



# Chipstead Sailing Club

## Safeguarding Protection Policy and Code of Practice

### 'Safeguarding is everyone's responsibility'

#### Policy Statement

Chipstead Sailing Club (CSC) is committed to implementing safeguarding measures against physical, psychological, financial, discriminatory, sexual or emotional harm, neglect or bullying of those taking part in any of its activities.

CSC will take all reasonable steps to ensure that through appropriate procedures and training, it offers those participating in Club activities do so in a safe and fun environment. We recognise that the safety, welfare and needs of participants are paramount and that all participants irrespective of age, disability, race, religion or belief, sex, sexual or gender identity or social status, have a right to protection from discrimination and abuse.

CSC will respond swiftly and appropriately to all complaints and concerns about poor practice or suspected or actual abuse. As defined in the Children Act 1989, for the purposes of this policy anyone under the age of 18 should be considered as a child. In this policy the terms 'Children' and Young people are both used, recognising that older teenagers may prefer not to be referred to as 'children' although, they are still in the eyes of the law.

The Care Act 2014 defines 'Adults at Risk' as people aged 18 or over who are in need of care or support, and because of those needs are unable to safeguard themselves at all times. The policy also applies to Adults at Risk or vulnerable adults. All members of the Club should be aware of the Policy.

The experience of the sport is our priority. CSC will create a safe and welcoming environment, both on and off the water, where participants can have fun and develop their skills and confidence. We will treat all with respect, dignity, celebrate their achievements and listen to their views and experiences. This policy will be kept under periodic review and implemented by a set of processes, procedures and guidelines.

**N.B.** CSC requires that a Parent or Guardian must be on Club premises when children under the age of 16 are using the Club facilities. If a parent or guardian is not able to be present at all times when their child is at the club, it is the responsibility of said parent/legal guardian to nominate an adult who is authorised by them to act on their behalf should such action be required and complete the Legal Guardian Nominee Form. (Appendix 7)

#### **The General Committee of the Club will appoint a Club Safeguarding Officer whose role is:**

- To maintain this policy and associated procedures compatible with RYA policy and procedures.
- To ensure that relevant volunteers are aware of and follow the procedures, including implementing safe recruitment procedures.
- To advise the General Committee of safeguarding issues.
- Maintain contact details for local Children and Adult Services and the Police.

#### **If there are concerns:**

- Be the first point of contact for any concerns or allegations, ensuring that confidentiality is maintained in all cases.



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- Decide on the appropriate action to be taken, in line with the organisation's procedures and in conjunction with the person in charge (Commodore, Training Principal, Chief Instructor, Safeguarding Officer etc.)
- Keep the RYA Informed as necessary.
- The RYA designated person is the RYA Safeguarding and Equality Manager. Tel 0238 060 4104 email: [safeguarding@rya.org.uk](mailto:safeguarding@rya.org.uk) or RYA Safeguarding Manager 0238 060 4226
- The Club Safeguarding Officer is **Maggie Bolton**, (mob. 07746964482, e-mail [safeguarding@chipsteadsc.org.uk](mailto:safeguarding@chipsteadsc.org.uk)).

## Staff and Volunteers

The Club Safeguarding Officer and those who are instructing, coaching, or supervising adults at risk, children and young people will also be required to apply for an Enhanced Criminal Records Disclosure, with Barred List check if appropriate. These persons will be asked to provide self-disclosure form annually. (Appendix 5).

Chipstead SC understands that it is an offence to allow someone to undertake regulated activity/work if they have been barred from working with the relevant vulnerable group. There is a risk that determined known offenders who are no longer able to work undetected in the statutory sector may move into the voluntary and sports sectors. If groups from local schools come to your site, a school may request that you check your instructors or volunteers so that they are subject to the same level of scrutiny as the children's teachers.

An individual is only eligible to apply for an Enhanced Disclosure, which will disclose their 'spent' as well as their 'unspent' record, if they will be in a position listed under the exceptions to the Rehabilitation of Offenders Act 1974, i.e. one that involves regularly teaching, training, instructing, caring for or supervising persons under 18. They can only be required to apply for the additional Barred List check if they will be undertaking 'regulated activity' with children or vulnerable adults as defined under the Safeguarding Vulnerable Groups Act 2006, amended by the Protection of Freedoms Act 2012.

Chipstead SC ensures that all those involved in the recruitment process have received appropriate guidance and training on the relevant legislation relating to volunteering of ex-offenders, e.g. Rehabilitation of Offenders Act 1974 and are aware that they can seek guidance from the RYA if required. If in doubt regarding the suitability of ex-offenders, guidance will always be sought from the RYA.

## Good Practice

All members of CSC should follow Good Practice guidelines (Appendix 1) and agree to abide by the Club Code of Conduct (Appendix 2). A Good Practice Guide handout is available for all Instructors and Volunteers. Those working with adults at risk and young people should be aware of the guidance on recognising abuse (Appendix 3) as set out in the CSC Recognising Abuse Policy.

At times when children are changing before or after junior/youth training or racing, adults are requested not to enter the showers and changing rooms. If this is unavoidable it is advised that they are accompanied by another adult. At these times, Wealden Sailability clients accompanied by carers will be restricted to using the disabled toilet or must be accompanied by a carer when using the changing rooms. During schools training sessions all instructors will be restricted to using the disabled toilet for changing.

CSC will seek written consent from the child and their parents/carers before taking photos or video at an event or training session or publishing such images. Parents and spectators should be prepared to identify themselves if requested and state their purpose for photography/filming. If the Club publishes Safeguarding Protection Policy and Code of Practice 11.04.2022



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images of children, no identifying information other than names will be included. Any concerns about inappropriate or intrusive photography or the inappropriate use of images should be reported to the CSC Club Safeguarding Officer

## **Concerns**

Anyone who is concerned about a participant's welfare, either outside the sport or within the Club, should inform the Club Safeguarding Officer immediately, in strict confidence. The CSC Club Safeguarding Officer will follow the prescribed procedures.

Any member of the Club failing to comply with the Safeguarding Adults policy and any relevant Codes of Conduct may be subject to disciplinary action under Club Rule 15.

**This policy will be kept under regular review and will be reviewed at the very least annually.**



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## Appendix 1: Good Practice Guide for Instructors, Coaches and Volunteers

### The Essential points of Good Practice.

This guide only covers the essential points of good practice when working with adults at risk and children and young people. You should also read the Chipstead Sailing Club's (CSC) Safeguarding Protection Policy and Code of Practice (which are circulated to training Centre Instructors and Volunteers annually) which are available for reference at all times.

- Avoid spending any significant time working with adults at risk or children in isolation and always try to work in an open environment in view of others.
- Do not take adults at risk or children alone in a car, however short the journey.
- Do not take children or adults at risk away from the CSC premises (which includes Chipstead Lake).
- Where any of these are unavoidable, ensure that they only occur with the full knowledge and consent of someone in charge at CSC or the child's parents or the adult at risks carers.
- Design training programmes that are within the ability of the individual.
- If the adult at risk or child is having difficulty with a wetsuit or buoyancy aid, ask them to ask a friend to help if at all possible.
- If you do have to help an adult at risk or child, make sure you are in full view of others, preferably another adult.
- Restrict communications with adults at risk or young people via mobile phone, email or social media to group communications about organisational matters. If it's essential to send an individual message, copy it to the child's parent or carer, or if these are not available, to the Training Principal ([training@chipsteadsc.org.uk](mailto:training@chipsteadsc.org.uk))
- Always communicate clearly in whatever way best suits the individual, and check their understanding and expectations.

### You should never

- Engage in rough, physical or sexually provocative games, including horseplay.
- Allow or engage in inappropriate touching of any form.
- Allow use of inappropriate language unchallenged, or use such language yourself when with children or adults at risk.
- Make sexually suggestive comments, in any circumstance.
- Fail to respond to an allegation made by an adult at risk or a child. You must always act.
- Do things of a personal nature that adults at risk or children can do for themselves.



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It may sometimes be necessary to do things of a personal nature to help someone with a physical or learning disability or for children; particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of the individual (where possible) and their parents, guardians and carers. In an emergency situation which requires this type of help, parents, guardians and carers should be fully informed. In such situations it is important to ensure that any adult present is sensitive to the individual and undertakes personal care tasks with the utmost discretion.



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## Appendix 2: Club Code of Conduct

It is the policy of Chipstead Sailing Club that all members, participants, coaches, instructors, officials, parents and volunteers show respect and understanding for each other, treat everyone equally within the context of the sport and conduct themselves in a way that reflects the principles of the club/class. The aim is for all members and participants to enjoy their sport and to improve performance.

**Abusive language, swearing, intimidation, aggressive behaviour or lack of respect for others and their property will not be tolerated and may lead to disciplinary action.**

### Participants

- Listen to and accept what you are asked to do to improve your performance and keep you safe.
- Respect other members, participants, coaches, instructors, officials and volunteers.
- Abide by the rules and play fairly.
- Do your best at all times.
- Never bully others either in person, by phone, by text or online.
- Take care of all property belonging to other members, participants, the club or its members.

### Parents, Guardians and Carers

- Support the participant's involvement and help them enjoy their sport.
- Help the participant to recognise good performance, not just results.
- Never force the participant to take part in sport.
- Never punish or belittle the participant for losing or making mistakes.
- Encourage and guide the participant to accept responsibility for their own conduct and performance.
- Respect and support the coach or instructor.
- Accept officials' judgements and recognise good performance by all participants.
- Use established procedures where there is a genuine concern or dispute.
- Inform the club organisers of relevant medical information.
- Ensure that the participant wears suitable clothing and has appropriate food and drink.
- Provide contact details and be available when required.
- Take responsibility for the participant's safety and conduct in and around the clubhouse and grounds.



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- Children under the age of 18 years are the responsibility of their parents, carers or guardians whilst using the water and facilities of the Club. It is a requirement of CSC that a parent or a guardian of children under the age of 16 years must be on club premises at all such times.
- Accept that adult participants have a right to take risks and to take decisions about their welfare, unless they lack the capacity to do so as defined by the Mental Health Act 2005.

## **Coaches, Instructors, Officials and Volunteers.**

Consider the welfare and safety of members and participants before the development of performance.

- Encourage members and participants to value their performance and not just results.
- Promote fair play and never condone cheating.
- Ensure that all activities are appropriate to the age, ability and experience of those taking part.
- Build relationships based on mutual trust and respect.
- Work in an open environment.
- Avoid unnecessary physical contact.
- Be an excellent role model and display consistently high standards of behaviour and appearance.
- Do not drink alcohol or smoke when working directly with young people or adults at risk.
- Communicate clearly with parents, guardians, carers, participants and members.
- Be aware of any relevant medical information.
- Follow RYA and club/class guidelines and policies.
- Holders of RYA Instructor and Coach qualifications must also comply with the RYA Code of Ethics and Conduct.
- Holders of RYA Race Official appointments must also comply with the RYA Race Officials Code of Conduct.

**If you are concerned that someone is not following the Code of Conduct, you should inform the Club Safeguarding Officer or the person in charge of the activity**



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## Appendix 3: Chipstead Sailing Club Abuse Policy.

**What is abuse?** Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect by inflicting harm, or by failing to act to prevent harm. Persons may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (including via the internet). They may be abused by an adult or adults, or another child or children.

**Physical abuse**, may involve adults or other children inflicting physical harm:

- Hitting, shaking, slapping, pushing, restraining, throwing, poisoning, burning or scalding, drowning or suffocating or inappropriate physical sanctions.
- Giving alcohol or inappropriate drugs.
- A parent or carer fabricating the symptoms of, or deliberately inducing, illness.
- In sport situations, physical abuse might also occur when the nature and intensity of training exceeds the capacity of the child's immature and growing body.

**Emotional abuse** is persistent emotional maltreatment, such as to cause severe and persistent adverse effects on emotional development. It may involve:

- Conveying to the person they are worthless, unloved or inadequate.
- Not giving the person opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate.
- Imposing expectations which are beyond the person's age or developmental capability.
- Overprotection and limitation of exploration and learning, or preventing the person's participating in normal social interaction.
- Allowing them to see or hear the ill-treatment of another person.
- Serious bullying (including cyberbullying), causing the person frequently to feel frightened or in danger.
- Exploitation or corruption.
- Emotional abuse in sport might also include situations where the person is subject to constant criticism, bullying or pressure to perform at a level that cannot realistically be expected to achieve. Some level of emotional abuse is involved in all types of maltreatment.

**Sexual abuse:** involves an individual (male or female, or a child) forcing or enticing another person to take part in sexual activities, whether they are aware of what is happening, to gratify their own sexual needs. The activities may involve:

- Physical contact (e.g., Kissing, touching, masturbation, rape, or oral sex).
- Involving them looking at, or in the production of, sexual images.



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- Encouraging the person to behave in sexually inappropriate ways or watch sexual activities, including sexual teasing and innuendo.
- Grooming in preparation for abuse (including via the internet).
- Sport situations which involve physical contact (e.g., Supporting or guiding) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if there is a misuse of power and position of trust over people.

**Psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or unreasonable and unjustified withdrawal from services or supportive networks. In a club context this might include excluding a member from social activities.

**Financial or material abuse** – including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with Wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits. People with learning disabilities or dementia are particularly vulnerable to this type of abuse.

**Discriminatory abuse** – including forms of harassment, slurs or similar treatment: because of race, sex, gender and gender identity, age, disability, sexual orientation or religion.

**Neglect** - is the persistent failure to meet a person's basic physical and/or psychological needs, likely to result in the serious impairment of health or development. Neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter.
- Protect the person from physical and emotional harm or danger.
- Ensure adequate supervision.
- Ensure access to appropriate medical care, treatment or support.
- Respond to basic emotional needs.
- Neglect in a sport situation might occur if an instructor or coach fails to ensure that the person is safe, exposes him/her to undue cold or heat or risk of injury.

**Self-Neglect** – this covers a wide range of behaviour, neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Self-neglect might indicate that the person is not receiving adequate support or care or could be an indication of a Mental Health issue such as depression.

**Organisational Abuse** – including neglect and poor care practice within an institution or specific care setting e.g., hospital or place of care.



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**Mate Crime** – is when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them.

**Child sexual exploitation** - is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity in exchange for something the victim needs and wants (e.g. attention, money or material possessions, alcohol or drugs), and/or for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation can also occur online without involving physical contact.

**Extremism** - goes beyond terrorism and includes people who target the vulnerable including the young by seeking to: create division between communities on the basis of race, faith or denomination; justify discrimination e.g. towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

**Bullying** - (not included in 'Working Together' but probably more common in a sport situation than some of the other forms of abuse described above). Bullying (including online bullying, for example via text or social media) may be seen as deliberately hurtful behaviour, usually repeated or sustained over a period of time, where it is difficult for those being bullied to defend themselves. The bully is often another vulnerable or young person. Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons –being overweight or physically small, being LGBTQ+, having a disability or belonging to a different race, faith or culture. Bullying can include:

- Physical pushing, kicking, hitting, pinching etc.
- Name calling, sarcasm, spreading rumours, persistent teasing and emotional torment through ridicule, humiliation or the continual ignoring of individuals.
- Posting of derogatory or abusive comments, videos or images on social network sites.
- Racial taunts, graffiti, gestures, sectarianism.
- Sexual comments, suggestions or behaviour.
- Unwanted physical contact.
- The acronym **STOP – Several Times On Purpose** - can help you to identify bullying behaviour.

## Recognising Abuse

It is not always easy, even for the most experienced, to spot when abuse has taken place. However, some of the more typical symptoms which should trigger your suspicions would include:

- 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 or lack of medical attention when an injury has occurred.
- Sexually explicit language or actions
- A sudden change in behaviour (e.g., becoming very quiet, withdrawn or displaying sudden outbursts of temper).
- The person describing what appears to be an abusive act involving them.
- A change observed over a long period of time (e.g., Losing weight or becoming increasingly dirty or unkempt).
- A general distrust and avoidance of someone, especially those with whom a close relationship would be expected.
- An unexpected reaction to normal physical contact.
- Difficulty in making friends or abnormal restrictions on socialising with others.



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- Self-harming.
- A person's belongings or money go missing.
- A disclosure – someone tells you or another person they are being abused.

**Patterns of Abuse** – may vary and include:

- Serial abusing in which the perpetrator seeks out and 'grooms' individuals. Sexual and financial abuse may fall into this pattern.
- Long term abuse in the context of an ongoing family relationship, such as domestic violence between spouses or generations or persistent psychological abuse or
- Opportunistic abuse such as theft occurring because money or valuable items have been left lying around.

It is important to note that the person could be displaying some or all of these signs, or behaving in a way which is worrying, without this necessarily meaning that the person is being abused. Similarly, there may not be any signs, but you may just feel that something is wrong. If you have noticed a change in a person's behaviour, first talk to the parents or carers. It may be that something has happened, such as a bereavement, which has caused the person to be unhappy.

**If you are concerned:** If there are concerns about sexual abuse or violence in the home, talking to the parents or carers might put the person at greater risk. If you cannot talk to the parents, guardians or carers, consult the Club Safeguarding Officer or the person in charge. It is this person's responsibility to make the decision to contact Children's or Adult Social Care Services or the Police. It is NOT their responsibility to decide if abuse is taking place, BUT it is their responsibility to act on your concerns.



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## Appendix 4: Self-disclosure Form for Persons Working with Children or Adults at Risk

Chipstead Sailing Club is committed to safeguarding from physical, sexual and emotional harm. As part of our Safeguarding policy, we require those regularly instructing, coaching, or supervising adults at risk or young people to complete this self-disclosure form. Having a criminal record will not necessarily bar you from volunteering with us. This will depend on the nature of the position and the circumstances and background of your offences.

All information will be treated as confidential and managed in accordance with our Data Privacy Policy and current data protection legislation and guidance.

Name .....

1. **Have you ever been known to any Children or Adult Services Department as being an actual or potential risk to children or adults at risk?**

YES / NO (If yes, please supply details.)

2. **Have you ever been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children or adults at risk?**

YES / NO (If yes, please supply details.)

3. **If you have a current DBS certificate registered with the RYA please provide the following information:**

**DBS Certificate Number:** .....

**Your Date of Birth:** .....

**Declaration:** I declare that to the best of my knowledge the information given above is correct and understand that any misleading statements or deliberate omission may be sufficient grounds for disciplinary action and/or the withdrawal of my appointment.

If required I agree to provide a valid Enhanced Criminal Records Disclosure (DBS enhanced) or apply through CSC for a DBS.

I agree to inform Chipstead Sailing Club within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children, young people and adults.

I understand that the information contained in this form and in the Disclosure, or supplied by third parties, may be shared with other persons or organisations in circumstances where this is considered necessary to safeguard children. I am happy that the Chipstead Sailing Club Safeguarding Officer (Maggie Bolton) can check my DBS status if required.

Signed ..... Date .....

Note: if the applicant is aged under 18, this form should be counter-signed by a parent or guardian.



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All personal information including disclosure information will be treated as confidential, stored securely and only shared with those who need to see it in the course of their duties or to protect adults at risk or children in accordance with the DBS Code of Conduct and the Chipstead Sailing Club Data Privacy Policy.



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## **Appendix 5: Policy Statement on the secure handling, use, storage, retention and disposal of DBS Disclosure certificates and certificate information.**

### **General Principles**

As an organisation using the Disclosure and Barring (DBS) checking service to help assess the suitability of applicants for positions of trust, Chipstead Sailing Club complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the General Data Protection Regulations (GDPR), the Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

### **Storage and Access**

Certificate information is kept securely, in a lockable, non-portable, storage containers or on password protected computer storage with access strictly controlled and limited to those who are entitled to see it as part of their duties.

### **Handling**

In accordance with Section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information have been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

### **Usage**

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

### **Retention**

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This retention will allow for the consideration and resolution of any disputes or complaints or be for the purpose of completing safeguarding audits. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

### **Disposal**

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, for example by shredding, pulping or burning, or securely deleted from a computer system. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificate and the details of the recruitment decision taken.



# Chipstead Sailing Club

## Appendix 6: County Local Authority Designated Officer Contacts

The County LADO Service deals with allegations against staff who work with children either in education or the wider children's workforce.

If you need to speak to the LADO Service regarding an **allegation** against a member of staff **please make contact with one of the Contact & Referral Officers on the below number or complete a referral form.** Your details will be taken and passed to the LADO on duty that day. The same LADO will support you through the process until the matter has been resolved. Please note that the LADO service no longer works on an area basis.

County LADO Service contact number: 03000 410 888  
Email: [kentchildrenslado@kent.gov.uk](mailto:kentchildrenslado@kent.gov.uk)

### Kroner House

Ali Watling  
County LADO Manager

Contact & Referral Officer & PA to  
LADO Manager Emma Cumberbatch

Contact & Referral Officer  
Sára Blenkinsop (on secondment)

Anita Kearney - Locum

Marie Jackson  
LADO

Hollie Priestley  
LADO - Maternity leave 01.01-31.08.2020

Sarah Crann  
LADO

Alexa Andrews  
LADO

Susannah Burden  
LADO

Mary Oni  
LADO – Locum

Link to Referral form: <https://www.kscb.org.uk/procedures/local-authority-designated-officer-lado>

If a call is urgent i.e. **a child is in immediate danger and requires safeguarding** call through to the **Front Door on: 03000 41 11 11**

Urgent child protection issues outside of office hours: Call  
**Out of Hours** on: 03000 41 91 91



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## Appendix 7: Legal Guardian Nominee Form (Children under 16)

I am unable to be on site at all times that my child is attending an activity at CSC. I therefore appoint the person named below to act on my behalf in all matters concerning the wellbeing of my child, including the authorisation of any medical treatment or administration of medical drugs. He/she will be available on the Club premises at all times the child is at the Club.

Please list details of any medical condition and any medical treatment being received (if none please write none).

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Child's / Children - Name(s)	
Parent / Legal Guardian – Name	
Parent / Guardian – Signature	
Emergency Phone Number	
Date / Period of Nomination	

I, the nominated Legal Guardian, accept full responsibility for the child/Children named above. This form should remain in the possession of the nominated legal guardian for the duration of the activity only and then destroyed in line with the Club's Data Privacy Policy. It must be produced to a Club Official on request.

Nominated Legal Guardian - Name	
Signature	