



Child Safeguarding – Templates

Purpose

Templates are provided for:

T1 - Parental Consent and Information Form on joining a club

T2 - Information for children

T3A - Letter to parent for an event

T3B - Parental consent form for an event

TEMPLATE T1 - PARENTAL CONSENT FORM ON JOINING

[CLUB NAME] CROQUET CLUB
[Club address]

[Date]

Dear (name of parent),

JUNIOR MEMBERSHIP

We are delighted [*insert name of child*] has joined our Croquet Club. We want to assure you that we will take care to ensure their safety at all times and to make learning and playing croquet an enjoyable experience.

Coaching at the Club

All club sessions involving junior members are run under the guidance of coaches qualified to the appropriate Croquet England level and, when necessary, holding DBS Enhanced Certificates. Public Liability Insurance is provided through Croquet England.

How you can help

You will play a vital role in supporting your child as they learn the game and develop their skills. It is easy to get carried away with enthusiasm and we ask you to act in a friendly and respectful manner at all croquet venues and events, and to abide by this Code of Conduct:

- Be supportive of the efforts of your child and other players.
- Do not use bad language or make derogatory comments.
- Celebrate effort, not just success.
- Help your child enjoy the sport – we do it for fun!
- Respect the work of coaches, other members and officials.
- Discuss any concerns with your child's coach or one of the club's officers.
- Do not insist your child continues with the sport if they are no longer enjoying it.

We may request any parent to leave a training session or event if they are in breach of any aspect of this code of conduct.

We will also need you to ensure your child has appropriate travel arrangements for getting to the club and any other venues, and that when at the club s/he is accompanied by you or another adult.

Playing at the club

Clubs may wish to include information about:

- *How the child can access the lawns and facilities – access to keys etc.*
- *Opening times etc.*
- *If appropriate – social activities and how these are arranged, ensuring that parents are also welcome.*

Information and permissions

We require certain information and your specific permission for [*name of child*] to be included in our activities.

- **Contact and Health Information.** As an obvious precaution, we need your child's details and those of his/her parent and other emergency contact. We also need to be aware of any relevant health or medical conditions, including allergies, and the actions that should be taken if the need arises.
- **Permission to photograph, video or contact on-line.** We take photographs of our games, competitions, tournaments and events for publicity on our website and local media. These will only be used with your consent. Personal details identifying your child will never be published.
- **Trips away.** There may be opportunities for *[name of child]* to play for the club at another venue. If this happens, we will contact you to discuss the arrangements fully and obtain your consent.

We will protect your child's personal data in accordance with the Croquet England's Data Protection policy and will only use it in accordance with your permission.

Parental Consent and Information Form

To provide all the above information, please complete and return the attached form.

If you have any queries please do contact me, or the Club's Welfare/Safeguarding Officer:

Insert details of Club's Welfare/Safeguarding Officer

Yours sincerely,

Chair of *name of club*

Attachment:

Parent's Consent and Information Form.

PARENT'S CONSENT AND INFORMATION FORM

(One copy of this form should be retained by the family and one should be kept securely by the coach. It should be available to the coach whenever a child is undertaking coaching or playing croquet.

| | |
|--|---------------|
| Child's First Name | |
| Surname | |
| Date of birth | |
| Child's contact details Only put your child's telephone and email address here if you are happy for them to be included in the members list which is circulated to all members. If you leave this blank, we will contact your child through your own phone and email given on page 2. | Mobile |
| | Email |

Taking Part

| | Please tick |
|---|--------------------|
| I consent to my child taking part in the activities of the club, on the understanding that the Club accepts no responsibility for loss, damage or injury caused by, or during attendance, at any of the clubs organised activities, except where such loss, damage or injury can be shown to result directly from the negligence of the Club. | |
| I consent to the coach, in my absence, being my child's Responsible Adult as defined in Croquet England's Safeguarding Roles and Responsibilities | |

Photo/Videoining

| | Please tick to indicate consent to | |
|---|---|--|
| | Photos / Videos being taken and used | Child's name being used with photo / video |
| Within the club, in club publications and on the club website. | | |
| In Croquet England publications such as the Gazette and the eNewsletter. | | |
| On Croquet England websites | | |
| On Croquet England social media platforms such as Facebook, Instagram | | |
| Other methods of Croquet England communication such as learn to play leaflets, National Croquet Day posters | | |
| In other places. | | |

| | |
|------------------------------|--|
| Signed | |
| Relationship to child | |
| Name | |
| Date | |
| Address | |
| Postcode | |

| | |
|---------------------|--|
| Tel: day | |
| Tel: evening | |
| Mobile | |
| Email | |

Medical Statement

| | |
|--|--|
| Family Doctor's name | |
| Doctor's telephone | |
| Does your child suffer from any medical conditions or allergies that the club / coach should be aware of (including any current medication)? <i>Please give details.</i> | |
| Please provide details of any medication that must be administered. | |

2nd Emergency contact details:

| | |
|---|--|
| If I need to be contacted but cannot be reached, the following person should be telephoned: | |
| Name | |
| Relationship to child | |
| Tel. | |
| Mobile | |

| | |
|---------------------|--|
| Tel: day | |
| Tel: evening | |
| Mobile | |
| Email | |

When completed:

Please send or give to the Club Welfare/Safeguarding Officer, marking the envelope 'Private and Confidential'.

TEMPLATE T2 – INFORMATION FOR CHILDREN

Dear xxx

Welcome to xxx Croquet Club.

We hope you will have a great time learning about this game and look forward to the time when you are playing in competitions.

We give you some useful and important information in this letter, but if there is anything more you would like us to tell you, please speak to xxxx, or ask your parent to do so.

(You may want to tell them e.g.

- *how they can access the club*
- *contact details of coach / other officials*
- *times of sessions)*

We play croquet for fun but it can be a frustrating game and it is important that we remember to behave well towards other members, players and visitors at all times, so we expect you to follow this Code of Conduct:

- Have fun and be nice to others.
 - Behave kindly and respectfully towards them - treat them as you would wish them to treat you.
 - Do not make nasty or unkind comments about them or their play.
 - Do not use social media to make nasty or unkind comments.
- Arrive promptly for all events.
 - Tell the coach or manager of the event when you arrive and when you are leaving.
- Participate within the rules of the sport.
 - Respect the decisions and requests of coaches and officials.
 - Treat facilities and equipment with respect.
 - Do not use mobile phones or devices on the lawn and use them quietly elsewhere.
 - Dress appropriately for the event.
- Recognise and celebrate yours and others' efforts, not just success.
 - Remember there is one winner and one loser in every game but both have tried really hard.
- Do not use bad language.
- Do not use illegal substances.

- If you have any worries, discuss these with your parents or your coach, or someone you trust.

If we have any concerns about your behaviour, we will discuss these with you and your parents so we can find a solution. But if this is not possible, we might have to ask you to leave the session.

If we continue to have concerns, we may have to ask you to leave the club. This is not something we would want to do and we will work really hard with you to find a solution that works for us all.

Croquet is a wonderful sport that offers a great deal. You are fortunate in that you have many years ahead to enjoy it. We will do what we can to help you make the most of it.

TEMPLATE T3A - LETTER TO PARENTS FOR AN EVENT

Dear *name of parent*,

We are delighted to say that an opportunity has arisen for *name of child* to *play for the club / receive coaching / etc* at another venue.

The organiser of the trip will be *complete details*.

The trip organiser will ensure an adequate adult:child ratio for the trip and keep you informed of any untoward events that happen during it. Afterwards, the organiser will discuss the trip with both you and your child, highlighting what went well and identifying lessons that can influence changes in the future.

For your reassurance, if this trip requires your child to travel¹ without you, they will be accompanied in the transport (in this context, this includes as the driver of the transport) by at least two adults (medical emergencies excepted). Should this not be practical, the child may only join the trip if you make other travel arrangements.

If you are not accompanying your child yourself, an adult will be appointed to be your child's Responsible Adult. While this role is formally defined in Croquet England's Safeguarding Policy and Procedures, in simple terms, it will be this person's responsibility to safeguard your child during the trip; however, please note that this person's responsibilities do not extend to acting in loco parentis.

If you are content for your child to go on this trip, please would you complete and return the attached form.

Attachment:

Template T3B - Parental Consent Form for an Event.

¹This assumes that your child is not driving his/her own car!

TEMPLATE T3B – PARENTAL CONSENT FORM FOR AN EVENT

Trip Arrangements

1. The following table lists the details of this trip (completed by trip organiser):

| |
|--|
| Reason for the trip: |
| Date, times, venue: |
| Costs to be incurred, and who will pay: |
| Clothing, equipment, food or drink that may be required to be taken: |
| Travel arrangements: |
| Accommodation (if applicable) address and phone number |
| Contact details: Organiser: Organiser's deputy: Venue: Driver(s) (if different): |

2. The Responsible Adult for your child will be:

[name of responsible adult]

3. The following table lists the child's details (completed by parent / guardian/ carer):

| | |
|---|--|
| Child's first name | |
| Surname | |
| Date of birth | |
| Medical requirements <i>This may be on the original consent form on joining the club, but there may be injections etc that are taken daily and wouldn't originally have been mentioned</i> | |

| |
|---|
| <p>Primary contact details:</p> <p>If above not available, please contact:</p> |
|---|

Consent

4. I consent to my child taking part in the trip described overleaf, on the understanding that the Club accepts no responsibility for loss, damage or injury caused by, or during the trip, except where such loss, damage or injury can be shown to result directly from the negligence of the Club.
5. I consent to the nominated person overleaf being my child's Responsible Adult in my absence.
6. I understand that my child may be filmed or photographed during the event and that such images may be streamed or otherwise used for publicity. I will advise the event organiser if I am not willing for my child to be filmed or photographed.

| | |
|--|--|
| Signed (*Parent / Guardian / Carer) | |
| Name | |
| Date | |
| Address | |
| Postcode | |
| Tel: home | |
| Tel: work | |
| Tel: mobile | |
| Email | |