

## Renewal Application for 'Serious about Child Protection' Accreditation Scheme

Your Details			
<b>Name</b>			
<b>Position in Club/Group</b>			
<b>Address</b>			
<b>Postcode</b>			
<b>Telephone number</b>		<b>e-mail</b>	

Your Club's/Group's Details			
<b>Club's/Group's Name</b>			
<b>Activity of Club/Group</b>			
<b>Where is the Club/Group based?</b>			
<b>How many members do you have under 18 years of age?</b>			
<b>How many members with a disability do you have in your Club/Group?</b>			
<b>If so, what is/are their disability(ies)?</b>			
<b>When and how often do the younger members (U18) and/or vulnerable adults (with a disability) meet?</b>			
<b>Junior Members</b>		<b>Vulnerable Adult Members</b>	

Criteria for SACP Accreditation	
<b>Please confirm that you still have a Child Protection Officer in post at your Club/Group?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If yes, what is their name?</b>	
<b>If you are not the Child Protection Officer please provide their contact details:</b>	
<b>Please state if they hold any other position within the Club/Group?</b>	
<b>Please confirm that at least 2 adults from your club/group still attend Child Protection Training every 2 years (one of these should be the Child Protection Officer)?</b> <b><u>PLEASE PROVIDE EVIDENCE OF THIS BY SENDING IN A COPY OF THE CERTIFICATES OF THE MOST RECENT TRAINING ATTENDED</u></b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Please confirm that you continue to complete CRB checks every 2 years with the relevant adults who work with young people and/or vulnerable adults at your Club/Group?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Please confirm that your Club/Group still possess a copy of the latest version (2005) of Epsom and Ewell Borough Council's Child Protection Guidelines for Voluntary Groups within Epsom and Ewell?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Please confirm that your Club/Group still has an up to date Child Protection Policy, which you adhere to and renew when necessary?</b> <b><u>IF YOU HAVE UPDATED YOUR POLICY SINCE YOU WERE FIRST ACCREDITED PLEASE SEND A COPY OF YOUR LATEST VERSION &amp; INDICATE THE DATE IT WAS ALTERED</u></b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Examples of any Child Protection Incidents

Please provide basic information about any child protection issues your club has experienced since being accredited, which you feel was successfully dealt with as a result of having basic child protection procedures in place. *You do not have to disclose any confidential information such as names and specific actions* but it would be helpful to have a brief summary of the incident with an explanation of how your club carried out any referral and follow up action.

*Please continue on a separate page if necessary*

### Declaration

I confirm that the details disclosed in this form are to the best of my knowledge correct and accurate. I understand that if the information provided is found to be untrue at a later date by Epsom and Ewell Borough Council, my group/club risk having their Accreditation being redrawn.

Main Contact's Signature \_\_\_\_\_ Date \_\_\_\_\_

Second Signature \_\_\_\_\_ Date \_\_\_\_\_

Position of Second Signature within Group or Club \_\_\_\_\_  
(Preferably Chairman/President/Treasurer or other Committee Member)



### **The Data Protection Act**

EEBC is committed to protecting your privacy and processes data in compliance with the Data Protection Act of 1998 and other relevant legislation. We recognise our responsibility in ensuring that your personal data is kept secure and confidential and that the data will be processed fairly and lawfully. No personal data is sold to, or shared with unauthorised third parties.

Details of the Act and its requirements, is publicly available from the office of the Information Commissioner. Telephone 01625 545745. Web site <http://www.dataprotection.gov.uk>

## **Guidelines**

For your club/group to continue its accreditation you will need to have ticked “Yes” for each of the questions listed under the “Criteria” section. If you would like to provide any supporting evidence for your continued work towards child protection you are welcome to add it to the Renewal Form when you submit it.

You will need to submit your Renewal Form no later than 2 weeks before the date your club/group’s accreditation expires. Your renewal will then be processed in time to prevent any gaps in your accreditation. If any information is missing a member of the Leisure Developments team will contact you ASAP. Once your club’s/group’s accreditation is successfully renewed you will be sent a new certificate.

If you have any difficulties in completing the form please contact the Leisure and Youth Development Officer, on 01372 732000 for further advice.

Please note that the accreditation is once again only valid for 24 months only. Your club/group will need to reapply for accreditation before the end of the 24 months.