



# *Basildon Borough Heritage Society*

## **SAFEGUARDING POLICY**

**(Revised October 2022).**



## **FOREWORD**

The Basildon Borough Heritage Society needs to ensure that the highest standards of child protection will be applied and met in the operation of the society and in particular it's indoor and out-based operations.

We have, therefore, created our Safeguarding Policy to ensure that all activities will provide a safe, friendly and enjoyable experience for children and vulnerable adults in particular.

This Policy will greatly enhance the value of our activities and practices and that operations, displays and exhibitions will continue to offer wonderful opportunities in an environment where boys, girls, vulnerable adults and volunteers all feel safe and secure now and in the future.

*Ken Porter*

**Chairman  
Basildon Borough Heritage Society  
October 2022.**

## 1. INTRODUCTION.

The Basildon Borough Heritage Society is committed to ensuring that all young people under the age of 18 years and vulnerable adults can enjoy the Museum and all its activities, in a safe environment. We are committed to developing and implementing policies and procedures which ensure that everyone knows and accepts their responsibility in relation to a duty of care for young people and vulnerable adults.

It is committed to ensuring that there are correct and robust reporting procedures, by promoting good and safe practice within our environment on and off the premises. We also recognise that it is not the responsibility of those individuals to determine if abuse has taken place, but that it is their responsibility to act upon and report any concerns. This policy sets out a framework to fulfil our commitment to good practice and the protection of young people and vulnerable adults in our care.

### **We fully recognise and support the underpinning principles of:**

- All young people within sport and leisure, regardless of age, gender, race, religion, sexual orientation, ability or disability, have the right to be protected.
- All young people participating in our operations have a right to do so in a safe environment.
- Adults working with Basildon Borough Heritage Society and its allied activities will provide a safe, positive and enjoyable experience for young people.
- Adults, Volunteers and those suitably qualified, will understand and be supported in their role and responsibility with regard to the Duty of Care for Young People.
- Individuals will receive support through education and training, to be aware of and understand best practice and how to manage any welfare issues which may come to light.
- All suspicions and allegations will be taken seriously, managed and dealt with swiftly and appropriately.
- It is the responsibility of the child protection experts to determine whether or not abuse has taken place, but it is also the responsibility of all those working within the Society to report any concerns.

## 2. POLICY STATEMENT.

As defined in the Children Act 1989, for the purposes of this policy anyone under the age of 18 should be considered as a child. The policy also applies to vulnerable adults.

It is the policy of the Basildon Borough Heritage Society to safeguard children and young people taking part in its operational activities from physical, sexual or emotional harm and we will take all reasonable steps to ensure that, through appropriate procedures and training, children participating in its activities do so in a safe environment.

We recognise that the safety and welfare of the child is paramount and that all children, whatever their age, gender, disability, culture, ethnic origin, colour, religion or belief, social status or sexual identity, have a right to protection from abuse.

### **We will actively seek to:**

- Create a safe and welcoming environment, where children can have fun and develop their skills and knowledge.
- Support and encourage recognised archive or museum centres, affiliated clubs and other voluntary associations to implement similar policies.
- Recognise that safeguarding children is the responsibility of everyone, not just those who work with children.
- Ensure that all operations, training and events are run to the highest possible safety standards.
- Be continually prepared to review our way of working to incorporate best practice.

### **We will:**

- Treat all children with respect and celebrate their achievements.
- Carefully recruit and select all volunteers.
- Respond swiftly and appropriately to all complaints and concerns about poor practice or suspected child abuse.

This policy relates to all members and volunteers who work with children or vulnerable adults in the course of their membership at the Basildon Borough Heritage Society. This policy document will be kept under periodic review.

### **3. PROCEDURES.**

Although everyone has a role to play in ensuring that children are safe, we will designate an individual member of the Society to the specific role and responsibility for implementing our Child Protection Policy. This person will also act as a point of contact to receive information and will be known as the 'Child Protection or Welfare Officer'

The Officers may appoint a volunteer to this role, ideally someone with relevant knowledge and experience who is also perceived as being approachable and having a child-focussed approach. The person appointed does not need to be an expert, that is the role of the Social Services and the Police, but ideally will have undertaken some form of Child Protection awareness training.

#### **The designated person's general terms of reference will include:**

- Maintaining an up to date policy and procedures, compatible with that of other voluntary association's.
- Ensuring that relevant members and or volunteers are aware of and follow the procedures.
- Advising the club management committee on Child Protection issues.
- Maintaining contact details for local Social Services and Police.

#### **If there is a concern, the designated person will:**

- Be the first point of contact for any concerns or allegations, from children or adults, ensuring that confidentiality is maintained in all cases.
- Decide on the appropriate action to be taken, in line with the Club's procedures and in conjunction with the person in charge (Chairman etc.)
- Keep the Basildon District Council informed.

### **4. SAFE RECRUITMENT OR APPOINTMENT.**

We will establish the principles of Child Protection within our Risk Assessment to ensure that children and vulnerable adults are adequately protected and that any potential abuser has difficulty operating in the Society or out-based working and display areas. All applications or appointments will be subject to an appropriate level of scrutiny and proportionate to the level of risk involved. The risk may be higher if the person will be in regular contact with the same child or children or vulnerable adults, or in sole charge of children with no parents or other adults present, and/or in a role involving authority and trust.

We will operate this policy and apply it fairly and consistently on:

- Any staff and volunteers.
- Those with specific responsibilities. (e.g. Trustees, Officers, Lecturers, Member, Driver, or anyone who helps with Junior/youth activity).

The level of check to be conducted will be:

- References (if considered necessary).
- Self disclosure.
- Enhanced Disclosure and Barring Service certificate (if considered necessary)

### **5. DISCLOSURE AND BARRING SERVICE RECORDS CHECKS.**

It is not a legal requirement in England or Wales for Members Clubs to undergo a Disclosure and Barring Service Records Check, however, we will delegate the appointed Child Protection Officer to ensure all members who are working alone in that environment, to obtain a current and valid document. We fully recognise a clear disclosure presents no guarantee.

### **6. CONFIDENTIALITY**

All personal information will be treated as confidential and securely stored. It will only be shared with those who we believe need to see it in the course of their duties or activities in working with and in order to protect children.

### **7. GOOD PRACTICE GUIDELINES**

#### **Culture.**

It is important the Basildon Borough Heritage Society both develops and puts into practice an organisation where both children and adults feel able to raise concerns, knowing that they will be taken seriously, treated confidentially and will not make any situation worse for themselves or others.

### **Minimising risk.**

Having policy documents as guidelines helps promote good practice and minimises situations where adults are working unobserved or could take advantage of their position of trust. Good practice protects everyone, children, vulnerable adults, volunteers, members in general and helps the committee strive towards being a centre for excellence.

The following common sense guidelines will be re-enforced to everyone within the society:

- Avoid spending any significant time working with children in isolation.
- Do not take children alone in a car, however short the journey.
- Do not take children to your home as part of the Society's activity.
- Where these are unavoidable, ensure that they only occur with the full knowledge and consent of another member of the Society's or the child's parents,
- Design operational working schemes, lectures and programmes that are within the ability of the individual group or child.

### **You should never:**

- Engage in rough, physical or sexual provocative plays or exhibitions and demonstrations.
- Allow or engage in inappropriate touching of any form.
- Allow children to use inappropriate language unchallenged, or use such language yourself when with children.
- Make sexually suggestive comments to a child, even in fun.
- Fail to respond to an allegation made by a child; always act.
- Do things of a personal nature that children can do for themselves.

It may sometimes be necessary to do things of a personal nature for children, particularly if they are very young or disabled. These tasks should only be carried out with the full understanding and consent of both the child (where possible) and their parents/guardians/carers. In an emergency situation which requires this type of help, parents should be fully informed. In such situations it is important to ensure that any adult present, is sensitive to the child and undertakes personal care tasks with the utmost discretion.

## **8. CODE OF CONDUCT (See Section 23 also)**

The codes of conduct adopted by the Society are based on the principles of good practice and Home Office guidance in "Caring for Young People and the Vulnerable – guidance for preventing abuse of trust" 1999, which protects those working with young people against sexual activity within relationships of trust.

### **Responsibilities of members and volunteers.**

Members and volunteers will be given clear roles and responsibilities and will have undertaken awareness training in the Society's Child Protection Policy and Procedures to ensure as is reasonably practicable that they follow good practice

### **Parental responsibility and club liability.**

Although the Society has a duty of care to their members and particularly to young people who cannot take full responsibility for their own safety, parents must be responsible for their children's welfare and behaviour, or designate another adult to take that responsibility.

## **9. FIRST AID AND MEDICAL TREATMENT.**

First Aid is part of the Society's normal duty of care. Consent to administer medication or medical treatment is required other than in an emergency, in the absence of the parent/guardian or carer. An up to date list of those members qualified in First Aid will be displayed.

## **10. ORGANISING AND HOSTING EVENTS.**

From time to time the Society will host junior or youth involvement or events and we will liaise with the relevant school, Council or association to ensure that all parties involved in the organising of the event are operating to similar policies. It should be made clear to all participants or visitors and their parents that there is someone at the Society who can be contacted if they have any concerns.

### **Away or out-based events.**

It is essential that those members, parents or volunteers accompanying young people to away events, have a clear understanding of their responsibilities and the conduct expected of them

## **11. GUIDELINES ON PHOTOGRAPHY AND THE USE OF VISUAL RECORDINGS.**

The Society is keen to promote positive images of young people participating in its operations and is not banning the use of photographic or video recording equipment. However, there is evidence that some people have used other leisure and social events as an opportunity to take inappropriate photographs or film footage of young people. It is advisable that all organisers adhere to the appropriate guidelines detailed in this policy.

### **Use of images of Young People, for example on the web, in the media or in publications associated with leisure or events in general and Basildon Borough Heritage Society in particular.**

- Ask for parental permission to use their child's image. This helps to ensure that they are aware of the way the image is to be used to represent sailing.
- If the person is named then avoid using his or her photograph.
- If the photograph is used, avoid naming the person.
- Only use images of young people in appropriate dress, to reduce the risk of inappropriate use and to provide positive images of young people.
- Encourage the reporting of inappropriate use of images of young people. If you are concerned, report those concerns to the appropriate person.

### **Use of Visual recordings as a demonstration or display Aid.**

There is no intention to prevent the Society using Visual recording equipment as a legitimate training or operational aid, however, participants and their parents/guardians or carers should be aware that this is part of the programme. The parents/guardians or carers should provide written consent for this use.

## **12. GUIDELINES ON TRANSPORTATION.**

- It is the responsibility of parents/guardians/carers to transport young people to and from the Society.
- It is not the Members or Volunteers responsibility to transport young people to and from the premises, however, a duty of care means establishing a young person has a safe means of travel.
- Avoid sending home a child with another person without permission.

## **13. USE OF ALCOHOL AND ILLEGAL SUBSTANCES.**

Whilst actively working with young people ALL Adults must follow the Code of Conduct. If any person is reported to have breached the Code of Conduct, with regard to Alcohol, Cigarettes or illegal substances he or she will be investigated.

## **14. DEFINITIONS OF ABUSE.**

### **Abuse.**

Any person may abuse or neglect a young person by inflicting harm, or by failing to act to prevent harm. Young people may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger. Young people can be abused by adults or by other young people. There is growing evidence to suggest peer abuse is an increasing concern for young people.

The effects of abuse can be extremely damaging and if untreated, they may follow a person into adulthood. For example, a person who has been abused as a young person may find it difficult or impossible to maintain stable, trusting relationships and may become involved with drugs or prostitution, attempt suicide or even abuse a young person in the future.

### **There are four main forms of abuse:**

**Neglect** – where adults fail to meet a young person's basic physical and/or psychological needs, likely to result in the serious impairment of the young person's health or development (e.g. Failure to provide adequate food, shelter and clothing, failure to protect a young person from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment). It may also include refusal to give a young person, love, affection and attention.

**Physical abuse** – where someone physically hurts or injures a young person by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning or otherwise causing them physical harm. Physical harm may also be caused when a parent/guardian or carer feigns the symptoms of, or deliberately causes, ill health to a young person whom they are looking after (e.g. Fictitious illness by proxy or Munchausen's syndrome by proxy).

**Sexual abuse** – where girls and boys are abused by adults or other young people (both male and female) who use young people to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing pornographic material such as books, videos and pictures.

**Emotional abuse** – is the persistent emotional ill-treatment of a young person such as to cause severe and persistent adverse effects on the young person's emotional development. It may involve conveying to young people that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed on young people. Also, it may involve causing young people to feel frightened or in danger by being constantly shouted at, threatened or taunted which may make the young person very nervous and withdrawn. Some level of emotional abuse is involved all ill-treatment of young people.

It may occur if young people are subjected to constant criticism, name calling, sarcasm, bullying, racism or unrealistic pressure to perform to high expectation consistently.

## **15. INDICATORS OF ABUSE.**

Not all situations that give cause for concern may be a breach of Code of Conduct or poor practice. Some incidents may be suspected child abuse.

**Indications that a young person may be being abused include the following:**

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- An injury for which the explanation seems inconsistent.
- The young person describes what appears to be an abusive act involving him or her.
- Someone else expresses concern about the welfare of another young person.
- Unexplained changes in behaviour. (e.g. Becoming quiet, withdrawn or displaying sudden outburst of temper)
- Inappropriate sexual awareness.
- Engaging in sexually explicit behaviour.
- Distrust of Adults, particularly those with whom close relationship would normally be expected.
- Has difficulty in making friends.
- Is prevented from socialising with other young people.
- Displays variations in eating patterns, including overeating or loss of appetite.
- Loses weight for no apparent reason.
- Becomes increasingly dirty or unkempt.

It should be recognised that this list is not exhaustive and the presence of one or more indicators is not proof that abuse is actually taking place. Some changes in behaviour can be caused by changes at home, for example, a bereavement. Also parents/guardians/carers should inform the Society of any significant changes which may affect the behaviour of their child. It is not the responsibility of those members of the Society to decide that child abuse is occurring, but it is their responsibility to act on any concerns.

## **16. BULLYING AND HARASSMENT.**

Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture. Although bullying often takes place in schools, it can and does occur anywhere where there is inadequate supervision.

## **17. DEALING WITH ALLEGED ABUSE.**

If there are any concerns or doubt, the information should be shared with the Childline, Social Services or the Police. Social Service are legally bound to make enquiries with regard to referrals. They will always work in partnership with the Police, and others as necessary. Their primary duty is to safeguard the welfare of the young person.

## **18. IF AN ALLEGATION IS MADE AGAINST YOU.**

Any concerns involving the inappropriate behaviour of an adult towards a young person will be taken seriously and investigated. If you are the person who is the centre of an allegation, the situation will be explained to you and you may be asked to stop working with young people.

This may result in suspension from your normal activity within the Basildon Borough Heritage Society whilst a full investigation is carried out. This is to protect all parties involved. On completion of the investigation, depending upon the outcome we will assess the appropriateness of you returning to volunteer work with young people and vulnerable adults and how this will be managed.

#### **19. HANDLING THE MEDIA.**

If there is an incident which attracts media interest, or if you are contacted by the media with an allegation, do not give any response until you have had an opportunity to check the facts and seek advice. The Chairman and Office Manager are the only Officers delegated to speak to the media.

#### **20. CODE OF CONDUCT FOR MEMBERS AND VOLUNTEERS.**

- Respect the rights, dignity and worth of every person within the context of the Society.
- Treat everyone equally and do not discriminate on the grounds of age, gender, religion, race, sexual orientation or disability.
- If you see any form of discrimination do not condone it or allow it to go unchallenged.
- Place the well-being and safety of young people above the development of performance.
- Develop an appropriate working relationship with young people, based on mutual trust and respect.
- Ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines with the young person's full consent and approval.
- Always work in an open environment (e.g. Avoid private or unobserved situations).
- Do not engage in any form of sexually related contact with any young person. This is strictly forbidden as is sexual innuendo, flirting or inappropriate gestures or terms.
- Respect young people's opinions when making decisions about their participation
- Be aware of any conflict of interest as soon as it becomes apparent.
- Display high standards of language, manner, punctuality, preparation and presentation.
- Do not smoke, drink or use banned substances whilst actively working with young people in the complex. This reflects a negative image and could compromise their safety.
- Hold and keep current, relevant qualifications and insurance cover.
- Ensure the activities are appropriate for the age, maturity, gender, experience and ability of the individual.
- Promote fair play in all aspects of operations.
- Display high standards of behaviour and appearance.



## **SELF DECLARATION FORM**

### **Notes on completing Self Declaration Form**

#### **WHO MUST COMPLETE THE FORM**

Any Member, Volunteer or Adult working in the Basildon Borough Heritage Society.

#### **DO I HAVE TO COMPLETE THIS FORM?**

The completion of this form is mandatory for all persons who have regular or continuous contact with young people. If an individual is unwilling to complete the form, then they should not be deployed in any position that gives them access to young people or vulnerable adults.

#### **WHAT INFORMATION IS HELD ABOUT ME?**

The information submitted on the form.

If you have a conviction for an offence that could put young people or vulnerable adults at risk, the official details of the conviction will be recorded. However, if allegations of behaviour or details of other convictions become known to the Castle Point Transport Museum Society, which may place young people or vulnerable adults at risk, this information may also be recorded.

All concerns or complaints will be reported to the Police and the relevant Local Authority for investigation and the outcome recorded.

This information will be held separately, securely and will record date, time, source and originator of any text. You may, at any time, request to see information held about you. This does not extend to information received from Disclosure and Barring Service checks.

#### **TO WHOM WILL MY INFORMATION BE DISCLOSED?**

If you wish to see information held about you, this request must be made in writing.

Information will be made available to any official agencies, which have a statutory duty to investigate allegations of child abuse.

#### **HOW WILL THE INFORMATION BE UPDATED?**

Periodically you will receive forms requesting an update on any change to the circumstances originally disclosed.

**Appendix: 1**

**SELF DECLARATION FORM**

**PART A - CONFIDENTIAL**

**Personal details:** \_\_\_\_\_

**Forename(s):** \_\_\_\_\_

**Surname:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Post Code:** \_\_\_\_\_

**Telephone (home):** \_\_\_\_\_ **Mobile:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**PROFESSIONAL QUALIFICATIONS RELEVANT TO THIS POST**

<b>Dates</b>	<b>Awarding body / qualification</b>
_____	_____
_____	_____
_____	_____

**MEMBERSHIP OF PROFESSIONAL BODIES.**

<b>Dates</b>	<b>Membership details</b>
_____	_____
_____	_____
_____	_____

**TRAINING COURSES ATTENDED**

Please give details of attendance on training courses relevant to this application.

<b>Dates</b>	<b>Course details</b>
_____	_____
_____	_____
_____	_____
_____	_____

**YOUR INTERESTS, PASTIMES AND HOBBIES**

Please give brief details of your interests, pastimes and hobbies:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Appendix 2

### EMPLOYMENT DETAILS

Please give details of your previous employment (most recent first) including any paid, unpaid or voluntary work that you may have undertaken and particularly that which may be relevant to this post.

Employer: \_\_\_\_\_

Dates from/to: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Type/business: \_\_\_\_\_

Post held: \_\_\_\_\_

Voluntary/Paid? \_\_\_\_\_

Brief outline of duties:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### REFERENCES:

Please give details of two referees who are not relatives:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 3.

**PART C  
SELF DECLARATION FORM**

The Basildon Borough Heritage Society aims to promote equality of opportunity for all persons and welcome applications from a wide range of individuals, including those with prior criminal records.

The position for which you have applied for is an exempted occupation for the purpose of the Rehabilitation of Offenders Act 1974 (as amended by the Rehabilitation of Offenders Act 1975).

All “spent” and “unspent” convictions must be declared. Having an “unspent” conviction will not necessarily impede your appointment, this will depend on the circumstances and the background to your offence. If you fail to disclose an offence and we are later informed, you may be subject to disciplinary action. Evaluation of information is based on strict confidentiality and discretion.

Have you ever been convicted of any criminal offences?

Yes  No

If yes, please supply details of any criminal convictions:

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**Are you a person known to any Social Services Department as being an actual or potential risk to children, young people or vulnerable adults?**

Yes  No

If yes, please supply details:

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**Have you ever had a disciplinary sanction (from any sports or other governing body) relating to child abuse?**

Yes  No

If yes, please supply details:

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I understand it is necessary for me to declare any information requested and that the position for which I have applied may involve access to children, young people and vulnerable adults.

**I hereby give my consent to conduct a Disclosure and Barring Service (DBS) check if so required.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 4

### RISK ASSESSMENT FORM

Name and position of person doing the check

Date of check

Is the area fit and appropriate for its intended activity?

Yes  No

Other outdoor activity (specify as required)

Yes  No  \_\_\_\_\_

If no, please list the hazards, which may cause risk and the action taken, if any.

Inside the building.

Is the building, including all facilities within, safe and free from obstacles and harm?

Main Building	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Messing rooms	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Exhibition rooms	<input type="checkbox"/>	<input type="checkbox"/>	Equipment Rooms	<input type="checkbox"/>	<input type="checkbox"/>
Moveable furniture	<input type="checkbox"/>	<input type="checkbox"/>	Electrical Equipment	<input type="checkbox"/>	<input type="checkbox"/>
Changing Rooms/Toilets	<input type="checkbox"/>	<input type="checkbox"/>	Access/egress	<input type="checkbox"/>	<input type="checkbox"/>
Offices and Storerooms	<input type="checkbox"/>	<input type="checkbox"/>			

If no, please outline unsafe equipment or situations and who may be at risk and action taken

## Appendix 5

### RISK ASSESSMENT FORM (continued)

#### Junior members and other participants.

Appropriately attired.      Yes       No

If no, give verbal indication of the standards we expect and note action taken.

#### Emergency access and egress points.

Have emergency access points been checked and are they operational?

Yes       No

If no, please outline the issues and action taken, if any.

#### Safety information.

Check that evacuation procedures are published and placed at locations identified for all to see. Ensure staff and volunteers have access to information relating to health and safety.

**Does the Society need to take further action, if so please specify.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

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