

Foreword

In British Fencing we believe that the welfare of children is everyone's responsibility, particularly when it comes to protecting children from abuse. Everyone in fencing - administrator, club official, coach, parent, friend, children themselves, everyone - can help.

Abuse can occur anywhere there are children - at home, at school, in the park, at the club. Sadly, there are some people who will seek to be where children are simply in order to abuse them. We believe that everyone in British Fencing has a part to play in looking after the children with whom we are working. This is both a moral and arguably a legal obligation. The Children Act 1989 indicates that anyone who has the care of children should "*do what is reasonable in all circumstances for the purpose of safeguarding or promoting the child's welfare.*"

These child protection procedures stem from the following principles:

- **the child's welfare is the first consideration**
- **all children, regardless of age, any disability they have, gender, racial origin, religious belief and sexual identity have a right to be protected from abuse.**

We know that if the procedures are to help to protect children, everyone involved in fencing needs to see and discuss them, a full version is available from BF web-site. We are, therefore, asking regional, county and club secretaries to make sure that they are widely distributed and discussed at club executive and general meetings.

Finally, please remember British Fencing will support anyone who, in good faith, reports his or her concerns that a child is at risk of, or may actually be, being abused.

1.0 Policy Statement

1.1 Responsibilities

British Fencing will:

- accept the moral and legal responsibility to implement procedures to provide a duty of care for young people, safeguard their well-being and protect them from abuse.

- respect and promote the rights, wishes and feelings of young people and disabled adults
- recruit, train and supervise its employees and volunteers to adopt best practice to safeguard and protect young people from abuse, and themselves against false allegations.
- require staff/volunteers to adopt and abide by British Fencing's Code of Ethics and Conduct and the Child Protection Policy and Procedures
- respond to any allegations appropriately and implement the appropriate disciplinary and appeals procedures.

1.2 Principles

The guidance given in the procedures is based on the following principles:

- the welfare of young people, (the Children's Act 1989 defines a young person as under 18 years of age) and disabled adults is the primary concern.
- all young people, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse
- it is the responsibility of the child protection experts to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns
- all incidents of suspicious poor practice and allegations should be taken seriously and responded to swiftly and appropriately
- confidentiality should be upheld in line with the Data Protection Act 1984 and the Human Rights Act 2000

Important

*Please note that the term **parents** is used throughout this document as a generic term to represent parents, carers and guardians.*

*Please note that the term **young people** also refers to fencers with disabilities and vulnerable adults.*

2.0 Recruitment, Employment and Development of Staff and Volunteers

2.1 Introduction

All reasonable steps must be taken to ensure unsuitable people are prevented from working with young people and disabled adults. The same procedures should be adopted whether staff are paid or unpaid, full or part-time. Please see information on the Protection of Children Act 1999 in Appendix C.

2.2 Pre-recruitment Checks

The following pre-recruitment checks should always be carried out:

2.2.1 Advertising

If any form of advertising is used to recruit staff, it should reflect the:

- aims of British Fencing and where appropriate, the particular programme involved
- responsibilities of the role
- level of experience or qualifications required (eg experience of working with children is an advantage)
- British Fencing's open and positive stance on child protection

2.2.2 Pre-Application Information

Pre-application information sent to interested or potential applicants should contain:

- a job description including roles and responsibilities
- a person specification (eg stating qualifications or experience required)
- an application form

3. Applications

All applications whether for paid or voluntary, full, or part-time positions should complete an application form which should elicit the following information:

- Name, address and National Insurance Number (to confirm identity and right to work).
- Relevant experience, qualifications and training undertaken.
- Listing of past career or involvement in sport (to confirm experience and identify any gaps).
- Any criminal record
- Whether the applicants are known to any social services department as being an actual or potential risk to children or

young people, a self-disclosure question to establish whether they have ever had action taken against them in relation to child abuse, sexual offences or violence.

- The names of at least two people (not relatives) willing to provide written references. That comment on the applicant's previous experience of, and suitability for, working with children and young people (previous employer).
- Any former involvement with the sport.
- The applicant's consent to criminal record checks being undertaken if necessary.
- The applicant's consent to abide by the British Fencing's Code of Ethics and Conduct appropriate to the position sought (eg coach, official etc).

The form should also state that failure to disclose information or subsequent failure to conform to the Code of Ethics and Conduct will result in disciplinary action and possible exclusion from British Fencing. **A sample is provided in Appendix F.**

2.3 Checks and References

1. The Government is to alter the arrangements for criminal record checks in line with the Protection of Children Act 1999. From Autumn 2001 the Criminal Records Bureau (CRB) will provide criminal record checks for volunteers, free of charge to employers or voluntary organisations.
 2. A minimum of two written references should be taken up and at least one should be associated with former work with children/young people. If an applicant has no experience of working with children, training is strongly recommended. Written references should always be followed up and confirmed by telephone.
 3. A self-disclosure form is part of British Coaches/Helpers Register application (registers will include all those with substantial access to children).
 4. Checks may be carried out with the following organisations that maintain information about individuals who are deemed to be unsuitable to work with children:
 - In England and Wales: Criminal Records Bureau (CRB)
 - In Scotland: The Scottish Office (Social Work Services Group)
 - In Northern Ireland: The DHSS Pre-employment Consultancy Service (PECS)
1. If any doubts or concerns are raised through the application form, references or checks, a police check of the applicant can be requested. Under the terms of the Data Protection Act, an individual is entitled to request their own personal police check at their local police station. This may cost approximately £10.

3. Interviews and Induction

It may or may not be appropriate to conduct a formal interview. If it is, it should be carried out according to acceptable protocol and recommendations.¹

All staff, paid or voluntary, will undergo a formal or informal induction in which:

- their qualifications as a coach/official are substantiated
- they complete a profile to identify training needs/aspirations
- they **sign** up to the Organisation's Code of Ethics and Conduct
- the expectations, roles and responsibilities of the job are clarified (eg through a formal or informal work programme or goal-setting exercise)
- child protection procedures are explained and training needs established.

3. Training

Checks are only part of the process to protect children from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concerns of possible abuse.

1. It is recommended that all staff working with children must be up to date, or receive training in the following areas:

- Child protection awareness (eg NCF workshop on *Good Practice and child Protection/NSPCC Educare Programme*).
- First aid (eg *NCF.BRC Emergence First Aid for Sport*, St John or St Andrew's Ambulance First Aid qualifications).
- How to work effectively with children (eg NCF workshops on *Working with Children, Coaching Children and Young People, Responsible Sports Coach*)
- Child-centred coaching styles (eg NCF Workshop *Coaching Methods and Communication*).

For further details on these and other training opportunities, contact British Fencing.

3. Monitoring and Appraisal

Wherever appropriate all staff or volunteers should be given the opportunity to receive formal (eg through an appraisal) or informal feedback, to identify training needs and set new goals. British Fencing Officials/Development Officers should be sensitive to any concerns about poor practice or abuse and act

on them at an early stage. They should also offer appropriate support to those who report concerns/complaints.

4. Complaints Procedures

British Fencing complaints and appeals procedures should be used to deal with any formal complaints and/or appeals. Details of these procedures are displayed on British Fencing Web Site and copies are available from British Fencing Headquarters, (please supply an A4 sae with application).

3. Promoting Good Practice with Young People

3.1 Introduction

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about any action to take. Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with young people in order to harm them. A coach, instructor, teacher, official or volunteer may have regular contact with young people and be an important link in identifying cases where a young person needs protection. All suspicious cases of poor practice should be reported to British Fencing.

2. Good Practice Guidelines

All personnel in fencing should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate within fencing:

1. Good practice means:

- always working in an open environment (eg avoiding private or unobserved situations and encouraging an open environment (eg no secrets)
- treating all young people/disabled adults equally, and with respect and dignity
- always putting the welfare of each young person first, before winning or achieving goals

- maintaining a safe and appropriate distance with performers (eg it is not appropriate to have an intimate relationship with a child or to share a room with them)
- building balanced relationships based on mutual trust which empowers children to share in the decision-making process
- making sport fun, enjoyable and promoting fair play
- ensuring that if any form of manual/physical contact is required, it should be provided openly and according to guidelines provided by BF. Care is needed when amending hand and body positions as well as assisting **with protective equipment** . Young people should always be consulted and their agreement gained.
- keeping up to date with the technical skills, qualifications and insurance in fencing
- involving parents/carers wherever possible (eg for the responsibility of their children in the changing rooms).
- ensuring that if mixed teams are taken away, they should always be accompanied by a male and female member of staff. (NB however, same gender abuse can also occur.)
- ensuring that at tournaments or residential, adults should not enter children's rooms or invite children into their rooms (formal room checks must always be done with 2 or more members of staff)
- being an excellent role model — this includes not smoking or drinking alcohol in the company of young people
- giving enthusiastic and constructive feedback rather than negative criticism
- recognising the developmental needs and capacity of young people and disabled adults — avoiding excessive training or competition and not pushing them against their will
- securing parental consent in writing to acting in *loco parentis*, if the need arises to give permission for the administration of emergency first aid and/or other medical treatment
- awareness of any medicines being taken by participants, or existing injuries
- keeping a written record of any injury that occurs, along with the details of any treatment given
- requesting written parental consent if club officials are required to transport young people in their cars.

1. Practice to be avoided

The following should be **avoided** except in emergencies. If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of someone in charge in the Organisation or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session:

- 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.

1. Practice never to be sanctioned

The following should **never** be sanctioned. You should never:

- engage in rough, physical or sexually provocative games, including horseplay
- share a room with a child
- allow or engage in any form of inappropriate touching
- allow children to use inappropriate language unchallenged
- make sexually suggestive comments to a child, even in fun
- reduce a child to tears as a form of *control*
- allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- do things of a personal nature for children or disabled adults, that they can do for themselves
- invite or allow children to stay with you at your home unsupervised.

NB It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the performers involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

If any of the following incidents should occur, you should report them immediately to another colleague and make a written note of the event. Parents should also be informed of the incident:

- if a fencer is accidentally hurt during practice by either you or an opponent
- if he/she seems distressed in any manner
- if a fencer appears to be sexually aroused by your actions
- if a fencer misunderstands or misinterprets something you have done.

3.3 Code of Ethics and Conduct ¹

The Government produced *Caring for the Young and Vulnerable? Guidance for preventing abuse of trust*, 1999. The guidance is based on the principle that all organisations involved with caring for young people or vulnerable adults should have codes of conduct to protect against sexual activity with relationships of trust.

Staff should be required to sign up to BF's Code of Ethics and Conduct. The Code should encourage:

- the development of an open and positive climate in fencing
- poor practice to be identified
- investigations to be carried out
- disciplinary action to be taken if appropriate.

3.4 Guidelines for Use of Photographic Filming Equipment at Fencing Events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and disabled sportspeople in vulnerable positions. It is advisable that all sporting organisations adhere to the appropriate guidelines detailed in Appendix E. These guidelines have been adapted from the ASA and are reproduced with their kind permission.

3. Recognition of Poor Practice, Abuse and Bullying

4.1 Introduction

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. The staff and volunteers in fencing, whether in a paid or voluntary capacity, are not experts as such recognition. However, they do have a responsibility to act if they have any concerns about the behaviour of someone (an adult or another child) towards a young person. British Fencing should therefore encourage and expect staff to discuss any concern they may have about the welfare of a person immediately with the designated person — this might be the chairperson, president, team manager, official or coach.

2. Poor Practice

Poor practice includes any behaviour that contravenes British Fencing's Code of Ethics and Conduct which is constituted around the following:

- Rights — for example of the player, the parent, the coach, the official etc.
- Responsibilities — for example responsibility for the welfare of the fencers, fencing, the profession of coaching, their own development.
- Respect — for example of other fencers, officials and their decisions, coaches, the rules.

2. Abuse

Abuse can happen wherever there are young people, and young people and disabled adults of any age can be abused. The effects of abuse can be so damaging and if untreated, they may follow a person into adulthood. For example, a person who has been abused as a child may find it difficult or impossible to maintain stable, trusting relationships, become involved with drugs or prostitution, attempt suicide or even abuse a child in the future.

1. Disabled People

There have been a number of studies¹ which suggest children (or adults) with disabilities are at increased risk of abuse. Various factors contribute to this, such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves, or adequately communicate that abuse has occurred.²

2. Race and Racism

Children from black and minority ethnic groups (and their parents) are likely to have experienced harassment, racial discrimination and institutional racism. Although racism causes significant harm it is not, in itself, a category of abuse. However this may be categorised as emotional abuse, under local child protection procedures. All organisations working with children, including those operating where black and minority ethnic communities are numerically small, should address institutional racism, defined in the Macpherson Inquiry Report of Stephen Lawrence as '*the collective failure by an organisation to provide appropriate and professional service to people on account of their race, culture and/or religion*'.

3. Abuse and Neglect

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger. Children can be abused by adults or other children. There is growing evidence to suggest that peer abuse is an increasing concern for young people.

- Neglect — where adults fail to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development (eg failure to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment.) It may also include refusal to give children love, affection and attention. Neglect in fencing could include a teacher or coach not ensuring children were safe, exposing them to undue cold, heat or unnecessary risk of injury by not ensuring they wear the correct protective clothing.
- Physical abuse — where someone physically hurts or injures children by hitting, shaking, throwing, poisoning, burning, biting, or scalding, suffocating, drowning or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms, or deliberately causes ill health to a child whom they are looking after eg factitious illness by proxy or Munchausen's syndrome by proxy. Examples of physical abuse in fencing may be when the nature and intensity of training and competition exceeds the capacity of the child's immature and growing body; inappropriate hitting, inappropriate use of drugs.
- Sexual abuse — where girls and boys are abused by adults or other children (both male and female) who use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing children pornographic material (books, videos, pictures) is also a form of sexual abuse. In sport, coaching techniques which involve physical contact with children could potentially create situations where sexual abuse may go unnoticed. The power of the coach over young performers, if misused, may also lead to abusive situations developing.
- Emotional abuse — is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children to

feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the child very nervous and withdrawn. Some level of emotional abuse is involved in all types of ill-treatment of a child. Emotional abuse in sport may occur if children are subjected to constant criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure to perform to high expectations consistently.

There is a growing awareness that children who live in extreme poverty, are socially excluded, live with domestic violence or where alcoholism or mental health problems exist, may be at greater risk of long term emotional abuse.

The above definitions are adapted from Department of Health (1999) *Working Together to safeguard Children — A guide to inter-agency working to safeguard and promote the welfare of children*.

1. Indicators of Abuse

Indications that a child may be being abused include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- An injury for which the explanation seems inconsistent.
- The child describes what appears to be an abusive act involving him/her.
- Someone else (a child or adult) expresses concern about the welfare of another child.
- Unexplained changes in behaviour (eg becoming very quiet, withdrawn or displaying sudden outbursts of temper).
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Has difficulty in making friends.
- Is prevented from socialising with other children
- Displays variations in eating patterns including overeating or loss of appetite.
- Loses weight for no apparent reason
- Becomes increasingly dirty or unkempt.

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. It is **not** the responsibility of those working in fencing to decide that child abuse is occurring but it is their responsibility to act on any concerns. (See Section Five).

2. Bullying

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a young person. It can occur that the abuser may be a young person, for example in the case of bullying. Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, the three main types are physical (eg hitting, kicking, theft), verbal (eg racist or homophobic remarks, threats, name calling) and emotional (eg isolating an individual from the activities and social acceptance of the peer group).

1. Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons — being overweight, physically small, having a disability or belonging to a different race, faith or culture.
2. Girls and boys can be bullies although it seems to be more conspicuous in boys. Although bullying often takes place in schools¹ research shows it can and does occur anywhere where there is inadequate supervision — on the way to and from school, at a sporting event, in the playground and changing rooms.

4.4.3 Bullies come from all walks of life, they bully for a variety of different reasons and may even have been abused. Typically, bullies can have low self-esteem, be excitable, aggressive and jealous. Crucially, they have learned how to gain power over others and there is increasing evidence to suggest that this abuse of power can lead to crime.²

4. The competitive nature of sport makes it an ideal environment for the bully. The bully in sport can be:
 - a parent who pushes too hard
 - a coach who adopts a win-at-all costs philosophy
 - a player who intimidates inappropriately
 - an official who places unfair pressure on a person.
4. Bullying can include:
 - Physical: eg hitting, kicking and theft.
 - Verbal: eg name-calling, constant teasing, sarcasm, racist or homophobic taunts, threats, graffiti and gestures.
 - Emotional: eg tormenting, ridiculing, humiliating and ignoring.
 - Sexual: eg unwanted physical contact or abusive comments.

4. The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children and disabled adults, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm). There are a number of signs that may indicate that a young person or disabled adult is being bullied:
 - Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go to school, training or sports club.
 - A drop off in performance at school or standard of play.
 - Physical signs such as stomach-aches, headaches, difficulty in sleeping, bed-wetting, scratching and bruising, damaged clothes and bingeing for example on food, cigarettes or alcohol.
 - A shortage of money or frequent loss of possessions.

3. Responding to Disclosure, Suspicions and Allegations

5.1 Introduction

False allegations of abuse do occur. However, they are rare, and if a young person says or indicates that he/she is being abused, or information is obtained which gives concern that a young person is being abused, you should react immediately.

2. Responding to Disclosure

5.2.1 Actions to Take

The person receiving information concerning disclosure should:

- react calmly so as not to frighten the child
- tell the child he/she is not to blame and that he/she was right to tell
- take what the child says seriously, recognising the difficulties inherent in interpreting what is said by a child who has a speech disability and/or differences in language
- keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said
- reassure the child but do not make promises of confidentiality which might not be feasible in the light of subsequent developments
- make a full record of what had been said, heard and/or seen as soon as possible.

NB It may not be that all young or disabled performers are able to express themselves verbally. Communication difficulties may mean that it is hard for them to complain or be understood. Sometimes it is difficult to distinguish the signs of abuse from the symptoms of some disabilities or conditions, in relation to the nature of an individual's impairment. However, where there are concerns about the safety of a young/adult disabled performer, record what has been observed in detail and follow BF's procedures to report these concerns. Where there are no procedures in place, seek advice from social services.¹

2. Actions to Avoid

The person receiving the disclosure should not:

- panic
- allow their shock or distaste to show
- probe for more information than is offered
- speculate or make assumptions
- make negative comments about the alleged abuser
- approach the alleged abuser
- make promises or agree to keep secrets.

2. Responding to Suspicions

It is not the responsibility of anyone working under the auspices of British Fencing in a paid or voluntary capacity, or those working in affiliated organisations to take responsibility or to decide whether or not child abuse is taking place.

1. Social Services

Social services have a statutory duty under **The Children Act 1989**, to ensure the welfare of children and the work with the local Area Child Protection Committee (ACPC) to comply with its procedures. When a child protection referral is made, the social services staff have a legal responsibility to investigate. This may involve talking to the child and family, and gathering information from other people who know the child. Enquires may be carried out jointly with the police. If action needs to be taken urgently and out of office hours, then the police will deal with the enquiry sensitively and effectively. Local authorities will need to link in closely with their respective ACPC and cross-reference the guidance produced by the ACPC.

2. Sharing Concerns with Parents

There is always a commitment to work in partnership with parents or carers where there are concerns about their children. Therefore, in most situations, it would be important to talk to parents or carers to help clarify and initial concerns. For example, if a child seems withdrawn, there may be a reasonable explanation. He/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement.

3. When it is Not Appropriate to Share Concerns with Parents

There are circumstances in which a young person might be placed at even greater risk if concerns are shared (eg where a parent or carer may be responsible for the abuse or not able to respond to the situation appropriately). In these situations or where concerns still exist, any suspicion, allegation or incident of abuse must be reported to the person in charge as soon as possible and recorded. Advice and guidance should be sought from the local social services officer with respect to consulting with parents.

4. Designated Officer

Each organisation (club, leisure centre etc) should identify a designated person to handle child protection issues. This person should complete a self-declaration form and undergo a voluntary police check for quality assurance purposes. The designated person will require support from British Fencing, and appropriate training and information. This support should be provided as part of the Child protection Policy and Implementation Procedures being adopted by British Fencing. Fencing clubs may avail themselves of the Child Protection Officers already in place in many Centres wherever practicable as this will provide continuity and uniformity within Local Authority premises.

It is the responsibility of the designated person in charge to inform the social services without delay. In the absence of a designated person, the person in charge is not available or the concern is about the person in charge, the person with concerns or being informed of them should immediately contact the social services or the police. The numbers are in the telephone directory. In these circumstances, you do not have to give your name but it is helpful if you can. The social services, together with the designated person in charge where appropriate, will decide how and when parents or carers will be

informed. (See Appendix A — A Quick Guide to Procedures.)

Any incidents should also be referred to British Fencing and the Local Authority Child Protection Officer if this has not already been done.

5. Expert Advice

If you are not sure what to do, you can obtain advice by telephoning the local social services department and speak to the duty worker or call the NSPCC 24-hour free phone Helpline on 0808 800 500. The police also have specially trained child protection teams who will give guidance and support, and deal with out-of-office-hours enquiries when social services are not available.

6. Records and Information

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

Information 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.
- Witnesses to the incident(s).
- Any times, dates or other relevant information.
- A clear distinction between what is fact, opinion or hearsay.

Reporting the matter to the police or social services department should not be delayed by attempts to obtain more information. Wherever possible, referrals telephoned to the social services department should be confirmed in writing within 24 hours. A record should also be made of the name and 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 British Fencing and Local Authority Child Protection Officer.

3. Allegation against Staff and Volunteers

This includes anyone working with children in a paid or voluntary capacity (eg volunteers or helpers in clubs, tournament officials, team managers on training camps or championships, coaches).

Child abuse can and does occur outside the family setting. Although it is a sensitive and difficult issue, child abuse has occurred within institutions and may occur within other settings (eg sport or other social activities). Recent inquiries¹ indicate that abuse that takes place within a public setting, is rarely a one-off event. It is crucial that those involved in sport are aware of this possibility and that all allegations are taken seriously and appropriate action taken. It is important that any concerns for the welfare of the child, arising from abuse or harassment by a member of staff or volunteer, should be reported immediately.

1. Seek Advice

On occasion the designated person may be informed of situations where there is uncertainty about whether the allegation constitutes abuse or not and therefore is unclear about what action to take. There may be circumstances where allegations are about poor practice rather than abuse but those responsible should always consult senior colleagues and gain advice from social services, police or the NSPCC if there is any doubt. This is because it may be just one of a series of other instances which together cause concern.

2. Support for the Reporter of Suspected Abuse

It is acknowledged that feelings generated by the discovery that a member of staff or volunteer is, or may be, abusing a child, will raise concerns among other staff or volunteers. This includes the difficulties inherent in reporting such matters.

British Fencing assures all staff/volunteers that it will fully support and protect anyone who, in good faith (without malicious intent), reports his or her concern about a colleague's practice or the possibility that a child may be being abused.

3. Types of Investigation

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

- Criminal
- Child protection
- Disciplinary or misconduct

Civil proceedings may also be initiated by the person/family of the person who alleged the abuse.

The results of the police and social services investigation may well influence British Fencing's disciplinary investigation, but not necessarily.

Further information on the potential actions of social services etc may be found in the local ACPC guidelines

1. Action if there are Concerns

The following action should be taken if there are concerns (See Appendix A):

Poor practice

- If, following consideration, the allegation is clearly about poor practice, the designated person will deal with it as a misconduct issue.
- If the allegation is about poor practice by the designated person, or if the matter has been handled inadequately and concerns remain, it should be referred to British Fencing and LA Child Protection Officer (CPO). The CPO will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.
- If the incident of poor practice is suspicious, all details should be recorded and reported to the CPO.

Suspected Abuse

- Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the designated person, 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 designated person 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 designated person should also notify British Fencing and LA CPO who will decide who should deal with any media enquiries.
- If the designated person is the subject of the suspicion/allegation, the report must be made directly to the CPO who are then responsible for taking the action outlined above.

Confidentiality

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

- The designated person in charge.
- The parents of the person who is alleged to have been abused.
- The person making the allegation.
- Social services/police.
- Designated officers within British Fencing eg Lead Child Protection Officer.
- The alleged abuser (and parents if the alleged abuser is a child).*

*Seek social services advice on who should approach alleged abuser.

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (eg that information is accurate, regularly updated, relevant and secure).

- **Internal Enquiries and Suspension**

In these regulations 'Offence' shall mean any one or more of the offences against a child within the meaning of schedule 4 to the Criminal Justice and Court Services Act 2000 and any offence which reasonably causes the BFA General Secretary, child Protection Panel, or Child Protection Officer, to believe that the individual accused of the offence is or may be a risk or potential risk to children or young persons.

1. Upon receipt by the BFA General Secretary ('the General Secretary') of:

 - notification that an individual has been charged with an Offence; or
 - notification that an individual is the subject of an investigation by the police, social services or any other authority relating to an Offence; or
 - The results of a Criminal Records Bureau search containing entries which lead the General Secretary to conclude on reasonable grounds that an individual may be unsuitable to work with or have unsupervised access to children or young persons within the sport of fencing; or
 - a recommendation from the BFA Child Protection Review Panel; or
 - other evidence which causes the General Secretary reasonably to conclude that an individual may have committed an Offence

then in any such case the General Secretary may impose upon the individual an immediate interim suspension from

membership of the BFA or from any fencing event or fencing activity promoted or authorised by the BFA or any body directly or indirectly affiliated to the BFA wherever held.

2. Upon receipt by the General Secretary of a recommendation from the BFA Child Protection Officer, or the Child Protection Review Panel of the BFA, including the results of a Criminal Records Bureau search, or other information received which causes the General Secretary to conclude, on reasonable grounds, that the individual concerned is unsuitable to work with, or have unsupervised access to children or young persons within the sport of fencing, then the General Secretary may impose upon the individual an immediate interim suspension or a suspension sine die from membership of the BFA or from any fencing event or fencing activity promoted or authorised by the BFA or any body directly or indirectly affiliated to the BFA wherever held.

There shall be a right of appeal to the BFA Disciplinary Committee in accordance with those parts of the BFA Disciplinary Regulations that relate to appeals (section 15 of those regulations) against the decision of the General Secretary to impose any suspension under either paragraphs 1 or 2 above; in the case of such appeals publicity shall be restricted to that required for 'need to know' (cf; Disciplinary Regulations 8.11 and 14.4).

3. In reaching his determination as to whether an immediate interim suspension should be imposed the General Secretary shall give consideration, inter alia, to the following factors:

- the recommendation of the BFA Child protection Officer and/or the Child Protection Review Panel of the BFA; and/or
- whether a child or children or young person(s) are or may be at risk; and/or
- whether the allegations are of a serious nature; and/or
- whether a suspension is necessary or proportionate to allow the conduct of any investigation (by the BFA or any other authority or body) to proceed unimpeded.

4. Where an individual shall have been convicted or have been the subject of

a caution in respect of an Offence the General Secretary shall have power to

impose summarily or on the recommendation of the BFA Child Protection Review Panel or the BFA Child Protection Officer either or both of the following penalties:

- the withdrawal with immediate effect of any qualification under the control of the BFA which the individual may hold;
- the suspension sine die of the individual from membership of or from any event or activity promoted or authorised by the BFA or any other body directly or indirectly affiliated to the BFA wherever held.

There shall be a right of appeal to the BFA Disciplinary

Committee in accordance with those parts of the BFA Disciplinary Rules that relate to appeals (section 15 of those regulations) against the decision of the General Secretary to impose a suspension sine die; in the case of such appeals publicity shall be restricted to that required for 'need to know' (cf; Disciplinary Regulations 8.11 and 14.4).

5. If a Local Authority forms a belief under the formal belief system derived from the Children Act 1989, as amended, regarding an individual's suitability to work with children the General Secretary shall have the power summarily or on the recommendation of the BFA Child Protection Review Panel or the BFA Child Protection Officer to suspend that person sine die from all activities carried out under the auspices of the BFA, provided that:

- the Local Authority has informed the BFA General Secretary, Child protection Panel, or Child Protection Officer that such a belief has been formed; and
- the individual member concerned has been formally made aware by the Local Authority that such a belief has been formed;

There shall be a right of appeal to the BFA Disciplinary Committee in accordance with those parts of the BFA Disciplinary Rules that relate to appeals (section 15 of those regulations) against the decision of the General Secretary to impose a suspension sine die under the provisions of this paragraph; in the case of such appeals publicity shall be restricted to that required for 'need to know' (cf; Disciplinary Regulations 8.11 and 14.4).

6. Any individual who fails to comply with a specific requirement of the Child

Protection procedures may, on the recommendation of the BFA Child Protection Panel, be suspended by the General Secretary until such time as he has complied with any outstanding matters, provided that he has been warned of his liability to such a suspension and failed to take the appropriate steps within a reasonable time.

There shall be a right of appeal to the BFA Disciplinary Committee in accordance with those parts of the BFA Disciplinary Rules that relate to appeals (section 15 of those regulations) against the decision of the General Secretary to impose a suspension under this paragraph; in the case of such appeals publicity shall be restricted to that required for 'need to know' (cf; Disciplinary Regulations 8.11 and 14.4).

7. A club, body, organisation or individual member suspended by the General Secretary under these regulations shall not participate in any fencing related activity organised by an affiliated club or controlled by BFA regulations, save with the prior written consent of the General Secretary. An individual member who is suspended (whether such suspension be interim or sine die) shall not act as a representative of a club or other

affiliated body nor shall he be a member of any committee, subcommittee, board or council concerned with the direction or government of fencing. He shall not act as an official or attend as a volunteer, helper or spectator at any competition, exhibition, meeting or any other activities within the sport of fencing, organised by the BFA or an affiliated body, save with the prior consent of the general secretary.

8. British Fencing must reach its decisions based on the available information that could suggest, on a balance of probability, it is more likely than not that the allegation is true. The welfare of children should always remain paramount.

9. Should the General Secretary be ineligible or indisposed or unable or unwilling to act his functions will be undertaken by the Chair of the BFA Disciplinary Committee or, should the Chair of the BFA Disciplinary Committee be ineligible or indisposed or unable or unwilling to act, then by the Deputy Chair of the BFA Disciplinary Committee, in which case all references in the above regulations to the General Secretary shall apply also the person undertaking his functions.

Support to deal with the *Aftermath*

- Consideration should be given about what support may be appropriate to children, parents and members of staff. Use of Helplines, support groups and open meetings will maintain an open culture and help the healing process. The British Association of Counselling Directory¹ may be a useful resource.
- Consideration should be given about what support may be appropriate to the alleged perpetrator of the abuse.

3. Allegations of Previous Abuse

Allegations of abuse may be some time after the event (eg 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, British Fencing should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside fencing, 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.

4. Action if Bullying is Suspected

The same procedure should be followed as set out in Section 5.3 if bullying is suspected. All settings in which children are

provided with services or are living away from home should have rigorously enforced anti-bullying strategies in place.

1. Action to Help the Victim and Prevent Bullying in Fencing:

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns².
- 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).

1. Action Towards the Bully(ies):

The coach or person in charge should:

- Talk with the bully(ies), explain the situation, 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 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 all organisation members of action taken.
- Keep a written record of action taken.

Appendix A A Quick Guide to Procedures

This guide is designed to inform the most appropriate action in relation to concerns about either a parent or carer (eg outside the immediate fencing environment).

Remember:

- Maintain confidentiality on a *need to know* basis only
- Ensure the person in charge follows up with social services.
- **If the concerns are about someone who also plays a role within fencing,** then the person in charge should inform the relevant BF Child Protection Officer (CPO).

This guide is designed to inform the most appropriate action in relation to concerns about a member of staff or volunteer within fencing.

If you do not know who to turn to for advice or are worried about sharing your concerns with a senior colleague, you should contact the social services direct (or the NSPCC on 0808 800 5000, or Childline on 0800 1111).

Appendix B Essential Contacts

Please complete the table with local details for quick referral:

National Contacts

The NSPCC National Centre

42 Curtain Road
Tel: 0207 825
2500

London EC2A
3NH Helpline:
0808 800 5000

Childline UK Freepost 1111

London N1 0BR Tel 0800 11111

NI Childline 74 Duke Street Tel: 0504 311555
London

Criminal Records Bureau P.O. Box 91 Tel: 0870 90 90 811
Liverpool
L69 2UH

Child Protection in Sport Unit 3 Gilmour Close Tel: 0116 2347273
Beaumont Leys
Leicester
L4 1EZ

The National Coaching 114 Cardigan Road Tel: 0113 274 4802
Foundation Headingley
Leeds LS6 3BJ

Department of Health Consultancy Service

Room 133

NB For the Protection of Department of Health
Children Act List, details of the Wellington House
Criminal Records Bureau or 133–135 Waterloo Road
current legislation London SF1 8UG

The Scottish Office 43 Jeffrey Street
(Social Work Services Group) Edinburgh F11 1DN

The DHSS Pre-employment Dundonald House

Consultancy Services (PECS) Upper Newtonards Road
Belfast BT4 3SF

Local Contacts

Social Services

Appendix C

The Protection of Children Act 1999

'This new Act enhances significantly the level of protection for children. However, it remains of paramount importance that all organisations entrusted with the care of children practise the full range of pre-employment checks. This includes interviews, the full investigation of applicant's employment history and taking up references.' John Hutton, Minister of State, July 2000.

The Main Provisions of the Act

The Act makes four principal changes to the Law:

It places the existing Department of Health Consultancy Index (a list of persons considered to be unsuitable to work with children) on to a statutory basis. It then provides names to be referred to this newly created Protection of Children Act List and also provides a right of appeal to a new Tribunal against the inclusion on the Protection of Children Act List (and also inclusion on List 99). It also extends the scheme to health care services provided to children.

- It amends 218 of the Education **Reform** Act 1988 to enable the Department for Education and Employment to identify people who are put on List 99 because they are not fit and proper persons to work with children.
- It amends Part V of the Police Act 1997 to enable the Criminal Records Bureau, when established, to disclose information about people who are included on the **Protection of Children Act List** or List **99** along with their criminal records. In this way, the Act provides for a 'one-stop-shop' system of checking persons seeking to work with children.

- It requires child care organisations (as defined in the Act) proposing to employ someone in a child care position (as defined) to ensure that individuals are checked through the 'one-stop-shop' against the **Protection of Children Act List** and the relevant part of **List 99**, and not to employ anyone who is included on either list.

The Act also contains other provisions, the most important of which are:

- To enable organisations (other than childcare organisations as defined within the Act) to refer names to the **Protection of Children Act List**.
- To permit the Secretary of State to consider the transfer of names currently held on the DH Consultancy Index to be transferred to the **Protection of Children Act List**.
- To allow organisations to access the new **Protection of Children Act List** and **List 99** without first going through the Criminal Records Bureau until such time as the 'one-stop-shop' comes into operation within the Bureau.

Although sporting organisations are not covered by the mandatory aspects of the Act (unless they meet the definition of a *child care organisation*, they are encouraged to refer names to the Secretary of State for consideration of inclusion on the POCA List. Sporting organisations are also reminded that while it is not mandatory for them to carry out these checks, they are still considered an essential part of the pre-employment process.

Appendix D Code of Ethics and Conduct

NB Please note that the term coaches is used throughout this document as a generic term to represent BF registered coaches, all BF Officials, Club Officials including all voluntary helpers.

Fencing coaching helps the development of individuals through improving their performance.

This is achieved by:

- identifying and meeting the needs of individuals
- improving performance through a progressive programme of safe, guided practice, measured performance and/or competition
- creating an environment in which individuals are motivated to maintain participation and improve performance.

Coaches should comply with the principles of good ethical practice listed below.

1. Coaches must respect the rights, dignity and worth of every person and treat everyone equally within the context of fencing.

2. Coaches must place the well-being and safety of the fencer above the development of performance. They should follow all guidelines laid down by British Fencing and hold appropriate insurance cover (either coach or club insurance).
3. Coaches must develop an appropriate working relationship with fencers (especially children), based on mutual trust and respect. Coaches must not exert undue influence to obtain personal benefit or reward.
4. Coaches must encourage and guide fencers to accept responsibility for their own behaviour and performance.
5. Coaches should hold up-to-date and nationally recognised governing body coaching qualifications.
6. Coaches must ensure the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
7. Coaches should, at the outset, clarify with fencers (and where appropriate with their parents) exactly what is expected of them and what fencers are entitled to expect from their coach. A contract may sometimes be appropriate.
8. Coaches should cooperate fully with other specialists (eg other coaches, officials, sports scientists, doctors, physiotherapists) in the best interests of the fencer.
9. Coaches should always promote the positive aspects of fencing (eg fair play) and never condone rule violations or the use of prohibited substance.
10. Coaches must consistently display high standards of behaviour and appearance.

The previous text is taken from the National Coaching Foundation's Code of Ethics and Conduct for Sports Coaches. The full version (single copy £2.50) is available from Coachwise Ltd, Unit 2/3 Chelsea Close, Off Amberley Road, Armley, Leeds LS12 4HW (0113 231 1310). You are also recommended to the NCF Hot Topic Workshop, the Responsible Sports Coach. Contact the National Coaching Foundation on 0113 274 4802 for details on this and other relevant workshops.

Appendix E

Guidelines on Use of Photographic and Filming Equipment at Competitions

(Adapted and reproduced with the kind permission of the ASA 1999)

Professional photographers/filming/video operators wishing to record the event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded. Ideally they should request this at least five working days before the event.

Students or amateur photographers/film/video operators wishing to record the event should seek accreditation with the event organiser by producing their student club or registration card and a letter from their club/educational establishment outlining their motive *for* attending the event.

All other spectators wishing to use photographic/film/video equipment with a telescopic or

zoom lens should register their intent with the promoter of the event.

Accreditation procedure: a system should be adopted whereby a record should be made of the individual's name and address and club. Professionals should register prior to the event and their identification details should be checked with the issuing authority prior to the event. On registering, promoters of events should consider issuing an identification label on the day, which can serve to highlight those who have accreditation but must ensure that where regular events occur, the identifying label is changed to prevent unofficial replication.

Public information: the specific details concerning photographic/video and filming equipment should, where possible, be published prominently in event programmes and must be announced over the public address system prior to the start of the event.

The recommended wording is:

In line with the recommendation in the Organisation's Child Protection Policy, the promoters of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with staff at the spectator entry desk before carrying out any such photography. The promoter reserves the right of entry to this event and reserves the right to decline entry to any person unable to meet or abide by the promoter's conditions.

If you have concerns: if you are concerned about any photography taking place at an event, contact the promoter or event organiser and discuss it with them. If appropriate the person about whom there are concerns should be asked to leave and the facility managers should be informed.

Videoring as a coaching aid: there is no intention to prevent club coaches and teachers using video equipment as a legitimate coaching aid. however, performers and their parents/carers should be aware that this is part of the coaching programme and care should be taken in the storing of such films.

Appendix F Sample Forms

The following sample forms are to be used to ensure that:

- British Fencing takes all steps within its power to prevent unsuitable people from working within sport
- If incidences of suspected child abuse do occur, standard procedures are followed.

The forms include:

1. Self Declaration Form
2. Reference Form
3. Application Form
4. Incident Record Form

Self Declaration Form See new form

REFERENCE FORM

Confidential

1. How long have you known this person?

2. In what capacity?

3. What attributes does this person have that would make them suited to this work?

4. Please rate this person on the following — please tick one box for each statement:

	Poor	Average	Good	V Good	Excellent
Responsibility					
Maturity					
Self motivation					
Can motivate others					
Energy					
Trustworthiness					
Reliability					

This post involves substantial access to children. As an organisation committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people.

YES

NO

If you have answered YES we will contact you in confidence.

Signed: Date:

Print name:

Position: Organisation:

British Fencing's Child Protection List — note on completing forms

This database, together with other information that your club/organisation receives regarding the welfare of children, is part of British Fencing's Child Protection Procedures. Compliance with this procedure is mandatory for all those with substantial access to children. The procedures were developed in conjunction with the NSPCC and are reproduced with the kind permission of the ASA. The procedures set out below were developed in full consultation with the Data Protection Register. The purpose of the Child Protection List is firstly to advise clubs and organisations of people who should not work with children because they have a criminal conviction, which could put children at risk. Secondly it allows British Fencing to fulfil its obligations in collating and reporting any complaints that are made against an individual which may put children at risk. The information is **strictly confidential** except for the legal obligation of reporting. Each club/organisation is strongly advised to read British Fencing's Child Protection Policy and Procedures.

Who must complete a form? All people who by nature of the role they fulfil have substantial access to under 18 year olds.

Do I have to complete a form? It is a condition of British Fencing that these procedures are adopted. If unwilling to do so, then they must not be deployed in any position that gives them intimate access to young people.

What information will be kept on me? Obviously there will be your personal identifier information that is on the form, which in the majority of cases will be the only information. If you have a criminal conviction for an offence, which could put children at risk, the official details of the conviction will be recorded. However, specific allegations of behaviour, or details of other convictions which could put children at risk, and which are made known to British Fencing, will also be recorded. All concerns or complaints will be reported to the police and the relevant authority for investigation, and the outcome recorded. This information is held separately, is securely protected and will

record the date, source and originator of any text. **You may at any time request to see the information held on you.**

Who will my information be disclosed to? All individuals on the Child Protection List will have the right to request to see the information that is held on them. This request must be made in writing to the Child Protection Officer and British Fencing must respond within 40 days. A fee may be levied in accordance with the Data Protection Act 1984. All information will be made available to the official agencies, which have a statutory duty to investigate allegations of child abuse. British Fencing also reserves the right to disclose information relevant to child protection to clubs/organisations and other individuals and organisations sharing concerns regarding child protection.

Do I send my form in direct or does it have to go through the club/organisation? All forms must come **direct to British Fencing**. The Club/organisation secretary or designated officer will sign Part A as it is essential that the relevant person at the club has seen some identification documentation which confirms that you are who you say you are. This could be a passport, national insurance number card or driving licence, but more than a household letter or bill.

However, Part B may be completed in confidence by the applicant and the form sent direct to British Fencing's Child Protection Officer. If it is deemed that British Fencing do not consider someone suitable to work with children then appropriate action will be taken and the club/organisation will be informed.

How is the information updated? The forms will be updated in line with British Fencing's requirements to meet Data Protection Regulations.

Start date:

Previous occupation:

Name of organisation:

Start date:

Finish date:

Relevant experience:

Previous experience of working with young children in a voluntary or professional capacity:

Qualifications

Academic/school:

(not essential for those applying for voluntary posts to complete)

Vocational interests:

--

Sporting qualifications and experience:
--

Reasons for applying:

Name and address of two people who know you well (and are not related to you) who have first-hand experience of you working with children and who we can contact for a reference, or who have provided you with a reference testimonial:
--

With your approval we shall also contact your current employer (where appropriate) for a reference

I agree to abide by any Code of Ethics and Conduct which British Fencing has in force.

Signed: Date:

Print name:

NB Failure to disclose this information may result in exclusion from the club or organisation

INCIDENT RECORD FORM

Your name:

Your position:

Child's name:

Child's address:

Parents/carers names and address;

Child's date of birth:

Date and time of any incident:

Your observations:

Exactly what the child said and what you said:

(Remember, do not lead the child — record actual details. Continue on separate sheet if necessary)

--

Action taken so far:

External agencies contacted (date & time)

Police yes/no	If yes — which: Name and contact number: Details of advice received:
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Social services Yes/no	If yes — which: Name and contact number: Details of advice received:
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<p>British Fencing</p> <p>Yes/no</p>	<p>If yes — which:</p> <p>Name and contact number:</p> <p>Details of advice received:</p>
<p>Local Authority</p> <p>Yes/no</p>	<p>If yes — which:</p> <p>Name and contact number:</p> <p>Details of advice received:</p>
<p>Other (eg NSPCC)</p>	<p>Which:</p> <p>Name and contact number:</p> <p>Details of advice received:</p>
<p>Signature:</p> <p>Print name:</p>	
<p>Date:</p>	

NB A copy of this form should be sent to social services after the telephone report.

Remember to maintain confidentiality on a need to know basis — only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.