



**FILE COPY**

**CERTIFICATE OF INCORPORATION  
OF A  
COMMUNITY INTEREST COMPANY**

Company No. 7471157

The Registrar of Companies for England and Wales, hereby certifies that:

**THE BLACK BELT CODE COMMUNITY INTEREST  
COMPANY**

is this day incorporated under the Companies Act 2006 as a Community Interest Company; is a private company, that the company is limited by shares; and the situation of the registered office is in England/Wales



**\*N07471157J\***

Given at Companies House on **15th December 2010**.



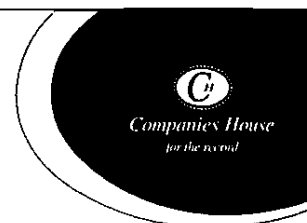
*Companies House*  
— for the record —



THE OFFICIAL SEAL OF THE  
REGISTRAR OF COMPANIES

IN01

## Application to register a company



A fee is payable with this form  
Please see 'How to pay' on the last page

✓ **What this form is for**  
You may use this form to register a  
private or public company

✗ **What this form is NOT for**  
You cannot use this form to r  
a limited liability partnership  
this, please use form LL IN01

THURSDAY



A23 09/12/2010 240  
COMPANIES HOUSE

## Part 1 Company details

→ **Filling in this form**  
Please complete in typescript or in  
bold black capitals  
  
All fields are mandatory unless  
specified or indicated by \*

### A1 Company details

Please show the proposed company name below

Proposed company  
name in full ①

The Black Belt Code Community Interest Company

For official use

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① **Duplicate names**  
Duplicate names are not permitted. A  
list of registered names can be found  
on our website. There are various rules  
that may affect your choice of name.  
More information is available at  
[www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

### A2 Company name restrictions ②

Please tick the box only if the proposed company name contains sensitive  
or restricted words or expressions that require you to seek comments of a  
government department or other specified body

☐ I confirm that the proposed company name contains sensitive or restricted  
words or expressions and, that approval, where appropriate, has been  
sought of a government department or other specified body and I attach a  
copy of their response

② **Company name restrictions**  
A list of sensitive or restricted words  
or expressions that require consent  
can be found in guidance available  
on our website  
[www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

### A3 Exemption from name ending with 'Limited' or 'Cyfyngedig' ③

Please tick the box if you wish to apply for exemption from the requirement to  
have the name ending with 'Limited', 'Cyfyngedig' or permitted alternative

☐ I confirm that the above proposed company meets the conditions for  
exemption from the requirement to have a name ending with 'Limited',  
'Cyfyngedig' or permitted alternative

③ **Name ending exemption**  
Only private companies that are  
limited by guarantee and meet other  
specific requirements are eligible to  
apply for this  
For more details, please go to our  
website  
[www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

### A4 Company type ④

Please tick the box that describes the proposed company type and members'  
liability (only one box must be ticked)

☐ Public limited by shares  
☒ Private limited by shares  
☐ Private limited by guarantee  
☐ Private unlimited with share capital  
☐ Private unlimited without share capital

④ **Company type**  
If you are unsure of your company's  
type, please go to our website  
[www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

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**A5****Situation of registered office ①**

Please tick the appropriate box below that describes the situation of the proposed registered office (only one box must be ticked)

- ☒ England and Wales  
☐ Wales  
☐ Scotland  
☐ Northern Ireland

**① Registered office**

Every company must have a registered office and this is the address to which the Registrar will send correspondence

For England and Wales companies, the address must be in England or Wales

For Welsh, Scottish or Northern Ireland companies, the address must be in Wales, Scotland or Northern Ireland respectively

**A6****Registered office address ②**

Please give the registered office address of your company

Building name/number

12

Street

Johnson Street

Woodcross

Post town

Wolverhampton

County/Region

West Midlands

Postcode

W V 1 4 9 R L

**② Registered office address**

You must ensure that the address shown in this section is consistent with the situation indicated in section A5

You must provide an address in England or Wales for companies to be registered in England and Wales

You must provide an address in Wales, Scotland or Northern Ireland for companies to be registered in Wales, Scotland or Northern Ireland respectively

**A7****Articles of association ③**

Please choose one option only and tick one box only

Option 1

I wish to adopt one of the following model articles in its entirety Please tick only **one** box

- ☐ Private limited by shares  
☐ Private limited by guarantee  
☐ Public company

Option 2

I wish to adopt the following model articles with additional and/or amended provisions I attach a copy of the additional and/or amended provision(s) Please tick only **one** box

- ☐ Private limited by shares  
☐ Private limited by guarantee  
☐ Public company

Option 3

☒ I wish to adopt entirely bespoke articles I attach a copy of the bespoke articles to this application

**③** For details of which company type can adopt which model articles, please go to our website [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

**A8****Restricted company articles ④**

Please tick the box below if the company's articles are restricted

☐**④ Restricted company articles**

Restricted company articles are those containing provision for entrenchment For more details, please go to our website [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

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**Part 2****Proposed officers**

For private companies the appointment of a secretary is optional, however, if you do decide to appoint a company secretary you must provide the relevant details. Public companies are required to appoint at least one secretary.

Private companies must appoint at least one director who is an individual. Public companies must appoint at least two directors, one of which must be an individual.

**For a secretary who is an individual, go to Section B1, For a corporate secretary, go to Section C1, For a director who is an individual, go to Section D1, For a corporate director, go to Section E1**

**Secretary****B1****Secretary appointments ①**

Please use this section to list all the secretary appointments taken on formation.  
**For a corporate secretary, complete Sections C1-C5**

Title*	Mr
Full forename(s)	Ian Vaughan
Surname	Fellows
Former name(s) ②	

**① Corporate appointments**

For corporate secretary appointments, please complete section C1-C5 instead of section B.

**Additional appointments**

If you wish to appoint more than one secretary, please use the 'Secretary appointments' continuation page.

**② Former name(s)**

Please provide any previous names which have been used for business purposes in the last 20 years. Married women do not need to give former names unless previously used for business purposes.

**B2****Secretary's service address ①**

Building name/number	21
Street	Tynedale Crescent Ettingshall Park
Post town	Wolverhampton
County/Region	West Midlands
Postcode	W V 4 6 R H
Country	England

**① Service address**

This is the address that will appear on the public record. This does not have to be your usual residential address.

Please state 'The Company's Registered Office' if your service address will be recorded in the proposed company's register of secretaries as the company's registered office.

If you provide your residential address here it will appear on the public record.

**B3****Signature ①**

I consent to act as secretary of the proposed company named in **Section A1**

Signature	Signature X <i>I.V. Fellows</i> X
-----------	--------------------------------------



**① Signature**

The person named above consents to act as secretary of the proposed company.

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**Corporate secretary**

<b>C1 Corporate secretary appointments ①</b>		<b>① Additional appointments</b> If you wish to appoint more than one corporate secretary, please use the 'Corporate secretary appointments' continuation page  <b>Registered or principal address</b> This is the address that will appear on the public record. This address must be a physical location for the delivery of documents. It cannot be a PO box number (unless contained within a full address), DX number or LP (Legal Post in Scotland) number.
Please use this section to list all the corporate secretary appointments taken on formation		
Name of corporate body/firm		
Building name/number		
Street		
Post town		
County/Region		
Postcode	<input type="text"/>	
Country		
<b>C2 Location of the registry of the corporate body or firm</b>		
Is the corporate secretary registered within the European Economic Area (EEA)?		
→ Yes Complete <b>Section C3 only</b>		
→ No Complete <b>Section C4 only</b>		
<b>C3 EEA companies ②</b>		<b>② EEA</b> A full list of countries of the EEA can be found in our guidance <a href="http://www.companieshouse.gov.uk">www.companieshouse.gov.uk</a>  <b>③</b> This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)
Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register		
Where the company/firm is registered ③		
Registration number		
<b>C4 Non-EEA companies</b>		<b>④ Non-EEA</b> Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register.
Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register		
Legal form of the corporate body or firm		
Governing law		
If applicable, where the company/firm is registered ④		
Registration number		
<b>C5 Signature ⑤</b>		
I consent to act as secretary of the proposed company named in <b>Section A1</b>		
Signature	Signature  	<b>⑤ Signature</b> The person named above consents to act as corporate secretary of the proposed company.

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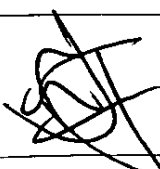
**Director**

<b>D1</b>	<b>Director appointments ①</b>	
	Please use this section to list all the director appointments taken on formation For a corporate director, complete Sections E1-E5	
Title*	Mr	
Full forename(s)	Jonathan Peter Derwin	
Surname	Jepson	
Former name(s) ②		
Country/State of residence ③	United Kingdom	
Nationality	British	
Date of birth	<div> <div>d1</div> <div>d3</div> <div>m0</div> <div>m4</div> <div>y1</div> <div>y9</div> <div>y6</div> <div>y6</div> </div>	
Business occupation (if any) ④	Company Director	
	<p><b>① Appointments</b> Private companies must appoint at least one director who is an individual. Public companies must appoint at least two directors, one of which must be an individual.</p> <p><b>② Former name(s)</b> Please provide any previous names which have been used for business purposes in the last 20 years. Married women do not need to give former names unless previously used for business purposes.</p> <p><b>③ Country/State of residence</b> This is in respect of your usual residential address as stated in section D4.</p> <p><b>④ Business occupation</b> If you have a business occupation, please enter here. If you do not, please leave blank.</p> <p><b>Additional appointments</b> If you wish to appoint more than one director, please use the 'Director appointments' continuation page.</p>	

<b>D2</b>	<b>Director's service address ⑤</b>	
	Please complete the service address below. You must also fill in the director's usual residential address in Section D4.	
Building name/number	12	
Street	Johnson Street	
	Woodcross	
Post town	Wolverhampton	
County/Region	West Midlands	
Postcode	<div> <div>W</div> <div>V</div> <div>1</div> <div>4</div> <div></div> <div>9</div> <div>R</div> <div>L</div> </div>	
Country	England	
	<p><b>⑤ Service address</b> This is the address that will appear on the public record. This does not have to be your usual residential address.</p> <p>Please state 'The Company's Registered Office' if your service address will be recorded in the proposed company's register of directors as the company's registered office.</p> <p>If you provide your residential address here it will appear on the public record.</p>	

<b>D3</b>	<b>Signature ⑥</b>	
	I consent to act as director of the proposed company named in Section A1	
Signature	<div> <div>Signature</div> <div>X</div> <div></div> <div>X</div> </div>	
	<p><b>⑥ Signature</b> The person named above consents to act as director of the proposed company.</p>	

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**Director**

<b>D1</b>	<b>Director appointments ①</b>	
	Please use this section to list all the director appointments taken on formation For a corporate director, complete Sections E1-E5	
Title*	Mr	
Full forename(s)	Anthony	
Surname	Chatwin	
Former name(s) ②		
Country/State of residence ③	United Kingdom	
Nationality	British	
Date of birth	<div> <div>d2</div> <div>d7</div> <div>m0</div> <div>m7</div> <div>y1</div> <div>y9</div> <div>y6</div> <div>y4</div> </div>	
Business occupation (if any) ④	Company Director	
	<p><b>① Appointments</b> Private companies must appoint at least one director who is an individual. Public companies must appoint at least two directors, one of which must be an individual.</p> <p><b>② Former name(s)</b> Please provide any previous names which have been used for business purposes in the last 20 years. Married women do not need to give former names unless previously used for business purposes.</p> <p><b>③ Country/State of residence</b> This is in respect of your usual residential address as stated in Section D4.</p> <p><b>④ Business occupation</b> If you have a business occupation, please enter here. If you do not, please leave blank.</p> <p><b>Additional appointments</b> If you wish to appoint more than one director, please use the 'Director appointments' continuation page.</p>	

<b>D2</b>	<b>Director's service address ⑤</b>	
	Please complete the service address below. You must also fill in the director's usual residential address in Section D4.	
Building name/number	12	
Street	Johnson Street	
	Woodcross	
Post town	Wolverhampton	
County/Region	West Midlands	
Postcode	<div> <div>W</div> <div>V</div> <div>1</div> <div>2</div> <div></div> <div>9</div> <div>R</div> <div>L</div> </div>	
Country	England	
	<p><b>⑤ Service address</b> This is the address that will appear on the public record. This does not have to be your usual residential address.</p> <p>Please state 'The Company's Registered Office' if your service address will be recorded in the proposed company's register of directors as the company's registered office.</p> <p>If you provide your residential address here it will appear on the public record.</p>	


  

<b>D3</b>	<b>Signature ⑥</b>	
	I consent to act as director of the proposed company named in Section A1.	
Signature	<div> <div>Signature</div> <div>X</div> <div>A. Chatwin</div> <div>X</div> </div>	
	<p><b>⑥ Signature</b> The person named above consents to act as director of the proposed company.</p>	

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**Corporate director**

<b>E1</b>	<b>Corporate director appointments ①</b>		<b>① Additional appointments</b> If you wish to appoint more than one corporate director, please use the 'Corporate director appointments' continuation page  <b>Registered or principal address</b> This is the address that will appear on the public record. This address must be a physical location for the delivery of documents. It cannot be a PO box number (unless contained within a full address), DX number or LP (Legal Post in Scotland) number.
	Please use this section to list all the corporate directors taken on formation		
Name of corporate body or firm			
Building name/number			
Street			
Post town			
County/Region			
Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Country			
<b>E2</b>	<b>Location of the registry of the corporate body or firm</b>		
	Is the corporate director registered within the European Economic Area (EEA)? → <b>Yes</b> Complete <b>Section E3 only</b> → <b>No</b> Complete <b>Section E4 only</b>		
<b>E3</b>	<b>EEA companies ②</b>		<b>② EEA</b> A full list of countries of the EEA can be found in our guidance <a href="http://www.companieshouse.gov.uk">www.companieshouse.gov.uk</a>  <b>③</b> This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC)
	Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register		
Where the company/firm is registered ③			
Registration number			
<b>E4</b>	<b>Non-EEA companies</b>		<b>④ Non-EEA</b> Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register.
	Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register		
Legal form of the corporate body or firm			
Governing law			
If applicable, where the company/firm is registered ④			
If applicable, the registration number			
<b>E5</b>	<b>Signature ⑤</b>		<b>⑤ Signature</b> The person named above consents to act as corporate director of the proposed company.
	I consent to act as director of the proposed company named in <b>Section A1</b>		
Signature	Signature X  X		



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## Part 3 Statement of capital

Does your company have share capital?

→ Yes Complete the sections below

→ No Go to Part 4 (Statement of guarantee)

### F1 Share capital in pound sterling (£)

Please complete the table below to show each class of shares held in pound sterling  
If all your issued capital is in sterling, only complete Section F1 and then go to Section F4

Class of shares (E g Ordinary/Preference etc )	Amount paid up on each share ❶	Amount (if any) unpaid on each share ❶	Number of shares ❷	Aggregate nominal value ❸
Ordinary	£1	Nil	1,000	£ 1,000
				£
				£
				£
Totals			1,000	£ 1,000

### F2 Share capital in other currencies

Please complete the table below to show any class of shares held in other currencies  
Please complete a separate table for each currency

Currency				
Class of shares (E g Ordinary/Preference etc )	Amount paid up on each share ❶	Amount (if any) unpaid on each share ❶	Number of shares ❷	Aggregate nominal value ❸
Totals				

Currency				
Class of shares (E g Ordinary/Preference etc )	Amount paid up on each share ❶	Amount (if any) unpaid on each share ❶	Number of shares ❷	Aggregate nominal value ❸
Totals				

### F3 Totals

Please give the total number of shares and total aggregate nominal value of issued share capital

Total number of shares

Total aggregate  
nominal value ❸

❸ Total aggregate nominal value  
Please list total aggregate values in  
different currencies separately For  
example £100 + €100 + \$10 etc

❶ Including both the nominal value and any  
share premium

❷ Number of shares issued multiplied by  
nominal value of each share

**Continuation Pages**  
Please use a Statement of Capital continuation  
page if necessary

❷ Total number of issued shares in this class

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**F4**

### Statement of capital (Prescribed particulars of rights attached to shares)

	<p>Please give the prescribed particulars of rights attached to shares for each class of share shown in the statement of capital share tables in <b>Sections F1 and F2</b></p>	
Class of share	Ordinary	
Prescribed particulars <b>1</b>	<p>Particulars of voting rights and restrictions that apply in normal circumstances</p> <p>The Shareholders have the right to attend and vote at the company's ANNUAL GENERAL MEETING and at other General Meetings that may be called by the Directors</p> <p>Particulars of shareholders rights to receive (participate in) dividends declared by the company</p> <p>The company will not normally pay dividends to its shareholders. Instead surpluses will be invested to develop the company as recommended by the Directors in their Annual Report to the Regulator of Community Interest Companies. If a dividend is recommended it must be approved by the Regulator of Community Interest Companies. The total dividend declared and approved will be paid to the members pro-rata to their share ownership in the company.</p> <p>Particulars of rights in respect of capital and to participate in distribution including on winding up</p> <p>The shareholders have no rights in respect of the company's capital nor to participate in any distribution unless this is recommended by the Directors and approved in advance by the Regulator of Community Interest Companies. In the event of the company being wound-up the "Asset Lock" clause in the Articles shall apply with all net assets being transferred to The National Society for the Prevention of Cruelty to Children (Registered Charity Number 216401) or the Charity Commission in the event that this charity has itself been wound-up or refuses to accept the transfer.</p> <p>Continued</p>	<p><b>1 Prescribed particulars of rights attached to shares</b></p> <p>The particulars are</p> <ul style="list-style-type: none"> <li>a particulars of any voting rights, including rights that arise only in certain circumstances,</li> <li>b particulars of any rights, as respects dividends, to participate in a distribution,</li> <li>c particulars of any rights, as respects capital, to participate in a distribution (including on winding up), and</li> <li>d whether the shares are to be redeemed or are liable to be redeemed at the option of the company or the shareholder and any terms or conditions relating to redemption of these shares</li> </ul> <p>A separate table must be used for each class of share</p> <p><b>Continuation pages</b> Please use the next page or a 'Statement of Capital (Prescribed particulars of rights attached to shares)' continuation page if necessary</p>

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Class of share		
<b>Prescribed particulars</b> <b>1</b>	<p>Continued</p> <p>Share redemption rights applying to the Company and to the Shareholders and special conditions relating to redemption</p> <p>Neither the company nor the shareholders have any rights to require redemption of the shares in any circumstances. If the directors propose to alter the capital of the company their recommendation and the reasons for it must be approved by the existing shareholders at a Special General Meeting and by the Regulator of Community Interest Companies</p> <p>Subject to the Companies Act 1985 and without prejudice to any rights attached to any existing shares, any share may be issued with such rights or restrictions as the Members by special resolution determine. Also the Members may by special resolution</p> <p>(a) increase the Company's share capital by new shares of such amount as the resolution prescribes,</p> <p>(b) consolidate and divide all or any of its share capital into shares of larger amount than its existing shares,</p> <p>(c) subject to the 1985 Act, sub-divide its shares, or any of them, into shares of smaller amount, and</p> <p>(d) cancel shares</p> <p>The Directors are authorised to increase the capital of the company by up to a maximum of One Million Nine Hundred and Ninety Nine Thousand (1,999,000) Fully Paid Ordinary Shares of £1 each within 3 years of incorporation. These new shares may be subscribed to by either existing or new shareholders. However the existing directors will continue to hold office irrespective of the number of shares that they own</p>	<p><b>1 Prescribed particulars of rights attached to shares</b></p> <p>The particulars are</p> <p>a particulars of any voting rights, including rights that arise only in certain circumstances,</p> <p>b particulars of any rights, as respects dividends, to participate in a distribution,</p> <p>c particulars of any rights, as respects capital, to participate in a distribution (including on winding up), and</p> <p>d whether the shares are to be redeemed or are liable to be redeemed at the option of the company or the shareholder and any terms or conditions relating to redemption of these shares</p> <p>A separate table must be used for each class of share</p> <p><b>Continuation pages</b></p> <p>Please use a 'Statement of capital (Prescribed particulars of rights attached to shares)' continuation page if necessary</p>

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**F5**

### Initial shareholdings

This section should only be completed by companies incorporating with share capital

Please complete the details below for each subscriber

The addresses will appear on the public record. These do not need to be the subscribers' usual residential address

#### Initial shareholdings

Please list the company's subscribers in alphabetical order

Please use an 'Initial shareholdings' continuation page if necessary

Subscriber's details	Class of share	Number of shares	Currency	Nominal value of each share	Amount (if any) unpaid	Amount paid
Name Jon Jepson	Ordinary	500	Sterling	£1		£500
Address 97 Ashby Road Burton on Trent Staffordshire DE15 0PP						
Name Anthony Chatwin	Ordinary	500	Sterling	£1		£500
Address 98 Ashby Road Burton on Trent Staffordshire DE15 0PP						
Name						
Address						
Name						
Address						
Name						
Address						
Name						
Address						

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**Part 4****Statement of guarantee**

Is your company limited by guarantee?

→ **Yes** Complete the sections below→ **No** Go to **Part 5** (Statement of compliance)**G1****Subscribers**

Please complete this section if you are a subscriber of a company limited by guarantee. The following statement is being made by each and every person named below

I confirm that if the company is wound up while I am a member, or within one year after I cease to be a member, I will contribute to the assets of the company by such amount as may be required for

- payment of debts and liabilities of the company contracted before I cease to be a member,
- payment of costs, charges and expenses of winding up, and,
- adjustment of the rights of the contributors among ourselves, not exceeding the specified amount below

**1 Name**

Please use capital letters

**2 Address**

The addresses in this section will appear on the public record. They do not have to be the subscribers' usual residential address.

**3 Amount guaranteed**

Any valid currency is permitted

**Continuation pages**

Please use a 'Subscribers' continuation page if necessary

**Subscriber's details**

Forename(s) ①

Surname ①

Address ②

Postcode

Amount guaranteed ③

**Subscriber's details**

Forename(s) ①

Surname ①

Address ②

Postcode

Amount guaranteed ③

**Subscriber's details**

Forename(s) ①

Surname ①

Address ②

Postcode

Amount guaranteed ③

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### Subscriber's details

Forename(s) ①	
Surname ①	
Address ②	
Postcode	
Amount guaranteed ③	

### Subscriber's details

Forename(s) ①	
Surname ①	
Address ②	
Postcode	
Amount guaranteed ③	

### Subscriber's details

Forename(s) ①	
Surname ①	
Address ②	
Postcode	
Amount guaranteed ③	

### Subscriber's details

Forename(s) ①	
Surname ①	
Address ②	
Postcode	
Amount guaranteed ③	

### Subscriber's details

Forename(s) ①	
Surname ①	
Address ②	
Postcode	
Amount guaranteed ③	

#### ① Name

Please use capital letters

#### ② Address

The addresses in this section will appear on the public record. They do not have to be the subscribers' usual residential address.

#### ③ Amount guaranteed

Any valid currency is permitted

#### Continuation pages

Please use a 'Subscribers' continuation page if necessary

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## Part 5

### Statement of compliance

This section must be completed by all companies

Is the application by an agent on behalf of all the subscribers?

- **No** Go to **Section H1** (Statement of compliance delivered by the subscribers)
- **Yes** Go to **Section H2** (Statement of compliance delivered by an agent)

#### H1

### Statement of compliance delivered by the subscribers ❶

Please complete this section if the application is not delivered by an agent for the subscribers of the memorandum of association

I confirm that the requirements of the Companies Act 2006 as to registration have been complied with

Subscriber's signature

Signature

X

X

Subscriber's signature

Signature

X

X

Subscriber's signature

Signature

X

X

Subscriber's signature

Signature

X

X

Subscriber's signature

Signature

X

X

Subscriber's signature

Signature

X

X

Subscriber's signature

Signature

X

X

Subscriber's signature

Signature

X

X

❶ **Statement of compliance delivered by the subscribers**  
Every subscriber to the memorandum of association must sign the statement of compliance

IN01

Application to register a company

Subscriber's signature	Signature X	X	<b>Continuation pages</b> Please use a 'Statement of compliance delivered by the subscribers' continuation page if more subscribers need to sign
Subscriber's signature	Signature X	X	
Subscriber's signature	Signature X	X	
Subscriber's signature	Signature X	X	

<b>H2</b>		<b>Statement of compliance delivered by an agent</b>	
		Please complete this section if this application is delivered by an agent for the subscribers to the memorandum of association	
Agent's name	Ian Vaughan FELLOWS		
Building name/number	21		
Street	Tynedale Crescent		
	Ettingshall Park		
Post town	Wolverhampton		
County/Region	West Midlands		
Postcode	W V 4 6 R H		
Country	England		
	I confirm that the requirements of the Companies Act 2006 as to registration have been complied with		
Agent's signature	Signature X		X



IN01

## Application to register a company

**Presenter information**

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name **Ian V Fellows**

Company name

Address **21 Tynedale Crescent**

**Ettingshall Park**

Post town **Wolverhampton**

County/Region **West Midlands**

Postcode **W V 4 6 R H**

Country **England**

DX

Telephone **01902 885307**

**Certificate**

We will send your certificate to the presenter's address (shown above) or if indicated to another address shown below.

- ☐ At the registered office address (Given in Section A6)  
☒ At the agent's address (Given in Section H2)

**Checklist**

**We may return forms completed incorrectly or with information missing**

**Please make sure you have remembered the following**

- ☒ You have checked that the proposed company name is available as well as the various rules that may affect your choice of name. More information can be found in guidance on our website.
- ☒ If the name of the company is the same as one already on the register as permitted by The Company and Business Names (Miscellaneous Provisions) Regulations 2008, please attach consent.
- ☒ You have used the correct appointment sections.
- ☒ Any addresses given must be a physical location. They cannot be a PO Box number (unless part of a full service address), DX or LP (Legal Post in Scotland) number.
- ☒ The document has been signed, where indicated.
- ☒ All relevant attachments have been included.
- ☒ You have enclosed the Memorandum of Association.
- ☒ You have enclosed the correct fee.

**Important information**

Please note that all information on this form will appear on the public record, apart from information relating to usual residential addresses.

**How to pay**

A fee of £20 is payable to Companies House to register a company.

Make cheques or postal orders payable to 'Companies House'.

**Where to send**

You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below.

**For companies registered in England and Wales**  
 The Registrar of Companies, Companies House,  
 Crown Way, Cardiff, Wales, CF14 3UZ  
 DX 33050 Cardiff

**For companies registered in Scotland**  
 The Registrar of Companies, Companies House,  
 Fourth floor, Edinburgh Quay 2,  
 139 Fountainbridge, Edinburgh, Scotland, EH3 9FF  
 DX ED235 Edinburgh 1  
 or LP - 4 Edinburgh 2 (Legal Post)

**For companies registered in Northern Ireland**  
 The Registrar of Companies, Companies House,  
 Second Floor, The Linenhall, 32-38 Linenhall Street,  
 Belfast, Northern Ireland, BT2 8BG  
 DX 481 N R Belfast 1

**Section 243 exemption**

If you are applying for, or have been granted a section 243 exemption, please post this whole form to the different postal address below.  
 The Registrar of Companies, PO Box 4082,  
 Cardiff, CF14 3WE

**Further information**

For further information, please see the guidance notes on the website at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

This form is available in an alternative format. Please visit the forms page on the website at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

The Companies Act 2006

Community Interest Company Limited by Shares

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**Memorandum of Association**  
**of**  
**The Black Belt Code Community Interest Company**

---

**The Companies Act 2006**  
**Community Interest Company Limited by Shares**  
**Memorandum of Association**  
**of**  
**The Black Belt Code Community Interest Company**

Each subscriber to this Memorandum of Association wishes to form a company under the Companies Act 2006 and agrees to become a member of the Company and to take at least one share

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*Name of each subscriber*

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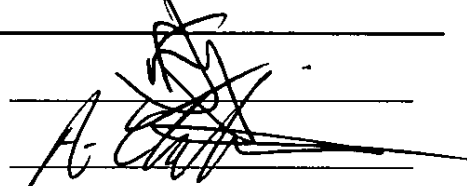
*Authentication by each subscriber*

---

Jon Jepson

Anthony Chatwin

---



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Dated 8<sup>th</sup> June, 2010

The Companies Act 2006

Community Interest Company Limited by Shares

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**Articles of Association**

**of**

**The Black Belt Code Community Interest Company**

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**The Companies Act 2006**

**The Black Belt Code**

**Community Interest Company Limited by Shares**

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**The Companies Act 2006**

**Articles of Association**

**of**

**The Black Belt Code Community Interest Company**

**INTERPRETATION**

**1. Defined terms**

1 1 The interpretation of these Articles is governed by the provisions set out in the Schedule to the Articles

**COMMUNITY INTERST COMPANY AND ASSET LOCK**

**2. Community Interest Company**

2 1 The Company shall be a community interest company

**3. Asset Lock**

3 1 The Company shall not transfer any of its assets other than for full consideration

3 2 Provided the conditions in Article 3 3 are satisfied, Article 3 1 shall not apply to

(a) the transfer of assets to any specified asset-locked body, or (with the consent of the Regulator) to any other asset-locked body, and

(b) the transfer of assets made for the benefit of the community other than by way of a transfer of assets into an asset-locked body

3 3 The conditions are that the transfer of assets must comply with any restrictions on the transfer of assets for less than full consideration which may be set out elsewhere in the Memorandum and Articles of the Company

3 4 If

3 4 1 the Company is wound up under the Insolvency Act 1986, and

3 4 2 all its liabilities have been satisfied

any residual assets shall be given or transferred to the asset-locked body specified in Article 3 5 below

3 5 For the purposes of this Article 3, the following asset-locked body is specified as a potential recipient of the Company's assets under Articles 3 2 and 3.4

3 6 Name **The National Society for the Prevention of Cruelty to Children**

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3 7 Charity Registration Number **216401**

3 8 Company Registration Number (if applicable) Not Applicable

3 9 Registered Office: **National Centre 42 Curtain Road London EC2A 3NH**

#### 4. Not for profit

4 1 The Company is not established or conducted for private gain any profits or assets are used principally for the benefit of the community

### OBJECTS, POWERS AND LIMITATION OF LIABILITY

#### 5. Objects

The objects of the Company are to carry on activities which benefit the community and in particular (without limitation)

**5.1 To provide full time alternative education in all aspects of the school curriculum for children aged up to 16 years old who have been excluded from school or who refuse to attend normal day schools. Also to provide teacher and instructor training opportunities for adults who want to work with children who have been excluded from school.**

**5.2 To promote and encourage participation in sport and exercise outside school hours. Specifically:**

**(i) To provide children growing up in disadvantaged neighbourhoods with new out-of-school opportunities to take part in playing team sports, becoming physically fit to do well at sport and learning the skills and disciplines of various Martial Arts.**

**(ii) To provide children who are not doing well academically or who are excluded from school with part time opportunities to combine formal education with sports and physical fitness training to produce an alternative to mainstream education that is acceptable to them and the relevant education authorities.**

**(iii) To provide children with learning handicaps and other disabilities with opportunities to take part in all aspects of team sports, physical fitness training and Martial Arts that are designed to respond to their special needs and that also allow them to mix with other children in a non-discriminatory environment.**



**5.3 To provide, maintain and improve premises that can be used as venues for all aspects of education, training, physical fitness, sport and Martial Arts in partnership with landlords and other partners where appropriate.**

**5.4 To work in partnership with other Public, Private and Voluntary companies and organisations that are operating in the Education, Sport and Community Development Sectors to attract new investment into the courses and venues operated by The Black Belt Code.**

**5.5 To promote equal opportunities and social justice in all aspects of the company's operations.**

## **6. Powers**

6 1 To further its objects the Company may do all such lawful things as may further the Company's objects and, in particular, but, without limitation, may borrow or raise and secure the payment of money for any purpose including for the purposes of investment or of raising funds

## **7. Liability of shareholders**

7 1 The liability of the shareholders is limited to the amount, if any, unpaid on the shares held by them

# **DIRECTORS' POWERS AND RESPONSIBILITIES**

## **8. Directors' general authority**

8 1 Subject to the Articles, the Directors are responsible for the management of the Company's business, for which purpose they may exercise all the powers of the Company

## **9. Shareholders' reserve power**

9 1 The shareholders may, by special resolution, direct the Directors to take, or refrain from taking, specific action

9 2 No such special resolution invalidates anything which the Directors have done before the passing of the resolution

## **10. Chair**

10 1 The Directors may appoint one of their number to be the chair of the Directors for such term of office as they may determine and may at any time remove him or her from office

## **11. Directors may delegate**

11 1 Subject to the Articles, the Directors may delegate any of the powers which are conferred on them under the Articles or the implementation of their decisions or day to day management of the affairs of the Company

- (a) to such person or committee,
- (b) by such means (including by power of attorney),
- (c) to such an extent,
- (d) in relation to such matters or territories, and
- (e) on such terms and conditions,

as they think fit

- 11 2 If the Directors so specify, any such delegation may authorise further delegation of the Directors' powers by any person to whom they are delegated
- 11 3 The Directors may revoke any delegation in whole or part, or alter its terms and conditions

### **DECISION-MAKING BY DIRECTORS**

#### **12. Directors to take decisions collectively**

Any decision of the Directors must be either a majority decision at a meeting or a decision taken in accordance with Article 18. In the event of the Company being a single director company, a majority decision is made when that single Director makes a decision

#### **13. Calling a Directors' meeting**

- 13 1 Two Directors may (and the Secretary, if any, must at the request of two Directors) call a Directors' meeting
- 13 2 A Directors' meeting must be called by at least seven Clear Days' notice unless either
  - 13 2 1 all the Directors agree, or
  - 13 2 2 urgent circumstances require shorter notice
- 13 3 Notice of Directors' meetings must be given to each Director
- 13 4 Every notice calling a Directors' meeting must specify
  - 13 4 1 the place, day and time of the meeting, and
  - 13 4 2 if it is anticipated that Directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting
- 13 5 Notice of Directors' meetings need not be in Writing
- 13 6 Notice of Directors' meetings may be sent by Electronic Means to an Address provided by the Director for the purpose

**14. Participation in Directors' meetings**

- 14 1 Subject to the Articles, Directors participate in a Directors' meeting, or part of a Directors' meeting, when
- 14 1 1 the meeting has been called and takes place in accordance with the Articles, and
- 14 1 2 they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting
- 14 2 In determining whether Directors are participating in a Directors' meeting, it is irrelevant where any Director is or how they communicate with each other
- 14 3 If all the Directors participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is

**15. Quorum for Directors' meetings**

- 15 1 At a Directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting
- 15 2 The quorum for Directors' meetings may be fixed from time to time by a decision of the Directors, but it must never be less than two, and unless otherwise fixed it is two
- 15 3 If the total number of Directors for the time being is less than the quorum required, the Directors must not take any decision other than a decision
- 15 3 1 to appoint further Directors, or
- 15 3 2 to call a general meeting so as to enable the shareholders to appoint further Directors

**16. Chairing of Directors' meetings**

The Chair, if any, or in his or her absence another Director nominated by the Directors present shall preside as chair of each Directors' meeting

**17. Voting**

- 17 1 Questions arising at a Directors' meeting shall be decided by a majority of votes
- 17 2 In all proceedings of Directors each Director must not have more than one vote
- 17 3 In case of an equality of votes, the Chair shall have a second or casting vote

**18. Decisions without a meeting**

- 18 1 The Directors may take a unanimous decision without a Directors' meeting by indicating to each other by any means, including without limitation by Electronic Means, that they share a common view on a matter Such a decision may, but need

not, take the form of a resolution in Writing, copies of which have been signed by each Director or to which each Director has otherwise indicated agreement in Writing

18 2 A decision which is made in accordance with Article 18 1 shall be as valid and effectual as if it had been passed at a meeting duly convened and held, provided the following conditions are complied with

18 2 1 approval from each Director must be received by one person being either such person as all the Directors have nominated in advance for that purpose or such other person as volunteers if necessary ("the Recipient"), which person may, for the avoidance of doubt, be one of the Directors,

18 2 2 following receipt of responses from all of the Directors, the Recipient must communicate to all of the Directors by any means whether the resolution has been formally approved by the Directors in accordance with this Article 18 2,

18 2 3 the date of the decision shall be the date of the communication from the Recipient confirming formal approval,

18 2 4 the Recipient must prepare a minute of the decision in accordance with Article 47

## **19. Conflicts of interest**

19 1 Whenever a Director finds himself or herself in a situation that is reasonably likely to give rise to a Conflict of Interest, he or she must declare his or her interest to the Directors unless, or except to the extent that, the other Directors are or ought reasonably to be aware of it already

19 2 If any question arises as to whether a Director has a Conflict of Interest, the question shall be decided by a majority decision of the other Directors

19 3 Whenever a matter is to be discussed at a meeting or decided in accordance with Article 18 and a Director has a Conflict of Interest in respect of that matter then, subject to Article 20, he or she must

19 3 1 remain only for such part of the meeting as in the view of the other Directors is necessary to inform the debate,

19 3 2 not be counted in the quorum for that part of the meeting; and

19 3 3 withdraw during the vote and have no vote on the matter.

19 4 When a Director has a Conflict of Interest which he or she has declared to the Directors, he or she shall not be in breach of his or her duties to the Company by withholding confidential information from the Company if to disclose it would result in a breach of any other duty or obligation of confidence owed by him or her

## **20. Directors' power to authorise a conflict of interest**

20 1 The Directors have power to authorise a Director to be in a position of Conflict of Interest provided

- 20 1 1 in relation to the decision to authorise a Conflict of Interest, the conflicted Director must comply with Article 19,
- 20 1 2 in authorising a Conflict of Interest, the Directors can decide the manner in which the Conflict of Interest may be dealt with and, for the avoidance of doubt, they can decide that the Director with a Conflict of Interest can participate in a vote on the matter and can be counted in the quorum;
- 20 1 3 the decision to authorise a Conflict of Interest can impose such terms as the Directors think fit and is subject always to their right to vary or terminate the authorisation
- 20 2 If a matter, or office, employment or position, has been authorised by the Directors in accordance with Article 20 1 then, even if he or she has been authorised to remain at the meeting by the other Directors, the Director may absent himself or herself from meetings of the Directors at which anything relating to that matter, or that office, employment or position, will or may be discussed
- 20 3 A Director shall not be accountable to the Company for any benefit which he or she derives from any matter, or from any office, employment or position, which has been authorised by the Directors in accordance with Article 20 1 (subject to any limits or conditions to which such approval was subject)

## **21. Register of Directors' interests**

The Directors shall cause a register of Directors' interests to be kept A Director must declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the Company or in any transaction or arrangement entered into by the Company which has not previously been declared

## **APPOINTMENT AND RETIREMENT OF DIRECTORS**

### **22. Methods of appointing Directors**

- 22 1 Those persons notified to the Registrar of Companies as the first Directors of the Company shall be the first Directors
- 22 2 Any person who is willing to act as a Director, and is permitted by law\* to do so, may be appointed to be a Director by a decision of the Directors (\*This stipulation includes meeting all of statutory requirements for working with children including agreeing to the company seeking a Criminal Records Bureau Enhanced Disclosure and consulting the records held by the Independent Safeguarding Authority Also see Clause 23 1 h below)
- 22 3 Each member of the company shall be a Director

### **23. Termination of Director's appointment**

- 23 1 A person ceases to be a Director as soon as
- (a) that person ceases to be a Director by virtue of any provision of the Companies Act 2006, or is prohibited from being a Director by law,

- (b) a bankruptcy order is made against that person, or an order is made against that person in individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy,
- (c) a composition is made with that person's creditors generally in satisfaction of that person's debts,
- (d) the Directors reasonably believe he or she is suffering from mental disorder and incapable of acting and they resolve that he or she be removed from office,
- (e) notification is received by the Company from the Director that the Director is resigning from office, and such resignation has taken effect in accordance with its terms (but only if at least two Directors will remain in office when such resignation has taken effect), or
- (f) the Director fails to attend three consecutive meetings of the Directors and the Directors resolve that the Director be removed for this reason
- (g) the Director ceases to be a member
- (h) The Director is excluded from working with children and or vulnerable adults by the direction of the Independent Safeguarding Authority or in accordance with the provisions of the company's Child Protection Policy

#### **24. Directors' remuneration**

- 24 1 Directors may undertake any services for the Company that the Directors decide
- 24 2 Subject to the Articles and in particular Article 3 Directors are entitled to such remuneration as the Directors determine
  - (a) for their services to the Company as Directors, and
  - (b) for any other service which they undertake for the Company
- 24 3 Subject to the Articles and in particular Article 3, a Director's remuneration may
  - (a) take any form, and
  - (b) include any arrangements in connection with the payment of a pension, allowance or gratuity, or any death, sickness or disability benefits, to or in respect of that Director
- 24 4 Unless the Directors decide otherwise, Directors' remuneration accrues from day to day
- 24 5 Unless the Directors decide otherwise, Directors are not accountable to the Company for any remuneration which they receive as Directors or other officers or employees of the Company's subsidiaries or of any other body corporate in which the Company is interested

**25. Directors' expenses**

25 1 The Company may pay any reasonable expenses which the Directors properly incur in connection with their attendance at

- (a) meetings of Directors or committees of Directors;
- (b) general meetings, or
- (c) separate meetings of the holders of any class of shares or of debentures of the Company,

or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Company

**SHARES****26. All shares to be fully paid up and issued at nominal value to a Director**

26 1 No share is to be issued for less than the aggregate of its nominal value and any premium to be paid to the Company in consideration for its issue.

26 2 This does not apply to shares taken on the formation of the Company by the subscribers to the Company's Memorandum

26 3 No share shall be issued to a person except a Director

**27. Powers to issue different classes of share**

27 1 Subject to the Articles, but without prejudice to the rights attached to any existing share, the Company may issue shares with such rights or restrictions as may be determined by ordinary resolution

27 2 The Company may issue shares which are to be redeemed, or are liable to be redeemed at the option of the Company or the holder, and the Directors may determine the terms, conditions and manner of redemption of any such shares

**28. Company not bound by less than absolute interests**

28 1 Except as required by law, no person is to be recognised by the Company as holding any share upon any trust, and except as otherwise required by law or the Articles, the Company is not in any way to be bound by or recognise any interest in a share other than the holder's absolute ownership of it and all the rights attaching to it

**29. Share certificates**

29 1 The Company must issue each shareholder, free of charge, with one or more certificates in respect of the shares which that shareholder holds

29 2 Every certificate must specify

- (a) in respect of how many shares, of what class, it is issued,
- (b) the nominal value of those shares,
- (c) that the shares are fully paid, and
- (d) any distinguishing numbers assigned to them

29 3 No certificate may be issued in respect of shares of more than one class

29 4 If more than one person holds a share, only one certificate may be issued in respect of it

29 5 Certificates must

- (a) have affixed to them the Company's common seal, or
- (b) be otherwise executed in accordance with the Companies Acts

### **30. Replacement share certificates**

30 1 If a certificate issued in respect of a shareholder's shares is

- (a) damaged or defaced, or
- (b) said to be lost, stolen or destroyed,

that shareholder is entitled to be issued with a replacement certificate in respect of the same shares

30 2 A shareholder exercising the right to be issued with such a replacement certificate

- (a) may at the same time exercise the right to be issued with a single certificate or separate certificates,
- (b) must return the certificate which is to be replaced to the Company if it is damaged or defaced, and
- (c) must comply with such conditions as to evidence, indemnity and the payment of a reasonable fee as the Directors decide

### **31. Share transfers**

31 1 Shares may be transferred by means of an instrument of transfer in any usual form or any other form approved by the Directors, which is executed by or on behalf of the transferor

31 2 No fee may be charged for registering any instrument of transfer or other Document relating to or affecting the title to any share

31 3 The Company may retain any instrument of transfer which is registered



- 31 4 The transferor remains the holder of a share until the transferee's name is entered in the register of shareholders as holder of it
- 31.5 The Directors may refuse to register the transfer of a share to a person of whom they do not approve
- 31 6 They may also refuse to register the transfer unless it is lodged at the registered office of the Company or at such other place as the Directors may appoint and is accompanied by such evidence as the Directors may reasonably require to show the right of the transferor to make the transfer, and by such other information, as they may reasonably require
- 31 7 If the Directors refuse to register such a transfer, they shall, within two months after the date on which the transfer was lodged with the Company send to the transferee notice of the refusal
- 31 8 The provisions of this Article apply in addition to any restrictions on the transfer of a share which maybe set out elsewhere in the Memorandum or Articles of the Company

## **32. Purchase of own shares**

32 1 Subject to the articles, the Company may purchase its own shares (including any redeemable shares) and may make a payment in respect of the redemption or purchase of its own shares otherwise than out of the distributable profits of the Company or the proceeds of a fresh issue of shares Any share so purchased shall be purchased at its nominal value

## **33. Transmission of shares**

- 33 1 If title to a share passes to a transmittee, the Company may only recognise the transmittee as having any title to that share
- 33 2 A transmittee who produces such evidence of entitlement to shares as the Directors may properly require
- (a) may, subject to the Articles, choose either to become the holder of those shares or to have them transferred to another person, and
  - (b) subject to the Articles, and pending any transfer of the shares to another person, has the same rights as the holder had
- 33 3 But transmittees do not have the right to attend or vote at a general meeting, or agree to a proposed written resolution, in respect of shares to which they are entitled, by reason of the holder's death or bankruptcy or otherwise, unless they become the holders of those shares

## **34. Exercise of transmittees' rights**

- 34 1 Transmittees who wish to become the holders of shares to which they have become entitled must notify the Company in Writing of that wish

34 2 If the transmittee wishes to have a share transferred to another person, the transmittee must execute an instrument of transfer in respect of it

34 3 Any transfer made or executed under this Article is to be treated as if it were made or executed by the person from whom the transmittee has derived rights in respect of the share, and as if the event which gave rise to the transmission had not occurred

### **35. Transmittees bound by prior notices**

35 1 If a notice is given to a shareholder in respect of shares and a transmittee is entitled to those shares, the transmittee is bound by the notice if it was given to the shareholder before the transmittee's name has been entered in the register of shareholders

## **DIVIDENDS AND OTHER DISTRIBUTIONS**

### **36. Procedure for declaring dividends**

36 1 Subject to the Companies Acts, the Regulations and the Articles, the Company may by ordinary resolution declare dividends, and the Directors may, provided that such decision is authorised by an ordinary resolution of the shareholders, decide to pay interim dividends

36 2 For the avoidance of doubt the payment of dividends shall be considered to be a transfer of assets other than for full consideration and shall not be permitted other than in the circumstances prescribed in Article 3

36 3 A dividend must not be declared unless the Directors have made a recommendation as to its amount. Such a dividend must not exceed the amount recommended by the Directors

36 4 No dividend may be declared or paid unless it is in accordance with shareholders' respective rights

36 5 Unless the shareholders' resolution to declare or Directors' decision to pay a dividend, or the terms on which shares are issued, specify otherwise, it must be paid by reference to each shareholder's holding of shares on the date of the resolution or decision to declare or pay it

36 6 If the Company's share capital is divided into different classes, no interim dividend may be paid on shares carrying deferred or non-preferred rights if, at the time of payment, any preferential dividend is in arrear

36 7 The Directors may pay at intervals any dividend payable at a fixed rate if it appears to them that the profits available for distribution justify the payment

36 8 If the Directors act in good faith, they do not incur any liability to the holders of shares conferring preferred rights for any loss they may suffer by the lawful payment of an interim dividend on shares with deferred or non-preferred rights

### **37. Payment of dividends and other distributions**

37 1 Where a dividend or other sum which is a distribution is payable in respect of a share, it must be paid by one or more of the following means

- (a) transfer to a bank or building society account indicated by the distribution recipient either in Writing or as the Directors may otherwise decide,
- (b) sending a cheque made payable to the distribution recipient by post to the distribution recipient at the distribution recipient's registered Address (if the distribution recipient is a holder of the share), or (in any other case) to an Address indicated by the distribution recipient either in Writing or as the Directors may otherwise decide,
- (c) sending a cheque made payable to such person by post to such person at such Address as the distribution recipient has indicated either in Writing or as the Directors may otherwise decide, or
- (d) any other means of payment as the Directors agree with the distribution recipient either in Writing or by such other means as the Directors decide

37 2 In the Articles, "the distribution recipient" means, in respect of a share in respect of which a dividend or other sum is payable

- (a) the holder of the share, or
- (b) if the share has two or more joint holders, whichever of them is named first in the register of members, or
- (c) if the holder is no longer entitled to the share by reason of death or bankruptcy, or otherwise by operation of law, the transmittee

### **38. No interest on distributions**

38.1 The Company may not pay interest on any dividend or other sum payable in respect of a share unless otherwise provided by

- (a) the terms on which the share was issued, or
- (b) the provisions of another agreement between the holder of that share and the Company

### **39. Unclaimed distributions**

39 1 All dividends or other sums which are

- (a) payable in respect of shares, and
- (b) unclaimed after having been declared or become payable,

may be invested or otherwise made use of by the Directors for the benefit of the Company until claimed

39 2 The payment of any such dividend or other sum into a separate account does not make the Company a trustee in respect of it

39 3 If

(a) twelve years have passed from the date on which a dividend or other sum became due for payment, and

(b) the distribution recipient has not claimed it,

the distribution recipient is no longer entitled to that dividend or other sum and it ceases to remain owing by the Company

#### **40. Non-cash distributions**

40 1 Subject to the terms of issue of the share in question, the Company may, by ordinary resolution on the recommendation of the Directors, decide to pay all or part of a dividend or other distribution payable in respect of a share by transferring non-cash assets of equivalent value (including, without limitation, shares or other securities in any company)

40 2 For the purposes of paying a non-cash distribution, the Directors may make whatever arrangements they think fit, including, where any difficulty arises regarding the distribution

(a) fixing the value of any assets,

(b) paying cash to any distribution recipient on the basis of that value in order to adjust the rights of recipients, and

(c) vesting any assets in trustees

#### **41. Waiver of distributions**

41 1 Distribution recipients may waive their entitlement to a dividend or other distribution payable in respect of a share by giving the Company notice in Writing to that effect, but if

(a) the share has more than one holder, or

(b) more than one person is entitled to the share, whether by reason of the death or bankruptcy of one or more joint holders, or otherwise,

the notice is not effective unless it is expressed to be given, and signed, by all the holders or persons otherwise entitled to the share

## **CAPITALISATION OF PROFITS**

### **42. Authority to capitalise and appropriation of capitalised sums**

- 42 1 Subject to the Articles, the Directors may, if they are so authorised by an ordinary resolution
- (a) decide to capitalise any profits of the Company (whether or not they are available for distribution) which are not required for paying a preferential dividend, or any sum standing to the credit of the Company's share premium account or capital redemption reserve, and
  - (b) appropriate any sum which they so decide to capitalise (a "capitalised sum") to the persons who would have been entitled to it if it were distributed by way of dividend (the "persons entitled") and in the same proportions
- 42 2 Capitalised sums must be applied
- (a) on behalf of the persons entitled, and
  - (b) in the same proportions as a dividend would have been distributed to them
- 42 3 Any capitalised sum may be applied in paying up new shares of a nominal amount equal to the capitalised sum which are then allotted credited as fully paid to the persons entitled or as they may direct
- 42 4 A capitalised sum which was appropriated from profits available for distribution may be applied in paying up new debentures of the Company which are then allotted credited as fully paid to the persons entitled or as they may direct.
- 42 5 Subject to the Articles the Directors may
- (a) apply capitalised sums in accordance with Articles 42 3 and 42 4 partly in one way and partly in another,
  - (b) make such arrangements as they think fit to deal with shares or debentures becoming distributable in fractions under this Article (including the issuing of fractional certificates or the making of cash payments), and
  - (c) authorise any person to enter into an agreement with the Company on behalf of all the persons entitled which is binding on them in respect of the allotment of shares and debentures to them under this Article

## **DECISION-MAKING BY SHAREHOLDERS**

### **43. Meetings**

- 43 1 The Directors may call a general meeting at any time

- 43 2 General meetings must be held in accordance with the provisions regarding such meetings in the Companies Act
- 43 3 A person who is not a shareholder of the Company shall not have any right to vote at a general meeting of the Company, but this is without prejudice to any right to vote on a resolution affecting the rights attached to a class of the Company's debentures
- 43 4 Article 43 3 shall not prevent a person who is a proxy for a member or a duly authorised representative of a member from voting at a general meeting of the Company

#### **44. Written resolutions**

- 44 1 Subject to Article 44 3, a written resolution of the Company passed in accordance with this Article 44 shall have effect as if passed by the Company in general meeting
- 44 1 1 A written resolution is passed as an ordinary resolution if it is passed by a simple majority of the total voting rights of eligible shareholders
- 44 1 2 A written resolution is passed as a special resolution if it is passed by shareholders representing not less than 75% of the total voting rights of eligible shareholders. A written resolution is not a special resolution unless it states that it was proposed as a special resolution
- 44 2 In relation to a resolution proposed as a written resolution of the Company the eligible shareholders are the shareholders who would have been entitled to vote on the resolution on the Circulation Date of the resolution
- 44 3 A shareholders' resolution under the Companies Acts removing a Director or an auditor before the expiration of his or her term of office may not be passed as a written resolution
- 44 4 A copy of the written resolution must be sent to every shareholder together with a statement informing the shareholder how to signify their agreement to the resolution and the date by which the resolution must be passed if it is not to lapse. Communications in relation to written notices shall be sent to the Company's auditors in accordance with the Companies Acts
- 44 5 A shareholder signifies their agreement to a proposed written resolution when the Company receives from him or her an authenticated Document identifying the resolution to which it relates and indicating his or her agreement to the resolution
- 44 5 1 If the Document is sent to the Company in Hard Copy Form, it is authenticated if it bears the shareholder's signature
- 44 5 2 If the Document is sent to the Company by Electronic Means, it is authenticated [if it bears the shareholder's signature] or [if the identity of the shareholder is confirmed in a manner agreed by the Directors] or [if it is accompanied by a statement of the identity of the shareholder and the Company has no reason to doubt the truth of that statement] or [if it is from an email Address notified by the shareholder to the Company for the purposes of receiving Documents or information by Electronic Means]

- 44 6 A written resolution is passed when the required majority of eligible shareholders have signified their agreement to it
- 44 7 A proposed written resolution lapses if it is not passed within 28 days beginning with the Circulation Date

## **ADMINISTRATIVE ARRANGEMENTS AND MISCELLANEOUS**

### **45. Means of communication to be used**

- 45 1 Subject to the Articles, anything sent or supplied by or to the Company under the Articles may be sent or supplied in any way in which the Companies Act 2006 provides for Documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the Company
- 45 2 Subject to the Articles, any notice or Document to be sent or supplied to a Director in connection with the taking of decisions by Directors may also be sent or supplied by the means by which that Director has asked to be sent or supplied with such notices or Documents for the time being
- 45 3 A Director may agree with the Company that notices or Documents sent to that Director in a particular way are to be deemed to have been received within an agreed time of their being sent, and for the agreed time to be less than 48 hours

### **46. Irregularities**

The proceedings at any meeting or on the taking of any poll or the passing of a written resolution or the making of any decision shall not be invalidated by reason of any accidental informality or irregularity (including any accidental omission to give or any non-receipt of notice) or any want of qualification in any of the persons present or voting or by reason of any business being considered which is not referred to in the notice unless a provision of the Companies Acts specifies that such informality, irregularity or want of qualification shall invalidate it

### **47. Minutes**

- 47 1 The Directors must cause minutes to be made in books kept for the purpose
- 47 1 1 of all appointments of officers made by the Directors,
- 47 1 2 of all resolutions of the Company and of the Directors (including, without limitation, decisions of the Directors made without a meeting), and
- 47 1 3 of all proceedings at meetings of the Company and of the Directors, and of committees of Directors, including the names of the Directors present at each such meeting,
- and any such minute, if purported to be signed (or in the case of minutes of Directors' meetings signed or authenticated) by the chair of the meeting at which the proceedings were had, or by the chair of the next succeeding meeting, shall, as against any shareholder or Director of the Company, be sufficient evidence of the proceedings

47 2 The minutes must be kept for at least ten years from the date of the meeting, resolution or decision

**48. Records and accounts**

The Directors shall comply with the requirements of the Companies Acts as to maintaining a shareholders' register, keeping financial records, the audit or examination of accounts and the preparation and transmission to the Registrar of Companies and the Regulator of

48 1 annual reports,

48 2 annual returns, and

48 3 annual statements of account

48 4 Except as provided by law or authorised by the Directors or an ordinary resolution of the Company, no person is entitled to inspect any of the Company's accounting or other records or documents merely by virtue of being a shareholder

**49. Indemnity**

49 1 Subject to Article 49 2, a relevant Director of the Company or an associated company may be indemnified out of the Company's assets against

(a) any liability incurred by that Director in connection with any negligence, default, breach of duty or breach of trust in relation to the Company or an associated company,

(b) any liability incurred by that Director in connection with the activities of the Company or an associated company in its capacity as a trustee of an occupational pension scheme (as defined in section 235(6) of the Companies Act 2006), and

(c) any other liability incurred by that Director as an officer of the Company or an associated company

49 2 This Article does not authorise any indemnity which would be prohibited or rendered void by any provision of the Companies Acts or by any other provision of law

49 3 In this Article

(a) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate, and

(b) a "relevant Director" means any Director or former Director of the Company or an associated company

**50. Insurance**



50 1 The Directors may decide to purchase and maintain insurance, at the expense of the Company, for the benefit of any relevant Director in respect of any relevant loss

50 2 In this Article

- (a) a “relevant Director” means any Director or former Director of the Company or an associated company,
- (b) a “relevant loss” means any loss or liability which has been or may be incurred by a relevant Director in connection with that Director’s duties or powers in relation to the Company, any associated company or any pension fund or employees’ share scheme of the Company or associated company, and
- (c) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate

**51. Exclusion of model articles**

- The relevant model articles for a company limited by shares are hereby expressly excluded.

## INTERPRETATION

- |                            |  |
|----------------------------|--|
| <b>Term</b>                | <b>Meaning</b>   |
| <b>“Address”</b>           | includes a number or address used for the purposes of sending or receiving Documents by Electronic Means,  |
| <b>“Articles”</b>          | means the Company’s articles of association,   |
| <b>“asset-locked body”</b> | means (i) a community interest company or a charity or a Permitted Industrial and Provident Society, or (ii) a body established outside the United Kingdom that is equivalent to any of those, |
| <b>“bankruptcy”</b>        | includes individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy,                              |
| <b>“Chair”</b>             | has the meaning given in Article 10,   |
| <b>“Circulation Date”</b>  | in relation to a written resolution, has the meaning given to it in the Companies Acts,  |
| <b>“Clear Days”</b>        | in relation to the period of a notice, that period excluding the day when the notice is given or deemed to be given and the day for which it is given or on which it is to take effect,        |
| <b>“community”</b>         | is to be construed in accordance with the section 35(5) of the Companies (Audit, Investigations and Community Enterprise) Act 2004,  |
| <b>“Companies Acts”</b>    | means the Companies Acts (as defined in section 2 of the Companies Act 2006), in so far as they apply to the Company,  |
| <b>“Company”</b>           | <b>The Black Belt Code</b> Community Interest Company,   |

<b>“the Regulations”</b>	means the Community Interest Company Regulations 2005 (as amended),
<b>“Secretary”</b>	the secretary of the Company (if any);
<b>“shareholder”</b>	means a person who is the holder of a share,
<b>“shares”</b>	means shares in the Company,
<b>“specified”</b>	means specified in the memorandum or articles of association of the Company for the purposes of this paragraph,
<b>“subsidiary”</b>	has the meaning given in section 1159 of the Companies Act 2006,
<b>“transfer”</b>	includes every description of disposition, payment, release or distribution, and the creation or extinction of an estate or interest in, or right over, any property,
<b>“transmittee”</b>	means a person entitled to a share by reason of the death or bankruptcy of a shareholder or otherwise by operation of law, and
<b>“Writing”</b>	means the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in Electronic Form or otherwise

- 2 Subject to clause 3 of this Schedule, any reference in the Articles to an enactment includes a reference to that enactment as re-enacted or amended from time to time and to any subordinate legislation made under it
- 3 Unless the context otherwise requires, other words or expressions contained in these Articles bear the same meaning as in the Companies Acts as in force on the date when these Articles become binding on the Company

**The Black Belt Code Community Interest Company**  
**End of Constitution**

<b>“Conflict of Interest”</b>	any direct or indirect interest of a Director (whether personal, by virtue of a duty of loyalty to another organisation or otherwise) that conflicts or might conflict with the interests of the Company,
<b>“Director”</b>	means a director of the Company, and includes any person occupying the position of director, by whatever name called,
<b>“distribution recipient”</b>	has the meaning given in Article 37,
<b>“Document”</b>	includes, unless otherwise indicated, any document sent or supplied in Electronic Form,
<b>“Electronic Form and Electronic Means”</b>	have the meanings respectively given to them in section 1168 of the Companies Act 2006,
<b>“fully paid”</b>	in relation to a share, means that the nominal value and any premium to be paid to the Company in respect of that share have been paid to the Company,
<b>“Hard Copy Form”</b>	has the meaning given in section 1168 of the Companies Act 2006,
<b>“holder”</b>	in relation to shares means the person whose name is entered in the register of shareholders as the holder of the shares,
<b>“instrument”</b>	means a Document in Hard Copy Form,
<b>“Memorandum”</b>	the Company’s memorandum of association,
<b>“paid”</b>	means paid or credited as paid,
<b>“participate”</b>	in relation to a Directors’ meeting, has the meaning given in Article 14,
<b>“Permitted Industrial and Provident Society”</b>	means an industrial and provident society which has a restriction on the use of its assets in accordance with regulation 4 of the Community Benefit Societies (Restriction on Use of Assets) Regulations 2006 or regulation 4 of the Community Benefit Societies (Restriction on Use of Assets) Regulations (Northern Ireland) 2006,
<b>“the Regulator”</b>	means the Regulator of Community Interest Companies,

<b>“the Regulations”</b>	means the Community Interest Company Regulations 2005 (as amended),
<b>“Secretary”</b>	the secretary of the Company (if any),
<b>“shareholder”</b>	means a person who is the holder of a share,
<b>“shares”</b>	means shares in the Company,
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<b>“subsidiary”</b>	has the meaning given in section 1159 of the Companies Act 2006,
<b>“transfer”</b>	includes every description of disposition, payment, release or distribution, and the creation or extinction of an estate or interest in, or right over, any property,
<b>“transmittee”</b>	means a person entitled to a share by reason of the death or bankruptcy of a shareholder or otherwise by operation of law, and
<b>“Writing”</b>	means the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in Electronic Form or otherwise

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**The Black Belt Code Community Interest Company**  
**End of Constitution**



## **THE BLACK BELT CODE**

### **Registered Office:**

12 Johnson Street  
Woodcross  
Coseley  
West Midlands  
WV14 9RL

**Community Interest Company Number:**

## **Safeguarding Children** **& Young People**



**Staffordshire Safeguarding Children Board**  
Protecting children is your responsibility too..

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# **Child Protection Policies, Procedures and Forms**

**June 2010**

**Expert Adviser:**

CHURCHES  
**Child Protection**  
ADVISORY SERVICE

**[www.ccpas.co.uk](http://www.ccpas.co.uk)**

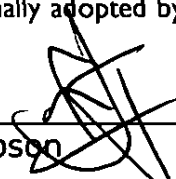
## **THE BLACK BELT CODE**

### **Child Protection Policies, Procedures and Forms March 2010**

This document was formally adopted by the Directors of THE BLACK BELT CODE on 8<sup>th</sup> June 2010:

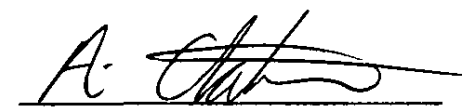
1. Signature

Name: Jon Jepson



2. Signature

Name: Anthony Chatwin



The Objects of THE BLACK BELT CODE are:

**The objects of the Company are to carry on activities which benefit the community and in particular (without limitation)**

**5.1 To provide full time alternative education in all aspects of the school curriculum for children aged up to 16 years old who have been excluded from school or who refuse to attend normal day schools.**

**5.2 To promote and encourage participation in sport and exercise outside school hours. Specifically:**

**(i) To provide children growing up in disadvantaged neighbourhoods with new out-of-school opportunities to take part in playing team sports, becoming physically fit to do well at sport and learning the skills and disciplines of various Martial Arts.**

**(ii) To provide children who are not doing well academically or who are excluded from school with part time opportunities to combine formal education with sports and physical fitness training to produce an alternative to mainstream education that is acceptable to them and the relevant education authorities.**

**(iii) To provide children with learning handicaps and other disabilities with opportunities to take part in all aspects of team sports, physical fitness training and Martial Arts that are designed to respond to their special needs and that also allow them to mix with other children in a non-discriminatory environment.**

**5.3 To provide, maintain and improve premises that can be used as venues for all aspects of education, training, physical fitness, sport and Martial Arts in partnership with landlords and other partners where appropriate.**

**5.4 To work in partnership with other Public, Private and Voluntary companies and organisations operating in the Education, Sport and Community Development Sectors to attract new investment into the courses and venues operated by The Black Belt Code.**

**5.5 To promote equal opportunities and social justice in all aspects of the company's operations.**

**The Company's work will involve contact with children. We are therefore implementing the child protection policies and procedures described in this document immediately.**

**This policy will be reviewed on 1st June 2011 to take into consideration the requirements of the Independent Safeguarding Authority**



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**THE BLACK BELT CODE**  
**Summary Child Protection Policy**

The following policy was agreed by the Company on 8<sup>th</sup> June, 2010

- As a Company we are committed to the nurturing, protection and safeguarding of children and young people
- We are committed to supporting parents and families
- We recognise that child protection is everybody's responsibility
- We are committed to following the agreed procedures and following statutory and specialist guidelines
- We seek to support those in the Company affected by abuse
- We will endeavour to keep up to date with national and local developments relating to children and young people.
- We will review this policy annually

If you have any concerns for a child or in relation to any child protection matter then speak to one of the following who have been approved as child protection co-ordinators for this Company

**MR Jon Jepson**

*Michelle*  
**Ms Jepson – female Child Protection Officer**

**MISSION STATEMENT of THE BLACK BELT CODE**

The Company and its Directors recognises the importance of its services to children and young people and its responsibility to protect and safeguard the welfare of children and young people entrusted to its care

As part of its mission, this Company is committed to

- Valuing, listening to and respecting children and young people as well as promoting their welfare and protection
- Safe recruitment, supervision and training for all the children's/youth workers within the Company
- Adopting a procedure for dealing with concerns about possible abuse
- Encouraging and supporting parents/carers
- Supporting those affected by abuse in the Company
- Maintaining good links with the statutory childcare authorities and other charities

## The Black Belt Code Child Protection Policies and Procedures

### COMPANY POLICY

THE BLACK BELT CODE recognises the need to provide a safe and caring environment for children and young people. It also acknowledges that children and young people can be the victims of physical, sexual and emotional abuse, and neglect. THE BLACK BELT CODE has therefore adopted the procedures set out in this document (hereafter 'the policy'). It also recognises the need to build constructive links with statutory and voluntary child protection agencies. The policy and attached practice guidelines are based on a model published by 'childprotectionuk.net' and prepared in consultation with [e.g. local authority]. THE BLACK BELT CODE undertakes to file a copy of the policy and practice guidelines with 'childprotectionuk.net' and social services, and any amendments subsequently published. THE BLACK BELT CODE agrees not to allow the document to be copied by other companies or charities.

THE BLACK BELT CODE is committed to on-going child protection training for all children/youth workers and will regularly review the operational guidelines attached.

THE BLACK BELT CODE also undertakes to follow the principles found within the 'Abuse Of Company' guidance issued by the Home Office and it is therefore unacceptable for those in a position of Company to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of Company continues.

### RESPONDING TO ALLEGATIONS OF ABUSE

Under no circumstances should a worker carry out their own investigation into the allegation or suspicion of abuse. The person in receipt of allegations or suspicions of abuse will do the following:

- Concerns must be reported as soon as possible to (Name) Jon Jepson (hereafter the 'Co-ordinator') tel no \_\_\_\_\_ who is nominated by THE BLACK BELT CODE to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- The Co-ordinator may also be required by conditions of the Company's insurance policy to immediately inform the Insurance Company.
- In the absence of the Co-ordinator, or if the suspicions in any way involve the Co-ordinator then the report should be made to (Name) \_\_\_\_\_ (hereafter the 'Deputy Co-ordinator') tel no \_\_\_\_\_. If the suspicions implicate both the Co-ordinator and the Deputy Co-ordinator, then the report should be made in the first instance to the 'childprotectionuk.net' PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550 or alternatively contact Staffordshire Safeguarding Board on 0800 1313126 or 0845 6042886 (after 8pm and at weekends). The emergency number for Staffordshire Police Child Protection Service is 0300 1234455.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with the Company's procedures and kept in a secure place.

## **The Black Belt Code Child Protection Policies and Procedures**

- Whilst allegations or suspicions of abuse will normally be reported to the Co-ordinator, the absence of the Co-ordinator or Deputy Co-ordinator should not delay referral to the Social Services Department
- THE BLACK BELT CODE will support the Co-ordinator/Deputy Co-ordinator in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis
- It is, of course, the right of any individual as a citizen to make a direct referral to the child protection agencies or seek advice from 'childprotectionuk net', although THE BLACK BELT CODE hopes that members of the Company will use this procedure. If, however, the individual with the concern feels that the Co-ordinator/Deputy Co-ordinator has not responded appropriately, or where they have a disagreement with the Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that THE BLACK BELT CODE demonstrates the commitment of the Company to effective child protection.

The role of the co-ordinator/ deputy co-ordinator is to collate and clarify the precise details of the allegation or suspicion and pass this information on to the Social Services Department. It is Social Services task to investigate the matter under Section 47 of the Children Act 1989.

### **ALLEGATIONS OF PHYSICAL INJURY OR NEGLECT**

If a child has a physical injury or symptom of neglect, the Co-ordinator/Deputy Co-ordinator will

- Contact Social Services (or 'childprotectionuk net') for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home
- Will not tell the parents or carers unless advised to do so having contacted Social Services
- Seek medical help if needed urgently, informing the doctor of any suspicions
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of injury
- Where the parent/carer is unwilling to seek help, offer to counselling and advice them. In cases of real concern, if they still fail to act, contact Social Services direct for advice
- Seek and follow advice given by 'childprotectionuk net' (who will confirm their advice in writing) if unsure whether or not to refer a case to Social Services

Further information relevant to Staffordshire can be found on the web site of the Staffordshire Safeguarding Board <http://www.staffsscb.org.uk/>

## **The Black Belt Code Child Protection Policies and Procedures**

### **ALLEGATIONS OF SEXUAL ABUSE**

In the event of allegations or suspicions of sexual abuse, the Co-ordinator/Deputy Co-ordinator will

- Contact the Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct They will NOT speak to the parent/carer or anyone else
- Seek and follow the advice given by 'childprotectionuk net' if, for any reason they are unsure whether or not to contact Social Services/Police 'Childprotectionuk net' will confirm its advice in writing for future reference

### **APPOINTMENT, SUPPORT, SUPERVISION & TRAINING OF LEADERS & WORKERS**

THE BLACK BELT CODE will ensure all workers will be appointed, trained, supported and supervised in accordance with the principles set out in government guidelines 'Safe from Harm' ( HMSO 1993), the Criminal Records Bureau / Scottish Criminal Records Office / POCVA Register Codes of Practice, 'childprotectionuk net' guidance and Company practice guidelines attached The same principles will be applied to those appointed to work with vulnerable adults

### **SUPERVISION OF GROUP/CHILDREN'S ACTIVITIES**

THE BLACK BELT CODE will provide details of the supervision for each specific activity in the Company's practice guidelines attached

**This policy will be reviewed on 1st June 2011 to take into consideration the requirements of the Independent Safeguarding Authority**

## **Section One**

### **1. Definitions of abuse**

The following definitions of child abuse are recommended as criteria throughout England and Wales by the Department of Health, Department for Education and Skills and the Home Office in their joint document, *Working Together to Safeguard Children* (1999) (Definitions in relation to legislation in Wales, Scotland & Northern Ireland are included on the disc in this pack)

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger.

#### **PHYSICAL ABUSE**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This is commonly described using terms such as 'factitious illness by proxy' or 'Munchausen Syndrome by proxy' - see In Focus 2.

#### **EMOTIONAL ABUSE**

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and continuous adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

#### **SEXUAL ABUSE**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

#### **NEGLECT**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## 2. Further Definitions of Abuse

### **MUNCHAUSEN'S SYNDROME BY PROXY**

The Oxford Textbook of Psychiatry defines Munchausen's Syndrome by proxy as 'A form of child abuse in which the parents or carers give false accounts of symptoms in their children and may fake signs of illness (to draw attention to themselves)

They seek repeated medical investigations and needless treatment for their children' The government issued guidance for professionals working in situations where Munchausen's is suspected in 'Safeguarding Children in whom Illness is Fabricated or Induced' (2002) Further government guidance is expected following several court cases in 2003/04

### **SIGNIFICANT HARM**

This relates to the degree of harm that triggers statutory action to protect a child It is based on the individual child's health or development compared to that which could reasonably be expected of a similar child e.g severity of ill treatment, degree and extent of physical harm, duration and frequency of abuse and neglect, premeditation Department of Health guidance suggests that 'significant' means 'considerable, noteworthy or important'

### **DOMESTIC VIOLENCE**

The Home Office definition of domestic violence is 'Any violence between current or former partners in an intimate relationship, wherever and whenever the violence occurs The violence may include physical, sexual, emotional or financial abuse' (Home Office Research Studies Domestic Violence Findings from a new British Crime Survey self-completion questionnaire 1999)

### **ORGANISED ABUSE**

'Organised or multiple abuse may be defined as abuse involving one or more abuser and a number of related or non-related children and young people The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse' (Government Guidelines - 'Working Together to Safeguard Children' 1999)

### **CHILD PROSTITUTION**

Children involved in prostitution and other forms of commercial sexual exploitation should be treated primarily as the victims of abuse and their needs require careful assessment (Government Guidelines - 'Working Together to Safeguard Children' 1999 See also 'Safeguarding Children Involved in Prostitution - Supplementary Guidance to Working Together to Safeguard Children')

## 3. Recognising Possible Signs of Abuse

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered

### **PHYSICAL SIGNS OF ABUSE**

Any injuries not consistent with the explanation given for them

Injuries that occur to the body in places which are not normally exposed to falls, rough games, etc

Injuries that have not received medical attention

Neglect - under-nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc

Reluctance to change for, or participate in, games or swimming

Repeated urinary infections or unexplained tummy pains

Bruises, bites, burns, fractures etc which do not have an accidental explanation\*  
Cuts/scratches/substance abuse\*

#### **INDICATORS OF POSSIBLE SEXUAL ABUSE**

Any allegations made by a child concerning sexual abuse  
Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play  
Sexual activity through words, play or drawing  
Child who is sexually provocative or seductive with adults  
Inappropriate bed-sharing arrangements at home  
Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations  
Eating disorders - anorexia, bulimia\*

#### **EMOTIONAL SIGNS OF ABUSE**

Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging Also depression/aggression, extreme anxiety  
Nervousness, frozen watchfulness  
Obsessions or phobias  
Sudden under-achievement or lack of concentration  
Inappropriate relationships with peers and/or adults  
Attention-seeking behaviour  
Persistent tiredness  
Running away/stealing/lying

#### **RACE, CULTURE & RELIGION**

Crucial to any assessment is a knowledge and sensitivity to racial, cultural and religious aspects  
Remember also that differences exist not only between ethnic groups but also within the same ethnic group and between different neighbourhoods and social classes While different practices must be taken into account, it is also important to remember that all children have basic human rights Differences in child-rearing do not justify child abuse

\*These signs might also indicate the possibility that a child or young person is self-harming, mostly by cutting, burning, self-poisoning Approximately 20,000 are treated in accident and emergency departments in the UK each year (See In Focus 7 Self-harm - page 32)

## **4. Responding to Children**

#### **GENERAL POINTS**

- Above everything else listen, listen, listen
- Show acceptance of what the child says (however unlikely the story may sound)
- Keep calm
- Look at the child directly
- Be honest
- Tell the child you will need to let someone else know - don't promise confidentiality
- Even when a child has broken a rule, they are not to blame for the abuse
- Be aware that the child may have been threatened or bribed not to tell
- Never push for information If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen
- As soon as possible write down what has been shared\*



## The Black Belt Code Child Protection Policies and Procedures

### HELPFUL RESPONSES

- You have done the right thing in telling
- That must have been really hard
- I am glad you have told me
- It's not your fault
- I will help you

### DON'T SAY

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- Never make false promises
- Never make statements such as "I am shocked, don't tell anyone else"

### CONCLUDING

Again reassure the child that they were right to tell you and show acceptance  
Let the child know what you are going to do next and that you will let them know what happens  
(you might have to consider referring to Social Services or the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse)

Contact the person in your Company responsible for co-ordinating child protection concerns or contact an agency such as [childprotectionuk.net](mailto:childprotectionuk.net) for advice Alternatively go directly to Social Services/Police/NSPCC

Consider your own feelings and seek pastoral support if needed

### \*MAKING NOTES

Make notes as soon as possible, preferably within one hour of the child talking to you Write down exactly what the child said and when s/he said it, what you said in reply and what was happening immediately beforehand (e.g. a description of the activity) Record dates and times of these events and when you made the record Keep all hand-written notes, even if subsequently typed Such records should be kept for an indefinite period in a secure place

## **Section 2**

### **5. Appointing Workers / Teachers**

#### **1. Introduction**

In recent years there has been a great deal of public concern expressed about the way in which unsuitable people, including sex offenders, have gained both voluntary and paid employment with children and young people. In 1992 a Committee of Inquiry published a report, 'Choosing with Care'. It recommended that more careful background checks should be made on candidates applying for jobs working with children and young people. The Home Office have produced a Code of Practice, 'Safe from Harm' (1993), for voluntary Companies which childprotectionuk.net recommends is followed when recruiting children's/youth workers.

Government guidance stresses the need to treat all would-be paid staff and volunteers as job applicants for any position involving contact with children. Some Companies have paid insufficient regard to selecting workers with children and young people. Great care therefore should be exercised in the selection and appointment process. This will be an outward expression of an Company's commitment to protecting children and young people and should be included in its Child Protection Policy.

Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with children and young people to knowingly apply, accept or offer to work with children. The Act specifically includes Directors of charities working with children. It is also a criminal offence to knowingly offer or continue to allow work with children, to an individual who is disqualified.

It is important to obtain information about a potential worker's background. A detailed application form, personal references, information from previous employers (paid and voluntary) and the interview all have a part to play in the assessment of a candidate's suitability for the post.

It should be made clear in any job advertisement and explained at interview that as the post will involve regular unsupervised contact with children (or vulnerable adults), the successful applicant will be asked to agree to a criminal records check being carried out before the position is confirmed. This process should be started as soon as the prospective worker has accepted the provisional job offer. It is important that the Company has a policy regarding the employment of those with a criminal record (see section 4 of this chapter). Identifying those who could be a danger to children is far from easy, so it is important through vigilance and good practice to make it as difficult as possible for such individuals to gain access to children.

#### **2. Application forms**

All applicants for positions, whether voluntary or paid, should complete an application form, providing details of referees. It should also be made clear that the Company reserves the right to make any character checks it feels are necessary. The application form is a good source of information about previous work experience and a candidate's employment history (e.g. gaps in employment may be significant). It can also be a good place to start from at an interview.

## The Black Belt Code Child Protection Policies and Procedures

Children's work is exempt from the Rehabilitation of Offenders Act 1974, which states some spent offences do not have to be declared. Applicants should therefore be asked to declare all convictions, however old, at application stage.

They should also be asked to complete the Voluntary Disclosure Form (making a 'nil' return if appropriate), returning it in a separate, sealed envelope to the person in the Company acting as 'recruiter' for criminal records disclosure checks. If the applicant reveals information that suggests they are unsuitable to work with children, the appointment process can be halted, saving the Company and the individual considerable time and effort. The recruiter may find it useful to compare any information revealed by the criminal records checks (see section 4) with that supplied by the applicant. This, and all information received concerning criminal records checks, should be kept securely and destroyed once the recruitment process has been completed.

### **FORM 2: JOB APPLICATION FORM**

### **FORM 3: SELF DECLARATION FORM FOR A POSITION REQUIRING A DISCLOSURE**

### **FORM 4 REQUEST FOR REFERENCE**

### **FORM 5: REFERENCE FORM**

## **3. Interviewing**

The need for child protection within the context of the job is an essential area to cover at an interview, although it should not dominate the whole selection process. Whilst it would be inappropriate to expect candidates to discuss details of their past, it is relevant for the interviewer(s) to know about any personal issues, such as past drug misuse, alcoholism or abuse, and that these have been or are being addressed. This might be significant if the successful candidate will be working with young people where abuse is an issue. It is important to remember however, that whilst a small proportion of victims of abuse grow up to be abusers themselves, most do not. Questioning needs to be handled sensitively and it is therefore important the interviewer is competent and confident. Questions of a sensitive nature may best be dealt with on a one to one basis. Some general principles of good practice are that any questions asked should be

**RELEVANT** related to job description/person specification

**OPEN** attempting to establish how the person thinks and feels about working with children. The interviewer needs to be flexible enough to follow up any responses that need further exploration.

**FAIR** any question must be asked of all candidates (e.g. whatever gender or ethnicity)

**APPROPRIATE** questions about values and personal conduct are acceptable as long as they are relevant to the job. This is important within the context of the culture/value system of the Company.

**LEGITIMATE** questions about sexual conduct/ morality in relation to the value system of the Company may be asked on the condition they are relevant to the post and as long as this is done sensitively.

The applicant should also become familiarised with the Company's policy on safeguarding children's welfare and its expectations in relation to practice issues

### **4. Criminal records checks**

**[NB This section will be updated when the Independent Safeguarding Authority assumes responsibility for vetting people who work with children and young people in the autumn of 2010]**

The Criminal Records Disclosure Service can provide employers, including voluntary agencies/Companies with additional information to help assess the suitability of a potential worker, paid or volunteer. The Criminal Records Bureau in England and Wales (CRB) provides a 'one-stop shop' service, enabling Companies to check information held on the Police National Computer (PNC), local police records and, where appropriate, confidential lists held by the Department of Health (PoCA-Protection of Children Act- List) and the Department for Education and Skills (List 99). The PoCA list has details of those considered unsuitable for working with children in childcare positions. List 99 contains details of people who have been barred or restricted from certain employment (e.g. teachers, caretakers, youth workers) by the Secretary of State under the Education (Restriction of Employment) Regulations 2000. Not everyone on this list is considered a risk to children. Barring can be for a variety of reasons including fraud or dishonesty, but barring will always happen where behaviour/convictions pose a risk either directly or indirectly to the safety or welfare of children. A detailed description of these two lists can be obtained via the [childprotectionuk.net](http://childprotectionuk.net) offices.

Information passed on by the CRB may reveal, for example, that an applicant is unsuitable to work with children. In Scotland checks are administered by the Scottish Criminal Records Office (SCRO) and is similar to England and Wales. In Northern Ireland a different system exists for police checks through the Pre Employment Consultancy Service (PECS) operated by the DHSS.

Companies using the Disclosure Service are required to comply with the CRB/SCRO Code of Practice. Failure to follow it could result in an individual or Company not fulfilling their obligations under the Human Rights and Data Protection Acts, and they may even be breaking the law.

The Code of Practice is intended to guarantee that any information released by the CRB is used fairly. The Code also seeks to ensure that sensitive, personal information is handled and stored appropriately, and is kept only for as long as is necessary. In order to comply with CRB/SCRO conditions, Companies using the Disclosure Service are required to adopt a Rehabilitation of Offenders policy and a policy on the secure storage, handling, use, retention and disposal of disclosure information. The CRB suggests that the Rehabilitation of Offenders policy could be contained within a general Equal Opportunities policy.

### **Criminal Records Bureau Information**

Both a policy statement on the recruitment of ex-offenders and the handling of information should be regarded as part of the Company's child protection policy.

There are two levels of Disclosure, relevant to those working with under 18's and vulnerable adults available from Criminal Records Office (CRO) via the Companies appointed Intermediary Body.

(i) Standard Disclosures

These are for those who regularly undertake limited roles which bring them into contact with children and young people, but where there is no supervisory or training responsibility. This might include those who serve refreshments or occasional helpers who are never left in sole charge of children.

(ii) Enhanced Disclosures

This applies to the vast majority of those working with or responsible for children. An enhanced check should be carried out on those whose work involves 'regularly caring for, training, supervising or being in sole charge' of children and young people. This typically includes children's or youth workers, people who work for holiday play schemes, camps, residential weekends, nurseries, crèches, refuges for parents and children etc.

An enhanced disclosure will contain details of all convictions held on the police national computer, including current and "spent" convictions, as well as details of any cautions, reprimands or final warnings. The disclosure will indicate whether information is held by the Department of Health (DoH) and Department for Education and Skills (DfES). It will also include a check on local police records. A standard disclosure includes all the above, with the exception of a check on local police records.

**The Company is committed to using Enhanced Disclosure in all circumstances.**

## **5. Appointment and supervision**

Any appointee should have a written agreement together with a clear job description, lines of accountability to the management and an assigned supervisor with regular opportunities for planned meetings so that work can be discussed, issues aired and areas of concern dealt with. It is also advisable to have a probationary period (say 6 months) before the appointment is confirmed.

It is important to arrange regular workers' meetings to review procedures to ensure a common approach, sharing of concerns and identifying other matters that may need clarification and guidance.

No one should be working in isolation but as part of a team showing mutual responsibility for each team member. It should be accepted that anyone seeing another worker acting in a way that could be misinterpreted should be able to speak to the individual or the supervisor about the concern.

Emphasis should be placed on following the group's guidelines and in circumstances where it is necessary to depart from agreed procedures, in an emergency, or to protect a child, permission should either be obtained in advance from a supervisor or reported immediately afterwards where this is not possible. Also feedback sessions can be organised to report incidents where guidelines have not been adhered to. This provides protection to the individual and draws the management's attention to shortcomings and problem areas.

A written record should be kept of issues/decisions discussed at meetings.

**FORM 5.**  
**MODEL CONTRACT FOR CHILDREN'S WORKER**

**6 Training**

It is important that all workers understand the agreed procedures for protecting children. Some Companies may choose to obtain written acceptance of the Company's policy statement as a condition of service. It certainly should be a condition of service that the worker is required to report all allegations or concerns about possible abuse.

Training for workers in relevant areas should be arranged eg child protection (see above), first aid, food hygiene, health & safety and workforce development.

**7 If we decide not to appoint**

All applicants should be notified in writing of a decision not to appoint. If an unsuccessful candidate asks for the reasons why they have not been appointed and/or are seeking honest feedback about their application and interview, it should be given. Obviously this requires sensitivity and tact on the part of the person giving the feedback, particularly if references are discussed. The reasons for non-appointment are particularly important where past offences have come to light, which were not disclosed on their application form. Though it is illegal to reveal information obtained through a criminal records check, an unsuccessful candidate may need advice on directing their abilities into other areas.

**8. Occasional and young helpers**

The minimum age for a worker is 16. Some Companies specify 18 years (the Children Act 1989 defines a child as someone under the age of 18). Whether the minimum age is 16 or 18, the process of appointment should be the same as any other worker.

Please note, someone appointed, say, as a driver should always be regarded as a 'worker' and it follows therefore, that all the appropriate checks should be carried out. In some situations there are parents/carers who transport children besides their own, but this is essentially an arrangement between those with parental responsibility and not something arranged by the Company.

Young people under 16 are frequently used as voluntary helpers. This can happen when, for example, children from secondary Companies obtain a work experience placement in an infant Company or nursery. It is advisable that such helpers should be responsible to a named worker and never be in a position where they are providing unsupervised care of children. For example they should not be counted as a 'worker' when considering staff/child ratios. In these circumstances the full recruitment procedure need not be applied, though the Company would be expected to acquire basic information about the individual and take up personal references. Criminal Records checks would not normally be required. A similar procedure could be used for other occasional helpers.

Care should be taken to ensure that this process is not used to avoid proper checks or as a backdoor recruitment process.

## **9. Workers and Directors from abroad**

The same procedure can be applied to other groups where a full vetting process (e.g. CRB check) is not possible or desirable, for example, young people visiting from abroad, parents or others who are helping on a casual basis (e.g. a holiday play scheme), or refugees where full checks are not possible

When recruiting workers from abroad, certificates of good conduct can sometimes be obtained from the police local to the workers residence. However, these need to be treated with caution. As with any other criminal conviction certificate, it can only provide 'known' information. Some countries are well behind the UK in recognising abuse/child protection issues. Whilst UK checks will involve intelligence from other agencies, foreign checks are likely to be far more basic and cannot be equated with a check in the UK. In this situation it is advisable that these workers do not have unsupervised contact with children but they could work alongside an approved worker.

The CRB are developing services to assist with checks on workers from overseas. In order to find out what is currently available you can contact the CRB Overseas Information Team on 0870 0 100 450. They will be able to help with general advice about countries providing services and information regarding associated procedures. However, you will need to be aware that the quality of information received will vary and the result of a criminal records check may be returned in a different language and neither childprotectionuk.net nor the CRB provide a translation service.

NB: What constitutes an offence in the UK, and would be seen as child abuse, may not in the country of origin of the Company. References therefore need to be viewed with this in mind.

## **6. Sample Questions for Interviews**

NB: This list of questions is not conclusive, but a sample that could be asked depending on the situation and circumstances.

- 1 How would you handle a child who was being aggressive and challenging towards you personally?
- 2 Could you tell us about experiences working with children that have been difficult or unpleasant and how did you handle these? (Important Question – Note the answer carefully)
- 3 What would be your views on a youth worker having a sexual relationship with a girl (over 16) who attends the youth club?
- 4 What areas would concern you when considering the suitability of a young person to work as a helper in a youth event you were responsible for?
- 5 How would you respond to a youth asking for advice about embarking on a sexual relationship with a 15 year old girlfriend/boyfriend?
- 6 Because you are going to be working with children and young people who face problems in the area of drug and alcohol misuse or child abuse, have you any experience which would be relevant in dealing with these issues?

- 7 Have you ever had any concerns expressed to you about your conduct with children and young people?
- 8 Have you ever had a position of work with children and young people declined?
- 9 Have you ever been involved with police or social services in regard to children, either in this country or abroad?
- 10 Have you ever been involved in court proceedings concerning a child?
- 11 If you were offered employment, is there anything else we would need to know in terms of your previous work or relationships with children?

## **7. Handling of Disclosure Information**

### **STORAGE AND ACCESS**

Disclosure information must never be kept on an applicant's personal file. It must be stored separately in a secure, lockable, non-portable cabinet, with access strictly controlled and limited to those who are entitled to see it as part of their duties.

### **HANDLING**

In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. A record should be kept of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

### **USAGE**

Disclosure information must only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

### **RETENTION**

Once a recruitment (or other relevant) decision has been made, Disclosure information should not be kept for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, consultation should be made with the registered/umbrella body and/or the CRB/SCRO. Advice can then be given to the Data Protection and Human Rights of the individual. The above conditions regarding safe storage and strictly controlled access would still apply in these circumstances.

### **DISPOSAL**

Once the retention period has lapsed, Disclosure information must be suitably destroyed by secure means, i.e. shredding, pulping or burning. Whilst awaiting destruction, Disclosure information must not be kept in any insecure receptacle (eg waste bin or confidential waste sack). No copies of the Disclosure information may be kept, in any form. However, a record can be kept of the date of the issue of a disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.



## 8. Equal Opportunities Statement

1 The Black Belt Code is committed to social justice and resolutely opposed to discrimination in society. We are committed to providing services on a fair and equitable basis, regardless of race, ethnicity, religion, life-style, sex, sexuality, physical or mental disability, offending background or any other factor. No person requiring services from this Company will be treated less favourably than any other person on any grounds.

2 In employment we actively seek to recruit with the right mix of talent, skills and potential, promoting equality for all, and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications, experience and commitment to the values and purposes of the Company.

3 As a Company using the Criminal Records Bureau (CRB) Disclosure Service to assess applicants' suitability for positions of Company, the Company undertakes to comply fully with the CRB Code of Practice and to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of disclosure on the basis of conviction or other information revealed.

4 A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered a position.

5 Where a Disclosure is to form part of a recruitment process, we encourage all applicants called for interview to provide details of any criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the recruiter within the Company and we guarantee that this information will only be seen by those who need to see it as part of a recruitment process.

6 Unless the nature of the position allows questioning about your entire criminal record, we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

7 We ensure that all those in the Company who are involved in the recruitment process have been suitably trained to identify and assess the relevance of circumstances of offences. We will also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act 1974.

9 At interview, or in separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer of employment or voluntary work.

10 We make every subject of a CRB Disclosure aware of the existence of the Code of Practice and make a copy available on request.

11 We undertake to discuss any matter revealed in a disclosure with the person seeking a position before withdrawing a conditional offer of employment.

NB Having a criminal record will not necessarily bar you from working with us. It will depend on the nature of the position and the circumstances and background of your offences.

### 9. The Internet

Whilst the development of the internet has revolutionised communication systems throughout the world and if used in the right way is an excellent resource, care in its use and application needs to be exercised so that safety is not compromised. Children need to be aware of on-line safety in the same way they are taught road safety.

#### 1. Do's And Don'ts

When designing a web site, make clear what is available for copying and what is not and don't refer to other sites without permission.

- Parental permission must be obtained before using any picture of a child/group of children.
- Avoid using photos of individual children. In preference use a group photograph. However, DO NOT USE IT if a child can be identified by their name or the location they are in and never provide names, addresses or locations. This could inadvertently help a sex offender to identify or gain access to a child.
- Personal email or postal addresses, telephone or fax numbers must not be divulged.
- To make web content accessible to people with disabilities look at [www.w3.org/TR/WAI-WEBCONTENT/](http://www.w3.org/TR/WAI-WEBCONTENT/) for the Web Content Accessibility Guidelines.
- Youth and Children's Workers are increasingly communicating with children/young people using email and text messaging. It is advisable that Companies develop a protocol for this type of 'one to one' communication, detailing what is appropriate and what is not. Also, when using emails, workers should add a rider to the bottom stating level of confidentiality.
- If web access is being provided for children or young people e.g. youth project providing a cyber café, then consider using filtering software to prevent access to inappropriate web sites e.g. Netnanny, Cyberpatrol or Surfwatch etc. Your Internet Service Provider may also have filtering software.
- If you are providing web access e.g. cyber café ensure that all users complete an internet permission form including parental permission.

#### 2. Helpful Companies

Childnet International, Studio 14, Brockley Cross Business Centre, 96 Endwell Road, London SE4 2PD

Telephone 020 7639 6967 Fax 020 7639 7027 [www.childnet-int.org](http://www.childnet-int.org) Email [info@childnet-int.org](mailto:info@childnet-int.org)  
They also have a related site [www.chatdanger.com](http://www.chatdanger.com) which has specific safety information on chat rooms.

Internet Watch Company is an industry-funded body with a hotline to report illegal material. They can be contacted on 08456 00 88 44 and at [www.iwf.org.uk](http://www.iwf.org.uk)

Police Child Pornography Information Line is a free phone number to report incidents of child pornography on 0808 100 0040 This can also be accessed via [www.met.police.uk](http://www.met.police.uk)

## **10. Safety on the Internet (A Guide for Young People)**

### **PERSONAL INFORMATION**

- Never tell anyone you meet on the internet your home address, your telephone number or any other identifying information e.g. Company or youth group, unless your parent/carer gives you permission
- Never send anyone your picture, credit card or bank details, or anything else, without first checking with your parent/carer
- Never divulge your password to ANYONE! (Even your best friend!)
- Never arrange to meet anyone in person without first agreeing it with your parent/carer or children's/youth leader, and get them to come along to the first meeting, which should always be in a public place

### **CHAT ROOMS**

- Never stay in a chat room or conference if someone says or writes something which makes you feel uncomfortable or worried, and always report your concerns to your parent/carer or children's/youth leader
- Check that any chat room you enter is regulated and run by a reputable Company or Company that monitors activity
- Remember that Chat Rooms are 'public places' and that you may not know the true identity of anyone you meet in a chat room

### **EMAILS**

- Never respond to nasty, suggestive or rude e-mails or postings in Usenet Groups
- Always be yourself and do not pretend to be anyone or anything you are not
- Always remember if someone makes you an offer that seems too good to be true, it probably is
- Always on receiving emails delete attachments from strangers without opening them They may contain viruses that can damage your computer Make sure you know where files are from before you download them They may also have viruses
- Never send chain letters via the internet Chain letters are forbidden on the Internet Inform your parents/carers who can then notify your Internet Service Provider if you receive one

## **11. Data Protection, Filming and Photographs**

### **1. Summary of Data Protection Principles**

The Data Protection Act 1998 is designed to provide privacy protection for individuals about whom personal, identifying data is kept. It lays down 'best practice' principles for those who keep the data and it applies to paper records as well as computerised information. The Act covers the whole of the UK, and all Companies must comply with the rules on processing data.

- 'Processing' includes obtaining, recording, holding or storing information and carrying out any action on the data, including adaptation, alteration, use, disclosure, transfer, erasure, and destruction
- Personal data shall be processed fairly and lawfully
- Personal data shall be held only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or purposes
- Personal data shall be adequate, relevant and not excessive in relation to the purpose for which it is processed
- Personal data shall be accurate and, where necessary, kept up to date
- Personal data processed for any purpose shall not be kept for longer than is necessary for that purpose
- Personal data shall be processed in accordance with the rights of data subject under the Data Protection Act
- Appropriate technical measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of the data
- Personal data shall not be transferred to a country or a territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data

### **2. Complying With Data Protection Principles**

(i) No personal data should be obtained or held unless the individual has given consent. In the case of sensitive data, (defined as race, political opinion, religious belief, trade union membership, physical or mental health, sexuality, criminal offences) specific consent must be obtained i.e. the individual must be informed that this type of data is being held, told the reason for it and give permission for its use. NB photographs count as sensitive data since they may reveal information about the subject's race. Permission should always be obtained to keep a copy or use a photograph of an individual (see The use of video / camcorders and taking photographs of children in Section 4)

## The Black Belt Code Child Protection Policies and Procedures

- (ii) Do not use data obtained for one purpose for a different purpose For example the Company's members' list may not be used for commercial mail shots
- (iii) Do not collect information about individuals which is not necessary for the purpose intended Do not ask questions or seek data without ensuring that the information is relevant  
If data is given or obtained which is excessive for the purpose it should be immediately deleted or destroyed
- (iv) If data is kept for a considerable length of time it must be reviewed and if necessary updated No data should be kept unless it is reasonable to assume it is accurate
- (v) There should be regular reviews of files containing data to ensure that it is not kept for longer than required for the particular purpose
- (vi) You should always consider the rights of the individual in respect of their data These are, briefly, that consent should be obtained if data is to be kept and used for any purpose, that individuals are entitled to know what data is kept about them and that no personal data must be disclosed to anyone outside or inside the Company who does not strictly need to know, without the individual's consent
- (vii) Companies should have systems in place to ensure the security of data on computer systems and these must be adhered to Personal data must be kept in a secure place, e.g. in filing cabinet which can be locked or in a room which can be locked when unoccupied Individuals must seek to prevent unauthorised access to any computers that contain personal data
- (viii) No data can be transferred, even for a legitimate purpose, outside of the EEA (European Economic Area - most of Europe) without the consent of the individual This is particularly important when putting information on the Web which can be accessed from anywhere in the world

Information on the Data Protection Act 1998 can be obtained from

The Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Information Line 01625 545 745  
Switchboard 01625 545 700  
Fax 01625 524 510  
E-mail [data@dataprotection.gov.uk](mailto:data@dataprotection.gov.uk)  
Website [www.dataprotection.gov.uk](http://www.dataprotection.gov.uk)

### 3 Data protection, human rights and child protection

Where disclosing information might place a child at risk, then child protection considerations take precedence over data protection In certain circumstances the Data Protection Act allows for disclosure of information without the consent of the subject, including for the prevention or detection of crime, or the apprehension or prosecution of offenders The need to safeguard children from harm should be considered within these parameters and this is emphasised in the government document, 'Working Together to Safeguard Children' (1999)

Article 8 of the European Convention of Human Rights also makes provision for the disclosure of information in connection with 'the protection of health or morals, for the protection of the rights and freedoms of others and for the prevention of disorder or crime'. Disclosure should be appropriate for the purpose and only to the extent necessary to achieve that purpose'

Children have the right to be protected from harm. Information relating to concerns that a child is at risk of significant harm should therefore not be withheld on the basis that it might be unlawful under these Acts. If in doubt, the information should not be disclosed to anyone, especially the parent/carer, but contact should be made with Social Services or [childprotectionuk.net](mailto:childprotectionuk@net) for advice (See also 'parental consent' chapter 2 page 28, and 'keeping records' chapter 6, page 51)

#### **4. Video/Camcorders and taking photographs of children**

Since the introduction of the Data Protection Act in 1998, Companies must be very careful if they use photographs, videos and web cams of clearly identifiable people. There are several issues to be aware of

- Permission (verbal or written) must be obtained of all the people (children and adults) who will appear in a photograph, video or web cam image before the photograph is taken or footage recorded
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary
- If photographs or recordings of children's/ youth groups are made and individual children can be easily identified, children's / youth leaders must find out whether any parents do not want their children to be in the photograph
- Children and young people under the age of 18 should not be identified by surname or other personal details. These details include e-mail or postal addresses, telephone or fax numbers
- When using photographs of children and young people, it is preferable to use group pictures
- Obtain written and specific consent from parents or carers before using photographs on a website

## **12. PRACTICE GUIDELINES**

THE BLACK BELT CODE will maintain a library of information include details of

- 1 Procedures for recruitment, training and supporting of workers

## The Black Belt Code Child Protection Policies and Procedures

- 2 Good practice for working with children and young people
- 3 Guidelines specific to each group/activity (see grid below)

If you are providing	Children's Clubs	Play Groups	Camps	Residential	Youth Clubs	Detached Youth Work	Cyber Cafes	Transporting Children	Drop-In Centres	Children with Special Needs	Videos & Photos of Children	Baby Sitting Service	Counselling Centres
<b>Essential Practice Guidelines</b>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Definitions of abuse (In Focus 1 page 12)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Recognising possible signs of abuse (In Focus 3 page 14)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Responding to a child (In Focus 4 page 15)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Action following disclosure (In Focus 5 page 16 Ch 1 3 4 page 16)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Handling of disclosure information (In Focus 11 page 32)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Equal opportunities policy (In Focus 12 page 33)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Data protection act principles (Ch 9 pages 59)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Discipline (In Focus 17 page 51)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<b>Practice Guidelines As Applicable</b>													
Policy on Working with Vulnerable Adults (In Focus 13 page 34)													✓
Visiting children at home (Ch 6 6 page 41)	✓	✓			✓	✓				✓			
Children from the street (Ch 6 7 page 41)	✓				✓	✓				✓			
Babysitting circle (Ch 6 17 page 46)	✓									✓		✓	
Peer group activities (Ch 6 4 page 40)					✓					✓			
Working with disruptive children (Ch 6 8 page 41)	✓	✓	✓	✓	✓	✓			✓	✓			
Talking and listening to children (Ch 6 5 page 40)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓
Young helpers and those from abroad (Ch 4 8 - 9 page 26)	✓	✓	✓	✓	✓	✓	✓		✓	✓		✓	
Transporting children (Ch 6 13 page 44)	✓		✓	✓	✓			✓		✓			
Children with Special Needs (Ch 6 11 page 43)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Swimming Trips (Ch 7 15 page 55 & Form 17 page 90)	✓	✓	✓	✓	✓			✓		✓			
Using the internet (Ch 8 page 57)	✓				✓	✓	✓			✓			
Internet safety children and young people (In Focus 19 page 58)	✓				✓	✓	✓			✓			
Complaints about social services (Ch 1 9 page 7)	✓	✓	✓	✓	✓	✓	✓			✓			
Children with host families (Ch 6 15 page 46 & Form 14 page 87)				✓	✓					✓			
Video & Photos of Children (Ch 9 4 page 80 & Form 18 page 91)	✓	✓	✓		✓	✓	✓			✓			
Parents/Carers in Children's Groups (Ch 6 16 page 46)	✓									✓			
Drop-in Centres (Ch 6 12 page 44)					✓				✓	✓			
Counselling (Ch 2 2-4 pages 17, In Focus 21 page Form 5 page 70)	✓				✓	✓				✓			✓
Overseas Projects (Ch 1 17 page 9)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

- 4 A statement that the interests of the child are paramount at all times and if it is necessary to depart from general guidelines in particular circumstances, this should only be done with the knowledge of the Worker's Supervisor or in an emergency reported in writing after the event
- Notes

- 1 The ticks on the grid indicate areas in which specific written guidelines may be appropriate to include, dependant on the group or activity Page numbers are only applicable to the manual, not the disk version
- 2 Don't forget to publicise the guidelines so workers, parents and young people know what is required

## Section 4

### Form 1 Responding to Abuse – Workers Action Sheet

CONFIDENTIAL

#### THE BLACK BELT CODE

Name of Child/Young Person \_\_\_\_\_

Address \_\_\_\_\_

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name of Person Reporting Incident \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time of incident \_\_\_\_\_

Sequence of Events/Actual Words Used/Observations  
(Use skin map overleaf where appropriate, but do not undress the child!)

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Action Taken (including person(s) contacted)

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Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_\_

Notes

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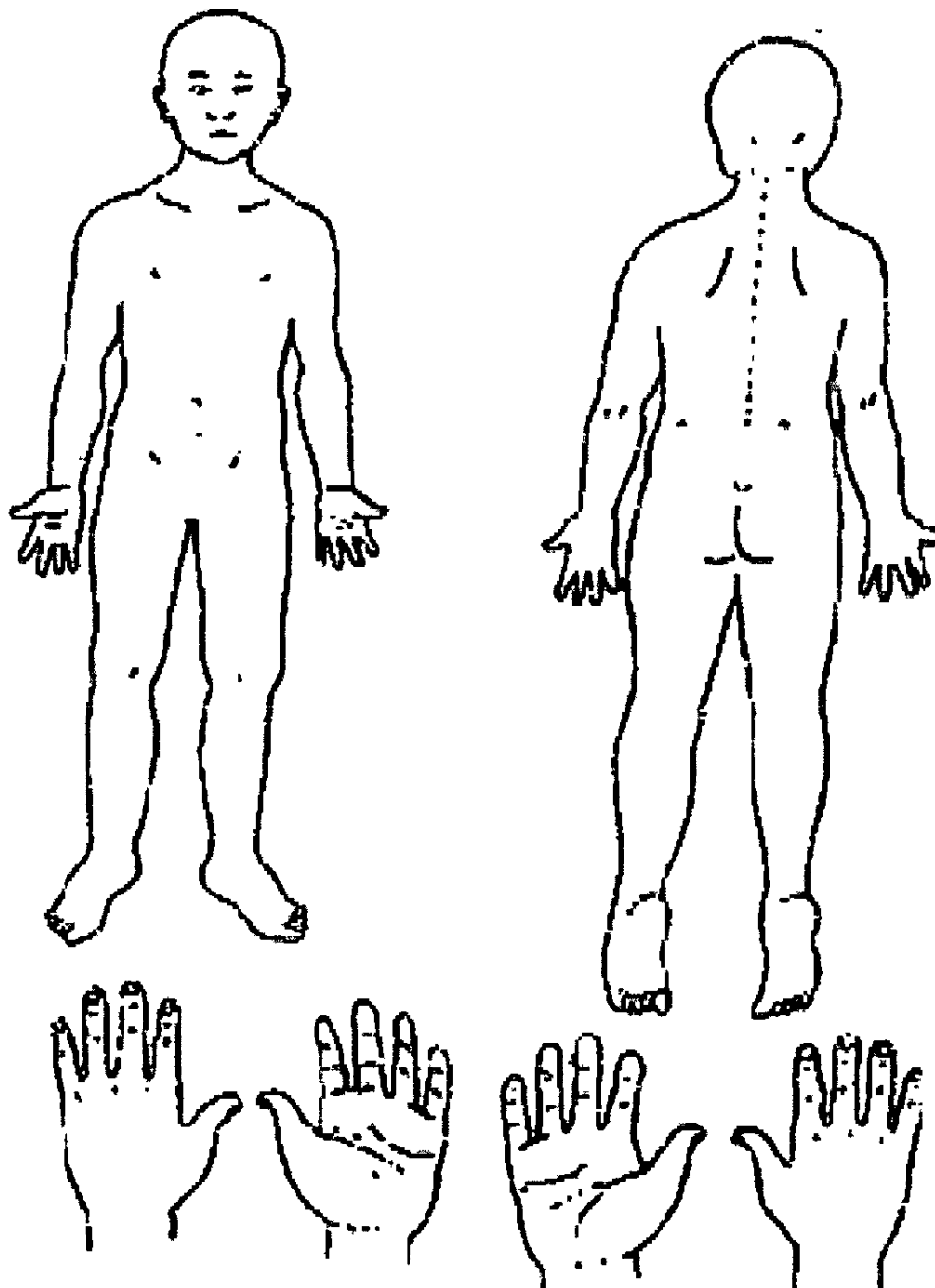
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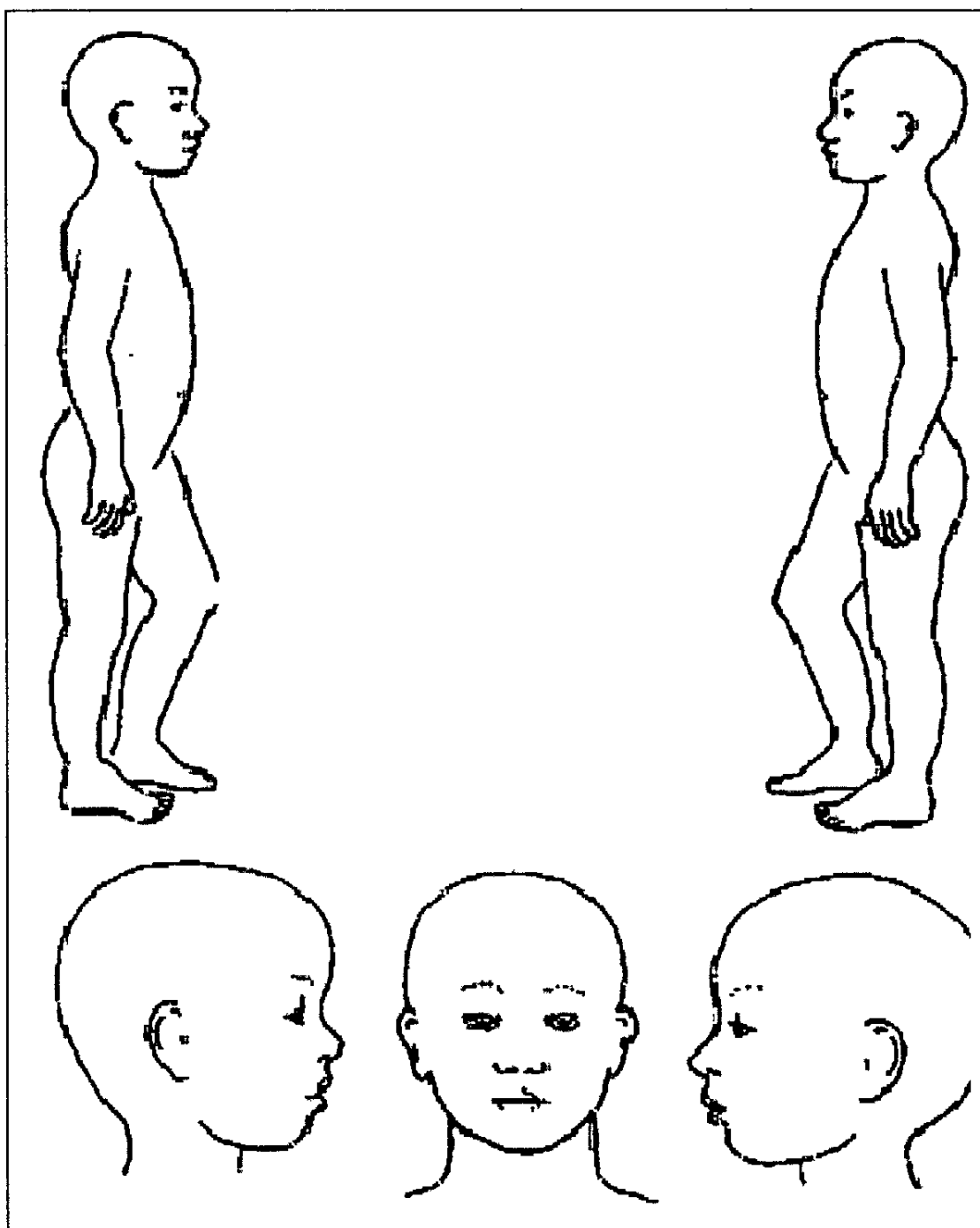


Name of worker \_\_\_\_\_

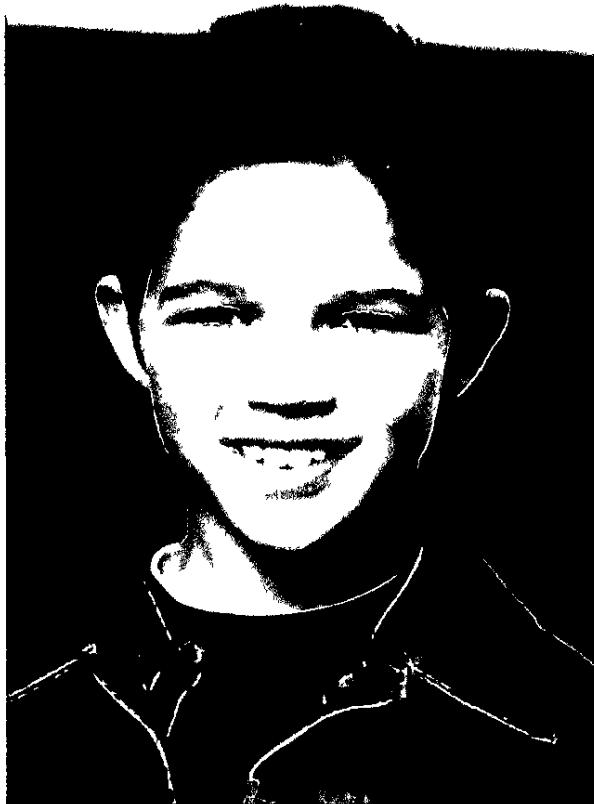
Signature \_\_\_\_\_

## Skin Maps





**Or See Next Pages to Mark Injuries to Face if Preferred**



## Form 2 Job Application Form

APPLICATION FORM FOR PAID OR VOLUNTARY WORK WITH CHILDREN AND YOUNG PEOPLE

### THE BLACK BELT CODE

We ask all prospective workers with children and young people or vulnerable adults to complete this form. If there is insufficient room to fully answer any question, please continue on separate sheet. The information will be kept confidentially by the Company, unless requested by an appropriate authority.

#### 1. Personal Details

We will need to see birth/marriage certificates or documents regarding a change of name

Full Name

\_\_\_\_\_

Maiden/Former Name(s)

\_\_\_\_\_

Date and place of birth

\_\_\_\_

/\_\_\_\_

/\_\_\_\_

\_\_\_\_\_

Address

\_\_\_\_\_

\_\_\_\_\_

Postcode

DFES Registration Number (if applicable)

\_\_\_\_\_

Daytime Tel No

\_\_\_\_\_

Evening

Tel

No

Mobile Tel No

\_\_\_\_\_

Email

address

\_\_\_\_\_

How long have you lived at the above address?

\_\_\_\_\_ Years

\_\_\_\_\_ Months

If less than 5 years, please give previous address(es) with dates

Previous  
Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code

\_\_\_\_\_

From/To

\_\_\_/\_\_\_/\_\_\_ \_\_\_/\_\_\_/\_\_\_

## The Black Belt Code Child Protection Policies and Procedures

Please tell us about your work experience either paid or voluntary together with any specific activities undertaken

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Please give details of previous experience of looking after or working with children and/or young people

This should include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity

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Have you ever had an offer to work with children/young people declined?

☐ YES ☐ NO(Please tick)

## The Black Belt Code Child Protection Policies and Procedures

If yes, please give details

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Do you suffer, or have you suffered, from any illness which may directly affect your work with children or young people? ☐ YES ☐ NO (Please tick)

If yes, please give details

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### 2. Employment History

Please tell us about your past and current employers in the table below

Employers name & address	Employed from (date)	Employed to (date)	Job title	Reason for leaving

## The Black Belt Code Child Protection Policies and Procedures

**3 Are you currently working in any other child care position in either voluntary or paid capacity? If yes please give details**

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

Contact person in Company \_\_\_\_\_

Telephone number \_\_\_\_\_

Post you are employed in (please give details of your duties)

\_\_\_\_\_  
\_\_\_\_\_

### 4. References

Please complete the details below for two people who would be willing to provide a personal reference. If you are currently working, one of these should be your present employer. We reserve the right to take up character references from any other individuals deemed necessary.

	1	2
Name	_____	_____
Address	_____	_____
Town	_____	_____
City/County	_____	_____
Postal Code	_____	_____
Telephone No	_____	_____
Relationship	_____	_____
Employer Name	_____	_____
Address	_____	_____
Telephone No	_____	_____

## The Black Belt Code Child Protection Policies and Procedures

Please would you complete the attached voluntary disclosure form, place it in a sealed envelope and address it to \_\_\_\_\_ (name of person responsible for processing Criminal Records Bureau checks) with whom you are welcome to discuss any aspects of this procedure

**Disclosure Check** Please confirm that you understand and agree to a Disclosure check should we wish to appoint you to a post involving working with children

NB For posts working in England and Wales and Northern Ireland a disclosure check can also be undertaken on those working with vulnerable adults

I confirm that the submitted information is correct and complete, I understand and agree to the conditions involving a Disclosure check and I have sent off the voluntary disclosure form in a separate, sealed envelope

Signed \_\_\_\_\_

Date \_\_\_\_\_

As an Company we undertake to meet the requirements of the Data Protection Act 1998, the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000



## Form 3 Self Declaration Form for a Position Requiring a Disclosure

### STRICTLY CONFIDENTIAL

As an Company we undertake to meet the requirements of the Data Protection Act 1998, the Protection of Children Act 1999 / Protection of Children (Scotland) Act 2003 / the protection of Children and Vulnerable Adults (Northern Ireland) Order 2003, the Criminal Justice and Court Services Act 2000 and all other relevant legislation

All applicants are asked to complete this form and return to us in a separate sealed envelope

To \_\_\_\_\_(Name of person processing CRB checks)

Address

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Appointment

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### Disclosures

Have you ever been charged with, cautioned or convicted in relation to any criminal offence, or are you at present the subject of a criminal investigations/pending prosecution?

☐ YES ☐ NO (Please tick)

If yes, please give details including the nature of the offences and the dates Please give details of the court(s) where your conviction(s) were heard, the type of offence and sentence(s) received Could you also give details of the reasons and circumstances that led to the offence(s) Continue on a separate sheet if necessary

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## The Black Belt Code Child Protection Policies and Procedures

Police Investigations - this should include relevant police non-conviction information Please complete this section if the post you are applying for requires an Enhanced Disclosure check

Have you ever been the subject of a police investigation which didn't lead to a criminal conviction? YES / NO

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and reason for this, and disposal(s) if known

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To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services / Social Work Department?

☐ YES ☐ NO (Please tick) If yes please provide details, we will need to discuss this with you

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Have you ever been involved in court proceedings concerning a child for whom you have parental responsibility?

☐ YES ☐ NO (Please tick) If yes please provide details and dates

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Has there ever been any cause for concern regarding your conduct with children? Please include any disciplinary action taken by an employer in relation to your behaviour to children

☐ YES ☐ NO (Please tick) If yes please provide details

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## The Black Belt Code Child Protection Policies and Procedures

### Declaration

To help us ensure that we are complying with child protection laws, please complete the following declaration

I \_\_\_\_\_ (full name)

of \_\_\_\_\_ (address)

confirm that the information given above is accurate and correct and I am not subject to any of the disqualifications set out in the Protection of Children Act 1999

I consent to a criminal records check if appointed to the position for which I have applied. I am aware that the details of pending prosecutions, previous convictions, cautions, or bindovers against me will be disclosed along with any other relevant information which may be known to the police, and Lists held in accordance with the Protection of Children Act 1999

I agree to inform the person in the Company responsible for processing applications for Criminal Records Bureau checks (as named above) if I am convicted of an offence after I take up any post within the Company. I understand that failure to do so may lead to the immediate suspension of my work with children and/or the termination of my employment

I agree to inform the person in the Company responsible for processing applications for Criminal Records Bureau checks if I become the subject of a police and/or social services / social work department investigation. I understand that the failure to do so may lead to the immediate suspension of my work with children and/or the termination of my employment

Signed \_\_\_\_\_

Date \_\_\_\_\_

**ATTACHED NOTES WORKING WITH CHILDREN AND YOUNG PEOPLE**

The Disclosure of an offence may not prohibit employment Please refer to our Rehabilitation of Offenders Policy

As this post involves substantial, unsupervised contact with children, all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed You will be asked to apply for an Enhanced Disclosure through The Criminal Records Bureau (CRB)/ The Scottish Criminal Records Office (SCRB) / The Department of Health, Social Services and Public Safety Northern Ireland (DHSSPS)

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal any details of cautions, reprimands or final warnings, as well as formal convictions Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(1) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act You must therefore declare all convictions whenever they occurred In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and/or young people within the Company

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The CRB/SCRO/DHSSPS Code of Practice and our own procedures are available on request for you to read It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children at risk

As an Company we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the CRB/ SCRO/DHSSPS

As a condition of employment we ask that you keep us informed of any other work (either paid or voluntary) which you are undertaking which involved working with children Should ever we need to refer an individual to the list of people deemed unsuitable for working with children known as the PoCA List held by the Department of Health / as the POCSA List held by Scottish Ministers / as the POCVA List held by the Department of Health, Social Services and Public Safety then we would also inform them of any knowledge we have of that individual working in any other child care position

**Notes for England and Wales Only:**

Under the Protection of Children Act (PoCA) 1999 and the Criminal Justice and Court Services Act 2000, it is an offence for any Company to offer employment to anyone who has been convicted of certain specific offences, or included on the PoCA List or Department of Education & Skills List 99 where that employment involves regular contact with young people under the age of 18

Under the Protection of Children Act 1999 it is an offence for an individual who is disqualified from working with children from applying for, offering to do, or accepting any work in a child care position

**Form 4**

**THE BLACK BELT CODE**

**Request for Reference**

**(Paid/Volunteer Worker with Children and Young People)**

Name of Worker \_\_\_\_\_

Dear

The above named person has applied to be a worker with the children and young people for THE BLACK BELT CODE

As I am sure you are aware, before we can accept anyone to work with children and young people, whether on a voluntary or paid basis, we must be sure that they are suitable. This applicant has given your name as a referee.

I would be grateful if you could give your opinion of the person's suitability for the post by completing the enclosed form and return it in the pre-paid envelope as soon as possible. A copy of the job description is enclosed.

Please note that this position is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975). It is not, therefore, in any way contrary to the Act to reveal any information you may have concerning convictions which would otherwise be considered 'spent'.

Any information you are able to give will be kept in strictest confidence and used only in consideration of the suitability of the applicant for this position.

Should you require any further information, do not hesitate to contact (name) \_\_\_\_\_ telephone number \_\_\_\_\_.

May I take this opportunity for thanking you for your help in this matter.

Yours sincerely,

**Form 5 Model Contract for Children's Worker / Teacher**  
**THE BLACK BELT CODE**

Name of Worker \_\_\_\_\_

Welcome to \_\_\_\_\_

Job Title \_\_\_\_\_

Job Description

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specific Responsibilities

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person to Whom You Are Responsible (e.g. Youth Group Leader)

\_\_\_\_\_

We are committed to helping you give the best possible service to the children you are working with, so we will endeavour to provide for any training needs. We will also meet with you from time to time to see how things are going.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Supervisor/Manager)

To be read & signed by the Worker With Children/Young People

I understand my employment is for a probationary period of \_\_\_\_\_ months after which there will be a review and by agreement of the management my appointment will be confirmed.

I confirm that I have read the Company's policy on protecting children and young people.

I will endeavour to carry out the policy and if there are things I do not understand or if I have reason to be concerned about a child I will check with the appropriate leaders.

I will follow guidelines on safe working practice and the code on discipline.

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

## Form 6 Accident and Incident Form

### THE BLACK BELT CODE

This form should be completed immediately after any accident or significant incident. The worker should discuss with the supervisor/manager what follow up action is necessary.

Day, date and time of the incident \_\_\_\_\_

Names, addresses and ages of those involved in the incident

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Where                      did                      this                      incident                      take                      place?

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Name of Company

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Name of the group

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Who is normally responsible for group? (name, address and telephone number)

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Who was responsible for the group at the time of the incident, if different from the above? (name, address and telephone number)

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Which other workers were supervising the group at the time of the incident? (names, addresses and telephone numbers)

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## The Black Belt Code Child Protection Policies and Procedures

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Who witnessed the incident? (names, addresses, telephone numbers, and ages if under 16)  
Normally only two witnesses would be needed

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Describe the accident/incident (include injuries received and any first aid or medical treatment given)

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Have you retained any defective equipment?

☐ YES ☐ NO ☐ NONE INVOLVED (Please tick)

If so, where is it being kept and by whom?

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What action have you taken to prevent a recurrence of the incident?

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## The Black Belt Code Child Protection Policies and Procedures

Is the site or premises still safe for your group to use ☐ YES ☐ NO (Please tick)

Is the equipment still safe for your group to use? ☐ YES ☐ NO (Please tick)

Who else do you need to inform? \_\_\_\_\_

Have they been informed? ☐ YES ☐ NO (Please tick)

If so, when and by whom?  
\_\_\_\_\_

Signature of person in charge of group at time of accident/incident

Signed \_\_\_\_\_ Print Name \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Form seen by Supervisor/Manager

Signed \_\_\_\_\_ Print Name \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## Form 7 General Information and Consent Form

### THE BLACK BELT CODE

Group \_\_\_\_\_

Full name of child/young person \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Name of GP \_\_\_\_\_ Tel \_\_\_\_\_ No \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

NHS No \_\_\_\_\_ Date of last anti-tetanus injection \_\_\_\_\_

Details of any regular medication, medical problem (e.g. asthma, epilepsy, diabetes, allergies, dietary needs, etc.) or disability which may affect normal activity  
\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_ of  
parent/carer \_\_\_\_\_

Tel no Day \_\_\_\_\_ Eve \_\_\_\_\_ Mobile \_\_\_\_\_

Additional contact (grandparent etc or other holding parental responsibility)

Name \_\_\_\_\_ Tel no \_\_\_\_\_

If you do not have parental responsibility (e.g. you are a foster carer/grandparent etc) please give details of those with parental responsibility

Name(s) \_\_\_\_\_ Tel \_\_\_\_\_ no \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

I give permission for \_\_\_\_\_ to take part in the normal activities of this group. I understand that separate permission will be sought for certain activities, including swimming, and outings lasting longer than the normal meeting times of the group

## The Black Belt Code Child Protection Policies and Procedures

I understand that while involved he/she will be under the control and care of the group leader and/or other adults approved by the Company's management and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity

In an emergency and/or if I am not contactable, I am willing for my child to receive doctor/hospital or dental treatment including an anaesthetic (please tick) ☐ YES ☐ NO

Signed \_\_\_\_\_ (parent/or adult with parental responsibility)

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent ( NB This may not include a foster carer)

## Form 8 Consent for Transporting Children

### THE BLACK BELT CODE

This Company is able to provide transport for children to and from their homes and/or for specific activities. This transport will be in a minibus/car/other (state all modes of transport) and the following principles will be adhered to:

All drivers will be recruited under the guidelines recommended in the government publication 'Safe From Harm' and will have undertaken a Criminal Records Bureau check.

Transport will be provided in vehicles that are roadworthy i.e. MOT and appropriate insurance.

All mini bus drivers are over \_\_\_\_\_ years of age and have held a full driving license for at least \_\_\_\_\_ years.

Seat belts will be worn at all times by all occupants of the vehicle.

I give permission for other adults approved by the Company and my child(ren) to be transported to and from the activity/I understand that my child(ren) will be transported to/from the address on this form (delete where appropriate).

Name of Child \_\_\_\_\_ Date \_\_\_\_\_ of \_\_\_\_\_ Birth \_\_\_\_\_

Address \_\_\_\_\_

Signed \_\_\_\_\_ (parent/adult with parental responsibility)

Date \_\_\_\_\_

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB This may not include a foster carer).

**End of Child Protection Policy**

# CIC 36

## Declarations on Formation of a Community Interest Company

*Please  
complete  
typescript  
or in  
black  
capitals.*

**Company Name in full**

The Black Belt Code

Community Interest Company

### **SECTION A: COMMUNITY INTEREST STATEMENT – beneficiaries**

1. We, the undersigned, declare that the company will carry on its activities for the benefit of the community, or a section of the community<sup>1</sup>. [Insert a short description of the community, or section of the community, which it is intended that the company will benefit in the space provided below ]:

*The company's activities will provide benefit to:-*

Children and young people who currently lack opportunities to take part in sporting, recreational and out-of-school educational activities after school hours, at weekends and during school holidays. Particularly children whose parents are unemployed and those who live in below average income families. The company will target its activities in neighbourhoods which suffer from social exclusion and poverty. It will also work with children from Black and minority ethnic communities and those with physical disabilities and learning handicaps. We will also seek to re-engage children who have been excluded from school in education by providing an alternative provision for them with a high level of sport and physical activity in the syllabus. These activities will benefit the wider community by reducing the amount of anti social behavior committed by children who are currently can't take part in constructive activities. The Black Belt Code will also offer good value for public funds by offering effective alternative educational provision.

**COMPANY NAME**

The Black Belt Code  
Community Interest Company

**SECTION B: Community Interest Statement – Activities & Related Benefit**

Please indicate how it is proposed that the company's activities will benefit the community, or a section of the community. Please provide as much detail as possible to enable the CIC Regulator to make an informed decision about whether your proposed company is eligible to become a community interest company. It would be useful if you were to explain how you think your company will be different from a commercial company providing similar services or products for individual or personal gain.

<b>Activities</b> (Tell us here what the company is being set up to do)	<b>How will the activity benefit the community?</b> (The community will benefit by...)
To provide full time and part time alternative education in all aspects of the school curriculum for children aged up to 16 years old who have been excluded from school or who refuse to attend normal day schools.	The community will benefit because children who would otherwise fail to receive a satisfactory education will be re-engaged in learning that will help prepare them to lead more fulfilled lives and also to be able to make a living through the vocational training that we will provide. At present nearly all towns and cities suffer from anti social behavior caused by children who have been expelled from school for repeated misconduct including violent behavior. The Black Belt Code will provide an education which includes a great deal of physical activity, including training in Martial Arts, which will both burn up the energy that would otherwise fuel their antisocial behavior and also improve their personal discipline based on the traditional values of the Far Eastern Martial Arts .
To promote and encourage participation in sport and exercise outside school hours. By providing children in our target groups with new out-of-school opportunities to take part in playing team sports, becoming physically fit to do well at sport and learning the skills and disciplines of various Martial Arts	The community will benefit from new and improved venues for children's sports that we will develop in partnership with existing neighbourhood organizations, landlords and funders because these will become valuable local assets that can be used for a range of other purposes as well. There has been a disturbing increase in the number of children who suffer from obesity and who lead lethargic lives which puts their health in later life at risk. Playing team games helps children to learn team working skills that can be valuable in both social and economic aspects of later life. The Black Belt Code will provide free and subsidized access to sports, fitness and team games for children who currently lack the opportunity to take part.
If the company makes any surplus it will be used for ... Re-investment in staff and volunteer training to improve the company's human resources. Also for investment in the premises that the company uses to make them more resourceful and attractive venues for community use. For advertising and promoting the company.	

(Please continue on separate continuation sheet if necessary.)

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**COMPANY NAME**

The Black Belt Code  
Community Interest Company

**SECTION C:**


1. We/I, the undersigned, declare that the company in respect of which this application made will not be:

- (a) a political party;
- (b) a political campaigning organisation; or
- (c) a subsidiary of a political party or of a political campaigning organisation.<sup>3</sup>

**SECTION D: SIGNATORIES**

Each person  
who will be a  
first director  
of the  
company  
must sign  
the  
declarations.

Signed



Date

7/12/10

Signed



Date

7/12/10

Signed

Date

Signed

Date

Signed

Date

(Please continue on separate continuation sheet if necessary.)

**CHECKLIST**

This form must be accompanied by the following documents:

- (a) Memorandum and articles of association, which comply with requirements imposed by section 32 of the Act and Part 3 of the Regulations or which are otherwise appropriate in connection with becoming a community interest company
- (b) Form 10 or Form 21 - First directors and secretary and intended situation of registered office
- (c) Form 12 or Form 23 - Declaration on application for registration
- (d) Any completed continuation sheets

You do not have to give any contact information in the box opposite but if you do, it will help the Registrar of Companies to contact you if there is a query on the form. The contact information that you give will be visible to searchers of the public record.

Mr I V Fellows

21 Tynedale Crescent

Ettingshall Park

Wolverhampton WV4 6RH Tel 01902 885308

DX Number

DX Exchange

**When you have completed and signed the form, please send it to the Registrar of Companies at:**

*For companies registered in England and Wales*

Companies House, Crown Way, Cardiff, CF14 3UZ DX 33050 Cardiff

*For companies registered in Scotland*

Companies House, 4<sup>th</sup> Floor, Edinburgh Quay 2, 139 Fountainbridge,

*For companies registered in Northern Ireland*

Companies Registry, Department of Enterprise, Trade and Investment, Waterfront Plaza, 8 Laganbank Road Belfast BT1 3BS

**NOTES**

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1 The community interest test is referred to in section 35 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 and is expanded upon in regulations 3, 4 & 5 of the Regulations

2 E.g. "the residents of Oldtown" or "those suffering from XYZ disease"

3 A company is not eligible to be formed as a community interest company if it will be an "excluded company". If you are not sure whether the company which you wish to form falls into any of these categories, you should refer to the definitions of the terms "political party", "political campaigning organisation" and "subsidiary" (and of the related terms "election", "governmental authority", "public authority" and "referendum") in Regulation 2 of the Regulations before completing this form