

# Young People Protection Pack

By  
Michael Gold

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## **Every Child Matters**

It is our duty to meet the Governments 5 Outcomes. Every young person should be encouraged to try and achieve the following:

- **Being Healthy**  
enjoying good physical and mental health and living a healthy lifestyle
- **Staying Safe**  
being protected from harm and neglect
- **Enjoy and Achieving**  
enjoying good physical and mental health and living a healthy lifestyle
- **Make a Positive Contribution**  
being involved with the community and society and not engaging in antisocial or offending behaviour
- **Economic Well-being**  
not being prevented by economic disadvantage from achieving their full potential in life

## Fire Policy

- Before young people are allowed on site, staff must ensure that they have checked the following:
  - The location of fire exits.
  - The fire exits are clear, unlocked and unobstructed.
  - The location of fire extinguishers.
  - All fire extinguishers are where they should be and free from obstruction.
  - The location of the fire assembly point.
- An accurate register of all people on site, including staff should be kept.
- All members off staff should know that when the fire bell rings, all young people in their care should be taken, calmly, and immediately to the assembly point.
- The appointed fire officer, normally the Welfare Officer, knows that if in the event of fire, the register needs to be taken to the assembly point for an immediate roll call. And will send door staff with this register for the role call.
- The appointed officer will check areas of the building that young people may be unattended. This includes toilets at all venues and other areas identified depending on which venue is being used.
- The appointed officer calls the fire brigade.



## Child Protection Policy

AFFILIATED TO THE LONDON FOOTBALL ASSOCIATION

REVISED JULY 2009

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1. Lotus Sports Club acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members.

A child or young person is anyone under the age of 18 engaged in any club football activity. We subscribe to The Football Association's child protection and best practice policy and procedures and endorse and adopt the policy statement contained in that document.

2. The key principles of The FA child protection policy are that:
  - a. The child's welfare is, and must always be, the paramount consideration.
  - b. All children and young people have a right to be protected from abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual orientation.
  - c. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
  - d. Working in partnership with other organisations, children and young people and their parents or carers is essential. We acknowledge that every child or young person who plays or participates in football should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse.

Lotus Sports Club recognises that this is the responsibility of every adult involved in our club.

3. Lotus Sports Club has a role to play in safeguarding the welfare of all children and young people by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that The Football Association's child protection regulation (see The FA Handbook) applies to everyone in football whether in a paid or voluntary capacity. This includes those who are a volunteer, match official, helper on club tours, football coach, club official or medical staff.
4. We endorse and adopt The FA's child protection and best practice guidelines for recruiting volunteers and will:
  - a. Develop a role profile
  - b. Request identification documents
  - c. Where possible, conduct interviews before appointing or at have initial communications.
  - d. Request and follow up with two references before appointing
  - e. Require an FA CRB Unit Enhanced Disclosure where appropriate in line with FA guidelines.

All current Lotus Sports Club members with direct access to children and young people will be required to complete a CRB Enhanced Disclosure via The FA CRB Unit. If there are concerns regarding the appropriateness of an individual who is already involved or who has approached us to become part of Lotus Sports Club guidance will be sought from The Football Association.

It is noted and accepted that The FA will consider the relevance and significance of the information obtained via The FA CRB Unit Enhanced CRB Disclosure and that all decisions will be made in the best interests of children and young people.

It is accepted that The FA aims to prevent people with a history of relevant and significant offending from having contact with children or young people and the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children and to minimise the risk of 'grooming' within football.

5. Lotus Sports Club supports The FA's whistle blowing policy. Any adult or young person with concerns about a colleague can 'whistle blow' by contacting The FA Child Protection Manager on 0207 745 4771, by writing to The FA Case Manager at The Football Association, 25 Soho Square, London W1D 4FA or by going direct to the police, social services or the NSPCC.

Lotus Sports Club encourages everyone to know about it and utilise it if necessary.

6. Lotus Sports Club has appointed a Club Welfare Officer (CWO) in line with The FA's role profile and required completion of the child protection and best practice workshop. The post holder will be involved with designated person's training provided by The FA. The CWO is the first point of contact for all club members and parents or guardians regarding concerns for the welfare of any child or young person. They will liaise directly with the CFA CPO and will be familiar with the procedures for referring any concerns. They will also play a proactive role in increasing an awareness of poor practice and abuse amongst club members.
7. We acknowledge and endorse The FA's identification of bullying as a category of abuse. Bullying of any kind is not acceptable at our club. If bullying does occur, all players, parents or guardians should be able to tell and know that incidents will be dealt with promptly. Incidents need to be reported to the CWO, a member of the committee or, in cases of serious bullying contact the CFA CPO.
8. Codes of conduct for players, parents or spectators, officials and coaches have been implemented by Lotus Sports Club.

In order to validate these codes of conduct the club has clear sanctions to deal with any misconduct at club level and acknowledges the possibility of potential sanctions which may be implemented by leagues or the CFA in more serious circumstances. All prospective members will be informed of these codes.

9. Further advices on child protection matters can be obtained from:
  - a. The County Football Association's Child Protection Officer, whose details can be found in the County Handbook
  - b. The Football Association/NSPCC Child Protection
  - c. 24-Hour Helpline 0808 800 5000
  - d. [www.TheFA.com/Goal](http://www.TheFA.com/Goal)
  - e. The FA child protection team 0207 745 4649.

Child protection policy adapted from FA GOALS child protection policy template (2007).

<http://www.thefa.com/NR/rdonlyres/12007E2A-C1CF-4003-855D3DC379FAFA47/86797/SampleClubChildProtectionPolicy2.pdf>

Adapted from the FA Child Protection Policy by Bala Arumugam and Michael Gold for Lotus Sports Club. Any questions around child protection should be addressed to Michael Gold (Welfare Officer) on 07946 169 141 or via mail: [mike@lotussports.co.uk](mailto:mike@lotussports.co.uk)



# Equal Opportunity Policy

AFFILIATED TO THE LONDON FOOTBALL ASSOCIATION  
Produced on JULY 2009

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*“Equal opportunity is about fair treatment to all people regardless of any discriminative factors. The club should endeavour to make activities accessible to all who show interest and also to actively promote inclusion”*

*“Sports should be enjoyed by all and made available to anyone who shows interest in the pursuit of developing their physical and mental social skills.”*

Lotus Sports Club is committed to providing services that enhance children and young people’s learning. The club constantly reviews staff and members ability to be inclusive and not in any way move away from the fundamental elements of learning. The club thrives on not only developing active members but also include people from the community to take part in coaching roles and to assist where possible. As a community service provider the club ensure that coaches are trained to abide by the principles and practice of equal opportunities and to demonstrate equity in their work with children and young people.

## **1. Aims**

Lotus Sports Club aims to:

- a. Lotus Sports is committed to providing coaching opportunity to the mass rather than the few.
- b. Promote a mix of employees and ensure that all people are provided fair opportunities, regardless of their race, sex/gender, disability, age, sexual orientation, social or economic background.
- c. Celebrate difference and diversity of provision as a means of creating entitlement and accessibility to our structures.
- d. Promote equal opportunity by recognising that people are different and therefore require different provision for access and learning at their own pace.
- e. Lotus sports will make every effort to consult with the community in order to respond to the diversity and create partnerships, where possible, to address inclusion and cohesion.
- f. Lotus Sports wants equal chances for everyone that participates in activities run by the club, to learn in an environment free from discrimination and victimisation.

This policy applies to all staff, volunteers, management committee members, users and the general public

## **2. Lines of responsibility**

Lotus Sports will adopt clear lines of responsibility between staff and various sections of the organisation in order to prevent any misunderstanding of the clubs equal opportunities policy.

## **3. Recruitment and Selection**

Ensure that all employees are recruited and promoted on the basis of ability and other objective relevant criteria.

Work towards ensuring that through recruitment that its workforce better represents the community it serves.

Be committed to equality of opportunity for all people and protect against all forms of discrimination.

## **4. Staff Development**

In our training and development, we will strive to ensure that they:

- a. Establish and implement professional and ethical values and practice.
- b. Promote and apply the principles and practices of equal opportunities.
- c. Promote positive images of people with special needs.
- d. Have a commitment to providing entitlement and access to all their professional activities.
- e. Encourage high expectations and standards of achievement from all coaches on their teaching.
- f. Involve everyone in meaningful and appropriate activity to ensure a quality experience.
- g. Help everyone to achieve their full potential.
- h. Ensure that all employees are developed by the provision of appropriate and accessible learning opportunities in line with organisational needs.
- i. Include equalities training as part of its induction programme.

## **5. Officials and administrators**

In our involvement of officials and administrators we will expect them to:

- a. Adopt, promote and practice the values of the club and the association they are registered to.
- b. Ensure that participation can be enjoyed by all.
- c. Provide meaningful and appropriate experiences which recognise and value the diversity of the participants.
- d. Actively encourage the participation and involvement of people from disadvantaged groups of the community.

## **6. Policy into Practice**

The club management committee will seek to conduct annual workshops to review the clubs equal opportunity policy and to implement changes that for the improvement of the service that the club offers.

Ensuring that Management committee, volunteers and users are made aware, understand, agree with, and are willing to implement, this policy. All staff and volunteers will be given a copy of this policy as part of their induction.

Actively encouraging staff, management committee and volunteers to participate in anti-discriminatory training, and making time and resources available for such training.

Monitoring the services, publicity and events provided by the organisation, to ensure that they are accessible to all sections of the population and do not discriminate.

## **7. Policy Development**

Lotus Sports will strive to continually review and update the clubs equal opportunity policy to ensure that falls within the guidelines set by government, governing sports bodies

## **8. Monitoring and evaluation**

Continually monitor its workforce profile against the community profile in order to incorporate staffing that reflects of the community it serves.

Specifically monitor recruitment, promotion and training opportunities of staff and members.

Conduct surveys and evaluations with members as to their perception of the club and to receive feedback on how the club can improve upon existing service, within a realistic and fair context.

Management committee to arrange for the production of an annual report that documents staff and members overall satisfaction with the equal opportunities policy.

Continue to review its monitoring processes to comply with changes in legislation.

# Code of Conduct

## **If I am not for myself, who will be for me?**

1. We always complete our tasks as best we can.
2. We follow instructions first time.
3. We do not wear jewellery while training, unless it is for religious reasons.
4. We wear the correct kits, shorts, socks, shin pads and shoes at every session.
5. We will bring and eat healthy snacks and 2 litres of water.
6. We will not smoke or take drugs.
7. We will respect other people's property.
8. We do not chew gum while training.

## **If I am only for myself, who am I?**

1. We allow others to learn.
2. We don't argue with staff or other members.
3. We respect ourselves and others, and therefore do not use bad language or bully others.
4. We will not play jokes on people that may cause them embarrassment or harm.
5. We help others where we can to make a positive, friendly atmosphere.

## **If not now, then when?**

1. We believe it is important to attend every session. If for some good reason we cannot, we will call, email or text to say why.
2. We realise that being on time for every session is essential.
3. We bring the proper equipment to every session including the correct fee.
4. We take full advantage of every opportunity offered, both inside and outside of the club.
5. We respect the fixtures, fittings and property of any venue or vehicle we are in.
6. We take responsibility for our own property and hand it in for safe keeping.
7. We will let parents or carers know when we are going to the club.

## **It is our club**

1. If there is something or someone we are unhappy with, we will tell a member of staff.
2. If there is an activity we would like to do, we will suggest it.
3. We will be on our best behaviour when representing the club. We will not do anything that makes the club look bad.

# Lotus Sports Club

## First Aid Risk Assessment



1. There are no significant risks of injury and ill health to either the employees or the members provided shin pads and the correct shoes are worn and the refereeing is strict so that rules are enforced.
2. There are no hazardous substances on the premises.
3. Sports grounds have a low level of risk.
4. The grounds and storage container are a one level structure.
5. There is always at least two members of staff onsite.
6. Voluntary staff poses a slightly higher risk than a full-time member of staff, as some rules and procedures may not have been communicated correctly. All full-time members of staff are instructed to monitor these members of staff.
7. We work on a ratio of 1-10 for over 8s and 1-8 for under 9s. At any time we could have up to 70 young people on site. This gives us a status of Medium Risk and requires two First Aid Appointed Persons. These persons are Michael Gold and Bala Arumugam.
8. The first aid boxes are located in the container and in the back of Michael Gold's Car. Staff are instructed to check the contents of this box once a week. If items are found to be short or in a non-sterile state they are instructed to report this immediately to the Welfare Officer, Michael Gold. This box should never be locked.
9. All injuries should be recorded in the accident book which forms part of the database – In the event of a serious injury; a written full accident report should be completed.
10. All material used in the treatment of injuries must be disposed of in the correct YELLOW clinical waste bag.

## General Risk Assessment

It is important to understand that every young person has differing levels of ability and endurance. We must also remember that some young people are using drugs, illegal, decriminalised and prescribed, this will affect their performance and the rate at which they improve.

Physical exercise, if performed incorrectly, can be dangerous, in fact; in some cases it can be terminal.

Regular monitoring of heart rate and blood pressure will be a good indication as to the risk involved in completing this programme. Also, gaining young people's trust so that we can have informal and frank discussion about their habits, would give us clues as to how their performance would be affected; and if possible, educate them so that their habits improve.

Football is a contact game. Like all contact games it is riddled with dangers that can be controlled with the correct supervision. However, accidents do happen, and our job as youth workers is to minimise them.

In general the following should be adhered to:

1. Every member should complete a medical form.  
This will identify any conditions that they suffer with that could increase their risk.
2. All participants should complete a supervised warm up.
3. All participants should complete supervised stretching both static and dynamic.
4. It should be made clear who is in charge, and participants should understand that when the whistle is blown, they should give immediate attention.

Depending on the different surfaces that the game is played on and on the weather conditions, the element of risk changes. This can be minimised by the following:

1. All players must wear shin pads, preferably those that also protect the ankle, for games and training.
2. All players must wear the correct foot ware; Studs, blades, Astroturf's, etc depending on the surface the game or training will take place on.

## Equipment Risk Assessment

### Bibs

A bib is a piece of coloured material that sits on top of what the player is already wearing. Its purpose is to distinguish different teams or roles.



In general there is very little risk associated with a bib with correct supervision.

- The bib is too big  
If a young person is given a bib that is too big, it could trip them or cover their face when blown by the wind
- Allergic reaction to washing powder  
A young person could have an allergic reaction to the washing powder used to clean the bib. If the young person experiences itching or blotches appear on the skin, it should be removed immediately
- Cross contamination  
Sometimes it is necessary for bibs to be used in the same session by several players. If one of the players has a disease that can be transmitted by contact, it is possible for the infection to be passed on. The risk is small, as infections like these should be declared by the young person to the medic

### Small Cones

A small cone is a plastic device used to mark boundaries, starting point and other places during training, or game.



There is very little risk associated with using this piece of equipment.

- Slip over when stepping on a cone  
A young person could step on the cone while running. In general the cone is designed to collapse, but in the unlikely event that it does not, the young person could slip over. Damage would be minimised by correct warm up and stretches before play starts

## Large Cones

A large cone is a plastic device used to mark boundaries, starting point and other places during training. Such as a place to turn.

There is very little risk associated with using this piece of equipment.



- Trip over a cone  
A young person could trip over a cone while running. In general the cone will move if run into as it is not fixed to the ground, but in the unlikely event that it does not, the young person could fall over. Damage would be minimised by correct warm up and stretches before play starts

## Speed Hurdles

Hurdles are a piece of equipment designed to make footballers light on their feet. They are made of plastic and just sit on the ground.



- A player could trip over  
A young person could trip on a hurdle, but the hurdle is designed to drop to the ground in the event of the slightest contact. Damage is unlikely but would be minimised by correct warm up and stretches before play starts

## Speed Ladders

Speed Ladders are a piece of equipment designed to make footballers light on their feet. They are made of plastic or wood, connected with a nylon ribbon and just sit on the ground.



- A player could trip over  
A young person could trip on a ladder, but the ladder is designed to move and often the runs break in the event of an entanglement. Damage is unlikely but would be minimised by correct warm up and stretches before play starts

## Cone Hurdles

The cone hurdles are made of plastic and are designed to teach agility both with and without the ball. The cones have holes in that the plastic poles slot into. There are several exercises both with and without the ball. Some exercises involve jumping over and some running round the apparatus.



- ◆ A young person could trip over  
A young person could catch his foot under one of the poles. If this happened the pole is designed to bend and the cone is designed to move. Injury is very unlikely. Once again, the risk is minimized with a correct warm up and stretching before the session begins

## Hoops and Agility Rings

A hoop is made of plastic and come in several sizes to teach agility through a series of exercises of stepping in and out of them.



- ◆ A young person could trip over  
A young person could catch his foot under one of the hoops. If this happened the hoop will move. Injury is very unlikely. Once again, the risk is minimized with a correct warm up and stretching before the session begins

## Boundary Marker Poles

The poles are made of plastic with a metal spike at one end. They are designed to teach agility when twisting and turning. They are placed in the ground and the young people run through them.



- As this item has a spike an adult should always set them up. This way the spike is never exposed to a young person.
- A young person could run into them.  
As they are made of plastic they just bend. The risk of injury is minimal.

## Gym Bench

These benches are used to run along in circuit training or to sit on as a spectator of a game.



- The young people have a risk of falling off. The bench is very low to the ground and injury is unlikely. The young person should be watched to check that their behaviour is appropriate.

## Skipping Rope

The ropes we use are normally PVC plastic and are used for skipping practice.



- A young person can be hit by a rope as they walk past. All young people skipping should be in an area where there is no-one walking around.
- A young person can trip on a discarded skipping rope. When a young person finishes using a skipping rope, they should roll it up and put it safely away in the equipment bag it came from.

## Passing Arcs

A passing arc is a piece of equipment designed to increase the accuracy of a pass. They are made of plastic and stick into the ground with two spikes or sit into plastic legs.



- As they have spikes, they should always be set up by an adult. That way a young person never comes into contact with the spike.
- A young person could run into an arc and trip. If this happens, the arc will fall over. The risk is minimized by the correct warm up and stretches.

## Footballs

Probably the most important piece of equipment in football training; these balls come in a variety of sizes.



- A young person could trip on a ball  
The correct size ball should be used depending on the size and age of the young person. If the young person falls over the ball, the ball will just roll away. Injury would be minimised by the correct warm up and stretches at the start of the session.
- A young person could be hit by the ball  
It is inevitable that a young person at some stage in the game will be hit by a ball. Ensuring that the balls are pumped correctly and not too hard will minimise the damage. Also, proper control of the group by the trainer will ensure that young people know when the balls are being kicked, which will help them to observe their own perspective danger.

## Plastic Goals

A plastic goal is a goal that is designed to be portable, and is assembled on site. It comes in a variety of sizes dependant on age and size of pitch used.



- A young person could run into the goal post  
We do not anchor the posts into the ground, so that the post will move in the event of an impact. This makes injury for these goals unlikely.

## Metal Goals

Metal goal posts are found in fixed locations at hired events. They are in a variety of sizes dependant on the size of pitch.



- A young person could run into a goal post  
We cannot minimise the danger of this as the goal is fixed to the ground, we can only perform quality refereeing, stopping the game at obvious signs of danger. If the grounds and goal posts belonged to us, we could wrap foam around the base, but in most cases this is out of our control.

## Weight Training

Weight Training sessions must be run by a suitable qualified member of staff. Young people should work in pairs and should complete a health questionnaire and induction before they are allowed to train.

## Exercise Bike

The seat and handle bars must be adjusted so that it suits each individual. The induction should cover the correct sitting position and how to use the resistance settings.

If the instructions are followed, there is minimum risk.

- A young person can develop sore muscles. This happens if they over train. They should be following a programme set out for them by their member of staff.
- A young person can become de-hydrated. This happens if they train to long or have not hydrated adequately. The member of staff should watch everyone and stop them if they look distressed or de-hydrated.



## Weights

The machines must be adjusted so that it suits each individual. The induction should cover the correct sitting position and correct use of the equipment, and the young person should be informed what weights they should be using.

If the instructions are followed, there is minimum risk.

- A young person can develop sore or pulled muscles. This happens if they over train or use weights that are too heavy. They should be following a programme set out for them by their member of staff.
- A young person can become de-hydrated. This happens if they train to long or have not hydrated adequately. The member of staff should watch everyone and stop them if they look distressed or de-hydrated.
- Someone can trip over a weight on the floor. Weights should always be returned to the storage rack when not in use.



## Dumb Bells

The young person should be informed what weights they should be using.



If the instructions are followed, there is minimum risk.

- A young person can develop sore or pulled muscles. This happens if they over train or use weights that are too heavy. They should be following a programme set out for them by their member of staff.
- A young person can become de-hydrated. This happens if they train to long or have not hydrated adequately. The member of staff should watch everyone and stop them if they look distressed or de-hydrated.
- A young person can drop a weight so that it lands on his or someone else's foot. Young people should work in pairs and never pick up weights that are too heavy.
- Someone can trip over weights left on the floor. Weights must never be left on the floor and should always be put back in the racks provided.

## Running Machine

All moving machines have a slightly elevated risk of causing injury. However, if used with the correct safety procedures, the risk of injury is minimal.



- A young person can become de-hydrated. This happens if they train to long or have not hydrated adequately. The member of staff should watch everyone and stop them if they look distressed or de-hydrated.
- A young person can lose his footing and fall, causing injury on the moving belt. The “Dead Mans Switch” should be fitted, so that if a young person falls, the power is cut immediately. Also the young person should have been advised by a member of staff, how fast to set the machine and how long they should be using it.

## Trips

Trips to other venues have very little risk provided the correct procedures are followed:

1. All young people must have provided a correctly completed and signed permission form from a parent or legal guardian.
2. Parents or Guardians should have a portion of the letter to keep that shows clearly a contact mobile telephone number that will be available to take calls during the trip.
3. Everyone going on the trip should appear on a master list / register
  - a. This list must contain emergency contact numbers;
  - b. There must be a list of any allergies or medical condition that the young people have;
  - c. All staff should have clear responsibilities for small groups of young people if the group is large.
4. There must be clear roles assigned to staff
  - a. Trip leader, the person responsible overall, this person will call emergency services and / or parents if required.
  - b. First Aider.
5. If crossing a road, a suitable Zebra, school or Pelican crossing should be used if available. Staff should supervise so that no one crosses until all traffic has come to a complete stop.
6. In the event that no real crossing is available,
  - a. a safe place on the road with good visibility should be found, and staff should stop the traffic with a raised hand.
  - b. No one should cross the road until all traffic has come to a stop.
7. If travelling by London Transport,
  - a. A member of staff should be first on and another member of staff should be last on the transport. This ensures that the whole party boards the transport.
  - b. The same system should be used for getting off of the transport.
  - c. Where possible, the whole group should sit together.
  - d. If the group needs to be split for any reason, each smaller group should have a member of staff assigned.

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8. If travelling by mini bus or by car it is essential that the vehicle is in good working order.
  - a. If the driver needs corrective lenses, ie contact lenses or glasses, these must be worn.
  - b. The Driver must be fresh and alert and free from alcohol, drugs and prescription medication that may make them drowsy, and must have been resting for 45 minutes before the journey begins. (Resting does not mean doing other work, The department of transport say that "...drivers may not perform anything that might be regarded as 'other work' ")
  - c. All lights and indicators should be checked.
  - d. The driver must have the correct driving licence and,
  - e. The vehicle must be insured for the purpose of youth work.
  - f. All seats must have a working seat belt and all passengers and driver must put a belt on.
  - g. The driver must not be distracted and abide by the laws of the road.
  - h. If travelling abroad, it is the driver's responsibility to know the relevant laws in any country that they are driving in.
  - i. The European drivers' hours rules require that after 4½ hours driving, a driver must take a break of at least 45 minutes.
    - i. This break may be replaced by a break of at least 15 minutes followed by a break of at least 30 minutes each distributed over the period.
    - ii. For instance, the driver may drive 2 hours, rest 15 minutes then drive 2½ hours and then rest 30 minutes before continuing; or can drive a full 4½ hours then rest for 45 minutes.
    - iii. As stated above "...drivers may not perform anything that might be regarded as 'other work' " – That means that during the rest period, the driver cannot be responsible for looking after or overseeing young people, that would be up to other adults on the trip.
9. If the trip involves an overnight stay, suitable accommodation should be provided.
  - a. The accommodation must be safe and secure.
  - b. Girls and Boys must not share a room.
  - c. Under 18's must not share a room with over 18's.

## **Staff Recruitment Policy**

1. All Staff must be interviewed by the club chairman and one other member of the senior staff. The interview, at minimum, must cover the following:
  - a. The job roles and responsibilities.
  - b. The club's aims and objectives.
  - c. The collection of references.
  - d. Discussion about any previous experience and qualifications.
  - e. Discussion about our staff development programme, including in-house training and FA qualifications.
2. When it is sure that the staff member will be employed, either on a voluntary or paid position, the Welfare Officer will take identification from the applicant and perform a CRB check through the FA.
3. The Welfare Officer will make available to the staff member all of the clubs policies and procedures which must be read and understood.
4. All new staff members will work with a senior coach for some time, until it is seen that they have developed a relationship with our young people and that they understand the club's methods.
5. All staff must attend our weekly staff meetings.

## Version Control

Document	Date	Ver	Changes Made
Child Protection Policy	04/08/2008	1	Document Created
	06/03/2009	2	Lotus Sports Logo Changed
	10/03/2009	3	Reformatted to match other documents
Code of Conduct	20/11/2009	1	Document Created
	03/12/2009	2	Document refined after consultation with young people
	04/12/2009	3	Document Published
Equal Opportunities Policy	10/10/2009	1	Document Created
Fire Policy	01/04/2008	1	Document Created
	08/09/2008	2	Corrected spelling mistake "Extinguishers"
	07/03/2009	3	Include Staff Register
	19/05/2009	4	Changed to include register responsibility
	01/06/2009	5	Added Toilet Check
First Aid Risk Assessment	08/09/2008	1	Document Created
Sports Risk Assessment	01/03/2007	1	Document Created
	05/09/2007	2	Added Passing Arcs
	09/08/2008	3	Added Speed Ladders
	19/05/2009	4	Added Gym Bench
	27/05/2009	5	Added Weight Training
Staff recruitment Policy	28/04/2010	1	Document Created
Trips Policy	05/12/2008	1	Document Created
	01/06/2009	2	Added emergency telephone numbers Added appointed first aider Added emergency procedure Added group leadership
	28/04/2010	3	Added overnight stays
	14/05/2010	4	Added The use of corrective lenses, drugs and alcohol
			4

Full Protection Pack	01/03/2007	1	Added Risk Assessment
	05/09/2007	2	Updated Sports Risk Assessment
	01/04/2008	3	Added Fire Policy
	04/08/2008	4	Added Lotus Sports – Child Protection Policy
	09/08/2008	5	Updated Sports Risk Assessment
	08/09/2008	6	Added First Aid Risk Assessment Updated Fire Policy
	06/03/2009	7	Updated Lotus Sports – Child Protection Policy
	07/03/2009	8	Updated Fire Policy
	19/05/2009	9	Updated Sports Risk Assessment Updated Fire Policy
	05/12/2009	10	Added Trips Policy
	27/05/2009	11	Added Weight Training Equipment Added Version Control
	01/06/2009	12	Added toilet check to fire policy Added emergency telephone numbers to Trips Policy Added appointed first aider to trips policy Added emergency procedure to trips policy Added group leadership to Trips Policy
	10/03/2009	13	Child Protection Policy reformatted to match other documentation Added Equal Opportunities Policy
	28/04/2010	14	Added Staff Recruitment Policy Added Code of Conduct Added overnight stays to trips policy
	14/05/2010	15	Added The use of corrective lenses, drugs and alcohol to Trips Policy Added DOT legal use of driving time Vs Breaks to Trips Policy