

APPENDIX 11

JOINING A CLUB SUGGESTED WELCOME LETTER TO PARENTS & CHILDREN

Parents

The letter should include information that the club has the following policies and where it can be accessed:

- Child welfare.
- Anti bullying policy and where it can be obtained.
- Details of what to do if they have a concern regarding child welfare.
- Club transport policy.
- Equity policy.
- Club Disciplinary policy.
- Training policy – including the level of teacher and adult assistants “physical contact” with the child.

The letter should include names and contact details of the club Welfare Officer, the club Instructor and the club Secretary. The letter should also include the following statement:

That the club, Aikido Association and the BAB are committed to good child welfare policies and practice; has a Child Safeguarding Policy and child welfare disciplinary policy – and details of where that can be obtained; i.e. BAB website www.bab.org.uk

Club training information

- Details of training times.
- Details of competitions (if applicable).
- Details of the club training squad decision making and procedure by which any parent can question.
- If not satisfied they should approach the

Useful websites for parents and children

1. Kidscape – have a helpline and downloadable leaflets on what to do if your child is being bullied. www.kidscape.org.uk
2. NSPCC – [Help for adults](#) Worried about a child? Call the NSPCC Child Protection Helpline on 0808 800 5000.
3. Childline – [Help for children and teenagers](#) Need advice or just want to talk? Call ChildLine 0800 1111. Calls are free and confidential.
4. www.culture.gov.uk Help keep your child safe in sport. A child protection leaflet for parents. Downloadable or your club WO will have a copy.
5. Child Protection in Sport Unit Telephone 0116 234 7278 Have useful downloadable document on www.CPSU.org.uk which includes:
 - Club safety list for parents.
 - Protecting your child by listening.
 - How you can help make sport safe.
 - Setting the right example.



Participants under 18 – Suggested Letter from the Club (CWO or other Officer)

Dear _____,

Welcome to the _____ club. We hope you will have an enjoyable and happy time as a member of our club, that you make many new friends and enjoy training (and competing) with us.

Your parents have been given details of information available to you as participants and them as parents. Please ask them to share that with you.

We are a club affiliated to the _____ Association and are committed to help you achieve to a standard that is appropriate to your potential. The coaches are here to help you reach your potential and have been trained to do so in a safe and proper manner.

If you have a concern about your training please speak to your coach. If you feel unable to do this please talk to your parents who will be able to raise the concern for you.

The club has a Child Safeguarding policy. The club Welfare Officer will have a copy of this/a copy can be obtained from the club website. The club is committed to your welfare and if you are concerned about any aspect of what is happening to you while you are at the club, either due to the behaviour of adults or other children, you can speak to your parent, the club welfare officer, the coach or any other adult you choose. The club Welfare Officer will help you and your parents deal with the concern appropriately.

Your club Welfare Officer is _____

Or you can find the welfare officers name and details on the notice board/on the website.

If you wish to speak in confidence to someone outside of the club or your family the following organisations are available

Kidscape – have a helpline and downloadable leaflets on what to do if you are being bullied: www.kidscape.org.uk

Childline – [Help for children and teenagers](#) Need advice or just want to talk? Call ChildLine 0800 1111. Calls are free and confidential.

Your club does not condone bullying of any kind, by adults or juniors, and has an anti bullying policy. You can ask your Welfare Officer or parents to get you a copy of go to the BAB website: www.bab.org.uk

We expect all our members to behave in an appropriate manner to their coaches, all club helpers, fellow participants and all adults and children you have contact with in training (and competitions). We have a code of conduct that you and your parents will be asked to sign and return to the club _____. If you are unsure about any aspect of the code of conduct please feel free to ask _____.

We hope you will have a very happy and successful time while a member of the _____ club.