

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

Main Contact			
Name			
Position in Club/Group			
Address			
Postcode			
Telephone number		e-mail	

Club's/Group's Name								
Activity of Club/Group								
Where is the Club/Group based?								
How many members do you have in the following age groups?								
0-5 yrs		6-10 yrs		11-15 yrs		16-18 yrs		
How many members with a disability do you have in the following age groups?								
0-5 yrs		6-10 yrs		11-15 yrs		16-18 yrs		
19-25 yrs		26-35 yrs		36-50 yrs		50 yrs +		
If so, what is/are their disability(ies)?								
When and how often do the younger members (U18) and/or vulnerable adults (with a disability) meet?								
Junior Members				Vulnerable Adult Members				

Do you have a dedicated Child Protection Officer?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes, what is their name?				
If different to 'Main Contact' on page 1 please provide their contact details:				
Address				
Postcode				
Telephone number		e-mail		
Please state if they hold any other position within the Club/Group?				
<i>*Please provide evidence of the appointment of a dedicated Child Protection Officer e.g. copy of the minutes from the most recent AGM or any other relevant meeting*</i>				

Name at least two adults from the Club/Group who have attended Child Protection Training in the last two years (one of these has to be the Child Protection Officer)	
Name	Position
1)	
2)	
<i>*Please provide evidence of training e.g. Certificate of Attendance*</i>	

Please indicate how many adults work with young people and/or vulnerable adults at your Club/Group and if they have been CRB checked in the last 2 years				
Number of adults		Number of these who have been CRB checked in the last 2 years		
<i>*Please provide evidence that the CRB checks have taken place by writing the Disclosure Reference Number and Date of Issue for each check below*</i>				
No	No	No	No	No
Date	Date	Date	Date	Date
No	No	No	No	No
Date	Date	Date	Date	Date

Please continue on a separate sheet if more than 10 CRB checks have been carried out.

<b>Does the Club/Group 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>If No, would you like a copy? (Please note that copies are only given to Groups/Clubs who have attended recognised Child Protection training in the last 2 years)</b>		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>Do you have your own Child Protection Policy, or are you working towards writing one?</b>		
<input type="checkbox"/> We have our own	<input type="checkbox"/> We are writing one	<input type="checkbox"/> Neither
<b>If Yes, please state the date of completion (past or intended)</b>		
<b><i>*Please provide evidence of this by sending a copy of your full policy or any draft notes being used to develop one. (Please note that EEBC will not be assessing the content of your policy, just acknowledging that you either have one written and are implementing it, or are in the process of writing one)*</i></b>		

**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 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 a group or club to be accredited they will need to demonstrate that they have achieved the following:

- 1) Assigned an adult as a dedicated Child Protection Officer for the group, who will lead on any child protection issues.
- 2) Undertaken relevant child protection training every 2 years to ensure the group is aware of the up to date guidelines and procedures recommended by the child protection professionals. This training should be carried out by the Child Protection Officer as well as at least 1 other adult member of the group who works directly with vulnerable people.
- 3) Carried out CRB checks every 2 years on all adults who directly work with vulnerable people.
- 4) Obtained a copy of Epsom and Ewell Borough Council's 'Child Protection Guidelines for Voluntary Groups within Epsom and Ewell' through the Leisure Developments Team.
- 5) Have written a Child Protection Policy (and then hence put in place the various procedures written within the policy) or be working towards writing a Child Protection Policy for the group.

A decision will be made by the Leisure Developments team within 28 days of receipt of the Application Form. If there is any information or evidence missing a member of the Leisure Developments team will contact the Main Contact to request further information be sent to the Council. Once a group or club have achieved all 5 targets and deemed successful the Club/Group will be officially accredited and sent a certificate validating their accreditation, as well as the logo through e-mail in the form of a jpeg, which can be used on their headed paper and website. The Council will also highlight the Club's/Group's accreditation in the next edition of Leisure Listings and through the website version of Leisure Listings, as well as the Summer Holiday Activities leaflet which is produced each year.

All of these will benefit the club/group by publicising to the community how seriously they are taking child protection by implementing best practice and hence providing a safe, child friendly environment that family members, young people and disabled adults can feel confident about being part of. This could have a positive effect on membership numbers.

If you are able to further show how the Club/Group is taking Child Protection seriously and are putting into place effective procedures to protect young people and vulnerable adults, please provide additional evidence to support your application. For example Committee Meeting Minutes detailing Child Protection issues and discussions, forms or letters sent to parents, and communications made with volunteers regarding Child Protection.

If you have any difficulties in gathering the required evidence for the application please contact Leisure and Youth Development Officer, on 01372 732000 for further advice.

Please note that the accreditation is valid for 24 months only. The accredited Club/Group should re-apply for accreditation no later than three months before it expires. The Council will automatically send out a new application pack six months before the existing accreditation expires.