



LANGSIDE SPORTS CLUB CHILD PROTECTION AND VULNERABLE ADULT POLICY AND PROCEDURES

The Board of Langside Sports Club will ensure that the policy is reviewed (to ensure it remains current in respect of legislation or Club activities) in accordance with the timescale specified at the time of approval.

Date of Policy Approval

Review Date

Signed

Chair of Board of Trustees

CONTENTS

1 CHILD & VULNERABLE ADULTS PROTECTION POLICY	4
2 WHAT ARE WE PROTECTING CHILDREN AGAINST?	5
2.1 CHILD ABUSE	
2.2 IDENTIFYING CHILD ABUSE	
3 WHY PROTECTING CHILDREN IS IMPORTANT?	6
4 ROLES AND RESPONSIBILITIES OF:	6
4.1 THE CLUB	
4.2 THE CHILD WELLBEING AND PROTECTION OFFICER	
5 PROCEDURES FOR IMPLEMENTING THE POLICY	7-10
5.1 THE RECRUITMENT AND SELECTION OF STAFF AND VOLUNTEERS TO CHILD CARE POSITIONS	
6 CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN IN SPORT	10-11
6.1 GOOD PRACTICE	
6.2 PRACTICE TO BE AVOIDED	
6.3 PRACTICE NEVER TO BE SANCTIONED	
7 SAFE IN CARE GUIDELINES	11-18
7.1 ADULT TO CHILD RATIOS	
7.2 PHYSICAL CONTACT	
7.3 FIRST AID AND THE TREATMENT OF INJURIES	
7.4 MANAGING CHALLENGING BEHAVIOUR	
7.5 PLANNING ACTIVITIES	
7.6 AGREEING ACCEPTABLE AND UNACCEPTABLE BEHAVIOURS	
7.7 PHYSICAL INTERVENTIONS	
7.8 TRANSPORTING CHILDREN	
7.9 TRIPS AWAY FROM HOME (INVOLVING OVERNIGHT STAYS)	
8 INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)	18-21
8.1 PHOTOGRAPHS, FILM AND VIDEO	
8.2 INTERNET	

8.3 MOBILE 'PHONES	
8.4 TEXTING	
8.5 CAMERAS/VIDEOS	
9 WHY IT IS IMPORTANT TO RESPOND TO CONCERNS	21-22
9.1 CONFIDENTIALITY	
9.2 DEFAMATION	
10 PROCEDURES FOR RESPONDING TO CONCERNS ABOUT A CHILD	22-24
10.1 CONCERNS ABOUT THE GENERAL WELFARE OF A CHILD (NOT INVOLVING CONCERNS ABOUT CHILD ABUSE)	
10.2 WHAT TO DO IF A CHILD TELLS YOU ABOUT ABUSE	
10.3 RECORD	
10.4 SHARING CONCERNS WITH PARENTS	
11 PROCEDURE FOR RESPONDING TO CONCERNS ABOUT THE CONDUCT OF A MEMBER OF STAFF OR VOLUNTEER	24-28
11.1 INITIAL REPORTING CONCERNS	
11.2 RECORDING	
11.3 ESTABLISHING THE BASIC FACTS	
11.4 CONDUCTING THE INITIAL ASSESSMENT	
11.5 INITIAL ASSESSMENT SUPPORTS CONCERNS ABOUT POOR PRACTICE AND/OR MISCONDUCT (BUT NOT POSSIBLE CHILD ABUSE)	
11.6 INITIAL ASSESSMENT SUPPORTS CONCERNS ABOUT POSSIBLE CHILD ABUSE	
11.7 PRECAUTIONARY SUSPENSION	
11.8 DISCIPLINARY INVESTIGATION	
11.9 FALSE OR MALICIOUS ALLEGATIONS	
11.10 HISTORICAL ALLEGATIONS OF ABUSE	
11.11 PROTECTION OF CHILDREN (SCOTLAND) ACT 2003	
11.12 MEDIA	
12 CONCERNS ABOUT THE CONDUCT OF VOLUNTEERS	28
APPENDICES	

CHILD WELLBEING AND PROTECTION POLICY AND PROCEDURES

This document outlines Langside Sports Club's commitment to protecting children and vulnerable adults.

1 CHILD WELLBEING AND PROTECTION POLICY

Langside Sports Club is fully committed to safeguarding the welfare of all children and vulnerable adults in its club activities. It recognises the responsibility to promote safe practice and to protect children and vulnerable adults from harm, abuse and exploitation. Staff, members and volunteers will work together to embrace difference and diversity and respect the rights of children and young people and vulnerable adults. For the purposes of this document Langside Sports Club shall be referred to as The Club from this point forwards. In addition, any reference to protecting children shall also include vulnerable adults. For the purposes of the policy and these procedures, the term participant includes anyone who is involved with the activities of The Club whether as a member, player, coach, umpire, official or in a voluntary capacity.

These guidelines are based on the following principles:

- All children, whatever their gender, race, colour, nationality, disability, age, religious or political belief, sexual orientation, social background, marital status, culture, HIV status or pregnancy, have the right to protection from all forms of harm and abuse;
- Child protection is everyone's responsibility;
- Children have the right to express views on all matters which affect them, should they wish to do so;
- Organisations shall work in partnership together with children and parents to promote the welfare, health and development of children.

Langside Sports Club will:

- Promote the health and welfare of children by providing opportunities for them to take part in sport safely;
- Respect and promote the rights and feelings of children;
- Promote and implement appropriate procedures to safeguard the well-being of children, and protect them from abuse;
- Recruit, train, support and supervise its staff, members and volunteers to adopt best practice to safeguard and protect children from abuse, and to reduce risk to themselves (i.e. qualifications, training, insurance);
- Require staff, members and volunteers to adopt and abide by this Child and Wellbeing Protection Policy and these procedures;
- Respond to any allegations of misconduct or abuse of children in line with this Policy and these procedures, as well as implementing, where appropriate, the relevant disciplinary and appeals procedures;
- Observe guidelines issued by sportscotland in relation to the protection of children;
- Regularly monitor and evaluate the implementation of this Policy and these procedures.

This Policy and these Procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children or following any changes within The Club;
- Following any issues or concerns raised about the protection of children within The Club;
- In all other circumstances, at least every three years.

2 WHAT ARE WE PROTECTING CHILDREN AGAINST?

The following examples are ways in which children may be abused or harmed, either within or outwith sport.

2.1 CHILD ABUSE

In Scotland child abuse is defined as follows:

“Children may be in need of protection where their basic needs are not being met, in a manner appropriate to their age and stage of development, and they will be at risk through avoidable acts of commission or omission on the part of their parent(s), siblings(s) or other relative(s), or a carer (i.e. the person, while not a parent, who has actual custody of the child).”

This definition includes placing children at risk through something a person has done to them or something a person is failing to do for them.

For those working in the field of child care and protection the definition gets broken down further into categories of abuse, namely: Emotional Abuse, Physical Abuse, Neglect, Sexual Abuse and Non-organic Failure to Thrive. These categories are not mutually exclusive, for example, a child experiencing physical abuse is undoubtedly experiencing emotional abuse as well.

2.2 IDENTIFYING CHILD ABUSE

Although the physical and behavioural signs listed may be symptomatic of abuse, they may not always be an indicator and, conversely, children experiencing abuse may not demonstrate any of these signs. Child abuse is often difficult to recognise.

It is not the responsibility of anyone involved in sport to decide whether or not a child has been abused. This is the role of trained professionals but we all have a duty to act on any concerns about abuse.

For further details of types of abuse, examples of abuse, and indicators of abuse, please see the section “What are we protecting children against?”.

Protecting Children – A Shared Responsibility. A Guidance on Interagency Co-operation (The Scottish Office 1998)

3 WHY PROTECTING CHILDREN IS IMPORTANT

There are many reasons why The Club needs to address, plan and implement the protection of children and young people. Child Wellbeing and Protection Policies and Procedures:

- Help to ensure The Club and other clubs fulfill legal and moral obligations for the care and protection of children;
- Sends a positive message to both children and parents about the value The Club places on children and their participation in sport;
- Sends a positive message to staff and volunteers that you will support and guide them when they work with children, and you will put safeguards in place to minimise risk to all;
- Sets the standards and expectations for everyone working in sport, and provides a benchmark against which practice can be measured and challenged;
- Builds a legacy for the future of all sport;
- Reduces the risk of successful legal action against The Club by ensuring that all legal duties have been fulfilled, and that all reasonable steps have been taken to safeguard and promote the health, welfare and development of children. These recommendations are based on legislation, national guidance and messages from inquiries and recognised good practice

4 THE ROLES AND RESPONSIBILITIES OF THE CLUB IN PROTECTING CHILDREN

4.1 THE CLUB WILL:

- Ensure there are policies, procedures, systems, structures, resources and personnel in place to promote the welfare and protection of children taking part in club activities;
- Actively work jointly with parents and various agencies through joint planning, training and monitoring of their arrangements for the protection of children;
- Ensure there are quality assurance mechanisms in place to monitor, review and evaluate arrangements for the protection of children.

4.2 THE CHILD WELLBEING AND PROTECTION OFFICER FOR THE CLUB WILL:

- Be supported by The Club, and be appropriately trained;
- Implement and promote The Club's Child Wellbeing and Protection Policy and Procedures;
- Will lead on the effective implementation of policy and procedures throughout the sport;
- Regularly report to The Club Board of Trustees;
- Act as the main contact within The Club for the wellbeing and protection of children;
- Provide information and advice on the wellbeing and protection of children, within the boundaries of the remit;
- Support and raise awareness of the protection of children;
- Communicate with members on issues of child wellbeing and protection;

- Keep abreast of developments, and understand the latest information on data protection, confidentiality and other legal issues that impact on the wellbeing and protection of children;
- Encourage good practice and support of procedures to protect children;
- Establish and maintain contact with local statutory agencies, including the police and social work services;
- Maintain confidential records of reported cases, action taken, liaise with the statutory agencies, and ensure they have access to all necessary information;
- Organise training for members;
- Regularly monitor and review The Club's Child Wellbeing and Protection Policy and Procedures;
- Ensure there are mechanisms in place for quality assurance;
- Be supported by sporting organisations (Bowls Scotland, Cricket Scotland and Tennis Scotland) and be appropriately trained;
- Communicate with Child Wellbeing and Protection Officers in the relevant sporting sections of the Club.

5 PROCEDURES FOR IMPLEMENTING THE POLICY

5.1 RECRUITMENT AND SELECTION OF STAFF AND VOLUNTEERS TO CHILD CARE POSITIONS

The Club will take all reasonable steps to ensure unsuitable people are prevented from working, or volunteering to work, with children. The Club has a legal duty to ensure that individuals who are fully listed on the Disqualified from Working with Children List (DWCL) are not engaged (either paid or unpaid) in child care positions within The Club. (Appendices 1 and 2).

This recruitment and selection procedure has two functions. It:

- Provides The Club with an opportunity to assess the suitability of the individual to work/volunteer with children;
- Provides the prospective employee or volunteer with an opportunity to assess the organisation and the opportunities available. The following recommended procedure should be completed for all positions deemed to be child care positions in the organisation (in terms of Schedule 2 of the Protection of Children (Scotland) Act 2003).

5.1.1 ADVERTISING All forms of advertising used to recruit and select staff, or volunteers, for childcare positions will include the following:

- The aims of The Club and, where appropriate, details of the particular programme involved;
- The responsibilities of the role;
- The level of experience or qualifications required (e.g. experience of working with children is an advantage);
- Details of The Club's open and positive stance on ethical matters, including child protection;

- A statement that the position applied for is a child care position (exempted post) and requires PVG membership, which will be requested before the appointment is confirmed and after the applicant has been offered the position.

5.1.2 PRE-APPLICATION INFORMATION

Pre-application information for child care positions will be sent to applicants and will include:

- A description of the position, including roles and responsibilities;
- A candidate specification (e.g. stating qualifications or experience of working with children required);
- Application and self-declaration forms and guidance notes;
- Information on The Club and related topics;
- Evidence of qualifications will always be verified.

5.1.3 APPLICATION AND SELF-DECLARATION FORM

All applicants will be requested to complete an application and self-declaration form. The purpose of this is to obtain from the applicant relevant details for the position, including information on past criminal behaviour, records or investigations.

For paid roles, the self-declaration form shall be requested in a separate sealed envelope, and will not be opened until the applicant is selected for an interview. If the applicant is not selected, the form will be returned unopened to the applicant, or destroyed.

5.1.4 REFERENCES FOR PAID ROLES

References will always be requested and thoroughly checked. Where possible at least one of these references will be from an employer, or a voluntary organisation, where the position required working with children in any of the following capacities: employee; volunteer; or work experience. References from relatives will not be accepted. If the applicant has no experience of working with children, specific training requirements will be agreed before their appointment commences.

5.1.5 INTERVIEW

Interviews will be carried out for the position of Child Wellbeing and Protection Officer. Where appropriate, e.g. the recruitment of a volunteer, a discussion will take place with the prospective volunteer.

5.1.6 OFFER OF POSITION

Once a decision has been made to appoint, and the decision has been ratified by The Club Executive Committee, an offer letter will be sent to the applicant including the details of the position, any special requirements and the obligations eg agreement to the policies and procedures of The Club, the probationary period and responsibilities of the role. The offer must be formally accepted and agreed to in writing, e.g. by the individual signing and dating their agreement on the offer letter and returning it to The Club. A volunteer agreement will be completed for voluntary positions.

5.1.7 PROTECTION OF VULNERABLE GROUPS (SCOTLAND) ACT 2007

Scottish Bowls, Cricket and Tennis are registered with Central Registered Body for Scotland (CRBS), and will carry out PVG membership checks on their behalf.

All prospective position holders, who require contact with children, will be required to submit a Self-Declaration Form to the Section/Club Child Wellbeing and Protection Officer, who will then provide the relevant PVG form – either PVG Scheme Membership or Scheme Membership Update – directly to the applicant. The Child Wellbeing and Protection Officer will check the completed form, with the relevant presentation of ID, and forward to Scottish Bowls/Cricket/Tennis, who will forward it to Disclosure Scotland via CRBS. The results will be returned to Bowls/Cricket/Tennis, who in turn advise The Club Child Wellbeing and Protection Officer of the person's suitability to work with children.

As recommended by Disclosure Scotland (Protecting the Vulnerable by Safer Recruitment, 2002) the following types of checks are to be requested for positions requiring contact with children and vulnerable adults: Standard Disclosure – Standard Disclosures will be requested from those applying for positions listed in the Rehabilitation of Offenders Act 1974 (ROA) (Exceptions) Order 1975. These categories include occupations with duties that involve regular contact with children and young people under the age of 18; and the elderly, sick and handicapped people. Enhanced Disclosure – Enhanced Disclosures will be requested for positions that involve a greater degree of contact with children or vulnerable adults. For example, positions that requires regular contact with, training, supervising or being in sole charge of children and young people

5.1.8 OVERSEAS APPLICANTS

Applicants from overseas being appointed to child care positions are required to complete an Enhanced Disclosure check. Applicants from overseas will also be requested to provide a recent police check from their relevant country, where possible. Where this is not possible, or in addition to the police check, the following information, where relevant to the position, will be requested:

- A statement from the governing body in the country of origin of the applicant and/or the country from which they are transferring in regard to their participation and suitability for the position;
- A statement from the international federation of the sport in regard to their participation and suitability for the position.

5.1.9 INDUCTION The induction process will include the following:

- An assessment of training, individual aims, needs and aspirations;
- Clarification, and agreement to the Child Wellbeing and Protection Policy and procedures, including the Code of Conduct;
- Clarification of the expectations, roles and responsibilities of the position.

5.1.10 TRAINING

Newly appointed staff/volunteers will complete the following training over an agreed period:

- Protecting Children;
- Working effectively with children (including presentation skills, developing child friendly resources and activities);
- Any other identified training needs.

5.1.11 PROBATION

Newly appointed staff/volunteers will complete an agreed period of probation on commencement of their role

5.1.12 MONITORING AND PERFORMANCE APPRAISAL

All staff and volunteers in Child Care positions will be monitored. This will provide an opportunity to evaluate progress, set new goals, identify training needs, and address any concerns or poor practice.

5.1.13 RETENTION OF STAFF AND VOLUNTEERS

The Club recognises the contribution of all staff and volunteers to achieving the aims of The Club, and will ensure that measures are in place to support the retention of staff and volunteers

6 CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN IN SPORT (Appendix 3)

A Code of Conduct has a number of important functions. It:

- Sets out what behaviour is acceptable and unacceptable;
- Defines standards of practice expected from those to whom it applies;
- Forms the basis for challenging and improving practice;
- Helps to safeguard staff by encouraging them to adhere to agreed standards of practice;
- Sets out for children and parents the standards of practice which they, and the organisation, should expect from those who work/volunteer with children. The Club supports and requires all members to observe the following standards of practice, including verbal and non-verbal actions, when involved in activities with children. All concerns about breach of this Code of Conduct will be taken seriously, and responded to in line with The Club Policy and Procedure for dealing with the conduct of participants and/or Procedure for Responding to Concerns about Child Abuse.

6.1 GOOD PRACTICE

- Make sport fun, enjoyable and promote fair play;
- Treat all children equally, with respect, dignity and fairness;
- Involve parents wherever possible;
- Build balanced relationships based on mutual trust that empower and include children in the decision-making process;
- Always work in an open environment. Avoid private or unobserved situations;
- Put the welfare of each child first, before winning or achieving performance goals;
- Be an excellent role model;
- Give enthusiastic and constructive feedback rather than negative criticism;
- Recognise the development needs and capacity of children, and avoid excessive training and competition, pushing them against their will and putting undue pressure on them.

6.2 PRACTICE TO BE AVOIDED

In the context of your role within The Club, the following practice should be avoided:

- Having favourites – this could lead to resentment and jealousy by other children, and could be misinterpreted by others;
- Spending excessive amounts of time alone with children away from others;
- Entering children's bedrooms on trips away from home, unless in an emergency situation or in the interest of health and safety. If it is necessary to enter rooms, alert the occupants by knocking and announcing your intention to enter. The door should remain open, if appropriate;
- Where possible, doing things of a personal nature for children that they can do themselves.

6.3 PRACTICE NEVER TO BE SANCTIONED

In the context of your role within The Club, the following practices will never be sanctioned:

- Engaging in sexually provocative games, including horseplay;
- Engaging in rough or physical contact, except as permitted within the rules of the game or competition;
- Forming intimate emotional, physical or sexual relationships with children;
- Allowing or engaging in touching a child in a sexually suggestive manner;
- Allowing children to swear or use sexualised language unchallenged;
- Reducing a child to tears as a form of control;
- Allowing allegations made by a child to go unchallenged, unrecorded or not acted upon;
- Inviting or allowing children to stay with you at your home;
- Coaches and other leaders sharing a room alone with a child for sleeping accommodation.

Some residential facilities offer dormitory sleeping arrangements where leaders may be required to share with children. In such circumstances, organisers must ensure that at least two adults, who have been recruited and selected using the recommended procedure, are present, preferably one male and one female, and that such arrangements have been discussed and agreed with children and parents in advance. In some circumstances, older children may be required to share rooms with senior team mates (i.e. over 18s). If this is necessary, it should be discussed and agreed in advance with the young person and the parents (where appropriate and practicable). The young people involved should also be aware of whom they should speak to if they have any worries or concerns during this time.

7 SAFE IN CARE GUIDELINES (How to manage children under your care)

These guidelines have been introduced to provide practical guidance for those working and/or volunteering directly with children on practices to keep the child safe, and to promote a safe operating environment for the member of staff/volunteer. These guidelines apply to all children and young people under the age of 18 years.

These guidelines compliment and should be read in conjunction with the Code of Conduct for the Protection of Children in Sport. Breach of these guidelines may be dealt with under The Club's Policy and Procedures for Dealing with the Conduct of Participants (or discipline procedure) and/or Procedure for Responding to Concerns About a Child. Common sense should be applied when considering the circumstances of older children, and all children should have the opportunity to express their views on matters which affect them, should they wish to do so. As sport takes place in many different structures, locations, environments and formats, it is impossible to provide specific guidance on many of the issues covered. The following guidelines are based, therefore, on generally recognised good practice and common sense. Ultimately, most practical situations will require a judgement to be made about what is practicable and reasonable in the circumstances.

7.1 ADULT TO CHILD RATIOS

As a guide, the following ratios are recommended in the National Care Standards Early Education and Child Care up to the age of 16 (Scottish Executive, 2005):

- Age 3 and over 1:8
- If all children are over 8 1:10

All activities should be planned to involve at least two adults, preferably one male and one female. Coaches should never work alone. For a coaching activity, you could have one coach and a helper to provide the appropriate supervision ratios. As a general guide, the following factors will also be taken into consideration in deciding how many adults are required to safely supervise children:

- The number of children involved in the activity;
- The age, maturity and experience of the children;
- Whether any of the group leaders or children has a learning or physical disability or special requirements;
- Whether any of the children have challenging behaviour;
- The particular hazards associated with the activity;
- The particular hazards associated with the environment;
- The level of qualification and experience of the leaders;
- The programme of activities.

There may be other considerations which are specific to the sport, or environment in which the sport takes place.

7.2 PHYSICAL CONTACT

All forms of physical contact should respect and be sensitive to the needs and wishes of the child, and should take place in a culture of dignity and respect for all children. Children should be encouraged to express their views on physical contact. In the first instance, coaching techniques should be delivered by demonstration (either by the coach or an athlete who can display the technique being taught). Educational instruction should be clearly explained with a description of how it is proposed to handle or have contact with the child before doing so. This should be accompanied by checking if the child is comfortable. Manual support should be provided openly and must always be proportionate to the circumstances.

If it is necessary to help a child with personal tasks, e.g. toileting or changing, the child and parents should be encouraged to express a preference regarding the support, and should be encouraged to speak out about methods of support with which they are uncomfortable. Staff/volunteers should work with parents and children to develop practiced routines for personal care so that parents and children know what to expect. Do not take on the responsibility for tasks for which you are not appropriately trained, e.g. manual assistance for a child with a physical disability.

7.3 FIRST AID AND THE TREATMENT OF INJURIES (Appendix 4 Significant Incident Form)

All staff/volunteers must ensure:

- Where practicable, all parents of children under 16 have completed a Partnership with Parents (Consent Form) form;
- There is an accessible and well-resourced first aid kit at every session;
- They are aware of any pre-existing medical conditions, medicines being taken by participants, or existing injuries and treatment required;
- Where practical, only those with a current, recognised First Aid qualification, treat injuries. In more serious cases assistance should be obtained from a medically qualified professional as soon as possible;
- A Significant Incident Form is completed if a child sustains a significant injury, along with the details of any treatment given. Common sense should be applied when determining which injuries are significant;
- Where possible, access to medical advice and/or assistance is available;
- A child's parents are informed of any injury and action taken as soon as possible;
- The circumstances in which any incidents occur are reviewed to avoid future repetitions.

7.4 MANAGING CHALLENGING BEHAVIOUR

Staff/volunteers who deliver activities to children may, from time to time, be required to deal with a child's challenging behaviour. These guidelines aim to promote good practice and to encourage a proactive response to supporting children to manage their own behaviour. They suggest some strategies and sanctions which can be used, and identify unacceptable sanctions or interventions which must never be used by staff or volunteers.

These guidelines are based on the following principles:

- The welfare of the child is the paramount consideration;
- A risk assessment should be completed for all activities, which take into consideration the needs of all the children involved in the activity;
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading, and should always be able to maintain their respect and dignity;
- No member of staff should attempt to respond to challenging behaviour by using techniques for which they have not been trained. In dealing with children who display risk-taking or challenging behaviours, staff and volunteers might consider the following options:
- Time out from the activity, group or individual work;

- Reparation – the act or process of making amends;
- Restitution – the act of giving something back;
- Behavioural reinforcement – rewards for good behaviour, consequences for negative behaviour;
- De-escalation of the situation – talking through with the child;
- Increased supervision by staff/volunteers;
- Use of individual “contracts” or agreements for their future or continued participation;
- Sanctions or consequences, e.g. missing an outing.

Adults and children shall never be permitted to use any of the following as a means of managing a child’s behaviour:

- Physical punishment, or the threat of such;
- The withdrawal of communication with the child;
- Being deprived of food, water or access to changing facilities with toilets;
- Verbal intimidation, ridicule or humiliation.

Staff and volunteers should review the needs of any child for whom sanctions are frequently necessary. This review should involve the child and parents to ensure an informed decision is made about the child’s future or continued participation in the group or activity. Whilst it would always be against the wishes of everyone involved in sport ultimately, if a child continues to present a high level of risk or danger to him or herself, or others, he or she may have to be barred from activity in the sport.

7.5 PLANNING ACTIVITIES

Good coaching practice requires planning sessions around the group, but also involves taking into consideration the needs of each individual athlete within that group. As part of a risk assessment, coaches should consider whether any members of the group have presented in the past, or are likely to present, any difficulties in relation to either, the tasks involved, the other participants or the environment. Where staff/volunteers identify any potential risks, strategies to manage those risks should be agreed in advance of the session, event or activity. The risk assessment should also identify the appropriate number of adults required to safely manage and support the session, including being able to adequately respond to any challenging behaviour and to safeguard other members of the group and the staff/volunteers involved

All those delivering activities to children should receive training on these guidelines and should be supported to address issues of challenging behaviour through regular supervision.

7.6 AGREEING ACCEPTABLE AND UNACCEPTABLE BEHAVIOURS

Staff/volunteers, children and parents should be involved in developing an agreed statement of what constitutes acceptable and unacceptable behaviour, and the range of sanctions which may be applied in response to unacceptable behaviour. This can be done at the start of the season, in advance of a trip away from home, or as part of a welcome session at a residential camp. Issues of behaviour and control should be regularly discussed with staff, volunteers, parents and children in the context of rights and responsibilities.

When children are specifically asked, as a group, to draw up a “List of Acceptable and Unacceptable Behaviours and Sanctions for Unacceptable Behaviour” that will govern their participation in the group/team, they tend to arrive at a very sensible and working set of “rules”. When such a list is compiled, every member of the group can be asked to sign it, as can new members as they join.

7.7 PHYSICAL INTERVENTION

The use of physical interventions should always be avoided unless it is necessary to prevent a child injuring themselves, injuring others, or causing serious damage to property. All forms of physical intervention shall form part of a broader approach to the management of challenging behaviour.

The following must always be considered:

- Contact should be avoided with buttocks, genitals and breasts. Staff/volunteers should never behave in a way which could be interpreted as sexual;
- Any form of physical intervention should achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern;
- Staff/volunteers should consider the circumstances, the risks associated with employing physical intervention compared with the risks of not employing physical intervention;
- The scale and nature of physical intervention must always be proportionate to the behaviour of the young person and the nature of harm/damage they might cause;
- All forms of physical intervention should employ only a reasonable amount of force – the minimum force needed to avert injury to a person or serious damage to property – applied for the shortest period; • Staff/volunteers should never employ physical interventions which are deemed to present an unreasonable risk to children or staff/volunteers;
- Staff/volunteers shall never use physical intervention as a form of punishment.

Any physical intervention used should be recorded, as soon as possible after the incident by the staff/volunteers involved, using the Significant Incident Form, and passed to the Child Protection Officer as soon as possible. A timely de-brief for staff/volunteers, the child and parents should always take place following an incident where physical intervention has been used. This should include ensuring that the physical and emotional well-being of those involved has been addressed, and ongoing support offered where necessary. Staff/volunteers, children and parents should be given an opportunity to talk about what happened in a calm and safe environment.

Also, there should be a discussion with the child and parents about the child's needs and continued safe participation in the group or activity.

7.8 TRANSPORTATION

Where necessary to transport children, the following is deemed good practice:

- Where parents make arrangements for the transportation of children to and from the activity, outwith the responsibility and knowledge of The Club, it will be the responsibility of the parents to satisfy themselves about the appropriateness and safety of the arrangements;

- Where The Club makes arrangements for the transportation of children, the members of staff/volunteers involved will undertake a risk assessment of the transportation required. This will include an assessment of the following areas:

1. Ensuring that all vehicles are correctly insured for the purpose;
2. Ensuring the driver has a valid and appropriate license for the vehicle being used;
3. All reasonable safety measures are available, i.e. fitted, working seatbelts;
4. An appropriate ratio of adults per child;
5. Ensuring drivers have adequate breaks.

- When transporting children, wherever possible, they should be in the back seat of the car for health and safety reasons.

To safeguard the member of staff/volunteer the following is deemed good practice:

- Agree a collection policy with parents, which will include a clear and shared understanding of arrangements for collection at the end of a session;
- Always tell another member that you are transporting a child, give details of the route and the anticipated length of the journey;
- Take all reasonable safety measures, e.g. children in the back seat, seatbelts worn;
- Where possible, have another adult accompany you on the journey;
- Call ahead to inform the child's parents that you are giving them a lift, and inform them when you expect to arrive.

7.9 TRIPS AWAY FROM HOME (INVOLVING OVERNIGHT STAYS)

7.9.1 DESIGNATE A CHILD WELLBEING AND PROTECTION OFFICER FOR THE TRIP

Those in charge of the group will be responsible for the safety and well-being of children in their care. It is recommended that one of the group leader's coordinates the arrangements to safeguard the safety and welfare of children during the trip. The designated Child and Wellbeing Protection Officer should ensure all practical arrangements have been addressed, and act as the main contact for dealing with any concerns about the safety and welfare of children whilst away from home. A detailed itinerary should be prepared and copies provided to the designated contact for The Club and parents.

7.9.2 RISK ASSESSMENT

Potential areas of risk should be identified at the planning stage through a risk assessment, which is legally required, and which should be recorded in writing. Safeguards should be put in place to manage the risks, where appropriate. Risk assessment should be an on-going process throughout the trip, as groups can often find themselves in unexpected situations despite the best laid plans!

7.9.3 TRAVEL ARRANGEMENTS

See page 15 Guidelines on Transporting Children.

Organisers must ensure there is adequate and relevant insurance cover (travel and medical insurance). If the trip involves travel abroad, organisers shall ensure they are aware of local procedures for dealing with concerns about the welfare of children, and are familiar with the details of the emergency services in the location of the visit. Children should be informed of local custom regulations.

7.9.4 ADULT TO CHILD RATIOS

All trips away should be planned to involve at least two adults, preferably one male and one female where possible. The guidelines on adult to child ratios (see page 9) will inform an assessment of the numbers of adults required to safely supervise the group. Those involved should be recruited and selected in accordance with the procedure for recruiting child care positions, as outlined in section 5. Group leaders should be familiar with and agree to abide by The Club Child Wellbeing and Protection Policy, Procedures and Code of Conduct, and ideally have attended appropriate child protection training.

7.9.5 ACCOMMODATION

Organisers should find out as much as possible about the accommodation and the surroundings at the planning stage. Where possible, an initial visit to the venue/accommodation should take place to help those organising the trip identify all practical issues and allow time to address them in advance, in consultation with children and parents, where appropriate. The following is a (non-exhaustive) list of some of the practical things which should be considered in advance about the arrangements for accommodation:

- Location: central and remote locations both present different challenges;
- Sleeping arrangements: these will enable suitable sharing in terms of age and gender, and appropriately located staff/volunteer bedrooms for both supervision and ease of access in case of emergency. Parents and children should be consulted in advance about arrangements for sharing, where possible and appropriate;
- Appropriate safeguards where others have access to the sleeping quarters;
- Special access or adaptive aids required by group leaders or children;
- Environmental factors;
- Personal safety issues.

7.9.6 EXCHANGE VISITS/HOSTING

Before departure, organisers should ensure there is a shared understanding of the standards expected during home stays between them, host organisation/families, parents and children themselves. These standards should include arrangements for the supervision of children during the visit. Host families should be appropriately Disclosure Scotland Checked where possible, or equivalent police checks undertaken and references thoroughly checked. Organisers, parents and children should all be provided with a copy of emergency contact numbers. Children should be aware of who they should talk to if problems arise during the visit. Daily contact should be made with all children to ensure they are safe and well.

7.9.7 RESIDENTIAL AT A FACILITY/CENTRE

Organisers should ensure the facility is appropriately licensed, and has adequate and relevant insurance cover in place. The facility should have a policy on the protection of children and Health and Safety.

Adequate security arrangements should be in place and facility staff should have been Disclosure Scotland checked where appropriate. Facility staff involved in the training or instruction of children must be appropriately qualified and trained. Organisers should ensure there is adequate supervision of the group for the duration of the stay, particularly when the facility is being shared with other groups.

7.9.8 INVOLVING PARENTS

Where possible, a meeting should be held with parents before departure to share information about the trip, answer their questions and make joint decisions about arrangements where appropriate. A Code of Conduct shall be agreed with children and parents in advance of the trip along with sanctions for unacceptable behaviour. Parents must complete a Safe in Care – Partnership with Parents Form, and provide emergency contact details. In the event of an emergency at home during the trip, parents should be encouraged to contact the group leaders in the first instance so that arrangement can be put into place to support the child on hearing any distressing news.

7.9.9 DURING THE TRIP

Organisers must ensure arrangements are in place for the supervision and risk assessment of activities during free time. Children shall not be allowed to wander alone in unfamiliar places. Group leaders should have clear roles and responsibilities for the duration of the trip. They must not be over familiar with, or fraternise with children during the trip, and remember that they are in a position of trust always. The use, by young people under supervision, of alcohol and/or drugs or engaging in sexual relationships (between two young people) should not be condoned during the trip, even if the legislation relating to any of these behaviours is different to that in Scotland.

Group leaders should maintain an overview of the well-being of all children during the trip. This can help to identify issues at an early stage and resolve them as quickly as possible. Children can participate in this process by, for example, taking turns to complete a daily diary about the trip. This can be an overt or discrete way for them to communicate things (both positive and negative) that they want you to know.

7.9.10 AFTER THE TRIP

Where appropriate, a de-brief will take place with all those involved in the trip, including children. This will provide an opportunity to reflect on what went well, not so well, and what could have been done differently. Feedback will be used to inform future trips.

8 INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)

The aim of these guidelines is not to prevent bona fide persons from recording footage for performance development reasons, or the recording of achievements. They aim to ensure that children are protected from the misuse of opportunities to take or manipulate film and video footage in a way that harms children or places them at risk of harm. Some sports take place in areas where organisers have little or no control over the environment, such as areas to which the public have general rights of access, e.g. the open countryside. In these circumstances, organisers should take all reasonable steps to promote the safe use of photographing and filming and to respond to any concerns raised.

8.1 PHOTOGRAPHS, FILM AND VIDEO

8.1.1 SCOPE

The Club will take all reasonable steps to promote the safe use of photographing and filming at all events and activities with which it is associated.

However, The Club has no power to prevent individuals photographing or filming in public places.

The Club reserves the right always to prohibit the use of photography, film or video at any event or activity with which it is associated.

8.1.2 NOTIFICATION

Parents and children will be informed they may, from time to time, be photographed or filmed whilst participating in sport. This could be for one of the following reasons:

- Video footage for performance development;
- Media coverage of an event or achievement;
- Promotional purposes, e.g. website or publication. Materials promoting events will state, where possible, photography and filming will take place. Those who have sought and obtained permission to photograph or film will be recorded and confirmed their agreement to abide by The Club's policy as above.

8.1.3 PERMISSION

Parents will be offered the opportunity to withhold their permission to photographing and filming. Where appropriate, children will be asked their views. Where a child can provide an informed view, this will be taken into consideration by the person responsible for the event. The Club will do everything reasonable in the individual circumstances to give effect to the wishes of parents and children. All actions by The Club will be based on the best interests of the child.

8.1.4 USE OF IMAGES AND INFORMATION

No unsupervised access or one-to-one photographic sessions will be allowed unless this has been explicitly agreed with the child and parent.

No photographing or filming will be permitted in changing areas. All images and accompanying information will comply with The Club Safe in Care Guidelines, where this is within the control of The Club. The Club will ensure that all negatives, copies of videos and digital photograph files are stored in a secure place. These will not be kept for any longer than is necessary having regard to the purposes for which they were taken. Images will not be shared with external agencies unless express permission is obtained from the child and parent.

8.1.5 CONCERNS

Anyone behaving in a way which could reasonably be construed as inappropriate in relation to filming or photographing should be reported to the person in charge on the day. They should be approached for an explanation. If a satisfactory explanation is not provided, the circumstances should be reported to the person in charge on the day, or The Club Child and Wellbeing Protection Officer. Where appropriate concerns should also be reported to the police.

8.2 INTERNET

8.2.1 PERMISSION

Written consent must be obtained from the child's parent before publishing any information about a child. If the material is changed from the time of consent, the parents must be informed and consent provided for the changes.

Special care must be taken in relation to vulnerable children, e.g. child fleeing domestic violence or a child with a disability, and consideration given to whether publication would place the child at risk. Young athletes who have a public profile as a result of their achievements are entitled to the same protection as all other children. In these cases, common sense is required when implementing these guidelines. All decisions should reflect the best interests of the child.

8.2.2 USE OF IMAGES AND INFORMATION

Information published on the websites must never include personal information that could identify a child, e.g. home address, email address or telephone number of a child. All contact must be directed to The Club. Children must never be portrayed in a demeaning, tasteless or a provocative manner. Children should never be portrayed in a state of partial undress, other than when depicting an action shot within the context of the sport. Attire such as tracksuits or t-shirts may be more appropriate.

8.2.3 CONCERNS

Any concerns or enquiries about publication or the internet should be reported to The Club Child Wellbeing and Protection Officer.

8.3 MOBILE 'PHONES

Short Message Service (SMS) messaging is a quick and easy way to communicate with others, and is a popular and often preferred means of communication with children. Staff and volunteers must be aware that intimidating, bullying or even abusive messages can be discretely sent by text. Information sent in this way, even where well-meaning, could be misinterpreted. Further, the risks presented by developments in modern technology are becoming increasingly recognised. Adults who seek to harm children have been known to use text messaging and internet chat rooms to “groom” children. This area is now specifically addressed by the Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005.

8.4 TEXTING/WHATSAPP

Staff/volunteers must consider whether it is necessary and appropriate to hold the mobile 'phone numbers of children.

The general principle is that all communications with children should be open, transparent and appropriate to the nature of the relationship. In the first instance, contact should always be made at the 'phone number the parent has provided on the child's behalf. Good practice would include agreeing with children and parents what kind of information will be communicated directly to children by text message. This information should only be “need to know” information such as the last-minute cancellation of a training session.

The following good practice is also required:

- The mobile 'phone numbers of children will be carefully stored (in accordance with data protection principles), and access will only be provided to those who need access for a legitimate reason;
- Staff/volunteers must never engage in personal or sensitive communications with children via text message;
- All concerns about the inappropriate use of text messaging will be dealt with in line with The Club and Procedures for Dealing with the Conduct of Participants and/or Procedure for Responding to Concerns about Child Abuse.

8.5 CAMERAS/VIDEOS

There have already been several cases where children have been placed at risk because of the ability to discretely record and transmit images through mobile 'phones. The use of mobile 'phones in this way can be very difficult to monitor.

The Procedure for the use of Photographs, Film and Video should be observed in relation to the use of mobile 'phones as cameras/videos. Particular care is required in areas where personal privacy is important, e.g. changing rooms, bathrooms and sleeping quarters. No photographs or video footage should ever be permitted in such areas of personal privacy. All concerns about the inappropriate use of mobile 'phones to record photographs or video footage will be dealt with in line with The Club Policy and Procedures for Dealing with the Conduct of participants and/or Procedure for Responding to Concerns about Child Abuse. This may include the concerns being reported to the police.

9 WHY IT IS IMPORTANT TO RESPOND TO CONCERNS

It takes considerable courage for a child or adult to disclose abuse. Disclosures need to be handled very carefully and sensitively to avoid causing further distress to the child. All concerns must be responded to in a way that ensures that a child receives appropriate help and support, and to ensure that appropriate action is taken against those who pose a risk to children and to protect not only the child involved but all other children.

Robust procedures for responding to concerns will:

- Help to avoid those receiving information from engaging in judgements;
- Reassure those who report concerns that an appropriate course of action will ensue;
- Support those charged with managing concerns by providing them with a step-bystep process to follow;
- Safeguard the rights of those against whom complaints or allegations have been made. It is not the job of anyone in The Club to decide whether a child has been abused. It is, however, everyone's responsibility to report concerns.

9.1 CONFIDENTIALITY

The following is taken from Sharing Information About Children at Risk: A Guide to Good Practice (Scottish Executive, 2003).

Information provided to organisations should remain confidential unless permission has been given to share the information by the individual concerned, or the safety of that person or another person may be at risk. If there is a reasonable concern that a child may be at risk of significant harm, this will always override a professional or organisational requirement to keep information confidential. It is good practice to inform parents and children about the kind of situations which may lead to them having to share information with other agencies.

9.2 DEFAMATION

Concerned adults are sometimes reluctant to report concerns about abuse for fear that the person suspected will sue them for defamation if the allegation turns out to be unfounded. To be defamatory a statement must first be untrue.

Even if subsequently shown to be untrue, the statement will be protected by “qualified privilege” if it is made to the appropriate authority “in response to a duty, whether legal, moral, or social, or in the protection of an interest” (Norrie K, Defamation and Related Actions in Scots Law, 1995).

Unjustified repetition of the allegations to other persons will not be protected by privilege. The qualification on privilege refers to statements made by malice. If a statement, even to the appropriate authority, can be shown to be motivated by malice, then an action of defamation could be successful. (Taken from Guidelines for Child Protection Prepared for the Independent Schools in Scotland, Kathleen Marshall, Second Edition, January 1997)

10 PROCEDURES FOR RESPONDING TO CONCERNS ABOUT A CHILD (Appendix 4)

These procedures apply to all staff and volunteers involved in The Club.

10.1 CONCERNS ABOUT THE GENERAL WELFARE OF A CHILD (NOT INVOLVING CONCERNS ABOUT CHILD ABUSE)

The Club is committed to working in partnership with parents whenever there are concerns about a child. Parents have the primary responsibility for the safety and well-being of their children. In most situations, not involving the possibility of the abuse of a child, concerns should be discussed with parents. For example, if a child seems withdrawn, he/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement. Common sense is advised in these situations. Any significant, untoward or unusual incidents, which cause concern about the welfare of a child, should be recorded on The Significant Incident Form and reported to The Child Wellbeing and Protection Officer as soon as possible. Also, parents should be informed of the circumstances as soon as possible.

10.2 WHAT TO DO IF A CHILD TELLS YOU ABOUT ABUSE

No member of The Club shall investigate allegations of abuse, or decide whether a child has been abused. Allegations of abuse must always be taken seriously. False allegations are very rare. If a child says or indicates they are being abused, or information is obtained which gives concern that a child is being abused, the information must be responded to on the same day in line with the following procedures:

RESPOND

- React calmly so as not to frighten the child;
- Listen to the child and take what they say seriously. Do not show disbelief;
- Reassure the child they are not to blame and were right to tell someone;
- Be aware of interpreting what a child says, especially if they have learning or physical disabilities which affect their ability to communicate, or English is not their first language;
- Do not assume that the experience was bad or painful – it may have been neutral;
- Avoid projecting your own reactions onto the child;
- Do not introduce personal information from either your own experiences or those of other children.

Avoid:

- Asking leading questions. If necessary only ask enough questions to gain basic information to establish the possibility that abuse may have occurred. Only use open-ended questions, e.g. can you tell me a bit more about that (if already offered by child);
- Panicking;
- Showing shock or distaste;
- Probing for more information than is offered;
- Speculating or making assumptions;
- Making negative comments about the person against whom the allegation has been made;
- Approaching the individual against whom the allegation has been made;
- Making promises or agreeing to keep secrets and giving a guarantee of confidentiality.

Where there is uncertainty about what to do with the information, The Club Child Wellbeing and Protection Officer must firstly be consulted for advice on the appropriate course of action. If The Club Child Wellbeing and Protection Officer is unavailable, or an immediate response is required, the police and social work services must be consulted for advice. They have a statutory responsibility for the protection of children, and they may already hold other concerning information about the child.

Record any advice given.

If you are concerned about the immediate safety of the child:

- Take whatever action is required to ensure the child's immediate safety;
- Pass the information immediately to the police and seek their advice.

10.3 RECORD

Make a written record of the information as soon as possible using the Significant Incident Form, completing as much of the form as possible. The following information will help the police and social workers decide what action to take next:

- Child's name, age and date of birth;
- Child's home address and telephone number;
- Any times, dates or other relevant information;
- Whether the person making the report is expressing their own concern or the concerns of another person;
- The child's account, if it can be given, of what has happened and how any injuries occurred using the child's own words;
- The nature of the concern (include all the information obtained during the initial account, e.g. time, date, location);

- A description of any visible (when normally dressed) injuries or bruising, behavioural signs, indirect signs (do not physically examine the child);
- Details of any witnesses;
- Whether the child's parents have been informed;
- Details of anyone else who has been consulted, and the information obtained from them;
- If it is not the child making the report, whether the child has been spoken to, if so, what was said using the child's own words;
- The child's views on the situation.

If completing the form electronically, do not save copies to the hard drive or USB. Print a copy, sign and date it immediately after the last full stop. Do not leave any space. Pass the record to social work services of the police and to The Club Child Protection Officer that day.

10.4 SHARING CONCERNS WITH PARENTS

Where there are concerns that the parent(s) may be responsible for or have knowledge of the abuse, sharing concerns with the parent(s) may place the child at further risk. In such cases, advice must always firstly be sought from the police or social work services as to who informs the parents.

11 PROCEDURE FOR RESPONDING TO CONCERNS ABOUT THE CONDUCT OF A MEMBER OF STAFF OR VOLUNTEER

This section of the procedures should be read in conjunction with The Club Discipline Policy, Section 20.2 "What to do if a Child tells you about Abuse", applies whether the information is about a member of staff or someone not connected in any way with the sport. The following section details the procedure to be followed where the concern is about a member of staff or volunteer appointed by The Club or representatives (referred to as staff).

These procedures aim to ensure that all concerns about the conduct of a member of staff are dealt with in a timely, appropriate and proportionate manner. No member of staff of The Club in receipt of information that causes concern about the conduct of a member of staff towards children shall keep that information to himself or herself, or attempt to deal with the matter on their own.

In the event of an investigation into the conduct of a member of staff, all actions will be informed by the principles of natural justice:

- Employees will be made aware of the nature of concern or complaint;
- Where the concern is about possible child abuse, advice will firstly be taken from the police as to what can be said to the employee;
- An employee will be given an opportunity to put forward their case;
- The Club will act in good faith, ensure the matter is dealt with impartially and as quickly as possible in the circumstances.

In all cases where there are concerns about the conduct of a member of staff towards children, the welfare of the child will be of the paramount consideration. At any point in the management of concerns about the conduct of a member of staff, advice may be sought from the police or social work services.

11.1 INITIAL REPORTING OF CONCERNS

Any concerns for the welfare of a child arising from the conduct of a member of staff must be reported to the line manager and/or The Club Child Wellbeing and Protection Officer on the day the concern arises, and as soon as practically possible. Where the concern is about the line manager, or The Child Wellbeing and Protection Officer, it must be reported to the Chair of the Board of Trustees of Langside Sports Club.

11.2 RECORDING

Concerns must be recorded using the Significant Incident Form as soon as possible. Reporting the concerns to the line manager and/or Child Wellbeing and Protection Officer should not be delayed by gathering information to complete the form or until a written record has been made. All subsequent actions taken, and reasons for decisions, shall be contemporaneously recorded on the Significant Incident Form, signed and dated by the line manager and/or Child Protection Officer, or the person appointed to manage the response to the concerns. Where Performance Management Procedures/Disciplinary Procedures are invoked, a written record will be made of all actions and reasons for decisions. Guidance on the storage, sharing and retention of such records is contained in the relevant procedure.

11.3 ESTABLISHING THE BASIC FACTS

Once the concerns have been reported, the line manager and/or Child Wellbeing and Protection Officer will:

- Establish the basic facts;
- Conduct an initial assessment of the facts to determine the appropriate course of action;
- Consult external agencies, such as the police and social work services, for advice at any time. This is important because they may hold other important information which, when considered alongside the current concerns, builds a significant picture of concern.

11.4 CONDUCTING THE INITIAL ASSESSMENT

The line manager and/or The Club Child Wellbeing and Protection Officer will conduct the initial assessment. The purpose of the initial assessment is to clarify the nature and context of the concerns. It should determine whether there is reasonable cause to suspect or believe that a child has been abused/harmed or is at risk of abuse or harm.

Every situation is unique so guidance cannot be prescriptive:

- Where the established facts support a concern about possible abuse, the initial assessment will not form part of the disciplinary investigation;
- Subject to the nature and seriousness of the situation, if it is not clear at this stage whether a criminal offence may have been committed, the member of staff may be approached as part of the information gathering process;

- Where the nature and seriousness of the information suggests that a criminal offence may have been committed, or that to assess the facts may jeopardise evidence, advice will be sought from the police before the member of staff is approached. Also, it may be necessary to ask similar basic questions of other children, or other appropriate individuals;
- Interviewing children about possible abuse and criminal offences is the sole remit of specifically trained police officers and social workers. Questioning of children by those conducting an initial assessment should always be avoided as far as possible. If it is necessary to speak to the child to clarify the basic facts best practice suggests that consent from the parent be obtained.

Possible outcomes of initial assessment:

- No further action (facts do not substantiate complaint).
- Situation is dealt with under procedures to manage poor practice; and/or;
- Disciplinary investigation (by The Club);
- Child Protection investigation (jointly by police and social work services);
- Criminal investigation (by the police);
- The results of a criminal investigation may well influence the disciplinary investigation, but not in all cases;
- Civil proceedings (by the child/family who alleged abuse).

11.5 INITIAL ASSESSMENT SUPPORTS CONCERNS ABOUT POOR PRACTICE AND/OR MISCONDUCT (BUT NOT POSSIBLE CHILD ABUSE)

The line manager and/or Child Wellbeing and Protection Officer will deal with the situation in line with The Club Discipline Policy. Pending the outcome of any investigation conducted under Performance Management Procedures or Disciplinary Procedures, precautionary suspension will be considered in all cases where there is significant concern about the conduct of a member of staff towards children. The welfare of children will be the paramount concern in such circumstances. Where circumstances meet the referral criteria set out in the Protection of Children (Scotland) Act 2003 section 4.11, The Club has a duty to make a referral to Scottish Ministers.

11.6 INITIAL ASSESSMENT SUPPORTS CONCERNS ABOUT POSSIBLE CHILD ABUSE

Where the initial assessment of information gives reasonable cause to suspect or believe possible child abuse, the line manager and/or Child Wellbeing and Protection Officer will refer the concerns to the police and/or social work services as soon as possible on the day the information is received.

The line manager and/or Child Wellbeing and Protection Officer will make a written record of the name and designation of the social worker or the police officer to whom the concerns were passed, together with the time and date of the call, in case any follow up is required. Referrals to the police/social work services will be confirmed in writing by the line manager and/or Child Wellbeing and Protection Officer within 24 hours.

A copy of the Significant Incident Form should be provided to the police/social work services on request. Appropriate steps will be taken to ensure the safety of the child(ren) who may be at risk. The parents of the child(ren) involved will be informed as soon as possible following advice from the police/social work services. Advice will be obtained from the police/social work services about informing the staff member involved about the concerns. If the advice is to inform the staff member, they will be told that information has been received which may suggest an allegation of abuse. As the matter will be sub judice, no details will be given unless advised by the police. All actions will ensure the best evidence is preserved for any criminal proceedings, while at the same time safeguarding the rights of the employee.

The Club will take all reasonable steps to support a member of staff against whom an allegation of abuse has been made.

11.7 PRECAUTIONARY SUSPENSION

Suspension is not a form of disciplinary action. The staff member involved may be suspended whilst an investigation is carried out. Suspension will be carried out by Langside Sports Club in accordance with The Club Discipline Policy. At the suspension interview the member of staff will be informed of the reason for suspension (within the confines of sharing information), and given the opportunity to make a statement should they wish to do so.

Notification of the suspension and the reasons will be conveyed in writing to the staff member in accordance with The Club Discipline Policy.

11.8 DISCIPLINARY INVESTIGATION

Following advice from the police, cases that also involve a criminal investigation will not preclude disciplinary action being taken, provided sufficient information is available to enable the line manager and/or The Club Child Wellbeing and Protection Officer to make a decision, and that to do so does not jeopardise the criminal investigation.

11.9 FALSE OR MALICIOUS ALLEGATIONS

In the very exceptional circumstances that an investigation establishes an allegation is false, unfounded or malicious:

- The staff member involved will receive an account of the circumstances and/or investigation, and a letter confirming the conclusion of the matter. They may wish to seek legal advice;
- All records pertaining to the circumstances and investigation will be destroyed;
- The line manager and/or The Club Child Wellbeing and Protection Officer will take all reasonable steps to support the individual in this situation;
- In these circumstances The Club will review the child's participation in sport;
- Data collected for the investigation will be destroyed in accordance with the requirements of the Data Protection Act 1998.

11.10 HISTORICAL ALLEGATIONS OF ABUSE

Allegations of abuse may be made some time after the event, e.g. an adult who was abused as a child by someone who is still currently working with children. These procedures will be followed in the event of an allegation of historical abuse.

11.11 PROTECTION OF CHILDREN (SCOTLAND) ACT 2003

The Club will refer to Scottish ministers the cases of any member of staff who has (whether in the course of their role in sport) harmed a child or placed a child at risk of harm AND as a result:

- The Club has dismissed the staff member;
- The staff member would have been dismissed as a result of the incident had they not resigned, or retired, or been made redundant;
- The staff member would have been dismissed or considered for dismissal where employment was not due to end at the expiry of a fixed term contract; or, the staff member would have been dismissed, or considered for dismissal, had the contract not expired;
- The Club will also refer the case of a staff member where information becomes available after the staff member has;

1. Been dismissed by The Club;
2. Resigned, retired, or made redundant;
3. Been transferred to another position in The Club, which is not a child care position; and,
4. The Club form the opinion (based on the information) that they would have dismissed, or considered dismissing, the staff member on such grounds, had the information been available at the time of resignation/redundancy/retirement/transfer. Where The Club receives information that a staff member, who holds a child care position, has been fully listed on the Disqualified from Working with Children List, the staff member will be removed from the child care position.

11.12 MEDIA

All media enquiries relating to the conduct of a member of staff will be referred to The Chair of the Board of Trustees of Langside Sports Club and/or The Child Wellbeing and Protection Officer.

12 CONCERNS ABOUT THE CONDUCT OF VOLUNTEERS The procedures outlined in section 4 apply to the management of concerns about the conduct of volunteers.

APPENDICES

- Appendix 1: Disclosure Scotland Vetting Procedures
- Appendix 2: Vetting Checklist and Personal Proforma for Langside Sports Club
- Appendix 3: Code Of Conduct
- Appendix 4: Langside Sports Club Significant Incident Form
- Appendix 5: Consent Form
- Appendix 6: What to do if a Child/Vulnerable Adult makes a Disclosure

Board of Trustees Responsibilities

Ensure that this policy is communicated to all staff, volunteers and members of the Board
Ensure that the policy and procedures are adhered to by all staff, volunteers and members of the Board

Employees and volunteers have a duty to:

Familiarise themselves with this policy and procedures
Raise any concerns they have relating to bullying or child abuse at the earliest opportunity



Appendix 1:

DISCLOSURE SCOTLAND (VETTING PROCEDURES)

Disclosure Scotland checks are compulsory for all volunteers who work with/ who have 'substantial access' to children/ young people.

When considering the question of substantial access consider the following questions:

Will the person have one-to-one contact with children?

If 'yes' the access must be considered substantial.

Will the person be supervised?

If the person is under close supervision at all times, the access may not be considered substantial, however it will allow close relationships to be formed and this could be exploited.

Will the person be in an isolated situation with a child?

The risks are greater where a child is with an adult in an isolated situation away from peers and family.

Will there be regularity of contact?

The more regular the contact, the stronger the relationship that may be formed which could be exploited.

Is overnight care involved?

If 'yes' then the adult must be fully vetted.

Appropriate vetting may mean different things for different groups:

For all new volunteers and staff it is the relevant committee/management group's responsibility to discuss and decide upon the checks required.

These will include taking up two written references and follow up telephone calls and may include a Disclosure Scotland check.

You will need to discuss whether your volunteers and staff have substantial access to children as defined above. If you decide they do then your committee/management group will require a Disclosure check in addition to the references already requested.



Appendix 2:

VETTING CHECKLIST for Langside Sports Club

This Checklist and a Child Protection Personal Profile Form must be completed for all new volunteers/employees in Langside Sports Club who have substantial access to children.

1. Have you explained the need for vetting to the potential volunteer/employee?
2. Have you given the volunteer/employee an opportunity to read your Child Protection Policy and discussed any issues arising out of this with him/her?
3. Have you set up a personnel file for the potential volunteer/employee?
4. Has the volunteer/employee completed a Child Protection Personal Profile Form? (Please attach the completed form to this check list)
5. Have you carried out appropriate vetting?
6. Were the results satisfactory?
7. Have you taken up two written references?
(Please attach the references to this check list)
8. Have you followed up these references with either a telephone call or conversation? (Please attach a written record with full details including the date of the call or conversation to this checklist)
9. Has the above individual been approved as a volunteer/employee with Langside Sports Club? (You must be able to answer YES to questions 1-8 above before you sign this form)

Signed: _____

Date: _____

Name (in block capitals): _____

Position held in Organisation: _____



PERSONAL PROFILE FORM

To be completed by all new volunteers/employees.

1. Langside Sports Club

2. Personal Details

Title:

Forename: Surname:

Date of Birth:

Telephone No :

Address:

Postcode:

Occupation: Currently Employed: YES / NO

3. Qualifications/Training - Please enter details of any qualifications or training courses you have attended which are relevant to caring for young children.

Date(s) and Title of Qualification/Training

Subjects

Studied

Length of
Course

Name of
Organisation

4. Experience - Please give details of experience of working with under 16s.

Where previously have you worked with young people under the age of 16?

In what capacity?

Between which dates?

Other comments:

5. Referees - Please provide the names and addresses of TWO responsible persons for reference purposes. Referees should not be related to you and, where possible, should have a knowledge of your ability to care for or be in the proximity of children. All references will be taken up. You should secure prior agreement of referees before providing their names.

Referee 1

Name:

Address:

Postcode:

Referee 2

Name:

Address:

Postcode:

6. Declaration - I have read and understood Langside Sports Club's Child Protection Policy and agree to CONFIDENTIAL vetting procedures. I agree to inform the organisation of any change in circumstances.

Signed: _____ Date: _____



Appendix 3:

CODE OF CONDUCT FOR SAFEGUARDING CHILDREN IN SPORT

Langside Sports Club supports and requires all members to observe the following standards of practice, including verbal and non-verbal actions when involved in activities with children/vulnerable adults.

All concerns about breach of this Code of Conduct will be taken seriously and responded to in line with Langside Sports Club Complaints Policy*, Disciplinary Procedure and/or Procedure for Responding to Concerns about Child Abuse*.

GOOD PRACTICE

Make sport fun, enjoyable and promote fair play.

Treat all children equally, with respect, dignity and fairness.

Involve parents/carers wherever possible.

Build balanced relationships based on mutual trust.

Include children in the decision-making process wherever possible.

Always work in an open environment, wherever possible. Avoid private or unobserved situations.

Put the welfare of each child first before winning or achieving performance goals.

Be an excellent role model including not smoking or drinking alcohol in the company of children.

Give enthusiastic and constructive feedback rather than negative criticism.

Recognise the developmental needs and capacity of children.

Avoid excessive training and competition, pushing children against their will and putting undue pressure on them.

PRACTICE TO BE AVOIDED

In the context of your role within Langside Sports Club, the following should be avoided:

having 'favourites' – this could lead to resentment and jealousy by other children and could be misinterpreted by others,

spending excessive amounts of time alone with children away from others.

entering children's bedrooms on trips away from home, unless in an emergency situation or in the interest of health and safety. If it is necessary to enter rooms, knock and say that you are coming in, the door should remain open, if appropriate.

where possible, doing things of a personal nature for children that they can do for themselves

UNACCEPTABLE PRACTICE

In the context of your role within Langside Sports Club, the following practices are unacceptable:

engaging in sexually provocative games, including horseplay,

engaging in rough or physical contact unless it is permitted within the rules of the game or competition,

forming intimate emotional, physical or sexual relationships with children,

allowing or engaging in touching a child in a sexually suggestive manner,

allowing children to swear or use sexualised language unchallenged,

making sexually suggestive comments to a child, even in fun,

reducing a child to tears as a form of control,

allowing allegations made by a child to go unchallenged, unrecorded or not acted upon,

inviting or allowing children to stay with you at your home,

a Coach and/or other leader sharing a room alone with a child.

Sign-up:

I have read and agree to abide by this Code of Conduct.

I have also read and agree to abide by the Langside Sports Club's Child Protection Policy, Procedures and Guidelines.

Name of staff member/volunteer:

Date signed:

Witnessed by:

(Child Protection Officer, if possible)

Date signed:

Appendix 4:

LANGSIDE SPORTS CLUB INCIDENT FORM



1. Describe the nature of the incident and the extent of any injury or damage to persons or property and give details of how and precisely where the incident occurred:

2. Date of incident: _____

3. Name and address of any injured person(s):

4. Name of person in charge of activity or location (e.g. coach, referee, bar staff):

5. Describe what activity was taking place at the time (e.g. training, game, getting changed, socializing):

6. Describe any first aid treatment administered and the name(s) of first aider(s):

7. Who was informed of the incident? (e.g. parents or carers, emergency services, Club officers):

8. What happened to any person(s) involved in the incident? (e.g. carried on with activity, went home, went to hospital):

All of the above facts are a true record of the incident:

Name: _____

Signed: _____

Date: _____

In the event of an incident relating to training or potentially defective equipment/facilities, follow-up action must include informing the Board of Trustees and the Club Safety Officer of the incident in line with the "place to play" maintenance policy.

Appendix 6:

**PROCEDURES FOR RESPONDING TO CONCERNS ABOUT A
CHILD/VULNERABLE ADULT**



Contact List Telephone numbers for making child protection referrals to the statutory agencies.

Police In an emergency 999

Strathclyde police family protection unit
0141 532 3000

Glasgow Child Protection Services
0141 287 0555

Glasgow Vulnerable Adult Services
0141 287 0555

Social work Services/Standby out of hours service 0800 811 005

Disclosure Scotland

(for concerns about a member of

staff or volunteer) _____ 0300020040

