

SOUTH WEST WINTERGUARD ACADEMY



2011/12

Welcome Pack

SOUTH WEST WINTERGUARD ACADEMY

Introduction from the Director

Dear Parent/Carer/ Member

I would like to personally welcome you to the South West Winterguard Academy and I hope your son/daughter or you as a member enjoy the experience of colourguard and find it enjoyable and fun. We are a non profit making community youth group dedicated to provide a quality educational and performance programme centred on music and movement. The dance is based using flags and other equipment to perform a routine to music where children and young adults can express their movement and style to others.

We have so much information to explain now and through the year so we will ensure we provide many forms of communication mechanisms including Newsletters, texts, e-mails, letters and a website to keep you appraised of what is happening well in advance. This information will detail about practice times, fund raising activities, meetings and social activities to name a few. So if your contact details change please ensure you keep us updated. I hope this welcome pack demonstrates a clear commitment from the guard that we are a serious organisation with well thought through policies and code of conducts ensuring we demonstrate a duty of care while you are undertaking this activity.

Every week we will be providing a tuck shop during practices with sweets, treats and drinks at low costs. Please provide a small amount of money if you wish your child to participate.

Although your day to day contact will be with your Guard Directors and Instructors I will be around to support them in their roles whilst directing the whole guard and ensuring our standard we have set remains at that level and we continue to develop.

Best regards

Ken Burrows
Core Director

South West Academy Winterguard Welcome Pack

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SOUTH WEST WINTERGUARD ACADEMY

CONSTITUTION

This constitution will act as the governance framework in written form, detailing our Mission and Vision. It will demonstrate our business model we follow and will then go into detail about our agreed Aims, Objectives underpinned by our values for the next year; following those this constitution will explain other things including the committee's roles and responsibilities.

The club shall be known as the South West Winterguard Academy, herein after referred to as the group or guard.

Mission – Our Purpose

'To inspire young people through Colourguard to achieve an immediate and lasting change in themselves, their families and the community.'

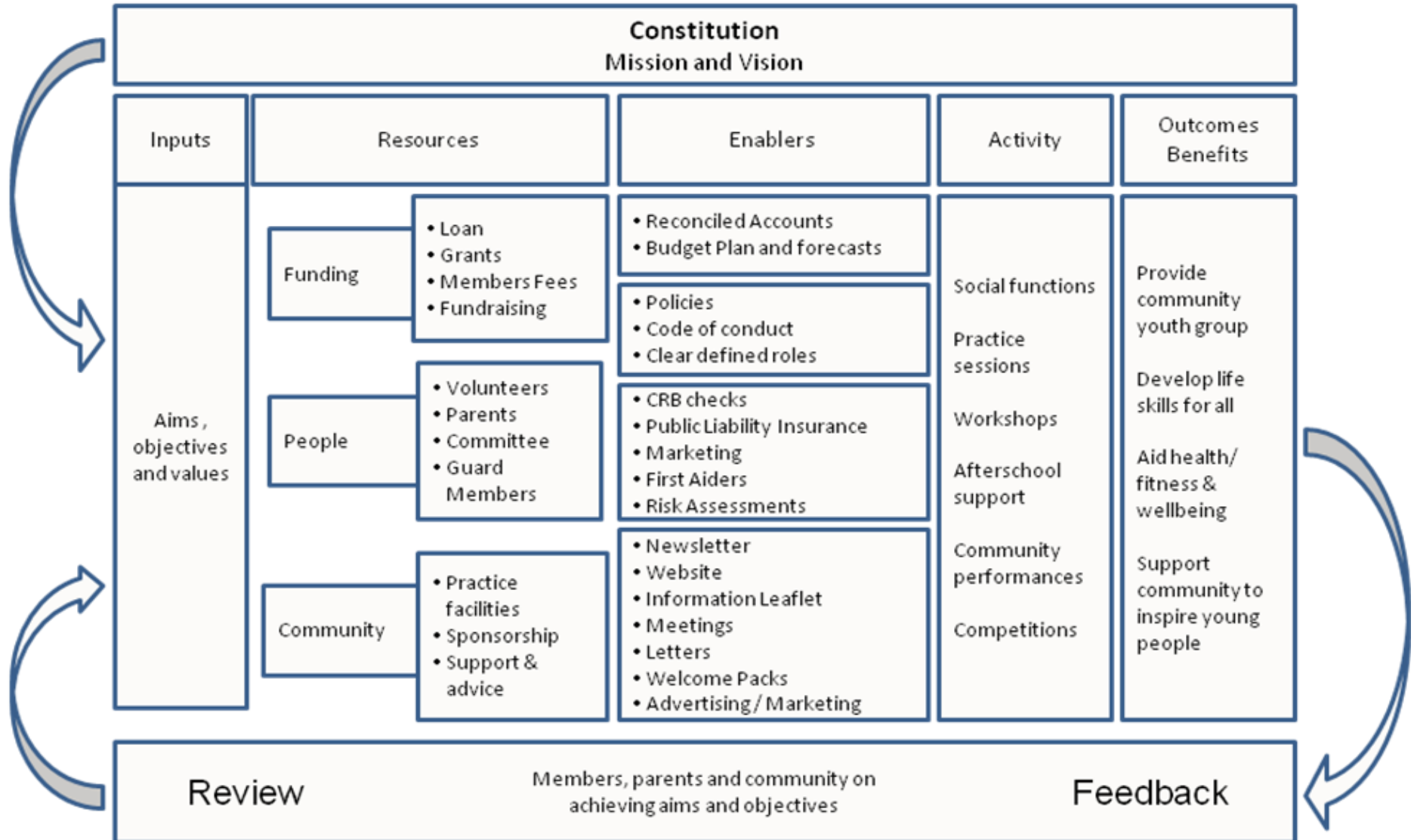
Vision – Where we want to be

To maintain the South West Winterguard Academy as an affordable, sustainable non-profit making community youth group, offering young people of both sexes, from any cultural or ethnic background, area and abilities in the South West the opportunity to take part in an instructed activity called 'Colourguard'. This is a dance based activity using flags and other equipment, to perform a routine to music as part a team to compete in competitions.

The following business model demonstrates how all the aspects we have in place fit together and how we continually review what we are achieving.

The next page identifies and breakdowns our specific aims, objectives and values.

South West Winterguard Academy Business Model



South West Winterguard Academy - Aims, Objectives and Values

Aims (Long term priority)	Objectives (Measurable goal/target)	Values (Way we want to work)
Provide a community youth group	Implement an achievable finance and business strategy of how we are going to deliver and raise finances for the project through fundraising activities or grants for the initial setup and sustainability (Strategy and financial Plan)	Get parents and other volunteers involved and ensure this activity is affordable and available to everyone
	Obtain grant funds to support the set-up of the non-profit making project in its first 2 years apply for grants (through membership fees, fund raising activities and sponsorship) the group aim is to make this a sustainable activity).	Work with the community and grant authorities to set up the project with an aim to become self-funding
	Provide a safe, secure, fully insured instructed activity at different levels (set up two classes in the first year)	Open to any one of any ability
	Develop marketing strategy of this activity to ensure all disadvantaged young people are given the opportunity (Advertise locally, ensure talk with local authorities and community groups)	To reach all young people and not exclude anyone who is disadvantaged.
Support development of life and social skills	Be part of a successful team. (Perform at community fetes, shows and festivals and competitions)	Foster a spirit of comradeship and loyalty to the group and its members
	Develop them into culturally enriched, caring, motivated, responsible, and goal oriented adults (By being part of a team achieving something)	Promote the highest standards of sportsmanship
	Involve volunteers as Instructors and those behind the scenes (Aid their personal development)	Ensure a duty of care to all members receive fair and equal treatment.
	Aid transition of children from Junior to senior schools	Strive development of all involved and make a positive contribution
	Inspire young people to new ventures (by demonstrating the activity at school fete's, community activities or festivals)	Enjoy the social aspect of making friends and having fun involving families to develop our project

Develop health, fitness and wellbeing	Undertaking this project will improve a person's fitness (support the objective `of local schools, governments and the `youth sport trust' to achieve their objective of providing 5 hours of PE a week.)	Help to support healthy living and a brighter future by improving the physical fitness of children
Assist community	Team up with local community organisations, authorities, schools and projects to provide young people the opportunity to take part. (Approach all areas)	To be known as a sustainable community project
	Get young people involved in a community project (Reduce the number hanging out on streets and reduce community anti social behaviour)	Give young people an aim and focus and excel in an activity
	Conduct performances at community local fetes, schools, festivals and shows (help them raise funds and awareness of their community project and reach over 500 people a year)	To aid the development and confidence of our performers and give something back to the community
	We will continually strive to upgrade the group's status and activities for the broader benefit of the local community. (Conducting shows for the local community)	Supporting the community
	More after school opportunities (to support parents and families through extended schools)	Supporting the transition from Primary to senior school
	Practice in local community halls and schools (financially support the community in the hire of their facilities)	Support community projects for their sustainability

EXECUTIVE COMMITTEE ROLES AND RESPONSIBILITIES

To enable the group to achieve our aims distinct roles have been identified with a brief summary of the responsibility associated. These form the Executive Committee who are voted for each year at the AGM.

The team that will be make this vision happen are a mix of friends, family members and local businesses. They collectively will ensure this is a family orientated community organisation where members have fun and enjoy this sporting activity.

Core Director (Chair) - shall head the group, lead on external communications including WGUK for the Guard, chair any meetings, assess the future demands and direct the committees to meet the groups aim. Overall assess any matters of discipline and motivation of members that cannot be dealt with by the Guard Directors. In addition assess the business and marketing requirements with implementation conducted by the whole committee and assess the financial strategies. This position is the first signatory of the SWWA Bank Accounts of 2.

Treasurer - shall maintain the group's auditable accounts and be responsible for the collection of income due and the payment of expenditure incurred by the group. Maintain reconciled accounts presenting at least monthly a written summary statement which will also include an end of year forecast and annually a full set of accounts to present to members. This position is the Second signatory of the SWWA Bank Accounts of 2.

Vice Chair/Members Welfare Officer – Assisting the Chair as required and is responsible for ensuring the well-being of group members whilst maintaining the Guards awareness of new Child Protection policies and subsequent literature and management of CRBs. Co-ordinate transport to Competitions and arranging fund raising.

Guard Staff Appointed by the Executive Committee

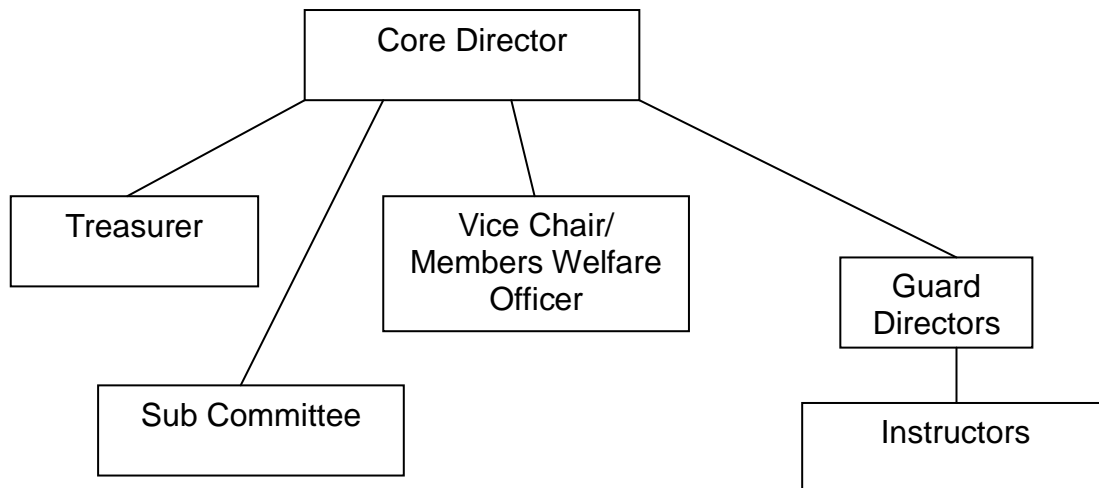
Guard Director (for each class) – shall manage the design of the show, the music, any equipment or scenery they require for practice and competitions (including transport and storage) and all aspects of their guard members, ensuring communication to all and/or parents a program for rehearsals and discipline. They have day to day management responsibility of the guard including safety and risk assessments. They are directly accountable to the Core Director and must make them aware of any issues.

Guard Staff Appointed by the Guard Director and Executive Committee

Guard Instructor (for each class) – shall support the Guard Director to complete their duties, and also assess the wellbeing of the guard members.

Guard Captain (for each class) – shall support the Guard Director and Instructor with responsibilities for team morale, boosting as required team spirits and will be the member who leads the guard at competitions and receive any accolades.

South West Winterguard Academy Structure



Sub Committee Members appointed by the Executive Committee to support the guard

The Committee shall be responsible for ensuring the efficient and safe operation of the group and may allocate other specific duties to non-Executive Committee members as appropriate. All committee have Health and Safety responsibilities for their area and must raise any concerns with the Core Director immediately.

These Officer roles could include any of the following:

- Guard Clothing
- Uniforms
- Floor Crew
- Health and Safety
- Subscription Collections
- Social Activities
- Internal Communications

COMMUNICATIONS

Communication is paramount in any organisation so we will ensure we provide mechanisms in the form of Newsletters, Information Leaflets, e-mails, letters and Website to members and their parents letting them know well in advance about practice times, fund raising activities to meetings.

We will hold an Annual General Meeting (AGM) for the election of officers who shall form the Club Executive Committee and serve for a period of one year. Only fully paid up members are entitled to cast a vote at the AGM. In addition, the Committee shall convene Club and/or Committee meetings at their discretion. Changes to rules and regulations, or any other matters arising, shall require a simple majority of persons present who are eligible to vote.

MEMBERSHIP

Membership shall be open to all interested parties in either an administrative, competitive or supporting capacity. The Executive Committee reserves the right to withdraw, suspend or refuse membership at their discretion. All members will be subject to the regulations of the constitution and by joining the group will be deemed to accept these regulations and codes of conduct that the group has adopted.

FINANCES

All members shall be liable for registration, affiliation and entry fees to the activities ruling bodies as detailed by SWA . The appropriate fees will be paid in full in advance of the competitions or practices as stated. In the event of non-payment, members will be unable to participate. All fees due will be communicated well in advance for members. Fees include costs to cover equipment purchase, hire of rooms, insurance and other guard costs, If additional practice times are required for the competition season to those already stated, no additional cost will be required. The accounts can be seen by any paid up member or when presented to the guard at meetings or the annual AGM.

DUTY OF CARE

Safety and a duty of care of Guard members including those in support is paramount and is detailed in our H&S, Child Protection Policies and Equity Statement and Code of Conduct leaflet. We acknowledge a duty of care to all our members that is why at any activity of the guard a qualified First Aid person will be on duty with a suitable kit and all activities will be risk assessed and will have Public liability Insurance. All support staff will have a Criminal Records Bureau check conducted on them if there is a risk they could be left on their own with young members. All our documents will be reviewed at least annually prior to the start of each season to enable guard members to hold a copy.

CESSATION OF CONSTITUTION

In the event of the Club ceasing to operate within the terms of this constitution, its assets shall be placed in trust for a minimum period of three years after the settlement of any outstanding debts. If upon this the Guard still has funds they will first be offered back to any organisation which has provided funds through Grants and then any remaining funds will be given to a children's charity.

FUND RAISING

Through the year we will be advertising fund raising activities for guard members to participate in. These include bag packing at superstores to running stalls at festivals. The funds raised will go towards those guard members and volunteers transport costs so the more you support the more funds you don't have to pay.

EQUITY STATEMENT

This guard is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following definition of equity:

Equity is about fairness, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.

The group respects the rights, dignity and worth of every person and will treat everyone equally within the context of the activity, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

The group is committed to everyone having the right to enjoy the activity in an environment free from threat of intimidation, harassment and abuse.

All group members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

The group will deal with any incidence of discriminatory behaviour seriously. The group will abide by the South West Winterguard Academy's Code of Conduct, detailed in a supporting leaflet.

CHILD PROTECTION MISSION STATEMENT

South West Winterguard Academy is committed to creating and maintaining the safest possible environment for children and young people.

We do this by:

1. Recognising that any child / young person under the age of 18 years is entitled to the protection afforded by the contents of this document.
2. Acknowledging that the welfare of the child / young person is paramount.
3. Recognising that all children / young people, whatever their age, culture, disability, gender, racial origin, sexual orientation, language, or religious belief, have the right to protection from physical, mental, sexual or emotional abuse.
4. Ensuring that our volunteers and staff are carefully selected and that they accept responsibility for helping to prevent the abuse of children / young people in their care.
5. Responding swiftly and appropriately to all suspicions or allegations of abuse, and providing parents and children / young people with the opportunity to voice any concerns they may have. Any suspicions or allegations of abuse will not be ignored.
6. Appointing a Welfare Officer who will take specific responsibility for child protection matters and who will act as the main point of contact for children /young people, parents and outside agencies.
7. Ensuring access to confidential information is restricted to the Welfare Officer or the appropriate external authorities.
8. Reviewing annually the effectiveness of our Child Protection Policy and this document.

Our Welfare Officer is: Tara Price, 120 Oaktree Crescent, Bradley Stoke, BRISTOL, BS32 9AB

CHILD PROTECTION POLICY

Legislation

There is a considerable body of legislation designed to ensure that children and young people are protected and it is important to understand that everyone is responsible for the safety of children and young people. The main acts include: -

Children Act 1989

The intention of the Children Act is to protect children and ensure that their welfare and development is paramount and promoted. The Act gives a local authorities responsibility for ensuring that this happens by working together with all the relevant agencies. The Act says that only the Police, Social Services, and the NSPCC have the legal right and responsibility to investigate concerns about child abuse.

The Children (Protection from Offenders) (Miscellaneous Amendments) Regulations 1997

These regulations came into force in October 1997. They are mainly concerned with preventing the approval of people as foster carers or adoptive parents where either they or any member of their household over the age of 18 is known to have been convicted of, or cautioned for, relevant offences. These are regulations also apply to child minding, private fostering and residential care.

The United Nations Convention on the Rights of the Child

The United Nations Convention sets out of the rights of all children, including their right to be protected from harm.

Rehabilitation of Offenders Act 1974

This Act allows people not to declare convictions to employers. People who are involved in situations where they have sustained or prolonged access to children are exempt from the Rehabilitation of Offenders legislation. This means that prospective employers, self-employed workers and volunteers must declare all criminal convictions relating to children, however long ago; and that these will be taken into account when deciding on their suitability for working with children.

Health and Safety at Work Act 1974

The Health and Safety at Work Act gives all organisations a legal responsibility to prevent injuries and ill-health to employees and others, including members of the public. Much of this responsibility is delegated to managers who have control of work activities but the legislation also provides employees with an obligation to take reasonable care of themselves and others.

The welfare of the child is paramount and all reasonable steps must be taken to prevent them from harm.

GUIDELINES FOR SAFEGUARDING CHILDREN'S WELFARE

Please read the following guidelines carefully – they will help you to understand child abuse.

Forms of child abuse and what to look for:

Sexual abuse

Both boys and girls can be sexually abused in the following ways: -

- full sexual intercourse, masturbation, oral sex and fondling
- showing children pornographic books and videos

- asking children to take part in making videos or taking pornographic photographs
- pain, itching, bruising or bleeding in the genital area
- stomach pains
- discomfort when walking
- unexplained sources of money
- inappropriate drawings, language or behaviour
- aggressive, withdrawn behaviour or fear of one person

Physical abuse

Physical abuse can be in the form of injuries sustained through hitting, shaking, squeezing, biting, or burning.

In certain situations, abuse may occur when the nature and intensity of training exceeds that capacity of the child's body.

- unexplained or untreated injuries
- injuries on unlikely parts of the body
- cigarette burns, bite or belt marks, scalds
- fear of parents being contacted, going home or receiving medical advice
- flinching when touched
- refusal to discuss injury
 - covering arms and legs.

Neglect

Where adults: -

- fail to meet a child's basic physical needs e.g. for food, warmth and clothing
- constantly leaves children alone or unsupervised
- fails or refuses to give children love, affection or attention

Neglect might also occur during organized activities if young people are placed in an unsafe environment, are exposed to extreme weather conditions, or where they are at risk of being injured.

- poor personal hygiene
- constantly hungry
- inappropriate clothing or dress
- constantly tired
- lonely, no friends
- underweight
- no parental support or interest
- dishevelled appearance

Emotional abuse

This form of abuse includes: -

- persistent lack of love or affection
- frequently shouting at children
- taunting children
- over protection which can lead to poor social skills

Emotional abuse may include situations where parents, coaches or organisers subject children to constant criticism, bullying or unrealistic pressure to perform to high expectations.

- over-reaction to mistakes
- sudden speech disorders
- extremes of emotions
- self-mutilation

PLEASE NOTE THESE PARTICULAR REFERENCES WHICH CAN APPLY TO OUR OWN ACTIVITY

What to do if the child or young person tells about abuse

- Most importantly, you should listen attentively and let him/her know it was right to tell someone about their worries.
- Stay calm and make sure that the child feels safe and knows that he/she is not to blame for what has happened.
- Explain that you will have to tell someone else about the abuse if it is to stop.
- Try to establish the basic facts but leave detailed questioning to the professionals.
- Make a note of what the child said and the date and time of your conversation.
- Don't act without seeking help from the corps Child Protection Officer, or from Social Services or the Police, who must be informed about all suspected cases of child abuse.
- Seek advice before telling parents or carers about the conversation or let any person suspected of abuse know what's happened - you could be putting the child in greater jeopardy by doing so.
- Don't worry that you may be making things worse by reporting your concerns - few things are worse than allowing child abuse to continue. Many children are devastated by the experience of abuse and, in the most severe cases, may be seriously harmed.

Responding to signs of abuse advice sheet

It is not the responsibility of everyone working with children to decide if child abuse is taking place. It is, however, their responsibility to act on any concerns and to safeguard children in order to allow the appropriate agencies to take any necessary action.

Social Services and the Police have a legal responsibility to safeguard the welfare of a child and have a duty to investigate any potential case of child abuse. When concerns about the safety of a child arise the following action should be taken. If a volunteer has concerns that a child is being abused they must report their concerns to the Child Protection Officer.

The Child Protection Officer will decide whether to involve Social Services. If the signs are insufficient to warrant reporting the incident a note should be made in an incident book held by the person in charge; recording date, times, nature of injury or behaviour and child's explanation of what had happened. The notes should be based on fact only and should not refer to child abuse.

It is the responsibility of the Child Protection Officer to inform Social Services. In their absence, the volunteer who was first concerned should contact Social Services. If the Child Protection Officer decides not to report the incident but the volunteer continues to be seriously concerned they may decide to contact Social Services in their own right. Out of office hours it may be difficult to contact Social Services, in these circumstances where it is necessary to avoid delay contact the Police.

Parents are the most important people in a child's life and should be involved in decisions relating to their child. Where Social Services are to be involved, decide with them how parents or carers are to be informed.

All concerns regarding child abuse should be treated as a priority and acted upon immediately.

Recording information

The Child Protection Officer should maintain a confidential record book in which staff or volunteers can log details of any incidents and circumstances that have caused them concern. It is important that all concerns should be recorded whether Social Services are to be involved or not.

The following information should be recorded: -

- Name and address of child
- Age and date of birth
- Name and address of adults involved if known
- Date and time of alleged incident
- Nature of injury or behaviour
- If the child arrived with an injury, child's explanation of what happened in their own words
- Adult's explanation of what happened
- Date and time of the record
- Any questions that were asked
- Signature of person recording the incident

The child safety code for staff and volunteers

Do:

Treat all young people with respect and take notice of their reactions to your tone of voice and manner.

Always seek the parents and child's consent if he/she is very young or disabled and needs help to go to the toilet.

Remember that it is okay to touch children in a way which is not intrusive or disturbing or threatening.

Make sure that any allegations or suspicions are recorded and acted upon.

Do not:

Engage in rough physical games including horseplay.

Touch a child in an intrusive or sexual manner.

Make sexually suggestive comments to a child, even as a joke.

Do things of a personal nature that a child can do for themselves, such as a going to the toilet or changing clothes.

Try to avoid:

Spending too much time alone with the child.

Giving a child a lift in your car.

Taking a child to your home.

If some of these situations are unavoidable, try to get parental permission first. If this isn't possible make sure you let the parents know what happened as soon as you can.

Criminal Records Bureau (CRB) disclosure checks

ALL adults involved in this organisation are subject to CRB checks. This includes members of the management committee and support volunteers.

Remember : The welfare of the child is paramount and all reasonable steps must be taken to prevent them from harm.

COMMON ASSESSMENT FRAMEWORK (CAF)

A tool to be used by all professionals for the early identification of needs, to support early intervention, to enable needs to be met early.

The CAF is a way of working out what extra support your child may need and how best to provide this support. With your agreement, professionals who work with your child will have a conversation with you to discuss your child's needs and strengths. The CAF form will record what is going well for your family, what extra support may be needed for your child and which professionals are best placed to help.

The CAF is voluntary. You and your child can choose to be involved and can ask a professional for a CAF form if you think you need some extra support. You can also have a say in which worker you want to help coordinate your action plan, they are called the lead professional.

An action plan, agreed with you and your child will be put in place to make sure your child gets the right support. The CAF form will be used to identify a range of professionals who can work together with you to find the best way forward.

I don't see our Group raising these forms but we may be called upon to support someone requiring our support and this CAF details is to make members are aware we understand the process.

HEALTH AND SAFETY POLICY

Introduction

South West Winterguard Academy has prepared our own health and safety policy statement to ensure that we are as safe as possible. We used the advice from the HSE and have assessed the risks as we genuinely care for the well being of the guard members and volunteers and want to demonstrate the paramount importance in this policy.

There is a considerable body of legislation designed to ensure that children and young people are protected and it is important to understand that everyone is responsible for the safety of children and young people.

Legislation

The Health and Safety at Work Act 1974 gives all organisations a legal responsibility to prevent injuries and ill-health to people involved in any organised activity, including members of the public. Much of this responsibility is delegated to managers or committees who have control of work activities but the legislation also provides employees or members of the organisation such as this with an obligation to take reasonable care of themselves and others.

We have allocated the following roles and responsibilities:

Roles and responsibilities

Core Director

Authority - The committee have decided that the Core Director has overall responsibility and would be the most competent (experienced and capable) person to take responsibility for health and safety issues, with the committee in a supporting advisor role with a designated Health and Safety Officer but with much of the execution conducted by the Guard Directors, who have day to day management of the guards

Risk Assessments - Ensure an undertaking of a formal recorded risk assessment at least annually to include all activities of the guard is completed and approved by the committee.

Policy - Write and review annually through the committee this Policy and review the accidents or near misses, taking appropriate action. Regularly monitor safety checking of the accident and incident records.

Training and awareness - Through the committee ensure appropriate training and awareness, at induction and annually is provided to all members, especially in support of the Guard Directors to execute their responsibilities safety.

First Aid – Ensure at every practice session one member of the guard is First Aid trained.

Guard Director

Register - Maintain a register of children and visitors as they arrive and leave so that a complete record of all those present is available; to act as a fire evacuation list with emergency contact Tel numbers.

Mobile Phone - Make available an open flow of communication in the form of a mobile phone, which parents can contact in an emergency while their children are at practice.

Daily visual risk assessment - Complete a daily visual risk assessment on every premises before a training session. This will include:

- Fires/heaters/electric points/wires and leads are adequately guarded.
- Fire Exits are known, open and kept clear at all times.
- Know the whereabouts of fire extinguishers to enable exit of the building only
- The area is safe to conduct the activity

Supervision - All children are supervised by adults at all times and will always be within sight of an adult. Ensure children leave the guard practice sessions only with authorised adults. Whenever children are on the premises ensure at least two adults are present.

Equipment - Equipment offered to guard members will be checked regularly to ensure it is safe to use with the correct supervision and training; any dangerous items repaired/discarded.

First Aid – Hold and correctly stock a first aid kit made available at all times. Only a qualified member of staff with a valid first aid certificate may administer first aid. A record will be made of all accidents/injuries or near misses during any session, and these will be discussed with the parent/carer of the injured child only, the parent/carer will then be asked to sign the accident book.

Fire Evacuation – Understand the fire regulations of the building, evacuation routes, procedures and the whereabouts of the designated assembly points(s). Conduct fire drills at least **ONCE** a term in every location we practice or perform.

Premises – On leaving the premises the area is left clean and tidy

Health – Ensure adequate breaks during exercise are taken to prevent dehydration or fatigue.

All guard members

General - All guard members and volunteers should have received a copy of this policy and read to ensure its understood. In addition everyone will receive induction awareness which will remind them of safety issues and their responsibilities when joining the guard and annually, including general safety awareness, techniques of safe lifting, fire evacuation and awareness of any risks.

Health – Cuts or open sores, whether on adults or children, will be covered with sticking plaster or other dressing. If a child is on medication the child's parents will administer medicine if not, medication must be clearly labelled with child's name, dosage and any instructions. Before any medication can be administered, a parent/carer must sign the appropriate consent form. The member of staff administering the medicine will always be witness by a colleague.

Food and Drink – Parents or adults are to ensure they provide enough drinking fluids/water and food to enable their personal requirements to be met, to prevent dehydration or fatigue in this physical activity sport.

RISK ASSESSMENTS

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by who?	Action by when?
Slips trips and falls	Members and visitors may trip and/or fall over trailing leads or objects.	Each location is visually assessed as safe before the start of the session; also during the setup of any equipment during the session. First Aider present with first aid kit.	No further action needed	Guard Director	Before we start each session
Electrical Shocks	Members that operate the equipment.	Conduct visual safety checks of equipment and extension leads. First Aider present with first aid kit.	No further action needed	Guard Director	Before we start each session
Manual handling injuries	Members may suffer back pain if they try to lift objects that are too heavy or awkward.	Trolleys available to move heavy equipment and users know where they are kept. Safety brief given to all those with equipment responsibility prior to activity.	No further action needed.	Core Director	Before we start each session
Fire	Members and visitors at venue may be injured by fire or smoke	Core Director to make themselves aware of all the building Safety issues and understand their fire evacuation procedures and routes and who to contact in the event of a fire. Each location is visually assessed as safe prior to the start of session to ensure exits are not blocked and fire muster points known. Guard Directors briefed by Core Director.	No further action needed.	Core Director / Guard Director	Before we start each session
Injury because equipment not maintained	Members by using unsafe equipment	All equipment visually checked before given out. If defective remove or repair	No further action needed.	Guard Director	Before we start each session

Injury as member accidentally hit by equipment in session	All members during session	Being trained to use equipment safely, if instructions not followed stop session to removed risk. Public liability insurance held. First Aider present with first aid kit.	No further action needed.	Guard Director	Before we start each session
Strain and Sprain	All members during session	Ensure members are warmed up correctly by Instructors. First Aider present with first aid kit.	No further action needed.	Guard Director	Before we start each session
Violence and Aggression	Members and visitors may experience aggression from anyone present on the day at the event.	Core/Guard Director to make themselves aware who to contact if aggression is experienced. Directors briefed to immediately keep calm and make sure the situation is safe taking any reasonable steps to protect members seeking the aid of anyone present.	No further action needed.	Core Director / Guard Director	Before we start each session

Notes for **ALL** risk Assessments:

Members term used can be any individual involved with the activity from Paid member to volunteer/parent/guardian.

Recruitment of ex-offenders Policy

The Criminal Records Bureau requires recipients of information to adopt a policy for the recruitment of ex-offenders. The nature of South West Winterguard Academy work means that some staff and volunteers will have regular and ongoing contact with children and vulnerable adults. For this reason it is necessary to carry out criminal record checks (disclosures) as part of the recruitment process for many positions within South West Winterguard Academy and it is necessary to have a policy to ensure safe and fair recruitment procedures.

The following policy has been developed for use:

South West Winterguard Academy is committed to the principle of equality of opportunities and our policy is to take every reasonable step to ensure that no-one connected to the group receives less favourable treatment than others, on the grounds of an unrelated criminal record. Such commitment is subject to the overriding consideration of safeguarding and promoting the welfare of children and protecting families supported by or referred to the group and adherence to the objectives of the organisation.

1. All advertisements for positions within South West Winterguard Academy, either paid or unpaid, will inform the applicant that s/he will need to apply for a disclosure at the level stated and that the result of the disclosure will have a bearing on their acceptance into South West Winterguard Academy. A Standard or Enhanced Disclosure will only be requested where it is proportionate and relevant to the position in line with South West Winterguard Academy's policy on criminal record checks.
2. All applicants will be advised of the existence of the Code of Practice of the Criminal Records Bureau and provided with a copy upon request.
3. The Criminal Justice and Court Services Act 2000 makes it an offence to apply for, offer to do, accept or do any work with children (paid or unpaid) if disqualified from working with children. Disqualification can arise from inclusion in either the list of those considered unsuitable to work with children held by the Department of Health or the Department for Education and Skills. In addition the courts can disqualify those convicted of serious offences from working with children. The Charities Act 1993 disqualifies individuals who have unspent convictions for offences involving deception or dishonesty from acting as charity trustees.

It is an offence to knowingly employ (paid or unpaid) anyone with a conviction for crimes against children including murder, manslaughter, rape, GBH and a number of sexual offences to work in a regulated position with children or vulnerable adults. In this instance, the results of a disclosure automatically determine that a candidate for work with South West Winterguard Academy (paid or unpaid) is unsuitable.

4. Subject to paragraph 3 above, South West Winterguard Academy will consider applications for recruitment from individuals who have a criminal record to a paid or unpaid position within South West Winterguard Academy on their merits but the safety of children, vulnerable adults and families will be a paramount and overriding consideration in determining their suitability.
5. A criminal conviction may not necessarily be a bar to being an employee or volunteer for South West Winterguard Academy. Certain offences are however so serious that in the light of the nature of the guards work, the existence of a conviction for such an offence will normally preclude the applicant from involvement in South West Winterguard Academy on an unpaid or

paid basis:

- offences against a person or children
- sex offences
- benefit fraud
- theft when in a position of trust
- offences when weapons were used
- supplying drugs
- offences involving violence
- serious motoring offences involving imprisonment
- burglary
- arson with intent to endanger life.

This is not a comprehensive list of serious offences but is illustrative of the type of offence which would be considered so serious that normally the applicant would not be able to undertake unpaid or paid work within South West Winterguard Academy.

6. Certain less serious convictions will not necessarily rule out an application. Such offences might be:

- minor motoring offences
- spent drink offences if there have been no breaches since
- isolated public order offences
- driving disqualification convictions
- any offence committed as a minor if not listed in paragraph 5
- minor theft

7. If an applicant for a position has a criminal conviction, a sub-committee of the trustees shall be asked to determine whether or not the application can proceed. The sub-committee shall assess the risk to children, vulnerable adults, families and South West Winterguard Academy represented by the criminal convictions recorded against the applicant. The sub-committee will consider if steps can be taken to minimise the risk and whether such steps would reduce the risk to an acceptable level to enable the application to proceed. It is acknowledged that if a risk cannot be sensibly and effectively managed, the ex-offender cannot be involved with South West Winterguard Academy.

The sub-committee of the trustees will take into account the following:

- the seriousness of the offence
- a report given by the organiser/co-ordinator or person who conducted an interview with the candidate and any mitigating or extenuating circumstances surrounding the commission of the offence as outlined by the applicant
- The length of time that has elapsed since the last offence and the applicant's experiences/jobs held since the last offence. These should be carefully explored

especially where there has been any contact with children or vulnerable people

- whether the conviction is relevant to the position in question
- whether the applicant has a pattern of offending behaviour or other relevant matters
- whether the applicant's circumstances have changed since the offending behaviour or the other relevant matters.

The decision of the sub-committee will be fully explained to the applicant. The applicant will be entitled, if dissatisfied, to apply to the full board of trustees for further consideration. In this event, the board of trustees will consider the representations of the applicant at a specially convened trustees' meeting. The applicant will be entitled to address the meeting but will be asked to withdraw to enable the trustees to reach its decision. There is no further right of appeal on the decision of the board of trustees.

8. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or a decision not to accept the person as a volunteer.

9. The points above relate to the recruitment within South West Winterguard Academy of ex-offenders. If relevant 'information' is disclosed following an application for Disclosure in respect of an existing trustee, employee or volunteer, the trustees will consider whether it is appropriate for the individual to continue in her/his position within South West Winterguard Academy. To assist with this a risk assessment will be undertaken, taking into account the above factors as appropriate. The overriding criteria being to safeguard and promote the welfare of children and vulnerable families supported by South West Winterguard Academy.

The safety and welfare of children, vulnerable adults and families will be a paramount overriding consideration in determining the suitability of applicants to volunteer for or work for South West Winterguard Academy.

Safe storage and handling of disclosure information

Policy

The committee are committed to ensuring the safety and welfare of children and vulnerable adults supported by South West Winterguard Academy. This policy has been adopted as part of our responsibility to undertake safe recruitment procedures including criminal record checks.

General Principles

As an organisation undertaking criminal record checks to help assess the suitability of applicants for positions of trust, South West Winterguard Academy complies fully with legislative procedures and recommended codes of practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure Information. South West Winterguard Academy also complies fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure Information.

Storage and Access

South West Winterguard Academy will ensure that Disclosure Information is never kept on an applicant's personnel file and is always kept separately and securely, with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

Legislation requires that Disclosure Information should only be passed to those who are authorised to receive it in the course of their duties. South West Winterguard Academy recognises that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information will only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

South West Winterguard Academy will not keep Disclosure Information for any longer than is absolutely necessary once a decision has been made about the application. Normally this will be for up to a period of six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure Information for longer than six months, South West Winterguard Academy will consult the CRB about this and will give full consideration to the Data Protection Act. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

A record will be maintained of all those to whom disclosures or Disclosure Information has been revealed.

Disposal

Once the retention period has elapsed, South West Winterguard Academy will ensure that any Disclosure Information is immediately suitably destroyed by shredding. While awaiting destruction, Disclosure Information will not be kept securely. South West Winterguard Academy will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, South West Winterguard Academy may keep:

- a record of the date of issue of a Disclosure
- the name of a subject
- the type of Disclosure requested
- the position for which the Disclosure was requested
- the unique reference number of the Disclosure
- the details of the recruitment decision taken

Every subject of a criminal record Disclosure will be made aware of the existence of the relevant Code of Practice and a copy will be available on request.

Any matter revealed in a Disclosure will be discussed with the person seeking the position before withdrawing a conditional offer of employment or deciding that a prospective volunteer is not suitable for volunteering for South West Winterguard Academy. Having a criminal record will not necessarily bar an applicant from working with South West Winterguard Academy. This will depend on the nature of the position and the circumstances of the offences disclosed. (See South West Winterguard Academy's policy on the recruitment of ex offenders.)

SOUTH WEST WINTERGUARD ACADEMY

