



VULNERABLE GROUPS PROTECTION POLICY

Revision: 1.0

Adopted by the Committee 02/08/18
To be re-issued no later than 02/08/21

1 POLICY AND PRINCIPLES

1.1 Policy Aims

- 1.1.1 North Berwick Rowing Club (NBRC) provides a valuable opportunity for children and adults to learn to row, develop their skills and to take part in competition and active leisure. It also provides an opportunity for children and adults to build and maintain coastal rowing boats. We recognise our moral and legal obligations to protect children and other vulnerable groups, and will ensure that our coaches and coaching assistants and members of our building and maintenance teams take all reasonable steps to promote safe practice and to protect such individuals from harm, abuse and exploitation.
- 1.1.2 The Club's activities take place in facilities which are open to the public and the implications are considered in this policy, associated procedures and advice to members and parents.
- 1.1.3 This policy and associated procedures aim to ensure that:
- a) We create a safe environment for children, protected adults and those who work/volunteer with them.
 - b) Our Committee members, coaches, coxes, volunteers and members are equipped with the information, knowledge, support and guidance to keep children and protected adults safe.
 - c) Our policies and procedures will take account of East Lothian Council's child protection procedures¹ and current legislation.
- 1.1.4 This policy focuses heavily on the protection of children in recognition of those club activities which are specifically youth-focused; however the principles herein shall also apply to protected adults – individuals aged 16 or over who are provided with particular services defined under Section 94 of the Protection of Vulnerable Groups (Scotland) Act 2007 (see Section 2.2.3). A person is protected not because of a condition or disability, but by virtue of the service they are currently receiving. As such, any person may at some time be a protected adult – for example, when receiving medical treatment.

1.2 Protection Principles

- 1.2.1 For the purposes of this document and procedures, a child or young person is defined as a person under 18 years of age. They may or may not be fully signed-up members of NBRC.
- 1.2.2 The club's child protection principles are as follows:
- a) The welfare of children and young people is always a primary concern.
 - b) All children, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.
 - c) Protecting children and young people is everybody's responsibility.
 - d) All children have the right to express their views on matters affecting them, should they wish to do so.
- 1.2.3 To promote these principles, NBRC will:

¹ Inter-agency Child Protection Procedures Edinburgh and the Lothians, 2015

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- a) Promote the health and welfare of children and protected adults by providing opportunities for them to take part in club activities (as outlined in Section 2 of the NBRC Constitution) safely.
- b) Treat everyone with respect and encourage children and young people to respect others and their property.
- c) Respect and promote the rights, wishes and feelings of children.
- d) Keep a register of every child participant, a brief outline of medical needs and an emergency contact number (see Form NBRC CP3).
- e) Respect confidentiality and only share information and concerns about adults, children and young people with those who need to know in order to protect the vulnerable².
- f) Recruit, train and supervise those who work with children and young people on behalf of the club whether paid or unpaid in line with the Club's Procedure for Safe Recruitment (see Section 1.3).
- g) Take action to stop any inappropriate verbal, physical and/or bullying behaviour.
- h) Take all concerns and allegations seriously and respond appropriately in line with these and East Lothian Council's Child Protection Procedures and current legislation.
- i) Refer, not investigate.
- j) Encourage parents to become involved in the club and to retain responsibility for the supervision of their children when using the facilities outside coaching times.
- k) Regularly monitor and evaluate the implementation of this Policy and these procedures (see Section 1.4).

1.2.4 An appropriate Lead Person shall be in place at all times, and they shall be registered as such through Disclosure Scotland.

- a) He/she shall act as the first point of contact for any child protection issues.
- b) He/she shall be responsible for requesting, accessing, receiving and storing disclosure records on behalf of NBRC.
- c) He/she shall have a say in the recruitment of NBRC Youth Coaches, as detailed in Section 1.3.
- d) If he/she become aware of changes in legislation or guidelines that affect NBRC's protection procedures, he/she shall inform the Committee and make recommendations, as appropriate.

1.2.5 Protection of children and other vulnerable groups shall be given high priority at Committee level by all Club Officers, and shall nominally fall under the scope of the elected Health & Safety Officer. He/she shall liaise closely with the Lead Person.

1.2.6 All members are required to abide by these principles and the associated terms of this policy, including the Code of Conduct for Safeguarding Children (detailed in Form NBRC CP2). Breaches will be taken seriously and responded to in-line with the appropriate disciplinary procedure³.

1.3 Procedure for Safe Recruitment (NBRC Youth Coaches)

1.3.1 This section concerns the appointment of those who will work with children, including:

- a) coaching, teaching, instructing and/or training children
- b) supervising, caring for or being in sole charge of children

² See NBRC's policy on the Secure Handling, Use, Storage and Retention of Disclosure Information

³ See NBRC Constitution, Section 4: Suspension, Refusal or Termination of Membership

- c) having unsupervised access to children

1.3.2 The appointment of NBRC Youth Coaches must be made at Committee level with the agreement of the Lead Person, and the decision recorded. In addition to 1.3.3, the following are to be considered with regard to the duties that the individual will undertake:

- a) aptitude and attitude
- b) experience
- c) competence

1.3.3 Prior to any such appointment, the Lead Person shall obtain an appropriate disclosure record from Disclosure Scotland. Any potentially concerning information must be risk assessed.

1.3.4 All appointees must complete Form NBRC CP2 to explicitly confirm that:

- a) they have read and understood the Child Protection Policy and the Code of Conduct for Safeguarding Children
- b) they explicitly agree to uphold the principles described therein⁴
- c) they agree to stay abreast of any updates issued in the future

1.4 Review

1.4.1 These policies and procedures will be monitored and reviewed:

- a) in accordance with changes in legislation, national or local guidance on the protection of vulnerable groups or following any relevant changes in NBRC's activities
- b) following any issues or concerns raised about the protection of children and other vulnerable groups in NBRC
- c) in all other circumstances, at least every three years

1.4.2 The document owner shall be the incumbent Health & Safety Officer, who will be responsible for leading all reviews under the direction of the Committee. He/she should seek guidance from the Lead Person.

1.4.3 The Revision History table at the front of this document is to be updated whenever a review is conducted. Details of changes are to be summarised; if there are none, the nature of revision should be recorded as '*Reviewed. No changes required.*'

1.4.4 The current version of this policy is to be made publicly available on the club website, and the membership is to be notified whenever there is a re-issue.

1.5 Key Contacts

1.5.1 The club's Lead Person is the key contact for issues pertaining to child protection and the protection of vulnerable adults. He/she is appointed by the Committee and can be contacted as follows:

- a) The name of the current Lead Person can be found on the club website here:
www.nbrowingclub.com/index.php/committee-members
- b) Direct contact details, including phone number, can be found on the club website here:
www.nbrowingclub.com/members-directory

⁴ Note that this does not remove the requirements on all members to uphold these principles, implicit agreement of which is assumed by acceptance of membership.

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c) The Lead Person can be contacted by e-mail using the address below; however, urgent matters should be communicated by phone or in person.

protection@nbrowingclub.com

d) If it is not appropriate to speak to the Lead Person, a member of the Committee may be contacted. The Health & Safety officer may be e-mailed directly using the address below.

safety@nbrowingclub.com

1.5.2 East Lothian Council's Children's Wellbeing Duty Social Work Team can be contacted on the following phone numbers:

a) **01875 824090** (9am-5pm weekdays)

b) **08007 316969** (all other times – emergency social work service)

1.5.3 Contact numbers for Police Scotland are detailed below.

a) Police Scotland general numbers:

- **101** (non-emergencies)
- **999** (emergencies)

b) Local police stations:

- **01316 632855** (Dalkeith)
- **01368 862718** (Dunbar)
- **01620 824101** (Haddington)
- **01313 113131** (Musselburgh)
- **01620 893585** (North Berwick)
- **01875 810250** (Prestonpans)
- **01875 610333** (Tranent)

2 KEY MESSAGES

2.1 Why is Child Protection is Important?

- 2.1.1 Most children in Scotland participate safely in the thousands of community activities operating throughout the country every day. It is a fact, however, that a small minority of adults seek access to children through organised activities to harm them.
- 2.1.2 Child protection is not just about protecting children from adults. A trusted coach/helper may be a person a child chooses to tell about abuse happening in their life outside the club.
- 2.1.3 Whenever there are concerns, whether it is about the behaviour of adults towards children or what we know about the children themselves, all adults should know what action to take and how to share information with those whose job it is to protect children and young people.

2.2 What does the Law Say?

Note that the following describes only a brief summary of *some* of the relevant legal provisions pertaining to the reporting and prevention of abuse.

2.2.1 United Nations Convention on the Rights of the Child (1989)

All children have the right to be protected from all forms of abuse at all times, and have a right to express their views on matters which affect them. The principles ratified in this convention serve to inform all child care legislation.

2.2.2 Children (Scotland) Act 1995

Anyone aged 16 or over, who has the care and control of a child, has a duty to do all that is reasonable in the circumstances to safeguard a child's health, development and welfare. This means all adults in NBRC.

2.2.3 Protection of Vulnerable Groups (Scotland) Act 2007 (PVG)

This scheme helps to ensure that those who have regular contacts with children and protected adults through paid and unpaid work do not have a known history of harmful behaviour. NBRC has a legal responsibility to ensure that any individual involved in regulated work with children (including teaching, instructing, training or supervising) is not listed in the Children's List and/or Adult's List, which bars them from working with children or protected adults.

2.3 Other Relevant Publications

2.3.1 It's everyone's job to make sure I'm alright", Audit and Review, Scottish Executive, 2002

This report stressed that members of the public and children themselves need to know who to contact if they are worried about a child or need help.

2.3.2 Protecting Children and Young People: The Charter (Scottish Executive, 2004)

Developed in consultation with children and young people the charter sets out what they need and expect to help protect them when they are in danger of being, or already have been, harmed by another person.

2.3.3 Protecting Children and Young People: Framework for Standards (Scottish Executive, 2004)

Sets out what each child in Scotland can expect from professionals and agencies to ensure that they are adequately protected and their needs met. It also sets out what parents or other adults who may report abuse and neglect can expect.

2.3.4 Standards for Child Wellbeing and Protection in Sport (Safeguarding in Sport, 2017)⁵

These standards aim to create a benchmark to enable sports organisations to adopt best practice for the protection of children. The standards are as follows⁶:

1. Every child is respected without discrimination
2. Every child's wellbeing is promoted, supported and safeguarded
3. Every child is protected from abuse when taking part in our sport
4. Every child has a say in our sport
5. Volunteers and staff working with children have been through a suitable appointment and selection process and are considered appropriate to work with children
6. Volunteers and staff working with children are well supported to deliver our sport, whilst ensuring that children's rights are respected
7. The sports organisation is managed well and accountable for keeping children safe in sport
8. The sports organisation evaluates how it safeguards children and makes improvements where necessary

Everyone has a responsibility to protect children and young people.

Every child has, at all times, a right to feel safe and protected from any situation or practice which may result in physical or emotional harm.

Above all, the welfare of the child is the paramount consideration and we must all work together to ensure children and young people are protected.

⁵ Safeguarding in Sport is a partnership between **sport**scotland and Children 1st.

⁶ See the full document for a list of the minimum criteria for meeting each of these standards

3 WHAT IS CHILD ABUSE?

3.1 Formal Definition

3.1.1 “Children may be in need of protection where their basic needs are not being met, in a manner appropriate to their age and stage of development, and they will be at risk through avoidable acts of commission or omission on the part of their parent(s), sibling(s), or other relative(s), or a carer (i.e. the person while not a parent who has actual custody of the child).”⁷

3.1.2 This is a broad definition which includes placing children at risk through something a person has done to them or something a person is failing to do for them. It encourages us to be open minded and think about a wide range of behaviours and actions which may be harmful to children. The Inter-agency Child Protection Procedures for Edinburgh and the Lothians further defines categories of abuse as:

- a) Physical abuse (hitting, kicking, punching, belting, slapping)
- b) Physical neglect (not properly fed or clothed, home alone for long periods)
- c) Sexual abuse (inappropriate sexual behaviour, language, indecent assault, sexual intercourse)
- d) Emotional abuse (constantly criticised, ignored, humiliated, exposed to family violence)

3.1.3 Children and young people rarely tell if they are being abused, however, there may be signs which make you concerned which may be an indication that a child being abused or neglected. If you notice any of these signs and/or are worried, you need to take action to protect a child.

3.1.4 The child or young person may:

- a) have unexplained bruising, or bruising on an unusual place
- b) appear afraid, quiet or withdrawn
- c) appear afraid to go home
- d) be left unattended or unsupervised
- e) have too much responsibility for their age
- f) be acting out in a sexually inappropriate way
- g) be misusing drugs or alcohol

3.1.5 The adult may be:

- a) acting in a violent manner towards a child
- b) misusing drink or drugs whilst caring for a child
- c) verbally abusive towards a child

⁷Protecting Children – A Shared Responsibility: Guidance for Education Authorities, Independent Schools, School Staff and all others working with children in an educational context in Scotland

4 WHAT TO DO...

4.1 ... if you think a child or young person may be being abused

4.1.1 There may be signs which you have seen which make you concerned and may indicate that a child or young person is being abused or neglected. You should not ignore your concerns and should take action:

- a) Attend to the child's immediate health needs.
- b) Inform the Lead Person without delay.
- c) ALWAYS pass on your concerns. If the Lead Person is unavailable you must contact East Lothian Children's Services or Police Scotland. Information should only be shared with those who need to know in order to protect the child.
- d) The Lead Person will contact and pass on all of the available information to East Lothian Council Children's Services or Police Scotland.
- e) You must NEVER interview or investigate – this is the job of trained professionals.
- f) You may feel you ought to inform parents but you or the Lead Person should ALWAYS seek advice from children's services or the police before talking to parents. This is because telling them may compromise a child protection investigation.
- g) Record in writing. As soon as is practical write everything you have seen down in your own words using Form NBRC CP1. You may need to draw a diagram. But don't delay passing the information on for this.

4.1.2 When recording what a child has told you, you must record by hand in writing the exact words they used. It should be written down at the time or as soon as is practical afterwards. It should be a verbatim account. You should sign and date the original which should be kept in a safe place by the Lead Person. Electronic copies should not be made. This is because it could be used as primary evidence in any ensuing court case.

4.2 ... if a child or young person tells you they are being abused

4.2.1 Children and young people rarely tell others that they are being abused. However, if a child or young person discloses i.e. gives you information that might suggest he/she is being abused or makes you worried you should:

- a) Remain calm.
- b) No matter how difficult it is to listen to the child – think of how hard it must be for them to say it. You have been chosen because the child feels they can talk to you. If you show anger, disgust, disbelief, then they may stop talking for fear of upsetting you or may think that your negative feelings are about them. Think about what your face and body and words are telling them.
- c) Listen and take what is being said seriously. Reassure him/her that they have done the right thing by telling you.
- d) Allow the child time to speak. Never interrupt or make suggestions. Avoid asking questions other than to clarify your understanding. No matter how well you know the child spare them having to repeat themselves over and over, they may think you don't believe them.
- e) You must NEVER interview or investigate – this is the job of trained professionals.
- f) Be honest, tell the child you can't keep a secret and that you will have to talk to someone who can help
- g) Follow steps described in 4.1.1.

4.3 ... if you are concerned about the behaviour of an adult

- 4.3.1 Concerns about the behaviour of a member, coach, volunteer, other adult in the club, member of the public using the facilities, or member of the public in and around the facilities must be reported to the Lead Person without delay. ALWAYS pass on your concerns.
- 4.3.2 If necessary, the Lead Person will seek advice and guidance from East Lothian Council Children's Services or Police Scotland and take appropriate immediate action to protect children.
- 4.3.3 If your concern is about the Lead Person, the matter should be reported to another member of the Committee.

Listen to the child
Take all concerns seriously and act promptly
Refer – DON'T investigate
Record information in writing as soon as possible

ALWAYS SEEK ADVICE IF YOU ARE UNSURE

**It's not our job to decide if a child has been abused, but it is
our responsibility to report our concerns**

4.4 What will happen next?

- 4.4.1 All information received by social workers and the police is treated seriously and will be acted upon. They term this information a "referral". All referrals will be considered in line with the Child Protection Procedures for Edinburgh and the Lothians. If a child protection investigation is carried out this might include:
- a) Checking a range of records and gathering information
 - b) Speaking to the child and family and assessing the situation
 - c) Making sure the child is safe
- 4.4.2 If professionals think the child or young person is in imminent danger, they will take protective action straight away. What they do will depend on what sort of risk of harm the child or young person faces whether they are in imminent danger. Once enquiries have been completed the following might happen:
- a) No further action
 - b) Support and advice offered to the family
 - c) Referral to another agency for a service
 - d) Referral to the appropriate legal system
- 4.4.3 Where child protection concerns are identified an inter-agency meeting (called a child protection case conference) will be held to decide the best way to protect the child, this will include people who have a knowledge of the family e.g. health visitor, police, teacher, social worker, parents/carers, paediatrician, G.P.

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- 4.4.4 It is likely that any professional who is investigating your concerns which are passed on to them by the Lead Person will want to speak to you directly. You should cooperate fully and refer to the written record you have made.
- 4.4.5 Reporting child protection concerns is difficult and you should seek support from the Lead Person if you start to worry if you have done the right thing or if you are concerned about repercussions with the family or other parents. You must always remember that the child always comes first. Children who do not receive help when they need it pay a big price. You have a big part to play in ensuring that children who do need help get it when they need it.

5 FREQUENTLY ASKED QUESTIONS

NBRC Youth Coaches

What is an NBRC Youth Coach?

This is simply the term that the club gives to an individual who has been approved by the Committee to carry out regulated work with children.

Do I need to be appointed as an NBRC Youth Coach?

If your regular duties involve coaching, teaching, instructing, training, supervising, caring for, being in sole charge of, or having unsupervised access to children or young people under the age of 18, then you will need to be appointed as an NBRC Youth Coach.

Becoming a Youth Coach

How do I become an NBRC Youth Coach?

NBRC Youth Coaches go through a formal approval process at Committee level, so you should speak to a Committee member in the first instance. You will also be required to join the PVG Scheme; the Lead Person will guide you through this process.

I am already a member of the PVG scheme through another organization. Do I still need to join through NBRC?

Yes – you will need to complete an Existing Member Application form, which will be provided by the Lead Person. This is so that NBRC can be added as an ‘employer’ on your record with Disclosure Scotland and will be notified of any relevant information regarding your disclosure.

Rowing with Under-18s

I’m involved in junior training sessions. Do I need to be appointed as an NBRC Youth Coach?

Only if your regular duties involve coaching, teaching, instructing, training, supervising, caring for, being in sole charge of, or having unsupervised access to children or young people under the age of 18.

Do I have to be an NBRC Youth Coach to row with an under-18 in my crew?

No – you don’t have to seek clearance for normal club interactions with children. However, you are still required to uphold the Code of Conduct for Safeguarding Children as detailed in Form NBRC CP2.

Do I have to be an NBRC Youth Coach to cox a junior crew?

Only if this forms a part of your regular duties within the club. It is perfectly acceptable for another competent and responsible club member to step in and cox a junior crew on an occasional basis – for example, during a race or if the normal coach is temporarily unavailable.

Complaints and Reporting

Are parental complaints covered by this policy?

NBRC is required to report reasonable suspicions of child abuse to the appropriate authority; definitions ‘abuse’ are given in Section 3. Complaints that do not fall under these definitions can usually be handled under the club’s own internal procedures.

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DO NOT MAKE SOFT COPIES (WHEN COMPLETE)



Child Protection Record NBRC CP1

This form should be completed in line with the Club's Child Protection Procedures and should be completed as soon as possible after a child protection concern/incident has been reported to the club's Lead Person and/or East Lothian Council's Children's Services or Police Scotland. Hard copies or electronic copies of this document should NOT be kept by anyone other than the Lead Person. Use extra sheets of paper if you need to. The questions are there to prompt you.

Name of child /young person	Date of birth	Date of concern/incident
Address	Any other siblings	
Name and position of person completing this form		
1. Cause for concern. What created your concern? Physical or behavioural observation? Verbal disclosure? Give dates and times and names of any other persons present.		
2. Indirect information. Information from other sources. Who, what and when?		
3. Signs of abuse. Describe in detail what you saw. Draw an illustration if you need to.		

4. Disclosure.

What did the child say? Record in his/her own words.

5. Your response to the child.

What did you say to the child?

6. What do you know about how the parents have reacted?

If this is known.

7. Action agreed

What action was taken and who will do this?

Signature

Date



Code of Conduct for Safeguarding Children NBRC CP2

North Berwick Rowing Club (NBRC) supports and requires all members to observe the following standards of practice, including verbal and non-verbal actions when involved in activities with children. All concerns about breach of this Code of Conduct will be taken seriously and responded to in-line with the appropriate disciplinary procedure. Any concerns should be addressed to the Lead Person (protection@nbrowingclub.com), Health & Safety Officer (safety@nbrowingclub.com) or another member of the Committee.

Good Practice

- Make club activities fun and enjoyable, and promote fair play.
- Treat all children equally, with respect, dignity and fairness.
- Involve parents/carers wherever possible.
- Build balanced relationships based on mutual trust.
- Include children in decision-making processes wherever possible.
- Work in an open environment wherever possible. Avoid private or unobserved situations.
- Put the welfare of each child first before winning or achieving performance goals.
- Be an excellent role model.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of children.
- Avoid excessive training and competition, pushing children against their will and putting undue pressure on them.

Practice to be Avoided (in the context of your role within NBRC)

- Having 'favourites' – this could lead to resentment and jealousy by other children and could be misinterpreted by others.
- Spending excessive amounts of time alone with children away from others.
- Entering children's tents or bedrooms on trips away from home, unless in an emergency situation or in the interest of health and safety. If it is necessary to enter tents/rooms, make your presence known and say that you are coming in. The door should remain open if appropriate.
- Where possible, doing things of a personal nature for children that they can do themselves.

Unacceptable Practice (in the context of your role within NBRC)

- Engaging in sexually provocative games, including horseplay.
- Engaging in rough or physical contact.
- Forming intimate emotional, physical or sexual relationships with children.
- Allowing or engaging in touching a child in a sexually suggestive manner.
- Allowing children to swear or use sexualised language unchallenged.
- Making sexually suggestive comments to a child, even in fun.
- Reducing a child to tears as a form of control.
- Allowing allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Inviting or allowing children to stay with you at your home.

Individuals involved in regulated work with children (including teaching, instructing, training or supervising) will be required sign Part A of this form in the presence of NBRC's Lead Person (or another suitable representative) in accordance with the club's Vulnerable Groups Protection Policy.

The signed document will provide explicit evidence that the individual has read and agreed to abide by this Code of Conduct and the Vulnerable Groups Protection Policy. **Note that this does not absolve all members of the responsibility to uphold these standards.**

The signed document will be retained by the Lead Person for as long as that individual continues to be involved, or wishes to be involved, in regulated work with children.

Part A – To Be Signed in the Presence of the Witness	
I have read and agree to abide by this Code of Conduct.	
I have read and agree to abide by NBRC's Vulnerable Groups Protection Policy.	
I am aware of where the current Vulnerable Groups Protection Policy may be found for my reference, and will read and abide by subsequent revisions when notified.	
Name (please print):	_____
Signature:	_____
Date:	___ / ___ / ___

Part B – To Be Completed by the Witness	
Witness should be NBRC's Lead Person, if possible.	
Otherwise, the Committee may nominate another suitable person.	
Name (please print):	_____
Signature:	_____
Date:	___ / ___ / ___



Child Participant Medical Information and Emergency Contacts NBRC CP3

This form is to be completed in full by the parent/carer of any child under the age of 18 who shall be participating in club activities outwith the parent/carer's direct supervision.

This information will be for the sole use of the club's Lead Person and the adults directly responsible for the child during club activities. When no longer required, this document and any hard/digital copies must be destroyed/deleted. If this document is found or received by any person for whom it is not intended, please contact NBRC's Lead Person (protection@nbrowingclub.com) immediately.

Part A: Child's Details

1. Name of child: _____
2. Date of birth: ___ / ___ / ___
3. Gender: Male Female
4. Is he/she capable of swimming 25 metres unaided? Yes No

Part B: Medical Information

5. Does your child suffer from any of the following conditions? If yes, provide details.

- | | |
|---|--|
| <input type="checkbox"/> Asthma | <input type="checkbox"/> Raised blood pressure |
| <input type="checkbox"/> Chest problems | <input type="checkbox"/> Diabetes |
| <input type="checkbox"/> Epilepsy | <input type="checkbox"/> Fainting |
| <input type="checkbox"/> Heart trouble | <input type="checkbox"/> Migraines |

Details: _____

6. Has your child been immunised against tetanus? Yes No

Details (if known): _____

7. Is your child allergic/sensitive to any medication, bites/stings or food? Yes No

Details: _____

8. Please give details of any other pertinent concerns or needs.

Details: _____

Part C: Emergency Contacts

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9. Please give details that will allow us to contact you in an emergency.

Home number: _____

Mobile number: _____

Work number: _____

Name & address: _____

10. Please provide details of a second person in case we are unable to contact you.

Phone number: _____

Name & address: _____

Please ensure that your child brings any necessary medication with them (asthma inhalers, EpiPen, etc).

Please sign and date this document, and forward it to NBRC's Lead Person at [1.1.1 protection@nbrowningclub.com](mailto:1.1.1.protection@nbrowningclub.com) .

Name (please print): _____

Signature: _____

Date: ___ / ___ / ___