

# **Boscastle & Crackington Gig Club**

## **Child Protection Policy**



Author: David Wade

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## **Section 1**

### ***Boscastle & Crackington Gig Club Policy on Child Protection***

1. We are all required to recognise the unique status of children. There is a special need to respect them as individuals and to protect them in their vulnerability. Children matter in their own right and need to be taken seriously.
- 2.
3. Anyone who works with children in the club either voluntarily or in a paid capacity need to operate within a carefully thought out framework of good policy and practise which will ensure that children are safeguarded and nurtured physically and emotionally. Any person in a position of authority within the club must exercise the greatest care in the use of that authority and power. They must avoid taking advantage of trust.
4. The highest professional standards will therefore be maintained in all tutoring, educational and recreational situations. The exploitation of any relationship for self-gratification will not be tolerated.
5. The Boscastle and Crackington Gig Club accept the principle enshrined in the Children Act 1989 that the welfare of the child is paramount.
6. Allegations of abuse will be taken seriously and appropriate steps will be taken.
7. The Boscastle and Crackington Gig Club will collaborate fully with the statutory and voluntary agencies concerned with child abuse. It will not conduct investigations on its own.
8. This document is to be read in conjunction with and adherence to the Cornish Pilot Gig Association Child Protection Policy.
9. All those working or seeking to work with children will be properly recruited, trained and supported, and will be subject to whatever supervision is appropriate.
10. All appropriate members of the Executive Committee and those appointed in certain positions as defined by the club and/or the Cornish Pilot Gig Association will be asked to declare whether they have any criminal convictions or whether certain types of orders of the civil courts have been made against them, and whether they have caused significant harm to a child or put a child at risk of significant harm.
11. The following will be asked to complete and submit the confidential declaration form set out in Appendix 2 to this Child Protection Policy
  - a. All members of the Exec Committee
  - b. Any official of the club designated as Child Protection officer or similar title
  - c. Any member of the club as defined by the Child Protection Policy under the auspices of the Cornish Pilot Gig Association

#### **Notes:**

1. The Children Act 1989 defines a child as a person under the age of eighteen (18) for most purposes.
2. The form includes questions as to whether the persons concerned has any criminal convictions, whether certain types of orders of the civil courts have been made against them and whether they have or have been alleged to have caused significant harm to a child or put a child at risk of significant harm.
3. These notes must be read in conjunction with any overriding principals that may be held by the Cornish Pilot Gig Association (CPGA). In some instances guidelines that may be referred to in this document may contradict those made by the CPGA policy. In these cases the relevant clauses adopted by the CPGA will take precedence.

## ***Boscastle & Crackington Gig Club and Guidelines for Child Protection***

- The Boscastle & Crackington Gig Club accepts the Cornish Pilot Gig Association policy on Child Protection and this document seeks to help the club to implement it.
- The Boscastle & Crackington Gig Club accepts the principles of the Children Act 1989 that the welfare of the child is paramount, and will follow the thirteen principles of the Home Office Code of Practice, “Safe from Harm” upon which these guidelines are based.
- It will be standard practice in the Boscastle & Crackington Gig Club to require the completion of the Declaration Form on convictions and in future Criminal Record Check from those in authority and those demanded by the CPGA policy and all those both paid or voluntary who work with or have opportunity for contact with children and young people in the club or those who may visit club events.
- All allegations of abuse will be taken seriously. The Boscastle & Crackington Gig Club will not conduct investigations on its own. The club will collaborate fully with the local statutory authority, the CPGA procedures and those of the Cornwall and Isles of Scilly Inter Agency Child Protection procedures.
- The CPO Officer is a member of the CPGA Affiliation program and will work under the auspices of the CPGA procedures.

### ***How to use these guidelines***

These guidelines include policies and procedures to be followed for the Criminal Record Bureau. This document aims to help the club, it is for the benefit and protection of children, young people, their parents/guardians, leaders, helpers and anyone working or assisting the club. This document is divided into a number of sections:

**Section One:** Policy Statements

**Section Two:** Guidelines for good practice in working with children and young people. This includes:

- Selection, screening and appointment
- Criminal Record Checks and flow chart
- Training and support
- Management of children's and youth work (if appropriate)
- Guidelines for the nominated officer(s)

If the guidelines in this section are implemented carefully they will help to reduce the risk of abuse of children in the club.

**Section Three:** This sets out the guidance and clear procedures to follow if abuse is suspected or a child discloses that they are being abused. There are also contact numbers and emergency numbers.

**Section Four:** Gives additional information and sample forms.

These guidelines have been drawn up from a number of sources that ensure that the Boscastle & Crackington Gig Club can comply with legislation and produce a working policy. It is up to the club to ensure that the policy is adopted and revised accordingly, and to ensure that the nominated persons work closely with the CPGA. All nominated persons and those to whom the CPGA policy requires must be notified to the CPGA in accordance with the prevailing procedures.

## **Section 2**

### ***Guidelines for selection and appointment of volunteers and paid workers and procedures to be followed for existing workers with children and young people***

The Boscastle & Crackington Gig Club has as part of its constitution an element that encourages and tutors children and young people. Whilst any boat-related activity may be deemed to be a 'contact sport' there are subtle differences that to an untrained person could give the impression of abuse or allegations of abuse. The requirement for a Child Protection Officer ensures that both the child and the club are adequately protected. Since this is only possible through the generous volunteering of those personnel, it is important that they are also supported. We must not allow ourselves to be naïve but to recognise that sadly, on rare occasions abuse can take place. Since our volunteers and paid workers are a rare and valued resource, careful and sensitive selection and appointment of volunteers need not be a threat to them, but rather will demonstrate that the work that they are being asked to do is valued and worthwhile. As well as those documents outlined earlier, these guidelines for appointment also take into account **The Rehabilitation of Offenders Act 1974** and the **Data Protection Act 1998**. The procedures also recognise that the executive committee as 'employers' of voluntary staff are ultimately responsible for all the work undertaken in the name of the club. It is vital, therefore, that the committee has some way of screening their volunteers as they may be held liable if one of them commits a criminal offence against a 'client', especially if the 'client' is deemed to be a vulnerable person.

In terms of the Rehabilitation of Offenders Act 1974, a vulnerable person is defined as:

- Persons under the age of eighteen (18) or over sixty-five (65)
- Handicapped persons or persons suffering from illness
- Persons addicted to alcohol or drugs
- Persons attending corrective institutions (e.g. Prisons, Remand Centres)

The club also has a duty of care to take all reasonable steps to protect any such people with whom they have contact. Anyone who works with 'vulnerable' people is exempt from The Rehabilitation of Offenders Act and can be asked to declare any criminal convictions. The procedures set out below will act as deterrents to abusers, help to prevent unsuitable people working with children and ensure that our youngsters can grow and learn in a safe and happy environment.

### ***Appointment Procedures***

1. **Adopt the same process for everyone.** Explain why you need the information and do not make assumptions.
2. **Ask new volunteers to complete an application form.** It is also helpful to provide potential volunteers with a brief job description as given in the example in the appendix.
3. **Ask the new volunteer(s) for the names and addresses of two referees.** All references should be followed up and the applicant assured that the information obtained will be kept in strictest confidence.
4. **Interview the volunteer.** It is suggested that this is carried out by the nominated Child Protection Officer and one member of the Executive Committee (personal information shared at interview is confidential between interviewee and panel). Interviewing is an opportunity to find out about the experience and background of the volunteer. It is a positive process and will help to ensure that they are not expected to do more than they have the time and the skills to achieve.
5. **Declaration Form.** If the references are acceptable and the applicant considered suitable, they must be asked to complete a Declaration Form. It should be emphasised that all workers with children and

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young people are required to complete the Declaration Form and that no slur or suspicion is implied or inferred to those completing it.

6. If there is anything relevant or potentially relevant revealed by the declaration the Child Protection Officer at the CPGA should be contacted so that a further check through Criminal Record Bureau may be considered. All officers of the club must complete an 'enhanced' check by the Criminal Record Bureau before being allowed to work with children or young people.
7. If the person is considered unsuitable they should be interviewed and the reasons why explained. If possible try to suggest alternative ways in which they may contribute to the club.
8. **Young Helpers.** There may be certain events or occasions where people under the age of eighteen (18) may be involved with helping children or young people with club activities. It is not considered appropriate for such helpers to be appointed through the above procedures. However, young helpers should never be left on their own with a group or allowed to take a group of children off into another room without adult supervision in case their immaturity should unwittingly cause them to ill treat a child. Adult people should be concerned to protect young helpers from potentially awkward situations.
9. **Approval by Executive Committee.** All selected volunteers for work with children and young people should be approved by the Executive Committee and their names minuted.

**Remember:** *The welfare of the child or young person has to come first but it is also important that the appointment procedures are handled with sensitivity and gentleness.*

## ***Guidelines for the Training and Support of Volunteers and paid workers with children and young people***

Much of this will be covered by the CPGA, however it is incumbent on the Boscastle & Crackington Gig Club to ensure that any and all aspects of recruitment can be carried out independently of any other body. There are no procedures that can guard absolutely against the appointment of those who will or have abused children. Supervision and support are therefore important and a good means of protecting children. Regular meetings should be encouraged amongst those tasked with the protection of children and the appointed officer reporting any concerns to the committee if appropriate.

1. **Job Description.** This should be a simple written document approved by the Child Protection Officer for the club and the Executive Committee (if they are not a member of the committee). It should contain the outline of the tasks expected of them, their responsibilities for the care and protection of children and the person to whom they are responsible.
2. **A Probationary Period.** Unlike other elements of the club, a Child Protection Officer is there for events that may occur outside the club's basic control. This can be stressful so it is recommended that a 3 to 6 month probationary period is undertaken after which there is a potential 'way out' for both parties.
3. **Regular Review.** Rowing is not easy to police and those in the boat in authority may not be able to make judgements that are in the best interest of the child when taking a larger matter into account. Whilst this is inevitable such incidents should be discussed and ways to address resolved.
4. **Supervision and Planning.** Gig rowing is a limited and highly physical activity. With the limitations of the boat, it is not always possible for the crew to contain a Child Protection Officer of both sexes. It is therefore incumbent on the club to ensure that all activities are monitored through the use of VHF ship-to-shore radio. At least one radio is to be carried by any boat that has a child or young person present and regular contact maintained with the club's shore personnel. In restricted waters and where range and conditions are appropriate the use of commercially available walkie-talkie units may be adopted, however access to emergency services by the shore crew must be maintained at all times.
5. **Child Protection Responsibilities.** A summary of this for the club is given in the appendix, however this should be read in conjunction with the policy from the CPGA and with this document. It could also be applied to the job description if necessary.
6. **Training, Advice and Support.** The CPGA will be offering regular training and updates which will be mandatory for the officials designated by the club. All persons not required to attend will be updated shortly afterwards by those attending.

**Remember:** *The role of anyone tasked with Child Protection or care can feel isolated from the actual reasons that the club was founded. Although others in the club have similar responsibilities, it is ultimately your CPO's responsibility to place the needs and safety of the child first and the interests of the club second. Interest in their unique viewpoint can make them feel less isolated and valued.*

## ***Guidelines for good practice in the management of Children's and youth work***

Although the number of people who actively seek to harm children is small, the club should try to reduce the opportunities for abuse to occur. Much of this would seem to be little more than common sense, however anything even vaguely boat-related involves contact for many reasons by those in authority or other members of the crew. These procedures can help to protect the adults from unfounded accusations as well as protecting the children and young people who are either members of or are visiting the club. In this respect, the following recommendations are made:

1. **Staffing Ratio for Events.** The club should ensure that:
  - a. A minimum of two qualified CPO personnel are always present.
  - b. In the event that more than 20 children/young people are present there should be an additional one qualified person for every extra ten children. It is NOT recommended that under 18s are included in this ratio.
  - c. Both genders of CPO should be present – this is particularly important when older children and young people are involved in the activities.
  - d. Any residential or overnight activity must involve both male and female CPO personnel regardless of attendees.
2. **One to one situations** should be avoided whenever possible. This could lead to potentially embarrassing situations, temptations and accusations. There are obviously times when this is unavoidable, but whenever this presents itself, make sure that one of your colleagues is always aware of the situation. If anyone feels threatened by such a predicament, they should make note of it and report it to the senior CPO present as soon as possible.
3. **Young people over the age of consent.** Young people over the age of consent but under the age of 18 years need to be protected from sexual activity with adults who are within a 'relationship of trust\*'. Any behaviour or situation which might allow a sexual relationship to develop of any kind between a person in a relationship of trust and a young person would be unacceptable and must be avoided as long as the relationship of trust exists.
4. **Touching and demonstrations of affection.** Within the club, this is one of the hardest areas to address and requires that all those involved with rowing and other aspects of the actual activities at sea or on water are fully familiar with all aspects of rowing and the boat itself. As a 'contact sport' injuries may be sustained and child/young person may feel that they need support. As a general rule, unless the requirement for physical contact is for medical reasons, the degree of contact should be related to the child's needs and should be age-appropriate. Wherever possible, any contact should be made in public (e.g. a hug in a group is very different from a hug behind closed doors). Corporal punishment in any form is illegal and may not be used.
5. **Car or Minibus Travel.** Where children or young people are transported by minibus there should be two adults present. Car travel should always have at least two passengers; single 'lifts' should be avoided.
6. **Casual Visitors.** The club may have casual visitors attending events. All visitors must acknowledge the officialdom of the presiding members of the club and must obey without question any directive given by the Child Protection personnel. No casual visitor may have access to children's activities without supervision of one of the nominated CPO officials. Casual visitors may not accompany children to the toilet or to areas where they cannot be supervised.
7. **An Independent Person.** The Home Office "Safe from Harm" suggests that any Child Protection Personnel should be available whereby a child may talk with them as an independent person. This has been adopted by many voluntary organisations in the area and as such the club acts in many similar ways. Our membership will have children and young people who will recognise and feel safe in the company of certain people over time. It is recognised that children will normally make their own choice as to whom they will confide in and the nominated person may possibly, although not necessarily, be able to fulfil that role. Placing the number for Childline and any similar local organisation should be displayed at any public meeting or event.

8. **Safety.** Much of this aspect will be covered by the club's Health & Safety Policy, however it must be noted that when a child or young person is at sea and could be in danger it is incumbent on the club to ensure that all safety equipment is demonstrated and understood completely prior to launch. Any event however insignificant must be reported in the Accident Book.
9. **Emergencies.** There should be a First Aid Kit at every event both in the boat and with the shore crew. Someone within the club must be tasked with regular and scheduled checks to ensure that the contents are maintained correctly. There should be disposable gloves for dealing with minor cuts and abrasions and constant radio/communications throughout any planned training, event or public day.
10. **Registration.** The club should keep an up-to-date register of information on the child/young people (e.g. name, address, telephone number, special medications, and permission to be "in loco parentis" for the duration of each session).
11. **Outings.** Where the club may involve in any form of outing, consent forms must be obtained from the parents/guardians. A sample of this is in the appendix for both short and extended events. The Children Act 1989 states that consent has to be from both parents or the parent or guardian who has legal responsibility for the child.
12. **Insurance.** It is essential that the club and all those tasked with working with children and young people are adequately covered by insurance. The club must ensure that all policies in place cover all activities and have an active element to safeguard the Child Protection Personnel. It is also incumbent on the club to ensure that all elements of the CPO policy are adhered to within the statements of cover of the insurance and that the policy reflects this.

\* Relationship of trust is defined as a relationship where an adult has responsibility for a young person that gives power or influence over him or her.

## ***Guidelines for nominated person (Club Child Protection Officer)***

Having a nominated person within the club ensures that there is a responsible person at all times in the role of child protection. It is accepted that other members of the exec committee will have been cleared insofar as working with children and young people is concerned, however there must be a person or persons within the club with the specific task of child protection. These people will be the ones to whom other will turn for support and advice particularly if they have concerns about a child or the behaviour of anyone else.

### ***Responsibilities***

- Should be fully familiar with the contents of this booklet and the implementations of the guidelines herein
- Should be fully familiar with the contents and documents released by the Cornish Pilot Gig Association and them implementations of the guidelines therein
- Should be fully familiar with all aspects of gig rowing and the various functions of crew and officials within the club
- Should be actively involved with the recruitment and appointment of volunteers or paid workers within the club
- Should ensure that all volunteers and paid workers are properly recorded and registered with the club
- Should monitor good practice in children's and youth work within the club and be alert to any unusual behaviour or inappropriate relationship on the part of any club member with a child or young person
- Should, in the event of suspicion or an allegation of abuse, know when to seek advice from the CPGA and when necessary to inform Social Services immediately

The CPGA will be holding training sessions at regular intervals. It is expected that all relevant persons will attend a session as soon as possible after appointment.

## **Section 3**

### ***Allegations or suspicions of abuse***

#### ***Introduction***

These guidelines have been extracted from a number of sources and indicate how to proceed if abuse is suspected. Every organisation has its own guidelines on how to proceed in cases of suspected physical or sexual abuse of children or young people, and whilst the Cornish Pilot Gig Association will release their own guidelines it is still incumbent on the Boscastle & Crackington Gig Club to adopt and instigate their own procedures in accordance with the CPGA and their own rules.

Caring and working for children and young people may mean coming into contact with some who are or have been abused. This abuse could be from physical injury, neglect, emotional abuse or sexual abuse. Those who abuse may be parents, carers, professionals, young people and those in a position of trust.

The following pages give some definitions and indicators of abuse and the procedures to follow if abuse is suspected.

Rowing and activities associated with rowing/sailing/boating have unique issues which can lead the uninitiated into believing that abuse of one kind or another may have been carried out. Examples could be bruising on the inner, upper arms, inner thighs, buttocks or even across both eyes. In normal circumstances this would be cause for most Child Protection personnel to become alerted to possible abuse. In the club this could be considered normal practice and it is important that parents and vigilant personnel are made aware of the significant likelihood of possible physical signs that are in fact totally innocent parts of the activity.

Above all, if you are concerned about a child, do not dismiss this or decide that it is someone else's problem. Consider very carefully what it is that is worrying you and discuss it with the appropriate person in order to make a decision on what to do next.

#### ***What to do if you suspect abuse***

The person who first suspects or is told of alleged abuse is the person who is responsible for ensuring that the concern is taken seriously.

Suspicion may vary from a vague disquiet about possibly inappropriate behaviour to clear evidence of serious abuse. There are many levels between.

Information may reach you from a number of sources for example:

- A child claiming that he/she has been abused
- Another child who is voicing concern for their friend
- Another member of the child/young persons family
- A fellow worker of the person alleged to have carried out the abuse
- Someone who believes that they have been the object of malicious or unfounded rumour

#### ***What to do***

- If you suspect abuse or inappropriate behaviour is taking place you should inform the club's Child Protection Officer or one of the Exec Committee who is responsible for child protection.
- Write down your concerns immediately or as soon as possible and remember to append the date and the time of your concerns. Also note who you spoke to and when.
- If you have suspicions concerning another vetted and screened person who is responsible for Child Protection within the club including the Child Protection Officer you should contact the Cornish Pilot Gig Association Child Protection Officer on: {TEL NO}

### ***Where there is clear evidence of abuse***

Adopt the process on the previous page if there is any lack of clarity on the suspicion of abuse.

**The Boscastle & Crackington Gig Club may not and shall not instigate an investigation of any kind under any circumstances. Neither will the Cornish Pilot Gig Association.**

- While no-one will wish to react without careful consideration, when an allegation has been made, it is important to avoid delay in order to forestall any possible further abuse.
- Where a child or young person is making a clear allegation of physical or sexual abuse or where injuries to the child are raising strong suspicions the following **must** take place:

**EITHER**

**Inform Social Services immediately or within 24 hours**

**OR**

**Inform the Police immediately or within 24 hours**

- If the alleged abuse is taking place under the care of the club or its officers it is still important to notify the club's nominated child protection person and the CPGA Child Protection Officer so that appropriate procedures may be adopted.
- Where the alleged abuser is a member of the club (either paid or voluntary) or the alleged abuse is taking place under the care of the club, immediate notice should also be given to the club's insurers. Failure to comply with this could jeopardise any cover in place at the time.

**If you suspect a child or young person is at risk of abuse the one thing you must not do is nothing!**

## ***Points for further consideration***

An investigation of possible abuse inevitably leaves many people extremely hurt, perplexed and vulnerable.

### **The Boscastle & Crackington Gig Club may not and shall not instigate an investigation of any kind under any circumstances. Neither will the Cornish Pilot Gig Association.**

The police and social services will be concerned to prevent any action being taken that could be construed as likely to contaminate the evidence. They should be asked for advice about the extent of the contact that should take place with the person who has been accused, the person who has made the allegation and/or the victim of the alleged abuse. Insofar as the club is concerned, it is only necessary for the Executive Committee to adopt this process and anyone who is directly or indirectly involved with the allegation.

If you are the person to whom confidential information has been imparted, you are effectively involved and you may wish to consider the following.

**The Child/Young Person.** It is important that these people feel that they are believed. You are not the person tasked with the investigation and you must not offer any opinion one way or another regardless of your own feelings on the matter. Information given by the child or young person must be allowed to come at its own pace. Do not try to force the speed or to put words in their mouth. There may be a lack of esteem and guilt on their part. Anger, frustration and worry are some of the emotions that may be expressed towards themselves, their alleged abuser and other family members. It is important that you do not change the way that you behave towards these people.

**The Alleged Abuser.** This is perhaps the hardest part of the equation as it involves a lot of emotion from every part of the club. It is important to establish the rule at the outset that everyone is “innocent until proven guilty”, however in child abuse cases this can be difficult to adhere to due to public pressures. An abuser was probably abused themselves and whilst this does not exonerate them from any guilt that may be established by the proper authorities, it is not for the club or any official to pass judgement. The club should take appropriate action and suspend club membership of the alleged abuser for the length of time that the investigation will take and should ensure that the person(s) do not attend meetings or events where children are present.

**The Club.** Any parochial club can be devastated by allegations of this kind. The work of the many can be undone in a single moment by the actions of an abuser. The subsequent actions of the club and the way that they conduct themselves will be paramount in the future of the club. In village life, it is difficult to contain rumours that may be overheard so the following may help resolve certain issues:

- Confidentiality is important – make sure that no-one is talking about the case unnecessarily or in public.
- Protect those who need protection.
- Ensure that those people over whom a question mark exists are not placed into arenas of temptation or threat.
- If more than one person is involved in offering care of any kind, they must not disclose information to one another.
- A meeting should be convened by the Executive Committee to discuss any issues arising from the case.
- A member of the CPGA’s Child Protection group may be able to assist the club.

**Remember:** *There are specialist agencies and organisations that are available, use them.*

## **Section 4**

### ***Summary of recommendations from “Safe from Harm” (published by the Home Office upon which much of this document has been based).***

In order to safeguard the welfare of the children and young people in their charge, voluntary organisations should consider the issues raised by each of the following statements of principle and then, if necessary, take any action that they deem to be appropriate in the light of their circumstances and structures and the nature of their activities.

1. Adopt a policy statement on safeguarding the welfare of children.
2. Plan the work of the organisation so as to minimise situations where the abuse of children may occur.
3. Introduce a system whereby children may talk to an independent person.
4. Apply agreed procedures for protecting children to all paid staff and volunteers.
5. Give all paid staff and volunteers clear roles.
6. Use supervision as a means of protecting children.
7. Treat all would-be paid staff and volunteers as job applicants for any position involving contact with children.
8. Gain at least one reference from a person who has experience of applicants paid work or volunteering with children.
9. Explore all applicants' experience of working or contact with children in an interview before appointment.
10. Find out whether an applicant has any conviction for criminal offences against children.
11. Make paid and voluntary appointments conditional upon the successful completion of a probationary period.
12. Issue guidelines on how to deal with the disclosure or discovery of abuse.
13. Train paid staff and volunteers, their line managers or supervisors and policy makers in the prevention of child abuse.

## **List of Schedule 1 Offences**

### ***Common Law Offences***

- Murder or manslaughter of a child or young person under eighteen.
- Common assault or battery of a child or young person under eighteen.

### ***Offences under the Offences Against the Person Act 1861***

- S5 Manslaughter of a child or young person under eighteen.  
S27 Abandonment or exposure of a child under two so as to endanger the child's life or so as to injure the child's health permanently or be likely to do so.

### ***Offences under the Children and Young Persons Act 1933***

- S1 Cruelty (including assault, ill-treatment, neglect, abandonment or exposure in a manner likely to cause unnecessary suffering or injury to health) to a child or young person under sixteen.  
S3 Allowing a child or young person under sixteen to be in a brothel.  
S4 Causing, procuring or allowing a child or young person under sixteen to be used for begging.  
S11 Exposing a child under seven to risk of burning.  
S23 Allowing a child or young person under sixteen to take part in a dangerous performance.

### ***Offences under the Infanticide Act 1938***

- S1 Infanticide.

### ***Offences under the Sexual Offences Act 1956***

- S2 Procurement (or attempted procurement) of a girl under eighteen by threats or intimidation.  
S3 Procurement of a girl under eighteen by false pretences.  
S4 Administering drugs to a girl under eighteen to obtain or facilitate sexual intercourse.  
S5 Sexual intercourse (or attempted sexual intercourse) with a girl under thirteen.  
S6 Sexual intercourse (or attempted sexual intercourse) with a girl between thirteen and sixteen.  
S7 Sexual intercourse (or attempted sexual intercourse) with a mentally handicapped girl under eighteen.  
S10 Incest (or attempt to commit incest) by a man, where the female involved is under eighteen.  
S11 Incest (or attempt to commit incest) by a woman, when the male involved is under eighteen.  
S12 Buggery (or attempt to commit buggery) with a child or young person under sixteen.  
S13 Gross indecency between males where one or both are under eighteen.  
S14 Indecent assault on a girl under eighteen.  
S15 Indecent assault on a male under eighteen.  
S16 Assault on a child or young person under eighteen with intent to commit buggery.  
S19 Abduction of an unmarried girl under eighteen from her parent or guardian with the intention that she is to have unlawful sexual intercourse.  
S20 Abduction of an unmarried girl under sixteen from her parent or guardian  
S22 Causing (or attempting to cause) prostitution of a girl under eighteen.  
S23 Procuration (or attempted procuration) of a girl under eighteen.  
S24 Detention of a girl under eighteen in a brothel or on other premises with the intention that she is to have unlawful sexual intercourse.  
S25 Permitting a girl under thirteen to use premises for sexual intercourse.  
S26 Permitting a girl between thirteen and sixteen to use premises for sexual intercourse.  
S28 Causing or encouraging prostitution of or sexual intercourse with or indecent assault on a girl under sixteen.

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**Offences under the Indecency with Children Act 1960**

S1 Indecent conduct towards a child under fourteen.

**Offences under the Suicide Act 1961**

S2 Aiding and abetting counselling or procuring the suicide of a child or young person under eighteen.

**Offences under The Protection of Children Act 1978**

S1(1)(a) Taking an indecent photograph of a child or young person under sixteen.

**Offences under The Child Abduction Act 1984**

S1 Abduction out of the United Kingdom of a child or young person under sixteen by a parent, guardian etc.

S2 Abduction of a child or young person under sixteen by a person other than a parent, guardian, etc.

**Other offences**

Any other offence involving bodily injury to a child or young person under eighteen.

**Offences specified in the Schedule to the Disqualification For Caring With Children Regulations 1991**

(other than offences listed above and offences relevant to Scotland and Northern Ireland)

**Offences under Section 36(1)(B) or (C) of Adoption Act 1976**

Refusing to allow the visiting of a protected child or inspection of the premises or refusing to comply with or obstructing removal of a child.

**Offences under Sections 44(15), 49 or 50 (9) of Children Act 1989, Sections 6 to 10 of Child Abduction Act, or Section 32(3) of the Children and Young Persons Act 1969**

Intentional obstruction of a person executing an emergency protection order or abduction or obstruction of lawful recovery of an abducted child.

**Offences under Section 78 of The Children Act 1989**

Providing day care or acting as a child-minder in unregistered premises or contravening an enforcement order served on the person concerned by a local authority acting under the section.

**Offences under Section 63(10) of The Children Act 1989 or Paragraph 2(3) of Schedule 6 to the Act**

Caring for and accommodating a child in a children's home which is not registered or breach of conditions attaching to registration of a registered children's home.

**Offences under Section 14 of The Children Act 1958, Section 16 of The Foster Children Act 1980 or Section 70 of The Children Act 1989**

Offences in respect of private fostering.

**Offences under Section 29(5) of The Children Act 1948, Section 57(5) of The Child Care Act 1980 or Paragraph 1(5) of Schedule 5 to The Children Act 1989**

Carrying on a voluntary home without it being registered or in contravention of a condition attached to registration.

**Offences under The Sexual Offences Act 1956**

S1 Rape (or attempted rape).

**Offences under The Criminal Law Act 1977**

S54 Inciting a girl under sixteen to have incestuous sexual intercourse.

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## **Useful Support Organisations for Child Protection**

Childline	0800 1111
Touchline (for adults and children)	01532 457777
Children's Legal Centre	0207 359 6251
Parentline	01268 757077
PAIN (Parents Against Injustice)	01279 850545
The Family Rights Group ( <a href="http://www.frg.org.uk">www.frg.org.uk</a> )	0207 923 2628
Gingerbread (Lone Parent Support Group)	0207 240 0953
NSPCC Helpline	0800 800500
Cornwall SHARE (Young people's information Advice and counselling Service)	0800 181033
Kidscape Campaign for Children's Safety	152 Buckingham Palace Road London, SW1W 9TR
National Children's Bureau	8 Wakely Street London, EC1V 7QE

## **Appendix 1**

### **Boscastle & Crackington Gig Club Policy for**

#### **Working with Children and Young People**

1. The Club accepts the policy on Child Protection contained in the document herein and in the document(s) that may be furnished in addition by the Cornish Pilot Gig Association.
2. The Club seeks to provide a safe, caring and consistent environment so that children in our care may learn and grow in a safe and happy environment.
3. The Club has appointed Dave Wade to be the nominated Child Protection Officer(s) for the club. He/She shares in the responsibility for child protection in the club with the officers of the club that have been vetted and passed as able to work with children and young people.
4. The club:
  - a. Recognises the following areas of its activities that works with children and young people:
    - i. Rowing Training & Competition
    - ii. Non-rowing training and meetings
  - b. Will ensure that everyone involved in children's and youth work (both existing and future) completes a Declaration Form which will be kept safely and confidentially in the club records that are not on public view.
  - c. Will ensure that all appropriate personnel as dictated by the Cornish Pilot Gig Association and any others required will complete a Criminal Records Bureau Disclosure Application (this will remain strictly confidential and will be seen only by those acting on behalf of the CPGA and the club)
  - d. Will ensure that everyone involved in the care of children and young people is made aware of this policy and the policies of the CPGA and is given a summary of their responsibilities
  - e. Will ensure that everyone involved in this work is clear about the work that they have agreed to perform and to whom they are responsible
  - f. Will ensure that all due confidentiality is maintained within the club and that all agents acting on behalf of the club will cooperate fully with the authorities within the UK without reservation
5. The club will be informed of and minute names of all those who work with children and young people and will be notified of any changes.
6. The Club will ensure that all its work with children and young people is adequately covered by insurance.
7. A copy of this policy will be made available to all members of the club and to parents/guardians upon request.
8. The Club is responsible for an annual review of this policy.

## **Appendix 2**

### **Protection of Children and Young People – Confidential Declaration**

*This page should be photocopied and given to all those who are being asked to sign the Confidential Declaration.*

1. The position for which you are applying or currently hold or the work for which you have volunteered or are currently doing gives opportunities for substantial unsupervised contact with children and/or young people under the age of eighteen (18) years. In accordance with the policy in force with the Cornish Pilot Gig Association and with the Boscastle & Crackington Gig Club you are therefore required to complete the enclosed declaration and return it to the person designated at the end of the form.
2. Under the provisions relating to work with children and young people in the Rehabilitation of Offenders (Exemptions) Order 1975, you are not entitled to withhold information about convictions which for other purposes are 'spent' under the Rehabilitation of Offenders Act 1974. You are required to provide such information in relation to any offence which is in Schedule 1 to the Children and Young Persons Act 1933 or the Schedule to the Disqualification for Caring for Children Regulations 1991 and certain other serious sexual offences.
3. If you do not complete the form or do not disclose a conviction or any other relevant information this may lead to your not receiving the appointment, licence, permission or approval that you are seeking or to its being terminated or withdrawn.
4. The information will be treated as strictly confidential. It will be seen only by the person designated at the end of this form, those acting on his/her behalf and certain designated members of the CPGA Child Protection group. No information will be disclosed except where there is a legal duty to do so or where the person designated at the end of the form is advised by the club officials that disclosure ought to take place in order to ensure the protection of children.
5. All designated persons as dictated by the Boscastle & Crackington Gig Club and/or the Cornish Pilot Gig Association will be checked against the records of the Criminal Record Bureau that is a service for checking the suitability of a proposed appointee to a post involving substantial unsupervised contact with children. If circumstances are identified in which your conduct has caused significant harm to a child or placed the welfare of a child or young person at risk of significant harm, then in accordance with the policies in place with the CPGA and with the Boscastle & Crackington Gig Club, your name may be included on the index. All individuals who are placed on the index in this way are informed in writing and advised of the nature of the allegations made against them in order for them to have opportunity to make representations where appropriate.
6. This information sheet and the declaration form has been designed primarily for the appointment of senior positions with the club and it may seem somewhat legalistic and detailed of you are a volunteer. It is now, however, a requirement by law for all volunteers to complete the attached Declaration Form. It is hoped that you will understand the reasons for this. It is not intended to appear threatening to you and implies no slur or suspicion. It is a matter of good practice and is one way in which a deterrent can be made to abusers or unsuitable people from working with children.
7. If you have any queries regarding the declaration please contact the nominated person for the club or contact the CPGA representative.
8. You are now asked to complete the declaration and return it with identification as dictated. No copies will be accepted and all originals will (of course) be returned.