



CRIMEBEAT Project Terms and Conditions

To engage with us in a Crimebeat project it is essential that we have a common understanding and clarity about individual roles and responsibilities. Please tick each box to confirm your understanding and agreement. The form then needs to be signed and returned to the Crimebeat Office. If you have any concerns about any aspects please call the Crimebeat office: 01380 734106

Health & Safety and Child Protection Terms and Conditions

It is vital that all partners involved in running any Crimebeat projects, are clear about their areas of responsibility in relation to health and safety, risk assessment and child protection. Where policies are in place they are to ensure the safety of all, working staff and young people attending. You should share this information with all involved to ensure clear understanding.

Tick to confirm

- When in your care, you are responsible for the young people attending your project, this includes free, or unsupervised time, e.g. breaks and lunchtimes.
- You must have a health and safety policy which is understood by all concerned, including risk assessments, public liability insurance and a child protection policy.
- All members of staff must be CRB (Criminal Records Bureau) checked, furthermore enhanced checks for 'lead workers' are required – these checks must not be more than three years old.
- Copies of risk assessments must be available to view at all projects.
- Parental consent must be obtained for any out of centre activities, or any part of the activity which is not as detailed on the programme description. The parental consent form should clearly identify the insurance position. If there is no personal accident cover, this should be stated, and the responsibility/choice then placed on the parents or guardians.
- Remember to check that the premises you are using, or the off-site activity you are participating in as part of your project has adequate insurance cover, risk assessments and any activity leaders have adequate qualifications (ask to see copies of these)
- Your staff must be qualified in the tasks and skills they are performing.
- All projects must have two staff members regardless of group size. A ratio of one adult to every seven young people is a minimum requirement for every Crimebeat activity.
- Young people must be registered each day.
- All young people must complete a consent form before any photos, or video film, can be taken.
- Perhaps the most important area to understand is that the responsibility for a young person lies with whoever is with them at a given time, and that our priority focus must be on the safety and welfare, of young people above all else.

Person responsible for health & safety and child protection implementation and training to sign:

Name: **Position:**

These are important issues please sign and return this form, together with copies of:

- Insurance Health & Safety Policy Child Protection Policy CRB Certificates

Please keep a copy of this form and return the original to:

CRIMEBEAT
Chippenham Police Station
Wood Lane
Chippenham
Wiltshire, SN15 3DH
Fax: 01380 734187



I understand and agree to abide by these Terms and Conditions

Signed: **Position:**

Print Name:

Organisation: **Date:**