limited to blood transfusions and invasive surgery to be given).

Parent/guardian signature:

| | |
|-------------|-------|
| Print name: | Date: |
|-------------|-------|

Declaration

I hereby confirm that the above details are correct and that I agree to abide by the WEBSF terms, conditions and codes of conduct at all times.

| | |
|--|-------|
| Participant signature: | Date: |
| Parent/guardian signature (if under 18): | |

Appendix 3 – Consent to provide transportation

| | | |
|--|----------------------|---|
| West of England Billiards & Snooker Foundation Consent to provide transportation | |  |
| PARTICIPANT DETAILS (UNDER THE AGE OF 18): | | |
| Participant Name: | | |
| Participant Address: | | |
| CONSENT: | | |
| I agree to a WEBSF volunteer providing transport when necessary to and from tournament / coaching venues. | | |
| Name: | (Parent or Guardian) | |
| Signature: | | |
| Date: | | |
| Home Tel: | | |
| Mobile Tel: | | |

Appendix 4 – Photographer Registration Form

West of England Billiards & Snooker Foundation Photographer Registration Form



In line with the WEBSF Safeguarding Children and Young People Policy and Procedures we request that any person wishing to engage in any video, zoom or close range photography registers their details either beforehand or at the event information before carrying out such photography. We reserve the right to decline entry to any person unable to meet or abide by these conditions.

| | |
|---|--|
| Event(s) you would like to take photographs at: | |
| Name of company (if taking photographs in a professional capacity): | |
| Full name of person taking photographs: | |
| Address: | |
| Home Tel: | |
| Mobile Tel: | |
| Email address: | |
| Are you related to any participants taking part in the event? (if so, please supply name) | |
| Signed: | |
| Dated: | |

Thank you for your co-operation in completing and returning this form.

West of England Billiards & Snooker Foundation

Volunteer Application Form



The West of England Billiards & Snooker Foundation recognise the value and importance of all its volunteers and is pleased to consider applications from anyone, including those who do not have specific expertise from within the sport. There are a number of ways in which volunteers can support the work we do such as coaching, acting as an official (e.g. referee/tournament director), general administration, fundraising, grant applications, research, marketing, web development and social media.

Please complete the details below and return the form to websf_uk@yahoo.co.uk or by post to 22 Grove Road, Whimble, Exeter, EX5 2TP.

1) YOUR DETAILS

Forename(s):

Surname:

Address:

Postcode:

Tel: (home):

Tel (Mobile):

Email:

2) AVAILABILITY AND AREAS OF INTEREST

Our main scheduled activities usually take place on a Saturday but some of our volunteers also provide support on other days during the week for non-contact duties such as research and administrative support.

What days may you be able to volunteer?

Are you looking for a short term or long term volunteer opportunity?

Are you able to travel to undertake voluntary work?

Which area in the South West would you like to volunteer?

What role(s) are you interested in volunteering for?

3) PERSONAL SKILLS AND EXPERIENCE

Please let us know why you are interested in volunteering for our organisation and what skills and experience you have that might support what we do.

4) PERSONAL DEVELOPMENT AND ASPIRATIONS

Please tell us if you are looking to develop any skills through volunteering that we may be able to assist you with.

5) ADDITIONAL INFORMATION

Please use the space below to provide any information on whether you require any specific support, training or reasonable adjustments to assist you to volunteer.

6) REFERENCES

Please provide the contact details of two people who we can contact for a reference. These must not be family members and should preferably be someone who has known you for at least 12 months in a work, voluntary or educational setting.

Name:

Name:

Address:

Address:

Postcode:

Postcode:

Tel:

Tel:

Email:

Email:

5) SELF-DECLARATION AND DISCLOSURE

All volunteers are required to complete the WEBSF Self-declaration Form as detailed in Appendix 5 of the Child Protection Procedure (as attached) and must also complete a DBS check.

I can confirm, to the best of my knowledge, the information given on this form is correct.

Signed: _____

Print Name: _____

Date: _____

Self-Declaration Form

You have a right of access to information held on you and other rights. Data Protection Act 1984.

PART A

| | | | |
|-------|------------|---------|---|
| Title | First Name | Surname | Any previous names by which you may have been known |
|-------|------------|---------|---|

| |
|---|
| Address: *Postcode: Telephone number(s): E-mail address: |
|---|

*Postcode MUST be completed

DATE OF BIRTH

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
|--|--|--|--|--|--|

| | | | | |
|-----|---|--|---|--|
| SEX | M | | F | |
|-----|---|--|---|--|

| Current Club(s) | Position appropriate | *Please delete as | Start Date |
|-----------------|--|-------------------|------------|
| | Coach/Helper/Team manager /Chaperone/Other * | | |
| | Coach/Helper/Team manager /Chaperone/Other * | | |
| | Coach/Helper/Team manager /Chaperone/Other * | | |

| | | | |
|------|------|------|------|
| Club | Date | Club | Date |
|------|------|------|------|

| | | | |
|--|--|--|--|
| | | | |
| | | | |
| | | | |

I confirm that I have seen identification documents relating to this person, and I confirm to the best of my ability that these are accurate. Please detail which documents:

Signature of club secretary or other designated officer:

Print name: Date:.....

PART B

Self Declaration (for completion by the individual named in PART A)

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

If YES, please supply details of any criminal convictions:

.....

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

Are you a person known to any social services department as being an actual or potential risk to children? If YES, please supply details: YES / NO*

.....

Have you had a disciplinary sanction (from a sports or other organisations governing body) relating to child abuse? YES / NO*

If YES, please supply details:

.....

* Delete as appropriate

IMPORTANT

I have read and understood the WEBSF Child Protection Policy.

I hereby consent to WEBSF undertaking police and/or social services checks against me.

I understand that the information contained on this form, the results of police and social services checks and information supplied by third parties, will be may be supplied by WEBSF to other persons or organisations

who have an interest in child protection issues.

I agree to inform WEBSF within 24 hours if I am arrested or investigated for any child welfare/abuse related matter.

Signed by the above named individual: Date:

Print name:

This form should be returned **DIRECT** to: **The WEBSF Child Protection Officer**
22 Grove Road, Whimple, Exeter EX5 2TP

Appendix 6 – Child Protection Report Form

Child Protection Report Form

PART A

Your details:

Date Reported:

| | Person reporting the incident: | Person recording the incident: |
|--|--------------------------------|--------------------------------|
| Name: | | |
| Job role: | | |
| Knowledge of and relationship to the young person: | | |
| Contact address: | | |
| Telephone number(s): | | |
| Email: | | |

Child's details:

| | | | |
|----------------------|--|-------------|--|
| Full name of child: | | | |
| Date of birth: | | | |
| Contact address: | | | |
| Telephone number(s): | | | |
| Ethnicity: | | Disability: | |

Incident details:

| | |
|--|----------------------------|
| Location of incident: | Date and time of incident: |
| Detailed information (in child's own words if possible): | |

PART B – to be completed if the incident is alleged/suspected abuse

| |
|---|
| Details of alleged/suspected abuser |
| Name: |
| Address: |
| Relationship to child: |
| Details of any observations made by you or to you (e.g. description of visible bruising, other injuries, young person's emotional state). N.B. make a clear distinction between what is fact and hearsay: |
| Actions taken so far: |

External agencies contacted:

| Agency | Yes/No | Contact name | Contact number | Date | Time | Details of advice received |
|----------------------|--------|--------------|----------------|------|------|----------------------------|
| Police | | | | | | |
| Social Services | | | | | | |
| Local Authority | | | | | | |
| NSPCC | | | | | | |
| Other (give details) | | | | | | |

PART C**To be completed in all cases**

I acknowledge that the details described are accurate and will remain strictly confidential between the “appropriate reporting channels” and myself.

Signed: _____ Date: _____

Please submit this form immediately to: WEBSF Child Protection Officer.

Useful Contacts

| | |
|---|---|
| WEBSF Child Protection Officer: Steve Canniford 22 Grove Road Whimble Exeter Devon EX5 2TP | Home: 01404 822873 Mobile: 07891940995 e-mail: websf_coach@yahoo.co.uk |
| Social Services Emergency Number(s): | 0845 6000388 |
| NSPCC Child Protection Helpline Telephone number: | 0800 800 500 |