

ABU DHABI ROWING CLUB (ADRC)

CONSTITUTION

1.0 Title

The Abu Dhabi Rowing Club is a Sub-Section of The Club, Abu Dhabi (TCAD) and shall be known as the "Abu Dhabi Rowing Club" (ADRC). It shall be governed by the constitution and bye-laws of The Club, Abu Dhabi in addition to this Constitution.

2.0 Objectives

To promote the interests of rowing and paddling at the Club and to compete in UAE Rowing Federation Regattas held each year.

3.0 Officers of ADRC

The ADRC Committee shall consist of Officers as follows,

- Chairman
- Captain
- Secretary
- Treasurer
- Membership Secretary

The responsibilities of the Officers shall be as set out below in Sub-Section 8.2.

4.0 Co-opted Members of the Committee

The members of the Committee may co-opt a further member to assist them, or co-opt a member to replace any member who resigns.

5.0 Members

All members of the ADRC must be a Full, Junior, Temporary or Life Members of The Club, Abu Dhabi.

6.0 Membership and Subscriptions

6.1 Membership.

There shall be two classes of membership as follows:

1. Full Member (aged 18 or over at the commencement of the calendar year);
2. Junior Member (aged between 12-17 years at the commencement of the calendar year.

6.2 Cessation of Membership

1. Unless prior arrangement has been made, memberships that remain unpaid 14 days after the annual renewal date or 14 days from the date of the offer of membership will be considered cancelled/void.
2. Membership of ADRC is subject to the individual member maintaining high ethical and sporting standards.

3. ADRC Committee reserves the right to terminate a membership if it is demonstrated that such standards have not been maintained.

6.3 Subscriptions

1. The annual subscription for members shall be fixed at the Annual General Meeting and shall be due on election and, thereafter, to be paid in advance as determined by the Annual General Meeting. The ADRC will keep subscriptions at levels that will not pose a significant obstacle to people participating.
2. Subscriptions are not refundable.

7.0 General Meetings

- 7.1 The Annual General Meeting (AGM) shall be held early in February in each year at which the Committee shall be elected. Nominations for election to the Committee shall be submitted in writing to the Secretary not less than 14 days before the AGM and shall be signed by a proposer and the nominee in acceptance. Proposers and nominees must be Full Members of the ADRC. The previous Committee shall be eligible for re-election.
- 7.2 A Special General Meeting shall be called on the instructions of a simple majority of the Committee, or on a requisition signed by not less than five Full members entitled to vote.
- 7.3 The date, time, location and purpose of a General Meeting shall be posted on the ADRC Facebook page at least 14 days prior to the meeting. Ten members at such a meeting forming a quorum.
- 7.4 In the case of an AGM the notice shall include copies of the un-ratified minutes of the previous AGM/earlier EGM. The Secretary's annual report and the most recent Treasurer's report.
- 7.5 Full and Junior Members over 16 at the time may vote at a General Meeting. All other members may attend and make known their views in general debate at these meetings but are not eligible to vote.
- 7.6 Members eligible to vote at a General Meeting who are unable to attend the meeting in person for good reason may appoint another member to vote on their behalf. The appointment must be notified to the Secretary in writing before the meeting stating the reason that the member is unable to vote in person. The appointed member must be eligible to vote in their own right. No member may act on behalf of more than one other member.
- 7.7 Motions for discussion at an Annual General Meeting not of origin from within the Committee, must be lodged with the Secretary at least 21 days preceding the AGM, and be signed by 3 members entitled to vote.
- 7.8 Absences of Quorum: If after half an hour from the time appointed for the meeting, a quorum is not present, the Meeting, if called at the request of the members, shall be dissolved. In any other case, the Meeting shall be adjourned until a time and place to be fixed by the Committee. If a quorum is not present within half an hour from the time appointed for an Adjourned Meeting, the members present shall be a quorum.

8.0 Committee

- 8.1 The management of ADRC shall be vested in the Chairman, Captain, Secretary, Treasurer and Membership Secretary, none of whom shall be under 18 years of age who shall together form the Committee, two of whom together with the Chairman or Secretary, shall be a quorum.

- 8.2 The officers will have the following duties:

Chairman: The Chairman will preside at all General meetings of the Club and at all meetings of the Committee and shall be responsible for guiding the activities of the club in accordance with its general policy as expressed by the majority of its members. The ADRC Chairman will be responsible for liaising, on policy matters, with the Main Committee of TCAD through its Sports Member. He will also be responsible for liaising, on operational matters, with TCAD through its Director of Recreation.

Captain: The Captain will be responsible for training, coaching, representation of the ADRC in competitions, maintaining ADRC's equipment, making recommendations to the Committee for equipment purchases and liaising with external bodies on rowing matters.

Secretary: The Secretary will be responsible for the organisation of meetings of the Committee and of ADRC, and the recording of minutes relating to such meetings and all correspondence relating to the general business of ADRC. The Secretary will manage the booking of boats on Friday and Saturday mornings and issue the Weekly Booking Schedule on Thursday each week.

Treasurer: The Treasurer's term of office will be from 1 March to 28 February. The Treasurer will be responsible for the collection, disbursement and reconciliation of all monies belonging to ADRC and will keep proper accounting records of all such transactions. He or she will present to the members at the AGM an audited balance sheet and income and expenditure account showing ADRC'S financial position and the results of its transactions for the year ending 31 January. The transactions of ADRC will be conducted through Club and will require the signatures of any 2 of 4 members of the Committee who have been designated for the purpose. The AGM may set a limit below which transactions can be authorised by a single signatory.

Membership Secretary: The Membership Secretary will respond to all new member enquiries and maintain the membership register to ensure annual subscriptions are paid when due. The Committee shall be elected at the Annual General Meeting. The retiring members shall be eligible for re-election.

- 8.3 Only those persons eligible to vote and who have been members continuously during the preceding twelve months shall stand for election to the Committee.
- 8.4 Any member elected to serve on the Committee should attend at least half of the Committee Meetings.
- 8.5 The Committee shall meet at regular intervals during the year, as required by the business to be transacted.

- 8.6 Special meetings of the Committee shall be called by the Secretary on instructions from the Chairman, or not less than three committee members.
- 8.7 The Committee and individual committee members should act according to high ethical standards and ensure that conflicts of interest are properly dealt with.

9.0 Financial statement

- 9.1 ADRC accounts shall be audited annually by the Financial Controller of The Club Abu Dhabi (TCAD) and presented by the Treasurer to members at the AGM.

10.0 Safety

- 10.1 ADRC Committee will devise, publicise and enforce a Safety, Rules and Policies that all ADRC members are required to follow.
- 10.2 It is the responsibility of all ADRC members to ensure that the code is observed.
- 10.3 All ADRC members must sign a declaration that they have read and will abide by the Safety, Rules and Policies of ADRC. The Chairman, Captain, or Secretary may stop any activity by Club members that they consider unsafe.

11.0 Child Protection Policy

- 11.1 All engagement with Junior members will be governed by and compliant with TCAD's Child Protection Policy. See annexe 1

12.0 Outreach/community programmes

- 12.1 ADRC will on occasions, and with the approval of TCAD engage in outreach/community programmes to allow non-members of TCAD supervised access the ADRC facilities.
- 12.2 Such programmes will be focused entirely on rowing and will not allow non members of TCAD access to any other facilities on The Club site.
- 12.3 Students and staff of NYU Abu Dhabi are permitted to row at ADRC as part of the reciprocal arrangement between TCAD and NYU Abu Dhabi.

13.0 Alteration of Constitution

- 13.1 This Constitution shall not be altered without the consent of two thirds of the members present and voting at a General Meeting called for that purpose. Proposed changes to this Constitution must be displayed for a minimum of 10 days before the General Meeting at which they are to be discussed.

14.0 Termination of ADRC

- 14.1 ADRC shall not be dissolved without the consent of two thirds of the members present and voting at a Special General Meeting convened for the purpose or by the Committee of TCAD.

Annexe 1 – The Club Child Protection Policy





THE CLUB



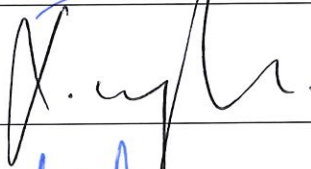

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	NAME (print)	SIGNATURE	DATE
APPROVED BY:	Mike McGrath General Manager		13/3/19
REVIEWED BY:	Dayle Kelly Deputy General Manager		30 March 2019
REVIEWED BY:	Kyle Wykes Child Protection Officer		5th March 2019
WRITTEN BY:	Faisal Naseer Health and Safety Executive		3rd March 2019
EFFECTIVE DATE: 4 th March 2019		REVIEW DATE: 26 th Feb 2019	

ISSUE No.	Revision History	Author	Effective Date
01	New Procedure	Faisal	13 th Jan 2015
02	Minor grammatic changes Re-allocation of responsibilities	Faisal	30 th Sep 2015
03	Details of Child protection Officer changed	Mike McGrath	24th Jan 2017
04	Details of Child protection Officer changed	Dayle Kelly	26 th Feb 2019



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1 Child Protection Policy

1.1 Introduction

The Club acknowledges its duty of care to safeguard and promote the welfare of children and is committed to ensuring its safeguarding practice reflects statutory responsibilities, government and complies with best practice and Ministry Of Interior (Child Protection Center) requirements.

Everyone who participates in The Club should be able to do so in an enjoyable and safe environment. The Club has a moral and legal obligation to ensure that, when given responsibility for young people, The Club staff provide them with the highest possible standard of care.

The Club is committed to devising and implementing policies so that every Club employee recognizes and accepts their responsibilities to safeguard children from harm and abuse. This means following the established procedures to protect children and reporting any concerns about their welfare to the appropriate offices / authority.

The aim of the policy is to promote good practice, providing children and young people with appropriate safety/protection whilst in the care of The Club and to allow Staff and Member's to make informed and confident responses to specific child protection issues.

A child/young person is defined as a person under the age of 18 (Children's Act 1989, UK)

1.2 Policy Statement

The Club is committed to the following:

- The welfare of the child is paramount.
- All children, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in Club activities in a safe environment.
- Taking all reasonable steps to protect children from harm, discrimination and unacceptable treatment and to respect their rights, wishes and feelings.
- All suspected allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately.
- All The Club employees who work with children will be recruited with regard to their suitability for that responsibility, and will be provided with guidance and/or training in good practice and child protection procedures.
- Working in partnership with parents and children is essential for the protection of children.



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1.3 Monitor and review the policy and procedures

The implementation of procedures should be regularly monitored and reviewed. The Health and Safety Executive should regularly report progress, challenges, difficulties, achievements gaps and areas where changes are required to the General Manager.

The policy should be reviewed annually or whenever there is a major change in the organisation or in relevant legislation.

2 Promoting Good Practice

2.1 Introduction


To provide children with the best possible experience and opportunities in Club activities everyone must operate within an accepted ethical framework such as The Coaches Code of Conduct. (Currently under process)

It is not always easy to distinguish poor practice from abuse. It is therefore NOT the responsibility of employees or participants in Club activities to make judgements about whether or not abuse is taking place. It is however their responsibility to identify poor practice and possible abuse and act if they have concerns about the welfare of the child, as explained in section 4.

2.2 Good Practice

All personnel should adhere to the following principles and action:

- Always work in an open environment (e.g. avoiding private or unobserved areas and encouraging open communication with no secrets).
- Make the experience of Club activities fun and enjoyable: promote fairness, confront and deal with bullying.
- Treat all young people equally and with respect and dignity.
- Avoid unnecessary physical contact with young people. Where any form of manual/physical support is required it should be provided openly and with the consent of the young person. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the young person's consent has been given.
- Involve parents/carers wherever possible, e.g. where young people need to be supervised in changing rooms, encourage parents to take responsibility for their own child. If groups have to be supervised in changing rooms always ensure parents, coaches etc work in pairs.
- Gain written parental consent for any significant travel arrangements which involves leaving the site e.g. Dhow trip, Bowling, city visit. Etc.
- Ensure that if mixed teams are taken away, they should always be accompanied by a male and female member of staff.

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- Be an excellent role model, this includes not smoking or drinking alcohol in the company of young people.
- Always give enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of the young person and do not risk sacrificing welfare in a desire for The Club or personal achievements. This means avoiding excessive training or competition and not pushing them against their will.
- Secure written parental consent for The Club to act in loco parentis, to give permission for the administration of emergency first aid or other medical treatment if the need arises.
- Keep a written record of any injury that occurs, along with details of any treatment given.


2.3 Poor Practice

The following are regarded as poor practice and should be avoided by all personnel:

- Unnecessarily spending excessive amounts of time alone with young people away from others.
- Taking young people alone in a car on journeys, however short.
- Sharing a room with a young person.
- Engaging in rough, physical or sexually provocative games, including horseplay.
- Allow or engage in inappropriate touching of any form.
- Allowing young people to use inappropriate language unchallenged.
- Making sexually suggestive comments to a young person, even in fun.
- Reducing a young person to tears as a form of control.
- Allow allegations made by a young person to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature that the young person can do for themselves.

When a case arises where it is impractical/impossible to avoid certain situations e.g. transporting a young person i.e Dhow trips, the tasks should only be carried out with the full understanding and consent of the parent and the young person involved.

If during Club care any Staff/Member hurts a young person accidentally or otherwise, the young person seems distressed in any manner or if the young person misunderstands or misinterprets something staff have done, report any such incidents as soon as possible to a **Duty Manager**, He will make a written note of it and report to General Manager and Child protection Officer. Where practicable Parents should also be informed of the incident only by **General Manager**.

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3 Defining Child Abuse

3.1 Introduction

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm, it commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a young person regardless of their age, gender, race or ability.

There are four main types of abuse: **physical abuse, sexual abuse, emotional abuse and neglect**. The abuser may be a family member or someone the young person encounters in The Club community including Club Staff. Any individual may abuse or neglect a young person directly, or may be responsible for abuse because they fail to prevent another person harming the young person.

Abuse in all of its forms can affect a young person at any age. The effects can be so damaging that if not treated may follow the individual into adulthood.

Young people with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse had occurred.

3.2 Types of Abuse

- **Physical Abuse:** where adults physically hurt or injure a young person e.g. hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating and drowning. Giving young people alcohol or inappropriate drugs would also constitute child abuse.


In a sports situation, physical abuse may occur when the nature and intensity of training disregard the capacity of the child's immature and growing body

- **Emotional Abuse:** the persistent emotional ill treatment of a young person, likely to cause severe and lasting adverse effects on the child's emotional development. It may involve telling a young person they are useless, worthless, unloved, inadequate or valued in terms of only meeting the needs of another person. It may feature expectations of young people that are not appropriate to their age or development. It may cause a young person to be frightened or in danger by being constantly shouted at, threatened or taunted which may make the young person frightened or withdrawn.

Ill treatment of children, whatever form it takes, will always feature a degree of emotional abuse.

Emotional abuse in sport may occur when the young person is constant criticised, given negative feedback, expected to perform at levels that are above their capability. Other forms of emotional abuse could take the form of name calling and bullying.

- **Bullying** may come from another young person or an adult member. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. There are three main types of bullying.
It may be physical (e.g. hitting, kicking, slapping), verbal (e.g. racist or homophobic remarks, name calling, graffiti, threats, abusive text messages), emotional (e.g. tormenting, ridiculing,

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humiliating, ignoring, isolating from the group), or sexual (e.g. unwanted physical contact or abusive comments). In sport bullying may arise when a parent or coach pushes the young person too hard to succeed, or a rival athlete or official uses bullying behaviour.


- **Neglect** occurs when an adult fails to meet the young person's basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the child's health or development. For example, failing to provide adequate food, shelter and clothing, failing to protect from physical harm or danger, or failing to ensure access to appropriate medical care or treatment. Neglect in sport could occur when a coach does not keep the young person safe, or exposing them to undue cold/heat or unnecessary risk of injury.
- **Sexual Abuse** occurs when adults (male and female) use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing young people pornography or talking to them in a sexually explicit manner are also forms of sexual abuse.

In sport, activities which might involve physical contact with young people could potentially create situations where sexual abuse may go unnoticed. Also the power of the coach over young athletes, if misused, may lead to abusive situations developing.

3.3 Indicators of Abuse

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that a child is being abused may include one or more of the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- An injury for which an explanation seems inconsistent.
- The young person describes what appears to be an abusive act involving them.
- Another young person or adult expresses concern about the welfare of a young person.
- Unexplained changes in a young person's behaviour e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper.
- Inappropriate sexual awareness.
- Engaging in sexually explicit behaviour.
- Distrust of adult's, particularly those with a close relationship would normally be expected.
- Difficulty in making friends.
- Being prevented from socialising with others.

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- Displaying variations in eating patterns including over eating or loss of appetite.
- Losing weight for no apparent reason.
- Becoming increasingly dirty or unkempt.

Signs of bullying include:

- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go training or competitions.
- An unexplained drop off in performance.
- Physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing e.g. on food, alcohol or cigarettes.
- A shortage of money or frequent loss of possessions.

It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place. It is **NOT** the responsibility of those working in The Club to decide that child abuse is occurring. It **IS** their responsibility to act on any concerns.

3.4 Use of Photographic/Filming Equipment at Sporting Events

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young people. All Club staff should be vigilant and any concerns should be reported to The Club **Duty Manager**.

All parents and performers should be made aware when coaches use video equipment as a coaching aid.

4 Responding to Suspicions and Allegations


4.1 Introduction

It is not the responsibility of anyone working in The Club in a paid or unpaid capacity to decide whether or not child abuse has taken place. However there is a responsibility to act on any concerns through contact with the appropriate authorities so that they can then make inquiries and take necessary action to protect the young person. This applies **BOTH** to allegations/suspicions of abuse occurring within The Club and to allegations/suspicions that abuse is taking place elsewhere.

This section explains how to respond to allegations/suspicions.

4.2 Receiving Evidence of Possible Abuse

We may become aware of possible abuse in various ways. We may see it happening, we may suspect it happening because of signs such as those listed in section 3 of this document, it may be reported to Child Protection Officer or Duty Manager by someone else or directly by the young person affected.

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In the last of these cases, it is particularly important to respond appropriately. If a young person says or indicates that they are being abused, Staff should:

- Inform the **Duty Manager** Immediately.
- The Duty Manager will report to the area and assess the situation.
- The Duty Manager will contact General Manager and Child Protection Officer for further steps.
- The General Manager and Child Protection Officer will investigate the case confidentially by following the steps below:
- **Safety of the child** is paramount. If the child needs urgent medical attention call a First Aider, if the General Manager discovers it's a serious injury he can call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection issue.
- **Immediately** inform the parents and request them to meet without delay.
- **Stay calm** so as not to frighten the young person.
- **Reassure** the child that they are not to blame and that it was right to tell.
- **When** parents arrive, explain what has been recorded and how, accordingly to this policy we wish to proceed.
- **With** the parents' consent and in their presence begin interviewing the Child.
- **Listen** to the child, showing that management are taking them seriously.
- **Keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. The law is very strict and child abuse cases have been dismissed where it is felt that the child has been led or words and ideas have been suggested during questioning. Only ask questions to clarify.
- The Child Protection Officer should record all information on the Reporting Form.
- **Agree** with the parents on the involvement of external agency (CPC) or not.


Then the General Manager can gain help from Ministry of Interior, UAE Child Protection Centre help line (Sunday – Thursday: 07:30 AM – 2:30 PM). Tel No: + 971-2 3333999 or email: childprotection@moi-cpc.gov.ae

4.3 Recording Information

To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. The Child Protection Officer should record the facts and distinguish what is his personal knowledge and what others have told him. **Do not include personal opinions.**

Information should include the following:

- The child's name, age and date of birth.
- The child's home address and telephone number.
- Whether or not the person making the report is expressing their concern or someone else's.
- The nature of the allegation, including dates, times and any other relevant information.
- A description of any visible bruising or injury, location, size etc. Also any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The child's account, if it can be given, of what has happened and how any bruising/injuries occurred.
- Have the parents been contacted? If so what has been said?
- Has anyone else been consulted? If so record details
- Has anyone been alleged to be the abuser? Record detail.

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4.4 Reporting the Concern

All suspicions and allegations **MUST** be reported appropriately. It is recognised that strong emotions can be aroused particularly in cases where sexual abuse is suspected or where there is misplaced loyalty to a colleague. It is important to understand these feelings but not allow them to interfere with management judgement about any action to take.

The Club expects its members and staff to discuss any concerns they may have about the welfare of a child immediately with the Duty Manager and subsequently to check that appropriate action has been taken.

In the case of criminal act only the General Manager will decide after consultation with the parents (unless the accusation is against the parent/s) whether or not to call Police. If he feel need to call police help then he will contact (+971 2 699 9999 or 800 555) telephone numbers only.

A Reporting Form is provided in **Appendix 3**. This is to be used for recording a complaint of one of the following:

- **Criminal** in which case the police are immediately involved.
- **Child protection** in which case the Child protection Centre (MOI) & the police will be involved.
- **Disciplinary or misconduct** in which case The Club will be involved.

As mentioned previously in this document the Club personnel are not child protection experts and it is not their responsibility to determine whether or not abuse has taken place. All suspicions and allegations must be shared with professional agencies that are responsible for child protection.

The Child Protection Centre have a legal responsibility under The Children Act 2012 article 72 (Wademma Law's) to investigate all child protection referrals by talking to the child and family (where appropriate), gathering information from other people who know the child and making inquiries jointly with the police.


NB: If there is any doubt, Staff must report the incident: it may be just one of a series of other incidences which together cause concern

Any suspicion that a child has been abused by any Member, Staff or Guest should be reported to the Club who will take appropriate steps to ensure the safety of the child in question and any other child who may be at risk. This will include the following.

- The Club General Manager will refer the matter to Child Protection Centre (MOI) if reasonable to do so
- The General Manager should be notified to decide who will deal with any media inquiries and implement any immediate disciplinary proceedings.
- If The Club CPO is the subject of the suspicion/allegation the report must be made to the General Manager who will refer the matter to Child Protection Centre, (MOI).

Allegations of abuse are sometimes made sometime after the event. If such an allegation is made, Staff should follow the same procedures as mentioned above. This is because other children in The Club or outside it may be at risk from the alleged abuser.

Anyone who has a previous conviction for offences related to abuse against children is automatically excluded from working with children.

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4.5 Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people:

- The Club General Manager
- The Club Child Protection Officer
- Child protection centre (CPC)/police
- The parents of the child
- The person making the allegation
- The alleged abuser (and parents if the alleged abuser is a child)

Seek MOI (CPC) advice on who should approach the alleged abuser.

All information should be stored in a secure place with limited access to designated people, in line with data protection laws.

4.6 Internal Inquiries and Suspension

- The Club General Manager will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and (MOI- CPC) inquiry.
- Irrespective of the findings of the CPC or police inquiries The Club General Manager and/or Committee will assess all individual cases to decide whether a Member of Staff or Club Member can be reinstated and how this can be sensitively handled. This may be a difficult decision; especially where there is insufficient evidence to uphold any action by the police. In such cases The Club General Manager and/or Committee must reach a decision based upon the available information which could suggest that on the balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

5 Recruiting and Selecting Personnel working with Children


5.1 Introduction

It is important that all reasonable steps are taken to prevent unsuitable people from working with children. This applies equally to paid staff and volunteers, both full and part time. To ensure unsuitable people are prevented from working with children the following steps should be taken when recruiting.

5.2 Controlling Access to Children

- All staff and volunteers should complete an application form (Child/Member Declaration Form) The application form will contain information about the applicants past and a self-disclosure about any criminal record.
- Consent should be obtained from the applicant to seek information from the Criminal Records Bureau (Good Conduct Certificate) wherever possible.
- Two confidential references, including one regarding previous work with children should be obtained. These references MUST be taken up and confirmed through telephone contact.
- Evidence of identity (passport or driving licence with photo).

Sample of Form is in **Appendix: 2**

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5.3 Interview and Induction

All employees and volunteers will be required to undertake an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive a formal or informal induction during which:

- The application form should be checked that it has been completed in full, including sections on criminal records and self-disclosures by Human Resources Department.
- Their qualifications should be substantiated by Human Resources Department.
- The job requirements and responsibilities should be clarified by the Department Manager.
- Child Protection Procedures are explained and training needs identified e.g. Basic child protection awareness by the Department Manager.

5.4 Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against what is deemed good practice, and to ensure their practice is likely to protect them from false allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice and/or abuse.
- Respond to concerns expressed by a child.
- Work safely and effectively with children.

The Club requires:

- All staff and volunteers who have access to children to undergo a CRB check or equivalent.
- All Staff, volunteers, Recreation Assistant and Recreation Manager to undertake relevant child protection training or undertake a form of home study, to ensure their practice is exemplary and to facilitate the development of positive culture towards good practice and child protection.
- All staff and volunteers to receive advisory information outlining good/bad practice and informing them what to do if they have concerns about the behaviour of anyone towards a young person.


Appendix 1:

Child Protection Officers:

Contact Details

Name	Kyle Wykes
Address	The Club P.O.Box 658, Abu Dhabi UAE
Telephone	02-6731111
Email	Kyle.Wykes@the-club.com

Name	
Address	
Telephone	
Email	

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Appendix 2:

CHILD/MEMBER PROTECTION DECLARATION

The Club has a duty of care to all those associated with The Club. As a requirement of our Member Protection Policy, we must enquire into the background of those who undertake any work, coaching or regular unsupervised contact with people under the age of 18 years.

I (name) of

..... (address) born/...../.....

Sincerely declare:

1. I do not have any criminal charge pending before any court in any country.
2. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, other forms of harassment or acts of violence.
4. To my knowledge there is no other matter that The Club may consider to constitute a risk to its Members, Employees, or reputation by engaging me.
5. I will notify the General Manager of The Club immediately upon becoming aware that any of the matters set out in clauses 1 to 4 above has changed.

Declared on/...../.....(date) Signature



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Appendix: 3

REPORTING FORM

RECORD OF COMPLAINT

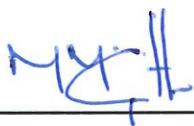
Name of person receiving complaint				Date: / /
Complainant's Name	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	Complainant's contact details	Phone: Email:	
Complainant's role/status in The Club	<input type="checkbox"/> Member <input type="checkbox"/> Support Personnel <input type="checkbox"/> Staff <input type="checkbox"/> Guest <input type="checkbox"/> Parent <input type="checkbox"/> Other.....			
Name of person complained about			<input type="checkbox"/> Over 18	<input type="checkbox"/> Under 18
Person complained about role/status in The Club	<input type="checkbox"/> Member <input type="checkbox"/> Support Personnel <input type="checkbox"/> Staff <input type="checkbox"/> Guest <input type="checkbox"/> Parent <input type="checkbox"/> Other.....			
Location/event of alleged issue				
Description of alleged issue				
Nature of complaint (category/basis/grounds) Can tick more than one box	<input type="checkbox"/> Harassment <input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Sexuality <input type="checkbox"/> Race <input type="checkbox"/> Pregnancy <input type="checkbox"/> Discrimination <input type="checkbox"/> Personality clash <input type="checkbox"/> Bullying <input type="checkbox"/> Child Abuse <input type="checkbox"/> Other <input type="checkbox"/> Selection dispute <input type="checkbox"/> Verbal abuse <input type="checkbox"/> Religion <input type="checkbox"/> Disability <input type="checkbox"/> Coaching methods <input type="checkbox"/> Physical abuse <input type="checkbox"/> Victimisation <input type="checkbox"/> Unfair decision			
Resolution and/or action taken				
Follow-up action				

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Declaration

On behalf of **THE CLUB** we, the undersigned, will oversee the implementation of the Child Protection Policy and take all reasonable steps to ensure it is adhered to.

Signed:



Name:

M. MCGRATH

Position with The Club

General Manager

Date:

13/3/19

Name:

KYLE WIKES

Position within The Club

Child Protection Officer

Date:

10 / 03 / 2019