



Lyme Regis Gig Club, Child Protection Guidance

7.1 Personal Disclosure Form for members in contact with children/young people

Private & Confidential

Personal disclosure of all club members in contact with children/young people.

Have you ever been convicted of a criminal offence or been the subject of a Caution or Bound Over Order?

YES

NO

Have you ever been subject to any disciplinary action or sanctions relating to the abuse of children/young people?

YES

NO

You are required to self-certify that you are not known to ANY Social Services Department as being an actual or potential risk to children/young people, and that you have not been disqualified or prohibited from fostering children or had any rights or powers in respect of any child vested in or assumed by a local authority, or had a child/young person ordered to be removed from your care.

If **YES**, please state the nature and date(s) of the offence(s):

Please supply details on separate sheet.

If **YES**, please state the nature and date(s) of the offence(s):

Please supply details on separate sheet.

Lyme Regis Gig Club, Child Protection Guidance

Lyme Regis Gig Club
St Michael's Business Centre
Church Street
Lyme Regis Dorset DT7 3DB
Tel: 01297 445021 Fax: 01297 444571 e-mail:marcus@lrtdt.co.uk



Lyme Regis Gig Club Child Protection Guidance

Private & Confidential

I hereby consent to the CPGA undertaking Criminal Records Bureau checks against me.

Please supply details:

Name:

Any surnames previously known by:

Address:

Date of Birth:

Place of Birth:

Signed:

Date:

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

Lyme Regis Gig Club, Child Protection Guidance

Lyme Regis Gig Club
St Michael's Business Centre
Church Street
Lyme Regis Dorset DT7 3DB
Tel: 01297 445021 Fax: 01297 444571 e-mail:marcus@lrdr.co.uk



Lyme Regis Gig Club Child Protection Guidance

Private & Confidential

7.2 Record of disclosure from child / young person

Please complete all relevant sections. For any sections that do not apply, please mark clearly as 'not applicable'.

When was the disclosure made

(date and time)?

Where there any other people present at the disclosure?

If 'Yes' please state their name, position and the role they played:

Please circle:

YES

NO

UNSURE

What lead to the disclosure?

Try to detail the circumstances leading up to the disclosure

Lyme Regis Gig Club, Child Protection Guidance

Lyme Regis Gig Club
St Michael's Business Centre
Church Street
Lyme Regis Dorset DT7 3DB
Tel: 01297 445021 Fax: 01297 444571 e-mail:marcus@lrtdt.co.uk

Give details of the allegation or suspicion - verbatim

Continued

Any additional comments?

Has the child made the allegation about a particular individual?
(If so please record details)

Describe any visible signs of physical injury evident on the child or young person: NB; DO NOT remove any clothing
If you have known the child for a period of time, have you noticed any changes in behaviour?

Received by club Welfare Officer

Name:

Lyme Regis Gig Club, Child Protection Guidance

Lyme Regis Gig Club
St Michael's Business Centre
Church Street
Lyme Regis Dorset DT7 3DB
Tel: 01297 445021 Fax: 01297 444571 e-mail:marcus@lrtdt.co.uk

Signed:

Date:

To be signed by the person reporting the concern

Name:

Signed:

Date:

Lyme Regis Gig Club, Child Protection Guidance

Lyme Regis Gig Club
St Michael's Business Centre
Church Street
Lyme Regis Dorset DT7 3DB

Tel: 01297 445021 Fax: 01297 444571 e-mail:marcus@lrtdt.co.uk



Lyme Regis Gig Club – Child Protection Guidance

7.3 Record of Conversation with W.O or CPGA CPO

Name of club _____

Club member reporting concern

Name of Club W.O _____

Date of conversation with club W.O

Brief record of conversation

Passed to CPGA CPO by club W.O? YES NO

If Yes :

Date of conversation with CPGA CPO _____

Advice given by CPGA CPO

If No :

Lyme Regis Gig Club, Child Protection Guidance

Lyme Regis Gig Club
St Michael's Business Centre
Church Street
Lyme Regis Dorset DT7 3DB
Tel: 01297 445021 Fax: 01297 444571 e-mail:marcus@lrtdt.co.uk

Reasons why not passed to CPGA CPO

Signed Club Member _____ Date_____

Signed Club W.O _____ Date_____

W.O to keep a copy in a secure place.

Copy to be sent to CPGA CPO

Lyme Regis Gig Club, Child Protection Guidance

Lyme Regis Gig Club
St Michael's Business Centre
Church Street
Lyme Regis Dorset DT7 3DB
Tel: 01297 445021 Fax: 01297 444571 e-mail:marcus@lrdt.co.uk

7.4 Contacts in Regard to C.P

Club W.O

Address:

Telephone Number _____ Mobile

Email

CPGA CPO

Address

Telephone Number _____

Mobile _____

Email

Local Social Services Office (9-5) Mon- Fri _____

Telephone Number

Out of Hours S.S.D Contact _____

Telephone Number

Local Police Station

Telephone Number

Local Hospital

Telephone Number

NSPCC C.P Helpline

Free 24 hour advice line 0808 800 5000

Lyme Regis Gig Club, Child Protection Guidance

Lyme Regis Gig Club
St Michael's Business Centre
Church Street
Lyme Regis Dorset DT7 3DB

Tel: 01297 445021 Fax: 01297 444571 e-mail:marcus@lrdt.co.uk



7.5 Checklist for Clubs

Name of Club **Lyme Regis Gig Club**

Welfare Officer _____

Name

Address

_Home Telephone number

Email Address

Is the identity of the Welfare Officer, and the procedure for reporting any concerns:

Made Known to junior members?

Yes / No

Made known to parents?

Yes / No

Is the welfare Officer independent of any direct role involving activities with young people, such as junior co-ordinator or coach?

Lyme Regis Gig Club, Child Protection Guidance

Lyme Regis Gig Club
St Michael's Business Centre
Church Street
Lyme Regis Dorset DT7 3DB
Tel: 01297 445021 Fax: 01297 444571 e-mail:marcus@lrdr.co.uk

Yes / No

Is parental consent for possible emergency medical attention obtained for all junior members?

Yes / No

Has the club formally adopted the CPGA Child protection procedures in its constitution?

Yes / No

Have all junior coaches and others with access to young people:

Satisfied the Welfare Officer of their suitability for the role?

Yes / No

Completed a self declaration form and CRB Disclosure?

Yes / No

Been made conversant with the CPGA Child Protection procedures?

Yes / No

Has it been made clear that access to young people is restricted to those who have satisfied these requirements?

Yes / No

Lyme Regis Gig Club, Child Protection Guidance

Lyme Regis Gig Club
St Michael's Business Centre
Church Street
Lyme Regis Dorset DT7 3DB
Tel: 01297 445021 Fax: 01297 444571 e-mail:marcus@lrtdt.co.uk

Lyme Regis Gig Club, Child Protection Guidance

Lyme Regis Gig Club
St Michael's Business Centre
Church Street
Lyme Regis Dorset DT7 3DB
Tel: 01297 445021 Fax: 01297 444571 e-mail:marcus@lrtdt.co.uk



Child/Young Persons Membership/Consent Form

Name of Rowing Club
Name
Address
Telephone Mobile
Date of Birth
Parent/Guardian Name
Additional emergency contact
Relationship
Telephone Mobile
Any health problems eg Asthma/epilepsy/diabetes etc
Do you use Ventolin or Salbutamol? YES/NO
Can you swim? NO/Under 25 metres/Over 25 metres/Competent
I give/do not give permission for my child to be in photographs that may be taken by the club in their best interests. Child's Name_____
Signature of Parent/Guardian_____
I give/do not give permission for my child to be taken to hospital and treated in my absence if it is necessary, and I have been unable to contact. Child's Name_____
Signature of Parent/Guardian_____
I give/do not give permission for my child to be transported to and from any rowing related events, such as Regattas and training. Childs Name_____
Signature of Parent/Guardian_____

Lyme Regis Gig Club, Child Protection Guidance

Lyme Regis Gig Club
 St Michael's Business Centre
 Church Street
 Lyme Regis Dorset DT7 3DB
 Tel: 01297 445021 Fax: 01297 444571 e-mail:marcus@lrtdt.co.uk

Any other relevant information
Signature of Child/Young Person_____

Lyme Regis Gig Club, Child Protection Guidance

Lyme Regis Gig Club
St Michael's Business Centre
Church Street
Lyme Regis Dorset DT7 3DB

Tel: 01297 445021 Fax: 01297 444571 e-mail:marcus@lrtdt.co.uk