

FORM 1: FIRST STAGE ELIGIBILITY CHECK

Name of accountable group: Seaton Town Council

Application Eligibility		
Criteria	Yes	No
Is the application form <i>complete</i> ?	X	
Is the form <i>signed</i> ?	X	
Has the group let the relevant EDDC Ward Member(s) know about the project / application?	X	
Group Eligibility		
Criteria	Yes	No
Is the accountable organisation; a charity registered with the Charities Commission, a Community Interest Company registered with Companies House, or a town / parish council?	X	
Is there a copy of the accountable organisation's most recent annual accounts unless they are a town or parish council?	X	
Is there less than one year's running costs in reserve?		N/A
If the project involves working with vulnerable people have they included a Safeguarding Policy and details on how volunteers / staff are appropriately trained?	X	
If not a town or parish council, is there at least one letter of support from a town or parish council in the relevant area?	X	
If a town or parish council, is the project joint between two or more town or parish councils?	X	
Project Eligibility		
Does it benefit two or more town or parish council areas, not including Exmouth?	X	
Are the majority / all of the benefits of the project within East Devon but outside of Exmouth?	X	
Is it an admissible type of project?	X	
Is the project; sustainable, in a transition phase with evidence of how it will become sustainable, or a short term project?	X	
If planning permission is needed has it been gained?		N/A
Will the project not start until after March 2019?	X	
Will any grant money awarded be spent and claimed within 12 months from time of approval?	X	
Is the project ineligible for the Community Buildings Fund?	X	
Has the project not previously received funding from the Parishes Together Fund?	X	
Costs Eligibility		
Are there the required number and type of quotations, with a written tender specification?	X	
Is the grant requested between £400 and £30,000?	X	
Is the grant requested no larger than 80% of the overall project costs?	X	
Has the applicant obtained at least 20% match funding from elsewhere?	X	
Do funding gained (once our grant is added) and total project costs match?		X

FORM 2: PRIORITY ASSESSMENT

Minimum score for each = 0

	ITEM	Max. Score	Score Given
1	Working with other groups and communities to either identify and / or carry out the project, identifying new ideas for their mutual benefit.	10	4
Comments: Seaton Town Council are proposing the project, Beer Parish Council support the project and Seaton Majorettes are the beneficiaries. There will be some communication between them but this would be minimal.			
2	Benefitting, enhancing and / or making a difference to communities.	5	4
Comments: Benefits to the 50 Seaton Majorettes - Physical exercise of baton twirling. Benefits to health, wellbeing, learning and interpersonal skills. Helps to combat childhood obesity. They regularly perform at community events. Not sure about the benefits of the batons, other than allowing Seaton Majorettes to continue – have asked.			
3	The need for the project.	5	2
Comments: The project is to purchase batons for Seaton Majorettes, as they need to replace their current batons.			
4	How well is the project planned?	5	3
Comments: The project involves purchasing of batons, so is well planned. Have asked them to get another quote as seems a significant amount for batons. Do not have customs and import costs which would be significant. They are currently £420 short but this will be raised through fundraising.			
Total Score:		25	13

ASSESSOR Comments:

FORM 3: SUMMARY SHEET FOR COMMITTEE

Name of accountable organisation:

Seaton Town Council

To purchase 30 new batons for Seaton Majorettes. Seaton Majorettes is of benefit to 50 young people at the moment, and improves their health and wellbeing as well as taking part in local community events. They do not have customs and import costs included in the project. There is a £420 shortfall. Is a significant cost for the batons they need.

Total Project Cost:

£4,200

Award Requested

£3,360

Recommendation

£

Funding Package:

Unconfirmed Funds:

£0

Shortfall:

£420 – will be fundraised

<u>Funds Applied For or Raised</u>	<u>Amount</u>	<u>In hand? Yes, No, or Unsuccessful</u>
Seaton Majorettes fundraising	£420	
Total (if we give our grant)	£	3,780

Priority Scoring:

ITEM	SCORE
1.	4
2.	4
3.	2
4.	3
TOTAL SCORE:	13

Assessment Summary:

East Devon District Council and Devon County Council

Communities Together Fund Application Form 2018 / 2019

Devon County Council and East Devon District Council have allocated a sum of money to be given in grants. This equates to £1.10 per elector in the District. The fund exists to encourage communities to work together; identifying new ideas for their mutual benefit. Applications are welcome from community projects benefiting, enhancing and making a difference to communities.

Please read the guidance notes thoroughly before completing the application form.

All applications must be with us by midnight on Wednesday 16 January 2019.

IMPORTANT- If your application is incomplete by the deadline, it will not be assessed and will be returned to you. Please ensure that all sections are complete and any supporting documentation sent by email or post either before or shortly after submitting your application.

Data Protection

Any personal information which you provide will be held and used by East Devon District Council for the purpose of your grant application. Your information will be held temporarily by SNAP Surveys Ltd who provide the software used for the application. Your information may also be shared within East Devon District Council for the purposes of carrying out our lawful functions. Otherwise your personal information will not be disclosed to anybody outside East Devon District Council without your permission, unless there is a lawful reason to do so, for example disclosure is necessary for crime prevention or detection purposes. Your information will be held securely and will not be retained for any longer than is necessary. There are a number of rights available to you in relation to our use of your personal information, depending on the reason for processing.

All applications including any supporting evidence you send in with your application, and details of any funding allocated will be published on the East Devon District Council website in line with our Privacy Statement. Personal information will be removed. Names and contact details of organisations and businesses will be published as part of your application. Successful projects will need to complete an evaluation form, which will also be published on our website in the same way.

Further detail about our use of your personal information can be found in the relevant Privacy Notices which can be accessed online: <http://eastdevon.gov.uk/privacy> SNAP Surveys Ltd Privacy Policy: <https://www.snapsurveys.com/survey-software/privacy-policy-uk>

Section A - Your contact details

1. Names of all the organisations involved in submitting this application:

Seaton Town Council, Beer Parish Council and Seaton and District Majorettes

If you are a voluntary or community group where someone like a town or parish council has agreed in writing to be accountable for the project and bankroll it please put both your groups details and the accountable organisations details.

Please nominate one lead person involved and fill in their details below. This nominated person will receive all communications about the funding and will receive and be responsible for any funding received on behalf of all involved.

2. Main contacts name, organisation they represent, and address (including postcode):

[REDACTED] Town Clerk, Seaton Town Council, [REDACTED]

3. Main contacts phone number:

[REDACTED]

4. Main contacts e-mail:

[REDACTED]

5. Is the lead organisation (the one who will be accountable for the funding):

Although voluntary and community groups and clubs are eligible, they must work with a lead organisation who would be accountable and must fit into one of the categories below.

A charity registered with the Charities Commission

A Community Interest Company registered with Companies House

A town or parish council

If the lead organisation is a registered charity, please put your charity number below:

If the lead organisation is a Community Interest Company please put your registration number below:

Section B - Eligibility checklist

6. If you answer 'No' to any of the following questions you are not eligible for this funding:

	Yes	No	Does not apply
Does your project benefit two or more town or parish council areas within East Devon? Exmouth, as part of a pilot scheme, are managing their own funding so must not be included when counting how many town or parish council areas your project benefits.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does your project show communities working together; identifying new ideas for their mutual benefit?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does your project benefit, enhance and/or make a difference to communities?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have you explored opportunities to work with other voluntary and community groups to either identify and/or carry out the proposed project? For example; town and parish councils, Community Interest Companies, registered charities, other voluntary and community groups.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Do you already have a minimum of 20% of the total costs of your project from elsewhere?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you applying to us for funding of between £400 and £30,000?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do you have one written quotation if the total cost of your project is under £5,000, three written quotes if it is between £5,000 and £100,000, or five written quotes if it is over £100,000?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Will any grant money awarded be able to be spent and claimed within 12 months of receiving your grant offer letter in around March 2019?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
If you aren't a town or parish council, do you have or will you get the written support of one or more of the parish or town councils in the area your project will benefit and send it in with your application?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Have you let the relevant EDDC Ward Councillor(s) know about your project?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are you; a town or parish council, Community Interest Company registered with Companies House, registered charity, or a voluntary or community group where someone like a town or parish council has agreed in writing to be accountable for the project and bankroll it?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
If you are a town or parish council, are you submitting this application jointly on behalf of two or more parish or town councils?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
If your project is working with vulnerable people do you have a Safeguarding Policy and appropriately trained staff/volunteers?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Taking into account likely funding, is your project viable in the long term, or is it in a transition phase with documented evidence of how the project will become sustainable post transition?	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

7. If you answer 'Yes' to any of the following questions you are not eligible for this funding:

	Yes	No	Does not apply
Is your project eligible for our Community Buildings Fund? eastdevon.gov.uk/grants-and-funding/community-buildings-fund	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Has your project received funding from the Parishes Together Fund?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Is your project any of the following; promoting religion or politics, the direct responsibility or statutory obligation of another statutory organisation, regular activity such as lengthsman duties, on-going staff costs or costs for the day to day running of an organisation, to fund budget shortfalls or pay off debts, to fund a project where planning permission is needed but hasn't been given.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Will any of the project costs be raised by means of a personal mortgage or personal security?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Is your project due to start before the end of March 2019?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Are a significant amount of the beneficiaries of your project within the Exmouth Town Council area? As part of a pilot project, Exmouth Town Council are managing their own funding so aren't included.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

If you are ineligible and feel you should be eligible please call us to discuss on 01395 517569.

Section B - About your project

When filling in section B, please remember you will be competing with others for this funding. We can only assess your application on what you submit, so to have the best chance of being successful please read the guidance notes, the notes underneath the question and give us as much information as possible.

8. What is your project?

Should be approximately 250 words.

Describe in detail what is involved with your project. What do you intend to do? We want to know what you will do with the grant and what exactly it will pay for.

This joint project between Seaton Town Council, Beer Parish Council and Seaton Majorettes is to fund the purchase of new batons for the Seaton Majorette troupe.

9. How have you explored opportunities to work with other voluntary and community groups to either identify and / or carry out your proposed project, and how are you committed to working together on the project:

Should be approximately 100 words

For example; town and parish councils, Community Interest Companies, registered charities, other voluntary and community groups.

Send any accompanying evidence you have of this with your application form.

This project is jointly supported by Seaton Town Council and Beer Parish Council

10. Why do you want to carry out this project and what difference will it make?

Should be approximately 100 words

Outline what impact / difference the project will have on the quality of life for your users and community e.g. how it will solve a local issue, improve services or engage more residents in their communities.

Seaton Majorettes has about 50 young people as members and they meet regularly to practice and perform. The exercise is of benefit to the young people as, not only is it physical exercise assisting with their health and wellbeing but it also stimulates the brain due to the nature of the routines performed with the batons. The physical exercise reduce the likelihood of childhood obesity and the mental stimulation also helps the young people concentrate and benefits them in their day to day life. Many of the young people do not go to the same school so it also improves the interpersonal skills of the young people and builds their confidence. The Majorettes also provide a wider community benefit as they regularly perform at events in a number of town centres and in local carnivals.

11. How do you know this is needed? Who and how have you consulted?

Should be approximately 100 words

How do you know this is what is needed and wanted by the community? You may wish to include letters of support from town and parish councils involved, voluntary and community groups, residents, local organisations, businesses, Councillors etc. Have you undertaken any consultation exercises like Parish Plans, public meetings, other surveys that support your application. Is there any statistical evidence to support your application?

Seaton Majorettes

12. When do you intend to start work on this project and how long is work likely to take?

Funding can only be given to work that has not happened. Do not start spending on your project until we have confirmed we have received back your signed copy of your official letter offering the grant, which we would normally send to you around the end of March 2019. We can't pay for the project if it has been started before this has happened. The project must be completed within 12 months of you receiving a grant offer letter if you are successful.

The batons would be purchased early summer enabling the Majorettes the time to fundraise for the remainder of the money

13. How is your project sustainable?

Should be approximately 80 words

For example, is it a one off event, will the money pay for buying some items that will stay with the project, is it some funding to kick start a project or is it work that the results of will last for a long time. If it is successful and needs longer term funding how will you make sure the project can carry on, for example by paying for it from main parish or town council budgets.

The funding will be a one off but the results of the funding will last for a long time and will assist with the sustainability of the Majorette troupe in Seaton. The Majorettes raise funding themselves as well so they are a sustainable proposition

Q - Have you made the relevant East Devon District Councillor(s) aware of your project? If not, please could you do so and let me know.

A - Yes both Cllr Burrows and Hartnell are aware of the project and were at the Council meeting when it was signed off

Q - Can I just double check that Seaton Town Council are the responsible organisation for this project and we'll send you the money for you to pass on?

A - Yes Seaton Town Council is the responsible organisation for the project and will pass the money on to the Majorettes

Q - Why do the majorettes need these new batons? For example have the old ones worn out? Do they not have enough for everyone that wants to join? What will the benefits of these new batons be over and above their current batons?

A - The batons are not taken home by the Majorettes so they will 100% remain the property of Seaton Majorettes even if people leave the troupe.

Yes the principal reason for the application is that the old batons are wearing out and the lighting is not good. They have to buy new light sticks each time they use the baton and this is wasteful and expensive. The glow light sticks are plastic so this also adds to plastic waste. The new batons remove the need to keep buying new glow light sticks and will reduce waste plastics.

Q - I know Councillors will query the significant cost of the batons. Due to this please could you send me at least one more example quotation for the batons (or just example print offs from the internet of prices for similar batons), details of why these particular batons have been selected and why they are being ordered from America and not from within the UK?

Q - Is there a reason why there is no customs included on the quotation? I thought items shipped from America were subject to customs?

Section C - Project costs and match funding

14. Every project needs to include a written quotation from at least one contractor / supplier / provider. If the total cost of the project is over £5,000 but less than £100,000 you must get a minimum of three written quotations, or detail why this is not possible e.g. only one supplier that can do the project. If your project costs are over £100,000 you must provide five written quotations, or detail why this isn't possible. Have you done this and included it as part of your application?

Please see the rules for the fund for details on the quotation process.

- Yes - please detail as part of question 17 and send written quote(s) with your application
- No - you need to do this before submitting your application

15. What is the total cost of your whole project, and how have you arrived at that cost e.g. please detail and include quotes you have received for the project and state which ones you wish to proceed with and why:

Please note that all of the funding will be passed onto the organisation leading the application and they will be responsible for it. It will be up to the applicants to distribute from there.

We'll pay grants upon receipt of invoices or receipts, unless you agree an exception to this with us in advance.

The total cost of the project is £4,200 The breakdown of the costs is: 30 new batons at a cost of £140 each

1. In terms of the customs duty and import tax they're not sure how much this will cost until they arrives in the UK but Seaton Majorettes have confirmed that they would pay this amount. This is not included in the £4,200 costs.

2. There is no other firm in this country that do the same that is why I need to get them from America. And as far as i can see no other in America.

16. Can you claim the VAT back on your project costs?

- Yes - please apply for the costs without including the VAT you can claim back
- No - please apply for the project costs inclusive of VAT

17. Funding

You must already have a minimum of 20% of the total project costs from other sources to be eligible.

Total grant you are requesting from the Communities Together Fund: £3,360

Other confirmed match funding (please give more details below of where the funding is coming from and how much it is for):

Seaton Majorettes fundraising - £420

Other unconfirmed match funding (please give more details below of funding that has been applied for and how much it would be for):

£4,200 plus customs duty and import tax

Total cost of project: £4,200

Shortfall (please specify below how this shortfall will be met): £420

Seaton Majorettes fundraising.

Section D - Checklist

18. Please tick below to indicate that you have understood and agree to your application form and supporting evidence being used and published in both of the ways outlined below:

- You have understood that we are subject to Freedom of Information legislation. Unless the information contained with and within this application is legally classed as confidential or protected under current data protection legislation it will be made public, usually in the form of being published on our website. This will be in the form of the agenda and minutes of the decision making meeting and to fit in with any other Freedom of Information requests. If any information you have given is exempt from disclosure under the Freedom of Information Act, it may be redacted before the remainder is published. Find out more here: <http://eastdevon.gov.uk/access-to-information/freedom-of-information/>

- You are aware of and have understood our Data Protection Policy and Privacy Notices: <http://eastdevon.gov.uk/privacy/> This includes all applications including any supporting evidence you send in with your application, and details of any funding allocated being published on the East Devon District Council website in line with our Privacy Statement. This includes names of individuals and personal contact details being removed. Names and contact details of organisations and businesses will be published as part of your application. Successful projects will need to complete an evaluation form, which will also be published on our website in the same way.

If you don't tick this box your application can't go forward.



19. Checklist. Have you sent the following by email or post to accompany your application including:

Post: Community Engagement and Funding Officer, East Devon District Council, Knowle, Station Road, Sidmouth, EX10 8HL

E-mail: jbuckley@eastdevon.gov.uk

- The appropriate number and type of quotations for the cost of your project, and any invitations to tender documents.
- Written support from at least one of the town and parish councils in the area your project will benefit if you aren't a parish or town council.
- Any relevant documents as outlined in guidance notes, for example accounts, governing documents, safeguarding policies.
- Have you made the relevant East Devon District Councillor(s) aware of your project and sent any comments you received back from them.

You may also wish to include the following to support your application:

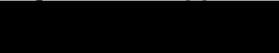
- Details of offers/ grants from any other funder/ organisation
- Photographs, specifications and drawings
- Extracts from Parish Plan(s) or Neighbourhood Plan(s)
- Evidence of consultation e.g. letters of support

20. Before signing, please read

I confirm that:

- I am authorised by the organisations involved to sign on their behalf.
- Funding will not directly benefit any individual or private business and will only be used for the purposes specified within the application.
- I understand that funding will only be paid upon receipt of valid invoices/ receipts.
- That we will provide East Devon District Council with information of how the funding has benefitted the community on request.

Signature of applicant (or type name and this will be counted as a signature):



Date:

15/01/2019

**The closing date for applications is midnight on Wednesday 16 January 2019.
At this stage Devon County Council have only been able to confirm their funding of this scheme for this year only.**

Please press on 'submit' below to send your completed form to us.

Please send accompanying information clearly labelled with your project details to:

**Post: Community Engagement and Funding Officer, East Devon District Council, Knowle, Station Road,
Sidmouth, EX10 8HL**

E-mail: jbuckley@eastdevon.gov.uk

Communities Together Fund
Majorettes



flowtoys - RETAIL
Emeryville 94608
U.S.A

flowtoys invoice
invoice # INV-6318

Balance Due
\$4,700.00

Invoice Date : 15 Jan 2019
Terms : Net 15
Due Date : 30 Jan 2019
SHIPPED? : not yet

Item & Description	Qty	Rate	Discount	Amount
custom fee custom assembly fee for 26" lumina twirl baton	25	10.00	100.00%	0.00
lumina twirl baton V2: silver w/ grip 26" Sold individually. Includes: lumina twirl baton w/ 2 capsules, flowcaps, usb cables, manuals.	25	180.00	0.00	4,500.00
shipping: DHL DHL - tracking emailed separately once payment confirmed.	1	200.00	0.00	200.00
			Sub Total	4,700.00
			Total	\$4,700.00
			Balance Due	\$4,700.00

Notes ~

Thank you!
May the flow be with you.
^^

Payment Options  

Beer Parish Council



Mrs Annie Dallaway
Clerk to the Parish Council
22 Boundary Park
Seaton
Devon
EX12 2UN

Phone: 07593 405161
clerk@beer.eastdevon.gov.uk

E. Devon World Heritage Coast

15 February 2019

Jamie Buckley
Community Engagement & Funding Officer
Blackdown House
Border Road
Heathpark Industrial Estate
Honiton
Devon
EX14 1EJ

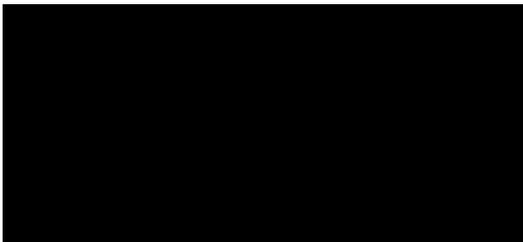
Dear Jamie

Communities Together Fund: Seaton Majorettes

I am writing to confirm that Beer Parish Council is keen to partner Seaton Town Council in a bid for Communities Together Funding for new batons for Seaton Majorettes.

Beer Parish Council is happy to contribute its 2018/19 allocation towards the project.

Yours sincerely



SEATON MAJORETTES

CHILD PROTECTION & VOLUNTEER VETTING POLICY

Seaton Majorettes are fully committed to safeguarding the welfare of all children and young people by protecting them from physical, sexual and emotional harm. Trainers, Committee and Volunteers should at all times, show respect and understanding for the rights of young people.

The following policy outlines the procedures that Seaton Majorettes will follow to create an environment where children in their care are safe from abuse.

CONFIDENTIALITY AND RECORD KEEPING

We are required to hold confidential records on children in the troupe i.e. telephone numbers, medical records, etc. Parents will have access to the records of their children at any time. Only Committee Officers will be allowed access and no recorded details will be shared with any other person without first obtaining parental consent.

The committee will not discuss individual children other than for the purpose of the development of the troupe.

Any incidents relating to a child's personal safety will be kept confidential and not shared with any other persons other than the committee or statutory agencies, in the event of an allegation/complaint of abuse. In this instance written records (incident forms) will be kept confidential.

REPORTING ALLEGATIONS

Seaton Majorettes have a named committee member responsible for co-ordinating the child protection policy.

This person is 

The named person will be responsible for completing the incident form and ensuring the following information is recorded:-

Name of child, Parents/carers details, the child's address, relevant telephone numbers, what is said to have happened or what was seen, when it occurred, who else was there, what was said by those involved, whether there is actual evidence e.g. bruises, bleeding, changed behaviour, who has been told about it, who was concerned, was the child able to say what happened, whether parents/carers have been advised.

VOLUNTEER VETTING

All Seaton Majorettes committee members will hold current DBS disclosure.

Any volunteer who helps out at events who is not DBS checked will be supervised by a committee member, to avoid any situation that is not giving the child full protection.

If a DBS form is returned with a notification of a criminal recorded or caution, the record will be discussed by the committee of at least a quorum of three. If the record is not relevant to the workings of the Seaton Majorettes the form will be returned to report of continual service of volunteer. If the record is of the nature that the volunteer is not suitable to be working with the Seaton Majorettes the volunteer will be notified immediately of termination of services.

Seaton Majorettes strive to ensure that children and young people are protected and kept safe from harm whilst participating in Majorette activities. We endeavour to promote the highest standards of care for participants and will:

- Provide and implement procedures to safeguard the well being of all participants and protect them from abuse.
- Respect and promote the rights, wishes and feelings of all participants.
- Adopt good practice in recruitment, training and supervision of all committee members and volunteers and provide guidance to parents and carers.
- Require that all volunteers and helpers are aware of our health and safety policy and the child protection policy and procedure and ensure it is adhere to.
- Respond to all allegations and concerns, and implement the appropriate disciplinary and appeals procedure.
- Seaton Majorettes maintain confidential records of all complaints, concerns and sanctions against the club and members.

POINTS OF GOOD PRACTICE

A system is in place to ensure young people have the opportunity to talk with an independent person in private. It is usual in these circumstances to ensure a witness is present (another committee member).

A witness is present in all private discussions with majorettes to ensure facts can be recorded accurately.

Seaton Majorettes will endeavour to fund any training required by committee members to further their knowledge of child protection issues.

Seaton Majorettes child protection policy aims to ensure that; known abusers are excluded, training is sought and supplied, abuse is prevented by means of good practice, suspicions of abuse are responded to appropriately and families are supported.

GOOD PRACTICE GUIDANCE

It is essential that the child protection is paramount for all majorette activities, not only to provide the best possible protection for children in the troupe but also to avoid allegations of poor practice and to ensure the safety of Committee and participants. Failure to follow the following guidelines could place young people, trainers and the club in a vulnerable position.

- Promotion of the policy to all club members and parents to show the clubs commitment to a safe environment.
- Promotion of an environment where all legitimate concerns can be raised without fear of victimisation or reprisal.
- Requesting written consent for participation, contact details photography consent, medical information and an agreement to act in loco parentis in an emergency.
- Keeping written records of any poor practice of child protection related incident and accidents, and any action taken.
- Provision of regular training for coaches, assistants and officials.
- Provision of an open door environment.
- Ensuring that every effort is made to prevent situations where an adult is alone with a child or group of young children.
- Ensuring that there are at least three responsible adults present at training sessions
- Keeping parents and majorettes fully informed about child protection procedures.
- Ensuring that equal opportunities and equity policies are adhered to, and that the discrimination is prohibited.
- Publicising an anti-bullying policy.
- Offering support to those who report concerns regarding suspicious or poor practice.

GOOD PRACTICE FOR TRAINERS AND COMMITTEE

All participants have the right to be safe and to be treated with dignity and respect. The promotion of good practice will reduce the possibility of abusive situations occurring. A good and caring trainer will continually reflect upon their own training style, philosophy and practices to ensure the safety and well being of the participants at all times. Although these guidelines are written with trainers in mind, they are applicable to all adults with access to children through majorettes.

The following are examples of good practice, which will create a safe and desirable environment:-

- Always be publicly open when working with children. Avoid situations where a trainer and an individual child cannot be observed.
- Always ensure that there is at least two other responsible adult present during training sessions.
- When children are changing for a display and need help changing always ensure at least two committee (female) members present.
- Treat all majorettes equally with respect and dignity.
- Always place the safety and welfare of the participants at the highest priority.
- Behave in an exemplary manner and provide a role model for excellent behaviour.
- Keep up to date with your knowledge and technical skills.
- Respect the need and wishes of the majorettes and do not exert them against their will.
- Motivate the majorettes through positive feedback and constructive criticism.
- Obtain written consent from parents to act in loco parentis and if the need arises, to administer emergency first aid, and/or other medical treatment.
- Maintain a written report of any incident or injury together with any subsequent treatment or action.
- Do not take a child alone on a car journey except in unforeseen circumstances. Where these situations are unavoidable they should only occur with the full knowledge and consent of the senior trainer/Chairman and/or child's parents. If transporting children, obtain prior consent from parents.
- Organize central pick-up and drop off points to ensure the driver is not alone with a child and make sure the route and breaks (if necessary) are well planned.

YOU SHOULD NEVER

- Take a child to your home or other secluded place where they will be alone with you.
- Engage in rough and physical games.
- Share a room with a child.
- Make sexually suggestive remarks to a child even in fun.
- Reduce a child to tears as a form of control.
- Allow children to use inappropriate language unchallenged.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for a child that they cannot do for themselves, unless you have been requested to do so by the parents, or do so with the utmost discretion.
- Depart from the premises until you have supervised the safe dispersal of the children.
- Abuse your privileged position of power or trust with children of adults.
- Resort to bullying tactics or verbal abuse.
- Cause a participant to lose self esteem by embarrassing, humiliating or undermining the individual.

GUIDANCE FOR PARENTS

A good coach will develop a strong, trusting bond with the majorettes. This is essential in a successful trainer/majorette relationship. However, as a parent you should check that:

- You have read all our policies and procedures.
- The majorettes have read all the rules.
- You know who the child protection officer is.
- Parents are not discouraged from watching or becoming involved.
- Encourage your children to talk to you about their training and ensure that they know how to voice their concerns if they are not happy about any situation that may arise.

We will review this and all policies on a yearly basis.

This policy was adopted by Seaton Majorettes

Signed on behalf of Seaton Majorettes.....