



**Child Protection Policy**

**Youth Cancer Trust**

Tracy Ann House  
5 Studland Road  
Alum Chine  
Bournemouth  
BH4 8HZ

**Charity Registration No. 1064736 & SC043065**  
**Charitable Company Registration No. 3436893**

## **1. Youth Cancer Trust Child Protection Policy Statement**

This policy has been prepared in accordance with the Working Together 2013 government paper which replaces:

- Working Together to Safeguard Children (2010)
- The Framework for the Assessment of Children in Need and their Families (2000)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (2007)

The protection of children and young people whilst in the care of Youth Cancer Trust is of paramount importance to the founder, trustees, managers and staff of Youth Cancer Trust.

Youth Cancer Trust recognises that child protection research concerning disabled children has identified that this group is potentially at higher risk of abuse than children in general. Youth Cancer Trust considers that the potentially terminal nature of the illnesses suffered by young people visiting Tracy Ann House may well constitute disability. Youth Cancer Trust recognises the importance of child protection issues because of the young person centred nature of the work it is undertaking. Youth Cancer Trust is committed to creating and maintaining high standards of care and professionalism in dealing with child protection issues.

A detailed risk assessment has been undertaken to determine where risks to child protection might arise and the measures necessary to alleviate, minimise and/or preferably eliminate such risks. Where it is not entirely possible to eliminate such risks Youth Cancer Trust has taken all reasonable precautions to reduce such risks.

Youth Cancer Trust further recognises young people with a disability or from an ethnic minority group visiting Tracy Ann House. Every effort will be made to ensure any cultural, religious or dietary needs are met, where possible. Communication support, mobility needs or any other requirement relating to a physical, mental or learning disability will also be taken into account and adjustments or support can be provided as far as is reasonably practicable.. The Youth Cancer Trust asks that they are made aware of additional support needs or cultural, religious or dietary needs at the time of booking, so the necessary arrangements can be made. The Youth Cancer Trust will inform the young person, and where necessary, their parents/carers at the earliest opportunity, to discuss additional needs in more detail. The Youth Cancer Trust reserves the right to not accept an application for a holiday at Tracy Ann House if they do not feel they are able to adequately provide for the young person's needs, particularly regarding matters of Health and Safety. Please refer to the Youth Cancer Trust Equal Opportunity Policy and Risk Assessment for further information.

Youth Cancer Trust is an exempted establishment under the terms of The Children's Home Regulations 3(1)(b)(i) since no young people are resident for more than 28 days and Youth Cancer Trust provides no personal care or respite facilities to children or young people. This has been confirmed by Delia Amos, the local National Care Standards Commission Inspector in her letter of 19 July 2002 following her visit to Tracy Ann House.

Youth Cancer Trust's sole purpose is to provide 5 day holidays to groups of similarly aged young people between the ages of 14 and 30 years. Young people are encouraged to bring a friend or sibling to accompany them.

Youth Cancer Trust have developed an overall Child Protection Policy that encompasses:

- Training to ensure staff in contact with young people are aware of and understand the main types of abuse children and young people are at risk from
- Identification of potential risks to young people within the context of Youth Cancer Trust.
- Identifying the person responsible for Child Protection at Youth Cancer Trust
- Vetting of all Youth Cancer Trust staff, ancillary workers and volunteers
- Checking and reducing to a reasonable level potential risks in external activities undertaken
- Obtaining parental consent for external activities
- Contracting with young people regarding required standards of behaviour whilst residing at Tracy Ann House before they visit
- Ensuring all young people arriving at Tracy Ann House know the name and contact details of the person to contact in the event of them encountering anything whilst at Tracy Ann House, or at any time during their holiday with Youth Cancer Trust, which might constitute any form of abuse, or is of concern to them
- Ensuring that all young people arriving at Tracy Ann house are made to feel comfortable about raising any concerns they might have about the behaviour of anyone with whom they come into contact whilst on holiday with Youth Cancer Trust
- Ensuring that procedures are in place to deal with any concerns or issues young people raise
- Ensuring that staff feel able to, know how to and with whom to raise any concerns they may have regarding any aspect of child protection or the child protection policy

This policy is reviewed annually to ensure that it is robust and continues to be fit for purpose. In the event of shortcomings in the policy coming to light at any time Youth Cancer Trust is committed to addressing such shortcomings as and when they arise and to make changes to this child protection policy more frequently if practice indicates it would be wise to do so.



## 2. Identification of main types of abuse and action(s) to be taken

1. All staff coming into contact with young people at Youth Cancer Trust are made aware of the types of abuse it has been identified that young people in general are at risk from. Please see **Appendix 1 – NSPCC leaflet outlining main types of abuse.**
2. Having understood this all staff coming into contact with young people at Youth Cancer Trust are made aware of potential risks to young people in the context of their holiday with Youth Cancer Trust and the procedures for ensuring wherever possible risks are minimised or reduced to acceptable levels if they cannot be completely eliminated. Please see **Appendix 2 – Potential risks to young people whilst on holiday with Youth Cancer Trust Holidays.**
3. All staff at Youth Cancer are encouraged to voice any concerns they may have about anything surrounding child protection issues to Brenda Clark. Any issues raised will be treated seriously and acted upon as a matter of urgency.

### **3. Recruitment procedures for all staff and volunteers undertaking work on behalf of Youth Cancer Trust resulting in contact with young people**

1. All staff and volunteers coming into contact with young people are CRB checked before they are employed or undertake voluntary work with young people.
2. Pre-employment reference checks are undertaken on all new members of staff and volunteers coming into contact with young people.
3. Ancillary staff are vetted before commencing employment by the taking up of written references and, if it likely that they might have unaccompanied access to young people under the age of 18, CRB checks.
4. Where agency staff are employed only agencies operating CRB and reference checking procedures are used for the provision of staff who might have unaccompanied access to young people under the age of 18.

#### **4. Risk assessment of external activities**

Currently Youth Cancer Trust Holidays offers the following activities:

Horse Riding, Water Sports, Dry Ski Slope, Sailing, Swimming and Go-Karting. A risk assessment has been undertaken in relation to these activities. **Please see Appendix 3.**

Youth Cancer Trust believes that the risks presented by undertaking these activities have been reduced to acceptable levels. Young people under the age 18 are required to have signed parental/guardian consent forms before undertaking activities.

**Please see Appendix 4.**

Feedback from young people regarding the enjoyment derived from undertaking these activities indicates that benefits to young people outweigh associated risks. Please refer to the Youth Cancer Trust Holiday video to hear feedback regarding these benefits from young people who have experienced them firsthand.

In future Youth Cancer Trust may decide to offer additional or alternative activities however before allowing young people to participate in any such activities a risk assessment will be undertaken.

Risk Assessments and policies for each activity provider are held in the Youth Cancer Trust Policies file located in the admin office and in the computer file 'Updated Policies'.

## **5. Contracting with young people about agreed standards of behaviour**

Young people are required to agree to comply with standards of acceptable behaviour when commencing their holiday with Youth Cancer Trust. Please see **Appendix 5**.

Youth Cancer Trust believes this reduces the risks to young people of being harmed by the behaviour of other Youth Cancer Trust holidaymakers.

## **6. Person responsible for child protection issues and procedure for notifying concerns and or complaints**

1. Brenda Clark is the person responsible for child protection at Youth Cancer Trust. In her absence James Keating is the responsible person.
2. All young people arriving at Tracy Ann House are notified that Brenda Clark, or in her absence James Keating, is the person to contact in the event of concerns or complaints.
3. In the event that the concern or complaint raised is in connection with Brenda Clark, James Keating is the person to whom such concerns and/or complaints should be made.
4. In the event that the concern or complaint raised is in connection with James Keating, Brenda Clark is the person to whom such concerns and/or complaints should be made.
5. In the event of a concern being raised, or a complaint made, staff have been trained in the procedure to be followed. Please see **Appendix 6**.

## **APPENDIX**

## **APPENDIX 1**

### **Four main types of child abuse defined by NSPCC**

#### **1 Physical abuse**

Most children will collect cuts and bruises in their daily life. These are likely to be in places where there are bony parts of their body, like elbows, knees and shins.

Some children, however, will have bruising which can almost only have been caused non-accidentally. An important indicator of physical abuse is where bruises or injuries are unexplained or the explanation does not fit the injury, or when it appears on parts of the body where accidental injuries are unlikely, e.g. on the cheeks or thighs. A delay in seeking medical treatment when it is obviously necessary is also a cause for concern.

Bruising may be more or less noticeable on children with different skin tones or from different racial groups and specialist advice may need to be taken.

#### **The physical signs of abuse may include:**

- ❖ Unexplained bruising, marks or injuries on any part of the body
- ❖ Bruising which reflect hand marks or fingertips (from slapping or pinching)
- ❖ Cigarette burns
- ❖ Bite marks
- ❖ Broken bones
- ❖ Scalds

#### **Changes in behaviour which can also indicate physical abuse:**

- ❖ Fear of parents being approached for an explanation
- ❖ Aggressive behaviour or severe temper outbursts
- ❖ Flinching when approached or touched
- ❖ Reluctance to get changed, for example wearing long sleeves in hot weather
- ❖ Depression
- ❖ Withdrawn behaviour
- ❖ Running away from home

#### **2 Emotional abuse**

Emotional abuse can be difficult to measure, and often children who appear well cared for may be emotionally abused by being taunted, put down or belittled. They may receive little or no love, affection or attention

from their parents or carers. Emotional abuse can also take the form of children not being allowed to mix/play with other children.

**The physical signs of emotional abuse may include:**

- ❖ A failure to thrive or grow, particularly if the child puts on weight in other circumstances, e.g. in hospital or away from their parents' care
- ❖ Sudden speech disorders
- ❖ Developmental delay, either in terms of physical or emotional progress

**Changes in behaviour which can also indicate emotional abuse include:**

- ❖ Neurotic behaviour, e.g. hair twisting, rocking
- ❖ Being unable to play
- ❖ Fear of making mistakes
- ❖ Self harm
- ❖ Fear of parent being approached regarding their behaviour

### **3 Sexual abuse**

Adults who use children to meet their own sexual needs abuse both girls and boys of all ages, including infants and toddlers.

Usually, in cases of sexual abuse it is the child's behaviour, which may cause you to become concerned, although physical signs can also be present. In all cases, children who talk about sexual abuse do so because they want it to stop. It is important, therefore, that they are listened to and taken seriously.

**The physical signs of sexual abuse may include:**

- ❖ Pain or itching in the genital/anal areas
- ❖ Bruising or bleeding near genital/anal areas
- ❖ Sexually transmitted disease
- ❖ Vaginal discharge or infection
- ❖ Stomach pains
- ❖ Discomfort when walking or sitting down
- ❖ Pregnancy

**Changes in behaviour which can also indicate sexual abuse include:**

- ❖ Sudden or unexplained changes in behaviour, e.g. becoming aggressive or withdrawn
- ❖ Fear of being left with a specific person or group of people
- ❖ Having nightmares
- ❖ Running away from home
- ❖ Sexual knowledge which is beyond their age or development level
- ❖ Sexual drawings or language
- ❖ Bedwetting

- ❖ Eating problems such as overeating or anorexia
- ❖ Self harm or mutilation, sometimes leading to suicide attempts
- ❖ Saying they have secrets they cannot tell anyone about
- ❖ Substance or drug abuse
- ❖ Suddenly having unexplained sources of money
- ❖ Not allowed to have friends (particularly in adolescence)
- ❖ Acting in a sexually explicit way towards adults

#### **4 Neglect**

Neglect can be a difficult form of abuse to recognise, yet have some of the most lasting and damaging effects on children.

##### **The physical signs of neglect may include:**

- ❖ Constant hunger, sometimes stealing food from other children
- ❖ Constantly dirty or 'smelly'
- ❖ Loss of weight, or being constantly underweight
- ❖ Inappropriate dress for the conditions

##### **Changes in behaviour which can also indicate neglect may include:**

- ❖ Complaining of being tired all of the time
- ❖ Not requesting medical assistance and/or failing to attend appointments
- ❖ Having new friends
- ❖ Mentioning their being left alone or unsupervised

## **APPENDIX 2 –**

### **Specific risks identified that might arise for young people during the course of a Youth Cancer Trust Holiday and procedures/practices to reduce such risks to a reasonable level**

1. Risks have been identified in relation to young people during their holiday with Youth Cancer Trust. Broadly these risks relate to:
  - Travelling to and from Tracy Ann House
  - Whilst on holiday at Tracy Ann House undertaking planned external activities, which is dealt with in appendix 3
  - Whilst on holiday at Tracy Ann House undertaking casual external activities, such as going into the town centre unaccompanied by adults
  - Staying at Tracy Ann House and the risks that attach to this in relation to contact with staff, other residents, medical matters and potentially strangers young people might meet during the course of their holiday.

Policies and practices have been developed to minimise the risks to young people according to age range as follows:

#### **Travelling to and from Tracy Ann House young people under the age of 18**

2. Parent (s) and/or Guardians are required to take responsibility for making the necessary travel arrangements for young people under the age of 18 travelling to and from Tracy Ann House. A designated member of staff obtains written confirmation of responsibility for travel arrangements from parent (s) and/or Guardians before a young person arrives at Tracy Ann House. A designated member of staff obtains verbal details of travel arrangements made and also contact details such as parent(s)/guardian and or young person's mobile and /or contact telephone number in case of non-arrival or delay. Parent(s) and/or Guardians are requested to confirm that the young person is en-route in the case of young persons under the age of 18 travelling unaccompanied by an adult. Similarly a designated member of staff confirms to the young person's Parent and/or Guardian that the young person is en-route on their return from Tracy Ann House.

#### **Travelling to and from Tracy Ann House young people over the age of 18**

3. Young people over the age of 18 are asked to confirm that they are responsible for making their own travel arrangements and taking responsibility for them. A designated member of staff liaises with the young person concerning their travel arrangements and obtains a contact number in the event of non-arrival or delay.

### **Whilst on holiday at Tracy Ann House undertaking casual external activities – young people under the age of 16**

4. Young people under the age of 16 are allowed to go into the town centre in small groups unaccompanied by adults for short periods during the day with parental consent. At least one member of the group must have a mobile telephone with them the number of which is given to Brenda Clark. They are not allowed to go into the town centre unaccompanied by an adult during the evening.

The importance of personal safety is explained to all young people on arrival at Tracy Ann House and again before they visit the town centre.

Young people are dropped off and collected by a designated member of staff.

### **Whilst on holiday at Tracy Ann House undertaking casual external activities – young people over the age of 16**

5. Personal safety is stressed to young people over the age of 16 however they take responsibility for their actions and in addition to visits during the day are allowed to visit the town centre during the evening unaccompanied by an adult if they so wish. Since this is, we believe, in accordance with the options open to young people of a similar age at home, we do not consider that this poses an additional risk to young people. Ideally young people are encouraged to keep in contact with Brenda Clark by telephone if they choose to do so. Young people are encouraged to contact Brenda Clark immediately by telephone if they are concerned about anything whilst they are out

Young people are dropped off and collected by a designated member of staff.

### **Procedures and practices to minimise risks to young people whilst staying at Tracy Ann House**

6. It is recognised that because young people are staying at Tracy Ann House for one week there are potentially risks of physical, sexual and/or emotional abuse from staff and other young people. The purpose of the child protection policy at Youth Cancer Trust Holidays is to ensure that policies and procedures are in place to minimise and/or preferably eliminate such risks. In particular vetting of staff and volunteers, as detailed on page 4, together with the implementation of sound practices, see below, ensures that such risks to young people from staff and volunteers are reduced to minimum levels. One of the main areas of risk to young people surrounds the fact that whilst resident at Tracy Ann House occasions might arise where they are alone with a member of staff.

7. Ideally no member of staff comes into unaccompanied contact with any young person under the age of 16, particularly in his or her bedroom, wherever possible; however from time to time situations might arise where this is unavoidable. An example might be if a young person suddenly requires medical attention in the middle of the night. In such cases the young person's companion and/or another member of staff is present wherever possible. Whatever the circumstances no adult is left unaccompanied with a young person in his or her bedroom unless the door is left open.
8. Either Brenda Clark or James Keating or Georgina Hillman ensure that wherever possible young people under the age of 16 are not left unaccompanied with another member of staff or volunteer who had not has a CRB check by accompanying young people in this age group with other members of staff, volunteers and/or other young people.
9. Ideally young people between the ages of 16 to 18 also are not left unaccompanied with a member of staff or volunteer who has not had a CRB check as per 8 above.
10. Youth Cancer Trust are aware that research indicates that young people undergoing medical care can sometimes be at greater risk of sexual abuse due to the sometimes intimate nature of medical care provided as part of ongoing treatment. To obviate such risks members of staff are not allowed to provide personal care to young people at Tracy Ann House.
11. Another area of particular risk to young people at Tracy Ann House surrounds medicine, or treatment that might be required to be administered during their stay. In the case of ongoing medication young people are encouraged to take responsibility for administering their own medication however situations do sometimes arise where this is not possible, for example if medication has been forgotten. To enable Youth Cancer Trust Holidays to minimise risks to the health of young people, parental permission is obtained to have access to medical records and give consent for medical treatment should it become necessary during the course of the holiday. It is stressed that it is not the policy of Youth Cancer trust holidays to administer medical care except in the circumstances detailed herein or in a medical emergency.
12. Designated staff have received certificated training in first aid.
13. In the event of a medical emergency arising in connection with the young person's illness staff at Tracy Ann House maintain close links with the local emergency department, oncology specialists and also the oncology ward at Bournemouth Hospital.

14. Brenda Clark and James Keating reside at Tracy Ann House and young people are able to contact them at any time day or night should the need arise.
15. Staff have received training in how to handle disclosure of abuse by young people and are aware of the need to contact social services and other relevant authorities as a matter of urgency. For more information see the Youth Cancer Trust Disclosure of Abuse Policy held in the policies folder in the admin office and in the computer file 'updated policies'.
16. Wherever possible Youth Cancer Trust has a policy of only accepting young people in similar age groups at any one time as part of its risk reduction policy. The age groups are 14 to 17 years and 18 to 30 years. Sometimes there are exceptions, for example where a young person wishes to be accompanied by an older or younger sibling/friend, these are dealt with on a case-by-case basis at the Manager's discretion. Where mixed age groups are unavoidable staff are aware of the need for extra vigilance.
17. To date there have been no complaints or concerns raised in connection with allegations of abuse, or any other child protection issue, by any young person in connection either with their stay at Tracy Ann House or any aspect of their holiday.

## **APPENDIX 3 –**

### **External Activities Risk Assessment**

#### **Horse riding**

**Burley Villa School Equestrian Centre, New Milton (Registered charity No. 210504 Licensed by the New Forest District Council.**

**Public Liability: £2,000,000**

The risk of injury is possible but the following precautions are taken to alleviate the risks:

- Fully qualified and trained ride leaders and assistants supervise all riding. Horses are led where necessary.
- Horse riding is confined to a beginners hack in the New Forest or riding lessons supervised in a paddock.
- Helmets are provided and worn at all times and appropriate dress is worn.
- A Youth Cancer Trust staff member accompanies the group of young people at all times.

#### **Water sports**

**New Forest Water sports, Fordingbridge, Hampshire.**

**Public liability: £2,000,000**

The risk of injury is possible however to alleviate it the following precautions are taken:

- Helmets and life jackets are worn at all times and for all activities.
- Instructors are accredited by the British Water Ski Association.
- A Youth Cancer Trust staff member accompanies the group of children at all times.

#### **Dry Ski Slope**

**Christchurch Ski and Leisure Centre, Christchurch, Dorset**

**Public liability: £2,000,000**

The risk of injury is possible but is reduced by the following precautions:

- New skiers are accompanied by an experienced and fully qualified instructor who takes them through beginners' lessons at the novice end.
- Appropriate clothing is worn.
- A Youth Cancer Trust staff member accompanies the group of children at all times.

## **Sailing**

### **Sunseeker Motor Yacht, Poole, Dorset**

**Public liability: £2,000,000**

There is a risk of injury but the following measures are in place to alleviate the risk:

- Life jackets are provided and worn at all times.
- A trained skipper is supplied, together with a deck hand to supervise the trips.
- The weather is taken into account and trips are cancelled immediately if it is deemed necessary.
- A Youth Cancer Trust staff member accompanies the group of children at all times.

## **Swimming Pool**

### **Riviera Hotel, Barnaby Road, Alum Chine, Bournemouth**

**Public Liability: £2,000,000**

The risk of injury is possible but the following precautions are taken to alleviate the risks:

- Reception staff to be notified when groups are using the facilities.
- There are no lifeguards on site but some staff have been trained in life saving.
- A Youth Cancer Trust staff member accompanies young people under sixteen at all times.
- Non-swimmers are not allowed into the pool unless accompanied by an adult.
- Nobody is allowed to use the pool alone.
- Young people must notify YCT if they intend to use the pool without being accompanied by staff or volunteers from YCT.

## **Go-Karting**

### **Wessex Raceway - Salisbury**

## **Public Liability: £5,000,000**

The risk of injury is possible but the following precautions are taken to alleviate the risks:

- The centre has fully trained staff who are on hand to supervise this activity.
- Full training is given to all youngsters.
- A sin bin is in operation to reduce the risk of accidents.
- A Youth Cancer Trust staff member accompanies the group of children at all times.
- A disclaimer form is completed prior to a session.

**The activities shown contain a higher risk level than other physical activities, which are assessed as low risk and not shown.**

Risk Assessments and policies for each activity provider are held in the Youth Cancer Trust Policies file located in the admin office and in the computer file 'Updated Policies'.

**APPENDIX 4 –  
Youth Cancer Trust Application Form**

**Holiday Application Form**

Please complete the form in PRINT and return it in the SAE provided to book your FREE holiday with the Youth Cancer Trust. Once we receive your completed form we will be in touch to confirm your booking.

**Holiday Applicant's Details:**

<b>Full Name of Holiday Applicant</b>	
<b>Date of Birth</b>	
<b>Address</b>	
<b>Telephone Number</b>	
<b>Mobile Number</b>	
<b>Email Address</b>	
<b>Have you been on an YCT holiday before? If so when?</b>	Yes / No

**Parent / Guardian Details:**

<b>Full Name of Parent or Guardian</b>	
<b>Address</b>	
<b>Home Telephone Number</b>	
<b>Mobile Number</b>	
<b>Work Telephone</b>	
<b>Email Address</b>	

**Emergency Contact:**

This **MUST** be different to the Parent or Guardians' Details above

<b>Full Name</b>	
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<b>Relationship to Applicant</b>	
<b>Address</b>	
<b>Home Telephone Number</b>	
<b>Mobile Number</b>	
<b>Work Telephone</b>	
<b>Email Address</b>	

### **MEDICAL INFORMATION**

**NOTE: To meet the criteria required for a YCT holiday, it is important that the applicant's GP has agreed that they are fit to go.**

#### **Details of Applicant's GP:**

<b>Name of GP</b>	
<b>Medical Practice</b>	
<b>Practice Address</b>	
<b>Practice Telephone No</b>	
<b>Emergency (out of hours) Telephone No</b>	

#### **Name of Doctor / Consultant Treating Applicant:**

<b>Full Name of Doctor / Consultant</b>	
<b>Name of Treatment Centre</b>	
<b>Address of Treatment Centre</b>	
<b>24 hour contact for medical advice (Name and Telephone No)</b>	

#### **Details of Applicant's Social Worker:**

<b>Name of Applicant's Social Worker</b>	
<b>Address</b>	
<b>Telephone No</b>	

<b>Email Address</b>	
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**Diagnosis:**

<b>Diagnosis</b>	
<b>Date of Diagnosis</b>	
<b>Has the Applicants Treatment Finished?</b>	<b>YES / NO</b>
<b>If YES, when did it finish?</b>	

**Current / On-going Medical Status:**

To meet the criteria for a YCT holiday, the applicant will need to be able to self medicate.

**PLEASE WRITE CLEARLY**

<b>Medication</b>	<b>Dose</b>	<b>How it is Taken (e.g. orally)</b>	<b>When is it Taken?</b>

**Allergies:**

**Does the Applicant have any known allergies?**

<b>Allergy to:</b>	<b>What happens?</b>	<b>Treatment?</b>

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**Current Medical Issues:**

Does the applicant have any other health issues, which the YCT staff need to be aware of? i.e. Fits, fainting, sickness, etc? If you suffer from any of these health issues, please state when you last experienced them.

<b>Current Issues / Problems:</b>	<b>Comments / Suggestions:</b>	<b>When last experienced:</b>

**Current On-going Care Needs:**

Does the applicant have a Central line? If yes, please complete the following table:

<b>What type of line?</b>	
<b>Is the applicant ok to shower?</b>	
<b>Is the applicant ok to swim?</b>	
<b>Any additional information</b>	

**Daily Living:**

<b>Does the applicant have any problems communicating verbally?</b>	
<b>Does the applicant have any hearing or visual impairment?</b>	
<b>Does the applicant have any mobility issues?</b>	

<b>Does the applicant have any breathing problems such as Asthma?</b>	
<b>Does the applicant have any food allergies? If yes please be very specific</b>	
<b>Does the applicant have any special dietary requirements?</b>	
<b>Does the applicant have unstable blood sugars? If so please provide requirements</b>	
<b>Are there any foods which the applicant will not eat?</b>	
<b>Does the applicant tire easily from walking short distances?</b>	
<b>Does the applicant have difficulties walking Upstairs? (Please note that the bedrooms at Tracy Ann House are on the first floor)</b>	
<b>Does the applicant require a wheelchair at all? (YCT has a mobility scooter and a wheelchair)</b>	
<b>Any other information</b>	

**Activities:**

<p><b>Has the applicant been diagnosed with any behavioural / emotional issues which might affect their time at Tracy Ann house?</b></p> <p><b>If so – how is this behaviour managed?</b></p>	
<p><b>Has the applicant been diagnosed with ANY behavioural disorders such as ADD or ADHD?</b></p>	
<p><b>Has the applicant been away from home before?</b></p>	

**Holiday dates required (Mon to Fri – all year round):**

Please note: If you are not in full time education then please choose a time outside of the school holidays if possible.

**First choice:**..... **Second choice:**.....

**Please circle ↓↓**

I would like to bring my **friend** / **brother** / **sister** as a companion on the holiday with me for free!

**Companion's Details:**

<b>Full Name of Companion</b>	
<b>Relationship to Applicant e.g. brother, etc</b>	
<b>Date of birth</b>	
<b>Address</b>	
<b>Telephone Number</b>	
<b>Mobile Number</b>	
<b>Email Address</b>	

<b>Name of Parent /Guardian</b>	
<b>Telephone Number</b>	
<b>Mobile Number</b>	
<b>Allergies</b>	
<b>Special dietary needs</b>	
<b>Any other info</b>	

**Emergency Medical Treatment Consent:**

In the event of a need for emergency medical treatment and parents/guardians cannot be contacted. I .....  
(Parent/guardian's full name) give permission to Brenda Clark, or in her absence James Keating, of Youth Cancer Trust Holidays to give consent for such treatment on my behalf.

Signature: ..... (Parent / guardian)

The applicant's GP has agreed that the applicant is able to come on a YCT holiday:

Signature: ..... (Parent / guardian)

Signature: ..... (Applicant if over 18)

**Youth Cancer Trust Holiday Activities:**

The Youth Cancer Trust offers the following activities: horse riding, water sports, go-karting, swimming, sailing, boating, bowling.

Are any of the above activities to be avoided? If so please state which ones:  
.....  
.....  
.....

**Parent / Guardian Consent (if the applicant is under 18):**

**“To the best of my knowledge, at this time, this is a true and accurate description of my child’s needs”**

Signature: .....

Date:

Print Name: .....

Relationship to applicant:

**Publicity:**

To encourage funding and support of the Youth Cancer Trust we sometimes use photos of the groups during their holidays and make reference to your son/daughter’s stay at Tracy Ann House for press releases and other promotional / publicity materials.

We may include their first name (not surname), age and where they are from? E.g. Vicky, aged 13 from Dorset.

Please indicate if you would NOT like us to do this? YES / NO

**Agreement:**

Person completing form (print name): .....

Relationship to holiday applicant: .....

Signed: .....

Date: .....

Where did you hear about the Youth Cancer Trust? .....

.....

**Equal Opportunities:**

1. Is the applicant ?      **Male**                      **Female**

2. What is the applicant's ethnic background?

- |                 |                          |                     |                          |
|-----------------|--------------------------|---------------------|--------------------------|
| Black Caribbean | <input type="checkbox"/> | Indian              | <input type="checkbox"/> |
| Black African   | <input type="checkbox"/> | Bangladeshi         | <input type="checkbox"/> |
| Black Other     | <input type="checkbox"/> | Pakistani           | <input type="checkbox"/> |
| White           | <input type="checkbox"/> | Prefer not to state | <input type="checkbox"/> |
| Chinese         | <input type="checkbox"/> | Other               | <input type="checkbox"/> |

**Transport Planning:**

Please read and complete the following carefully:

Please book return travel tickets at least 7 days in advance to obtain preferential rates and confirm to James Keating or Brenda Clark of all travel arrangements with expected arrival and departure times at least 7 days prior to the holiday.

YCT holiday guests and companions are asked to arrive after 2pm on the Monday and to leave Tracy Ann House by 11am on the Friday if possible. We understand if train times do not permit this.

- The applicant will be driving to and from YCT in their own car
- The applicant will be given a lift to & from YCT by a parent/guardian
- The applicant will be travelling by train
- The applicant will be travelling by plane
- Not sure of travel arrangements yet?

**Data Protection:**

Youth Cancer Trust holidays do not disclose personal data to third parties. Your personal data is kept confidential and only used for the purposes of arranging your holiday and keeping in touch with you.

If you have any questions relating to this form or a Youth Cancer Trust holiday please telephone 01202 763591 and we will be happy to help.

Thank you for your patience in completing this form.  
The Youth Cancer Trust  
Tracy Ann House, 5 Studland Road, Alum Chine, Bournemouth, BH4 8HZ

Registered Charity No: 1064736

[admin@yct.org.uk](mailto:admin@yct.org.uk)

[www.yct.org.uk](http://www.yct.org.uk)

## **APPENDIX 5 – Young person’s agreement about standards of behaviour**

House rules are explained to young people arriving at Tracy Ann House. They are also on display. The rules include:

Individuals agree not to:

- Bring guests to the house without management permission
- Do anything that endangers your safety or the safety of others
- Do anything that is harmful and/or against the will of others whilst on holiday
- Drink alcohol or take recreational drugs if you are underage
- Smoke in Tracy Ann House
- Leave Tracy Ann House without notifying someone in authority

Youth Cancer Trust Holidays reserve the right to send home any young person whose behaviour contravenes this agreement. To date nobody on a Youth Cancer Trust Holiday has contravened these standards of behaviour.

For more information see the Youth Cancer Trust House Rules and Induction held in the policies folder in the admin office and in the computer file ‘updated policies’

## **APPENDIX 6 – Procedures to be followed in the event of a young person raising a complaint or matter of concern relating to child protection issues**

Staff are trained to record complaints, concerns and/or allegations as follows:

- The name of the young person.
- Details of the complaint including what is said to have occurred, when it occurred, where it occurred, what was said by those involved whether it was witnessed by anyone else.
- Staff must inform the person responsible for child protection, Brenda Clark, or in her absence James Keating, immediately.
- Depending on the nature of the complaint or concern Brenda Clark, or in her absence James Keating, will decide whether or not to contact the young person's parent (s) and/or guardian immediately together with social services and any other relevant authorities e.g. police and or health authority.
- If the complaint or concern raised involves a member of Youth Cancer Trust Holidays staff or volunteers they will be suspended immediately whilst the matter is investigated.
- Records will be kept of any concerns or complaints raised. These will be reviewed periodically. If it is felt necessary details of concerns or complaints raised will be passed to the relevant authorities.

For more information about disclosure of abuse please see the Disclosure Policy held in the policies folder in the admin office and in the computer file 'updated policies. '

### **It is not child protection but I am still concerned**

Sometimes concerns about a child may not be abuse but you feel the child or family may need some help in addressing a particular problem or ensuring needs are met. Discuss with your manager in the first instance. If you feel action is required you may wish to speak to the young person's local social services department about using the Common Assessment Framework to determine the families support needs and devise an action plan to ensure these needs are met.

## **Youth Cancer Trust Board of Trustees**

Alec McQuin  
David Baldwin  
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Douglas Deller - Treasurer  
Tamas Hickish (Consultant Oncologist – Bournemouth Hospital) Chair  
Del McCarthy

## **Youth Cancer Trust Staff**

Brenda Clark (Founder)  
James Keating JP  
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