

International Children's Games

6-11 July
Coventry 2005



Welfare Plan



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1. Introduction to the Games

The International Children's Games (ICG) in its thirty ninth year is taking place this year, 2005, for the first time ever in Great Britain. The Games, which are compared to the Olympics for young people, are set to bring at least 1,500 young people from seventy cities around the world to Coventry.

The purpose of this Welfare Plan is to communicate the ways in which child protection issues and concerns will be dealt with. It is intended to be easy to understand and contains contact names and numbers. A synopsis of the full Plan is also available and will be distributed to all volunteers working at the Games. If you have any questions regarding this plan please contact the author, Audrajean Elliott-Davies, on +44 (0) 24 7683 2444.

Coventry is unique in the history of the ICG, as it will host an international symposium on Child Protection/Welfare alongside the sporting events at the University of Warwick. The symposium will double as the annual conference for the Child Protection in Sport Unit (CPSU) of the UK's largest children's charity – the National Society for the Prevention of Cruelty to Children (NSPCC). Since the inception of the CPSU in 2001, the UK has become a world leader in child protection in sport.

The Symposium's aims are:

- Empowerment of young people
- Knowledge transfer
- Enhancement of service delivery and quality to young people in sport

The Symposium will help to promote knowledge and policy work on the prevention of cruelty and harassment to young people in sport and on the contribution of sport to community development. It will therefore complement the work of other significant international sport agencies such as the International Olympic Committee (IOC) and 'Right to Play'. For example, at its Paris conference on 'Women in Sport' in March 2000, the IOC adopted a resolution to support anti-harassment and protection research and policy development throughout its regions. Also, the Council of Europe hosted an international seminar on child protection in sport in Helsinki in September 2001 at which twenty-one countries were represented and where good practice was disseminated.

The International Children's Games was founded in 1968 and first took place in Cell, Slovenia. It was always the intention that the Games would follow the Olympic ideals of bringing athletes together regardless of language, origin, outlook and to build on international friendship. The Games are symbolised by their own flag, logo and hymn.

With the announcement of the 2012 Olympics taking place on 6 July 2005, the ICG, 6 to 11 July 2005, will be a really exciting time for the city and our visitors where children will participate in swimming, athletics, tennis and table tennis as well as girls and boys football.

THE WELFARE PLAN IS DESIGNED TO MINIMISE THE RISKS TO THE CHILDREN TAKING PART AND TO MAXIMISE THEIR ENJOYMENT AND WELL BEING

2. MISSION STATEMENT FOR THE GAMES

"To establish Coventry and its surrounding districts as a high quality host city for an international event of World significance recognised by the International Olympic Committee."

2.1. The Games aim to:

- Offer a well-organised sports programme and competition within quality sports facilities.
- Create a secure environment within the 'Games Village' to facilitate social interaction.
- Deliver an international sports seminar focused on issues of Young People in Sport and Child Protection, which will boost visitors to the city.
- Welcome the attendance of the International Olympic Committee (IOC) at the Games and to encourage high level members of the International Children's Games and International Sports Federations.
- Sell tourism values of Coventry and it's surrounding areas across the region, nationally and internationally.
- Raise the profile of the Godiva Festival locally, nationally and internationally.

2.2. The Games objectives are to:

- Provide competitive opportunities for young people between the ages of 12 to 15 to compete in athletics, football, swimming, table tennis and tennis at an international standard.
- Bring young people together from cities across the world, giving them opportunities to build international friendships.
- Enable Coventry to demonstrate its ability as a city to host an international event, giving all participants and others involved an event to be proud of.
- Use the wealth of technical officials available, nationally and regionally, to deliver the sports programme and competition.
- Develop a compact single site "Games Village" to help promote interaction and provide a secure environment for participants.
- Utilise the social facilities at the "Games Village" and link into other significant events in Coventry.

- Actively pursue high quality media coverage of the Games locally, nationally and internationally, this raising the profile of the city.
- Provide an International Symposium around child protection, relevant and topical to those attending the event and open to delegates from across the country.
- Provide Coventry school children the opportunity to develop projects and programmes, which can link directly into the Games.
- Introduce a new development to the Games through a demonstration of a disability sport in one of the five selected sports taking place within the Games.

2.3. Purpose of the Welfare Plan

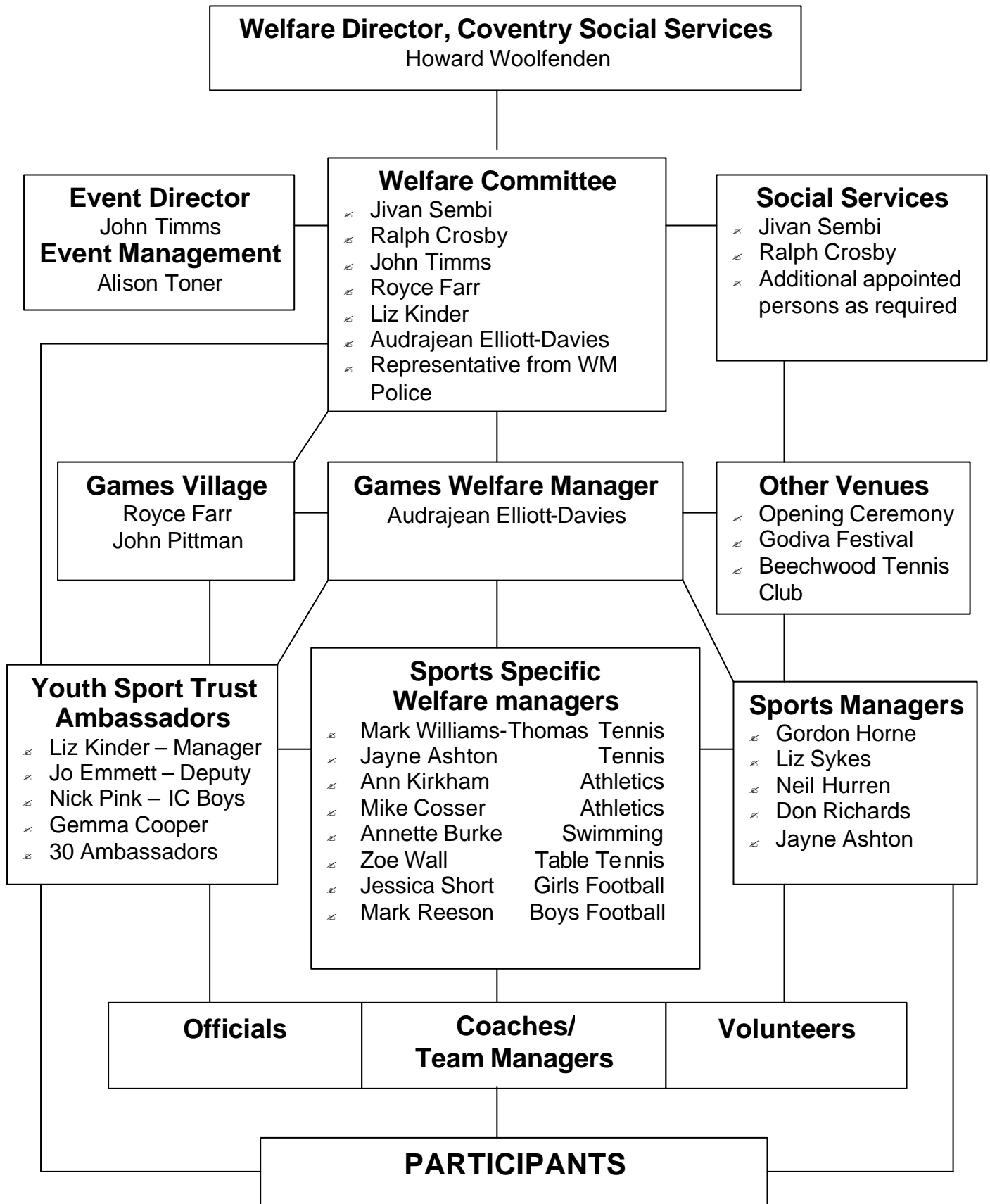
The aim is to promote and ensure the well being of those children taking part in the International Children's Games. The Plan will also ensure that everyone involved understands the procedures and enables them to put it into action should it be necessary.

For most staff and volunteers (including welfare staff) the main point to remember is "**it is not your responsibility to investigate a concern**". It is, however, your responsibility to pass concerns/issues onto the Games Welfare Manager. The aim of this plan is to support you in making the correct decisions and to know who to contact for support.

2.4. Values and Principles of the Welfare Plan

- Welfare of the athletes and all young people is paramount
- All athletes, whatever their age, gender, culture, language, racial origin, religious beliefs, sexual identity or disability, have equal rights to safety and protection against harm.
- All suspicions concerns or allegations of harm will be taken seriously and responded to swiftly and appropriately.
- It is not acceptable for staff to socialise with participants at the Games.
- Coaches, staff and volunteers should avoid one to one encounters with participants.
- Coaches, staff and volunteers should avoid touching participants unless absolutely necessary.

3. Welfare Structure



4. Definition of Roles and Responsibilities for Welfare Support

Name	Position	Contact Number	Responsibilities
John Timms Alison Toner	ICG Event Director Event Management	Games Office 024 7652 8021	Responsible for the overall smooth running of the Games. The time demands on the Director will be huge and as a consequence, welfare will not be his key focus. However, as the overall Event Manager is a member of the Welfare Committee, any information received concerning the welfare of a young person will be passed on in the appropriate manner through the welfare structure.
Jivan Sembi Ralph Crosby	Social Services Welfare Representative	Games Office 024 7652 8021	The Social Services team will take the final decision in any situation relating to child protection and will be based in the Games office. A Social Services representative will be on duty each day of the Games working in two shifts, shift one from 8.00 am to 2.00 pm and shift two from 1.30pm to 8.00pm.
Rostered Staff	Social Services Appointed Officer(s)		
Emergency Duty Team	Social Worker on duty	024 7646 4532	In the event of an emergency outside these hours, the Emergency Duty Team or Police should be contacted.
Audrajean Elliott-Davies	Games Welfare Manager	Games Office 024 7652 8021	Will offer support and advice to the sport specific Welfare Officers and other individuals dealing with issues around child protection. And will be available at the Games Office between the hours of 8.00 am and 6.30 pm. After hours she will be available on the mobile contact number only. The Welfare Manager will be responsible for taking concerns forward to either Social Services or the police. The Games Welfare Manager will maintain regular contact with the Social Services representative and attend all daily 9.00 am & 6.00 pm briefings.

Name	Position	Contact Number	Responsibilities
Royce Farr John Pitman	Games Village Security	Control Room 024 7652 4999 (24 hours)	The security at the Games Village will be carried out to a very high standard. A team of security officers will be on duty 24 hours a day for the duration of the event. Please remember that any issues or concerns should also be reported to the Games Welfare Manager. All incidents will be recorded and logged in the control room.
		024 7652 8161 Emergencies only	Contact Ambulance/Fire/Police when immediate attention is required.
Emergency doctor	Doctor on duty (out of hours) Between the hours of 9:00 pm and 7:30 am		In the event of a medical emergency, the on call doctor should be contacted. The doctor will attend the patient, and decide whether the patient can be treated at the Games Village or sent to hospital. In the event of an extreme emergency, at the discretion of security an ambulance will be called directly. The on call doctor should also be called to attend the patient.
Liz Kinder Jo Emmett Nick Pink	Youth Sports Trust Ambassadors Manager Deputy Manager Boys Manager		The Ambassadors Manager will oversee and support the thirty-three Ambassadors. This team will lead on providing support, care and guidance to participants, primarily around the accommodation blocks. Ambassadors will also be present at the opening/closing ceremony and the Godiva Festival.

Name	Position	Contact Number	Responsibilities
Ann Kirkham Mike Cosser	Athletics Welfare Officers	Club House 024 7646 2749	<p>Sports specific Welfare Officers will:</p> <ul style="list-style-type: none"> • remain vigilant and visible throughout the competition within their own sport. Each officer will have a good knowledge of their own sport and be aware of any particular hazards/dangers. • be available to support participants, taking time to listen to any concerns, issues or fears. • be highly visible in Red T-shirts and will remain in their sports area at all times. • report any concerns relating to child protection to the Games Welfare Manager. The reporting form should be used to retain accurate information. • meet twice daily at 9.00 am and 6.00 pm. These meetings will be co-ordinated by a member of the Welfare Committee and communicated to all Welfare and Social Services Officers daily. The sport specific welfare job descriptions are provided separately and are not included in this Plan.
Mark Reeson	Football Welfare Officer – boys		
Jessica Short	Football Welfare Officer – girls		
Annette Burke	Swimming Welfare Officer		
Zoe Wall	Table Tennis Welfare Officer		
Mark Williams Thomas Jayne Ashton	Tennis Welfare Officer		

Name	Position	Contact Number	Responsibilities
Gordon Horne	Athletics Sports Manager		<p>Each Sports Co-ordinator/Manager will be responsible for the organisation and structure for their individual sport. They will ensure that the competition is run to the highest levels and that risk assessments have been carried out for each activity and site prior to the start of the Games.</p> <p>Sports Co-ordinators will remain vigilant regarding welfare issues to the best of their ability and converse frequently with their Sports specific Welfare Officer.</p>
Neil Hurren Nikki Webb	Football Sports Managers		
Liz Sykes	Swimming Sports Manager		
Don Richards	Table Tennis Sports Manager		
Bob Montgomery	Table Tennis Sports Manager		
Jayne Ashton	Tennis Sports Manager		
Coaches 250 Ratio of 1 to 10 per city gender appropriate	Individual Team Coaches	Individual contacts collated for registration and held by the Event Director	The Coaches have overall responsibility for their team. It is the role of the Coach to know the location of each individual within their team at all times. Participant's parents will be given the contact number for their child's coach and also the Games office. Coaches will receive support from their team host, sport specific Welfare Officers, Ambassadors and volunteers.
Hosts - 100	Team Hosts with appropriate language skills		To ensure the health, safety and overall well being of each team. The hosts will translate relevant information, support the whole team and act as a guide to the Games and the city of Coventry. Hosts will receive a synopsis of the full Welfare Plan and forward any concerns to their Team Leader.

Name	Position	Contact Number	Responsibilities
Volunteers	Drivers, Marketing, Team Leaders, Administration VIP Protocol	Vince Mayne	To carry out roles and responsibilities as detailed at their training event organised by Coventry University. Volunteers receive information relating to the Welfare Plan. Volunteers will also have the Welfare Desk contact number printed on the reverse of their ID badges.
Mick Emerson Ambassadors	Godiva Festival Director Welfare Support		Follow procedures laid out in the Welfare Plan and forward any concerns or issues to the Event Control Room and if appropriate the Games Welfare Manager. Saturday, 10 July – 4.00 to 9.00 pm Eight Ambassadors
Catherine Goodwin Ambassadors	Opening Ceremony Director Welfare Support		Follow procedures laid out in the Welfare Plan and forward any concerns or issues to the Information point and if appropriate the Games Welfare Manager. Thursday, 7 July – 6.00 to 11.00 pm Four Ambassadors
Mick Emerson	Closing Ceremony (at the Godiva Festival)		Sunday, 10 July – 12.00 – 5.00 pm Eight Ambassadors Sunday, 10 July – 5.00 – 7.00 pm Sixteen Ambassadors

Contact for parents and Games enquiries – +44 (0) 24 7652 3879

Will be answered between the hours of 9.00 am to 5.00 pm (British Time) and answered in English only
Available to parents who may wish to make contact with their child. A message will be taken when you call and delivered to your child. Arrangements will then be made for your child to call you back.

4. Additional Information on Roles & Responsibilities

Participants from visiting countries will have their own team coaches who will take overall responsibility for their health, safety and welfare. There will also be a host for each team who will take on a care role towards the whole team.

**PLEASE NOTE COACHES ARE FULLY RESPONSIBLE FOR THEIR
TEAM MEMBERS AT ALL TIMES**

Actual Ratio of Coaches to Participants is 1 to 5 Direct Supervision

To assist the coaches in the supervision and welfare of their team participants the following staff will be available:

- | | |
|-----------------------------------|---|
| • Sport Specific Welfare Officers | 7 |
| • Ambassadors | 35 |
| • Games Welfare Manager | 1 |
| • Social Services Staff | 10 |
| • Police | Good police presence – appropriate levels |
| • Welfare Committee | 7 |
| • Hosts | 100 |
| • Volunteers | 370 |

(Please note job descriptions are separate from this Welfare Plan).

Each Sport Specific Welfare Officer will be available to support the participants taking part in their sport: athletics, girls and boys football, tennis, table tennis and swimming. There will be two Welfare Officers for athletics and swimming. Their role will include ensuring the safe environment at the sport sites, liaising with security, medical, hosts, Ambassadors and other relevant individuals with a care role for the participants as well as passing relevant information onto the Games Welfare Manager and working in accordance with this plan. Each Sport Specific Welfare Officer will support the participants from their own and visiting countries.

A synopsis of the Welfare Plan with key information will be issued to all volunteers, hosts and language interpreters. A full copy of the Welfare Plan will be distributed to:

- Visiting and home teams, together with the declaration
- Sport Specific Welfare Officers
- Social Services Staff
- Ambassadors
- Sport Managers
- Opening/closing ceremony venues
- Godiva Festival representatives

Social workers employed by Coventry City Council will staff the Welfare Desk, situated in the Games Office. This office will be well sign posted and open for participants and staff working on the Games to receive support and advice.

The Welfare Committee will meet twice each day at 9.00 am and 6.00 pm to discuss any issues or concerns. The Ambassadors will then meet with their manager at 10.00 am and 7.00 pm to receive any relevant information. Serious concerns will be dealt with in accordance with the Area Child Protection Committee (ACPC) guidelines. Written records and private information will be locked away in the Games Office at all times.

Briefing prior to the start of the Games will take place on Friday, 1 July 2005 at University House for all Welfare Officers and Social Services staff. Qualified trainers will deliver this briefing from the Child Protection in Sport Unit (NSPCC). This briefing will offer an opportunity to go through the Plan and look at some scenarios. It will also be the first time that the Welfare Officers and Social Workers have come together and will allow time for them to bond as a team.

5. Principles of Participation and Code of Conduct for Athletes

The International Children's Games are committed to the highest standards of sport and expects all athletes to honour sports and International Children's Games regulations. Athletes attending to the Games must accept and adhere to these standards. Any violation of these standards may result in a team being withdrawn from the competition.

Each team must:

- ensure that they are familiar with the rules and regulations of the sport in which you are competing.
- ensure that the Team Coach is aware of where the athletes are throughout the Games.
- treat others with the same respect and fairness that they would like to be shown.
- demonstrate fair play on and off the field and respect differences in gender, disability, culture, race, ethnicity and religious belief systems between themselves and others.
- take responsibility to look out for yourself and the welfare of others. Must not engage in any irresponsible, abusive, inappropriate or illegal behaviour.
- not permit or engage in:
 - fighting
 - drinking alcohol
 - taking drugs (including any substance designed to enhance performance)
 - smoking
 - sexual activities
 - inappropriate language
- not leave the Games site without first informing the Team Coach.
- not enter any accommodation other than their own during this Games.
- be responsible and report any concerns or issues to the most appropriate person – Team Coach, Welfare Officer or Sport Organiser.
- stay in groups of a minimum of two during the Games, particularly when leaving the Games village.

Legal Age Information for the United Kingdom

Smoking and purchasing smoking materials – 16

Purchasing alcohol in shops, pubs or clubs – 18

Consent to heterosexual and homosexual acts – 16

6. Principles of Participation and Code of Conduct for Coaches

The International Children's Games is committed to the highest standards of sport and expects all coaches to honour sports and International Children's Games regulations. Coaches attending the Games must accept and adhere to these standards. Any violation may result in your team being withdrawn from the competition.

The following code must be observed. You will:

- have a sound understanding of the rules and regulations of the sport in which your team is participating.
- be responsible for your team throughout the competition, including being aware of the location of your team members at all times, and being responsible for their health and safety.
- respect the rights of all participants, promoting their welfare and individual needs in relation to participation in their sport.
- demonstrate professional behaviour at all times, acting as a positive role model for the young people. Accordingly, you must refrain from:
 - smoking
 - drinking alcohol
 - swearing
 - using discriminatory language
 - sexual activity
- be responsible for carrying out all appropriate actions, if you have any concerns relating to the welfare of any young person at the Games, as set out in the Games Welfare Plan. (You will receive a copy of the welfare plan prior to the start of the competition).
- demonstrate commitment to respecting differences between individuals and cultures and not discriminate on the grounds of gender, race, disability, sexuality, age, religion, occupation or political opinion.
- refrain from any form of personal abuse towards athletes and others including verbal, physical or emotional abuse.
- ensure that the equipment and facilities are safe to use within your sport.

Legal Age Information for the United Kingdom

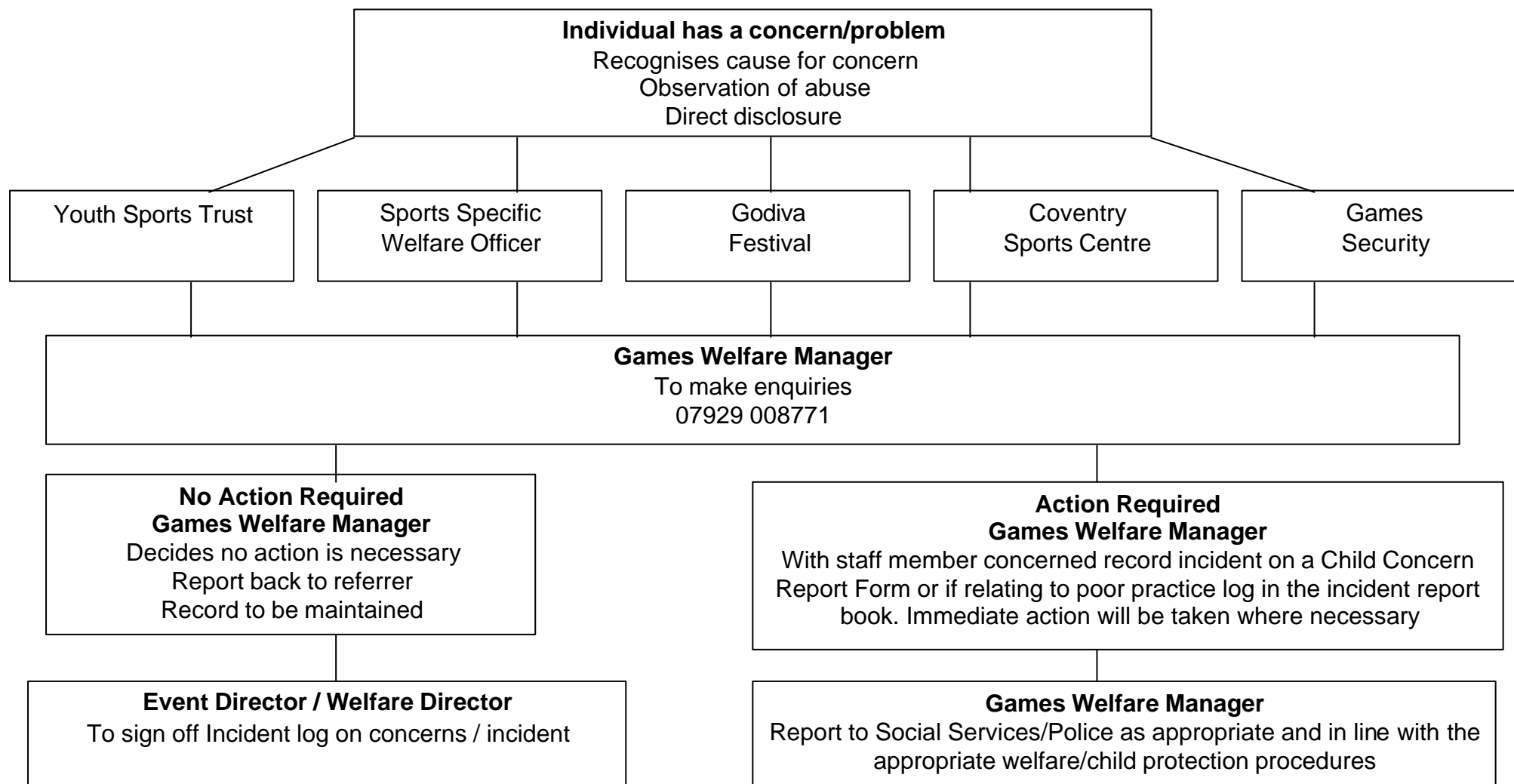
Smoking and purchasing smoking materials – 16

Purchasing alcohol in shops, pubs and clubs – 18

Consent to heterosexual and homosexual acts – 16

7. Flowchart

At a Glance Child Protection procedures



8. Child Protection Procedures for Handling Concerns

If any member of staff has concerns about an incident involving a child that seems untoward or unusual they must report their concerns as soon as possible to an identified Welfare Officer. Please refer to the structure on page 6 for information on who the relevant Welfare Officers are and page 9 for their contact details. Please note Welfare Officers will be visible in red t-shirts. The reporting process will follow the structure as set out in this Plan. Remember you will need to put concerns in writing. A child concern reporting form is attached as Appendix Two to this document.

Throughout the games remember the 5 R's Recognise, Respond, Refer, Record, Report

Recognise	You have a concern, notice a problem or receive a direct disclosure
Respond	Reassure the individual, tell them what you will need to do, be honest
Refer	Make contact with a Sport Specific Welfare Officer or the Games Welfare Manager, pass the concern on
Record	Who, what, where and when – use the reporting form at Appendix Two
Report	Follow the appropriate action and ensure that the Games Welfare Manager has been informed. Remember to request relevant feedback

Report if any of the following occur:

- a child has been accidentally or otherwise hurt
- a child seems distressed in any manner
- you receive a direct disclosure
- you have any concerns at all even if they seem unclear
- a child needs to be restrained

Remember it is not your responsibility to decide whether or not a child has been abused. It is however everyone's responsibility to report any concerns.

Responding to a disclosure

Information you receive about or from a child may fall into one of the following categories:

- Suspicion or allegation of **misconduct** against an athlete
- Suspicion or allegation of **abuse** against an athlete
- Suspicion or allegation of **inappropriate behaviour** against a coach, official, volunteer or other professional
- Suspicion or allegation of **abuse** against a coach, official, volunteer or other professional

Distinction should be drawn between abuse and poor practice. If you are unclear about the nature of the information (and therefore which category the disclosure falls into) advice must be sought from the Games Welfare Manager or the Social Worker on duty.

It is very important that staff on duty during the Games understand what is meant by the term 'abuse'. The different types of abuse are:

- Emotional
- Neglect
- Physical
- Sexual
- Harassment or Bullying

The definitions for the types of abuse and signs that may suggest abuse are detailed in Appendix One. It is very important that this appendix is read and understood.

9. Disclosures

Quiet rooms will be available at each sports site and accommodation areas if required for welfare issues. For a list of these venues please contact the Sport Specific Welfare Officers or Ambassadors.

It is important to listen carefully to the information a child discloses. A child may tell you something because they are away from their usual environment and feel that they can trust you. If necessary, take the child somewhere that they can talk more freely but always inform someone of where you have gone and ensure that you are **never alone** with the child.

When listening to a disclosure the following good practice should be followed:

- React calmly so as not to frighten the child
- Show you are listening to the child with positive body language and eye contact
- Do not show disbelief
- Reassure the child and that he/she was right to tell
- Take what the child says seriously, recognising the difficulties inherent in interpreting what a child in distress says, especially if they have a speech impediment and/or differences in language
- Keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said
- Do not introduce personal information from either your own experiences or those of other children
- Record what the child has said
- Be honest and say: **I will need to tell someone else if the abuse is to stop**

Disclosure Don'ts

When receiving a disclosure, do not:

- panic
- show shock or distaste
- probe for more information than is offered
- speculate or make assumptions
- make comments about the person against whom the allegation has been made
- approach the individual against whom the allegation has been made
- make promises or agree to keep secrets
- give a guarantee of confidentiality

10. Responding to a Suspicion or Allegation of Inappropriate Behaviour or Misconduct against a member of staff at the Games

If you receive a disclosure that leads to a suspicion or allegation of inappropriate behaviour or misconduct against a staff member the matter will be investigated in accordance with the Coventry Child Protection Committee's Interagency

Procedures. If the disclosure is about an incident that occurred during the Games then the following actions should take place:

- Listen to the individual with the concern as detailed above
- Record, refer and report the information received, remember to sign and date. Use the form attached at Appendix Two.
- Pass the information to an Ambassador, Sport Specific Welfare Officer or the Games Welfare Manager. It is important that the information is finally received by the Games Welfare Manager and/or the Social workers
- Do not approach the individual for whom you have received a disclosure
- It is very likely that all allegations against a staff member will result in a suspension of them working on the Games

Where the concern relates to poor practice this should be brought to the attention of the Games Welfare Manager who should consider the most appropriate action. This may include issuing a formal warning or suspension from the Games. In all cases the concern should be referred to the NGB Lead Child Protection Officer who may be able to provide additional information to inform the decision making process.

Establishing the Basic Facts

The Games Welfare Manager, along with the Social Services representatives, will clarify the basic facts to establish whether there is reasonable cause to suspect or believe that misconduct has occurred. If required this will be carried out in consultation with the Games Welfare Committee and other relevant individuals.

If the facts support a suspicion or allegation of misconduct by an individual at the Games, the matter will be taken forward for investigation or disciplinary procedures. These procedures would take place after the event, as the focus of this plan is to protect all participants during the Games. The health, safety and well being of all participants is paramount therefore any suspicions or allegations of misconduct made against a member of staff will result in the individual being suspended from working on the Games.

The information above would also apply if you receive a report regarding suspicion or allegation of inappropriate behaviour or misconduct against someone who is not a member of the Games. You should gather the information in the same way and pass it on to the Games Welfare Manager and/or the Social Worker on duty. This information would then be dealt with in the most appropriate way. Please note this information may lead to a criminal investigation.

11.Suspension

Suspension is not a form of disciplinary action. Any member of staff working on the Games may be suspended whilst an investigation is carried out.

The Event Director or the Welfare Manager, depending on the nature of the incident leading up to an investigation, will be responsible for making the decision

to suspend the named individual and the reasons for this will be confirmed in writing. The information will be passed onto the relevant organisation as stated in the Disciplinary Procedures (section 24) of this document. Records will be held on the welfare file and passed onto the relevant organisation at the end of the Games.

12. Responding to a Suspicion or Allegation of Abuse against someone who is not a named Member of the Games

All allegations of abuse must be taken seriously. If a child says or indicates that he/she is being abused or information is obtained which gives concern that a child or vulnerable adult is being abused, you must react as soon as possible and take forward the concern.

Where there is uncertainty about whether the concern relates to abuse or misconduct, the Games Welfare Manager must be consulted for advice on the appropriate course of action.

If the Games Welfare Manager is unavailable, the Social Worker on duty must be your first contact for advice. External agencies such as the Police or Social Services Emergency Team must be consulted for advice in an emergency where you are unable to reach the Games Welfare Manager or the Social Services Duty Manager.

On receiving information about a non-member you should follow the steps above and ensure that the Games Welfare Manager is taking your concern forward.

13. Managing Allegations of Historical Abuse

Allegations of abuse may be made some time after the event, e.g. an adult who was abused as a child. Where such an allegation is made the procedures for managing allegations of abuse detailed earlier must be followed. Remember the 5 R's.

14. Sharing concerns with Coaches, Parents, Guardians or Carers

- **Where it is not abuse**

There is always a commitment to work in partnership with parents/guardians/carers where there are concerns about a child. Therefore in most situations, not involving the possibility of the abuse of a child, it would be important to talk to parents/guardians/carers to help clarify any initial concerns. For example, if a child or vulnerable adult seems withdrawn, he/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement. Common sense is advised in these situations, however advice should be sought from the Games Welfare Officers if there is any uncertainty about the appropriate course of action.

- **Allegations of abuse**

There are circumstances in which a child might be placed at even greater risk if concerns are shared, e.g. where a coach, parent, guardian or carer may be responsible for the abuse. In this situation it must be left to the professionals to deal with appropriately.

In all cases of suspected or alleged abuse, advice and guidance must first be sought from the Games Welfare Manager, Social Services or the Police to establish who will contact the parents.

Where concerns are of a significant nature and/or require follow up they will be formally reported in writing to your National Governing Body and, where appropriate, your Child Protection Agency.

15. Security and Games Village Safety Information

The Games Village, situated within the University of Warwick, is a low risk environment from a crime and personal safety perspective. However, with the complexity of events for the Games and the diverse mix of participants with their supporting entourage it is important to have a structure in place to manage and monitor the safety of all participants, staff and visitors.

Set out in this document is the criteria on which that security will be delivered and the structure on which it is based.

Under the direction of their manager and senior security supervisor, the University's dedicated security team will deliver and support the security requirements relative to the activities within the Games Village, working in conjunction with the Games Management staff, volunteers and the emergency services.

- **Operational/Security Control**

The University Control Room, as indicated on the map at Appendix Six, operates 24 hour security providing radio and telephone communication and CCTV monitoring facilities, as well as being a contact point for all emergencies, whilst directing and managing the ongoing security requirements.

There is also a dedicated security supervisor directing mobile and foot patrols proactively and reactively throughout the Games. This includes attention to car park management, transport drop off/pick-up points, pedestrian safe routes and residential areas.

- **Police Liaison**

West Midlands Police will be the first point of contact for general policing needs arising within the Games Village, liaising as necessary on any issues occurring within the area of Warwickshire Constabulary. Both policing organisations have participated in the planning for the Games and will deploy resources accordingly; these needs are seen as low profile and are based on the principle of enabling support to the University security team as and when required.

- **Fire**

Fire procedures within the Games Village operate in agreement with both West Midlands and Warwickshire Fire Services, whereby the security team respond in the first instance and summon the brigade on confirmation of a fire.

Extensive electronic fire alarm systems are in place throughout the Games Village. In the event of a break glass or electronic device being activated the Fire Brigade will attend immediately.

In the event of a fire alarm activation **immediate evacuation** is the mandatory response whilst an investigation is completed by the security team.

From the residences, occupants should make their way immediately to the nominated evacuation area under the direction of Team Coaches and Ambassadors:

Building	Evacuation Area
Rootes A – C	Car Park 5
Benefactors	Car Park 5
Rootes J – P	Car Park 6
Jack Martin	Car Park 6
Arthur Vick	Car Park 6

Host Ambassadors will be briefed on the evacuation procedures and will have the responsibility of ensuring their team/participants have vacated the building immediately the alarm activates. At the evacuation location a roll call will be carried out and the security and or fire service will be informed of any individual unaccounted for together with their room number.

- **Safe Pedestrian Routes**

Activities in the Games Village will be centred around the Sports Centre at Westwood Residences, Rootes Social Building, and the Students' Union. Access between these centres will generally be on foot and the following routes have been identified. Please refer to the site map at Appendix Six for further details.

- Route 1: Rootes to Westwood (Track and Field, Tennis)
- Route 2: Rootes to Cryfield (Boys Football)
- Route 3: Residency to main sports centre (Table Tennis)
- Route 4: Main residency route to Rootes social building and Student Union

All pedestrian routes will be signposted, patrolled by security staff, well lit, and generally monitored via CCTV relayed into the Security Control Room.

All participants are to be encouraged to use these routes to maximise personal safety and minimise the risk of pedestrian and vehicular conflict.

All persons using the Coventry University Westwood Heath football venue will be directed to use the shuttle bus provided.

- **Residences**

Access to the residence buildings will be controlled as follows:

- Residence outer doors will be permanently secured with entry by individually provided key only

- Each resident must ensure his/her accreditation badge is visible at all times
- Authorised personnel provided access for support purposes are required to wear their University identification when entering and when in residences
- Any unaccredited university staff requiring access to the residences will either be accompanied by security or accredited personnel at all times
- External security patrols will be in operation 24 hours a day throughout the residential areas
- The activities of the resident teams in each residence will be under the control and supervision of team coaches and supported by the Youth Sport Trust Ambassadors. The University Security team will act as support as and when required
- Residential accommodation for teams and coaches will be assigned and designated on the basis of gender. After 10.00 pm, persons of the opposite gender will not be permitted to enter non-designated residential areas
- Tutors who are being CRB checked and employed by the University who will remain in the accommodation throughout the Games. These staff will wear ID badges at all times, and will sign any visitors in and out of the accommodation and will not be permitted to have children who are participating in the Games in their rooms. These tutors will also be known to the Ambassadors
- Cleaners and room service staff will work in pairs at all times

16.Refreshment and Entertainment Facilities

The organisation and management of the activities in the Rootes Social Building and the Students' Union will be the responsibility of and under the control of the team coaches for each individual team.

The security team will respond to fire alarms and other emergencies automatically or on request by calling the emergency security number on 024 7652 8161.

17.Transport

- **Designated Car Parking**

Car Park Number	Designated for
12	Minibus, coach, official and VIP parking. Segregation of pedestrians from manoeuvring traffic will be a high priority
13	Match officials
8, 15, and 16	Visitor parking
5	Initial arrivals
2	Boys Football, spectators and officials

- **Shuttle Bus**

Campus and city centre shuttle buses will operate as scheduled in the transport plan from the front of the Arts Centre.

- **Transfer to Sports (Swimming & Tennis)**

- Swimmers will depart from Heath Centre Road to Coventry Sports Centre
- Tennis players will depart from the Tennis Office, Westwood to Beechwood Tennis Club (Friday 8 June)

- **Departures from the Games Village, Monday 11 July 2005**

All departures will be managed from Health Centre Road, directly adjacent to the residences. Loading points will be identified and vehicular movements managed by security personnel.

18. Games Activities

Games activities will be managed by the relevant sporting organisation under the control of the Event Manager with Security responding to emergencies and incidents as and when required.

19. Security Control

It is essential that Security Control is regularly updated and informed of all incidents such as suspicious individuals, vulnerable persons or missing persons. A log will be maintained of all such activity, complaints, and responses.

For more information on missing persons, please refer to Appendix Three.

20. Communication

Any communication received by the Control Room will be passed on to the Games Welfare Manager who will disseminate the information appropriately.

- **Reporting Structure**

Incidents and activities must be called into the Control Room. Information will be shared with appropriate parties as and when relevant.

- **Briefing**

All Security staff will be comprehensively briefed prior to the event.

21. Youth Sport Trust/Ambassadors Information

The Youth Sport Trust will provide a team of thirty-three Ambassadors who will work alongside other staff and volunteers at the Games to ensure the safety of all participants. The Ambassadors will lead on working around the accommodation blocks, supervising single sex accommodation, supporting coaches, liaising with security staff and helping to empower the young people they meet.

The Ambassadors will work in pairs at all times and engage with young people throughout the event. They will have the flexibility to spend time with participants who seem a little bewildered by the Games and/or by being away from home. Ambassadors will provide a friendly, professional and safe face for all participants and as a result may be in a position to receive direct disclosures. If an Ambassador receives a disclosure it must be dealt with immediately, professionally and in line with the procedures in this document.

All suspicions, concerns or allegations of harm/inappropriate behaviour will be taken seriously and responded to swiftly and appropriately by linking into the structure laid out in this Plan. The Manager of the Ambassadors Liz Kinder will give her support. In the event of an emergency during the night within the accommodation the University's security should be the first point of contact. If the incident is of a serious child protection nature then the Social Services Emergency Duty Team should be called on 7646 4532 or the Police on their ICG appointed child protection number 07771 835598. For more general issues please follow the procedures within this Plan and record any concerns, which will then be discussed at the morning meeting in the Games office (Welfare desk).

Ambassadors Manager, Liz Kinder can be contacted on 07932 197214.

22. Medical Information

- **Games Village**

Medical requirements at the Games will be provided by a multi-disciplinary team of medical experts including: doctors, physiotherapists, nurses, first aiders and allied professionals (St.Johns Ambulance). This medical cover will be provided from Wednesday 6 July to the end of the morning on Monday 11 July. Medical cover will be provided at each sporting venue whilst competition is in progress.

The Medical Centre will be located in the Warwick University Health Centre, on Heath Centre Road (see map at Appendix Six).

Between the hours of 7.30 am and 9.00 pm the Medical Centre will be staffed by a doctor, a nurse and a physiotherapist, plus one or more helpers. The centre will operate 'clinics' morning and evening to facilitate the follow up and continuing treatment.

Clinics opening times are as follows:

Date	Time
Wednesday, 6 July 2005	5.00 to 7.30 pm
Thursday, 7 July 2005	8.00 to 9.00 am and 2.30 to 3.30 pm
Friday, 8 July 2005	7.30 am to 9.00 pm
Saturday, 9 July 2005	7.30 am to 9.00 pm
Sunday, 10 July 2005	7.30 am to 9.00 pm

Between the hours of 9:00 pm and 7:30 am the Medical Centre will be closed. During this time you should either contact a first aider within the accommodation block to deliver basic first aid, or if the situation is more complicated, or a medical emergency, the on call doctor should be contacted on **07971 539849**. The doctor will attend the patient, and decide whether the patient can be treated at the Games Village or sent to hospital. In the event of an extreme emergency, at the discretion of security an ambulance will be called directly, the on call doctor should also be called to attend the patient.

The medical centre will provide general health services for participants, their accompanying parties and Games volunteers. Treatment will be provided for minor medical and sports related injuries. Anyone requiring either orthopaedic or more serious medical treatment will be transferred to hospital.

There will be a nurse-led 'dressings' clinic every day. Physiotherapists will be available for on-going treatment during the day, although most of this will take place at the main physiotherapy centre situated in the Games Hall at the Athletics Track on Westwood Campus.

Any patients requiring hospital care will be transported to either Coventry and Warwickshire or Walsgrave hospital. It is imperative that in the event of a child being injured and removed from the Games Village that their team coach and the Games Welfare Officer are made aware of the situation. An accident report form must be completed for all accidents and near misses.

The Control Room will simultaneously inform the Event Director to facilitate support and organise an individual to be with the patient for the management of the medical need.

All accidents must be reported on the blue/white City Council Accident Report Form (see Appendix Four). This form must be completed in full and taken to the Welfare desk in the event office. The Games Welfare Manager or the duty Social Services representative should receive this form.

Emergency contact to the security Control Room should be made using an internal telephone within the campus village by dialling '999'. Lines into the Control Room are as follows:

- Emergency external **024 7652 8161**
- Emergency Internal **8161**
- Non emergency external **024 7652 4999**
- Non emergency Internal **4999**

It is crucial that all ambulances and any other emergency service vehicle are summoned through the Security Control Room. This will ensure the most rapid and efficient response.

Only medical team members can transfer a person to hospital. All transfers are to be reported to the medical centre, team coach and Games Welfare Manager.

- **Sports Sites**

- **Athletics – Westwood Campus**

This will be the main physiotherapy site, and will be used for both initial and on-going treatment. The medical room will be located in the Games Hall next to the running track.

There will be provision for a doctor, two physiotherapists and helpers; with up to four couches available for treatment.

- **Tennis – Westwood Campus**

In a portacabin next to the First Aid post, there will be a physiotherapist and helper who will provide a 'run-on' service. Patients requiring treatment will be directed to the Games Hall unless extremely minor.

- **Girls Football – Westwood Heath**

The medical room will be situated in the new Male Changing Room. A doctor, two to three physiotherapists and helpers will staff the room. There will be two to three couches for treatment. Anyone requiring further treatment may either be sent to the Games Hall at Westwood Campus or transferred to hospital.

- **Boys Football – Cryfield**

There are two medical rooms, with a total of three couches. A doctor, two to three physiotherapists and helpers will staff the site. All treatment will be carried out here if possible, unless a transfer to hospital is required.

- **Table Tennis – Sports Hall**

Will be covered by St John's Ambulance staff. Anyone needing treatment should go to the Medical Centre. In the event of an emergency, the on call doctor should be contacted on **07971 539849**.

- **Swimming – Coventry Sport and Leisure Centre**

The medical room will be in the First Aid Room, located next to the Splash Pool. There will be a physiotherapist and helper available to provide basic First Aid. It will be possible to provide some medical treatment at the venue, but it is anticipated that patients will need to be transferred to the Games Hall on Westwood Campus for more substantial treatment.

- **Tennis – Beechwood Tennis Club**

There will be a physiotherapist and helper located at the Club, who will offer a 'run on' service. Anyone requiring medical treatment will be transferred to the Games Hall on Westwood Campus.

- **Godiva Festival and Closing Ceremony**

Guidance on the procedures for gaining medical attention while attending the Godiva festival are as follows:

St. John Ambulance will be in attendance throughout the Godiva Festival with a base close to the 'Lives & Times' marquee. They will provide multiple first aiders and nursing staff on site and foot patrols around the Festival. There will be a well-equipped treatment room and a triage point close to the music tents where large numbers of people congregate and where the possibility of accidents are more likely.

In addition to St. John Ambulance staff there will be Event Stewards who will patrol the Festival site and will assist as appropriate in any accidents or incidents.

Both the ambulance crew and the Event Stewards will have radios, which will give them instant access to both the site and communications offices.

During the event the site office can be contacted on 024 7671 1650.

The Games Welfare Officers working at the Godiva Festival on Saturday, 9 July 2005 will also have radios giving them access to the relevant support on site thus ensuring access to medical attention when required. The appointed Welfare Officers have been trained and have a good knowledge of the Welfare Plan. This knowledge will enable any relevant information to be passed on to the Games Welfare Manager and be dealt with in the most appropriate way, in line with the Plan. Welfare Officers working on the Godiva Festival can also be contacted on their mobile phone. Please refer to the Role and Responsibilities section (pages 7 – 10) for their contact numbers.

Emergency Evacuation plans are held by the Event Organiser and are known by all event staff. If an evacuation is necessary, the event staff will take the lead on ensuring that the procedures are carried out correctly.

For further details on the Godiva Festival please contact Danny Greene, Events Production Manager, on 024 7660 7020.

- **Opening Ceremony – Butts Stadium**

The information point (Portacabin) for the opening ceremony will be located in the top left corner of the arena at the far end of the main stand. St. John Ambulance will again be located just behind this point and will be staffed with well-qualified and equipped medical professionals.

There will be thirty-six Event Stewards who will take the lead on seating, safety, crowd control and evacuation, should this be required.

For further information on the Opening Ceremony please contact Catherine Goodwin on 07880 570097.

The Opening Ceremony will be covered by paramedic ambulance crews and St John's Ambulance. There will be no Games medical staff present.

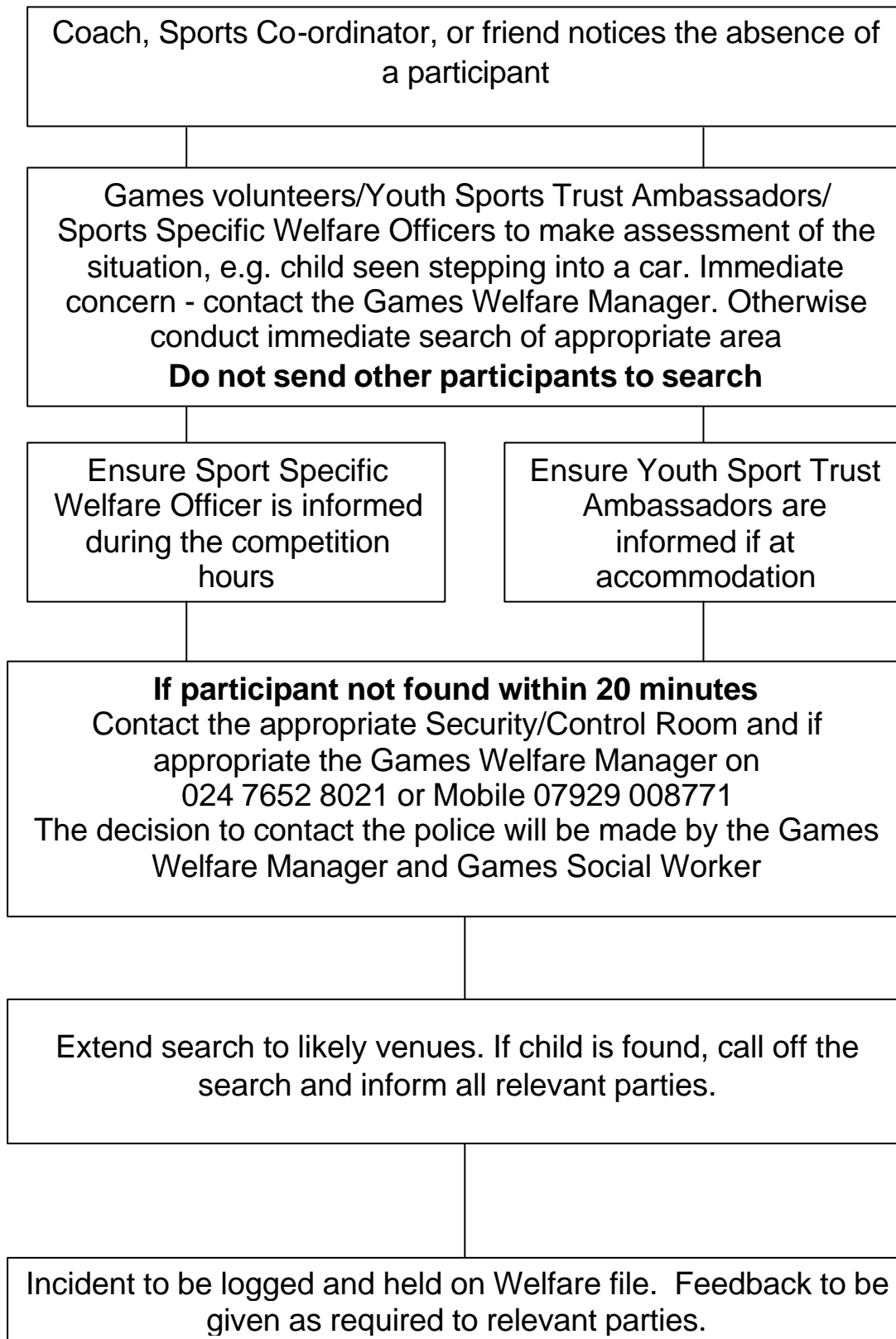
23. Adverse Weather Conditions

In the event of severe weather having an impact on the management of the Games, a severe weather warning will be issued on the morning this is predicted.

The Emergency Planning Team for Coventry City Council will contact Lee House, Games Health & Safety Manager who will then liaise with John Timms, the Event Director, and make any necessary arrangements.

24. Missing participants flow chart

NB The appropriate contacts for the relevant venues are listed on page 24



Missing Participants Reporting contacts

Please use the contacts listed here to report a missing participant.
Follow the procedures given on page 23.

Venue	Contact Number
Opening Ceremony	Event Control office Tel: 078805 70097
Games Village	Security Control Office Tel: 024 7652 4999
Swimming pool	Reception Tel: 024 7625 2525
Beechwood Tennis Club	Reception Tel: 024 7667 4038
Godiva Festival	Event Control Office Tel: 024 7671 1650
City Centre	CV One Control Room Tel: 024 7683 3636

25. Disciplinary Procedures

The Event Director and/or the Welfare Manager will have the authority to make the final decision in terms of removing an individual from working on the Games. The organisation for which the individual works will then carry out their own investigatory and disciplinary procedures once the event is over.

National Governing Bodies of sport will be responsible for following their own procedures and guidance and for ensuring that all staff and volunteers working on their sport are aware of these standards, procedures and guidelines.

In the event of an incident which would require the removal of a member of staff working on the Games the following steps should be taken:

- Inform the member of staff/volunteer that you have witnessed and/or been informed that their behaviour is unacceptable or inappropriate. Inform them

that you intend to pass the information on to the Games Welfare Manager (do not take this action if you fear for your own safety)

- Contact the Games Welfare Manager and report your concerns. If possible put them in writing
- The Games Welfare Manager will then contact the Event Director and a decision will be made as to the most appropriate action
- The Event Director may carry out a suspension and the details would be passed on to their employer. If the staff member is a volunteer the information will be passed on to the ICG Volunteer Co-ordinator.
- All incidents/suspensions will be documented in writing, held in the welfare file and reported on in full at the end of the Games as part of the evaluation of the event

26. Sexual Activity and Substance Abuse

Within sport, as within other activities, sexual relationships can and do occur. Team coaches and welfare officers must be aware of the law relating to sexual behaviour and observe their own sports code of conduct.

Also please refer to the ICG Code of Conduct for both participants and coaches

Sexual activity between young people is prohibited at the Games. Inappropriate or criminal sexual behaviour committed by young person may result in disciplinary action as well as being investigated under the Coventry Area Child Protection Committee procedures for children and young people who sexually abuse.

The ICG has a strict no alcohol, drugs and substance misuse policy. Any individuals found to be drinking alcohol or taking drugs will be removed from the competition.

27. Criminal/Anti-Social Behaviour

Any type of criminal activity will not be tolerated at the Games. If this occurs appropriate action will be taken which could result in criminal charges being made against the offender.

28. Photography and the Media

There is evidence that some people have used sporting events as an opportunity to take inappropriate photographs or film footage of young and or disabled athlete's in vulnerable positions.

The following gives guidance points for staff and volunteers to follow and information on any processes that have been put in place to minimise the risks:

- Use of a camera/video camera at the Games must be registered at one of the allocated sites: Rootes Reception, Media Office, Swimming Desk, or Sports Control Points

- All staff and volunteers must be vigilant at all times and report any concerns to the Welfare Officer/Manager
- Unsupervised access to athletes or one to one photo sessions will not be permitted at this event
- Photo sessions outside of the event are not permitted
- Photography is not permitted in the residency or changing rooms at the Games
- Athletes and parents will be informed that many photographers will be in attendance at the Games and that all cities were required to stipulate acceptance to photographs being taken as a condition of entry
- Media will be attending the event from across the world; all media will have been accredited prior to the start of the Games. All accredited photographs will be provided with identification, which must be worn at all times
- Forms will be given to cities to agree to having photographs taken at the Games and this will be a condition of entry
- The same conditions will apply around filming and the use of videos

29. References and resources

- Safe Sports Events; Sport England and NSPCC
- Coventry Area Child Protection Committee interagency procedures
- Child Protection Introductory Briefing Pack - Youth Sports Trust
- Child Protection in Sport Unit - website

30. Acknowledgements

The author would like to thank the following people/organisations for their valued contribution to the Games Welfare Plan

- John Timms Montgomery Leisure Services
- Lee House Events Co-ordinator, Coventry City Council
- Royce Farr University of Warwick
- Jivan Sembi Manager, Children's Registration and Reviewing Services
- Liz Kinder Youth Sport Trust
- Secretariat Culture and Leisure, Coventry City Council
- CPSU (NSPCC)

31. Appendices

- i. Indicators of abuse
- ii. Child concern referral form
- iii. Missing participant referral form
- iv. Accident/near miss report form
- v. Assault report form
- vi. Campus Map

Audrajean Elliott-Davies
Games Welfare Manger
Coventry City Council
June 2005

INDICATORS OF ABUSE

TYPE OF ABUSE	INDICATORS
Physical	<ul style="list-style-type: none"> • Bruising – to different parts of body, prints of hands, belts, shoes, etc, no obvious explanation • Burns or scolds with clear outlines, small round burns possibly from cigarettes • Bites – clear impression of teeth • Scars – large numbers of different aged scars, unusual shaped scars • Fractures – alleged unnoticed fractures – difficult for parent/guardian/carer to be unaware of distress caused at the time of injury • Other conditions – poisoning, injections, application of damaging substance, i.e. drugs/alcohol • When the nature and intensity of training and competition exceeds the capacity of the child's immature and growing body. Also instances where drugs are used to delay puberty, to control diet or to enhance performance
Neglect	<ul style="list-style-type: none"> • Not receiving adequate food consistent with potential growth • Exposed through lack of supervision to injuries, including ingestion of toxic substances • Exposed to inadequate, dirty and/or cold environments • Left in circumstances without appropriate supervision which are likely to endanger them • Prevented by their carers from receiving appropriate medical advice or treatment • A coach failing to ensure children are safe and comfortable or exposing them to unnecessary risk
Sexual Abuse	<ul style="list-style-type: none"> • Sexually transmitted diseases • Recurring urinary infections • Unexplained bleeding and discharges • Sexual play/masturbation which is judged to be inappropriate to a child's age • Sexually abusive explicit behaviour/sexual knowledge inappropriate for child's age • Unexplained pregnancy • Opportunities for inappropriate touching, e.g. gymnastics. Some examples of sporting events being used to take inappropriate photographs and/or video recordings of young or disabled people
Emotional abuse	<ul style="list-style-type: none"> • Abnormally passive, lethargy or attention seeking behaviour • Specific habit disorders, e.g. faecal smearing, excessive drinking, substance misuse • Self harm • Excessive nervous behaviour such as rocking or hair twisting. • Low self-esteem • Shouting at, threatening or taunting children. Making children feel afraid or in danger. Creating feelings of worthlessness, being unloved or inadequacy. Imposing developmentally unrealistic expectations on them.
Harassment and Bullying	<ul style="list-style-type: none"> • Loss of appetite, lack of concentration, moodiness, absenteeism • Self-inflicted injury or injury to others • Responding by showing aggression and/or abusing pet(s) • Bullying others

Note: You should challenge such behaviour but do so in a non-confrontational manner with children. If abuse, harassment or bullying is committed by an adult you should inform the Sports Welfare officer or Sports Welfare Manager. As a coach, leader or volunteer monitor, what you say and do. Challenge those who use sexual, sexist, racist or intimidating language.



Child concern/Referral form

International Children's Games Coventry 2005

PLEASE READ CAREFULLY. Data Protection Act 1998. The Data Controller is Coventry City Council.
The details you provide on this form will only be used in connection with the International Children's Games.

PLEASE COMPLETE IN BLACK INK IN BLOCK CAPITALS

Name of Child	Sport
Age	Ethnicity
Date of Birth	
Religion	First Language
Disability (if any)	Country (of delegate) and city
Parent's/carer's name(s)	Child protection agency in home country
Coach's name	

Home address (**NB Not University of Warwick**)

Phone Number

Your name and position

Are you reporting your own concerns or passing on those of somebody else? Give details.

Brief description of what has prompted the concerns: include dates, times etc. of any specific incidents.

Any physical signs? Behavioural signs? Indirect signs?

Have you spoken to the child? If so, what was said?

Have you spoken to the parent/carer, coach, sports co-ordinator or others? Please state to whom and what was said.

Has anyone been alleged as the abuser? If so, give details.

(please ? as appropriate)

Has the Sport Specific Welfare Officer been informed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Has the Social Services Welfare Director been informed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

To whom reported and date reported.

Any additional information (continue on following sheet if necessary)

Additional information continued

Signature	Date
-----------	------

To be completed by welfare directorate
Record any action taken/additional referral made

This form must be handed in to the Games Welfare Office



City Development Directorate
Culture and Leisure
2nd Floor, West Orchard House
Corporation Street
Coventry
CV1 1GF



Missing Participants Reporting Form

International Children's Games 2005 – Coventry

PLEASE READ CAREFULLY. Data Protection Act 1998. The Data Controller is Coventry City Council.
The details you provide on this form will only be used in connection with the International Children's Games.

PLEASE COMPLETE IN BLACK INK IN BLOCK CAPITALS

Name of Child	Sport
Age	Ethnicity
Date of Birth	
Religion	First language
Disability (if any)	Country (of delegate) and city
Parent's/carer's name(s)	Child protection agency in home country
Coach's name	
Home address (NB Not University of Warwick)	
Phone Number	

Your name and position

Description of the child – clothes hair colour, glasses, etc.

Who first noticed that the child was missing?

Where was the child last seen?

Location:

Time:

Did you notice anything suspicious or see any unauthorised persons in the vicinity?

Which areas/facilities were searched and for how long?

List names of individuals involved in the search

IF CONTACTING THE POLICE, please call

0845 113 5000

and make a note of the following information:

The Police were contacted on

Date:

Time:

Name and telephone number of person contacting the Police

How long the child had been missing at this point

OUTCOME

The child was found

Date:

Time:

Location of the child

Name and telephone number of person who found the child

The Police were notified of the child's return on

Date:

Time:

Please tick this box if this issue is now a police investigation

This form must be handed in to the Games Welfare Office



City Development Directorate
Culture and Leisure
2nd Floor, West Orchard House
Corporation Street
Coventry
CV1 1GF



Coventry City Council

ACCIDENT/NEAR MISS INCIDENT REPORT

PART A – FOR COMPLETION BY MANAGER/SUPERVISOR/HEAD TEACHER

Surname _____ Forenames _____ Date of birth _____ Male/Female* Home Address _____ Contact No: _____	Employee** <input type="checkbox"/> (**Now complete Employment Details below) Service User <input type="checkbox"/> Volunteer <input type="checkbox"/> General Public <input type="checkbox"/> Work Placement <input type="checkbox"/>		
PLEASE NOTE SEPARATE REPORT FORMS EXIST FOR SOCIAL SERVICES CLIENTS AND FOR ACCIDENTS TO PUPILS/STUDENTS			
EMPLOYMENT DETAILS (for employees only)			
Department _____ Section (Please write in full) _____ Normal Place of Employment (eg Christchurch House) _____	IMPORTANT NOTE – SOCIAL SERVICES STAFF ONLY Your location reference number (1 – 48) MUST be noted in this box. 		
Occupation (Please write in full) _____ ID No _____ Full/Part Time/Job Share*	Immediate Supervisor _____ Supervisor's Telephone No. _____		
ACCIDENT DETAILS			
Date/Time of Accident Date _____ Time _____ am/pm* Date/Time Reported Date _____ Time _____ am/pm*			
At which <i>establishment</i> did the accident occur? (eg Whitley Depot) _____			
Please tick box if the accident occurred in a client's home or domestic dwelling <input type="checkbox"/>			
Where exactly did the accident occur? (please tick one box below)			
Bathroom <input type="checkbox"/>	Dining Room <input type="checkbox"/>	Office <input type="checkbox"/>	Staffroom <input type="checkbox"/>
Bedroom <input type="checkbox"/>	Entry/Private Road <input type="checkbox"/>	Playing Field/Playground <input type="checkbox"/>	Stairway <input type="checkbox"/>
Boiler House <input type="checkbox"/>	Footpath/Verge <input type="checkbox"/>	Road <input type="checkbox"/>	Stores <input type="checkbox"/>
Building Site <input type="checkbox"/>	Garden <input type="checkbox"/>	Roadworks <input type="checkbox"/>	Swimming Pool <input type="checkbox"/>
Classroom <input type="checkbox"/>	Kitchen <input type="checkbox"/>	Roof <input type="checkbox"/>	Toilets <input type="checkbox"/>
Corridor <input type="checkbox"/>	Lab/Prep Room <input type="checkbox"/>	Scaffold/Access Area <input type="checkbox"/>	Workshop <input type="checkbox"/>
Depot Yard <input type="checkbox"/>	Lounge <input type="checkbox"/>	School/Sports Hall <input type="checkbox"/>	Other <input type="checkbox"/>
Explain what happened leading up to and including the accident			
_____ _____ _____ _____ _____ _____ _____ _____			

* Delete as appropriate

PLEASE TURN OVER

ACCIDENT/NEAR MISS INCIDENT REPORT – SIDE 2

Ref: Accident to _____ (please complete name for fax purposes)

Type of injury (cut, sprain, none etc) & part of body injured. State L/R where applicable	Was First Aid administered? YES/NO*
_____	If yes, by whom? _____
Name and address of witness (where applicable)	Did employee attend Hospital (A&E)? YES/NO*
_____	If yes, was employee admitted? YES/NO*

Following the accident, what remedial action has been taken to prevent a recurrence?

Signed _____ (Print name) _____
(Manager/Supervisor*)
Telephone No. _____ Date _____

Data Protection Act

Employee Services and your Personnel Section will hold and use the information you have provided in pursuance of our prevention of accidents programme, enabling the City Council to meet its statutory obligations under Health and Safety Law. The information may also be held for the same purpose by other departments of the City Council and, where necessary, shared with the Health & Safety Executive and the City Council's Insurers.

NOW, FAX BOTH SIDES OF THIS FORM TO THE HEALTH AND SAFETY SECTION ON 024 7683 3113 AND POST IT TO YOUR PERSONNEL SECTION (REMEMBER TO INFORM YOUR EMPLOYEE HEALTH & SAFETY REPRESENTATIVE OF THIS INCIDENT)

PART B – FOR COMPLETION BY PERSONNEL

No Lost Time <input type="checkbox"/>	If time was lost, what date did the absence begin? _____						
Less than 1 Day <input type="checkbox"/>	Is employee still absent? YES/NO*						
Less than 3 days <input type="checkbox"/>	If no, what date did the employee return to work? _____						
More than 3 days <input type="checkbox"/>							
Major Injury <input type="checkbox"/>	Employee's National Insurance Number						
Fatality <input type="checkbox"/>	<table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>						

Signed _____ Telephone No. _____
(Personnel Officer)
Print Name _____ Date _____

NOW POST THIS FORM TO THE HEALTH & SAFETY SECTION & COPY TO RISK MANAGEMENT AND INSURANCE SERVICES

* Delete as appropriate

NOTES:

- For information on completing this form, please see "Guidance on the Reporting Procedure – Booklet 1"
- Separate reporting procedures and guidance notes exist for Assaults (Booklet 2) and Work Related Ill Health Conditions (Booklet 3).



Health & Safety Section
2nd Floor, Casselden House
Greyfriars Lane
Coventry CV1 2GZ
Telephone: 024 7683 3117
Fax (Accidents only): 024 7683 3113



ASSAULT REPORT FORM

Office Use Only:

A. General Information ▼

*Please delete or tick box as appropriate.

Surname _____
 Forenames _____
 Date of birth _____ *Male/Female
 Home Address _____

Tick all that apply:

Physical Assault <input type="checkbox"/>	Racial Incident <input type="checkbox"/>
Verbal Assault <input type="checkbox"/>	Sexual Abuse <input type="checkbox"/>
Threat <input type="checkbox"/>	Intimidation <input type="checkbox"/>

Date of Birth: _____

Ethnic Origin: _____

Contact No. _____

Do you consider you have a disability *YES/NO

Date/Time that Assault took place	Date	Time
Date/Time that Assault was reported	Date	Time

Where did the assault take place? _____

B. Work Details ▼

Department _____ Occupation _____ *Full/Part time/Job Share

Section _____ I.D. No _____ Supervisor _____

Place of Work _____ Telephone No _____

Was any training or instructions given regarding how to carry out task involved? *YES/NO

If yes, please specify

C. Explain what happened leading up to and including the assault ▼

Name & Address of any witnesses

Nature of Assault (e.g. slap, punch, kick)

Nature of Injury (e.g. scratch, bruise, sprain)

How did the incident leave you feeling? (please circle appropriate number, 1 = completely unaffected, 5 = distressed, 10 = traumatised)
 1 2 3 4 5 6 7 8 9 10

Have you been assaulted at work before? *YES/NO If yes, please state how many times in the last year

Did you report this *YES/NO If No, why? _____

Was the person who assaulted you a service user? *YES/NO

Did you know the person who assaulted you? *YES/NO

Would you like a counsellor to contact you in confidence *YES/NO

Have you sought medical assistance? G.P. Occ Health
 Hospital

Would you like to speak to an Advisor in Occupational Health? *YES/NO

Name and Address of Assailant (if known)	
_____	_____
_____	_____
Was any action taken against this person *YES/NO	

If the police are not going to prosecute, do you want to talk to someone in Counselling and Support about a private prosecution. *YES/NO

D. To be completed by the Manager ▼

What remedial action has been taken and what feedback has been given to the employee?

Is the employee aware of the Violence Policy? *YES/NO

Signed (Supervisor) _____ Telephone Number _____

Print Name _____ Date _____

NOW, FAX THIS FORM TO COUNSELLING AND SUPPORT ON 7683 3271, AND POST IT TO YOUR PERSONNEL SECTION.

Date Protection 1998

All information supplied on this form may be held and used for the purpose of your counselling and support sessions and for inclusion in anonymous statistics for audit purposes, No information will be disclosed without your written consent.

E To be completed by the Personnel Section ▼

No lost time Less than 1 day Less than 3 days
More than 3 days Major Injury Fatality

If time was lost, what date did absence begin?

Employee's National Insurance Number
Is employee still absent *YES/NO Date returned (where applicable)

PLEASE POST THE ORIGINAL FORM TO COUNSELLING AND SUPPORT UNIT AND A COPY TO RISK MANAGEMENT & INSURANCE SECTION

F To be completed by Counselling and Support Unit/Employee Services ▼

Has the assault been investigated? *YES/NO Date

Name of Investigating Officer

Date confirmation sent to Personnel

Has F2508 been completed and sent to HSE? *YES/NO Date

Comments

Signed (Officer) _____

Print Name _____ Date _____

T:C&S:assault:assault form

