

CONTENTS

	page
1) Introduction	3
2) Volunteers	4
3) Transportation & Participation at Away Events	5
4) Children in changing rooms	6
5) Number of adults required to supervise children	6
6) Adults & Juniors playing together	7
7) Supervision of children at the Golf Club	7
8) Use of Photography & Video	8
9) Communication of Policy	10
10) What to do if you suspect child abuse	11
11) Audit and Review	13
12) Junior Information	13
13) Appendices	14

1) INTRODUCTION

Seascale Golf Club have used the “Children in Golf” as a guide to produce policies and procedures to ensure that the sport of golf is one within which children & young people involved can thrive & flourish in a safe environment.

The underpinning principles of this policy being:-

- The child/young person’s welfare is paramount
- All children and young people within Golf, regardless of age, gender, ability, disability, race, religious belief or sexual orientation have the right to be protected
- All suspicions and allegations will be taken seriously and responded to swiftly and appropriately
- All children/young people have the right to be safe and to be treated with dignity and respect
- Adults – staff, volunteers and members will be supported to understand their role and responsibility with regard to the duty of care and protection of children and young people
- Individuals will receive support through education and training to be aware of and understand best practice and how to manage any welfare or child protection issues that may come to light
- Individuals will receive access to advice through their governing body, to understand best practice and how to manage any welfare or child protection issues that may come to light
- All affiliated counties and clubs will adopt a child Protection Policy, Procedures and related policies, and will be supported to do so through education and training.

The following procedures not only ensure that the child is protected, they also ensure that the adult is aware of, and thereby themselves protected from, situations and practises that are unsound.

Within this document a child is classified as anyone under 18 years of age.

2) **Volunteers**

All of the positions within the Golf Club that involve working with children or young people are filled by volunteers who have had a long association with the Golf Club and are well known to the members. The background and character of these persons is well known.

In situations like this any volunteer who:

- Has significant contact with children and young people
- Anyone over the age of 16 with substantial access to children and young people
- Anyone with managerial responsibility for individuals in the above positions

Will be required to complete a self- disclosure form, declaring any convictions or cautions. When volunteering for a role working with children or young people, all convictions spent or unspent must be declared.

The self-disclosure form (appendix 4) must be completed and forwarded to the club secretary who will arrange for an enhanced level Criminal Records Bureau (CRB) check to be carried out.

All adults working with children and young people in golf will be asked to sign up to and adhere to the 'Code of Conduct' (Appendix 2). If this is breached, individuals may face disciplinary action.

3) TRANSPORTATION & PARTICIPATION AT AWAY EVENTS

- It is the responsibility of the parent/carer to transport their child/children to and from a club event.
- Parents permission must be given before another parent can transport their child.
- The Club must receive permission from parents/carers for young people to participate in all away competitions/fixtures/events.

Parental/ Carer consent form (Appendix 3) must be completed and with the Junior Organiser prior to the event (It is the intention that one form will cover all away league fixtures). A copy of the form will be taken to the event and a copy will be held in the secretary/managers office.

If volunteers end up transporting the juniors:

- The Club will provide the parents/ carers with a contact number which must be used if the parent/carer will be late to collect their child/children
- If a parent/carer is late the Club will:
 - *Attempt to contact the parent/carer*
 - *Contact the alternative contact name/number*
 - *Wait with the young person at the agreed meeting point with wherever possible other volunteers or parents.*
 - *Remind parents/carers of the policy relating to late collection*
 - *If parents/carers remain uncontactable volunteers will need to report the situation to social services or the police.*
- Volunteers should avoid where possible:
 - *Taking the child home or to any other location*
 - *Asking the child to wait in a vehicle or the club with you alone*
 - *Sending the child home with another person without permission*

It is strongly advised that private cars, other than those of parents, are not used by volunteers to transport children at any time, either to and from a coaching session, or to away fixtures.

If private cars are being used, then the following guidelines must be followed:

- Drivers must register their vehicle with the club using the 'Vehicle Registration Form' (Appendix 5). This form must be re-issued annually or when any information on the form changes. Copies of the form will be held in the club secretary's office.
- Drivers must ensure that their vehicle is roadworthy and that they have a valid licence and insurance cover

4) **CHILDREN IN CHANGING ROOMS**

For the purposes of this document, “changing” refers to the complete removal of clothes either for a shower or to change into replacement clothes.

For any junior under the age of 18 a parent or guardian will be present at all times if they need to use the change room facilities, the following procedures will be followed

- Adults should not change or shower at the same time using the same facility as young people.
- Adults should try to change at separate times to young people
- If adults and young people need to share a changing facility, the Club must have consent from the parents that their child/children can share a changing room with adults in the club
- If young people need to share changing facilities with adults, their parents should be allowed to supervise them whilst they are changing
- Players aged 10 and under must be supervised at all times in changing rooms by two adults of the same gender as the players
- If the club has any disabled players, involve them and their carers in deciding how, if applicable, they wish to be assisted to change and ensure they provide full consent to any support or assistance required.

5) **NUMBER OF ADULTS REQUIRED TO SUPERVISE CHILDREN**

On a Monday evening during Junior Tee reservation times or other club organised functions for juniors, the club will endeavour to provide the following supervision in and around the clubhouse only.

(When Juniors are playing on the course supervision will not be provided.)

- For young people over the age of 8, the ratio of adults to children will be a minimum of 1:10
- For young people of age 8 or under, a parent /guardian will be present at all times both in the clubhouse and on the Golf Course.

6) ADULTS & JUNIORS PLAYING TOGETHER

Situations where an adult and an individual child are in a one to one situation are to be avoided

If a child is drawn to play with an adult in a club competition, they must have another adult present. It is the responsibility of the child/parent to arrange for another adult to be present, (unless they are playing with a family member or guardian).

Failure to do this will prevent the game going ahead and unless the game can be re-arranged in the specified timescale, will result in the junior forfeiting the match.

7) SUPERVISION OF CHILDREN AT THE GOLF CLUB

Seascale Golf Club has a full time steward who is also the Junior Welfare officer – Mike Saunders

If the Welfare officer is not on duty the club bar staff have the authority to address any issues arising from junior behaviour.

If parents are unhappy about the clubs arrangements, they must personally provide whatever supervision they feel is appropriate for their children.

For on course supervision refer to appendix 2 of this document ‘code of conduct for parents’.

8) USE OF PHOTOGRAPHY & VIDEO

The Club will ensure that all necessary steps are taken to protect children/young people from the inappropriate use of their images in resource and media publications, on the internet and elsewhere.

If someone within the club wishes to take pictures of any juniors, the following procedure must be followed:-

- The request must be made to one of the junior organisers listed in appendix 1.
- The junior organisers will ensure written permission from the player and parent/carer/s to take and use their image is obtained using the Consent Form Appendix 3
- The Junior Organisers will review the images, their proposed use and storage to make sure the following key principles are being followed:-
 - If the player is named, avoid using their photograph.
 - If a photograph is used avoid naming the player.
 - NEVER publish personal details (email addresses, telephone numbers, addresses etc) of a child /young person.
 - Only use images of players in suitable dress to reduce the risk of inappropriate use.
 - Ensure that images reflect positive aspects of children's involvement in golf ie enjoyment / competition.

Use of Video as a Coaching Aid

The use of video equipment by PGA professionals, trainees and coaches is a legitimate coaching aid. Young golfers and their parents /guardians should be made aware that this is part of the coaching programme.

It is the responsibility of the junior organisers to obtain the necessary prior consent (using the Consent Form Appendix 3) if video and photographic analysis is to be used as a coaching aid.

It must be agreed with the parents/guardian where the material will be stored and who will have access to it.

Use of Photographic and Filming Equipment at Competitions

If the club ask the press or professional photographer to a competition, match or other junior session, it is important to ensure that they are clear about the expectations of them in relation to child welfare issues.

In this situation one of the junior organisers is responsible for:-

- Providing a clear brief about what is considered appropriate, in terms of picture content and their behaviour around the players.
- Informing young golfers and their parents/guardians that a photographer will be at the competition/match or other junior session and ensure consent is received for both the taking and publication of photographs.
- Unsupervised access to young golfers or one-to-one photos/filming sessions at the event should not be permitted.

If parents or other spectators are intending to photograph or video the event, they should be made aware of the Clubs expectations.

Concerns regarding inappropriate or intrusive photography should be reported to the Child Welfare Officer (Mike Saunders) or official in charge and recorded in the same manner as any child protection concern.

9) COMMUNICATION OF POLICY

On the initial introduction of the Policy a letter will be sent to all junior members, & Parents/ Guardians explaining:

- Why the policy is being introduced
- The changes that will affect them
- How to get access to a copy of the policy.

Key parts of the policy will be explained to Juniors & Parents/ Guardians at new members meetings.

Copies of the policy will be available at the meetings for awareness.

A copy will be held in the club office for parents / guardians to view if requested.

It is the intention that a copy will be posted on the club website.

Any key changes to the policy will be communicated to the juniors & parents/ guardians via letter and or e mail or the Clubs website.

10) WHAT TO DO IF YOU SUSPECT CHILD ABUSE

Responding to Disclosure of Abuse

If a child indicates that he/she is being abused or information is received which gives cause for concern, you need to always:-

- Stay calm
- Keep an open mind
- Listen carefully to what is said and take the young person seriously
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not keep secrets.
- Keep questions to a minimum to ensure a clear and accurate understanding of what has been said.
- Re assure the young person that they have done the right thing by telling you
- Tell them what you will do next and with whom the information will be shared
- Record in writing what was said using the persons own words as soon as possible. Use the Incident Report Form Appendix 7

Dealing with Alleged Abuse

What to do if you are worried that a child is being abused outside of the sports environment (but the concern is identified through the child's involvement in golf)

Concern identified about a child



If the child requires urgent medical attention call an ambulance and inform the hospital doctor that you have a child protection concern.



Report the concern to the Club Welfare Officer, who will refer the matter to Social Services/ Police without delay.

Make a record of everything that child has said and / or what has been observed with dates and times.



If the Club Welfare Officer is not available refer the matter directly to Social Services/ Police. Remember delay may place the child at further risk.



Complete a report form and copy it to Social Services/Police and to the Governing Body Lead Officer within 48 hours
(Using form in appendix 7)

What to do if you are worried about the behaviour of any member, volunteer, staff, PGA Professional, coach or official in Golf or affiliated organisation.

Concerns identified



If the child requires urgent medical attention call an ambulance and inform the hospital doctor that you have a child protection concern.



Report incident/ concerns to Club welfare Officer who will:
- complete the Golf Incident Report Form
- report to the Golf National Body Lead Child Protection Officer



Where urgent concerns & Golf Lead Officer not available refer immediately to social services/police and copy incident report form to them within 24 hours



Golf National Governing Body Lead Protection Officer



Referral/ Case Management Group decides on 'route' case should take

Informing Parents

Advice and guidance will be sought by the Golf National Golfing Body Child Protection Officer from the local Social Services officer with respect to consulting with parents.

The Club should not contact the parents.

Records & Information

Information passed to the social services or the police must be as helpful as possible, hence the necessity for making a detailed record (appendix 7) at the time of the disclosure/concern.

Wherever possible, referrals telephoned to the Social Services department must be confirmed in writing within 24 hours. A record must also be made of the name & designation of the Social Services member of staff or Police officer to whom the concerns were passed, together with the time and date of the call, in case any follow – up is needed. A copy of this information should be sent to the National Golfing Body Lead Child Protection Officer.

11) AUDIT / REVIEW

This policy will be reviewed by the junior organiser and the junior committee of Seascale Golf Club during January each year.

Any significant changes can then be communicated to juniors/parents/guardians with the renewal notices.

12) JUNIOR INFORMATION

All new junior members will be issued with a player profile form (Appendix 3) to be handed in completed at the new junior members meeting. This form will ensure the club have up to date contact details.

A player profile form (Appendix 3) will be issued in March to all junior members with subscription renewals to ensure the golf club keeps up to date contact details.

This information will be securely stored in the secretary's office and access to this information will be controlled.

The player profile must be returned by 30th April otherwise it will be assumed the junior no longer wants to be a member and any information held will be destroyed.

Appendix 1

List of Key people involved in organising and running the junior section, who will primarily be responsible for implementing this policy:-

Name	Position	Address	Contact No
Mike Saunders	Club Welfare Officer	C/o Seascale Golf Club The Banks, Seascale Cumbria CA20 1QL	01946 728550
Colin Mitchell	Junior Organiser	5, College View, Kells , Whitehaven Cumbria CA28 9PH	01946 694774
Mark Richardson	Junior Committee	Cross Side House Cross Side, Egremont Cumbria CA22 2AP	01946 821128
Eric Temple	Junior Committee	Deepdale Gosforth , Seascale Cumbria. CA20 1HW	01946 728725
Steve Temple	Junior Committee	66 Meadowfield Gosforth , Seascale Cumbria CA20 1HX	01946 725361
Marion Glassbrook	Junior Committee	Flat 2 Burnett House The Banks Seascale	01946728846
Mike Mossop	Junior Committee	44 Thorny Road Thornhill Egremont Cumbria	01946823447

Key Contact Details:

NGB Lead Child Protection Officer	Kirstie Jennings	Tel: 01295 254190 Mob: 07949 111924 Email: kjennings.elga@btinternet.com
Local Social Services Contact NB In an Emergency, the Samaritans will hold the SS Duty Officers contact number	Somerset House Duke Street Whitehaven CA28 7SQ	Tel 01946 852800 Samaritans: 01946 694266 01228 544444 0845 7909090
Local Police Child protection Teams In an emergency contact via 999		
NSPCC Freephone 24 hour Helpline		0808 800 5000

Appendix 2

Code of Conduct for Parents

Parents have a role to undertake within their child's membership to Seascale golf club. The junior organiser, committee and PGA Professional will endeavour to develop strong trusting relationships with their golfers. However as a parent you should:

- Be aware of the Child protection policy within the club, this is to ensure that all junior golfers are protected and kept safe from harm
- Recognise who is the appointed person within the club, to act as a Welfare Officer with responsibilities for child protection and welfare.
- Whenever your child attends a club ran activity, the parent of the child must be on the premises of the club, or a named guardian. Entry to competitions will be refused if this is not adhered to.
- If you leave your Child at the club outside of organised events, please make sure that you inform a member of the club staff of their presence and leave an emergency contact number.
Make sure that your child has some spending money, appropriate clothing (i.e. a hat to protect them from the sun and waterproofs for rainy weather), a drink to take in their bag; dehydration occurs even if it is not that warm.
- Complete the club junior profile form to ensure we are aware of any special needs your child may have. (e.g. allergies, learning disabilities) Ensuring your child is provided for in the best way possible.

Code of Conduct for Juniors

All Junior Golfers should ensure that they are fully conversant with the code and should strive to meet the code at all times.

- Ensure that you do not participate in any ridicule or harassment of other golfers and do not restrict the participation of other juniors.
- Treat other golfers with the same respect and fairness you would like them to show you.
- Demonstrate fair play on and off the course. Respect differences in gender, disability, culture, race, ethnicity, age, social orientation, and religious beliefs between yourself and others.
- Challenge discrimination and prejudice.
- Look out for yourself and the welfare of others.

- Do not engage in any irresponsible, abusive, inappropriate or illegal behaviour.
- Challenge behaviour that falls below the expected standards of the Club including dangerous practices and etiquette.
- When playing on the course, never play when others maybe placed in danger by your actions.
- Speak out if you have concerns about anything, your own needs or the needs of others.
- Be organised and on time. Always have the correct equipment when competing. i.e. pencil, ball marker, spare balls, pitch mark repairer, tees etc.
- You must not:
 - Consume alcohol or performance enhancing drugs
 - Smoke
 - Use foul language
 - Engage in sexual behaviour
 - Leave the facility for any reason, without your parent, guardian or informing a member of staff.
 - Play on the snooker table without adult supervision.
- Do not play in club competitions without an appointed guardian approved by your parents.
- Do not play on the course without supervision or without the correct level of approval. i.e. A club handicap or certificate of approval from the junior committee.

Dress Code

On the Course:

- No sportswear is permitted, which include such things as rugby, football tops and shorts.
- No Jeans are allowed.
- A shirt with a collar is expected and dress shorts are allowed.
- Shoes must be of a recognised golf design, if you don't own these, then trainers are allowed.

In the clubhouse:

- It is not permitted to wear caps, jeans and sportswear.
- Shoes or trainers worn on the course must be changed, prior to entering the clubhouse.
- Trousers with a collared shirt are expected.

Code of Conduct for Junior Organisers, committee members and teachers (PGA Professional)

- Respect the rights, dignity and worth of every person within the context of golf.
- Treat everyone equally and do not discriminate on the grounds of age, gender, religion, sexual orientation or disability.
- If you see any form of discrimination, do not condone it or allow it to go unchallenged.
- Place the well-being and safety of the young person above the development of performance.
- Develop an appropriate working relationship with young people, based on mutual trust and respect.
- Ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines with the young person's full consent and approval.
- Always work in an open environment (e.g. avoid private or unobserved situations and encourage an open environment).
- Do not engage in any form of sexually related contact with a young player. This is strictly forbidden as is sexual innuendo, flirting or inappropriate gestures and terms.
- Respect young people's opinions when making decisions about their participation in golf.
- Inform players and parents of the requirements of golf.
- Be aware of and report any conflict of interest as soon as it becomes apparent.
- Display high standards of language, manner, punctuality, preparation and presentation.
- Do not smoke, drink or use recreational drugs while actively working with young people in the Club.
- Do not give young people alcohol.
- Ensure the activities are appropriate for the age, maturity, experience and ability of the individual.
- Promote the positive aspects of golf e.g. fair play

- Display high standards of behaviour and appearance.
- Ensure that you attend appropriate training to keep up-to-date with your role and the welfare of young people.
- Report any concerns you may have in relation to a young person, following reporting procedures laid down by the club junior policy.

Appendix 3

PLAYER PROFILE FORM AND PARENTAL CONSENT FORM	
<p>This form is issued annually to all golf club juniors so that all their details can be updated. It is important that the golf club keeps up to date contact details on all their junior members. It is also the responsibility of the junior and their parent/guardian to notify the Club Secretary if any of the details change at any time.</p> <p>Once the form has been completed return to the junior section of the club.</p> <p>*All forms need to be signed by parents/guardians before juniors will be allowed to participate in officially organised club events.</p>	
Name of child: Address: Postcode:	Date of Birth: / / Gender: Male / Female e-mail address:
Parents/Guardians Names 1: Mobile telephone: Home telephone: Work telephone: e-mail address:	Parents/Guardians Names 2: Mobile telephone: Home telephone: Work telephone: e-mail address:
Emergency Contact 1: Name / Relationship: Home telephone: Work telephone: Mobile telephone:	Emergency Contact 2: Name / Relationship: Home telephone: Work telephone: Mobile telephone:
1. Medical Information Child's Doctor's Name: Telephone:	Doctors address:
2. Does your child experience any conditions requiring medical treatment and/or medication? *Yes/No If yes please give details	
3. Does your child have any allergies? *Yes/No *If yes please give details.	
4. Does your child have any specific dietary requirements? *Yes/No *If yes please give details.	
5. Please provide any further information that you feel is appropriate.	

<ul style="list-style-type: none"> • I confirm to the best of my knowledge that my son/daughter does not suffer from any medical condition other than those detailed above. • I agree to notify the club should the above details need to be updated/changed Or if my son/daughter should not be participating due to illness or injury. • I, being parent/guardian of the above named child hereby give permission for the Junior Organiser/PGA Professional/Club Official to give the immediately necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my son/daughter's interest, in the doctor's medical opinion, for any delay to be incurred by seeking my personal consent.
<p>Signed – Parent/Guardian: Print name: Date:</p>
<ul style="list-style-type: none"> • I, being parent/guardian of the above named child, understand under current club rules; that juniors are not allowed onto the course unaccompanied by a responsible adult, unless in the possession of an adult handicap/authority given by the junior organiser or club professional.
<ul style="list-style-type: none"> • I, being parent/guardian of the above named child, hereby acknowledge that I must be present at all organized junior events, of which my child partakes. In the event of my absence, I must make prior arrangements for a responsible adult to supervise my child. I must inform the competition organizer or coach of these arrangements, which I have made in the interests of my child's safety.
<p>Signed – Parent/Guardian: Print name: Date:</p>
<p>It is the intention of the club to promote the junior section by way of reports and photography via the local media. Please complete the section below to give your consent for your child to be used in this material.</p>
<ul style="list-style-type: none"> • I, being parent/guardian of the above named child, hereby *give/do not give permission for the child to be used in promotional material relating to the club.
<p>Signed – Parent/Guardian: Print name: Date:</p>
<p>We, being Parents/Guardians of the above named child, confirm that we have both read and understood the code of conduct for parents and juniors.</p>
<p>Signed – Parents/Guardians: Print names: Date:</p>

Appendix 4

SELF-DISCLOSURE FORM

You have the right of access to any information held on you and additional rights under the Data Protection Act.

PART A	
Title:	
First Name(s):	
Surname:	
Previous names by which you may have been known:	
Address:	
Postcode:	
Telephone No:	
E mail:	
Date of Birth:	Male/Female:
Club:	
Please give details of the positions which you currently or wish to fulfil, or relevant job title:	
Start Date:	
Please give details of any other clubs you are or have been a member of and give details of any positions you held	

SELF-DISCLOSURE FORM continued

The position for which you have applied is an exempted occupation for the purpose of the Rehabilitation of Offenders Act 1974. All “spent” and “unspent” convictions must be declared. Having an “unspent” conviction will not necessarily impede your appointment within golf. This will depend on the circumstances and background to your offence. Evaluation of information is based on strict confidentiality and discretion.

PART B		
1. Have you ever been convicted of any criminal offence?	Yes	No
If Yes, please supply details of any criminal convictions		
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(Exceptions Amendment) Order 1986, you should declare all convictions including “spent” convictions, cautions, reprimands and written warning.		
2. Are you a person known to any Social Services department as being an actual or potential risk to children or currently under investigation for a child protection related incident?	Yes	No
If Yes, please supply details		
3. Have you had any disciplinary sanction (from a sports or other organisation’s governing body) relating to child abuse or poor practice?	Yes	No
If Yes, please supply details		
I certify that all information in this form is true and correct to best of my knowledge, and realise that false information or omissions may lead to termination of my services.		
Signed:		
Date:		
Print Name:		

SELF-DISCLOSURE FORM continued

PART C: To be completed By The Welfare Officer Or Secretary	
I confirm that I have seen identification documents for the above person, and I confirm to the best of my ability that these are accurate.	
Please provide details of the documents	
Signature of official:	
Position:	
Print name:	
Date:	

Appendix 5

PRIVATE VEHICLE REGISTRATION FORM **To be completed by Volunteer County / Club Drivers**

Purpose of this form

- **To register the private vehicles used for the transport of individuals in connection with golf away fixtures or tours.**
- **The form must be completed by the driver of any private vehicle used for the transportation of individuals to and from golf activity.**
- **Completed forms must be handed to Seascale Golf Club Junior Organiser.**

Driver Details	Vehicle Details
Full Name:	Registration No:
Address:	Colour:
	Name of Registered Keeper:
Postcode:	Make:
Tel:	Model:
Driving Licence No and type(e.g. full):	
Insurance company –	

My vehicle is roadworthy and complies with all current traffic legislation.

I will inform all passengers of the legal requirements to wear seat belts when the above vehicle is being used on behalf of golf.

I am aware that it is not good practice to give individual young people a lift on their own.

I declare that the information stated here is correct and that I will inform the Golf County/ Club of any changes.

Signed:	
Print Name:	
Date:	

GOLF APPROVED DRIVER	
Name:	
Registration Number:	
Signed:	Date:
SEASCALE GOLF CLUB JUNIOR WELFARE OFFICER	

Appendix 6

INCIDENT FORM

Please ensure that confidentiality is maintained as far as possible.
Only discuss your concerns on a need to know basis.

1. Recorder's Details	
Title	Mr/Mrs/Miss (Delete as appropriate)
Name:	
Address:	
Postcode:	
Telephone:	
Position:	
Signature:	Date:
2. Details of young person/s	
Name of young person:	
Address:	
Postcode:	
Date of birth:	
Club and County:	
School:	
Contact details of parents (if different from above)	
3. Information regarding person relating to the concern/allegation	
Name:	
Address:	
Position/relationship to young person/s:	

--

4. Specific details of the concern/allegation
--

Date/Time/Location of any incidents:

How did the concern/allegation come to your attention?
--

Nature of allegation/concern

Observations made by you or to you: <i>e.g. changes in behaviour, inappropriate actions, injuries, etc.</i>
--

5. Record of conversation

Record details of exactly what was said to you, what was said by you.

6. Action taken	
7. Contacts made: Child Protection Officer contacted	
Date:	Time:
Name:	Contact number:
Advice received:	
Other persons contacted: (please note name and position).	
Signature:	
Name:	
Date:	
Time:	
You may wish to discuss your concerns with someone outside of the organisation to gain reassurance. The NSPCC Helpline can help with this, and is confidential.	
NSPCC Helpline: 0808 800 5000	

