



Scottish Bridge Union  
Child Protection Policy  
Anti-Bullying Policy

## Child protection policy 2017

## DOCUMENT ISSUE / AMENDMENT RECORD

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## 1. INTRODUCTION

### 1.1 *General*

Over one million people volunteer in Scotland. Known as the third sector, volunteers are valued by the Scottish Government which recognises the enormous contribution that they make to the lives of individuals and communities across Scotland.

The issues surrounding working with young people nowadays are as complex as they are serious and the Scottish Bridge Union is required to set in place its Child Protection Policy with regard to young players. For the purposes of this policy, in line with the legislation, a child is a person under the age of 18 at the time of playing. This Child Protection Policy is freely available to anyone within or without the Scottish Bridge Union to study and comment on and it is also available on-line. This Child Protection Policy will be reviewed periodically and an interval and conditions for this are specified. The Scottish Bridge Union will set up a small group of people who have close links with the procedures to monitor these and who can help or know where to obtain expert advice.

The Central Registered Body in Scotland was established by the Scottish Government to provide free disclosures for volunteers in the voluntary sector working with children, young people and vulnerable adults. The CRBS is based within Volunteer Scotland at Stirling.

Disclosure Scotland is part of the Scottish Criminal Records Office and is the source of data for disclosures in Scotland.

### 1.2 *Acknowledgements*

This policy is based on a document produced originally by John Di Mambro after discussions with Catherine Gerrard and Joan Mercer in December of 2003. It also incorporates ideas suggested by Sally Reid. Other materials come with kind permission, from the English Bridge Union's Guide to Youth Care and Safety.

### 1.3 *Abbreviations and Definitions*

Child	The definition of a child in the Protection of Children (Scotland) Act 2003 is a person under the age of 18.
CPO	Child Protection Officer
CRBS	Central Registered Body in Scotland
Event	Tournament, coaching session or other bridge-related activity
PVG	Protecting Vulnerable Groups. <b>Protecting Vulnerable Groups (PVG)</b> membership scheme is managed and delivered by Disclosure Scotland.
SBU	Scottish Bridge Union
SCRO	Scottish Criminal Records Office
VDS	Volunteer Scotland

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## 2 RESPONSIBILITIES

### 2.1 *General*

GIRFEC or “Getting it right for every child”, which is embedded in the Scottish Curriculum for Excellence requires that the health and well-being of every child is paramount. Young people should be safe, healthy, achieving, nurtured, active, respected, responsible, and included. This will lead to them becoming successful learners, confident individuals, responsible citizens and effective contributors.

The Scottish Bridge Union has a threefold responsibility regarding events which involve children. These are to ensure the following:

- a. All children should have an enjoyable experience playing bridge in an environment which is safe in the widest sense regardless of their age, culture, disability, gender, language, racial origins, religious beliefs or sexual orientation.
- b. All adults working with children should be fully conversant with the requirements which must be met in organising such events. The Scottish Bridge Union is committed to ensuring that everyone involved with young players in bridge accepts their responsibilities to safeguard these young people and to report any concerns about their welfare.
- c. Parents/guardians should be fully aware of the Child Protection Policy of the Scottish Bridge Union on issues regarding the welfare of children.

### 2.2 *Adults*

Adults working under the auspices of the Scottish Bridge Union with children will be expected to adhere rigorously to this Child Protection Policy. They will be asked to complete what is called a “disclosure” – a document containing information held by the Scottish Criminal Records Office – from the Central Registered Body in Scotland, an agency of the Scottish Government. This information will be held by the Child Protection Officer of the Scottish Bridge Union. Details on the procedure for obtaining a disclosure are on SBU Education Web Site

Volunteer helpers, which will include any staff, tournament directors, club officials and bridge teachers, will be asked to agree to a Code of Practice and sign a declaration of suitability. [Appendix III].

Adults who volunteer to provide accommodation for children will be asked to sign a Self-Declaration form [Appendix v].

### 2.3 *Parents and Carers*

Parents/carers now expect all organisations to have a policy on child protection issues in place. To this end, a copy of the Scottish Bridge Union’s Child Protection Policy can be offered to them if they ask and/or they can be directed to an on-line source. If they have any queries they can then raise these for consideration by the SBU Child Protection Committee. Parents/guardians will appreciate this forward-thinking and demonstration of concern for the well-being of their children placed in our care and in their trust.

## 3 CHILD PROTECTION OFFICER

### 3.1 *General*

The SBU Child Protection Officer has the main responsibility for managing child protection issues within the SBU. The role and responsibilities of the Child Protection Officer are detailed below. Specific responsibilities in relation to allegations against members are detailed in section 6.

### 3.2 *Role and Responsibilities of the Child Protection Officer*

Within the SBU, the Child Protection Officer will:

- a. Implement and promote the SBU Child Protection Policy and Procedures.
- b. Regularly report to the SBU Council.
- c. Act as the main contact within the SBU for the protection of children and vulnerable adults.
- d. Provide information and advice on the protection of children.
- e. Support and raise awareness of the protection of children.
- f. Communicate with members on issues of child protection.
- g. Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children.
- h. Encourage good practice and support of procedures to protect children.
- i. Maintain confidential records of reported cases and action taken. Liaise with the statutory agencies to ensure they have access to all necessary information.
- j. Organise training for members.
- k. Monitor and review the SBU's Child Protection Policy and Procedures every 12 months.

## 4 GENERAL ADVICE

The following advice is by no means exhaustive. In the final analysis, the supervising adult must exercise discretion where a situation is not covered, remembering that they cannot make a decision for a child, which can only properly be made by a carer/parent.

- a. Anyone working under the auspices of the SBU will be given a copy of the Child Protection Policy and will be expected to be fully aware of its contents. If there is any doubt, advice should be sought before going ahead.
- b. Adults supervising children on behalf of the SBU and who will have special responsibility for organising events and enlisting other adults to assist, will now be vetted via CRBS.
- c. Consideration must be given to the size of the group, the respective ages and to the respective numbers of boys and girls. A mixed group ideally should have an appropriate mix and number of adults. Within a group of adults and children, no single adult should be responsible for more than ten children.
- d. Youngsters should be treated with respect.
- e. Full risk assessment procedures should be followed in all situations where we work with children. This involves identifying risks in clubs, at congresses and tournaments, when we travel, and where accommodation is used. The Risk Assessment Guidelines are attached to this document.

### 4.1 *When travelling with children*

- a. Travel forms and itineraries should be used before embarking on any excursion and these should include questions about medical and dietary information along with a request for details of emergency contacts. Parents/guardians should be given numbers to call if they need to contact the group leader. These forms should be destroyed two weeks after the end of any trip.
- b. A person trained in first aid must accompany the group and carry first aid equipment with them at all times.
- c. Only a suitably qualified first aider may administer medication. In a few rare cases, the child him/herself may be carrying special medication such as anti-histamines, insulin, anti-epileptics, etc. but this does not remove the responsibility from the adult to be satisfied that the child is self-administering the medication appropriately, or to summon medical assistance where necessary.
- d. Should a child be taking medication then an extra set should be given to the person responsible for first aid. This is in the event of the child themselves losing their own set of medication (e.g. an asthma inhaler.)
- e. If it is necessary to transport children by private car, then written permission will be required for all aged 18 years or under at the time of playing.
- f. If a hired mini-bus or equivalent is used, the driver and company must be fully insured and the vehicle should have safety-belts.
- g. Trips should have adequate travel insurance in place when organised by the Scottish Bridge Union members. Parents and guardians should be advised of the amount of cover as they may wish to make further arrangements.
- h.

### 4.2 *When staying in hotel or hostel accommodation:*

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- a. Adults should be located near the accommodation of the children to ensure that they are easily and quickly contacted in the event of an emergency.
- b. If an adult is required to enter a room or area where children are present, they should be accompanied by another adult to ensure proper protection against false accusations.
- c. The conduct of adults during trips with children should be professional. They should not swear and should carefully consider any alcohol consumption.
- d. Some children may have special diets. Please check that any venue can cater for their needs.
- e. Some children may feel homesick or have phobias or may feel vulnerable. Care should be taken to support them with sensitivity so as not to cause them embarrassment.
- f. Physical handling of children, even if well-intentioned, should in general be avoided, other than in exceptional circumstances, such as if the child has been injured or taken ill or if it is necessary to move the child for his or her own safety or well-being.
- g. Parents/carers will be given, in advance, an emergency contact number, preferably several, should the need arise.
- h. In the case of taking part in a national event all children must have a properly completed signed Code of Conduct (available from the SBU CPO) which must be countersigned where appropriate.
- i. Adults must ensure that the children clearly understand that they must adhere to the agreed Code of Conduct.
- j. At any venue, children must be instructed with the procedure to be carried out in the event of a fire and told where they should muster outside the building and to whom they should report. It is critical that supervising adults know where the children are so that an accurate check can be made of numbers for the Fire Marshal should an area be evacuated.
- k. Children must know whom they can contact in the event of an emergency and by what means.

#### ***4.3 Communicating by email or by phone or texting, using social media, photographing children***

- a. The child's parents/carers should be the first point of contact between SBU and the child.
- b. Written permission should be sought to communicate with a youngster over the age of 16 and any communication should have a copy sent to the parent or carer.
- c. Written permission should be sought from parents/carers for the use of photographs for publicity.
- d. Data of the child should be protected and not divulged to SBU for Mempad purposes.
- e. Photographs used for publication should not divulge the name of the child.

## **5 MONITORING AND APPRAISAL**

All persons involved with events in which children participate must be able to receive training from outside expert agencies should the need arise. Following all events held under the auspices of the Scottish Bridge Union all the adults involved should be asked, if feasible, to provide feedback. All participants (both adults and children) should be invited to provide feedback on the forms provided for this. This may highlight any unanticipated problems or it might indicate that the provisions set in place worked well. Any feedback from the children themselves must be treated confidentially and dealt with appropriately.

## 6 RESPONDING TO SUSPICIONS AND/OR ALLEGATIONS

### 6.1 General

The following excerpts are taken from the National Guidelines for Child Protection in Scotland 2014. Child protection is the responsibility of all who work with children and families, regardless of whether that work brings them into direct contact with children. All workers should be fully informed of the impact of adult behaviour on children and of their responsibilities in respect of keeping children safe.

#### *Definitions of abuse*

**a. *What is child abuse and child neglect?***

Abuse towards a child can be physical, sexual or emotional. Abuse and neglect are forms of maltreatment of a child.

**b. *Physical abuse***

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating.

**c. *Emotional abuse***

Emotional abuse is persistent emotional neglect or ill treatment that has severe and persistent adverse effects on a child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may involve the imposition of age - or developmentally - inappropriate expectations on a child. It may involve causing children to feel frightened or in danger, or exploiting or corrupting children. Some level of emotional abuse is present in all types of ill treatment of a child; it can also occur independently of other forms of abuse.

**d. *Sexual abuse***

Sexual abuse is any act that involves the child in any activity for the sexual gratification of another person, whether or not it is claimed that the child either consented or assented. Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening.

**e. *Neglect***

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, to protect a child from physical harm or danger, or to ensure access to appropriate medical care or treatment. It may also include neglect of, or failure to respond to, a child's basic emotional needs. Neglect may also result in the child being diagnosed as suffering from "non-organic failure to thrive", where they have significantly failed to reach normal weight and growth or development milestones and where physical and genetic reasons have been medically eliminated.

#### *Reporting Procedures*

### 6.3 Accidents

In the case of an accident or incident which does not fall under the heading of suspicion/allegation of abuse, an Accident/Incident Report Form available from the CPO should be completed.

#### **6.4 Disclosure of abuse not involving a member of SBU**

Concerns may arise because:

A child may disclose that they are being abused in some way.

- a. A child makes an allegation against an adult.
- b. There is a change in the behaviour pattern of a child over a period of time.
- c. There is a notable failure to thrive.
- d. There is suspicion of physical abuse.
- e. The behaviour of an adult is causing concern.

Sometimes an allegation will have no substance. However, all allegations must be reported and investigated to the appropriate authorities.

It is the duty of any adult to report serious concerns immediately to the appropriate authority especially where abuse has been disclosed and where there is clear evidence that the child is at serious risk. They should record anything the child discloses in writing and inform the child that this must be passed on. They should not undertake any investigation as this may affect further proceedings by professionals.

The SBU Child Protection Officer should be informed timeously by phone followed by a written report. All communications should be treated with the strictest confidence and kept securely.

The name and contact details of the Child Protection Officer should be available along with the means of accessing the policy to all parents and guardians and adults working with children.

Only objective recording should be used and not one based on opinion or personal feelings. The information to be recorded must include the following:

- i. The nature of the suspicion and/or allegation.
- ii. A description of any physical abuse such as visible bruises, cuts etc.
- iii. If possible, an account by the child of what has happened. This should be read back to the child so that they know exactly what they have alleged.
- iv. Note any witnesses.
- v. Make a clear note of the date, time, location and any other relevant information.
- vi. Make sure a distinction is made by claims based on supportable factual evidence and those which are second-hand, gossip, opinion, etc.

The form for recording is available from the CPO.

#### **6.5 Action after allegation about a member of SBU working with children**

A serious allegation of sexual or physical abuse by a member of SBU should be referred to the appropriate authorities as already outlined in this section.

Allegations about poor practice by SBU members towards children should be reported to the Child Protection Officer using the appropriate form.

The Child Protection Officer will decide which further action will be taken. This may involve a disciplinary or misconduct investigation involving SBU executive committee members.

The SBU Child Protection Officer may decide to give a written warning and make appropriate recommendations or if the malpractice was sufficiently serious or a continuation of previously noted poor practice, the Scottish Bridge Union may wish to take further action.

On receipt of a written suspicion and/or allegation the Disciplinary Panel of the Scottish Bridge Union will inform the person(s) in writing (by Recorded Delivery) that they have the:

- a. opportunity to set up a defense with a reasonable time to prepare this.
- b. right to have legal advice or any other form of assistance.
- c. right of appeal to an independent agency.

As far as possible, the Disciplinary Panel will follow the procedures and policies laid down by the Laws and Ethics Committee for investigations, hearings and appeals.

A decision as to whether or not the person(s) involved should be temporarily suspended during the investigation will be made by the SBU Disciplinary Panel.

The individual(s) concerned must be seen to be handled at all times with objectivity and great sensitivity. There have been instances where accused people, have later found to be totally blameless. However, the welfare of the child is always of paramount importance.

Confidentiality is of major importance and only those who need to know should be told. This may include the:

- i. Child concerned.
- ii. Person(s) being accused.
- iii. Parents/carers of the child and the alleged accuser if the latter is also a child.
- iv. SBU Child Protection Officer.
- v. Social Services Department.
- vi. Police.
- vii. SBU Executive Committee.

## 8 ANTI BULLYING POLICY

### 8.1 General

The Scottish Bridge Union supports an enforced anti-bullying stance. Bullying is not always physical and this should be borne in mind. Intimidation can take many different forms. The same procedure will be used for reporting suspicions and/or allegations of bullying as for those of abuse. Bullying can occur between peers or by adults working with children.

#### ***What is bullying?***

The National Guidelines for Child Protection 2014 explains how children may suffer from bullying and the forms it takes.

Bullying behaviour may include:

- a. name-calling, teasing, putting down or threatening;
- b. ignoring, leaving out or spreading rumours;
- c. physical assault;

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- d. stealing and damaging belongings;
- e. sending abusive text, email or instant messages;
- f. making people feel like they are being bullied or fearful of being bullied; and
- g. targeting someone because of who they are or are perceived to be.

Such behaviour can leave people feeling helpless, frightened, anxious, depressed or humiliated and can have a devastating and lifelong impact.

Bullying behaviour can take place in schools, children's services, residential services, at home and in the community, at youth groups and out-of-school care and can come from both children and adults. It is also increasingly associated with the use of the internet and mobile phone technologies, especially via social networking sites such as Facebook (so-called "cyber-bullying"). In essence, the behaviour is the same and requires similar prevention methods.

Bullying behaviour may be related to perceived or actual difference and involve the expression of prejudices regarding, for example, race, gender, disability and sexual orientation. It may be just one manifestation of the prejudice experienced by the child or young person, and/or may compound other difficulties in their life. With this in mind vulnerable and marginalised children and young people may be particularly at risk.

#### ***8.2 Advice when dealing with the victim is as follows:***

- a. All signs of bullying must be taken seriously. Intervention at an early stage will often prevent a minor episode developing into something major.
- b. Encourage the child to speak and share any worries they have about bullying and assure them it will be treated confidentially and only disclosed to those who need to know.
- c. Ensure that the victim feels safe and if an interview with the bully(ies) is required, these should be carried out on a one-to-one basis with another adult present.
- d. Keep records of what is said and by whom.
- e. Report these to the SBU Child Protection Officer.

#### ***Advice when dealing with the bully(ies) is as follows:***

- a. Talk with the bully(ies) with another adult present and explain that this behaviour is unacceptable. If it is deemed appropriate, an apology may be made to the victim but it must be thought to be of positive benefit and not make the victim feel further intimidated by confrontation.
- b. Tell them that their parents/guardians will be informed.
- c. If items have been stolen and/or damaged, some kind of reparation needs to be made.
- d. If deemed appropriate, sanctions may be imposed.
- e. Keep records of what is said and by whom.
- f. Report these to the SBU Child Protection Officer.

### **8. Risk Assessment**

Risk assessments should be completed for all events for young people especially taking Account of travel to event. ?Suitable form available on SBU Education web site.

## **9 REVIEW**

This Policy and these Procedures will be monitored and reviewed on an annual basis:

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In accordance with changes in legislation and guidance on the protection of children and vulnerable adults or any changes within the Scottish Bridge Union.

Following any issues or concerns raised about the protection of children or vulnerable adults within the Scottish Bridge Union.

## **10 CONTACT INFORMATION**

A list of contact names, telephone numbers and websites is on SBU Education web site

**Appendix i****CONSENT, MEDICAL FORM FOR BRIDGE RELATED EXCURSIONS**

<b>VISIT TO</b>		<b>DATE</b>	
<b>LEADER</b>			

<b>VISIT MEMBER</b>		<b>AGE &amp; D.O.B.</b>	
Address			
Parent / Carer name (if applicable)			

<b>EMERGENCY CONTACT INFORMATION</b>			
First option – Name		Tel (home)	
Address		Tel (mobile)	
Second option – Name		Tel (home)	
Address		Tel (mobile)	

<b>MEDICAL – Please give full and accurate information</b>					
Doctor's name		Practice		Tel	
Recent medical issues / illnesses / surgery					
Has your child / ward been in close contact with any contagious diseases?					
If yes, please give details					
Any illness in the last 4 weeks					
Any current course of medication					
Any restrictions you would wish to place on emergency treatment:					
I authorise all medical and surgical treatment, including X-ray, laboratory, anaesthesia and other medical and/or hospital procedures as may be performed or prescribed by the attending doctor and/or paramedics for my child and waive my right to informed consent of treatment. This waiver applies only in the event that neither parent/carer can be reached in the case of an emergency.					
Parent / Carer's signature			Date		

<b>PHOTOGRAPHY</b>
Please tick the box If you do not consent to photographs being taken of your child / ward that could be used to promote activities in by the Scottish Bridge Union. <input type="checkbox"/>

<b>CONSENT</b>			
I, being over 18yrs of age or having parental rights and responsibilities towards the above-named person understand the nature of the excursion / activities and agree to them taking part and that they are fit and able to do so. inform the excursion leader of any significant changes to the information I have provided about the person named in this form between now and the excursion taking place.			
Name (Block Capitals)		Signature	Date

## **Appendix ii**

### **SCOTTISH BRIDGE UNION CODE OF CONDUCT FOR VOLUNTEER**

Make everyone aware of the Scottish Bridge Union's child protection procedures.

Treat everyone with dignity and respect.

Set an example you would wish others to follow.

Treat all young people equally - show no favouritism.

Plan activities that involve more than one other person being present, or at least are within sight and hearing of others.

Follow recommended adult/young people ratios for meetings and activities.

Encourage others to challenge any attitudes or behaviours they do not like.

Keep other volunteers informed of where you are and what you are doing.

Remember that someone else might misinterpret your actions, no matter how well-intentioned.

Do not engage in inappropriate behaviour or contact - physical, verbal, sexual.

Avoid physical contact with young people.

Do not use inappropriate language.

Contact youngsters by communicating through their parents or carers.

Take any allegations or concerns of abuse seriously and refer immediately.

## Appendix iii

### Form to be completed by volunteer helpers

It is the policy of the SBU to undertake checks with the CRBS on all persons working for or sponsored by the Scottish Bridge Union whose role may involve significant contact with children.

Depending on the role you intend to carry out you may be asked to complete a form from Disclosure Scotland to become a member of the PVG scheme.

Surname		Forename	
Address			
Tel no			
Email address			
<p>Please indicate the role/s you wish to undertake assisting youngsters to learn how to play bridge.</p> <p>e.g. club helper, event organiser, assisting with national and international competitions.</p>			
<p>I have read the Scottish Bridge Union's policy for child protection and its code of conduct and agree to abide by its guidelines.</p>	Signed		
	Date		

DATES:

**Appendix iv AUTHORISATION OF FOREIGN TRAVEL DOCUMENT**

## Details of Visit Member

NAME:	
PARENT / CARER NAME	
ADDRESS	
TEL (Home)	
TEL (Mobile)	
Email	

## Passport Information

Does the Does the visit member have their own passport?	
If yes, what was the country of Issue	

Where eligible, the above named visit member may be included in a collective passport\*. Please provide the following details. (N.B. Visit members who are 18 years or over will require their own passport.)

Date of Birth		Country and Place of Birth	
Nationality			
If born abroad, Name , place and date of birth of the mother			
If born abroad, Name, place and date of birth of the father			
Does the child have parents born in the UK or naturalized or registered as a citizen?			
If you have answered No were there any restrictions on the mother or father's stay in the UK when the child was born?			
Citizenship of	Father		Mother
If your child is included on a non-EU passport, please provide the following information			
Country of issue		Passport Number	
Date of Issue		Date of Expiry	

For visits involving overseas travel, the written consent of both parents is required (see - Notes for Parents on next page)

Signature		Date	
Relationship to child			
Signature		Date	
Relationship to child			

\*UKPA issues 2 different collective passport questionnaires, 1 for children born in the UK, and the other for children born outside the UK

#### Notes for those with parental rights and responsibilities

The Children (Scotland) act 1995 requires Scottish Bridge Union to have the written consent of both parents who have and are currently exercising parental responsibilities and rights with respect to a child aged under 16 years before that child can participate in an educational visit outside the UK.

Those who have parental responsibilities and rights are:

- The parents of a child who were married at the time of the child's birth or later whether they are still together
- The child's mother
- The father of a child who is not married to the child's mother but who has reached an agreement under section 4 of the Act with the child's mother and registered that agreement in the Books of Council and Session in Edinburgh
- Any person as directed by the court, e.g. a guardian, or where the Court has made a Residence Order in favour of an unmarried father or grandparents, etc.

Those listed above retain parental responsibilities and rights unless they are removed by a court.

It is appreciated that there may be circumstances in which it is difficult to obtain the written consent of both parents. Therefore if you require further information or advice on this matter please contact the Head of Establishment as soon as possible.

#### **Data Protection**

The personal information collected on these forms is recorded on computer, stored securely and processed only for the purpose of this excursion. SBU members will process this information fairly and lawfully and in accordance with the Data Protection Act 1998.

## Appendix v

### SELF-DECLARATION FORM FOR HOST FAMILIES

Many thanks for your kind offer to accommodate children taking part in Bridge-related activities. Please complete the following form

Full Name and title			
Address			
Telephone number/s			
E-mail address			
Please describe the accommodation offered (number of beds, sharing requirements, toilet and shower facilities, catering which can be provided):			
Please list anyone else who will be staying at your home during the time when the child/ren will be residing:	Name	Age	Relationship to you
	1.		
	2.		
	3.		
	4.		
I declare that I have never been subject to any disciplinary actions or sanctions relating to child abuse, sexual offences or violence. I declare that I am not a person known to any Social Services Department as being an actual or potential risk to children or young people. I agree to abide by the Child Protection Policy of the Scottish Bridge Union.	Signed		
	Date		

### Risk Assessment

<b>Date:</b>	<b>Assessed by:</b>	<b>Location:</b>	<b>Review date:</b>
	<b>Signature:</b>	<b>Activity:</b>	

This is a Template of a risk assessment identifying typical hazards and control measures for visits and excursions. Visit Leaders should add specific details relevant to each venue and on a regular basis. Delete elements that are not relevant.

What has the potential to cause harm (hazards) and what harm might result?	Who and how many people might be at risk?	What measures are already in place?	Severity	Likelihood	Risk rating	What further action (s) needs to be taken to reduce risk	By whom and by what date
Agricultural traffic contact: Group walking on pavements adjacent to roads crossing drives, roads: adding to impact injuries	All participants	Adequate staff ratio All staff familiar with route. Clear staff procedures / traffic warning / calming techniques established. Clear briefing / procedure set for walking as a group <ul style="list-style-type: none"> <li>• Leader front and back and at appropriate intervals</li> <li>• Group clearly briefed on behaviour / conduct</li> <li>• Pairs, hand holding, older pupils on outside next to road</li> <li>• Clear hand/arm signal</li> <li>• Communications established for staff and group</li> <li>• High visibility clothing considered for some poor lighting conditions</li> <li>• Sub division of group considered when crossing roads</li> </ul> Emergency procedures in place.				List specific extra actions to control hazards to a reasonable level	