



BBTSA POLICY FOR SAFEGUARDING CHILDREN INCLUDING CHILD PROTECTION

Introduction

The British Baton Twirling Sports Association (BBTSA) acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and policy requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children:

- have a positive and enjoyable experience of sport within the BBTSA in a safe and child centred environment
- are protected from abuse whilst participating in baton twirling or outside of the activity.

The BBTSA acknowledges that some children, including those with special educational needs and disabled children can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

Policy Consultation & Review

This policy is available on our website. We also inform parents and carers about this policy when their children join the BBTSA as well as through newsletters.

We recognise the expertise our professional members and volunteers build by undertaking safeguarding training and managing safeguarding concerns on a daily basis and we therefore invite them to contribute to and shape this policy and associated safeguarding arrangements.

This policy will be reviewed on an annual basis and was last agreed in October 2020.

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1. PURPOSE & AIMS

1.1

The purpose of the BBTSA safeguarding policy is to ensure every child who is a member is safe and protected from harm. This means we will always work to:

- Protect children and young people from maltreatment.
- Prevent impairment of our children's and young people's health or development.
- Ensure that children and young people grow up in circumstances consistent with the provision of

safe and effective care.

As part of our safeguarding policy we will:

- promote and prioritise the safety and wellbeing of children and young people
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- ensure every club has a named Safeguarding Officer
- appoint a Regional Safeguarding Officer
- appoint a BBTSA Lead Safeguarding Officer
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern
- create and maintain an anti-bullying environment, ensuring policy and procedure is used to deal with this effectively
- develop and implement effective e-safety guidance and related procedures
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored as well as sharing safeguarding good practise with children, their families, professional members and volunteers via online resources, information sheets and discussion.
- use our safeguarding policy and procedures to share concerns with relevant agencies who may need to know for the benefit of the child, ensuring to include children, young people, parents, families and carers appropriately
- ensure that everyone abides by the photography and videoing policy, and procedures are followed if this is neglected
- ensure that procedures are followed regarding planned trips within individual clubs and National Squads
- prevent the employment / deployment of unsuitable individuals
- ensure robust safeguarding systems and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in the BBTSA. Failure to comply with the policy and procedures will be addressed robustly and may result in dismissal / exclusion from the organisation.

1.2

This policy will give clear direction to professional members, volunteers and parents about expected behaviour and our legal responsibility to safeguard and promote the welfare of all children.



1.3

We fully recognise the contribution we can make to protect children from harm and supporting and promoting the welfare of all children. The elements of our policy are prevention, protection and support.

1.4

This policy applies to all children, professional members, parents, volunteers and visitors to events.

2. ETHOS

2.1

The child's welfare is of paramount importance. We will establish and maintain an ethos where children feel secure, are encouraged to talk, are listened to and are safe. Children will be able to talk freely to any professional member or volunteer if they are worried or concerned about something.

2.2

Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that coaches and volunteers play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. **All coaches and volunteers are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned.** When concerned about the welfare of a child, BBTSA members must always act in the **best interests** of the child.

2.3

All members, volunteers and regular visitors will, through training and induction, know how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information. We will not make promises to any child and we will not keep secrets. Every child will know what the adult will have to do with any information they have chosen to disclose.

2.4

At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies.

2.5 Supporting children

- we'll let children know who will listen to and support them
- we'll create an "open door" ethos where children feel confident to talk to an adult about bullying behaviour or any other issue that affects them
- potential barriers to talking (including those associated with a child's disability or impairment) will be acknowledged and addressed at the outset to enable children to speak out
- we'll make sure children are aware of helpline numbers
- anyone who reports an incident of bullying will be listened to carefully and reports will be taken seriously
- any reported experience of bullying behaviour will be investigated and will involve listening carefully to all those involved
- children experiencing bullying behaviour will be supported and helped to uphold their right to play and live in a safe environment



- those who display bullying behaviour will be supported and encouraged to develop better relationships
- we'll make sure that sanctions are proportionate and fair

3. ROLES AND RESPONSIBILITIES

3.1

It is the responsibility of every member, volunteer, parent and regular visitor to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all of children. This includes the responsibility to provide a safe environment in which children can learn.

3.2

Roles of the BBTSA

- Recognise its duty of care and responsibility to safeguard all members from harm
- Promote and implement this safeguarding policy and procedures
- Ensure that coaches are given access to information, guidance and training
- Ensure an appropriate Lead Safeguarding Officer is in place
- Provide appropriate training for the BBTSA Lead Safeguarding Officer
- Ensure ALL professional members / volunteers working at regional/area/national events will be DBS checked or Service Level Agreements are in place with companies or organisations at the event (E.g. Photographers). These must have been updated within the last 3 years, ideally annually.
- Organisers of regional events and Regional Safeguarding Officers must ensure ALL professional members / volunteers working at the event will be DBS checked or Service Level Agreements are in place with companies or organisations at the event (E.g. Photographers). These must have been updated within the last 3 years, ideally annually.

3.3

Roles of the BBTSA Lead Safeguarding Officer

- Annually review and update this policy as required
- Share annually, with every club, this policy
- Update this policy on the BBTSA website
- Conduct random checks on all aspects of this policy with clubs
- Work with Regional Safeguarding Officers to ensure all regions report back their statistics of safeguarding at every meeting, including how many report forms have been recorded, the nature of concerns and what action was taken
- Report back to the BBTSA board regarding safeguarding policies/procedures and statistics within the BBTSA to ensure safeguarding is a priority issue for the management committee
- Keep up to date with new legal requirements and guidelines and amend policies and procedures as appropriate
- To direct club leaders and volunteers to where they can obtain safeguarding training.
- To ensure Regional Safeguarding Officers share this policy and expectations with any new clubs wishing to join the BBTSA.



3.4

Roles of the Club Leader/Director

- Appoint an appropriately trained Safeguarding Officer
- Annually report the details of the Safeguarding Officer to the Regional Safeguarding Officer
- Create a culture of safeguarding awareness within the Club.

3.5

Roles of Club Safeguarding Officer

- Annually share this policy (or subsequent updated policies) with all coaches, volunteers and parents.
- Maintain confidentiality as expected, only sharing information with the appropriate persons and agencies in order to safeguard children.
- To record and monitor any concerns / disclosures using the appropriate incident report form
- To inform the relevant third parties appropriately according to the safeguarding procedure
- To ensure all volunteers who have not been DBS checked are supervised at all times when working with children in accordance to this policy
- Attending relevant safeguarding training
- To ensure all private and detailed records are stored and maintained securely
- To make new children and families aware of our safeguarding policy and procedures – including their responsibilities
- Create a culture of safeguarding awareness within the Club.

3.6

Roles of Regional Safeguarding Officer

- Annually share this policy (or subsequent updated policies) with all coaches, volunteers and parents in their region
- Maintain confidentiality as expected, only sharing information with the appropriate persons and agencies in order to safeguard children.
- To record and monitor any concerns / disclosures using the appropriate incident report form
- To inform the relevant third parties appropriately according to the safeguarding procedure
- To ensure all clubs within the region have an appointed Safeguarding Officer
- To report back to the BBTSA Safeguarding Lead their regional safeguarding statistics
- Attending relevant safeguarding training
- To ensure all private and detailed records are stored and maintained securely
- To make new clubs of their region aware of our safeguarding policy and procedures – including their responsibilities
- To use the umbrella company to DBS check (or the Scotland equivalent check) anyone in their region who is required to have one.



3.7

Roles of all BBTSA members, volunteers and parents

- Encourage individuals to speak out about bullying behaviour
- Respect every child's need for, and right to, an environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- Respect the feelings and views of others
- Recognise that everyone is important and equal, and that our differences make each of us special and worthy of being valued
- Show appreciation of others by acknowledging individual qualities, contributions and progress
- Ensure safety by having rules and practices carefully explained and displayed for all to see report incidents of bullying behaviour they see – by doing nothing you are condoning the behaviour.

4. TRAINING & INDUCTION

4.1

When professional members or volunteers join clubs, they must be informed of safeguarding procedures and given this policy by the Club Safeguarding Lead.

4.2

Every new professional member or volunteer will receive safeguarding training (organised by the club) during their induction period within 3 months of joining. This programme will include information relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record and the processes for referral to the clubs Safeguarding Lead.

4.3

The club safeguarding lead must undertake safeguarding training annually to keep up with any developments relevant to their role and be fully informed of GDPR regulations to avoid any breaches.

4.4

The BBTSA Committee will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the children.

4.7 We actively encourage all of our professional members, club leaders and volunteers to keep up to date with the most recent local and national safeguarding advice and guidance.

5. PROCEDURES FOR MANAGING CONCERNS

5.1

Every member of the BBTSA including volunteers working with children are advised to maintain an attitude of '*it could happen here*' where safeguarding is concerned. When



concerned about the welfare of a child, professional members and volunteers should always act in the interests of the child and have a responsibility to take action as outline in this policy.

5.2

All members are encouraged to report any concerns that they have and not see these as insignificant. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that adults record and

pass on concerns in accordance with this policy immediately to build up a picture and access support for the child at the earliest opportunity. A reliance on memory without accurate and contemporaneous records of concern could lead to a failure to protect.

5.3

It is *not* the responsibility of professional members or volunteers to investigate welfare concerns or determine the truth of any disclosure or allegation. All professional members and volunteers, however, have a duty to recognise concerns and pass the information on in accordance with the procedures outlined in this policy.

5.4

The Club Safeguarding Lead should be used as a first point of contact for concerns and queries regarding any safeguarding concern in the club. Any professional member or volunteer who receives a disclosure of abuse or suspects that a child is at risk of harm must report it immediately to the Club Safeguarding Lead or, if unavailable, to the alternate designated person. In the absence of either of the above, the matter should be brought to the attention of the club leader.

5.5

All concerns about a child or young person should be reported without delay and recorded in writing using the agreed template (see Appendix 1).

5.6

Following receipt of any information raising concern, the Club Safeguarding Lead will consider what action to take and seek advice from Local Safeguarding Authorities / Children's Services. All information and actions taken, including the reasons for any decisions made must be fully documented and stored according to our GDPR policy.

5.7

If, at any point, there is a risk of immediate serious harm to a child a referral should be made to Children's Services immediately. Anybody can make a referral in these circumstances.

5.8

Professional members / volunteers should always follow the reporting procedures outlined in this policy in the first instance. However, they may also share information directly with Children's Services, or the police if:

- the situation is an emergency, and the club safeguarding lead and club leader are unavailable.
- they are convinced that a direct report is the only way to ensure the pupil's safety.



5.9

Any professional member / volunteer who does not feel that concerns about a child have been responded to appropriately and in accordance with the procedures outlined in this policy should raise their concerns with Club Safeguarding Lead or Club Leader. If any professional member or volunteer does not feel the situation has been addressed appropriately at this point should contact the Regional Safeguarding Officer.

6. SPECIFIC SAFEGUARDING ISSUES

6.1

We recognise that children with special educational needs and/or disabilities (SEND) can face additional safeguarding challenges. These additional barriers can include:

- assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration.
- children with SEN and disabilities can be disproportionately impacted by things like bullying- without outwardly showing any signs; and
- communication barriers and difficulties in overcoming these barriers.

6.2

We recognise that a previously looked after child potentially remains vulnerable and all professional members and volunteers should have the skills, knowledge and understanding to keep previously looked after children safe. When dealing with looked after children and previously looked after children, it is important that all agencies work together and prompt action is taken when necessary to safeguard these children, who are a particularly vulnerable group.

6.3

We recognise that our professional members / volunteers are well placed to identify concerns and take action to prevent children from becoming victims of Female Genital Mutilation (FGM) and other forms of so-called 'honour-based' violence (HBV) and provide guidance on these issues through our safeguarding training. If professional members / volunteers have a concern regarding a child that might be at risk of HBV they should inform the Club Safeguarding Lead who will activate local safeguarding procedures, using existing national and local protocols for multiagency liaison with police and children's social care.

6.4

We recognise that our professional members / volunteers are well placed to identify concerns and take action to prevent children from becoming victims of contextual safeguarding. The BBTSA recognises that safeguarding incidents and/or behaviours can be associated with factors outside of the sporting environment and/or can occur between children outside of the sport.

6.5

It is key that our professional members / volunteers understand the definition of contextual safeguarding and consider whether children are at risk of abuse or exploitation outside of their families. Through training, professional members / volunteers are aware that extra familial harms take a variety of different forms and



children can be vulnerable to multiple harms, including (but not limited to) sexual exploitation, criminal exploitation and serious youth violence.

6.6

We recognise that safeguarding against radicalisation, extremism and contextual safeguarding is no different to safeguarding against any other vulnerability in today's society. We will ensure that:

- Through training, professional members and volunteers have an understanding of what radicalisation, extremism and contextual safeguarding is and how to respond, using the same safeguarding procedures as described in this document.

6.7

We recognise that children are also vulnerable to physical, sexual and emotional abuse by their peers or siblings. Abuse perpetrated by children can be just as harmful as that perpetrated by an adult, so it is important that all professional members and volunteers to remember the impact on both the victim of the abuse as well as to focus on the support for the child or young person exhibiting the harmful behaviour. Such abuse will always be taken as seriously as abuse perpetrated by an adult and the same procedures will apply in respect of any child who is suffering or likely to suffer significant harm. Professional members and volunteers must never tolerate or dismiss concerns relating to peer on peer abuse; it must never be tolerated or passed off as 'banter', 'just having a laugh' or 'part of growing up'.

6.8

Safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but may not be limited to:

- bullying (including cyberbullying).
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm.
- sexual violence and sexual harassment.
- sexting (also known as youth produced sexual imagery); and
- initiation

All professional members / volunteers will understand that they should follow our safeguarding procedures for reporting a concern if they are worried about peer on peer abuse.

6.9

We will work with other agencies as required to respond to concerns about sexual violence and harassment.

7. RECORDS AND INFORMATION SHARING

7.1

If professional members / volunteers are concerned about the welfare or safety of any child they will record their concern on the agreed reporting form (Appendix 1). They should ensure



that the form is signed and dated. Any concerns should be passed to the Club Safeguarding Lead within 24 hours.

7.2

Any information recorded will be kept in a separate named file, in a secure cabinet. These files will be the responsibility of the Club Safeguarding Lead. Child protection information will only be shared within the club on the basis of 'need to know in the child's interests' and on the understanding that it remains strictly confidential.

7.3

Child protection information will only be kept in the file and this file will be kept up to date. Records of concern, copies of referrals, invitations to child protection conferences, core groups and reports will be stored here. All our safeguarding files will include a chronology, contents front cover and will record significant events in the child's life.

7.4

When a child leaves a club, the Club Safeguarding Lead will make contact with the Club Safeguarding Lead at the new club and will ensure that the file is forwarded (securely) to the receiving club in an appropriately agreed manner.

8. WORKING WITH PARENTS & CARERS

8.1

The BBTSA is committed to working in partnership with parents/carers to safeguard and promote the welfare of children and to support them to understand our statutory responsibilities in this area.

8.2

When new pupils join our clubs, parents and carers will be informed that we have a safeguarding policy. A copy will be provided to parents on request and is available on the club/BBTSA website.

8.3

We are committed to working with parents positively, openly and honestly. We ensure that all parents are treated with respect, dignity and courtesy. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless we have permission, or it is necessary to do so in order to safeguard a child from harm.

8.4

We will seek to share with parents any concerns we may have about their child *unless* to do so may place a child at increased risk of harm. A lack of parental engagement or agreement regarding the concerns the school has about a child will not prevent the Club Safeguarding Lead making a referral to Children's Services in those circumstances where it is appropriate to do so.

8.5

In order to keep children safe and provide appropriate care for them, clubs require parents to provide accurate and up to date information regarding:

- Full names and contact details of all adults with whom the child normally lives.



- Full names and contact details of all persons with parental responsibility (if different from above).
- Emergency contact details (if different from above).
- Full details of any other adult authorised by the parent to collect the child from training/events (if different from the above).

The club will retain this information. The club will only share information about children with adults who have parental responsibility for a pupil or where a parent has given permission and the school has been supplied with the adult's full details in writing.

9. SAFER RECRUITMENT

9.1

Each Club must ensure all professional members (and volunteers who are unsupervised) have been DBS checked before they work with children (or the Scotland equivalent check).

1.1 10. SAFER WORKING PRACTICE

10.1

All adults who come into contact with our children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.

10.2

If professional members, visitors, volunteers or parent helpers are working with children alone they will, wherever possible, be visible to other members.

10.3

Due to our sport being hosted all over the world, there will be instances when parents/guardians/carers are unable to accompany their child on a trip. As an association, we designate chaperones and safeguarding officials to ensure the wellbeing, welfare and safety of the children travelling without parents, whether this is at club level or nationally. All of these chaperones, as professional members or volunteers will be DBS checked.

For all National Squad trips, there will be a designated Trip Safeguarding Lead. Their responsibilities will include:

- Obtaining evidence of an up to date DBS check (or Scottish Equivalent) from all coaches attending. Without this being provided, they will not be permitted to attend the trip as a coach.
- They will stay in the same hotel as the athletes and attend all the days of competition – being the first point of call for any welfare concerns. In circumstances where they are not available, the next point of call would be a chaperone.
- They will have up to date safeguarding training and a DBS check (or Scottish equivalent).
- They will work alongside the chaperones and organisers to develop registers, permission forms and admin related to safeguarding and welfare for the trip.



In the circumstances where a parent is unable to travel with their child, the Trip Safeguarding Lead will ask the parent or carer to sign a consent form giving permission for the child to travel with the chaperone. The details of the trip and the name of the chaperone will be included.

If there is an unavoidable circumstance where the chaperone is sharing accommodation with the child, this must be made clear on the permission form with details of the accommodation, including a contact number, given to the parent or carer.

11. MANAGING ALLEGATIONS AGAINST PROFESSIONAL MEMBERS & VOLUNTEERS

11.1

Our aim is to provide a safe and supportive environment that secures the wellbeing and very best outcomes for the children. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

11.2

Allegations sometimes arise from a differing understanding of the same event, but when they occur, they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.

11.3

We will take all possible steps to safeguard children and to ensure that the adults in the BBTSA are safe to work with children.

11.4

If an allegation is made or information is received about any adult who is a member or volunteer within the BBTSA that indicates that they may be unsuitable to work with children, the professional member receiving the information should inform the BBTSA Safeguarding Lead immediately.

11.5

The BBTSA has a legal duty to carry out DBS checks on all professional members and volunteers. Any DBS checks that are returned with convictions, the Regional Safeguarding Lead must report this to the BBTSA Safeguarding Lead. The BBTSA Safeguarding Lead will seek appropriate advice and consider whether to bar the person from the BBTSA.

12. SPOTTING AND PHYSICAL SUPPORT

12.1

An essential part of teaching baton twirling can include spotting and supporting athletes to help them understand movement, shapes and to develop higher level skills, but also reduces the risk of injury.

12.2

When a coach is spotting an athlete, we expect:

- The coach to understand where spotting is necessary and to avoid 'over-handling'



- The coach must be appropriately trained in the skills they are teaching and understand the possibilities for injury and how to reduce this
- Physical contact should not be invasive of sensitive areas of the body
- When spotting, coaches should seek to have either the parent or another coach in the room

13. COVID-19

13.1

As an association, we recognise the importance of following government guidance in regard to the coronavirus pandemic for the continuity of our sport and the safety of our athletes and families.

13.2

Our professional members / clubs / officials / volunteers:

- Keep up to date with changes in the guidance across the country
- Ensure clubs have a risk assessment from their venue and one of their own for classes
- Ensure all guidelines are followed diligently



Appendix A – Safeguarding concerns report form

BBTSA Safeguarding – Concerns report form

Professional members, volunteers and regular visitors complete this form and pass it to the Club Safeguarding Lead if they have a safeguarding concern about a child.

Full name of child

Nature of concern/disclosure

Please include where you when the child made a disclosure, what you saw, who else was there, what did the child say or do and what you said.

Time and date of incident:

Who are you passing this information to?

Name:

Position:

Your Signature:

Time form completed:

Date:



BBTSA Safeguarding – Photography and Videography

CLUB NAME:

CLUB DIRECTOR:

CLUB SAFEGUARDING OFFICER:

As an association, we encourage the promotion of our sport through social media and mass media as well as sharing our events and achievements amongst friends and family. Photography and videoing are integral in helping us remember the experiences alongside representing baton twirling to the general public. Therefore, at many competitions and events there will be not only professional photographers, but also supporters and potentially the media. We endeavour to ensure privacy and anonymity of the athletes is respected. To do this, we keep a record within our club of athletes that do not give permission for their pictures to be taken or used for promotional purposes.

Please sign below with your preference. A parent must sign for any athlete under eighteen years old. Alongside this, new guidelines indicate that any child over the age of 13 must also sign to give their permission for photographs to be used. This can be retracted at any point by letting the Club Safeguarding Officer aware, however, any previous photographs or videos used cannot necessarily be removed.

If you do not give permission, it will be the athlete's and parent/guardian/carer's responsibility to ensure the athlete avoids the photographers – especially those who are taking photographs/videos for media and promotional purposes (they will be pointed out to you).

Some examples of media that photographs and videos may be used are as follows:

- Newspapers
- Magazines
- BBTSA Instagram
- BBTSA Twitter
- BBTSA facebook
- BBTSA website
- Club websites/social media forums

While it is impossible to restrict photographs and videos being taken of multiple athletes in group/team routines, parents/carers are expected to minimise, as far as possible, the inclusion of other children.

If you have any questions or queries, you can ask our club's safeguarding officer.

Kind regards,

Club safeguarding officer



BBTSA Safeguarding – Trip permission

CLUB NAME:

CLUB DIRECTOR:

CLUB SAFEGUARDING OFFICER:

TRIP DATE:

TRIP PURPOSE:

TRAVELLING ARRANGEMENTS:

ACCOMODATION ADDRESS AND CONTACT NUMBER:

I hereby give permission for _____ to travel/share
accommodation (delete as appropriate) with _____

Signed (parent/carer): _____ Date: _____