



Safeguarding Plan

Henley Royal Regatta

April 2019

Safeguarding Plan

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1. Introduction

a) Safeguarding Policy

The Stewards of Henley Royal Regatta (HRR) believe that the welfare and wellbeing of all children (young people under the age of 18) and 'adults at risk' attending or taking part in the Regatta are of the highest concern and acknowledge the duty of care to safeguard and promote the welfare of all such persons. The Stewards are committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice. All suspicions, concerns and allegations of harm will be taken seriously and responded to swiftly and appropriately.

The overall responsibility for any decisions relating to this policy and procedures lies with the Committee of Management acting through its Chairman and Event Welfare Officer (EWO).

b) Purpose of the Safeguarding Plan

- i) To promote and ensure the wellbeing of those children and 'adults at risk' attending or taking part in the Regatta in 2019.
- ii) To ensure that those responsible for the welfare of children and 'adults at risk':
 - understand their safeguarding role and responsibilities;
 - understand the procedures for responding to concerns about the welfare of children and 'adults at risk';
 - are able to act on these appropriately and effectively.

As part of our safeguarding policy HRR will:

- ensure robust safeguarding arrangements and procedures are in operation;
- ensure everyone understands their roles and responsibilities in respect of safeguarding, and provide appropriate training to recognise and respond to safeguarding concerns;
- ensure appropriate action is taken in the event of incidents/concerns of abuse;
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored at Regatta Headquarters;
- prevent the employment/deployment of unsuitable individuals.

The policy and procedures will be widely promoted and are mandatory for everyone involved in HRR. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

2. Recruitment Procedures

The recruitment and selection procedures will take all reasonable steps to ensure unsuitable people are prevented from working at HRR. The recruitment and selection guidelines include: deciding the skills and experience required for specific roles, interviewing applicants - voluntary or paid - prior to employment, and requesting references and taking them up for key positions. Safeguarding training and briefing notes are provided, and enhanced Disclosure and Barring Service (DBS) checks are undertaken for all welfare and medical personnel.

3. Roles and Responsibilities

HRR will appoint an EWO who will have overall responsibility for implementing the Safeguarding Plan, and Welfare Assistants (WAs) who will act as the first point of contact for any concerns or allegations. There is a dedicated 'welfare' mobile, in addition the WA can be contacted via the Secretary's Tent and Crew Enquiries Office during the Regatta. Contact details for the WA will be posted on the Crew Notice Board in the Boat Tent Area and the welfare mobile number is also included in the 'Notes and Instructions for Competitors and Coaches' booklet. The Safeguarding Plan is available to download from the Regatta entries website.

4. Reporting Structure

a) **Procedure for addressing any concern that is raised**

- Inform the WA of any concern relating to the welfare of a child or 'adult at risk' via the welfare mobile number, posted on the Crew Notice Board in the Boat Tent Area, on the ***Welfare & Safeguarding - Key Information*** leaflet issued to all relevant personnel and in the 'Notes and Instructions for Competitors and Coaches' booklet .
- If s/he is unavailable - contact the Regatta Secretary.
- The person reporting the concern should complete a short '***Concern Reporting Form***', (Appendix iv), giving details of what happened, where the incident took place and when, who was involved, and where the individual can be located. Copies of the form are available from the Welfare Assistants based in the Secretary's Tent and the Crew Enquiries Office.
- The WA will speak to the individual to make an initial assessment and, if possible, resolve the concern.
- If a resolution cannot be achieved, the WA will contact the EWO who will decide on the appropriate action and contact the relevant authority.
- In the case of an emergency when the EWO is unavailable, the WA will escalate to the Regatta Secretary.
- All concerns raised will be recorded by the EWO or WA and stored securely by the Regatta Secretary.

4. Reporting Structure (continued)

b) What should be reported

- General concerns about the welfare of a child(ren) and/or 'adult(s) at risk'.
- Any suspicion or allegation related to a child protection/safeguarding incident, including bullying, poor practice and prejudicial behaviour.

All accidents and incidents, no matter how trivial they might appear, for example:

- any injury to any part of a person's body requiring medical treatment.
- any event or circumstance which, it is believed, could have resulted in:
 - bodily injury, illness, shock or other condition requiring immediate treatment,
 - a person's exposure to a substance hazardous to health,
 - damage to the site, equipment, vehicle or personal property.

5. Security

Security is organised by HRR. Security staff control access at every entry/exit point. Access to the Boat Tent Area, Athlete Area and Regatta Enclosure is restricted to those who have correct accreditation. Changing rooms have designated staff to ensure that only 'Competitor' badge holders access these areas.

a) Emergency Procedures

Key staff and volunteers will be given a detailed briefing document in relation to emergency procedures.

In the event of an emergency, announcements will be made over the PA system giving clear instructions. All individuals must follow the instructions. In the event of a significant incident the venue should be immediately evacuated - junior competitors under the direction of their coach (if possible).

b) Accreditation

Every competitor is issued with a competitor badge. There will be two colours, one for junior competitors (**BLACK TEXT ON TURQUOISE**) and a second for adult competitors (**RED TEXT ON WHITE**) to enable easy identification for officials, staff and volunteers.


Officials, staff and volunteers must be vigilant and report anything suspicious, such as someone taking photos in the changing area; someone unknown to the crews hanging around, or someone tampering with equipment. The procedures for reporting any suspicious behaviour will have been highlighted to the relevant staff.

6. Medical Provision

Medical provision for competitors will be provided as follows:-

	Date	Time
Qualifying Races	28/06/19	14:00 – 21:00
Training	29/06/19 – 02/07/19	10:00 – 18:00
Regatta	03/07/19 – 07/07/19	08:00 – 20:30 Wednesday - Saturday 10:00 – 20:00 Sunday

It is recommended that junior competitors are accompanied by the responsible adult (or a friend) to the Medical Tent. Permission should be sought from the junior competitor for the responsible adult (or their friend) to be present when receiving treatment.

The Medical Tent is located in the Boat Tent Area and is clearly marked on the site plan as  **First Aid** (Appendix ii).

Outside of these times, **or in the case of an emergency dial 112 or 999.**

7. Responsibility of Schools and Clubs

Each crew that includes junior competitors, including coxes, is required to have a named coach or responsible adult who must be over the age of 18, named on the Entry Form as the Emergency Contact and a current mobile number for that person must be provided. If a substitute coach or responsible adult comes to the Regatta s/he must contact the Crew Enquiries Office to register his/her name and mobile number.

The coach, responsible adult or staff member designated as being in *loco parentis* is responsible for the welfare, safety and appropriate supervision of his/her competitors, and is expected to know their whereabouts at all times during the Regatta. S/he is also responsible for the appropriate conduct of junior competitors, ensuring that they adhere to the 'Qualification and General Rules of Henley Royal Regatta' (see 8. Code of Conduct).

The duties of clubs that have 'crews containing children' (junior competitors) are stated in the 'Entry Form Notes', and in submitting the Entry Form, the club official is agreeing to abide by the 'Qualification and General Rules of Henley Royal Regatta'.

HRR expects all schools and clubs to have their own up-to-date Safeguarding Policies and to ensure that these are implemented.

8. Code of Conduct

a) **Competitors**

At all times, whether training or competing, competitors should:

- Act in accordance with the 'Qualification and General Rules of Henley Royal Regatta'.
- Not take banned substances (Rule 36 Drug Abuse).

8. Code of Conduct (continued)

a) Competitors (continued)

- Behave in a sportsmanlike way and treat every competitor, coach, other water user and official with respect and dignity (Rule 42 Unsporting Conduct).
- Study in advance, understand and follow the Rules, regulations and guidelines of HRR with regards to safety, emergency procedures, boating, marshalling and cancellation.
- Follow the directions of marshals, umpires and officials of HRR and accept the decisions of officials of the event.

b) Coaches

- Take action to report concerns they may have about behaviour towards a child or 'adult at risk'; the Welfare mobile number is posted on the Crew Notice Board in the Boat Tent Area and in the 'Notes and Instructions for Competitors and Coaches' booklet.
- Ensure that the environment is as safe as possible by assessing and managing risk to an appropriate level.
- Be a role model for all competitors by acting in a sportsmanlike way during training and competition. Treat all individuals during the event with respect at all times.
- Act in accordance with the 'Qualification and General Rules of Henley Royal Regatta'.
- Be responsible for the appropriate conduct of their junior competitors by ensuring that they adhere to the 'Qualification and General Rules of Henley Royal Regatta'.
- Study in advance, understand and follow the Rules, regulations and guidelines of HRR with regards to safety, emergency procedures, boating, marshalling and cancellation.

c) Media (Photography, Filming and Interview)

HRR recognises that at a sports event many parents and other supporters will wish to take photographs and all participants should be aware of this. The Committee approves audio visual coverage of the Regatta and photography by commercial organisations. Accredited photographers will display a badge to the effect that they are permitted to take photographs. There is also an agreed Code of Conduct for all photographers (Appendix vii).

It is a condition of entry that each competitor consents to the filming and broadcasting of their participation at the Regatta. The HRR Entry Form and Notes clearly state that competitors may be photographed or filmed by amateurs, or professionals who sell their photographs, and these images may be used for identification or publicity purposes. HRR has very limited control over this, as the river banks and area surrounding the Course are open to the public.

8. Code of Conduct (continued)

c) Media (Photography, Filming and Interview) (continued)

By submitting the Entry Form, the club is agreeing to allow its competitors and crews to be filmed, interviewed and photographed as stated. The club official is responsible for making parents and guardians aware of the HRR arrangements and obtaining consent.

9. Missing and Found Person Procedure

a) Missing Person Procedure

If a child or 'adult at risk' is reported missing to you, advise the individual reporting that HRR has a Missing Person Procedure, reassure them and ascertain:

- a detailed description of the person; name, age, height, build, clothing, etc.;
- where the person was last seen/located;
- whether the person is with anyone i.e. friends, relatives;
- where the family/group has been during the event;
- contact the Regatta Secretary to relay the details.

1.1 Ensure that the individual reporting the missing person, or another individual known to the missing person, remains nearby until the missing person is found.

1.2 The Regatta Secretary will confirm the description to be given out over the site. Security Staff should ensure that a person matching the description given is not taken past their post.

1.3 The Regatta Secretary informs the EWO, who will decide the appropriate action to be taken and liaise with Race Control to implement.

1.4 Once the situation has been resolved, a stand down announcement will be made.

1.5 A child should not be left in the care of a single person, and ideally with a male and a female adult if practicable.

1.6 In cases where the person is 'separated' rather than 'lost', it is essential that an individual known to the person remains at the point where the individual was last seen in case they return to that point.

1.7 Escalation to the Police must be considered according to the circumstances. If the person is not found within 20 minutes the Regatta Secretary must report it to the Police who will take responsibility for further action.

b) Found Person Procedure

Where it is apparent that a seemingly unaccompanied child/adult at risk is in an extremely distressed condition, HRR staff or volunteers should approach the person to ascertain whether s/he is 'lost'.

Request the following information and contact the Regatta Secretary to relay the details:

- detailed description of the person; name, age, height, build, clothing, etc.;
- where the person was found;
- whether the person is with anyone, i.e. friends, relatives;
- where the family/group has been during the event.

9. Missing and Found Person Procedure (continued)

b) Found Person Procedure (continued)

- 1.1 The Regatta Secretary will confirm the description to be given out over the site.
- 1.2 The Regatta Secretary informs the EWO who will decide the appropriate action to be taken and liaise with Race Control to implement.
- 1.3 Once the situation has been resolved, a stand down announcement will be made.

c) Communication

- 1.1 Never broadcast the name of a lost child over the PA system - stick to broad descriptors only.
- 1.2 If it is practicable, use a telephone to transmit details to the Regatta Secretary or Security Control.

10. Monitoring of the Safeguarding Plan

The plan will be reviewed a year after development and then every three years, or in the following circumstances:

- Changes in legislation and/or government guidance.
- As a result of any other significant change or event.

This policy was last reviewed in April 2019.

If a person is in immediate danger, call 112 or 999

To report suspected abuse (children and 'adults at risk')

Event Welfare Officer (EWO)	Fiona Dennis
Welfare Assistants (WAs)	Catherine Portwain and Juliet Wilson (Secretary's Tent) Bruce Eadie and Hannah Cowling-Rees (Crew Enquiries)
Welfare Mobile Number:	07806 767 435

Immediate concerns regarding a child - concerns or allegations of possible abuse call

- Multi-Agency Safeguarding Hub (MASH) on 0345 050 7666.
This number takes you through to Customer Services who will ask a series of questions and triage into MASH where safeguarding concerns are raised.
 - Emergency Duty Team (outside office hours): 0800 833 408
 - Oxfordshire Safeguarding Children Board 01865 815 843
or www.oscb.org.uk
-

To report concerns about a professional or person in a position of trust: 01865 810603 or email LADO.safeguardingchildren@oxfordshire.gov.uk (Local Authority Designated Officer).

If you are unsure whether to make a referral

You can contact the Locality and Community Support Service (LCSS) and request a 'no names' consultation (meaning you don't give the child's name). You can then discuss the situation with them and they will advise you on what to do next. If a referral needs to be made they will advise you of this.

LCSS South (including Henley): 0345 241 2608

Reporting suspected abuse (adults at risk)

Oxfordshire Safeguarding Adults Board: www.osab.co.uk

Safeguarding Triage Team (if you are unsure if it's a safeguarding issue): 01865 328232

Online form to raise concerns:

<https://www.oxfordshire.gov.uk/cms/content/raising-safeguarding-concern-public>

Thames Valley Police Non-emergency number 101

NSPCC Child Protection Helpline (if you are concerned about a child): 0808 800 5000

NSPCC Childline (for children to call): 0800 1111

'Say Something' CSE Helpline (if you are concerned about Child Sexual Exploitation): 116 000



Procedure for dealing with any concern raised relating to a Safeguarding / Welfare issue

Welfare Team Event Welfare Officer - Fiona Dennis
 Welfare Assistants - Catherine Portwain and Juliet Wilson (Secretary's Tent)
 Bruce Eadie and Hannah Cowling-Rees (Crew Enquiries Office)

Welfare mobile number 07806 767 435

In the event of one of the Welfare Assistants not being available, please contact the Regatta Secretary in the Secretary's Tent on 01491 572 153.

One of the Welfare Assistants will retain the Welfare mobile and will have direct contact with the Event Welfare Officer should they need to refer an incident.

Procedure for addressing any concern that is raised

- Inform the Welfare Assistant of any concern relating to the welfare of a child (anyone under the age of 18) or adult at risk. The Welfare Assistants are located in the Secretary's Tent and in the Crew Enquiries Office, or can be contacted by the Welfare mobile - number above.
- If they are unavailable contact the Regatta Secretary.
- The person reporting the concern should complete a short '**Concern Reporting Form**', giving details of what happened, where the incident took place, when, who was involved, and where the individual(s) can be located. Copies of the form are available from the Welfare Assistants located in the Secretary's Tent and in the Crew Enquiries Office.
- The Welfare Assistant will speak to the individual to make an initial assessment. If possible they will resolve the concern.
- If a resolution cannot be achieved, the Welfare Assistant will contact the Event Welfare Officer who will decide on the appropriate action.
- In the case of an emergency and the Event Welfare Officer is unavailable, the Welfare Assistant will contact the Regatta Secretary.
- All concerns raised will be recorded by the Event Welfare Officer or Welfare Assistant and stored securely by the Regatta Secretary.

If an incident concerns a professional or person in a position of trust and requires referral to an outside agency, contact:

Oxfordshire Local Authority Designated Officer	Telephone	Email
Interim LADO: Alison Beasley	01865 815 956	alison.beasley@oxfordshire.gov.uk
Assistant LADO: Donna Crozier	01865 816 382	donna.crozier@oxfordshire.gov.uk
Assistant LADO: Sandra Pasquet	01865 323 457	sandra.pasquet@oxfordshire.gov.uk
Team office number	01865 810 603	lado.safeguardingchildren@oxfordshire.gov.uk

British Rowing Lead Safeguarding Officer	Telephone	Email
Laura Fieldman	0208 237 6700	laura.fieldman@britishrowing.org

Appendix iv)**Concern Reporting Form****Initial Issue/Concern Reporting Form**

Please complete this form if you have a concern or an issue relating to someone or something at
Henley Royal Regatta 2019

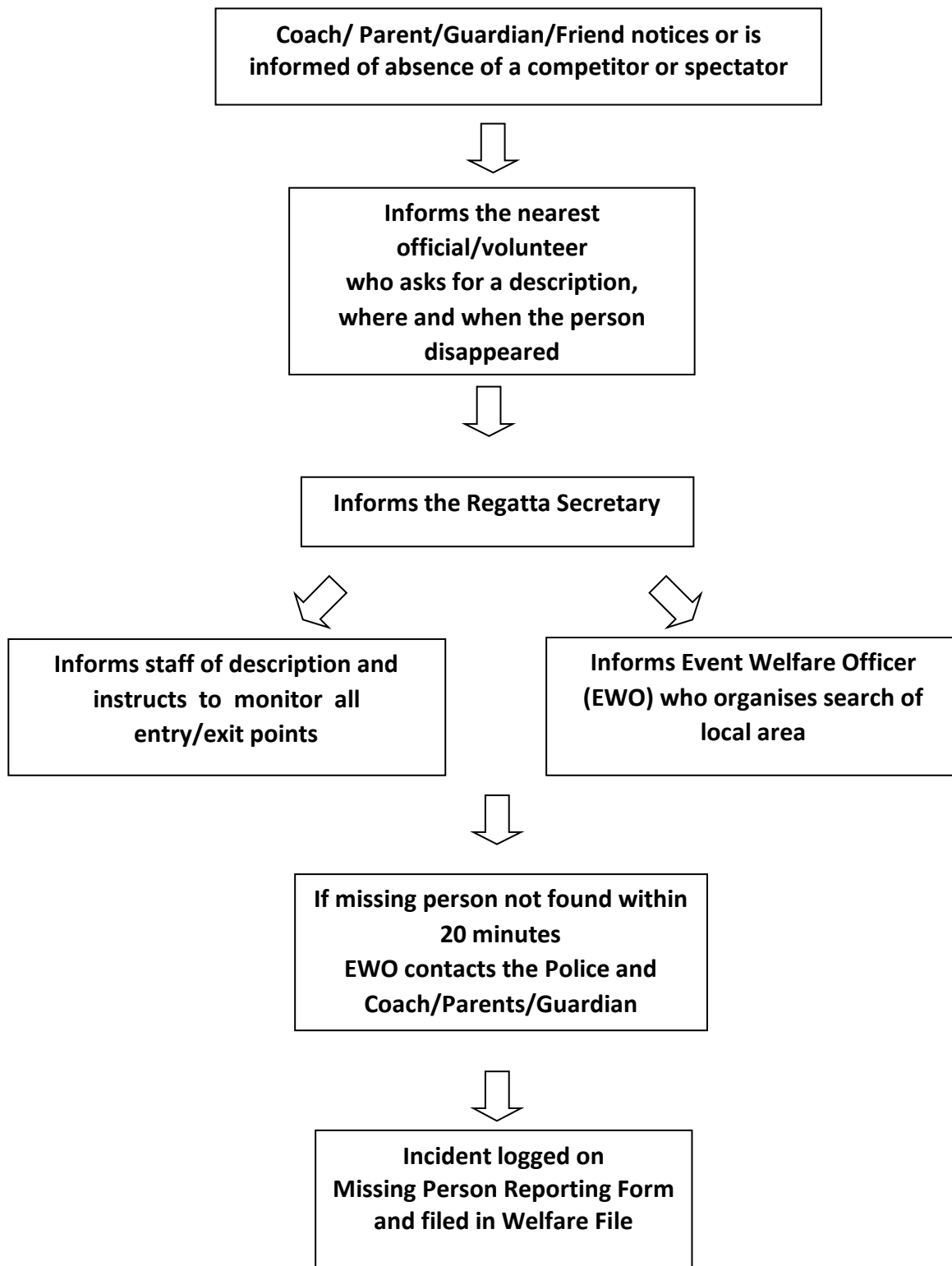
Your name:	Your role at HRR:
Contact information (you): <i>Address:</i> <i>Telephone numbers:</i> <i>Postcode:</i> <i>Email address:</i>	
Child's/adult at risk's name:	Date of birth (if child):
Child's/adult's ethnic origin: <i>Please state</i>	Does the child/adult at risk have a disability: <i>Please state</i>
Child's/adult's gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Parent/guardian/emergency contact name:	
Contact information for parent/guardian/emergency contact: <i>Address:</i> <i>Telephone numbers:</i> <i>Postcode:</i> <i>Email address:</i>	
Has parent/guardian/emergency contact been notified of this incident? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES please provide details of what was said/action agreed:	
Are you reporting your own concerns or responding to concerns raised by someone else: <input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else	
If responding to concerns raised by someone else: <i>Please provide further information below</i>	
<i>Name:</i> <i>Position within the sport or relationship to the child/adult at risk:</i> <i>Telephone numbers:</i> <i>Email address:</i>	
Date(s) and time(s) of incident:	
Details of the incident or concerns: <i>Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.</i>	

Child's/adult at risk's account of the incident:			
Please provide any witness accounts of the incident:			
Please provide details of any witnesses to the incident: <i>Name:</i> <i>Position within the club or relationship to the child/adult at risk:</i> <i>Date of birth (if child):</i> <i>Address:</i> <i>Postcode:</i> <i>Telephone number:</i> <i>Email address:</i>			
Please provide details of any person involved in this incident or alleged to have caused the incident / injury: <i>Name:</i> <i>Position within the club or relationship to the child/adult at risk:</i> <i>Date of birth (if child):</i> <i>Address:</i> <i>Postcode:</i> <i>Telephone number:</i> <i>Email address:</i>			
Please provide details of action taken to date:			
Has the incident been reported to any external agencies? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If YES please provide further details:			
Name of organisation / agency: Contact person: Telephone number(s): Email address: Agreed action or advice given:			
Your Signature:		Print name:	
Date:			

Please pass this form to the Event Welfare Officer at the Regatta.

Appendix v) - Missing Persons Reporting Structure

Any child/adult at risk who goes missing should be reported to the nearest official or volunteer. The official/volunteer should ascertain the time and place where the person was last seen, and a physical description of the missing person. This must be reported immediately to the Regatta Secretary - who will inform all staff on entrance/exit points to monitor all entry and exit points. No broadcast should state the name of the person but should include a general description. The Regatta Secretary to inform the EWO who will decide on the appropriate course of action. If the missing person is not located within 20 minutes the Police will be informed.



MISSING PERSON FORM

Date:

PRIVATE & CONFIDENTIAL: NO PERSONAL DETAILS WILL BE DIVULGED OR STORED ON A COMPUTER.**FOR SECURITY, A PHOTO MAY BE TAKEN OF THE PARENT/GUARDIAN WHEN THE MISSING PERSON IS COLLECTED.**

MISSING PERSON'S DETAILS:			
Full name:			
Nickname:		Male / Female	(delete)
Time reported:		am / pm	(delete)
Where last seen:			
Description:	Age:	D.O.B:	Clothing:
	Build:		
	Hair colour:		
	Eyes:		
	Height:		
	Distinguishing marks:		
DETAILS OF PARENT/GUARDIAN/PERSON REPORTING:			
Name:			
Address:			
Mobile:			
Home Telephone:		Details of ID	
If Photo taken – confirm filename/location			
How did you get to the event? Train/Tube/Coach/bus/taxi/car/walk* (delete)	(*If car, where parked?):		
DETAILS OF PERSON FILLING IN FORM:			
Name:		Signature:	
REPATRIATION			
Time found:		am / pm	(delete)
Where found:		Found by:	
Notes: record any Police involvement OR refusal of parent to stay at Missing Person Point			

FOUND PERSON FORM

Date:

PRIVATE & CONFIDENTIAL: NO PERSONAL DETAILS WILL BE DIVULGED OR STORED ON A COMPUTER.

FOR SECURITY, A PHOTO MAY BE TAKEN OF THE PARENT/GUARDIAN WHEN THE MISSING PERSON IS COLLECTED.

FOUND PERSON'S DETAILS			
Full name:			
Nickname:		male / female	(delete)
Time reported:		am / pm	(delete)
Where found:	Found by:		
Description:	Age:	D.O.B:	
	Build:	Clothing:	
	Hair colour:		
	Eyes:		
	Height:		
	Distinguishing marks:		
How did you get to Regatta? Train/Car/Bus/Taxi/Walk		If Car, where parked?	
Name of Parent/Guardian		Mobile No.:	
		Home No.:	
Address			
DETAILS OF REPATRIATION			
Time:		Time advised to Regatta Control:	
Name of Parent:			
Address:			
Mobile:			
Home Telephone:		Details of ID seen	
If Photo taken – confirm filename/location			
ESCALATION			
Time advised to Regatta Control:			
DETAILS OF PERSON FILLING IN FORM			
Name:		Signature:	
RESULT			
Notes – Put all relevant details here:			

The following document details a formal code of conduct on behalf of Henley Royal Regatta to ensure the highest standards of press photography are adhered to during the week of Regatta.

Accredited photographers operate as trustees of Henley Royal Regatta. Therefore the primary role of photographers is to report visually on the significant events that take place during the week of Regatta, whilst maintaining a faithful and comprehensive depiction of the subject at hand. The following code is intended to promote the highest quality in all forms of visual journalism and to ensure widespread stakeholder confidence in accredited photographers on site. To that end, the Stewards of Henley Royal Regatta set forth the following code of conduct to which accredited photographers are accountable for upholding.

- 1) Be accurate and comprehensive in the representation of subjects.
- 2) Resist being manipulated by staged photo opportunities.
- 3) Provide context when photographing or recording subjects.
- 4) Competitors should not be filmed or photographed in any 'competitor only' areas.
- 5) Treat all subjects with respect and dignity. Competitors should be photographed or filmed in suitable dress (racing uniform should be worn correctly, i.e. with their tops pulled up).
- 6) While photographing subjects, do not intentionally contribute to: alter, or seek to alter, or influence events.
- 7) Editing should maintain the integrity of the photographic images' content and context.
- 8) Do not pay sources or subjects or reward them materially for information or participation.
- 9) Do not accept gifts, favours, or compensation from those who might seek to influence coverage.
- 10) Do not intentionally sabotage the efforts of other photographers or journalists.
- 11) Strive to be unobtrusive and humble in dealing with subjects.
- 12) When confronted with situations in which the proper action is not clear, seek the advice of the Press Officer.
- 13) If you suspect another photographer of taking photographs for an inappropriate use you should report him or her to the Event Welfare Officer, Police or on site HRR Press Officer.
- 14) Make sure that you take your audience and purpose into proper consideration when publishing any photographic/ film material.
- 15) During the course of the Regatta, photos must not be used for any other purpose than press publication and any content captured must be made available to the appropriate athlete, parent or guardian on request.
- 16) You must ensure that the visual contents or captions of a photo cannot be used as means of identifying children. This includes names, addresses or any other unnecessary information, which could be used to trace the child. Ensure that this information is withheld in all reproductions.

For further information please contact the Press Officer on 07802 175 864 or via press@hrr.co.uk