

# BWY CHILD PROTECTION CHECKLIST

## Summary of Safeguarding Procedures for all teachers with an Under 18 Year Old in their Class

I hope the checklist below will be a helpful summary of safeguarding procedures to have in place when teaching under-18 year olds.

**Glossary:** **CP** = Child Protection; **E** = Equity; **CRB** = Criminal Records Bureau  
**EEWM** = Ethics, Equity & Welfare Manager **LCPO** = Lead CP Officer

PROCEDURE	TYPE OF CLASS YOU ARE TEACHING	
	CHILDREN'S CLASS	ADULT CLASS with under 18 year old/s present
Hold the BWY Yoga for Children Module Certificate	Strongly recommended	Not necessary
Update 3 yearly on sportscoachUK's basic CP training workshop **	Strongly recommended	Not necessary but useful
Be familiar with BWY CP and E Policies *	Yes	Yes
Hold a current CRB Enhanced Disclosure through BWY (renewal required 3 years from date of issue)	Yes	Yes, if parent is <b>NOT</b> present – refer to Under 18 Conditions/ Agreement & Spectrum Summer 2006 Article *
Complete additional BWY paperwork in accordance with CP Policy	Yes	Not necessary
Use Under-18 Conditions and Agreement Form *	No	Strongly advised
Be aware of and, if appropriate, use Hands On Adjustment Consent Form *	Yes	Yes
Be aware of and, if appropriate, use Photographs Consent Form *	Yes	Yes
Be aware of teacher/supervision ratio *	Yes	Not necessary
Be aware of adult/under-18 student ratio – see below	No	Yes
Have BWY Essential Contact Details for Teachers completed and available to hand *	Yes	Yes

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<b>PROCEDURE</b>	<b>TEACHING VENUE</b>	
	<b>School, sports or health centres etc</b>	<b>Private classes eg church hall etc</b>
Whose CP Policy to follow?	Follow the organisation's CP Policy. Ask: a) for a copy of the Policy, and b) who the "referral" person is	Follow BWY CP Policy *
Provide Statement of Care for young people and parents *	Not applicable	Yes
Provide Child Welfare Contact details for young people and parents *	Not applicable	Yes

\* Paperwork available from the website ([www.bwy.org.uk](http://www.bwy.org.uk) / About The Wheel / Child Protection and Equity). If you don't use the internet and would like printed copies, please contact the EEWM (see below).

\*\* Further information available on the website, or by contacting me.

**EQUITY and ADULT / UNDER 18 STUDENT RATIO**

For teachers accepting under 18 year olds into an adult class, the following may be useful in terms of treating all students fairly:

A precedent is set when taking an under 18-year-old into an adult class. In terms of fairness to both the adult students and the young person/s, you need to consider how many young people you would be prepared to accept into your class. By accepting a number of young people into an adult class the percentage/ratio of young persons to adult students would change and could affect your delivery to the class. Due to the differing needs of a developing young person, you could find your time is disproportionately spent with him/her to the disadvantage of your adult students. This may not necessarily be the case, but it could potentially happen and you may wish to consider the implications.

Please don't hesitate to contact me if you need clarification or further information.

(signature)

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