English Bridge Union
Youth Care and Safety Policy
and
Good Practice Guide

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INTRODUCTION

Although bridge is mainly seen as a pastime for adults, it is in fact an activity which is both beneficial to and enjoyed by many children and young people. Furthermore, the English Bridge Union recognises that the provision of bridge, and bridge-related activities such as Minibridge, is crucial for ensuring the future of the game in this country, and is therefore very keen to introduce it to more young people.

Bridge is a true mind sport, and as the Governing Body for bridge in England, we fully recognise our responsibilities with regard to the safety and welfare of all young people learning and playing bridge. This document comprises a statement of our Policy with regard to Child Protection, together with procedures which will be followed in line with our commitment to good practice and child protection.

The procedures consist of some advisory guidelines and some mandatory procedures. The document as a whole is intended as definitive in respect of the activities of the Union itself, as a direct employer of staff and volunteers working with young people, and as guidance for all bridge clubs affiliated to the Union.

The policy applies to events directly organised by English Bridge Union and English Bridge Education and Development.

Although not a requirement, County associations of the EBU should consider having their own policy with regard to Youth Care and Safety. This policy can be used as a model for counties wishing to develop their own policy.

Acknowledgements

This document has been drawn up based on guidance from the NSPCC Child Protection in Sport Unit. Use has also been made of material produced by the British Triathlon Association and the Joint Angling Governing Bodies. The assistance from all of these is gratefully acknowledged.

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1 POLICY STATEMENT

The English Bridge Union, as an organisation that makes provision for children and young people, believes that the welfare of the young person is paramount. All young people, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity should be able to play Minibridge and bridge in a safe and fun environment. All young people have the right to protection from abuse and the English Bridge Union is committed to ensuring that everyone involved with young people in bridge accepts their responsibilities to safeguard children and to report any concerns about their welfare to the appropriate authorities.

The English Bridge Union accepts it has a moral and legal responsibility to provide a duty of care for young people involved in bridge and to protect them from harm. We will therefore:

- Respect and promote the rights, wishes and feelings of young people;
- Take all reasonable steps to protect children from harm, abuse, discrimination and degrading treatment;
- Ensure that all employees and volunteers who may work with young people are carefully selected, informed about their responsibilities and provided with guidance and/or training in good practice and child protection procedures;
- Provide monitoring and supervision to ensure compliance with the codes of conduct and good practice in relation to child protection;
- Ensure that all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately;

In this context, those people who are considered to be employees or volunteers who may work with young people include:

- Staff employed at Aylesbury
- Regional and County Youth Officers
- Club Welfare Officers
- Teaching staff at the Junior Teach-In weekend and any other training or coaching events run by the EBU for young people.
- International Squad Leaders and Coaches for any squads containing under-18s
- Tournament Directors in charge of junior events for school-age children

Staff and volunteers in general will not be trained or expected to deal with situations of abuse nor decide if abuse has occurred, but they will be expected to accept responsibility for taking action and be aware of the appropriate reporting procedures.

Confidentiality will be upheld in line with the Data Protection Act 1998 and the Human Rights Act 1998.

Terminology

- A child is defined as anyone under the age of 18, in line with the Children Act 1989 and 2004.
- The terms child and young person are used interchangeably in this document, and also refer to vulnerable adults.
- The term parent is used as a generic term to represent parents, carers and guardians.
- The term bridge is used to include Minibridge and all bridge-related activities.

2 GOOD AND BAD PRACTICE GUIDELINES

Good practice principles

Good practice will help to create a positive culture and climate within our sport. The following principles should be adhered to by all those working with young people in bridge:

- Ensure bridge is fun and enjoyable by treating all young people equally, with respect and dignity; by confronting and dealing with bullying; by promoting fair play and giving time and attention equally to both the more and less talented.
- Recognise the developmental needs and capacity of each young person and place their welfare before winning or achieving goals, avoiding excessive training or competition and not pushing them against their will.
- Build balanced relationships based on mutual trust which empowers young people to share in the decision-making process. Give enthusiastic and constructive feedback rather than negative criticism.
- Be an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- Conduct all tuition, coaching and meetings in an open environment, avoiding one-to-one coaching in unobserved situations.
- Maintain a safe and appropriate distance with players. It is not appropriate to have an intimate relationship with a young person aged 16-17. One adult should never share a room with one young person. (It is, however, acceptable for two members of a partnership or junior team to share a room when one is 18 or over and the other is aged under 18.)
- Ensure that any photographers/video operatives or similar wishing to attend bridge events are given a clear brief, wear identification and are not given unsupervised access to players. Obtain written parental consent before using any photographs or images of children, and take especial care when displaying pictures on the internet to ensure that children are not identifiable by name.
- Involve parents/carers wherever possible, in particular whenever arranging away travel or overnight accommodation. If mixed teams are taken away, they should always be accompanied by a male and female member of staff. Adults should not enter children's rooms or invite children on their own into their rooms.
- Secure 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. Keep a written record of any injury that occurs, along with the details of any treatment given.
- Request written parental consent if it is necessary to transport young people by private cars.

Bad Practice

The following constitute poor practice and should be avoided by all personnel:

- 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.
- Never engage in rough, physical or sexually provocative games, including horseplay;
- Never share a room with a child;
- Never allow or engage in any form of inappropriate touching;
- Avoid the use of swearing, bad language or inappropriate slang in the presence of a young person;
- Never allow children to use inappropriate language unchallenged;
- Never make sexually suggestive comments to a young person, even in fun;
- Never reduce a child to tears as a form of *control*;
- Never allow allegations made by a child to go unchallenged, unrecorded or not acted upon;
- Never do things of a personal nature for children or disabled adults that they can do for themselves;
- Never invite or allow children to stay with you at your home unsupervised.

If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of someone in charge or the child's parents. If any of the following incidents should occur, they should be reported immediately to another colleague, a written note of the event should be made and the parents informed of the incident:

- You accidentally hurt a young person.
- A young person seems distressed in any manner.
- A young person appears to be sexually aroused by your actions.
- A young person misunderstands or misinterprets something you have done.

Codes of Conduct & more detailed guidance

Appendix A contains a model Code of Conduct which all those working with young people as bridge teachers, coaches, volunteers or other assistants could use.

Appendix B gives specific guidelines for those arranging trips to bridge matches and other events, and includes a Code of Conduct for parents and young people themselves.

ONLINE BRIDGE AND MINIBRIDGE

Particular care is needed when providing online bridge and Minibridge activities. Parents are advised to check the controls provided by any provider of online bridge services prior to allowing children to access them.

The English Bridge Union guidance is followed by *Bridge Club Live*, which provides an Acol-based game and is the EBU-affiliated online bridge club, whereby:

- Parental permission is obtained before membership of the club is permitted to young people under 18, using telephone checks to parents/guardians to verify this.
- Chat facilities are permitted only table-wide, not one-to-one. Offensive words are not permitted in messages.
- All chat messages and “sticky notes” to and from junior members are logged, and the logs are sent to parents/guardians on a regular basis.
- Parents are able to set limits on the length of time a young person may play online bridge or Minibridge each day.

3 RECRUITMENT, SELECTION AND TRAINING OF STAFF AND VOLUNTEERS

The English Bridge Union recognises that anyone may have the potential to abuse children in some way and seeks to ensure that all reasonable steps are taken to prevent unsuitable people from working with children.

When seeking staff or volunteers to work with young people, whether full or part-time, the following steps should be followed:

3.1 Advertising/recruitment

- If any form of advertising is used, it should reflect the aims of the Organisation, in particular in relation to the policy on the care and safety of young people
- A job description should be drawn up, identifying roles and responsibilities and including a person specification clarifying the required and recommended skills and qualities of an applicant. A sample person specification is included as part of the specification of a Club Child Welfare Officer at Appendix B
- All applicants should complete a written Application Form.

3.2 Application

The application form should elicit information about an applicant's past and self disclosure about any criminal record. The form should include:

- Name and address
- Relevant experience, qualifications and training undertaken
- Listing of past career or involvement in bridge
- Any criminal record
- The applicant's consent to criminal record checks being made
- The names of at least two people (not relatives) willing to provide written references commenting on the applicant's suitability for working with young people, including if possible one regarding previous work with children.

A sample Application Form is at Appendix C1.

3.3 Checks & References

- Enhanced Disclosure should be sought from the Disclosure and Barring Scheme for all those working with young people. The English Bridge Union is registered with the DBS for this purpose. Section 4 DBS Checks explains the procedure for obtaining checks.
- At least two references should be taken up. A sample Reference Form is at Appendix C2.

3.4 Interview, induction and training

All staff, and where possible volunteers, should be interviewed before being accepted for any position working with young people.

In addition, all youth workers are recommended to attend a half-day seminar/workshop on good practice in child safety. Such workshops are regularly run by sports coach UK at venues across the country. An outline of the course is at Appendix D and details of workshop dates and

venues may be obtained from the website www.sportscoachuk.org (follow the workshops link). Club Welfare Officers are required to attend such a seminar.

3.5 Monitoring and Appraisal

At regular intervals, all staff or volunteers should be given the opportunity to receive formal or informal feedback and to identify further training needs.

Following each EBU-organised event involving overnight stays for young people (eg. Junior Teach-In weekend, home Peggy Bayer weekend) all event staff and all parents/teachers present should be asked to provide feedback on the event, including the provision made to safeguard the young people and the practice of all those involved. Feedback from the young participants themselves is also recommended.

3.6 Complaints Procedure

The EBU's complaints and appeals procedures should be used to deal with any formal complaints and/or appeals. Guidance on these procedures will be made available to all staff and volunteers working with young people, to all affiliated clubs and EBU members.

4 DBS checks (previously called CRB checks)

In order to work with young people and/or vulnerable adults organisations ask for new workers to apply for "disclosure" – a document containing information held by the police and government departments – from the Disclosure and Barring Scheme (an agency of the Home Office).

Disclosures may only be requested by individuals through organisations registered with the DBS or through umbrella bodies acting on behalf on an organisation. The EBU is not registered with the DBS. The EBU use a company called The Media Group to provide the disclosure service for EBU members. The procedure for obtaining a disclosure is that the individual whose background is being checked must themselves apply for the disclosure, but the request is submitted through the EBU. There are different types of disclosure, but for us the relevant type is an "Enhanced Disclosure" – needed for any work with children.

DBS checks are free of charge for volunteers but there is a handling charge of £20 levied by The Media Group, but costs over £50 for anyone who receives a tax-declarable payment for their services. This means that for anyone who is *paid* for teaching bridge in a school, you will have to pay the full price.

While anyone can apply to have a DBS check carried out it is only *necessary* where a person is involved in 'regulated activity'. The EBU currently pays the volunteer's handling charge for any EBU member who needs to have a DBS check carried out. We cannot pay for volunteers who do not need to be checked but wish to have one carried out anyway.

The definition of 'regulated activity' is to be found in the full details of the scheme through the link given below.

To initiate the process for obtaining a disclosure on yourself, you need to ring the EBU – 01296 317228. You will be sent a form which you complete according to the guidelines in the leaflet. You return the form to the EBU Child Protection Officer for verification with the required documents. Once checked, the CPO will return the documents to you and send the form to The Media Group for countersigning who complete the process. Once the form goes to the DBS the process takes between 3 and 6 weeks to complete in most cases.

You will receive an individual disclosure document. The EBU does not receive a copy.

Full details of the DBS can be found at

https://www.gov.uk/government/organisations/disclosure-and-barring-service/about

DBS update service

The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online.

DBS checks used to be called CRB checks.

Applicants How to register

You can register online as soon as you have your application form reference number. You can ask for the number when you apply for your DBS check.

Or you can wait and register with your certificate number when you receive your DBS certificate. If so, you must do so within 19 days of the certificate being issued.

To check the progress of your DBS certificate use the DBS tracking service.

Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only). There's no charge if you're a volunteer.

You'll get an ID number with your registration that you need to log on to the service.

What you get

When you join, you'll get an online account that lets you:

- take your certificate from one job to the next
- give employers permission to check your certificate online, and see who has checked it
- add or remove a certificate

Read the detailed guidance for applicants.

Reusing a DBS check

A DBS certificate only contains information from a DBS check on a certain date and for a particular purpose.

Employers can accept a previously issued certificate but must:

- check the applicant's identity matches the details on the certificate
- check the certificate is of the right level and type for the role applied for
- carry out a free-of-charge status check to see if new information has come to light since the certificate's issue; the applicant must have already joined the DBS update service

Employers can accept a previously issued certificate without a status check but at their own risk.

CRB-branded certificates should be treated the same as DBS-branded certificates.

5 RESPONDING TO SUSPICIONS OR ALLEGATIONS

5.1 Introduction

It is not the responsibility of anyone working in bridge in a paid or voluntary capacity to take responsibility or to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns about the welfare of a young person. These concerns may arise because:

- a young person discloses that he or she is being abused
- of the observed behaviour of an adult towards a young person
- of a number of indicators observed in a child over a period of time.

The English Bridge Union has designated a member of staff to act as the national Child Protection Officer (CPO). The role and responsibilities of the CWO are outlined at Appendix B. The EBU Board of Directors will also appoint a Disciplinary Panel to consider all written reported breaches of the EBU Youth Care & Safety Policy and all written reports of malpractice.

5.2 Problem recognition

It is recognised that strong emotions can be aroused, particularly in cases of sexual abuse or where there is misplaced loyalty to a colleague. It is important to understand these feelings but not to allow them to interfere with your judgement about any action to take.

If you are not sure whether an action constitutes poor practice or abuse, you should discuss the situation in confidence with the Club CWO or the EBU CPO. There may well be marginal cases, for example of volunteers who cause children to suffer physical or emotional harm by consistent inappropriate behaviour towards them, or by adopting a “win at all costs” attitude. It should also be recognised that abusers may come from all walks of life, and that it is not only adults who abuse children – they may suffer at the hands of other children and young people.

The English Bridge Union assures all staff/volunteers that it will fully support and protect anyone who in good faith reports his or her concern that a colleague is, or may be, abusing a child. All suspicions and disclosures from children must be reported appropriately.

5.3 Action if bullying is suspected

The same procedures should be followed if bullying is suspected. For specific guidance on actions to prevent bullying see Appendix E.

5.4 Reporting Procedures

All allegations or suspicions should be reported immediately in one of the following ways:

- If you are working in schools as part of the school curriculum or on an extra-curricular basis, you should inform the Head Teacher immediately, who will follow normal school procedures.
- In any other situation, or if the designated person is not available, or if concern is about that person, you should make direct contact with the EBU CPO.
- If you are not sure what to do, or in cases of last resort you should contact either:
  - the local social services department - telephone and ask for the duty officer; or
  - the NSPCC 24-hour free phone Help Line on 0808 800 5000.

In all cases, a full written report should be made to the appropriate person as soon as possible. If it is necessary to pass information on to the social services or the police it needs to be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern. Information should be written in a factual format, avoiding opinion and hearsay, and should include the following:

- The nature of the allegation.
- A description of any visible bruising or other injuries.
- The child's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
- Any witnesses to the incident(s).
- Any dates, times or other relevant information.
- A clear distinction between what is fact, opinion or hearsay.

A form which can be used for reporting a concern or allegation is at Appendix F.

5.5 Action following a reported concern

Where there is a complaint against a member of staff or volunteer there may be three types of investigation:

- A criminal investigation – in which case the police are immediately involved;
- A child protection investigation – in which case the social services (and possibly the police) will be involved,
- A disciplinary or misconduct investigation – in which case the English Bridge Union will be involved.

The appropriate investigation will be determined according to the type of concern – whether poor practice or possible abuse.

Poor Practice

- If, following consideration, the allegation is clearly about poor practice; the designated person may deal with it as a misconduct issue.
- If the allegation is about poor practice by a CWO, or if the matter has been handled inadequately and concerns remain, it should be reported to the EBU CPO who will decide how to deal with the allegation. The CPO may decide either to:
    - issue a written warning to the accused with a copy to the CWO where relevant and possibly recommend or require further training; or
    - Ii the case of very serious poor practice, or a continuation of previously reported poor practice, report the incident to the EBU General Manager and refer it to the EBU Disciplinary Panel who will determine further action.

Suspected Abuse

- Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the EBU CPO, 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 CPO will refer the allegation to the social services department 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 department.
- The CPO will also notify the EBU General Manager who will deal with any media enquiries.
- If the EBU CPO is the subject of the suspicion/allegation, the report must be made to the EBU General Manager or in his/her absence a member of the EBU Board of Directors, who should refer the allegation to Social Services.

Internal Enquiries and Suspension

On receipt of a written allegation or complaint involving the Disciplinary Panel, the person accused will be informed of the specified alleged offence in writing (by recorded delivery) and will be informed he/she has the:

- opportunity to defend him/herself, and be allowed a reasonable time to prepare a defence.
- right to seek legal advice or another form of assistance or representation
- right of hearing before a panel at a time that will allow a full opportunity to present his/her defence and be represented
- right of appeal to an independent appeals panel.

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

The Disciplinary Panel may impose such penalties as it deems appropriate, including:

- temporary or indefinite suspension from the EBU
- the withdrawal of any EBU qualification that the individual may hold
- the suspension of the individual from any event or activity promoted or authorised by the EBU or any affiliated club or County Association

The EBU General Manager may make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending the Disciplinary Panel hearing and/or further police and social services inquiries.

Irrespective of the findings of any inquiries, the EBU Disciplinary Panel will assess all individual cases to decide whether a suspended member of staff 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, the Disciplinary Panel 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 the young person is always paramount.

5.6 Confidentiality

Every effort will be made to ensure that confidentiality is maintained for all concerned. Information will be handled and disseminated on a ***need to know basis*** only. This may include the following people:

- The Club Welfare Officer;
- The parents of the person who is alleged to have been abused;
- The person making the allegation;
- Social services/police;
- The EBU Child Protection Officer and EBU General Manager;
- The alleged abuser (and parents if the alleged abuser is a child). Social services advice will be sought on who should approach the alleged abuser.

Information will be stored in a secure cabinet at the EBU offices in line with data protection laws, with access available only to the EBU CPO and General Manager.

5.7 Support to deal with the aftermath

The English Bridge Union acknowledges the difficulty in reporting concerns and recognises that support may be needed for all those involved in any allegation. This includes support not only for young people and their parents and members of staff but also the alleged perpetrator of the abuse. The EBU will take steps to ensure that appropriate professional support is provided to all those involved. Additionally, helplines, support groups and open meetings may be used to maintain an open culture and help the healing process.

5.8 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 a member of staff who is still currently working with children). Where such an allegation is made, the EBU will follow the same procedures as detailed above and report the matter to the social services or the police if appropriate. This is because other children, either within or outside bridge, 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.

Appendix A – Code of Conduct for Clubs & Youth Workers

Model Code of Conduct for Bridge Clubs and all Youth Workers.

* On behalf of …….. Bridge Club, I agree that all club officials, staff, teachers and volunteers working in any bridge or Minibridge-related activity will:

* In my capacity as ……., I agree that I will:

- Respect the rights, dignity and worth of all players, officials and volunteers at all times
- Treat everyone equally regardless of age, sex, ethnic origin, religion, political persuasion, sexual orientation or physical disability
- Consider the well-being and safety of players before the development of performance
- Develop an appropriate working relationship with players, based on mutual trust and respect
- Make sure all activities are appropriate to the age, ability and experience of those taking part
- Promote the positive aspects of bridge (eg, ethics and fair play)
- Display consistently high standards of behaviour and appearance
- Follow all guidelines laid down by the English Bridge Union and the Club
- Never exert undue influence over players to obtain personal benefit or reward
- Encourage players to value their performances and not just results.

Signed …… Date ……

Name (Block capitals) ……

Position ……

Club/School/Organisation name ……..

** Please delete as appropriate*

1 PLANNING & RISK ASSESSMENT

Any trip to a bridge event should be planned and a risk assessment should be undertaken before the trip is confirmed. This should be done to a greater or lesser extent whether the trip is a short one to an away match against a local school, for example, or a long one, perhaps involving foreign travel. The following checklist can be used to ensure that all aspects have been taken into account when **planning**:

Objectives	• Is the trip for competition, training, social purposes, or a combination of these?
When?	• Does the chosen date fit in with the bridge calendar? • How does the date fit in with the academic/school calendar, including exam periods? • Are there any problems with religious holidays etc?
Where?	• How accessible is the venue and how long is the journey? • How suitable is the venue for bridge activities? • How suitable is the overnight accommodation, if relevant? • What transport arrangements will be necessary?
Who will be going?	• Are the players mostly in the same age group, or is there a wide age range? • Are there players of both sexes? • How many will be taking part? • Are there any special needs relating to any disability, medical conditions, etc?

If players are very young, the activities will need to be shorter and supervision will need to be greater. If the group will be mixed, there should be responsible adults of both sexes present.

A formal assessment of the risks that might be met on a trip should have the aim of preventing the risks or reducing them. Safety must always be the prime consideration. A **risk assessment** should be based on the following considerations, which should be applied in respect of the venue, transport, staffing, accommodation and catering arrangements as well as the activities themselves:

- what are the hazards?
- who might be affected by them?
- What kinds of behaviour might increase the risk?
- what safety measure need to be in place to reduce the risks to an acceptable level?
- can the group leader put the safety measures in place?
- what steps will be taken in an emergency?

A pre-trip visit may be in order to check many of the above points, or references may be obtainable from others who have been to the same venue or event.

2 COMMUNICATION

In general, communication with young people under the age of 16 should be via the parents or carers, rather than direct with the child. This includes email and mobile phone contact, although it is sensible to have access to these forms of communication as back-up ways of

getting in touch when necessary. It is acceptable to contact 16-17 year olds directly, but parents and/or carers should always be kept informed wherever possible.

It is essential that parents and/or carers are kept informed of all trips away. The information provided in advance of the trip should include:

- Method(s) of transport
- Departure time and place and the estimated time of return
- Destination, venue and event details
- The name of the person in charge, with contact details, and the names of other staff members
- Emergency contact details
- Information about any costs (eg transport costs, meals, etc). This should include any optional extras for which there may be a charge, and also guidance as to how much spending money may be needed.
- Any special dress requirements, such as a suit and tie for formal dinners.

For trips involving overnight stays, a home contact for the organising body – whether a club, school or the English Bridge Union itself – should always be identified. The home contact should be provided with a list of those in the group with contact numbers and the address of the accommodation.

In addition, for trips involving overnight stays, parents should be provided with the following information:

- The name and contact number of the person acting as the home contact
- Details of accommodation with address and telephone number
- An itinerary, giving as much information as possible regarding the planned activities
- Details of insurance cover

Written parental consent should be obtained for trips involving any overnight stay or any foreign travel. A sample form for obtaining parental consent is at Annex C1.

3 TRANSPORT

In some cases, young people will travel to and from events with their parents or with friends, in which case the parents will make their own arrangements. But on other occasions the EBU itself or a club, teacher or other volunteer will need to arrange transport on behalf of the bridge organisation that they represent. If this involves use of a **coach or minibus**, the following points should be considered:

- passenger safety
- the competence, qualifications and training of the driver of the proposed vehicle
- the number of driving hours for the journey and the length of the driver's day
- journey time, distance and stopping points
- the need for driver breaks or whether more than one driver is needed
- supervision requirements
- appropriate insurance cover
- type of journey, traffic and weather conditions
- suitability of transport if any players have a disability
- awareness of emergency procedures.

Vehicles must be appropriate and roadworthy. All vehicles which carry groups of three or more children under 15 must be fitted with a seat belt for each child. Seats must face forward and the

restraints must comply with legal regulations. Where provided, seat belts must be worn. More information about the legal requirements may be obtained from the Department for Transport website – Advice to Users and Operators of Minibuses and Coaches carrying children. This is reached by accessing the DFT home page at www.dft.gove.uk and following the links to roads and vehicles/ vehicles/vehicle standards: safety or by going direct to: www.dft.gov.uk/stellent/groups/dft_roads/documents/page/dft_roads_506857.hcsp. It is also advisable for those who may drive a group in a minibus to have training in minibus driving and the management of passengers.

If travelling abroad, there may be different legislation and regulations to be complied with regarding travel and transport, including special documentation requirements for minibuses. All group members should be made aware of unfamiliar right-hand drive traffic and the need to take care when doors do not open on the kerb-side of the road.

In principle, the use of **private cars** to transport children should be avoided. If this is the only feasible method of transporting players, however, staff must ensure:

- that their vehicle is roadworthy
- that they have the appropriate licence and insurance cover
- that their vehicle has seat belts
- that the seat belts are used
- that they obtain written parental consent
- that information regarding expected departure and arrival times is made available to the relevant people.

If at all possible, adults should not be put in a position where they are alone in a vehicle with a player, though if this does occur the young person should travel in the back of the car. To avoid this, when transporting groups, central collection and dropping-off points should be arranged rather than individual home drops.

If travelling with a group by public transport, where possible this should be booked well in advance and seats should be reserved to ensure the party can travel together

4 SUPERVISION

All those acting in a supervisory capacity on trips should have complied with the checking procedures outlined elsewhere in these Procedures. Where a group is of mixed sex, there should be at least one male and one female member of staff. There should be a designated group leader and all staff should be provided with a full itinerary, including contact information and transport arrangements. There should always be a list of group members so that a simple head count or register can easily be taken.

The number of staff required for any trip will vary according to a number of factors. The following should be taken into account when deciding on how many are needed:

- the nature of the activities
- the gender, age and ability of the group
- the duration and nature of the journey
- the competence and likely behaviour of the young people
- the number of additional adults present
- the experience of the staff in supervising the type of programme.

Consideration should also be given to ensuring that there are enough people to deal with an emergency. As a guide, a ratio of 1:10 should be considered as a minimum requirement where

the players are aged 11 or over. For younger children or those with disabilities the ratio may be increased.

While travelling, the group leader should be responsible for discipline. The driver of a vehicle should not normally be responsible for supervision, although this is acceptable for smaller groups of older children. Other factors which may need to be considered include these:

- on a double decker bus, at least one supervisor for each deck is needed;
- the safety of a group when crossing roads, especially when abroad in unfamiliar right-hand drive traffic
- discipline is maintained and it is made clear to the group how far they can roam on trains or ferries, etc. Ferries may require young people to be supervised if they go on deck.
- sufficient stops are available at suitable places to ensure safety and comfort of all group members, including the driver.

During longer trips involving larger groups and overnight stays, each child should be allocated and made aware of the identity of a specified member of staff to whom they can turn with any questions or when they need to talk to someone about anything. Be aware that young people may be homesick, especially if this is a first trip away.

5 ACCOMMODATION

The accommodation for an overnight stay may vary widely and different factors need to be considered for different types. The following are some basic guidelines however:

- All accommodation should be clean with access to sufficient toilet and bathing facilities. Separate facilities should be available for males and females.
- It is not acceptable for young people to share a bed, or for male and female players to share a room (unless they are brother and sister and parental agreement is obtained).
- It is not acceptable for members of staff to share a room with a child (unless parents and children).
- All accommodation must be safe. In hotels, rooms should be lockable. Check that the emergency/fire alarm procedures are clear and are communicated to all.
- If staying in a residential centre or similar, sleeping arrangements may be in dormitories, so check you are not sharing with other unknown groups. In hotels, try to avoid members of the group being spread throughout the hotel. Where children are on different floors in guest houses, hotels or halls of residence, adult staff should be available on each floor. If possible staff accommodation should be close to that of the young people.
- Check out any ground rules of the establishment. These may be in respect of safety, smoking, alcohol, consumption of food obtained off the premises, etc, or apply to responsibilities for setting tables, clearing dishes etc in residential centres and the like.
- Check the accommodation policy for extras on bills, breakages, lost keys etc.
- Check what linen, toiletries, refreshment facilities etc are provided and what needs to be brought
- In hotels, if rooms are equipped with satellite television, check whether inappropriate programmes may be accessible – it may be possible to arrange for these to be disconnected. Also check the availability of min-bars, hotel telephones and give guidance on their use as necessary.
- Ensure all catering requirements are communicated to the establishment and can be met. Make sure that mealtimes are appropriate for the programme. If self-catering, check the availability of the kitchen equipment

- Check that the accommodation is suitable for any players with disabilities. If there are problems these may be overcome by providing a carer, but this should be discussed with young people and their parents in advance.
- Staff should ensure that young people know which rooms they occupy and how to contact them if necessary at night.

In addition supervisory staff should make sure that all young people are aware of the needs of other users of the accommodation. Consideration should always be given to the needs of other guests in hotels and especially to hosts if staying with host families or similar.

In the case of young people being hosted, the following additional guidelines apply:

- Players should be placed with families where there is a player of a similar age and where possible the same sex. If the players are of a different sex, there must be both sexes in the household
- It is preferable for visiting players to have their own bedroom, but it is acceptable for them to share a room with another person of similar age and of the same sex
- Host families should be informed of any special medical, dietary or cultural needs of their guests
- Hosts must be aware of the arrangements for collecting and transporting guest players throughout the trip
- A list of all the visiting group, indicating the name, address and telephone number of the families they are staying with should be provided to staff members.
- Adult members of a host family should if possible comply with the checking procedures outlined in this document (or those of the host country if appropriate). It is appreciated that this may not always prove practicable when finding hosts for visiting players, in which case potential hosts should be asked to sign a confidential Self Declaration Form. A sample form is at Annex B2.

These guidelines apply whether sending players off to stay with hosts, or providing hosting facilities to visiting players. If being a host, it is good practice for a small group of two or three people to visit host families at their homes to check that the situation is suitable.

6 EMERGENCY PROCEDURES

Throughout a trip away, the group leader should know how to contact the emergency services and have access to the minimum first-aid provision. The organiser should also be aware of any specific medical conditions including identification of any allergies. Staff should in general act as any reasonably prudent parent would, and should not hesitate to act in an emergency and to take life-saving action in an extreme situation.

If an emergency occurs, the factors to consider are to:

- Establish the nature of the emergency as quickly as possible
- Ensure the group as a whole is safe and well cared for and that they are following the emergency procedures
- Ensure that all group members who need to know are aware of the incident
- Establish the names of any casualties and obtain immediate medical attention for them, if necessary ensuring that a member of staff accompanies any casualties to hospital
- Notify the police if necessary
- Write down as soon and as accurately as possible all relevant facts and witness details, and preserve any vital evidence
- Keep a written account of all events, times and contacts after the incident

- Complete an accident/incident report form as soon as possible. A sample form for this purpose is at Annex B3.
- Ensure that no-one in the group speaks to the media. Names of those involved should not be given to the media as this can cause distress to the families involved.
- Ensure that no-one in the group discusses legal liability with other parties.

7 INSURANCE

Any bridge activity at a school, bridge club or any commercial location such as a hotel will normally be covered by the insurance of the establishment where the activity is taking place. You should, however, always check that the venue has it's own insurance cover.
Bridge is not in general a hazardous activity, so other insurance is not mandatory, but the following should be considered:

- While travelling in motor vehicles, passengers are covered by law under the Road Traffic Act (1988). For self-drive vehicles, consideration should be given to accident, breakdown and recovery cover through a reputable motoring service.
- For travel within the UK, Personal Accident insurance should be considered, which would give a no fault payout in the event of serious injury or death
- Public Liability cover is recommended for anyone taking a group away on any trip. If the trip is organised by a club or school or similar body, the sponsoring organisation may have appropriate cover. If not, volunteers, teachers and coaches etc may obtain cover through the scheme operated by the English Bridge Union Teachers Association. This option will almost always be considerably cheaper than obtaining a personal policy. Further details of this scheme are obtainable from the EBU (01296 317200 or postmaster@ebu.co.uk).

8 TRAVEL ABROAD

A group travelling abroad should be well-prepared. Factors to be considered in any briefing include:

- the need for passports and, where relevant, visas or vaccinations. Check the requirements in particular for any non-EU nationals
- information on the language, particularly common phrases
- information on the currency and the advisability of travellers cheques
- a simple map of the area, with key locations
- information about food and drink, including drinking water
- telephones abroad, the code for phoning home, advice on using mobile phones
- the culture of the country – rules and regulations, body language, dress codes, local customs, attitudes to gender, etc
- exposure to drugs and alcohol, and any consequences of their use. Note that whilst the laws of other countries may be different, it should generally be assumed that parents would expect the regulations in UK Law to apply as a minimum.

Additional insurance is likely to be required for overseas trips. It is advised that the following cover should be in place:

- Medical cover, including repatriation expenses
- Compensation for loss of baggage, passports or money
- Emergency expenses to cover accommodation and transport
- Legal assistance in recovery of claims

Appendix B – Guidelines for bridge trips

The EBU has travel insurance that covers all players travelling abroad in representative teams. Any cases of doubt as to whether individuals are covered by this should be referred to the EBU CPO or Office Manager. This is necessary in any case for all young people, as the insurance company requires notification of all under-18 year olds that are travelling, prior to departure.

You should consider obtaining a European Health Insurance Card (EHIC) to receive necessary healthcare during a visit to an European Economic Area (EEA) country or Switzerland. For further details visit the EHIC website:
http://www.nhs.uk/NHSEngland/Healthcareabroad/EHIC/Pages/about-the-ehic.aspx

If an emergency occurs on a trip abroad, in addition to the emergency procedures described above, there are additional issues to consider:

- The relevant home contact should be informed. For a club trip, the club home telephone number should be accessible at all times. Full details of the incident should be passed on for informing and reassuring parents, together with information about the action taken so far ad the planned future action. Make sure that you know phone numbers for future calls, preferably not relying on mobile phones.
- Insurers should be notified, especially if medical assistance is required
- The host, tour operator or other relevant trip organiser should be informed
- In the event of a serious emergency, the British Embassy/consulate should be informed

The person acting as the home contact should

- Establish that the group leader is in control of the situation and determine if any assistance is needed from home
- Contact parents and keep them as well informed as possible at all stages
- Liaise with other home club or other officials, including if necessary the English Bridge Union
- Liaise with a designated media contact if appropriate
- Report the incident to the insurers as appropriate

Parental Consent Form
for bridge trip by a young person

Details of bridge activity:

I agree to (child's name) ..... 's participation in the activities described. I acknowledge the need for ..... to behave responsibly during the activities and I accept the Code of Conduct overleaf.

Medical information about your child

a Does your child experience any conditions requiring medical treatment including medication? YES / NO

If YES please give brief details: .....

.....

b Bridge staff/volunteers are not qualified to administer medication. If your child requires specific medication please give details below .....

.....

c Is your child allergic to any medication? YES / NO

If YES please specify:.....

d If your child has special dietary requirements, please give details below .....

.....

.....

Declaration

I agree to my child taking part in this activity.

I agree to my child receiving medication as instructed, and any emergency treatment as considered necessary by medical authorities present. I will inform the person in charge as soon as possible of any changes in the medical or other circumstances between now and the end of the specified activity.

Signed (parent/guardian)..... Date .....

Full name .....

Emergency contact numbers:.....

Please return signed form to:
Insert appropriate name and address here

Code of Conduct for players on bridge trips

Behaviour and personal conduct must at all times be of a high standard and reflect favourably on bridge and bridge players. Language in public or relevant group situations must always be appropriate and socially acceptable

Selling alcohol to minors and purchase of alcohol by minors is totally forbidden for players under age as defined by UK Law. Consumption of alcohol by minors, while not illegal in UK law, should be discouraged. During competition it is strictly forbidden to all team/squad members and staff. In other situations, alcohol may not be consumed without the specific consent of the group leader

Smoking is prohibited during play and during group meetings and other designated sessions.

Personal appearance shall be appropriate to the circumstances and as indicated by the group leader. Designated dress codes must be followed when specified.

Attendance at all activities is expected unless agreed by the group leader. Throughout the duration of the trip, players should inform staff of their whereabouts. Punctuality on all occasions is essential and any curfew must be observed.

Illegal and performance drugs and substances are strictly forbidden. Players in international representative teams will be made aware of the current list of banned substances and particular care must be exercised if anyone is on medication prior to or during such an event.

In a representative event, players needing to take prescription medication should take advice from the NPC regarding their use during the event.

Accommodation at hotels or equivalent must be as directed and at no times may anyone extra be accommodated in players' rooms.

Sanctions. Breaches of the Code of Conduct will be dealt with in the first instance by the group leader. He/she will report any incidents to the club, school or EBU, as appropriate, who will take such further action as is deemed necessary.

Self Declaration Form

To be completed by all potential hosts for young people requiring accommodation for bridge-related activities.

Full name…….. Sex M / F

Address ……

……

……Postcode ……..

Tel No …… Email address ……

Please describe the accommodation offered (number and type of beds, necessity for sharing

rooms, catering provided, if any, etc) ……

……

……

Please describe the family members or other people who will be residing at your home at the time of the visit:

1. Name…….. Age ……

Relationship to you …… Sex M / F

2. Name…….. Age ……

Relationship to you …… Sex M / F

3 Name…….. Age ……

Relationship to you …… Sex M / F

4 Name…….. Age ……

Relationship to you …… Sex M / F

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 English Bridge Union's Code of Good Practice

Signed …… Date ……

Accident/Incident Report Form

Details of the person who had the accident/was involved in the incident

Full Name……Age if under 18 …….

Address ……

……

……..Postcode ……..

Activity being undertaken at the time of the accident/incident ……

……

Details of the person reporting the accident/incident

Full Name……Age if under 18 …….

Address ……

……

……..Postcode ……..

Role being undertaken at the time of the accident/incident ……

……

Signed…… Date ……

Details of the accident/incident

Date it took place …… Time ……

Where it took place (room or location) ……

How did the accident incident happen? What was the cause? ……

……

……

If there were any injuries, what were they? ……

……

……

Signature of person in charge ……

PLEASE ADD ADDITIONAL INFORMATION OVERLEAF AS NECESSARY

Sample Application Form for Youth workers

To be completed for all staff and volunteers whose role involves working with young people.

Part A

Surname…… Title …… Sex M / F

First name(s) ……

Any previous name(s) you have been known by ……

Address ……

……

……Postcode ……

Tel No(s) ……

Email address ……

Post for which you are applying (voluntary / paid fulltime / part time) ……

Relevant experience, qualifications, training, including bridge experience ……

……

……

……

Please supply the names and addresses of two people (not relatives) who know you well and will provide references regarding your experience of, and suitability for, working with young people.

Name …… Name ……

Address …… Address ……

…… ……

…… ……

Tel No …… Tel No ……

I agree to abide by the English Bridge Union's Code of Good Practice

Signed …… Date ……

Please complete Part B on the reverse of this form, then return to the address below, marking the envelope "Confidential". Information provided will be kept confidential and is solely for use in implementing the EBU Youth Care and Safety Policy.

EBU Child Protection Officer, English Bridge Union, Broadfields, Bicester Road, Aylesbury, HP19 8AZ

Part B

Personal Disclosure Form (Confidential)

Have you ever been convicted of a criminal offence or been the subject of a caution, a bound over order or a civil action (excluding motoring offences)? YES / NO

If YES, please state the nature and date(s) of the offence(s) ……..

……

……

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

Have you ever been subject to any disciplinary actions or sanctions relating to child abuse, sexual offences or violence? YES / NO

If YES, please give details ……..

……

……

Are you a person known to any social services department as being an actual or potential risk to children or young people YES / NO

If YES, please give details ……..

……

……

It is the English Bridge Union's Policy to undertake checks with the Disclosure and Barring Scheme on all people working for or sponsored by the EBU whose role involves significant dealings with young people. If accepted for such a role with the EBU, you are required to initiate such a check by following the procedure outlined in Section 5 – DBS Checks.

I consent to a criminal records check being made, confirm that the information provided on this form is correct, and accept that failure to disclose information or subsequent failure to conform to the EBU Code of Good Practice may result in disciplinary action.

Signed …… Date ……

English Bridge Union
Reference Form for Youth Worker

Name …….

The above-named person has expressed interest in working with the EBU or helping with bringing bridge to young people, in a role that may involve substantial access to young people under the age of 18, and has given your name as a referee. The English Bridge Union, as an organisation committed to the welfare and protection of young people, needs to know if there is any reason at all to be concerned about this applicant being in contact with children or young people.

If you are happy to complete this reference, any information that you provide will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the person's suitability to work with the EBU. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

How long have you known this person? …….

In what capacity? ……

What attributes does this person have that would make them a suitable coach or volunteer for working with young people?

……

……

……

How would you describe their personality? ……

……

Do you have any reason at all to be concerned about this applicant being in contact with children or young people?

☐ YES, I have concerns (If you have answered **YES**, we will contact you in confidence.*)*

☐ NO, I have no concerns

Contact Tel. No …….

Name ……..

Position/Organisation (if relevant) …….

Signed …… Date …….

Please return in the stamped addressed envelope provided

Sports coach UK – *Good Practice and Child Protection* Course

Protect yourself, the young people you are coaching and your employer by understanding and following good coaching practice. Learn about child abuse and how to handle situations if you have concerns.

This workshop will help you, the coach to:

- identify good coaching practice to promote a positive relationship with children
- identify sport situations and coaching practice that might constitute either poor practice or possible abuse
- identify ways of dealing with your own feelings about child abuse and state what constitutes neglect, physical, sexual and emotional abuse
- recognise the signs and symptoms of abuse and appreciate why reporting it is often so difficult
- identity appropriate action if a child discloses he/she has been abused
- identity appropriate action if abuse is suspected and explain the role and responsibilities of other experts (e.g. police, social services)
- describe appropriate practice that reduces the likelihood of abuse occurring.

Further details available at http://www.sportscoachuk.org/

Bullying

The EBU has a rigorously enforced anti-bullying strategy and will instigate the same reporting procedures for bullying as it does for allegations of poor practice and abuse.

Action to help the victim and prevent bullying in sport:

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately). Help the victim to speak out and tell the person in charge or someone in authority. Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the person in charge at the club or school (wherever the bullying is occurring).

Action towards the bully(ies):

- Talk with the bully(ies), explain the situation, and try to get the bully(ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).
- Inform the bully's parents.
- Insist on the return of *borrowed* items and that the bully(ies) compensate the victim.
- Provide support for the teacher/coach of the victim.
- Impose sanctions as necessary.
- Encourage and support the bully(ies) to change behaviour.
- Hold meetings with the families to report on progress.
- Inform everyone of action taken.
- Keep a written record of action taken.

Youth Bridge

Concern/Allegation Report Form

Name of person reporting the concern/allegation …….

Position …….

If you have a concern or have received an allegation that relates to behaviour/actions towards a child or young person, please complete the following details:

Name of child/young person…….

Address …….

…….

……Date of birth…….

If the concern or allegation relates to behaviour/actions of a person working with young people, please complete the following details:

Name of the youth worker …….

Address of the youth worker (if known) …….

…….

Working relationship between youth worker and child/young person …….

…….

Date(s), time(s) and location(s) of the incident(s) …….

…….

…….

Nature of the concern or allegation …….

…….

…….

Observations made by you or to you (eg description of visible bruising, other injuries, child's emotional state etc. NB Please make a clear distinction between fact, opinion and hearsay.

…….

…….

…….

…….

Exactly what the child/young person said, and what you said. (Remember, do not lead the child/young person you are questioning and record actual details

…….

……

……

Details of any witness(es) (Name(s), roles, contact details if possible) ……

……

Actions taken so far ……

……

……

Details of any External Agencies contacted:

1. Name of agency (please delete as appropriate): Police / Social Services / Local Authority / English Bridge Union / Other (eg NSPCC) - please specify which ……

Date & time of contact ……

Name and contact number of person contacted ……

……

Details of advice received ……

……

……

2. Name of agency (please delete as appropriate): Police / Social Services / Local Authority / English Bridge Union / Other (eg NSPCC) - please specify which ……

Date & time of contact ……

Name and contact number of person contacted ……

……

Details of advice received ……

……

……

Signed: ……

Print Name ……Date ……

Remember to maintain confidentiality on a **need to know** basis. Do not discuss this incident with anyone except to protect the child or young person.

Appendix G – Contact Information

Child Protection in Sport Unit (CPSU) 0116 234 7278

https://thecpsu.org.uk/contact-us/

A point of contact for clubs and other organisations in relation to child protection issues in sport.

Childline UK 0800 1111

Confidential telephone advice for children who are being abused or are at risk.

http://www.childline.org.uk/Pages/Home.aspx

NSPCC 0808 800 5000

Freephone 24-hour helpline.

http://www.nspcc.org.uk/

EBU Child Protection Officer 01296 317200

English Bridge Union, Broadfields, Bicester Road, Aylesbury, HP19 8AZ

(Currently John Pain, john@ebu.co.uk)

Insert local details here:

Local CWO: …….

……

Local social services …….

……..

Local police Local CWO: ……

……..

© The English Bridge Union Ltd. Broadfields, Bicester Road, Aylesbury HP19 8AZ
☎ 01296 317200 email postmaster@ebu.co.uk

Visit the EBU website www.ebu.co.uk

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