



Creating a Safe Environment for Children in Sport

Scottish Governing Bodies Child Protection Guidelines

www.childprotectioninsport.org.uk

2nd edition—June 2006



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Scottish Football Association
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The Scouts

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** denotes the section has been introduced in this 2nd edition or that the original version has been updated.*

FOREWORD

At CHILDREN 1ST and **sportscotland**, we believe that Child Protection is everyone's responsibility. Every child should have the opportunity to take part in sport at all levels in the knowledge that he or she will be safe, secure and respected. Above all, taking part in sport should be enjoyable and fun.

Since the first version of the Child and Vulnerable Adult Protection Model Policy and Procedures was produced in 2002, great progress has been made towards making sport a safer and more secure environment for children. Many organisations have acknowledged their responsibility for child protection, and have demonstrated their commitment by developing child protection policies and procedures of their own, many of these based on the Model Policy and Procedures. This represents excellent progress, and **sportscotland** and CHILDREN 1ST commend all the organisations that have made this commitment to child protection.

However, there is no room for complacency. We know that more needs to be done to make sure that sport is safe for all children that take part. We need to make sure that all sports organisations are aware of their responsibilities to protect children, and – most importantly – are actually putting their child protection policies and procedures into action.

That is why CHILDREN 1ST and **sportscotland** have jointly updated these guidelines. The new guidelines take account of the feedback that we have received from our partners in sport. They are designed to be easier to use and adapt, and they also reflect requirements in relation to new child protection legislation and guidance.

As a result of these revised guidelines, we hope your organisation will find it even simpler to make its commitment to child protection by taking action that will ensure children can take part in your sport in a safe and enjoyable environment. We encourage our partners in sport to use these guidelines to develop their own child protection policy and procedures.

Children taking part in sport in a safe, secure and fun environment, right across Scotland. That is our goal. We hope that it is yours too.

We look forward to continuing to work with our partners in sport to achieve this goal.

Stewart Harris
Chief Executive
sportscotland

Margaret McKay
Chief Executive
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ABOUT THE 2ND EDITION

These guidelines were first published in October 2002 and have been consulted by numerous sports organisations across Scotland, including Governing Bodies, sports clubs, local authority sports and leisure departments and other voluntary sector organisations.

All guidelines require monitoring and review. This 2nd edition includes feedback from those who used the original guidelines as a template for their own policies and procedures on what works, and recommendations for improvements. It also places a greater emphasis on the process of implementation.

This 2nd edition also takes into consideration significant changes in legislation, guidance and the Scottish Executive's National Reform Programme for Child Protection, in particular:

- "It's everyone's job to make sure I'm alright", Report on the National Audit and Review, Scottish Executive (2002)
- Protecting Children and Young People: Framework for Standards, Scottish Executive (2004)
- Children's Charter, Scottish Executive (2004)
- Criminal Justice (Scotland) Act 2003
- Protection of Children (Scotland) Act 2003
- Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005

At the time of writing the Scottish Executive is consulting on proposed developments resulting from Sir Michael Bichard's report following the murders of Jessica Chapman and Holly Wells in Soham. It is likely that this will result in the establishment of a Vetting and Barring Scheme in Scotland. This will impact upon the provisions of the Protection of Children (Scotland) Act 2003 and change the way in which information about persons who should not be working with children will be collated and shared. The relevant sections of this guidance will be updated if and when that legislation is enacted by the Scottish Parliament.

Who are these guidelines for?

As the title suggests, they have been written purposefully for Scottish Governing Bodies of sport. It will be of most use to those taking a lead in the development and/or revision of policies and procedures for child protection, Human Resources personnel, management, coach education and those responsible for youth and volunteer development and participation. It is important that the management of the organisation support the commitment to child protection and the implementation of procedures.

How to use these guidelines

Section 1 contains background information which puts action by SGBs to protect children in to a national context of child protection. It also contains step by step guidance on putting child protection in to practice. Sections 2 to 6 contain sample policies and procedures which can be adapted for use. Throughout the documents, the following symbols have been used:



Highlights a sample form.



References further useful reading or guidance notes.

Why have we removed references to 'Vulnerable Adults' from these guidelines?

Over the last three years, there have been considerable developments specifically in the protection of Scotland's children and young people. That is not to say that the protection of vulnerable adults (now referred to as 'adults at risk') is not important. Whilst many of the principles are the same, new legislation and guidance, on which this edition is based, relate solely to children and young people. Further vulnerable adults may be sensitive about being included in the same reference as children and young people.

For more information on supporting vulnerable adults in sport contact Scottish Disability Sport.

Child Protection in Sport Service

The Child Protection in Sport Service is a partnership between CHILDREN 1ST and **sportscotland**. The Service exists to provide support to sports organisations across Scotland in the following areas:

- Policy development and review
- Development of resources
- Child protection training
- Case advice

Since it's inception in 2002, there has been over 800 enquiries to the Child Protection in Sport Service. From these enquiries, we have been able to identify areas where those organising and delivering sport to children require further advice and guidance. We have therefore addressed some of the questions we are frequently asked within this 2nd edition e.g. what should the adult to child ratio be? How can we safely manage children with challenging behaviour?

These guidelines have been endorsed by the members of the Child Protection in Sport Steering Group:

CHILDREN 1ST	sportscotland
Scottish Sports Association	Volunteer Development Scotland
Central Registered Body in Scotland	Association of Chief Police Officers in Scotland
Scottish Association of Local Sports Councils	Scottish Disability Sport
Convention of Scottish Local Authorities	Skills Active Scotland
Lead Officers Forum	

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Kathleen McNulty
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June 2006

BACKGROUND

The United Nations Convention on the Rights of the Child (1989) (UNCRC) is the international framework within which children's rights and welfare are safeguarded. The rights which form the basis of these guidelines are:

- *The right of all children to enjoy all the rights contained in the convention irrespective of the child or their parent's race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status (Article 2)*
- *The right of all children to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child" (Article 19)*
- *The right of the child to rest and leisure, to engage in play and recreational activities appropriate to the age of the child and to participate freely in cultural life and the arts (Article 31)*
- *The right of the children affected by physical or learning disabilities to enjoy a full and decent life in conditions that ensure dignity, promote self-reliance and facilitate the child's active life in the community (Article 23)*
- *The right of all children who are capable of forming a view to express those views in all matters affecting the child (Article 12)*

The Scottish Executive recognises that all children have a right to be protected from abuse and harm, in all circumstances. Their publication *'Protecting Children - A Shared Responsibility: Guidance on Inter-Agency Co-operation'* (Scottish Office, 1998) sets out the ways in which all agencies coming into contact with children should work together to protect them. Further, the report on the national audit and review of child protection in Scotland, *"it's everyone's job to make sure I'm alright"* (Scottish Executive, 2002) clearly states that the protection of children is everyone's responsibility. Finally, *Protecting Children and Young People: Framework for Standards Protecting Children* and the *Children's Charter* (Scottish Executive, 2003) set out messages about what is important to children and families, what they should expect from professionals and agencies and standards of practice that professionals and agencies should deliver to them.

WHAT DOES THIS MEAN FOR SPORT?

The UNCRC and government guidance makes it clear that all children have a right to be safe when they participate in sport and that those who organise/deliver sport to children have a duty to make sure children are safe and protected from harm- in and through sport.

Child protection in sport is not just about protecting children from others who may seek to harm them through sport. A trusted coach or leader may be the person a child chooses to tell about something that is happening at home or out with sport. In either case, we all have a responsibility to act on concerns.

Participation in sport also makes an important contribution to a child's development. A child's natural sense of fun and spontaneity can blossom in a positive environment created by sports organisations. Sport provides an excellent opportunity for them to maintain good health, learn new skills, become more confident, build resilience, self-esteem and maximise their own unique potential. This is particularly important for children who are affected by adversity who may be particularly vulnerable.

SECTION 1

IMPLEMENTING POLICY

SECTION 1 – IMPLEMENTING POLICY

This section explains how to turn the commitments in your Child Protection Policy into practice.

Why implementation is important

Introducing a policy and procedures is the first step in creating a safe environment in the governing body. To be effective, the policy has to be put “into practice” i.e. implemented.

Effective implementation will:

- Promote a consistent response to all child protection matters.
- Reduce the risk of litigation against the organisation.
- Help maximise child safety.
- Reassure staff and volunteers by increasing their confidence to engage in activities with children.

What Should We Do to Protect Children and Support Those Who Work With Them?

Step 1: Designate a Child Protection Officer

The protection of children is the responsibility of everyone in the organisation regardless of their status or role. However, it is sensible to designate someone to take a lead in this area to ensure:

- there is a single point of contact for anyone with concerns about a child’s welfare and protection.
- consistency of response to concerns and secure handling of information.
- co-ordination of referrals to other agencies and access to information required by them in the course of fulfilling their duties.
- the consistent dissemination of information throughout the organisation.
- the implementation, monitoring and review of procedures and training.

Where possible, it is preferable to have more than one person acting in this role. This ensures the work load is shared, avoids reliance on one person, provides for cover during sickness and holidays and generates a support system for those acting in the role.

Within the governing body it is recommended that the CPO be a member of the Board/ Executive or Management structure and has the necessary independence to ensure there are no conflicts of interest.

- (i) *Develop a role description for the Child Protection Officer.*

Use the sample (see page 19) to develop your own role description. Make sure the tasks reflect the circumstances and needs of your organisation.

- (ii) *Recruit the Child Protection Officer(s) following the recruitment and selection procedure for child care positions (page 21).*

All Child Protection Officers should:

- be appropriately trained and supported by the SGB.
- have an understanding of the issues affecting children and the sensitive way in which they must be managed.
- be able to communicate the implications of protecting children to all members.
- be able to communicate with children.
- be able to lead the drive for effective implementation of child protection procedures throughout the sport.
- be supportive of the introduction of a Child Protection Policy and procedures.
- have an understanding and appreciation of the need to respect confidentiality.

- be able to follow procedures and recognise when to seek expert advice and not rely solely on their own judgment.
- be willing to challenge members who do not comply with the Child Protection Policy and procedures.

(iii) *Encourage member clubs to appoint a Child Protection Officer.*

It is essential that information about child protection reaches those operating in clubs, the level at which most children are likely to participate in the sport. Clubs need to be kept informed of the standards of good practice expected of them and changes in legislation and guidance. It is helpful to have a point of contact in each member club who has the role of receiving information about child protection and passing it on to those who need to know in the club.

Further where there are any concerns about child abuse or misconduct, clubs require to manage the concerns and ensure the governing body has the information they need in order to take action to protect children and against those who pose a risk to children.

(iv) *Ensure Child Protection Officers have access to training and support.*

CHILDREN 1ST and **sportscotland** support a Governing Body Lead Child Protection Officer's Group which meets quarterly to discuss relevant issues, share ideas and experiences and receive training. Contact the Child Protection in Sport Service 0141 418 5674 for more information.

Training for sports club Child Protection Officers called In Safe Hands is available from the Child Protection in Sport Service (see www.childprotectioninsport.org.uk for more information).

The Child Protection Officer should have the necessary resources including time, money, training and support to manage the practical and emotional demands from the executive/board or management level.

Step 2: Adopt a policy for the protection of children.

(i) *Use the templates to develop your own Child Protection Policy, Code of Conduct and supporting procedures.*

Your policies and procedures should reflect your organisation's vision, values and intended aims for the protection of children.

Make sure your procedures cover all the different positions in the SGB including staff, volunteers, consultants, executive/board members, officials, athletes, sports medicine professionals and spectators. There may be other groups involved in your particular sport which need to be covered as well.

It is a good idea to consult those to whom polices, etc. will apply. Your guidelines need to be practical and achievable for your sport and the context in which the sport takes place. Talk to coaches, team managers, parents and children about what happens in practice, their expectations and agree what your standards of practice will be in each area. The templates can be used to prompt your discussion.

All policies and procedures must be consistent with local authority child protection procedures. Information about local procedures will be available from the Child Protection Committee for the local area (see www.childprotectioninsport.org.uk for more information about child protection committees).

- (ii) *Ensure the Child Protection Policy is formally adopted by the Governing Body.*

It is essential that the Executive/ Management Committee/Board formally adopt the Child Protection Policy. This gives the Policy status and acts as a clear statement to all stakeholders about your commitment to the protection of children. It is the role of the governing body to govern the sport and set out standards for all members. For this reason, the governing body should consider making compliance with the Child Protection Policy and procedures a condition of affiliation.

- (ii) *Ensure other related policies are consistent with the Child Protection Policy and procedures.*

Child Protection should not be seen as a “separate” issue within the governing body. Rather, it should permeate all areas of the development, management and practice of junior sport. Policies and procedures to protect children should compliment and enhance existing good practice and procedures to ensure that all activities are carried out in a safe environment.

Other governing body policies and procedures which are linked to the Child Protection Policy are likely to be:

- Health and Safety Policy
- Complaints Procedure
- Disciplinary Procedure
- Equity Policy
- General Recruitment and Selection Procedure
- Performance Management Procedures
- Whistleblowing Policy
- Equal Opportunities Policy

Finally, ensure that everything suggested in your policy and procedures fits with the powers in your current Constitution/ Memorandum and Articles.

Step 3: Raise awareness of the Policy, Code of Conduct and Procedures

Once everyone in the organisation is aware of and has signed up to the Policy and Code of Conduct it is much easier to communicate and enforce your Child Protection Policy.

Awareness raising can be done in a number of ways: distributing paper or electronic copies; having a formal “launch” or event to promote your commitment to junior members; sending out information when new clubs or individuals affiliate; promote the Policy on the website or in facilities.

Ensure that any information being provided to children is “child friendly”. ***The Child Protection in Sport Service has produced a pocket sized information leaflet on staying safe in sport*** (see www.childprotectioninsport.org.uk to order copies).

Step 4: Ensure that those who work with children receive appropriate training.

Sports coach UK's offer a 3 hour workshop called Good Practice and Child Protection which explores good practice when coaching children in sport. Information about the availability of this course can be found at www.childprotectioninsport.org.uk or by contacting Moira Timmins at **sportscotland** (0131 317 7200).

Step 5: Follow procedures.

Step 6: Ensure there is a procedure in place to respond to concerns or complaints about breaches of the policy, Code of Conduct and/ or procedures.

The SGB's Complaints, Performance Management, Disciplinary Procedure and/or the Procedures for Responding to Concerns should be used to manage situations where the terms of the Policy, Code of Conduct or procedures have not been adhered to.

If you already have these procedures in place, review them to check they cover situations where the performance or disciplinary issue is related to conduct towards children. Ensure all procedures compliment each other and are cross-referenced within the documents.

Step 7: Monitor and review the policy and procedures.

The implementation of procedures should be regularly monitored and reviewed. The Child Protection Officer should regularly report progress, challenges, difficulties, achievements, gaps and areas where changes are required to the Executive/ Management Committee/ Board.

There may be a number of opportunities to monitor the implementation of the guidelines e.g. a random sampling to check consent forms are available for each athlete; checking all guidelines were followed during a debrief following a trip away; a periodic review of the information on a website. Particular attention should be given to reviewing the management of reported concerns. Over the longer term, records of cases will help to inform an assessment of areas of risk and whether the SGB is effectively keeping children safe.

SECTION 2

CHILD PROTECTION POLICY

CHILD PROTECTION POLICY - SAMPLE

[SGB] is fully committed to safeguarding the welfare of all children in its care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation.

Staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people.

This document outlines [SGB] commitment to protecting children.

These guidelines are based on the following principles:

- The welfare of children is the primary concern.
- All children, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity 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.

[SGB] will:

- Promote the health and welfare of children by providing opportunities for them to take part in **[sport]** safely.
- Respect and promote the rights, wishes 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.
- Require staff, members and volunteers to adopt and abide by this Child 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 local Child Protection Committees for the protection of children.
- Regularly monitor and evaluate the implementation of this Policy and these procedures.

Review

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 **[SGB]**.
- Following any issues or concerns raised about the protection of children within **[SGB]**.
- In all other circumstances, at least every three years.

WHAT ARE WE PROTECTING CHILDREN AGAINST?

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

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), sibling(s) or other relative(s), or a carer (i.e. the person while not a parent who has actual custody of the child).'*¹

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;

- | | | |
|------------------------|----------------------|------------------------------------------------|
| (i) Emotional Abuse | (ii) Physical Injury | (v) Non-organic Failure to Thrive ² |
| (iii) Physical Neglect | (iv) Sexual Abuse | |

These categories are not mutually exclusive, for example, a child experiencing physical abuse is undoubtedly experiencing emotional abuse as well. The following definitions of the different types of child abuse are taken from *Protecting Children- A Shared Responsibility, Guidance on Inter-agency co-operation* (Scottish Office, 1998).

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. We all however, have a duty to act on any concerns about abuse.

Children and Young People with a Learning or Physical Disability

Research³ tells us that children and young people who have a learning or physical disability are more vulnerable to abuse. This is because:

- they are often dependent on a number of people for care and handling, some of which can be of an intimate nature.
- they may be unable to understand the inappropriateness of the actions or communicate to others that something is wrong.
- signs of abuse can be misinterpreted as a symptom of the disability.
- like other children they are fearful of the consequences of disclosing abuse.
- attitudes and assumptions that children with disabilities are not abused.
- they may be unable to resist abuse due to physical impairment.
- of negative attitudes towards children with disabilities.

¹ Protecting Children- A Shared Responsibility. A Guidance on Interagency Co-operation (The Scottish Office, 1998)

² Children who significantly fail to reach normal growth and developmental milestones where physical and genetic reasons have been medically eliminated and a diagnosis of non-organic failure to thrive has been established.

³ "It doesn't happen to disabled children" Child protection and Disabled Children, NSPCC (2003)

- possible failures to recognise the impact of abuse on children with disabilities.

Particular care should be taken by all staff and volunteers when with working with children affected by disability.

(i) EMOTIONAL ABUSE

“failure to provide for a child’s basic emotional needs such as to have a severe effect on the behaviour and development of the child”

This could include making a child feel worthless or unloved, inadequate or not valued; inappropriate expectations being imposed on children for their age or stage of development; the corruption or exploitation of a child, or causing them frequently to feel frightened or in danger; persistent exposure to domestic abuse; failing to provide a child with love, care and affection.

Examples of Emotional Abuse in Sport

- Persistent failure to show any respect to a child e.g. continually ignoring a child.
- Constantly humiliating a child by telling them they are useless.
- Continually being aggressive towards a child making them feel frightened.
- Acting in a way which is detrimental to the child’s self-esteem.

Signs which **may** raise concerns about emotional abuse include:

- | | |
|---------------------------------------|---------------------------------------------|
| • low self-esteem | • significant decline in concentration |
| • running away | • indiscriminate friendliness and neediness |
| • extremes of passivity or aggression | • self-harm or mutilation |

(ii) PHYSICAL INJURY

“actual or attempted physical injury to a child, including the administration of toxic substances, where there is knowledge or reasonable suspicion, that the injury was inflicted or knowingly not prevented”.

This could include deliberately hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise harming a child. Physical injury may also occur where someone knowingly fails to take action to protect a child from physical harm.

Most children sustain accidental cuts and bruises throughout childhood. These are likely to occur in parts of the body like elbows, shins and knees. An important indicator of physical abuse is where the bruises or injuries are unexplained or the explanation does not fit the injury or the injury appears on parts of the body where accidental injuries are unlikely e.g. on the cheeks or thighs. The age of the child must also be considered. It is possible that some injuries may have occurred for other reasons e.g. skin disorders, rare bone diseases.

Physical injury may also be caused when a parent feigns the symptoms of or deliberately causes ill health to a child whom they are looking after. This is known as *Fabricated Fictitious Syndrome by Proxy*. A parent may do this because they need or enjoy the attention they receive through having a sick child.

Examples of Physical Abuse in Sport

Bodily harm that may be caused by:

- over training or dangerous training of athletes.
- over playing an athlete.
- failure to do a risk assessment of physical limits or pre-existing medical conditions.
- administering, condoning or failure to intervene in drug use.

Signs which **may** raise concerns about physical abuse include:

- refusal to discuss injuries
- improbable excuses given to explain injuries
- running away
- excessive physical punishment
- avoiding activities due to injuries or possibility of injuries being discovered
- aggression towards others
- fear of parents being approached for an explanation
- untreated injuries
- unexplained injuries, particularly if recurrent

(iii) PHYSICAL NEGLECT

“This occurs where a child’s essential needs are not met and this is likely to cause impairment to physical health and development. Such needs include food, clothing, cleanliness, shelter and warmth. A lack of appropriate care, including deprivation of access to health care, may result in persistent or severe exposure, through negligence, to circumstances which endanger the child”.

As well as being the result of a deliberate act, neglect can also be caused through the omission or the failure to act or protect e.g. the failure to obtain medical attention for a child.

Examples of Physical Neglect in Sport

- exposing a child to extreme weather conditions e.g. heat and cold.
- failing to seek medical attention for injuries.
- exposing a child to risk of injury through the use of unsafe equipment.
- exposing a child to a hazardous environment without a proper risk assessment of the activity.
- failing to provide adequate nutrition and water.

Signs which **may** raise concerns about physical neglect include:

- constant hunger
- constant tiredness
- untreated medical problems
- poor peer relationships
- poor personal hygiene and/or poor state of clothing
- frequent lateness or unexplained non-attendance (particularly at school)
- low self-esteem
- stealing

(iv) SEXUAL ABUSE

“Any child may be deemed to have been sexually abused when any person(s), by design or neglect, exploits the child, directly or indirectly, in any activity intended to lead to the sexual arousal or other forms of gratification of that person or other person(s) including organised networks. This definition holds whether or not there has been genital contact and whether or not the child is said to have initiated or consented to, the behaviour”.

This includes forcing or enticing a child to take part in sexual activities whether or not they are aware of or consent to what is happening. Sexual abuse may involve physical contact, and non-contact acts such as forcing children to look at or be involved in the production of pornographic material, to watch sexual activities or encouraging them to behave in sexually inappropriate ways. Some of the aforementioned activities can occur through the internet.

Boys and girls are sexually abused by males and females, including persons to whom they are and are not related and by other young people. This includes people from all walks of life.

Some children may never be able to tell someone they have been sexually abused. Changes in a child's behaviour may be a sign something has happened. In some cases there may be no physical or behavioural signs to suggest that a child has been sexually abused.

Examples of Sexual Abuse in Sport

- exposure to sexually explicit inappropriate language or jokes.
- showing a child pornographic material or using a child to produce such material.
- inappropriate touching.
- sexual intercourse and/or sexual activity with a child under 16.

The following signs may raise concerns about sexual abuse:

- lack of trust in adults or over familiarity with adults, fear of a particular adult
- sleep disturbance (nightmares, bed-wetting, fear of sleeping alone)
- girls taking over the mothering role
- reluctance or refusal to participate in physical activity or to change clothes for games
- drug, alcohol or solvent abuse
- sexual promiscuity, over-sexualised behaviour, compulsive masturbation
- unusual interest in the genitals of adults, children or animals
- bruises, scratches, bite marks to the thighs or genital areas
- discomfort/difficulty in walking or sitting
- urinary tract problems, vaginal infections or genital damage
- stained underwear, soiling or wetting
- fear of bathrooms, showers, closed doors
- having irrational fears
- psychosomatic factors e.g. recurrent abdominal or headache pain
- social isolation – being withdrawn or introverted, poor peer relationship
- running away from home
- school problems e.g. falling standards, truancy
- low self-esteem
- display of sexual knowledge beyond the child's age
- eating disorders
- anxiety, depression, self-harm/mutilation, suicide attempts
- pregnancy
- fear of medical examinations
- genital odour, venereal /sexually transmitted diseases
- itchiness, soreness, discharge, unexplained bleeding from the rectum, vagina or penis
- abnormal sexual drawings
- developmental regression/acting younger than their age
- "Grooming" including over the internet.

BULLYING

Bullying may be seen as particularly hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves. It can take many forms including children being bullied by adults, their peers and in some cases by members of their families. Bullying can be difficult to identify because it often happens away from others and those who are bullied often do not tell anyone.

Bullying is a significant issue for children and has been the main reason for calls to ChildLine for the last eight consecutive years.

Examples of Bullying in Sport

- physical e.g. theft, hitting, kicking (in some cases, this might constitute an assault).
- verbal (including teasing) e.g. racist or sectarian remarks, spreading rumours, threats or name-calling, ridicule or humiliation.
- emotional e.g. isolating a child from the activities or social acceptance of the peer group.
- harassment e.g. using abusive or insulting behaviour in a manner intended to cause alarm or distress.

Signs which **may** raise concerns about bullying include:

- hesitation or reluctance to come to attend training or activity
- often last one picked for a team or group activity for no apparent reason, or being picked on when they think your back is turned
- reluctance to go to certain places or work with a certain individual
- clothing or personal possessions go missing or get damaged
- bruising or other injuries
- 'losing' pocket money repeatedly
- becoming nervous and withdrawn
- suddenly prone to lashing out at people, either physically or verbally, when normally quiet



Appendix 2 page 55 - Recommended Guidelines for Managing Bullying

RACISM

Children from British minority ethnic communities (and their parents) may have experienced harassment, racial discrimination, and institutional racism. Although not formally recognised as a form of child abuse, racism can be emotionally harmful to children. Some racist acts also involve acts of physical violence towards individuals or groups.

All organisations working with children, including those where British minority ethnic communities are numerically small, should address institutional racism.

HARASSMENT

An essential characteristic of harassment is that it is unwanted by the recipient. It is for individuals to determine what behaviour is acceptable to him or her and what they regard as offensive.

Children may experience harassment or negative discrimination because of their race or ethnic origin, socio-economic status, culture, age, disability, gender, sexuality or religious beliefs. This can have a detrimental effect on a child.

SECTION 3
ROLES AND RESPONSIBILITIES

THE ROLE OF THE GOVERNING BODY IN PROTECTING CHILDREN

Why protecting children is important

There are many reasons why governing bodies need to address, plan and implement the protection of children and young people. It:

- Will help to ensure the governing body and member clubs fulfil legal and moral obligations for the care and protection of children.
- Sends a positive message to both children and parents about the value you place on children and their participation in your 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 the sport and provides a benchmark against which practice can be measured and challenged.
- Builds a legacy for the future of the sport.
- Reduces the risk of successful legal action against the organisation 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.

ROLES AND RESPONSIBILITIES IN CHILD PROTECTION

[SGB] will:

- Ensure there are policies, procedures, systems, structures, resources and personnel in place to promote the welfare and protection of children taking part in **[sport]**.
- Actively work jointly with parents and other 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.

The Child Protection Officer for **[SGB]** will:

- Be supported by **[SGB]** and be appropriately trained.
- Implement and promote **[SGB]** Child Protection Policy and Procedures.
- Will lead on the effective implementation of policy and procedures throughout the sport.
- Regularly report to the **[Board/Executive Committee/Management as applicable]**
- Act as the main contact within **[SGB]** for the protection of children.
- Provide information and advice on the 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 protection.
- Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the 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 **[SGB]** Child Protection Policy and Procedures.
- Ensure there are mechanisms in place for quality assurance

Within member clubs of **[SGB]** the Club Child Protection Officer will:

- Be supported by **[SGB]** and be appropriately trained.
- Implement and promote **[SGB]** Child Protection Policy and Procedures.
- Regularly report to the Committee.
- Act as the main contact within the Club for the protection of children.
- Encourage good practice and support of procedures to protect children.
- Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children.
- Communicate with **[SGB]** Child Protection Officer.
- Maintain confidential records of reported cases, action taken, liaise with the statutory agencies and ensure they have access to all necessary information.
- Report cases, concerns and action taken to **[SGB]** Child Protection Officer.
- Attend training on the protection of children and organise appropriate training for other members.
- Establish and maintain contact with local statutory agencies including the police and social work services.
- Monitor and review the Child Protection Policy and procedures for their club.
- Ensure there are mechanisms in place for quality assurance.

SECTION 4

PROCEDURES FOR IMPLEMENTING THE POLICY

PROCEDURE FOR THE RECRUITMENT AND SELECTION OF STAFF AND VOLUNTEERS TO CHILD CARE POSITIONS

[SGB] will take all reasonable steps must be taken to ensure unsuitable people are prevented from working, or volunteering, with children. Further, we have 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 **[SGB]**.

This recruitment and selection procedure has two functions. It:

1. Provides **[SGB]** with an opportunity to assess the suitability of the individual to work/volunteer with children.
2. Provides the prospective employee or volunteer with an opportunity to assess the organisation and the opportunities available.

The following recommended procedure will 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).

1. Advertising

All forms of advertising used to recruit and select staff/volunteers for childcare positions will include the following:

- The aims of **[SGB]** 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 **[SGB]** open and positive stance on child protection.
- A statement that the position applied for is a child care position (exempted post) and requires a Disclosure Certificate check which will be requested before the appointment is confirmed and after the applicant has been offered the position.

2. Pre-application Information

Pre-application information for childcare 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 (☞ Pg 58-67).
- Information on **[SGB]** and related topics.

Evidence of qualifications will always be verified.

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. 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.

4. References

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 (✍ see page 69).

5. Interview

Interviews will be carried out for all childcare positions. Where appropriate e.g. the recruitment of a volunteer, a discussion will take place with the prospective volunteer.

(📖 Ideas for questions can be found on pages 71).

6. Offer of Position

Once a decision has been made to appoint, an offer letter will be sent to the applicant including the details of the position, any special requirements and the obligations e.g. agreement to the policies and procedures of **[SGB]**, 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 **[insert name]**. A volunteer agreement will be completed for voluntary positions.

7. Disclosure Scotland Certificates

[SGB] is registered with **[Disclosure Scotland / Central Registered Body in Scotland- delete as appropriate]**. Prior to appointment an Enhanced Disclosure check and/or equivalent international check (if applicable) will be completed for all individuals appointed to child care positions. This will require the applicant to complete and submit a Disclosure application form, which will be returned to **[insert name of Lead Signatory]**. (📖 page 67: Guidance Notes on Disclosure Scotland Certificates).

The applicant's appointment will only be confirmed when a satisfactory Enhanced Disclosure check has been returned to the Lead Signatory for **[SGB]** and satisfactory references have been received and checked.

Overseas Applicants

Applicants from overseas being appointed to childcare positions are required to complete an Enhanced Disclosure check.

Applicants from overseas will also be requested to provide a 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.

8. Induction

The induction process will include the following:

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

9. 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.

10. Probation

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

11. Monitoring and Performance Appraisal

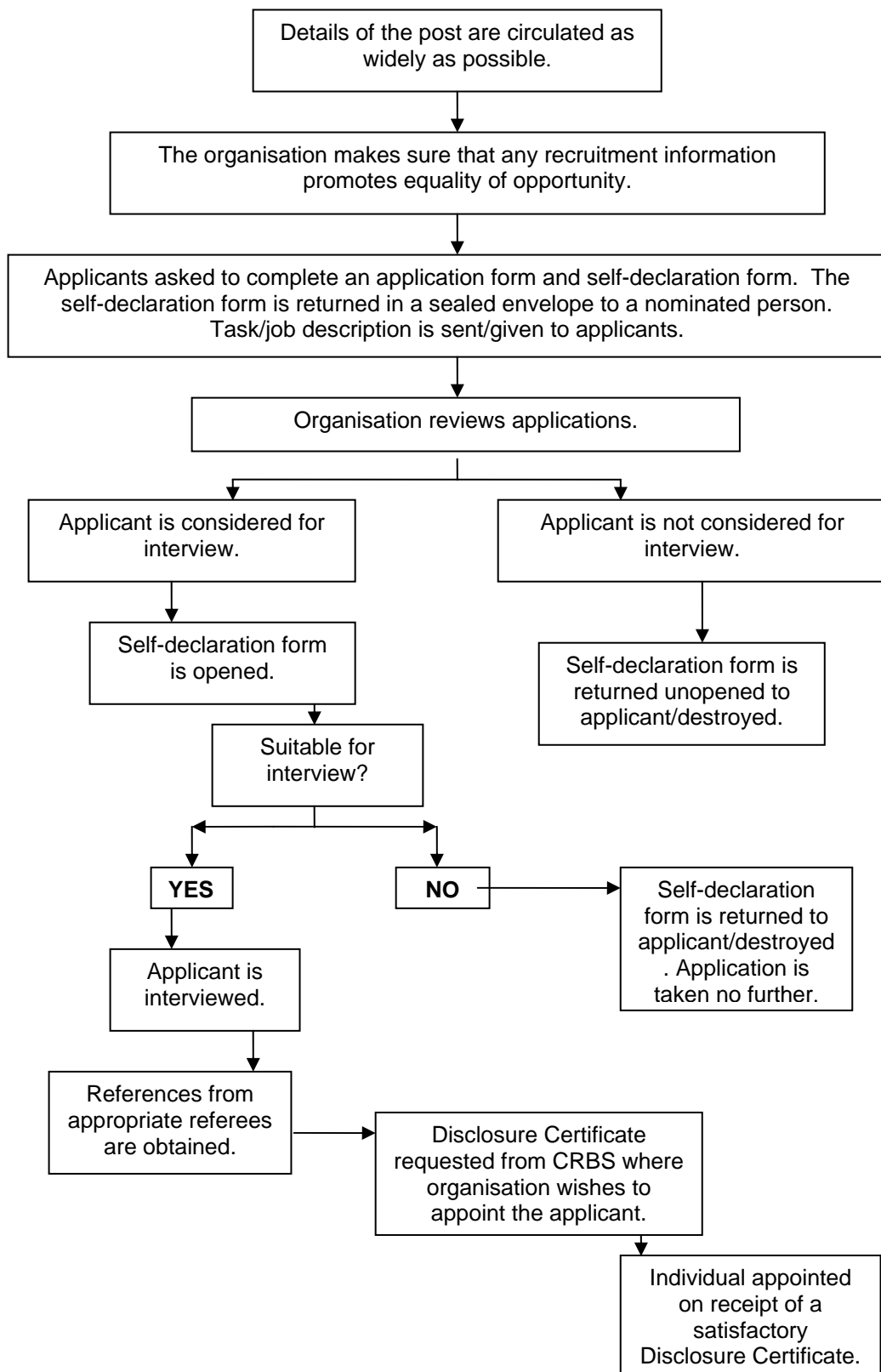
All staff in childcare positions will be monitored and their performance appraised. This will provide an opportunity to evaluate progress, set new goals, identify training needs and address any concerns of poor practice.

All volunteers in childcare positions will be supervised.

12. Retention of Staff and Volunteers

[SGB] recognises the contribution of all staff and volunteers to achieving the aims of **[SGB]** and will ensure that measures are in place to support the retention of staff and volunteers.

RECRUITMENT AND SELECTION PROCEDURE FOR CHILD CARE POSITIONS



CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN IN SPORT

Why this is important

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

[SGB] 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 **[SGB]** Complaints Policy, Performance Management, 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 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 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 and avoid excessive training and competition, pushing them against their will and putting undue pressure on them.

PRACTICE TO BE AVOIDED

In the context of your role within **[SGB]**, 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 for themselves.

PRACTICE NEVER TO BE SANCTIONED

In the context of your role within **[SGB]**, 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.
- 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.
- 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.

SAFE in CARE GUIDELINES

Why this is important

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 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 **[SGB's]** Complaints Policy, Performance Management, Disciplinary Procedure and/or Procedure for Responding to Concerns About a Child (page39).

Sports organisations have a *duty of care* towards all children involved in activities. Children under the age of 16 years should not be placed in positions of responsibility in relation to other children. These guidelines apply to all children and young people under the age of 18 years. 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 therefore based on generally recognised good practice and common sense. Ultimately, most practical situations will require a judgment to be made about what is practicable and reasonable in the circumstances.

ADULT TO CHILD RATIOS

As a *guide*, the following ratios are recommended in the National Care Standards Early Education and Childcare 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. As a general guide, the following factors will also be taken in to 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.

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.

FIRST AID and THE TREATMENT OF INJURIES

All staff/ volunteers must ensure:

- Where practicable all parents of children under 16 have completed a Partnership with Parents form before their child participates in **[sport]** (see page 73 Safe in Care- SGB Partnership with Parents).
- There is an accessible and well-resourced first aid kit at the venue.
- They are aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required.
- 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 accidents occur are reviewed to avoid future repetitions.

MANAGING CHALLENGING BEHAVIOUR⁴

Staff/volunteers who deliver activities to children may, from time to time, require 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 also 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 in to consideration the needs of the all 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.

⁴ Adapted from CHILDREN 1ST's Safe Care and Child Protection Standards, Policy and Procedures.

Planning Activities

Good coaching practice requires planning sessions around the group as a whole 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.

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 regularly be 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'. If and when such a list is compiled, every member of the group can be asked to sign it, as can new members as they join.

Managing Challenging Behaviour

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 or 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 **[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 debarred from activity in the sport.

Physical Interventions

The use of physical interventions should always be avoided unless it is absolutely necessary in order 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.

Physical contact to prevent something happening should always be the result of conscious decision-making and not a reaction. Before physically intervening, the member of staff or volunteer should ask themselves, 'Is this the only option in order to manage the situation and ensure safety?'

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 of time.
- 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 (see pages 77-78) and passed to the Child Protection Officer as soon as possible.

A timely debrief 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.

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

TRANSPORTING CHILDREN

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

- Where parents make arrangements for the transportation of children to and from the activity, *out with* the knowledge of **[SGB]** it will be the responsibility of the parents to satisfy themselves about the appropriateness and safety of the arrangements.
- Where **[SGB]** 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:
 - Ensuring that all vehicles are correctly insured for the purpose.
 - Ensuring the driver has a valid and appropriate license for the vehicle being used.

- All reasonable safety measures are available i.e. fitted, working seatbelts.
 - An appropriate ratio of adults per child.
 - 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.
 - Where practicable and planned, written parental consent will be requested if staff/volunteers are required to transport children.

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

- 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.

TRIPS AWAY FROM HOME (INVOLVING OVERNIGHT STAYS)

1. Designate a Child 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 leaders co-ordinates the arrangements to safeguard the safety and welfare of children during the trip. The Child 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 will be prepared and copies provided to the designated contact for **[SGB]** and parents.

2. Risk Assessment

Potential area 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!

3. Travel Arrangements

See page 30 Guidelines on Transporting Children. Organisers must ensure there is adequate and relevant insurance cover (including 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

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 27) 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.

Group leaders should be familiar with and agree to abide by **[SGB]** Child Protection Policy, procedures and Code of Conduct.

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.

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.

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.

6. 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 - SGB Partnership with Parents Form (see page 73) and provide emergency contact details.

In the event of an emergency at home during the trip, parents should be encouraged to make contact with the group leaders in the first instance so that arrangements can be put in to place to support the child on hearing any distressing news.

6. 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 at all times. The use 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 more lenient than 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 discreet way for them to communicate things (both positive and negative) that they want you to know.

7. After the Trip

Where appropriate, a debrief 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.

INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)

The aim of these guidelines is to 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 an open river or 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.

1. PHOTOGRAPHS, FILM and VIDEO

Scope

- **[SGB]** 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, **[SGB]** has no power to prevent individuals photographing or filming in public places.
- **[SGB]** reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated.

Notification

- Parents and children will be informed they may, from time to time, be photographed or filmed whilst participating in [name of sport]. This could be for one of the following reasons:
 - (i) Video footage for performance development.
 - (ii) Media coverage of an event or achievement.
 - (iii) 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 formally identifiable e.g. a badge or sticker will be issued, after production of the letter of approval and identification (see pages 75-76: Request for Permission to Use Camera and Video Equipment and Notification to Applicant)
- Information about what to do if concerned about photographing and filming will be available at all events.
- Registration of intention to photograph will be required on the day. This enables tracking of the equipment and operator should concerns arise in the future.

Permission

- Parents will be offered the opportunity to withhold their permission to photographing and filming. In the absence of any expressed objection, parental agreement will be assumed.
- Where appropriate, children will be asked their views. Where a child is able to provide an informed view, this will be taken into consideration by **[insert name]**.
- **[SGB]** will do everything reasonable in the individual circumstances to give effect to the wishes of parents and children. All actions by **[SGB]** will be based on the best interests of the child.

Use of Images and Information

- No unsupervised access or one-to-one 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 **[SGB]** Safe in Care Guidelines, where this is within the control of **[SGB]**.
- **[SGB]** 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.

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 **[SGB]** Child Protection Officer.
- Where appropriate concerns should also be reported to the police.

2. INTERNET

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.

Use of Images and Information

- Information published on the websites must never include personal information that could identify a child e.g. home address, e-mail address, telephone number of a child. All contact must be directed to **[SGB]**. Credit for achievements by a child should be restricted to first names e.g. Tracey was Player of the Year 2002.
- 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.
- Information about specific events or meetings e.g. coaching sessions must not be distributed to any individuals other than to those directly concerned.

Concerns

- Any concerns or enquiries about publications or the internet should be reported to **[SGB]** Child Protection Officer.

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 discreetly 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.

3.1 TEXTING

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 **[SGB]** Complaints Policy, Performance Management, Disciplinary Procedure and/or Procedure for Responding to Concerns about Child Abuse.

3.2 CAMERAS/ VIDEOS

There have already been a number of cases where children have been placed at risk as a result of the ability to discreetly 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 **[SGB]** Complaints Policy, Performance Management, Disciplinary Procedure and/or Procedure for Responding to Concerns about Child Abuse. This may include the concerns being reported to the police.

SECTION 5

RESPONDING TO CONCERNS

SECTION 5

RESPONDING TO CONCERNS

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-by-step 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 SGB to decide whether or not a child has been abused. It is however, everyone's responsibility to report concerns

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.

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 of all 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)

PROCEDURES FOR RESPONDING TO CONCERNS ABOUT A CHILD

These procedures apply to all staff and volunteers involved in **[SGB]**.

3.1 Concerns about the General Welfare of a Child (NOT involving concerns about child abuse)

[SGB] 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 (see page 78) and reported to **[SGB]** Child Protection Officer as soon as possible. Parents should also be informed of the circumstances as soon as possible.

Advice should be sought from **[SGB]** Child Protection Officer if there is any uncertainty about the appropriate course of action where there are concerns about the general welfare of a child.

3.2 What to Do if a Child Tells You about Abuse

No member of [SGB] shall investigate allegations of abuse or decide whether or not 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 procedure.

3.2a 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 or even pleasurable.
- Avoid projecting your own reactions onto the child.
- Avoid asking any questions. If necessary only ask enough questions to gain basic information to establish the *possibility* that abuse may have occurred. Only use open-ended, non-leading questions e.g. Who? Where? When?
- Do not introduce personal information from either your own experiences or those of other children.

Avoid:

- 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, **[SGB]** Child Protection Officer must firstly be consulted for advice on the appropriate course of action.

If **[SGB]** Child 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.

3.2b Record

Make a written record of the information as soon as possible using the Significant Incident Form (AND/OR Child Protection Referral Form- see page 78), completing as much of the form as possible. The following information will help the police and social workers decide what action to take next:

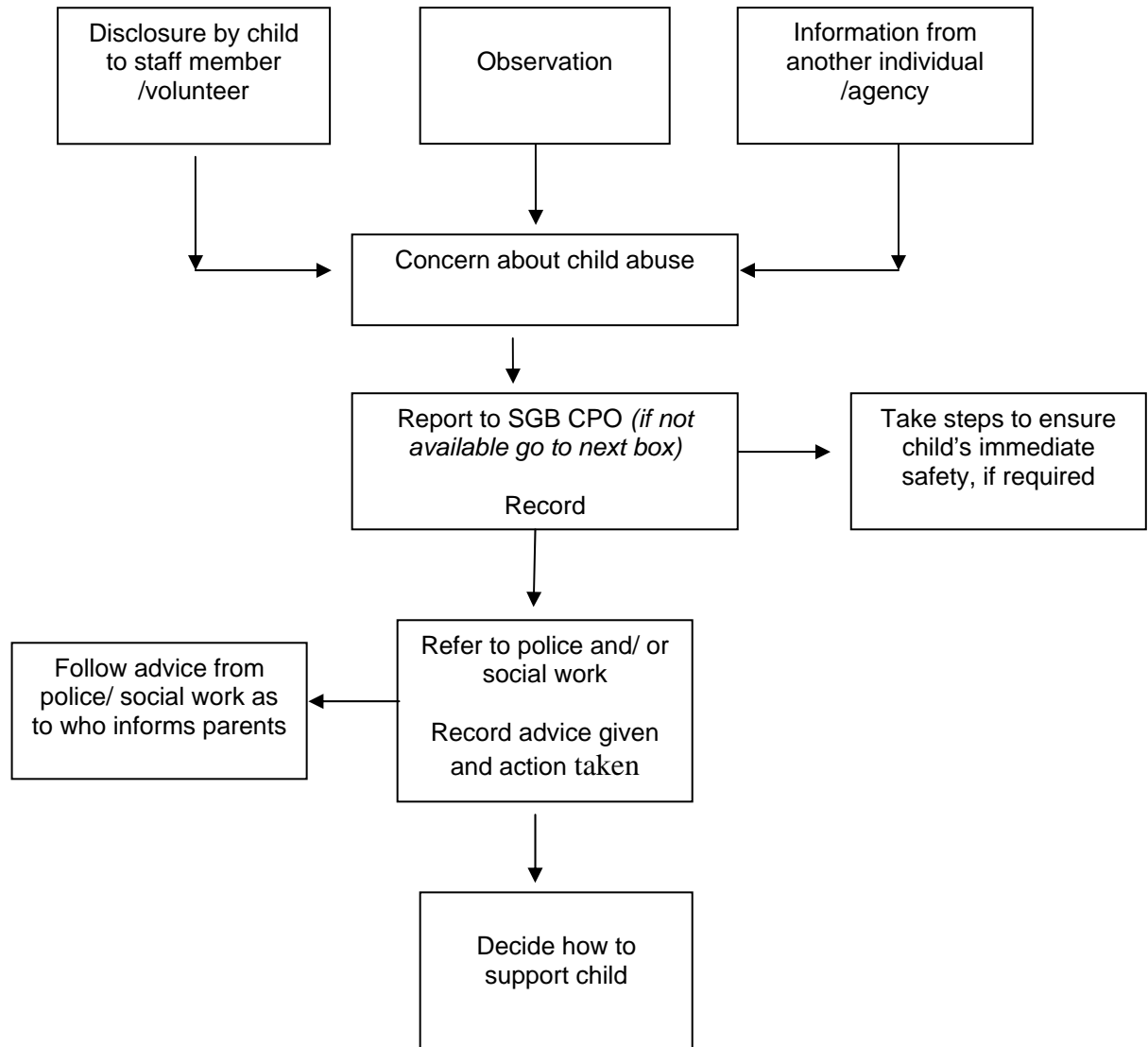
- Child's name, age and date of birth.
- Child's home address and telephone number.
- Any times, dates or other relevant information.
- Whether the person making the report is expressing their own concern or the concerns of another person.
- The child's account, if it can be given, of what has happened and how any injuries occurred *using the child's own words*.
- The nature of the concern (include all of 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 floppy disk. Print a copy, sign and date and then delete immediately. Pass the record to social work services or the police and to the **[SGB]** Child Protection Officer that day.

3.2c 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.***

RESPONDING TO CONCERNS ABOUT CHILD ABUSE



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

Concerns about the Conduct of a Member of Staff

This section of the procedures should be read in conjunction with **[SGB]** Complaints, Performance Management and Disciplinary Procedures. Section 3.2 (above) '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.

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 **[SGB]** 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 in to 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.
- **[SGB]** 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 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.

4.1 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/ **[SGB]** Child Protection Officer on the day the concern arises, as soon as practically possible.

Where the concern is about the line manager or the Child Protection Officer it must be reported to the Chief Executive or **(insert name of other senior management position)**.

4.2 Recording

Concerns must be recorded using the Significant Incident Form (see page 78) as soon as possible. Reporting the concerns to the line manager/ **[SGB]** Child 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/ **[SGB]** 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 decision. Guidance on the storage, sharing and retention of such records is contained in the relevant procedure.

4.3 Establishing the Basic Facts

Once the concerns have been reported, the line manager/ **[SGB]** Child Protection Officer will:

- Establish the basic facts
- Conduct an initial assessment of the facts in order 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.

4.4 Conducting the Initial Assessment

The line manager/ **[SGB]** Child 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.*
- An initial assessment of the basic facts may require the need to ask a child(ren) some basic, open-ended, non-leading questions *solely with a view to clarifying the basic facts.* It may also 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 specially 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 in order to clarify the basic facts best practice suggests that consent from the parent be obtained.

Possible outcomes of initial assessment:

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

4.5 Initial assessment supports concerns about poor practice and/or misconduct (but not possible child abuse)

The line manager/ **[SGB]** Child Protection Officer will deal with the situation in line with **[SGB]** Performance Management Procedures and/or Disciplinary Procedures.

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 (see section 4.7). The welfare of children will be the paramount concern in such circumstances.

Where the circumstances meet the referral criteria set out in the Protection of Children (Scotland) Act 2003 section 4.11, **[SGB]** has a duty to make a referral to Scottish Ministers (see section 4.11).

4.6 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/ **[SGB]** Child 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/ **[SGB]** Child 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/ **[SGB]** Child 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) or 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 firstly 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.

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

4.7 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 **[name of person/group/panel responsible]** in accordance with **[SGB]** Disciplinary Procedures. 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 **[SGB]** Disciplinary Procedures.

4.8 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/**[SGB]** Child Protection Officer to make a decision and that to do so does not jeopardise the criminal investigation.

4.9 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/ **[SGB]** Child Protection Officer will take all reasonable steps to support the individual in this situation.
- In these circumstances **[SGB]** 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.

4.10 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.

4.11 Protection of Children (Scotland) Act 2003

[SGB] will refer to Scottish Ministers the cases of any member of staff who has (whether or not in the course of their role within the SGB) harmed a child or placed a child at risk of harm **AND** as a result:

1. **[SGB]** has dismissed the staff member.
2. The staff member would have been dismissed as a result of the incident had they not resigned, retired or been made redundant.
3. **[SGB]** has transferred the staff member to a position in **[SGB]** which is not a child care position.
4. 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.

5. **[SGB]** will also refer the case of an staff member where information become available after the staff member has:

- been dismissed by **[SGB]**,
- resigned, retired or been made redundant,
- been transferred to another position in **[SGB]** which is not a child care position; and,

[SGB] form the opinion (on the basis of 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 **[SGB]** 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.

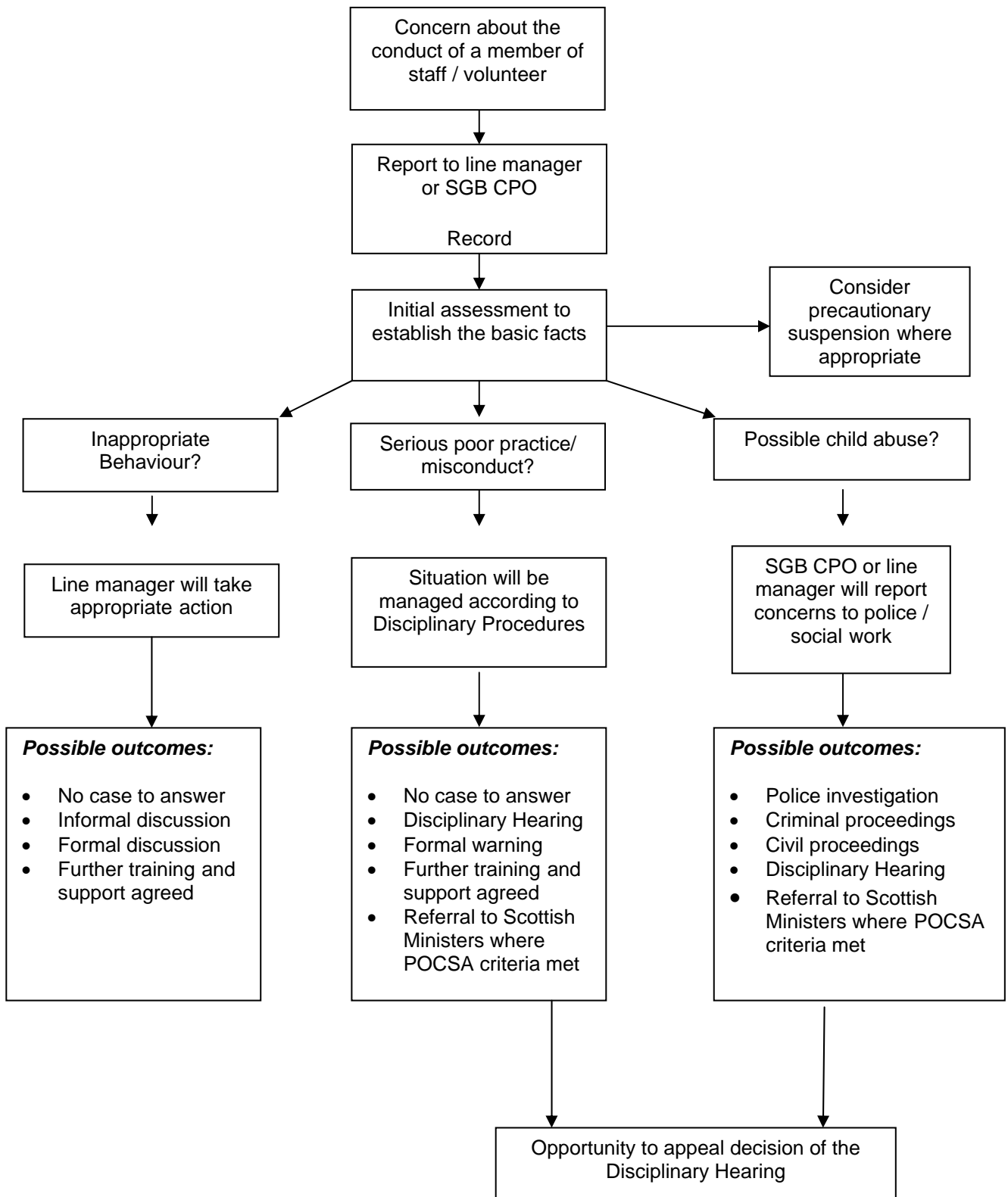
4.12 Media

All media enquiries relating to the conduct of a member of staff will be referred to **[SGB]** Chief Executive/ General Manager and/or the Child Protection Officer.

Concerns about the Conduct of Volunteers

The procedures outlined in section 4 apply to the management of concerns about the conduct of volunteers.


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



SECTION 6

GLOSSARY & APPENDICES

GLOSSARY

Adversity	Difficulty or misfortune (<i>Source: Oxford Dictionary</i>).
Agencies	Organisations in the statutory or voluntary sector where staff, paid or unpaid, work with or have access to children and/or families. This includes, but is not exclusive to, social work, health, education and the police.
Child	For the purposes of these guidelines, the words “child” and “children” will be used to refer to all those under the age of 18 years.
Child Abuse	 See page 12 for the definition generally recognised in Scotland.
Child care position	One of the definitions in Schedule 2 of the Protection of Children (Scotland) Act 2003 that applies to many voluntary sector roles is “a position whose normal duties include caring for, training, supervising or being in sole charge of children”.
Child Protection Committee	The key local bodies for developing and implementing child protection strategies across and between agencies.
Child Protection Officer	A paid or voluntary position whose remit generally involves co-ordinating the implementation of Child Protection Policy and procedures within the organisation.
Concern	A suspicion or belief that a child might be in need of help or protection. For the purpose of these guidelines can also include a suspicion or belief that the conduct of an adult or another child is actually or potentially harmful towards another child.
Consent	Permission or agreement.
CRBS	Central Registered Body in Scotland registers voluntary organisations and processes their requests for Enhanced Disclosures to Disclosure Scotland. Also provides training and advice. See www.crbs.org.uk
Disclosure	In this context, the act of a child (or adult) making information about abusive or harmful experiences known to others. In many cases the child will have been keeping the information secret.
Disclosure Certificate	A document which details conviction and/or other relevant information held by the police and government departments.
Disability	A person has a disability if he or she has a physical or mental impairment, which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities. (<i>Source: Disability Rights Commission Scottish Code of Practice</i>).
Disclosure Scotland	The organisation with responsibility for issuing Disclosure Certificates. See www.disclosurescotland.org.uk
Disqualified from Working with Children List (DWCL)	Created by the Protection of Children (Scotland) Act, this is a list of persons who are considered to be unsuitable to work with children because they have harmed a child or considered to have placed a child at risk of harm and have had their positions terminated, or could have had their positions terminated because of this had they not resigned or left the organisation. Individuals who are fully listed will be disqualified from working with children and young people under the age of 18 years.

(DWCL cont/)	Scottish Ministers maintain the List. The only way to determine if an individual is named on the List is through a Disclosure Scotland check for a child care position.
Exempted Position	Exempted positions are detailed in the Exclusions and Exceptions (Scotland) Order 2003. Individuals appointed to an exempted position can legally be asked to disclose both spent and unspent conviction information. Child care positions are exempted positions.
Fully Listed (relates to DWCL)	In terms of the Protection of Children (Scotland) Act 2003, a person will be 'fully listed' when Scottish Ministers place their name on the Disqualified from Working with Children List and it is considered that they are unsuitable to work with children. Those who have been fully listed by Scottish Ministers will commit a criminal offence if they apply to or work with children.
Grooming	The term given to the process of forming a relationship with a child and significant people in the child's life with the ultimate aim of exploiting the relationships by sexually abusing the child.
Harassment	The act of causing worry or torment to another person.
Harm	Includes but it not restricted to physical harm. Actions or behaviours by others which have a detrimental effect on a child's physical and emotional health and well being. This means that " <i>harm</i> " would not only cover the deliberate infliction of physical or emotional harm but also where harm resulted, or might have resulted, from a degree of carelessness or neglect which amounted to misconduct.
Institutional racism	<i>"The collective failure by an organisation to provide appropriate and professional service to people on account of their race, culture and/or religion", MacPherson Inquiry Report on Stephen Lawrence.</i>
Inter- agency	Where more than one agency is working together.
Neglect	Failing to provide for, or to secure for a child the basic needs of food, warmth, clothing, emotional security, physical safety and well being. Also includes exposing a child to risk where it could have been avoided.
Misconduct	Unacceptable or improper behaviour (<i>Source: Oxford Dictionary</i>).
Parents	Those who have parental rights and responsibilities in relation to the child. For the purpose of these guidelines it also covers carers, guardians, co-habitees and others who have the primary responsibility for the care of the child.
Partnership	In this context where more than one person, agency, professional or community are working together towards shared and agreed aims and share responsibility for decisions and actions.
POCSA	Protection of Children (Scotland) Act 2003 see www.hmsso.org.uk This act applies to all organisations who appoint workers and/or volunteers in to child care positions.
Policy	A course or principle of action adopted or proposed by an organisation.

Poor Practice	In this context can be described, as but is not confined to: <ul style="list-style-type: none"> • Behaviour or practices which are contrary to the behaviours or practices set out in the Code of Conduct. • Behaviour which is not in keeping with professional standards or leadership as defined by the sport. • Practices which, if not challenged, result in risks to the safety, development and welfare of children or a group of children. • Behaviour which fails to meet the required standard of performance or conduct where the shortfall is of a minor nature.
Prevention	To stop something from happening/arising.
Professionals	In this context, staff who work directly or indirectly with children and/or families. Can include, but is not exclusive to, police officers, doctors, nursery staff, teachers, social workers, therapists, dentists, youth leaders, leisure and recreational workers, housing staff and staff who work in criminal justice, mental health or drug/alcohol services and the voluntary sector.
Provisionally Listed (relates to DWCL)	<p>Where an individual who is the subject of a referral to Scottish Ministers in terms of the Protection of Children (Scotland) Act 2003 is temporarily named on the Disqualified from Working with Children List, pending a full inquiry in to and consideration of the circumstances of the referral by Scottish Ministers.</p> <p>Provisional listing does not disqualify the individual from working with children and young people in a child care position for the period of time they are provisionally listed. Disclosure Certificates for child care positions will show that the person is provisionally on the List. Both the person who is the subject of the referral and any organisation known to be “employing” that person in a child care position (either as a paid or volunteer worker) will be notified of the provisional listing and the outcome of the decision process. Provisional listing will not normally last longer than 6 months (though there are some circumstances where this time period can be extended).</p>
Racism	Conduct, words or practices which disadvantage or advantage people because of their colour, culture or ethnic origin. It can be subtle or overt, intentional or unwitting and occur at different levels: individual, cultural or institutional (<i>Source: Scottish Executive</i>).
Resilience	Ability to cope with adverse circumstances.
Rights	Entitlements enshrined in treaties, legislation or regulation.
Risk	Exposure to harm or hazards.
Risk Assessment	The process of identifying hazards and who might be affected by them and determining what action needs to be taken to reduce and manage the hazard.
SGB	Scottish Governing Body of sport.
Safeguarded	Measures taken to protect or prevent something (<i>Source: Oxford Dictionary</i>).
Sectarianism	A form of religious bigotry which manifests itself in the form of prejudice, discrimination or harassment of an individual or a group of people on the grounds of their religious beliefs (<i>Source: Scottish Executive</i>).

Statutory Responsibilities	A responsibility enshrined in treaty legislation and/or regulation.
Sub Judice	Under judicial consideration and therefore prohibited from public discussion elsewhere.
UNCRC	United Nations Convention on the Rights of the Child (1989). The UK is a signatory to this international document which states the rights of all children under the age of 18. see www.unicef.org/crc/
Welfare	The health, happiness and fortunes of a person or group. Action or procedure designed to promote the basic physical and material well-being of people in need.
Volunteers	Someone offering services in an unpaid capacity for an organisation. For more information on volunteering see www.vds.org.uk
Vulnerable	Exposed to being attacked or harmed (<i>Source: Oxford Dictionary</i>).

APPENDIX 1: CHILD PROTECTION- LEGISLATION

This is intended as a brief guide to the legislation relevant to the care and protection of children in Scotland. SGBs should obtain advice from a solicitor in relation to specific legal issues.

INTERNATIONAL CONVENTIONS

United Nations Convention on the Rights of the Child (1989) UNCRC

An international agreement which prescribes the rights of all children and young people under the age of 18. The rights in the Convention are generally cover three areas: participation (e.g. a child's right to have a say in decisions which affect them), provision (e.g. provision of services to promote health and education) and protection (e.g. the right to be protected from all forms of abuse, harm and exploitation at all time).

The UK is a signatory to UNCRC and must report to a UN Committee on steps taken to promote and respect these rights. Whilst not legally binding, the Convention is highly influential on decisions made by courts and public authorities about the lives of children.

European Convention on Human Rights (1950)

This convention is legally binding on the UK because its provisions were introduced in to the law of Scotland by the Human Rights Act 1998 and the Scotland Act 1998. The rights prescribed apply to children and adults. The main articles of relevance are:

Article 8: right to respect for private and family life, home and correspondence

Article 3: the right not to be tortured or experience inhuman or degrading treatment

Courts and public authorities must act in a manner which is consistent with these rights and can only interfere (in some cases) where there is a legitimate reason to do so. The protection of children is one such reason. For a copy of the Convention see http://www.hrcr.org/docs/Eur_Convention/euroconv.html

UK and SCOTTISH LEGISLATION

Rehabilitation of Offenders Act 1974

Generally, criminal convictions become spent after a period of time (which depends on the sentence imposed by the court at the time of conviction). As a result of this Act spent convictions, generally, do not have to be disclosed to potential employers.

Exclusions and Exceptions (Scotland) Order 2003

There are certain jobs and voluntary positions for which prospective employers need to know about a person's criminal record to decide whether they are suitable for the position e.g. work with children. This Order lists the positions and professions where there is an exception to the general rule on non-disclosure of convictions.

Data Protection Act 1998

Applies to any information, however obtained and used, which relates to living persons. Covers how such information is to be gathered, stored, processed and protected. All organisations that hold or process personal data must comply.

Police Act 1997

Introduced three levels of disclosure information which are released in the form of Disclosure Certificates from Disclosure Scotland. Also introduced access to criminal records for those who engage or appoint volunteers in positions which bring them in to contact with vulnerable groups.

Age of Legal Capacity (Scotland) Act 1991

Children under 16 do not generally have legal capacity. This act sets out the circumstances in which children are regarded as having legal capacity including the ability to consent to medical treatment.

Commissioner for Children and Young People (Scotland) Act 2003

Scotland's Commissioner for Children and Young People is Kathleen Marshall. It is her job to promote and safeguard the rights of children living in Scotland as set out in UNCRC.

Criminal Procedure (Scotland) Act 1995

Schedule 1 to this Act contains a list of offences against children e.g. abandonment or wilful neglect. Someone who has committed an offence which is listed in this Schedule is often referred to by professionals as a "Schedule 1 offender".

Children (Scotland) Act 1995

The main piece of legislation covering child welfare and protection. Covers the rights and responsibilities of parents, the role of the local authority, the Children's Hearing System and introduced a number of measures for taking action to protect children in an emergency. This Act clearly states that the best interests of the child must always be considered and children should be given an opportunity to have a say on matters which affect them, should they wish to do so.

Criminal Justice (Scotland) Act 2003

Amended the law in Scotland in relation to the physical punishment of children by parents. This Act makes it illegal for parents to hit a child on the head, hit a child with an implement and to shake a child.

Sexual Offences (Amendments) Act 2000

Introduced a new offence of abuse of trust applicable to "positions of trust" which involve looking after children and young people who are in full time education, detained under a court order, looked after in a hospital/ children's home or other establishment providing social care or in foster care.

Protection of Children (Scotland) Act 2003

Provides for the creation of the Disqualified from Working with Children List. It will be an offence for an organisation to knowingly appoint a worker (paid and unpaid) who is fully listed in to child care positions (as defined in Schedule 2 of the Act).

The Act also creates a duty on organisations to refer an individual to the list where the individual has harmed a child or placed a child at risk of harm and has been dismissed or moved away from access to children as a consequence, or who would have been dismissed, but who has resigned, retired or was made redundant before the dismissal was completed or left at the end of a temporary contract.

Also creates a duty to remove an individual who is fully listed from a child care position.

Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005

Addresses the predatory behaviour of those who "groom" children with the aim of abusing them by introducing a new offence of "grooming". Enables the police to take preventative action before the child meets the perpetrator. Provides the police and courts with additional powers to apply for and grant, a Risk of Sexual Harm Order on those who are considered to pose a risk to children.

APPENDIX 2: GUIDELINES FOR MANAGING BULLYING

Bullying may be seen as particularly hurtful behaviour usually repeated over a period of time, where it is difficult for those bullied to defend themselves. Bullying can take many forms including:

- Physical e.g. hitting, kicking, theft
- Verbal (including teasing) e.g. racist remarks, spreading rumours, threats or name-calling
- Emotional e.g. isolating a child from the activities or social acceptance of the peer group
- Harassment e.g. using abusive or insulting behaviour in a manner intended to cause alarm or distress.
- Children may be bullied by adults, their peers and in some cases by their families.

Action to Help the Victim(s) and Prevent Bullying:

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns. Help the victim(s) to speak out and tell the person in charge or someone in authority. Create an open environment.
- Take all allegations seriously and take action to ensure the victim(s) is safe. Speak with the victim and the bully(ies) separately.
- Reassure the victim(s) that you can be trusted and will help them, although you cannot promise to tell no-one else.
- Keep records of what is said i.e. what happened, by whom and when.
- Report any concerns to the person in charge at the organisation where the bullying is occurring.

Action towards the Bully(ies):

- Talk with the bully(ies), explain the situation and try to get the bully(ies) to understand the consequences of their behaviour.
- Seek an apology from the bully to the victim(s).
- Inform the bully's parents/guardians.
- If appropriate, insist on the return of 'borrowed' items and that the bully(ies) compensates the victim.
- Impose sanctions as necessary.
- Encourage and support the bully(ies) to change behaviour
- Keep a written record of action taken.

SECTION 6

SAMPLE FORMS & GUIDANCE NOTES

LETTER TO PROSPECTIVE APPLICANTS FOR A CHILD CARE POSITION⁵

Dear

Your interest in the position of _____ (e.g. coach) within the game of [sport]

We thank you for your interest in taking up this post within the game of **[sport]** and have pleasure in enclosing forms that are relevant to this.

The post you are interested in meets the definition of a child care position (in terms of the Protection of Children (Scotland) Act 2003). **[sport]** has a legal duty to ensure the suitability of any individual who works or volunteers in child care positions. In accordance with the **[sport]** Child Protection Policy and procedures, everyone seeking appointment in a child care position must complete an Application Form and a Self-Declaration form prior to appointment.

We would ask, therefore, that you complete the enclosed Application and Self-Declaration forms.

Please note that for the position in which you are interested, **[SGB]** will undertake an Enhanced (**Club or Association Official to delete whichever does not apply**) Disclosure Scotland Check on the person it wishes to appoint to the position. Your agreement to this check is part of the declaration on the application form. This cost of this will be met by [insert as appropriate].

Once you have completed the forms, please insert the Self-Declaration form in the enclosed envelope marked, "Self-Declaration. Only to be opened if applicant is to be interviewed", seal it and return it, with the application form.

*All information will be strictly managed in accordance with **[SGB]** Policy on the Secure Storage of Information, Policy on the Rehabilitation of Offenders and will only be shared with those who are involved in decisions about recruitment and selection. Previous convictions do not automatically mean that you will not be considered for the position applied for. A full assessment of each applicant's suitability will be undertaken based on all available information.*

Thank you, again, for interest in promoting the game of **[sport]** amongst children and young people. We look forward to receiving your application.

Yours etc

Enclosed:

- Role description
- A blank Application Form
- A blank Self-Declaration Form
- An envelope marked "Self-Declaration. Only to be opened if candidate is to be interviewed"
- Guidance Notes on Completing the Self-Declaration Form

⁵ Adapted from Template Letter for Prospective Applicants for Positions Involving Contact with Children, developed by Donald MacKenzie, Camanachd Association.

APPLICATION FORM

[SGB] is committed to ensuring that all staff and volunteers who are recruited in to child care positions (as defined in Schedule 2 of the Protection of Children (Scotland) Act 2003) are suitable for the position.

In accordance with **[SGB]** Child Protection Policy all staff and volunteers seeking appointment to a child care position must complete this application form, prior to appointment.

PART A PERSONAL DETAILS

Title: _____

First Name: _____

Middle Name: _____

Surname: _____

All previous names by which you have been known: _____

Address: _____

Post Code: _____

Telephone Contact: Day: _____

Evening: _____

Mobile: _____

PART B PRESENT/ MOST RECENT EMPLOYMENT/ ROLE

Organisation: _____

Position held: _____

Dates of employment/ involvement: _____

Responsibilities: _____

Reasons for Leaving: _____

PART C PREVIOUS POSITIONS (continue on separate sheet if necessary)

NAME OF ORGANISATION	POSITION/ RESPONSIBILITIES	START/ END DATE

PART D QUALIFICATIONS AND PREVIOUS EXPERIENCE OF WORKING WITH CHILDREN (include name of organisation, responsibilities/ duties, dates involved and reasons for leaving).

PART E ADDITIONAL INFORMATION

Please provide details of relevant experience, voluntary work, principal achievements, personal skills and qualities and explain how you might use them in this post (continue on a separate sheet if necessary).

PART F REFEREES

Please provide details of 2 referees (not relatives). At least one should have knowledge of your previous work with children. Referees will be contacted for the purposes of verifying the information contained in this form.

Name: _____	Name: _____
Organisation: _____	Organisation: _____
Address: _____	Address: _____
_____	_____
Telephone: _____	Telephone: _____
Relationship to Applicant: _____	Relationship to Applicant: _____

TO BE COMPLETED BY APPLICANT

I am aware that in accordance with the Data Protection Act 1998, information provided on this application form will be stored for the purposes of processing the data for recruitment and selection and monitoring the recruitment and selection process.

If successful, I consent to a relevant Disclosure Scotland check being requested.

I have completed this form accurately and truthfully and to the best of my knowledge.

Signature: _____ **Date:** _____

TO BE COMPLETED BY HUMAN RESOURCES/ CHILD PROTECTION OFFICER

I confirm that I have seen the following identification documents, relating to **[insert name of applicant]**:

- 1.
- 2.

Note: at least one form of identification must be photographic.

I confirm to the best of my ability that the identification documents are accurate.

Signature: _____ **Date:** _____

Print Name: _____ **Position:** _____

SELF-DECLARATION FORM FOR A CHILD CARE POSITION

It is the policy of **[SGB]** that all applicants to child care positions are required to complete a self-declaration form. Before completing this form, please read the guidance notes which are included with this form.

Part A: Previous convictions.

To be completed for positions which require an Enhanced Disclosure Check?

Date(s) of conviction(s):

Court(s) where your conviction(s) were heard:

Type of offence(s):

Sentence(s) received

Please give details of the reasons and circumstances that led to your offence(s)

Cont/d over

Please give details of how you completed the sentence(s) imposed, (for example did you pay your fine(s) as required; what conditions were attached to your probation/community service/supervised attendance order(s), did you comply with the requirements of your custodial sentence(s).

Have any other organisations supported you to work through any of the above issues/difficulties?

What have you learned from your experience?

**Part B – Details of any disciplinary action relating to behaviour to children.
To be completed for positions which require an Enhanced Disclosure check.**

Have you been disciplined because of inappropriate behaviour towards a child which may have harmed them or put them at risk of harm? **YES/NO**

If YES, please give details.

Cont/d over

Part C: Police Investigations – this should include relevant police non-conviction information.

To be completed for a positions which require an Enhanced Disclosure check

Date of investigation(s):
Police Division(s) involved:
Details of investigation(s)
Please give details of the reasons and circumstances that led to your investigation(s):
Disposal(s) if known:

Are you, or have you ever been, known to any Social Work Department/Social Services Department (in England and Wales) as an actual or potential risk to children? YES/NO
If yes, please provide details

Cont/d over

Part D: Protection of Children (Scotland) Act 2003 Self -Declaration.

Before answering the question below, please read the following notes

Section 11 of the *Protection of Children (Scotland) Act 2003* **creates a new offence which an individual who is disqualified from working with children will commit** if they apply for, offer to do, accept or do any work in a child care position. An organisation will also be guilty of an offence if they knowingly employ (paid or unpaid) a disqualified person in a child care position.

Section 17 of the *Protection of Children (Scotland) Act 2003* defines “disqualified from working with children”. **It extends to Scotland disqualifications which previously applied in England and Wales only.** A person is disqualified from working with children if they are:

- Included (otherwise than provisionally) in the Disqualified from Working with Children List established under section 1(1) of the *Protection of Children (Scotland) Act 2003*;
- Included (otherwise than provisionally) in the List kept under section 1 of the *Protection of Children Act 1999*;
- On List 99 and subject to direction under subsection (1)(a) of section 142 (prohibition from teaching etc.) of the *Education Act 2002* given on the grounds mentioned in subsection (4)(b) of that section, not to carry on work to which that section applies;
- Subject to a Disqualification Order within the meaning of the *Criminal Justice and Court Services Act 2000*.

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

I _____ [full name in block capitals]

Of [address] _____

confirm that I am not subject to any of the disqualifications set out in section 17 of the *Protection of Children (Scotland) Act 2003*

OR

I am the subject of a disqualification from working with children under

I understand that deliberately giving false information can result in prosecution.

Signed _____ **Date** _____

Part E: Declaration to be completed by all applicants

I hereby declare and represent that, except for as disclosed above, I have not at any time, whether in the United Kingdom or abroad, been found guilty and sentenced by a court for a criminal offence.

I give my consent to **[SGB]** requesting a Disclosure Certificate (if appropriate) and to requesting references for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority.

I agree to inform **[SGB]** if I am convicted of an offence after I take up any post within the organisation. I understand that failure to do so may lead to the immediate suspension of my work with children with the organisation and/or the termination of my services.

If I am appointed to a post, I agree to abide by the organisation's Code of Conduct and Child Protection Policy and Guidelines.

I agree to abide by the conditions above and certify that the information contained in this form is true and correct to the best of my knowledge and I realise that false information or wilful omissions may lead to the immediate suspension of my work with children or the termination of my services.

Signed: _____ **Date:** _____

Please note that any information you give in this form will be managed according to the organisation's Confidentiality Policy.

Please return the completed self-declaration form to the organisation in the pre-addressed envelope. Please do not put your completed application form in this envelope. It is important that the forms are kept separate. Your completed self-declaration form will only be seen by those individuals in the organisation who have a responsibility for recruiting staff and volunteers.

GUIDANCE ON COMPLETING SELF-DECLARATION FORMS

Please read these notes before completing the Self-Declaration Form.

The information you give in this Self-Declaration Form will support the information we also obtain from your application form, references and, where we decide to make an appointment, a Disclosure Certificate. All of these sources of information will help us to make an informed decision about your application.

1. Who must complete the Self-Declaration Form?

It is the policy of this organisation to ask all applicants who apply to work in “child care” positions to complete a self-declaration form. The post which you are applying for is also exempt from the *Rehabilitation of Offenders Act 1974* by the *Exclusions and Exceptions (Scotland) Order 2003*. This means we are entitled to ask you about your criminal convictions. You are therefore advised to declare all convictions including ‘spent’ convictions.

2. Which sections of the form must I complete?

As the Job/Task description states that the position requires an **Enhanced Disclosure** check you must complete all parts A, B, C, D and E of this form.

You must also provide identification so that the personal details you provide can be verified. You will be asked to provide these should we invite you to interview.

3. Who gets to read the Self-Declaration Form?

The Self-Declaration Form should be sent to us in a sealed envelope. Please do not send it with your completed application form. If you are not invited to interview, the envelope will either be destroyed or returned to you unopened for you to dispose of.

The envelope will be opened if you are being considered for interview. If you are selected for interview and you have recorded previous convictions or other relevant information, you will be given the opportunity to discuss this at the interview.

4. What happens to the Self-Declaration Form after a decision has been made on my application?

If you are unsuccessful the Self-Declaration Form will either be destroyed or returned to you for you to dispose of.

If you are successful, Disclosure checks will then be requested. The Self-Declaration Form and the Disclosure certificate will then be retained by us until a decision has been made on your application. Usually, this information will not be kept any longer than six months.

5. What happens if my application is successful?

If your application is successful you will also be required to complete an **Enhanced Disclosure** check under the terms of the *Police Act 1997 (Part V)*.

6. What happens if I do not wish to complete a Self-Declaration Form?

In accordance with our child protection policy and guidelines you will not be allowed to work in a “child care” position within our organisation.

GUIDANCE ON DISCLOSURE CERTIFICATES

Recent changes in the laws have enhanced the ways in which employers and organisations can take steps to ensure that people who work with children are suitable for such positions. The following provides answers to commonly-asked questions.

1. Do I have to employ people with previous convictions?

The Rehabilitation of Offenders Act 1974 provides that after a certain amount of time, a conviction will be regarded as 'spent'. This means that in certain circumstances, a potential employee does not have to declare this conviction. It is illegal to discriminate against someone on the grounds of a spent conviction.

2. Are there exceptions to this rule?

Yes. For certain positions, a prospective employer can ask you to declare all spent and unspent convictions. These are known as 'exempted positions' and are listed in the Rehabilitation of Offenders Act 1974 Exclusions and Exceptions (Scotland) Order 2003. These include child care positions and includes voluntary positions.

3. How can I ask people about their previous convictions?

Applicants for child care positions (paid and unpaid) will be made aware that such positions are exempted i.e. they will be asked to declare all convictions. As part of our recruitment and selection procedures all staff/ volunteers should complete an application form and a self-declaration form. The self-declaration form provides an opportunity to declare convictions and is confidential. The interview process helps us to identify the person we wish to appoint. At this point you successful applicants will be asked to complete a Disclosure Scotland check. This will verify or otherwise the information contained in the self-declaration form.

4. How can I get access to criminal records information?

Part V of the Police Act 1997 changed the procedures for checking criminal records. Organisations can apply for criminal records information to Disclosure Scotland. Disclosure Scotland began operating as part of the Scottish Criminal Records Office in Scotland on 29th April 2002.

To access a Disclosure Scotland Certificates an organisation must firstly register with Disclosure Scotland. Each registered body will have to pay a fee of £150 to register with an additional £10 per named signatory. From 1 April 2006 the cost rose to £20 and organisations will need to decide whether they will seek to pass on the charge this cost. Unpaid volunteers in the voluntary sector can access free Disclosures through the Central Registered Body for Scotland (CRBS) run by Volunteer Development Scotland.

5. What are the different types of Disclosure Certificates?

For those applying for a child care position, an Enhanced Disclosure is required. Enhanced Disclosures are only available for exempted positions.

Enhanced Disclosures can only be obtained through a Registered Body and the Lead or Counter signatory must sign the application form. A copy of the Enhanced Disclosure Certificate will be sent to both the applicant and the Registered Body. The Enhanced Disclosure reveals details of all spent and unspent convictions and may also include non-conviction information held locally by the police, where this is considered relevant to the post or voluntary work sought. Only an Enhanced Disclosure will be considered suitable for a child care position.

6. Is more than one Disclosure Certificate required?

For people who work in more than one different area e.g. Club and Local Authority, it is possible that more than one check will be required. At present there is no guidance or rule about this and each employer must decide whether another check is necessary. A Certificate issued for one post may not be appropriate for another. Only applicants have the right to show their Disclosure Certificate to whomever they choose.

7. What happens to the Disclosure Certificate?

Disclosure Scotland recommends the Disclosure Certificate be destroyed after a decision on recruitment has been reached. They must not be kept any longer than 6 months.

8. What if the information on the Certificate is incorrect?

Disclosure Scotland has provided an appeals procedure for the applicant to challenge the accuracy of the information on the Certificate assuming the inaccuracy is known about.

REFERENCE FORM

[SGB] is committed to ensuring that all staff and volunteers who are recruited in to child care positions (as defined in Schedule 2 of the Protection of Children (Scotland) Act 2003) are suitable for the position.

In accordance with **[SGB]** Child Protection Policy, references will be obtained and thoroughly checked for all staff and volunteers seeking appointment to a child care position.

DETAILS OF REFEREE

Name: _____

Position held: _____

Organisation: _____

Address: _____

Post Code: _____

Telephone: _____

Relationship to Applicant: _____

[name of applicant] has expressed an interest in a position in **[sport]** and has given your name as a referee. The position is a child care position (as defined in the Protection of Children (Scotland) Act 2003). As an organisation committed to the welfare and protection of children we are anxious to know -is any reason at all to be concerned about this applicant being in contact with children?

YES/NO Delete as appropriate. If you have answered yes we will contact you in confidence.

All the information on this form will be treated confidentially and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the applicant's suitability for the position and the immediate supervisor should they be offered a position.

We would appreciate you being extremely candid in your evaluation of this person.

How long have you known this person: _____

In what capacity: _____

What qualities does this person have that would make them suitable to work with children? _____

Please rate this person on the following (please tick one)

	Unsatisfactory	Satisfactory	Good	Excellent
Attendance				
Responsibility				
Maturity				
Self Motivation				
Can motivate others				
Ability to work as a team				
Willingness to follow instructions				
Commitment				
Communication skills				
Trustworthiness				
Reliability				

OTHER RELEVANT INFORMATION

Please use this space to provide any other information about the applicant which you consider is relevant to the position applied for (continue on a separate sheet if necessary).

TO BE COMPLETED BY REFEREE

I declare that all the information contained in this form is accurate and truthful to the best of my knowledge.

Signature: _____ **Date:** _____

Print Name:

Please return this form in an envelope marked **PRIVATE and CONFIDENTIAL** to:

[insert name of Child Protection Officer]

[insert address of organisation]

SUGGESTED INTERVIEW/ DISCUSSION QUESTIONS FOR CHILD CARE POSITIONS⁶

Interviews are a two way process of gathering information. The best way to do this is to ask questions that seek to explore a person's previous experiences, their attitudes and to look at how they have used those experiences and their awareness of attitudes.

Questions that allow for simple 'Yes' or 'No' answer should be avoided. The following suggested questions will help you to plan the interview/ discussion and should be built around other information gathering questions. The questions are accompanied by the sorts of words and phrases that interviewers might look for in a good candidate.

Question	Answers should demonstrate:
Can you tell us why you want to take on the post of [insert]?	<i>A commitment to helping young people enjoy the sport safely and to share knowledge and experience.</i>
Can you tell us about your experience of caring for, working with, or coaching children and young people?	<i>Experiences as a parent, employment or voluntary work. Interviewers must also assess what level of direct, unsupervised contact was involved.</i>
What do you think are the attributes/skills required in a good coach/team manager of children and young people?	<i>An understanding of issues that affect children. Communication skills. The importance of promoting enjoyment, not just achievement. Promoting healthy competitiveness. Being sensitive to the ability of children. Encouragement, not criticism.</i>
Can you give us examples of where and how you have used some of those skills?	<i>Experience at work (perhaps working with adults, but the skills should be evident) or in voluntary work.</i>
Can you think of an example where you have been critical towards a child? How could you have handled it differently?	<i>Positively demonstrating or explaining how child could have acted/behaved.</i>
If we approached people who know you well, what would they say were your strengths so far as this post/role is concerned?	<i>Patience. Supportive. Encouraging attitude, etc.</i>
If a child approaches you to say they're being bullied by others in the team, how will you handle this?	<i>Interviewers should refer to the relevant section in the procedures and compare applicant's response.</i>
How will you gain the respect and trust of children and young people?	<i>Being fair, consistent, not having favourites, being clear in what I say and do, Being honest, positive. Listening. Respect</i>

⁶ Adapted from Suggested Interview Questions for Positions involving Contact with Children and Young People, developed by Donald MacKenzie, Camanachd Association.

Question	Answers should demonstrate:
Can you give us an example of where you have seen or heard someone treating a child inappropriately (verbally or physically) (at sports match, in the home, in the street)? What was the adult doing wrong?	<i>Venting their frustration. Failing to understand the child's perspective. Failing to recognise that they are an adult and dealing with a child (using adult orientated language etc).</i>
Imagine you've had a rotten day at work. Now, this evening, you have a coaching session. You're feeling very irritable and could take this out on the young people. What do you do about that?	<i>Asking another adult to assist at the session. Being aware that that was work, this is now sport. Focusing on the session and the young people.</i>
A young child is lingering in the showers after a game. He says he can't dry himself properly and asks you to do it. What do you do?	<i>Interviewers should refer to Code of Conduct and compare applicant's response. Ask child why. Get another adult to view (unobtrusively) actions.</i>
Can you tell us what has given you greatest pleasure with your own children (or children of relatives/friends etc)?	<i>Seeing them happy. Seeing them succeed. Seeing them participate in Helping them solve problems/acquire new skills</i>
Will you undertake training sessions for coaches?	<i>If the answer is 'No' then you do not have a successful candidate.</i>
Will you undertake to read and abide [SGB] Child Protection Policy and Procedures of the [SGB]?	<i>If the answer is 'No' then you do not have a successful candidate.</i>

SAFE IN CARE- [SGB] PARTNERSHIP WITH PARENTS

[SGB] values the involvement of children in our sport. We are committed to ensuring that all children have fun and stay safe whilst participating in [sport].

To help us fulfil our joint responsibilities for keeping children safe [SGB] has introduced Safe in Care Guidelines. These Guidelines tell you what you can expect from us when your child participates in [sport] and details the information we need from you to help us keep your child safe.

We need you to complete this form at the start of every season and to let us know as soon as possible if any of the information changes. All information will be treated with sensitivity, respect and will only be shared with those who need to know e.g. a team manager or first aider.

NAME OF CHILD:

DATE OF BIRTH:

A. TRANSPORTATION OF CHILDREN

I consent / I do not consent (delete as appropriate) to my child being transported by persons representing [SGB] or one of its individual members or affiliated clubs for the purposes of taking part in [sport].

I understand [SGB] will ask any person using a private vehicle to declare that they are properly licensed and insured and, in the case of a person who cannot so declare, will not permit that individual to transport children.

SIGNED:

DATE:

B. PHOTOGRAPHS AND PUBLICATIONS (INCLUDING WEBSITE)

Your child may be photographed or filmed when participating in [sport]. All reasonable steps will be taken to obtain parental consent In the absence of any explicit objection, those responsible will act in the best interests of the child which may include assuming parental agreement for the above reasons.

Please delete as appropriate:

I GIVE my permission for my child to be involved in photographing/filming and for information about my child to be used for the purposes stated in [SGB] Safe in Care Guidelines.

I DO NOT GIVE my permission for my child to be involved in photographing/filming and for information about my child to be used for the purposes stated in [SGB] Safe in Care Guidelines.

SIGNED:

DATE:

I am aware of the Safe in Care Guidelines for [sport] and agree to work in partnership with [SGB] to promote my child's safe participation in [sport].

I understand [SGB] will listen to the views of my child in relation to all matters affecting them and require to respect my child's ability to give their own informed consent.

Parent's Signature:
(Please state relationship to child if not parent)

Date:

[SGB] Representative:

Date:

C. MEDICAL INFORMATION and CONSENT

Name of child: _____
Date of Birth: _____
Home address: _____

Telephone: _____
Name of Emergency Contact: _____
Telephone Contact: _____
Relationship to Child: _____

Name of General Practitioner: _____
Address of GP: _____

GP Telephone Contact: _____

Please complete the following details. If none, please state "none".

1. Any pre-existing medical conditions that may affect the child's participation in [sport]:

2. Any medication or treatment required:

3. Any existing injuries (include when injury sustained and treatment received):

4. Allergies, including allergies to medication:

TO BE COMPLETED BY PARENT

I consent to my child receiving medical treatment, including anaesthetic, which the medical professionals present consider necessary.

I undertake to inform **[SGB]** should any of the information contained in this form change.

Signature: _____ Date: _____

Print Name: _____ Relationship to Child: _____

REQUEST FOR PERMISSION TO USE CAMERA AND VIDEO EQUIPMENT

This form must be completed by individuals seeking permission to use camera or video equipment.

Section A To be Completed by the Applicant

Name: _____

Designation: _____

Address: _____

Venue/event: _____

Date(s): _____

Purpose: _____

I declare that the pictures/film(s) produced will not be altered in any way without prior written permission the person(s) concerned. I understand that I may only use the pictures/film(s) for the purpose stated above. I agree to abide by **[SGB]** Safe in Care Guidelines and Child Protection Policy.

SIGNATURE: _____ **DATE:** _____

Section B For Official Use Only

Application APPROVED / REFUSED (delete as appropriate)

Date: _____

Signed: _____

Print Name: _____

Designation: _____

Reason for Refusal: _____

Now complete "Notification to Applicant" form, and keep a copy of this form.

NOTIFICATION TO APPLICANT

Your application has been **ACCEPTED / REFUSED** (delete as appropriate) for use as follows:

Name: _____

Designation: _____

Venue/event: _____

Date(s): _____

Purpose: _____

Official Signature: _____

Designation: _____

Date: _____

NOTE: Proof of identity and this letter of approval must be produced on request at the event or activity to which it relates.

**SIGNIFICANT INCIDENT FORM
and / or
CHILD PROTECTION REFERRAL FORM**

This form must be completed as soon as possible after receiving information that causes concern about the welfare or protection of a child. The form must be passed to **[SGB]** as soon as possible after completion; do not delay by attempting to obtain information to complete all sections.

Complete Part A of this form if the concerns relate to the general welfare of a child.

Complete Parts A and B if the concerns relate to possible child abuse.

1. CHILD'S DETAILS

Child's Name: _____
Date of Birth: _____
Address: _____
Telephone Contact: _____

Child's Ethnicity: _____
Child's Preferred Language: _____
Is an Interpreter Required? **YES / NO** (delete as appropriate)
Is the child affected by disability? **YES / NO** (delete as appropriate)
If yes, give details:

2. DETAILS OF PERSON RECORDING CONCERNS

Name: _____
Position/Role: _____
Address: _____
Telephone Contact: _____

3. DETAILS OF INCIDENT GIVING RISE TO CONCERNS

(Record details including date, time, location, nature of concerns)

4. DETAILS OF ANY WITNESSES

(Record names, addresses and telephone contacts)

5. DETAILS OF INJURIES

(Record all injuries sustained, location of injury and action taken)

PART B *where there are concerns about possible child abuse*

6. DETAILS OF PERSON ABOUT WHOM THERE IS A CONCERN

Name: _____
Relationship to Child: _____
Address: _____
Telephone Contact: _____

7. DETAILS OF CONCERNS

(Continue on a separate sheet if necessary)

8. DETAILS OF ANY ACTION TAKEN

9. DETAILS OF AGENCIES CONTACTED

(Record date, time, name of person contacted and advice received)

10. Have the child's parents been informed? YES / NO (delete as appropriate)

If yes, record details:

11. Child's views on situation (if expressed)

Signed: _____ Date: _____

Print Name: _____ Position: _____

SECTION 7

USEFUL CONTACTS AND WEBSITES

USEFUL CONTACTS AND WEBSITES

Child Protection in Sport Service	CHILDREN 1 ST 61 Sussex Street, Glasgow, G41 1DY 0141 418 5674 www.childprotectioninsport.org.uk
sportscotland	Caledonia House South Gyle, Edinburgh EH12 9DQ 0131 317 7200 www.sportscotland.org.uk
Help For Clubs	www.helpforclubs.org.uk
CHILDREN 1ST	83 Whitehouse Loan Edinburgh EH9 1AT 0131 446 2300 www.children1st.org.uk
ChildLine Scotland	0800 1111 www.childlinescotland.org.uk
ParentLine Scotland	0808 800 2222
Child Protection in Sport Unit (NSPCC- covers England, Wales and Northern Ireland)	0116 234 7278 www.thecpsu.org.uk
Scottish Disability Sport	0131 317 1130 www.scottishdisabilitysport.com
Central Registered Body in Scotland	General Helpline: 08700 100 450 Overseas Helpline: 01786 849 777 www.crbs.org.uk
Disclosure Scotland	0870 609 6006 www.disclosurescotland.co.uk
Scottish Executive	www.scotland.gov.uk/childprotection
Commissioner for Children and Young People	www.cypcommissioner.org
Volunteer Development Scotland	01786 479 593 www.vds.org.uk

SECTION 8

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