



VK Barnet Volleyball Club

Supplementary Handbook

(revised June 2026)

Index

Page No.	Title	<i>Volley 1 Accreditation Assessment Reference</i>
3	Introduction letter to Responsible Persons (Parents/Carers/Guardians of Junior Players)	1.6
4	Club Emergency Procedures	3.2
5	Accident/First Aid Reporting Form	3.2
7	Safeguarding Incident Reporting Form (SIRF)	3.2
10	Club Registration & Consent Form	3.3
12	Training/Playing Venue Risk Assessment Form	3.5
14	VE DBS Check Request Procedure	3.8
15	Safeguarding & Protecting Young People Policy	3.9
17	VE Anti-Bullying Charter	3.9
18	Club Equality Action Plan	4.4
21	Club Member Feedback Form	4.6
22	Coaches Feedback Form	4.6
23	Responsible Person (Parent/Carer/Guardian) Feedback Form	4.6
24	Disability Discrimination Act Self Assessment Form	4.7
25	Proxy Voting Form	n/a

This VK Barnet Volleyball Club Supplementary Handbook should be read in conjunction with the VK Barnet Volleyball Club Handbook. It contains supplementary information about other aspects of the club.

VK Barnet Volleyball Club

(Introductory letter to Member's Responsible Person - Parents/Carers/Guardians)

Dear(name of Member's Responsible Person),

On behalf of VK Barnet Volleyball Club ("the Club"), I would like to welcome your child to the Club and provide you with some information about our activities.

The Club provides opportunities for young people between the ages of 11 and 18 to receive coaching and develop their understanding of the game of Volleyball. All coaching is by Volleyball England qualified coaches who are trained and have been screened for their suitability for working with young people.

Unfortunately due to Safeguarding restrictions we are unable to welcome parents to training sessions any more though we still greatly value your support. We are keen to try and involve parents in the Club and would like to invite you to contact the club secretary (contact details below) who can help you to find out more about the Club. Below is some information about training times and dates and Club registration.

Junior training sessions take place on Wednesdays from 4:00 – 7:00 pm and on Fridays from 6:00 – 8:00 pm between September and March at Southgate School, Sussex Way, Cockfosters, Barnet, Hertfordshire EN4 0BL. The training sessions are organised on an age group basis and you will be advised of the day and time of the session if your child has been invited.

Arrangements should be made for your child to travel to and from training sessions. We appreciate it if children can arrive promptly and are collected promptly at the end of the session. If they are making their own way home we will require confirmation of this from you, in writing. If you are going to be late picking your child up, please contact Club Secretary Eric Hill on 07946 585187 and let him know.

The cost of each training session is currently £6.00 for Wednesdays and £8.00 for Fridays.

If you are interested in your child joining the club, please complete the attached Club Registration & Consent Form and submit to the club secretary. There is currently a waiting list for all 3 sessions but your child's name will be added to the appropriate waiting list and you will be informed should a place for your child become available. It is important that the Club has Emergency Contact details and has an up to date record of any medical condition or allergies that your child may have, in case your child falls ill or becomes involved in an accident whilst at the Club.

If you would like to talk to someone from the Club about this information or your child's involvement with the Club, please contact the Club Secretary Eric Hill on 07946 585187.

I thank you for your co-operation and look forward to meeting you at some point in the future.

Yours sincerely,

Club Secretary

VK Barnet Volleyball Club

(Club Emergency Procedures)

In the event of an incident/accident you should:

- Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
- Listen to what the injured person is saying;
- Alert the first aider who should take appropriate action for minor injuries;
- In the event of an injury requiring specialist treatment, call the emergency services on **999**;
- Deal with the rest of the group and ensure that they are adequately supervised;
- Do not move someone with major injuries. Wait for the emergency services;
- Contact the injured person's Responsible Person (parent/carer/guardian);
- Complete a Club Accident/First Aid Reporting Form.

LOCAL EMERGENCY SERVICES CONTACT DETAILS	
Hospital	Barnet General Hospital A&E Department Wellhouse Lane Barnet HERTS. EN5 3DJ
Tel. Number	020 8216 4600

VK Barnet Volleyball Club

(Accident/First Aid reporting form – Page 1 of 2)

In the event of an accident, the following procedure should be followed by the Club representative:

- Contact emergency services/GP if required;
- Make contact with the member's Responsible Person (parent/guardian/carer);
- Record in detail on this form all facts surrounding the accident, witness's etc.;
- Fill in 2 copies of the Accident/First Aid Reporting Form for **ALL** accidents;
- One copy of form to incident book/folder;
- Forward 1 copy to Club Welfare Officer for record keeping/action required;
- Any further action taken/required;
- Sign off on any action required from Management Committee Members.

Venue Details	
Venue Address:	
Coach in attendance:	
Day time/evening Tel. No:	
Email address:	

Injured person information:	
Name of injured child/young person:	
Date of birth:	
Gender:	Male / Female
Responsible Person's name & Daytime/evening Tel. No:	

Accident information:			
<i>(To be recorded by the Club and shared with relevant staff and injured person's Responsible Person)</i>			
Date of accident:		Time of accident:	
Date reported:		Time reported:	
Accident reported by who:			
Location of accident:			
Details of injury:			

Nature and how accident happened:	
Did anyone witness the accident:	Yes / No <i>(If Yes, state witness name/s and details below)</i>
Name of witnesses:	
First aid involved: <i>(please provide details)</i>	
Responsible Person notified? <i>(If Yes, by whom and when)</i>	Yes / No
Recommended action to be taken:	
Refer to Club Welfare Officer:	Yes / No

Form completed by:	
Signature:	
Print name:	

Has the young person returned to the Club:	Yes / No
Signature of Club Welfare Officer:	
Print name:	

VK Barnet Volleyball Club

(Safeguarding Incident Reporting Form – Page 1 of 3)

Volleyball England Safeguarding Incident Reporting Form (SIRF)

Club/Organisation's Name	
---------------------------------	--

Your Details			
Position/Role			
First Name		Surname	
Address			
		Postcode	
Email Address			
Daytime Tel No		Evening Tel No	

Young Person's Details					
First Name			Surname		
Date of Birth			Gender		
Parent/Carer's Name				Parent/Carer's Contact Tel No	
Address					
			Postcode		
Disability (if any)					
Ethnic Origin (please circle)	White British	White Irish	White Other	Mixed – White & Black Caribbean	Mixed – White & Black African
Mixed – White & Asian	Asian/Asian British Indian	Asian/Asian British Pakistani	Asian/Asian British Bangladeshi	Asian/Asian British Other	Black/Black British Caribbean
Black/Black British African	Black/Black British Other	Chinese	Other Ethnic Group (please state)		

Details of the individual whose behaviour you have concerns about						
Position/Role						
First Name		Surname				
Address						
	Postcode					
Tel Number		Age Band (please circle)	Under 18	18-25 yrs	25-50 yrs	50+ yrs
Relationship to the young person for whom there is concern						
Are you reporting your concerns or passing on those of somebody else? If the latter, please provide their name and if possible contact details. *						
Please describe the concerns/observations. Include dates, times, venue, etc of any specific incidents. *						
Have you spoken to the young person(s)? If so, please give details of what was said and when. *						
Have you spoken to the parent/carer of the young person(s) involved? If so, please give details of what was said and when. *						
Action Taken So Far *						

External Agencies Contacted To Date

Organisation	Yes/No	Name & Position	Contact Details	Advice Received
Volleyball England				
Police				
Children's Social Care				
Other (e.g. NSPCC)				

Signed		Date	
Print Name			

*** PLEASE CONTINUE ON A SEPARATE SHEET WHERE NECESSARY**

Remember to maintain confidentiality. Do not discuss this incident with anyone other than those who need to know.

This form should be returned to either the Club or the Regional Safeguarding Officer in your locality or the National or Lead Safeguarding Officer at Volleyball England, marked 'PRIVATE & CONFIDENTIAL'.

VK Barnet Volleyball Club (“The Club”)
(2026-27 Season - Club Registration & Consent Form – Page 1 of 2)

As part of the registration process this form should be completed by all Club Members and counter-signed by a Responsible Person and returned to the Club Secretary before participants are offered a place in one the sessions or a place on one of the waiting lists.

Details of Club Member.	
Full Name	School
Gender (please state)	D.O.B. School Year
Details of Responsible Person (Parent/Carer/Guardian).	
Full Name	Relationship to Member
Address	Home Tel. No.
.....	Work Tel. No.
Postcode	Mobile Tel. No.
E:mail	**Club Member’s Mobile No.
**Only provide the Club Member’s telephone number if you consent to them being contacted by text or sports team management app. in accordance with the Club’s Privacy Policy below.	
Please detail below any important personal medical information about the Club Member that we should be aware of (eg – illnesses, allergies, medication etc.)	
.....	
Declaration	
I, (Responsible Person) give my child..... permission to attend the Club Junior Volleyball Sessions, and other organised Club sessions and activities.	
By signing this declaration:	
• I certify that my child is in good health and is able to participate in normal sports activities. • In the event of an accident or illness I request that the Club’s coaching staff take any necessary action at the time. I understand that every effort will be made to contact me in the event of any such medical emergency. • I confirm that I have read, or have been made aware of, the Club’s Codes of Conduct for Players, Parents, Coaches and Officials & Volunteers and it’s Anti Bullying Policy, available on the Club Website at www.vkbarnet.net, and I have discussed these with my child and we agree to abide with the content therein.	
Signature of Responsible Person	Date
VK Barnet Volleyball Club and/or Volleyball England may take photographs or video at some sessions for use in publicity materials to promote the Club and Volleyball England. We will not permit these to be taken without the prior consent of the Club Member’s Responsible Person.	
If you are happy for your child to be included in any such material, please indicate below.	
I DO GIVE CONSENT for photographs or video of my child to be taken (please tick)	☐
Club Privacy Policy	
VK Barnet Volleyball Club will use the above personal data for registration of the person as a Club Member, to hold on the Club’s Junior Database for Club management and administration; to give notice of AGMs and other meetings; for collection of fees; for informing Club Members of Club training sessions, match fixtures and other Club activities; for entry & registration in London, Herts & Volleyball England or other tournaments, leagues & competitions and for use in medical & other emergencies.	
We will not pass Club Member’s personal data to any other third parties not mentioned above and will process the Club Member’s personal data in accordance with applicable data protection legislation including the General Data Protection Regulations (EU) as amended by EU or English Law from time to time.	
If you wish for you or your child to receive promotional materials from Volleyball England and other third parties about volleyball opportunities & activities and related products & services that may be of interest, please indicate below.	
I DO WISH to receive further information about other volleyball opportunities (please tick)	☐

For further information, please contact Club Secretary Eric Hill on 07946 585 187 or at juniors@vkbarnet.net.

**VK Barnet Volleyball Club (“The Club”)
(2026-27 Season - Club Registration & Consent Form – Page 2 of 2)**

Please keep this page for your reference:

Venue	Southgate School, Sussex Way, Barnet, Herts. EN4 0BL	
Sessions	Junior Volleyball	
Dates & Days	Wednesdays and Fridays September 2026 – March 2027 (and other sessions as may be advised from time to time).	
Years 7, 8 & 9 (& other beginners) Session:	Wednesdays 4:00 - 5:30 pm <i>(please note - by invitation only)</i>	£6:00 per session*
Years 10 & 11 Session:	Wednesdays 5:30 - 7:00 pm <i>(please note - by invitation only)</i>	£6:00 per session*
Years 12 & 13 Session:	Fridays 6:00 – 8:00 pm <i>(please note - by invitation only)</i>	£8:00 per session*

(* all fees correct as at June 2026)

To register an expression of interest in joining the club, please complete the Club ‘Registration & Consent Form’ above and submit to juniors@vkbarnet.net.

Your details will be added to the club database and once a place for your child becomes available, you will be informed. You will then receive a message giving the club Bank Account details and asking you to pay via Bank Transfer within 3 days. Only when this payment has been received will your child’s place be confirmed. If you miss the payment deadline, your child’s place may be offered to someone else on the waiting list.

Fees are payable in advance on a ‘half-termly’ basis so there will no longer be any cash collection on the door. All sessions in the half-term block must be paid for and there will be no refunds for non-attendance at any sessions by the participant for any reason except if the club has to cancel any session(s) for any unforeseen circumstances, in which case credit will be given towards the next half term’s fees or, if preferred, full refunds will be available for the affected session dates.

Please note – places will be offered on a ‘First come, first served’ basis but priority will be given to existing club members (those who have previously attended club sessions) and those students who attend either of our partner schools, Southgate School and St. Ignatius College.

Communications and updates:

The Club uses Responsible Persons’ and Club Members’ Mobile numbers (if provided) to communicate to Club Members via group texts and/or a sports team management app. (tbc), in accordance with the Club’s Privacy Policy. Please text Club Secretary Eric Hill on 07946 585187 with any queries or changes to personal details.

To contact the Club Welfare Officer Gareth Lane regarding any Safeguarding or COVID concerns, please email him at garethlane5@hotmail.com

Contact details for VK Barnet Volleyball Club and Volleyball England

VK Barnet Volleyball Club
Eric Hill
Club Secretary

Email: juniors@vkbarnet.net
www.vkbarnet.net

Volleyball England
SportPark
3 Oakwood Drive
Loughborough
Leicestershire
LE11 3QF
www.volleyballengland.org

For further information, please contact Club Secretary Eric Hill on 07946 585 187 or juniors@vkbarnet.net.