SAFEGUARDING CHILDREN IN CLUB RUGBY

Aberdeen Grammar Rugby

Child Protection Officer HANDBOOK

INTRODUCTION

Rugby brings fun and enjoyment to thousands of young people each year. It is a sport which is justifiably proud of the core values that it imparts - teamwork, diversity, fairness, discipline, respect, personal courage, fun and enjoyment.

Club volunteers work hard to deliver programmes of rugby activity for youngsters at all age groups and performance levels. Clubs should be committed to providing a safe and positive, quality experience to the young people involved and to support the volunteers who make this possible. All of those involved with providing rugby activity for young people should be aware of the Club's Child Protection Policy and codes of conduct.

Young people and their parents should be made aware that as a sport we take their welfare seriously. They need to be clear about who the Child Protection Officer at their club is and how to contact them. Communication with parents should highlight the club's commitment to safeguarding children.

As the governing body Scottish Rugby seeks to provide advice and guidance to help to ensure a safe and enjoyable experience. These guidelines and templates seek to assist the team of Child Protection Officers in supporting their clubs to give the children and parents participating in their events and activities the safest and most enjoyable experience possible. They are based on the policies and procedures that Scottish Rugby has adopted in its own youth rugby programmes.

We welcome feedback and suggestions for improvements and additions to the handbook and any queries related to the guidelines should be addressed in the first instance to the Scottish Rugby Lead officer for Child Protection and Welfare:

Richard G McGhee | Regulatory and Technical Executive | Legal and Governance Department | Scottish Rugby | Murrayfield Stadium | Edinburgh | EH12 5PJ | Tel: 0131 346 5000 | DL: 0131 346 5029 | Mob: 07764 178961 | Fax: 0131 346 5001 | richard.mcghee@sru.org.uk | www.scottishrugby.org

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CHILD PROTECTION POLICY

ABERDEEN GRAMMAR RUGBY CLUB 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. For the purposes of this policy and associated procedures a child is someone under the age of 18 years.

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

The policy is 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 that affect them, should they wish to do so.
- Organisations shall work in partnership together with children and parents/carers to promote the welfare, health and development of children.

ABERDEEN GRAMMAR RUGBY will:

- Promote the health and welfare of children by providing opportunities to take part in **rugby** safely.
- Respect and promote the rights, wishes and feelings of children.
- Promote and implement appropriate procedures to safeguard the wellbeing 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 ***Scottish Rugby***.
- Following any issues or concerns raised about the protection of children within ***Scottish Rugby***
- In all other circumstances, at least every three years.

ASSOCIATED POLICIES AND PROCEDURES
Club Recruitment Policy
Club Code of Conduct
Are You Ready To Play Rugby (Scottish Rugby)
Age-Grade Law variations and regulations (Scottish Rugby)
Welfare and Child Protection Guidelines
Responding to Concerns procedures

STEP 2
KEY CONTACTS

In line with its obligations under the Scottish Rugby Participation agreement a child protection officer (CPO) has been appointed to co-ordinate child protection and welfare on behalf of **ABERDEEN GRAMMAR RUGBY CLUB** and to provide a point of contact for staff and volunteers, parents and children in need of support, advice or training or if they need to report a concern.

AUDREY NICOLL, CHILD PROTECTION OFFICER, ABERDEEN GRAMMAR RUGBY, TEL NO 07734 145 299 or email audreyniicoll@icloud.com

Although matters relating to the welfare of children at ABERDEEN GRAMMAR RUGBY should ordinarily be referred in the first instance to the club CPO, the Scottish Rugby Lead officer for Child Protection and Welfare may also be contacted for support and advice on any child protection matter by any CPO, child, parent, staff member or volunteer at any time.

Contact Details:

Richard McGhee| Lead officer Child Protection and Welfare| Scottish Rugby | Murrayfield Stadium | Edinburgh | EH12 5PJ | Tel: 0131 346 5000 | DL: 0131 346 5029 Mob: 07764178961| Fax: 0131 346 5001

richard.mcghee@sru.org.uk|

Scottish Rugby acts as the umbrella body for the purposes of processing applications for the disclosure check of volunteers working with children at rugby clubs in Scotland. Accordingly a PVG administrator has been appointed to process applications for club volunteers and to advise and support Club Child Protection officers on matters relating to the PVG scheme.

Contact Details: Kathleen E Munroe| Governance Administrator | Scottish Rugby | Murrayfield Stadium | Edinburgh | EH12 5PJTel: 0131 346 5000 | DL: +44 (0)131 346 5102 | Mob: 07753 898994 | Fax: +44 (0)131 346 5090 | kathleen.munroe@sru.org.uk |

The human resources department is responsible for the implementation of appropriate recruitment procedures and PVG applications for contracted staff.

Diane Morrow| Human Resources Manager | Scottish Rugby | Murrayfield Stadium | Edinburgh | EH12 5PJ

Tel: 0131 346 5000 | DL: 0131 346 5017 | Mob: 07815609195 | Fax: 0131 346 5050 | diane.morrow@sru.org.uk

Situations where the immediate safety of a child and/or children is a concern should be reported without delay to the appropriate statutory agency – the local police and/or social work services child protection team.

POLICE SCOTLAND, TEL 101 OR IN AN EMERGENCY DIAL 999
ABERDEEN CITY COUNCIL, JOINT CHILD PROTECTION UNIT, TEL NO 01224 306877
OUT OF HOURS (MON – FRI 1600 TO MIDNIGHT, WEEKENDS 0830 TO MIDNIGHT) CONTACT TEL NO 01224 693936

Role Profiles

Club Child Protection Officer
Responsibilities: ▪ Implement the Scottish Rugby/Club child protection policy and procedures. ▪ Implement and administer the disclosure checking of volunteers undertaking regulated work on behalf of the club through the PVG scheme in partnership with Scottish Rugby. ▪ Encourage good practice by promoting and championing the child protection policy and procedures. ▪ Monitor and review the child protection policy and procedures to ensure they remain current and fit for purpose. ▪ Regularly report to the Management/Committee/Board. ▪ Raise awareness of the Club Child Protection Officer role to parents/carers, adults, and children involved in the club. ▪ Raise awareness of the Code of Conduct for working with children to parents/carers, adults and children involved in the club. ▪ Challenge behaviour which breaches the Code of Conduct. ▪ Keep abreast of developments in the field of child protection by liaising with the SGB Child Protection Officer, attending relevant training or events and subscribing to the Safeguarding in Sport newsletter. ▪ Organise/signpost appropriate training for all adults working/volunteering with children in the club. ▪ Establish and maintain contact with local statutory agencies including the police and social services. ▪ Respond appropriately to disclosures or concerns which relate to the well-being of a child. ▪ Maintain confidential records of reported cases and action taken. ▪ Where required liaise with the Scottish Rugby Lead Officer for Child Protection and Welfare and/or statutory agencies and ensure they have access to all necessary information.
Person Specification
▪ The ability to build relationships with club members, parents/carers, children and the Scottish Rugby Lead Officer for Child Protection and Welfare ▪ An interest in the well-being and safeguarding of children and child protection matters ▪ A willingness to challenge opinion, where necessary, and to drive the child protection agenda. ▪ Strong listening skills and the ability to deal with sensitive situations with integrity. ▪ The confidence and good judgment to manage situations relating to the poor conduct/behaviour of others towards a child.
Skills/Experience
▪ Attend relevant training to fulfil the role of Club Child Protection Officer. ▪ Experience of working with children.

Scottish Rugby's Lead Officer for Child Protection and Welfare
Responsibilities: ▪ Ensure there are policies, procedures, systems, structures, resources and personnel in place to promote the welfare and protection of children taking part in ***rugby***. ▪ Actively work jointly with parents/carers 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. ▪ Lead on the effective implementation of policy and procedures throughout the sport. ▪ Implement the Scottish Rugby child protection policy and procedures. ▪ Encourage good practice by promoting and championing the child protection policy and procedures. ▪ Monitor and review the child protection policy and procedures to ensure they remain current and fit for purpose. ▪ Regularly report to SRU Board. ▪ Raise awareness of their role to parents/carers, adults, and children involved in the organisation. ▪ Raise awareness of the Code of Conduct for working with children to parents/carers, adults and children involved in the organisation. ▪ Challenge behaviour which breaches the Code of Conduct. ▪ Keep abreast of developments in the field of child protection by liaising with the Safeguarding in Sport service, attending relevant training or events and subscribing to the Safeguarding in Sport newsletter. ▪ Organise/signpost appropriate training for all adults working/volunteering with children in the organisation. ▪ Respond appropriately to disclosures or concerns which relate to the well-being of a child. ▪ Maintain confidential records of reported cases and action taken. ▪ Where required liaise with statutory agencies and ensure they have access to all necessary information. ▪ Support affiliated clubs and their Club Child Protection Officers.
Person Specification
▪ The ability to build relationships with Management/Committee/Board members, parents/carers, children and adults working/volunteering with children within the organisation. ▪ An interest in the well-being of children and in safeguarding and child protection matters. ▪ A willingness to challenge opinion, where necessary, and to drive the child protection agenda. ▪ Strong listening skills and the ability to deal with sensitive situations with integrity. ▪ The confidence and good judgment to manage situations relating to the poor conduct/behaviour of others towards a child.
Skills/Experience
▪ Attend relevant training to fulfil the role of SGB Child Protection Officer. ▪ Experience of working with children.

Scottish Rugby PVG Administrator

Responsibilities:

- Liaise with CRBS on behalf of clubs and programme managers to ensure the effective processing of PVG applications for volunteers.
- Process and record disclosure application management information using secure SRU data recording systems.
- Advise and liaise with Club Child Protection Officers and SRU programme managers on all matters related to PVG applications.
- Order and distribute PVG Scheme application forms
- Check PVG applications and cover sheets for correct completion prior to submission to CRBS
- Assist with tracking of applications in partnership with CRBS
- Inform CPOs and SRU Programme managers of completed Disclosure checks and issue of PVG scheme records
- Regularly report to SRU Lead Officer
- Keep abreast of developments in the systems and legislation related to PVG scheme.
- Maintain confidential records of checks undertaken
- Monitor updated contact information for Club Child Protection Officers.
- Where required liaise with statutory agencies and ensure they have access to all necessary information.
- Support affiliated clubs and their Club Child Protection Officers.

Person Specification

- The ability to build relationships with relevant personnel working/volunteering with children within the organisation.
- An interest in the well-being of children and in safeguarding and child protection matters.
- The ability to deal with sensitive situations with integrity.
- Excellent attention to detail
- Ability to maintain relevant, updated child protection records

Skills/Experience

- Administration and confidential data management.

RECOMMENDED PROCEDURES

Step 3
Risk Assessment

In order to provide opportunities for children to participate safely and to implement appropriate procedures to safeguard their wellbeing, we must be aware of the areas of risk and adequately assess these risks. This will:

- Make sure children are safe
- protect staff and volunteers
- make sure we comply with legislation
- reduce or remove liability
- give our sport a good reputation.

What Does the Law State?

The United Nations Convention on the Rights of the Child states that all children have the right to be protected from harm, abuse and exploitation at all times. Section 5 of the Children (Scotland) Act 1995 states that if you are 16 or over and have children in your care or control, then you must do what is reasonable in all circumstances to safeguard their health, welfare and development.

What Does All This Mean in Practice?

When children are taking part in our activities we have a responsibility to make sure they are safe from harm. We fulfil this duty by:

1. Accepting we have this duty
2. Agreeing policies, procedures and practices that tells us what action we need to take in order to keep children safe from harm
3. Informs relevant parties about safe practices; for example, through training
4. Putting them into PRACTICE
5. Ensuring they are being followed and reviewing them

We can't be expected to eliminate every possible risk. Rugby is a contact sport and we don't want to wrap children in cotton wool or have so many procedures and so much paperwork that staff and volunteers are prevented from carrying out their roles, or worse, put off altogether.

Risk assessments of youth rugby should allow us to focus on the things which are important. By doing what is 'reasonable', we will give people the confidence to know they are following good practice, and, therefore looking after themselves too.

CLUB YOUTH RUGBY RISK ASSESSMENT TEMPLATE

CLUB Youth Section: ABERDEEN GRAMMAR RUGBY Date: 2013-2014
Summary: Aberdeen Grammar Rugby children attending weekly sessions of rugby coaching delivered at Aberdeen Grammar Rugby by volunteer coaches, Including away trips and some overnight stays/tours.
Lead Officers: Youth Chairman / CPO

1. What are the hazards?	2. Who might be harmed?	3a) Evaluate the hazard	3b) What are you already doing?	3c) What further action is necessary?	4. How will you put the assessment into action?
List the hazards	*List who might be harmed*	***High:*** *could occur quite easily* ***Medium:*** *could occur sometimes* ***Low:*** *unlikely, but conceivable*	*What is already in place to reduce the likelihood of harm or to make any harm less serious*	*Compare what you are already doing with good practice & policy. If there is a difference, list what needs to be done.*	*Priorities. Deal with hazards that are high-risk and have serious consequences first.* *By Whom, when, progress*
Failure to follow guidelines on reporting concerns.	Children may be harmed due to mishandling or non-reporting of concerns.	H	Adults asked to read/become aware of child protection policy and procedures.	Education through internal briefings and external training.	Club Child Protection Officer arranges training dates for staff/volunteers.
Age grade policies not followed / enforced fully.	Children could be harmed due to mismatch of physical abilities/maturity.	H	*Are You Ready To Play Rugby* guidance issued and followed.	Continuing emphasis and visibility of AYRTPR.	AYRTPR guidance documents – Age Grade Law variations and regulations - distributed.
Injury	Children.	H	Good practise re: injury prevention and management. Serious injury reporting procedures.	All coaches and referees Rugby Ready and minimum standards for pitch side safety followed.	Liaise with Rugby Ready administrator to ensure all relevant volunteers trained.
Failure to follow code of conduct and/or best practise guidelines.	Children due to poor practise. Reputation of the club and sport.	H	Codes of Conduct issued and signed up to by volunteers.		
5. Review Date:			Signed:		

Step 4

CODE OF CONDUCT FOR SAFEGUARDING CHILDREN IN RUGBY

Scottish Rugby supports and requires ***all*** members to observe the following standards of practice, including verbal and non-verbal actions when involved in activities with young players **under the age of 18years**.

All concerns about breach of this Code of Conduct will be taken seriously and responded to in line with ***Scottish Rugby*** Disciplinary Procedure and/or Procedure for Responding to Concerns.

This code of conduct is linked to the overarching Rugby Code of Conduct, which clubs sign up to as part of the annual Participation Agreement. It is also linked to the organisation's staff performance management systems and disciplinary policies.

GOOD PRACTICE

CLUB

- Implement suitable and robust recruitment for volunteers and staff to work with children
- Appoint suitably trained coaches and managers
- Ensure there is a clear way for children and parents to raise any concerns
- Appoint a child protection officer
- Adopt and implement a child protection policy
- Involve parents and carers wherever possible

ALL

- Make rugby fun, enjoyable and promote fair play principals
- Place value on the efforts and achievements of all players involved, including those on other teams
- Treat all players equally, with respect, dignity and fairness.
- Give enthusiastic and constructive feedback rather than negative criticism.

COACHES

- Follow Scottish Rugby age grade policies and Are You Ready to Play Rugby guidelines
- Properly supervise children during rugby activity
- Put the welfare and development of each player first before winning or achieving team performance goals.
- Build balanced relationships based on mutual trust and respect
- Include players in the decision-making process wherever possible and appropriate.
- Work in an open environment, wherever possible.
- Be an excellent role model
- Recognise the developmental needs and capacity of young players
- Follow medical advice and protocols relating to injury prevention and management

PRACTICE TO BE AVOIDED

COACHES

- Too much emphasis on the team winning over the enjoyment and development of the young players (Note: the balance of winning v player development will be different at different ages and levels of performance but should be in line with the relevant LTPD principles)
- Excessive training and competition, pushing young players against their will and putting undue pressure on them.
- Involving adults in practical demonstrations of contact rugby techniques including:
    - coaches holding tackle pads and bags for drills for young players

- Spending inappropriate and unnecessary amounts of time working with children alone in private or unobserved situations
    - One to one coaching sessions should only take place with parental consent and ideally with a chaperone and/or in a public place.
    - One to one sessions for medical treatment are sometimes necessary for purposes of confidentiality.

GENERAL

- Failing to follow SRU guidelines and recommendations on best practise
- Having 'favourites'
- Arranging to transport a child alone in your car, without prior consent from the child's parents
- Smoking or drinking alcohol in the company of children
- Entering player's bedrooms on trips away, unless in an emergency or in the interest of health and safety.
    - If it is necessary to enter rooms, knock and say that you are coming in.
    - The door should remain open, if appropriate.
- Where possible, doing things of a personal nature for children that they can do for themselves.

UNACCEPTABLE PRACTICE

COACHING

- Deliberately threatening, insulting, humiliating or embarrassing a player as a form of control and/or 'motivation'
- Reducing a player to tears as a form of control
- Engaging in rough or physical contact, including tackling a young player
- Using offensive language in the presence of young players or allowing players to do the same unchallenged
- Use sexualised language and/or allowing young players to do the same unchallenged
- Condoning or promoting excessive rivalry between players, teams and/or clubs on or off the pitch
- Shouting abusive or derogatory comments from the touchline at players or match officials

GENERAL

- Inviting or allowing young players to stay at your home
- Sharing a room alone with a young player
- Getting changed and/or showered in the same facilities at the same time as young players
- Forming intimate emotional, physical or sexual relationships with young players
- Allowing or engaging in sexual behaviour
    - this includes suggestive comments and provocative jokes and games
- Allowing or encouraging young players to smoke, take drugs or drink alcohol
- Failing to follow SRU policies on safety for young players
    - AYRTPR policies
    - Injury reporting procedures
- Allowing allegations made by a player to go un-challenged, unrecorded or not acted upon.

<u>Sign-up</u>:

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

I have also read and agree to abide by the *Scottish Rugby*'s Child Protection Policy, Procedures and Guidelines.

Name of staff member/volunteer: _____

Date signed: _____

STEP 5

Recommended training and workshops

Any adult who regularly works with children in sport may be the person that a child chooses to tell about abuse. It is vital that adults know how to respond and how to share information with those who can help and local training opportunities are available to build the confidence and knowledge of those working in youth rugby:

Name of Training	Format/Content	Suitable for	Notes
Internal SRU workshop	1-2 hour briefing on SR policy and procedures. Sharing of real-life scenarios.	All staff involved in delivery of youth rugby programmes. Child Protection Officers.	**Contact SRU Lead officer Child Protection and Welfare.**
Safeguarding & Protecting Children, sports coach UK workshop (SPC)	A 3-hour workshop raising basic awareness of issues of child protection in sport.	Suitable for coaches and volunteers who may come into contact with children.	**Available locally and through Children 1st**
Safeguarding & Protecting Children 2, sports coach UK workshop (SPC 2)	3 hours builds on knowledge gained on the 'Safeguarding & Protecting Children' workshop (SPC).	Coaches working with children.	**Available locally and through Children 1st**
In Safe Hands	3 hour workshop on putting child protection policies into practise.	Club child protection officers. Age grade team managers.	**Contact Children 1st**
Supporting Clubs	1 day workshop for those who provide support to sports clubs.	Club DOs, Managers of programmes for young people.	**Contact Children 1st**
Identifying and managing risk	3 hours for those with the responsibility for assessing risk for young people.	Managers of programmes for young people. Team managers.	**Contact Children 1st**
Disciplinary Procedures, CHILDREN 1ST workshop	1 day workshop	Anyone who will have responsibility in managing disciplinary processes when challenging the conduct of a member or staff or volunteer.	**Contact Children 1st**
Reviewing of the Management of Child Protection Concerns, CHILDREN 1ST workshop	1 day workshop	Lead officer for Child Protection and Welfare.	**Contact Children 1st**
Participation of Children and Young People, CHILDREN 1ST workshop	A 3-hour workshop is for anyone who has a role in developing participative practices with children and young people	Lead Officer Child Protection and Welfare.	**Contact Children 1st**

STEP 6

Recruitment and Selection

ABERDEEN GRAMMAR RUGBY endeavours to use an effective 'recruitment and selection' procedure to make sure new staff/volunteers have been carefully considered and vetted to do regulated work with children. These processes are overseen by Audrey Nicoll, CPO.

Organisations have a legal and moral duty to ensure that adults who work with children are 'suitable' to do so. A well-run recruitment process is all part of an organisation's commitment to putting the welfare of children first. A robust process also prevents those who are barred from regulated work with children from doing so.

The following roles are accepted by CRBS as falling within the category of 'regulated work':

- Youth Rugby Coach
- Youth Rugby Manager
- Child Protection Officer – Advising Children
- Youth Rugby Physio/Medic
- Youth Coaching Supervisor
- Regional Development Manager
- Club Development Officers
- Regional Academy Coach
- Head of Player Development
- Head of Coaching Development
- National Child Protection/Welfare Manager - Contact with Children
- Education Manager

ABERDEEN GRAMMAR RUGBY will take all reasonable steps to ensure unsuitable people are prevented from undertaking regulated work with children in rugby. Further, we recognise that we have a legal duty under the Protection of Vulnerable Groups (Scotland) Act 2007 to ensure that individuals who are barred from regulated work with children are not engaged (either paid or unpaid) in regulated work with children.

1. Advertising

All forms of advertising used to recruit and select staff/volunteers for regulated work with children will include the following:

- Details of Aberdeen Grammar Rugby'***s*** stance on child protection. A statement that the position applied for is regulated work with children and will require PVG Scheme membership.

2. Pre-application Information

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

- *Self-declaration form* and *PVG Scheme Q&A guidance notes*.

Evidence of qualifications will always be verified.

3. Application and Self-Declaration Form

All applicants will be requested to complete a *self-declaration form*. The application form will include referee contact details. The self-declaration form, which shall include information on any past criminal behaviour, records or investigations, shall be requested in a separate sealed envelope and will not be opened until the applicant is selected for an interview. This form will only be seen by those directly involved in the selection process. If the applicant is not selected the form will be destroyed.

4. Review Applications

Aberdeen Grammar Rugby will review application forms and consider applicants for interview. Self-declaration forms of those deemed suitable for interview will then be opened and considered. If the applicant is no longer an interview candidate, the self-declaration form must be destroyed. Successful applicants will be invited to interview.

5. Interview

Interviews will be carried out for all OFFICIAL/PAID positions which are regulated work with children.

6. Offer of Position

Once a decision has been made and an offer of appointment accepted the applicant's appointment will only be confirmed when:

- satisfactory references have been received and checked
- a satisfactory Scheme Record/Scheme Record Update has been received.

7. 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. 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.

8. Membership of the PVG Scheme

Individuals carrying out regulated work with children on behalf of **Aberdeen Grammar Rugby** must be members of the PVG Scheme. ***We*** will require the successful applicant to submit a Scheme Record/Scheme Record Update application which will be returned to and processed by ***the club Child Protection Officer.***

Scottish Rugby is registered with CRBS and acts as an umbrella body for clubs wishing to check applicants for regulated work with children as volunteers. A successful applicant will be required to submit a Scheme Record/Scheme Record Update application which will be returned processed by the PVG administrator. Scheme record certificates are returned to the Lead Officer for Child Protection and Welfare and any relevant areas for concern will be shared with the Club CPO and an action plan agreed.

It remains the responsibility of the organisation making the appointment to take the final decision on whether to proceed with the appointment.

Overseas Applicants

Applicants from overseas being appointed to regulated work with children are required to join the PVG Scheme.

Applicants from overseas will be asked 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, may 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.

9. Induction

After the applicant accepts post, the induction process will include the following:

- Clarification, agreement and signing up to the Child Protection Policy and procedures, including the Code of Conduct.

10. Training

Newly appointed staff/volunteers in regulated work with children should complete recommended training over an agreed period. See 'recommended training'.

12. Monitoring and Performance Appraisal

All staff in positions of regulated work with children should 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.

14. New vetting information on PVG Scheme Records

If new vetting information becomes available, either through retrospective checks of existing members of staff/volunteers or an ongoing suitability process, it is important to consider this information alongside a newly completed self-declaration form to assess any risks.

Should any risk be identified, it will then be necessary to follow the club's Responding to Concerns procedures about the Conduct of a Member of Staff/Volunteers and/or Disciplinary Procedures.

15. Consideration for Children's List or Barred Individuals

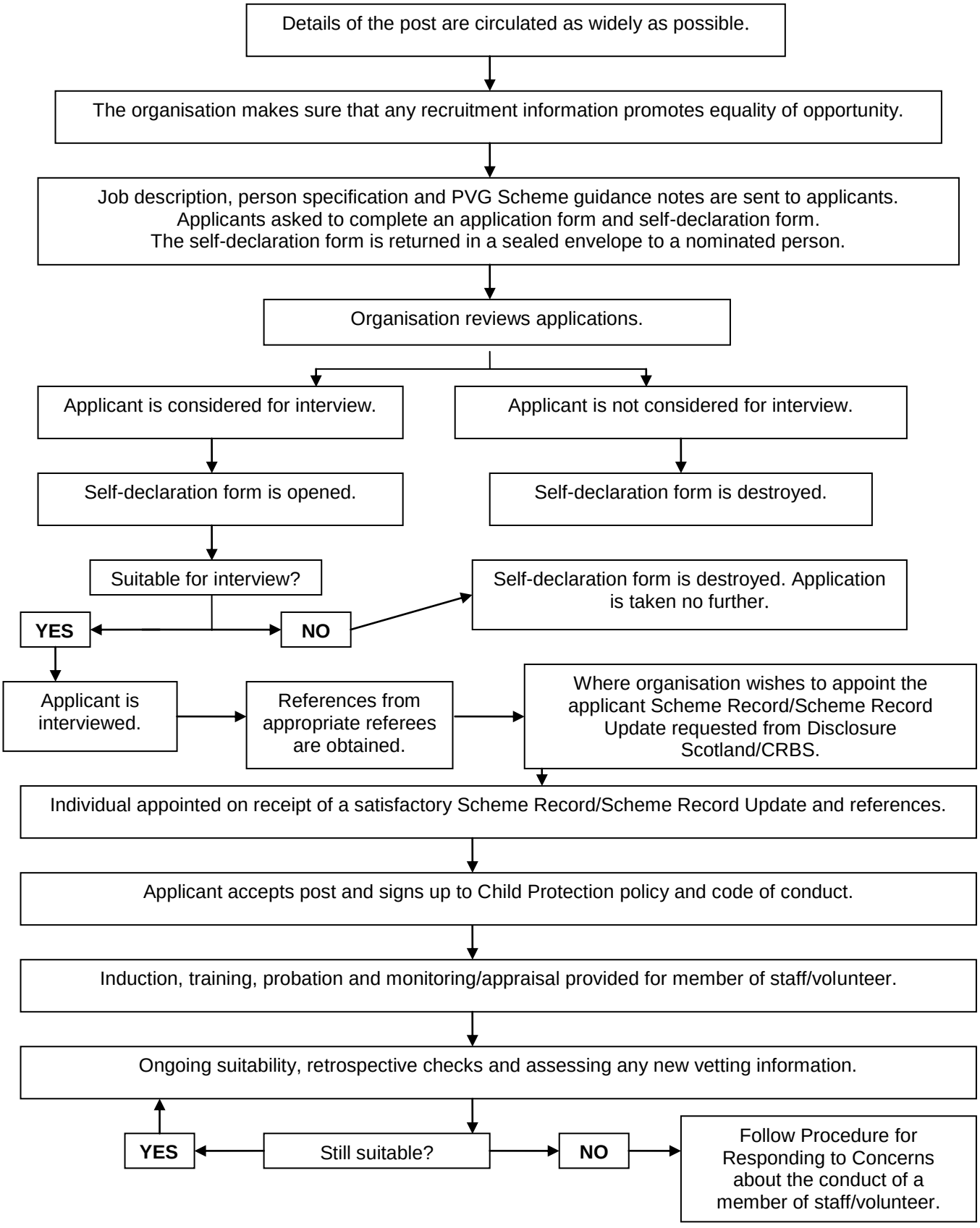
If Disclosure Scotland inform ***Scottish Rugby*** that an individual is barred, that member of staff/volunteer will be removed by the club from regulated work with children immediately in line with the Protection of Vulnerable Groups (Scotland) Act 2007 duties for organisations.

If Disclosure Scotland notify ***Scottish Rugby*** that a member of staff/volunteer is considered for listing that individual will be suspended by the club as a precaution until the outcome of the case is determined. Remember that suspension is not a form of disciplinary action and does not involve pre-judgment. In all cases of suspension the welfare of children will be the paramount concern.

16. PVG Scheme Member leaves *Scottish Rugby*

Aberdeen Grammar Rugby will update Scottish Rugby of PVG Scheme members who are no longer in regulated work with children on behalf of the organisation. Should a member of staff/volunteer not be in contact with ***Aberdeen Grammar Rugby*** for up to three months, Scottish Rugby should be notified that the individual is no longer in regulated work with children within the club.

PROCEDURE FOR RECRUITMENT AND SELECTION OF STAFF/VOLUNTEERS IN REGULATED WORK WITH CHILDREN FLOWCHART



STEP 7

Procedure for Responding to Concerns

Set procedures ensure that everyone is clear on what action to take in the event of suspected abuse or inappropriate behaviour. It gives staff and volunteers clear, important steps to follow; ensuring action is taken quickly and in the best interests of the child.

Procedures:

These procedures apply to all staff/volunteers involved in ***Aberdeen Grammar Rugby***.

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

Aberdeen Grammar Rugby is committed to working in partnership with parents/carers whenever there are concerns about a child. Parents/carers have the primary responsibility for the safety and well-being of their children.

Where the concern does not involve the possibility of abuse, worries may be discussed with parents/carers. For example, if a child seems withdrawn, he/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement. Common sense is advised in these situations.

Any significant, untoward or unusual incidents which cause concern about the welfare of a child should be recorded on the Significant Incident Form and reported to ***the Club Child Protection Officer*** as soon as possible. Parents/carers should also be informed of the circumstances as soon as possible.

Advice should be sought from ***Scottish Rugby Lead Officer for Child Protection and Welfare*** if there is any uncertainty about the appropriate course of action where there are concerns about the general welfare of a child.

2. Concerns about the Abuse of a Child

What to Do if a Child Tells You about Abuse

No club staff member or volunteer 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.

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.

Observation/Information from an individual or agency
A concern or possible abuse of a child may be observed by another child or adult and information can come from an individual or another agency/organisation.

Where there is uncertainty about what to do with the information, directly from a child's disclosure or from someone else, ***Scottish Rugby Lead Officer for Child Protection and Welfare*** must firstly be consulted for advice on the appropriate course of action.

If ***Scottish Rugby Lead Officer for Child Protection and Welfare*** 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.

2b Record

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

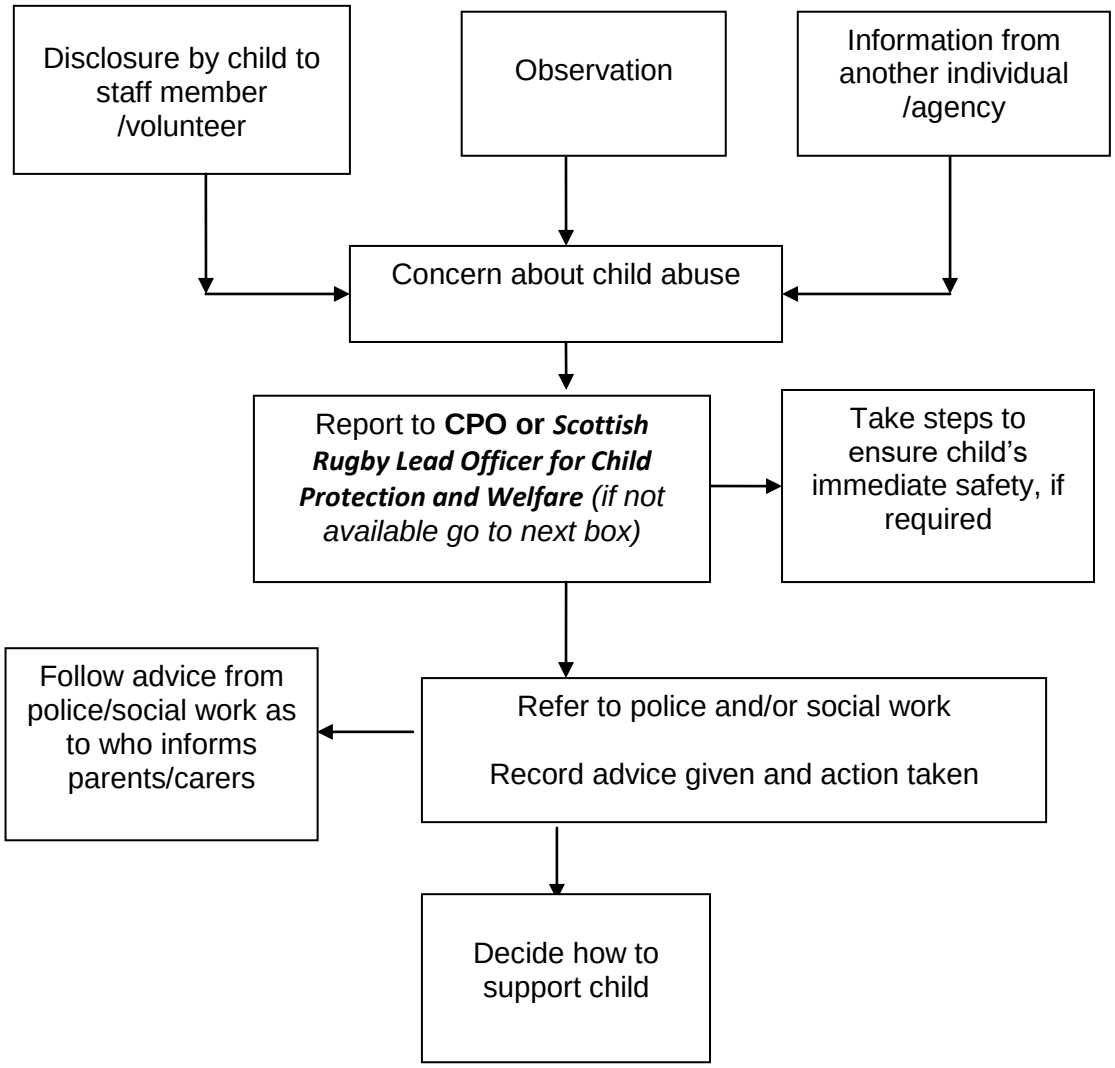
- Child's name, age and date of birth.
- Child's home address and telephone number.
- Any times, dates or other relevant information.
- Whether the person making the report is expressing their own concern or the concerns of another person.
- The child's account, if it can be given, of what has happened 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/carers 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, disk or pen drive. Print a copy, sign and date and then delete immediately. Pass the record to social work services or the police and to the ***Scottish Rugby Lead Officer for Child Protection and Welfare*** that day.

2c Sharing Concerns with Parents/Carers

Where there are concerns that the parents/carers may be responsible for or have knowledge of the abuse, sharing concerns with the parents/carers 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/carers.***

RESPONDING TO CONCERNS FLOWCHART



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

Concerns about the Conduct of a Member of Staff/Volunteer

This section of the procedure should be read in conjunction with ***Aberdeen Grammar Rugby*** Disciplinary Procedure*. The following section details the procedure to be followed where the concern is about the conduct of a member of staff/volunteer.

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

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

- Employees and volunteers 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 or volunteer.
- An employee or volunteer will be given an opportunity to put forward their case.
- ***Aberdeen Grammar Rugby*** 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/volunteer towards children, the welfare of the child will be the paramount consideration.

At any point in responding to concerns about the conduct of a member of staff/volunteer, advice may be sought from the police or social work services.

1 Initial Reporting of Concerns

Any concerns for the welfare of a child arising from the conduct of a member of staff/volunteer must be reported to the Club ***Child Protection Officer*** on the day the concern arises, as soon as practically possible.

Where the concern is about the Club Child Protection Officer it should be reported to the ***Scottish Rugby Lead Officer for Child Protection and Welfare***.

2 Recording

Concerns must be recorded using the *Significant Incident Form* as soon as possible. Reporting the concerns to 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 recorded (in the order in which they happened) on the *Significant Incident Form*. This should be signed and dated by the Club 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.

3 Establishing the Basic Facts

Once the concerns have been reported, the line Club 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 club officers and/or 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 Conducting the Initial Assessment

The Child Protection Officer will conduct the initial assessment and may approach Scottish Rugby Lead Officer for Child Protection and Welfare and/or Children 1st at this point for advice and support.

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 breaches of the club code of conduct/abuse, the initial assessment will not form part of the disciplinary investigation. Scottish Rugby should be notified at this point.
- 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/volunteer *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/ volunteer is approached*.
- An initial assessment of the basic facts may require the need to ask a child 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 ***[Aberdeen Grammar Rugby and/or Scottish Rugby]*** Disciplinary Procedures.
(iii) Child protection investigation (jointly by police and social work services).
(iv) Criminal investigation (by the police).
The results of a criminal investigation may well influence the disciplinary investigation, but not in all cases.
(v) Civil proceedings (by the child/family who alleged abuse).

5 Initial assessment supports concerns about poor practice and/or misconduct (<u>but not possible child abuse</u>)

The Club Management Committee and the Child Protection Officer will deal with the situation in line with ***Aberdeen Grammar Rugby*** Performance Management /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/volunteer towards children. 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 Vulnerable Groups (Scotland) Act 2007, *the club* must notify Scottish Rugby **who will assist with the fulfilment of the club's l**egal duty to make a referral to Disclosure Scotland.

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 Club 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 Club 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 Club Child Protection Officer within 24 hours. A copy of the Significant Incident Form will be provided to the police/ social work services on request.

Appropriate steps will be taken to ensure the safety of the child who may be at risk. The parents/carers of the child 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 or volunteer involved in the concerns. If the advice is to inform the staff member or volunteer, they will be told that information has been received which may suggest an allegation of abuse. As the matter will be *sub judice* (i.e. under judicial consideration) 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 or volunteer.

Aberdeen Grammar Rugby will take all reasonable steps to support a member of staff/volunteer against whom an allegation of abuse has been made.

7 Precautionary Suspension

Suspension is not a form of disciplinary action. The member of staff/volunteer involved may be suspended whilst an investigation is carried out.

Suspension will be carried out in accordance with **the club's** Disciplinary Procedures. At the suspension interview the member of staff or volunteer will be informed of the reason for suspension (within the confines of sharing information) and given the opportunity to make a statement – which will be recorded – should they wish to do so.

Notification of the suspension and the reasons will be conveyed in writing to the staff member or volunteer in accordance with the club's Disciplinary Procedures.

8 Disciplinary Investigation

An ongoing criminal investigation does not necessarily rule out disciplinary action. However, any action taken must not jeopardise the criminal investigation. Advice must be taken from the police on this. Sufficient information should be available to enable the club CPO and Management Committee to make a decision whether to go ahead with disciplinary action.

9 False or Malicious Allegations

In exceptional circumstances where an investigation establishes an allegation is false, unfounded or malicious:

- The staff member or volunteer 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 should be kept in accordance with ***Aberdeen Grammar Rugby*** Policy on the Secure Storage of Information.
- The club will take all reasonable steps to support the individual in this situation.
- In these circumstances Scottish Rugby will review the child's participation in rugby. It may be appropriate to have a discussion with the child (with parental/carer permission).
- Data collected for the investigation will be destroyed in accordance with the requirements of the Data Protection Act 1998.

10 Historical Allegations of Abuse

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

11 Protection of Vulnerable Groups (Scotland) Act 2007

a) Aberdeen Grammar Rugby, in partnership with Scottish Rugby will refer to Volunteer Scotland the case of any member of staff/volunteer who (whether or not in the course of their role within the organisation) has:

- harmed a child
- placed a child at risk of harm
- engaged in inappropriate conduct involving pornography
- engaged in inappropriate conduct of a sexual nature involving a child, or
- given inappropriate medical treatment to a child.

AND as a result:

1. The club has dismissed the member of staff or volunteer.

2. The member of staff or volunteer would have been dismissed as a result of the incident had they not resigned, retired or been made redundant.

3. The club has transferred the member of staff/volunteer to a position in Scottish Rugby which is <u>not</u> regulated work with children.

4. The member of staff or volunteer would have been dismissed or considered for dismissal where employment or volunteer role was not due to end at the expiry of a fixed term contract; or,

5. The member of staff or volunteer would have been dismissed or considered for dismissal had the contract not expired.

The club will also refer the case of a staff member or volunteer where information becomes available after the member of staff or volunteer has:

- been dismissed by the club
- resigned, retired or been made redundant,
- been transferred to another position in the club which is not regulated work with children; and,

- where the club receives information that a member of staff or volunteer who holds a position of regulated work has been listed on the Children's List, the member of staff or volunteer will be removed from the regulated work with children post.

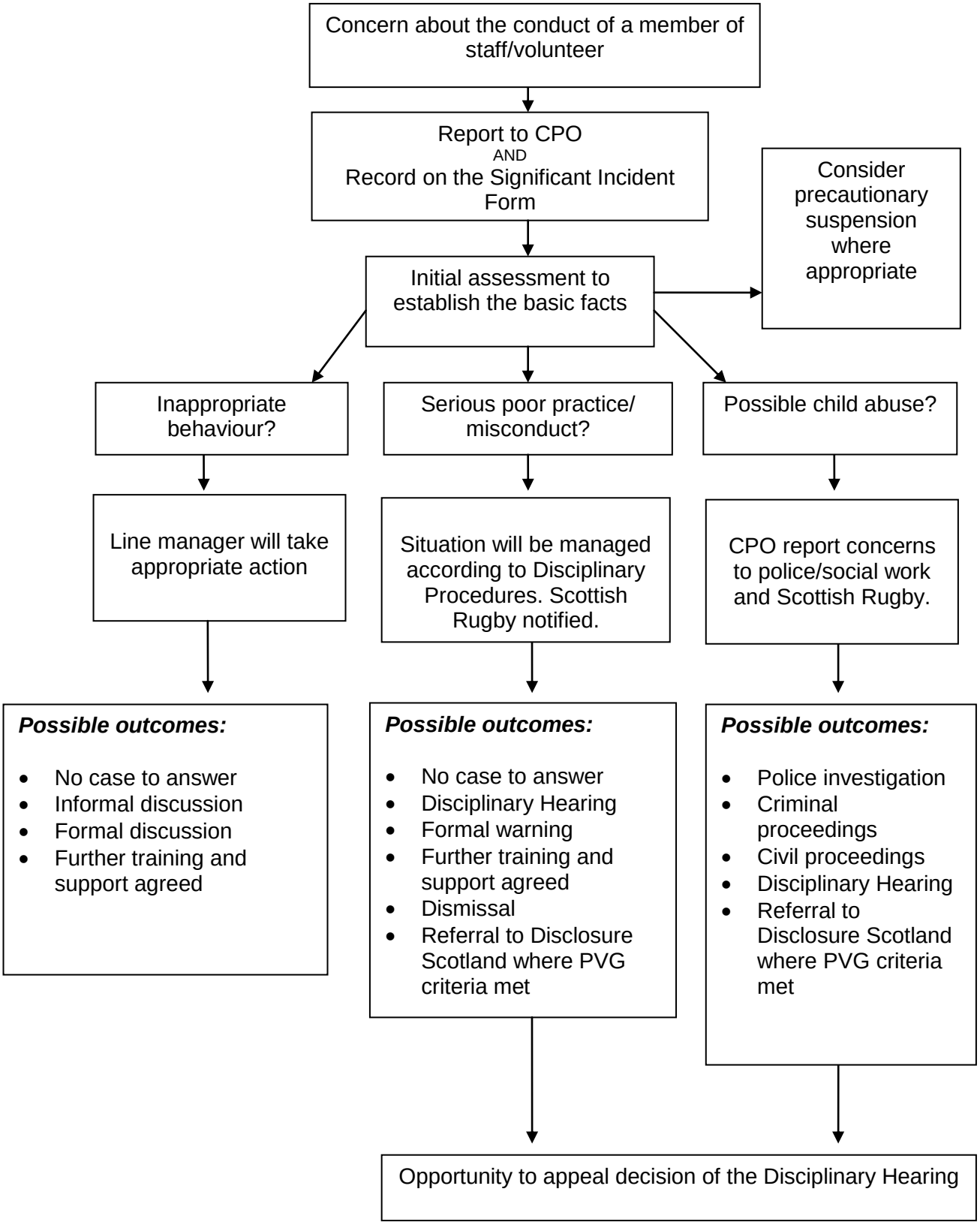
b) If Disclosure Scotland notify Aberdeen Grammar Rugby (via Scottish Rugby) that a member of staff/volunteer is considered for listing that individual will be suspended as a precaution until the outcome of the case is determined. Remember that suspension is not a form of disciplinary action and does not involve pre-judgment. In all cases of suspension the welfare of children will be the paramount concern.

c) If Disclosure Scotland inform Aberdeen Grammar Rugby (via Scottish Rugby) that an individual is barred, that member of staff/volunteer will be removed from regulated work with children immediately in line with the Protection of Vulnerable Groups (Scotland) Act 2007.

12 Media

Scottish Rugby will provide support any member club with the handling of media enquiries related to any child protection matter. All media enquiries relating to the conduct of a member of staff or volunteer may be referred to ***Scottish Rugby***
Director of Communications and Public Affairs
Dominic McKay
Tel: +44 (0)131 346 5126
Mob: +44 (0)7812 419150

RESPONDING TO CONCERNS ABOUT THE CONDUCT OF A MEMBER OF STAFF/VOLUNTEER FLOWCHART



SIGNIFICANT INCIDENT 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 **Club Child Protection Officer/*Scottish Rugby Lead Officer for Child Protection*** 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.

PART A *WHERE THERE ARE CONCERNS ABOUT GENERAL WELFARE OF A CHILD*

1. Child's Details

Name:	**Date of Birth:**
Address: **Postcode:**	**Tel No:**
Preferred Language:	**Is an interpreter required?** **YES / NO**
Any Additional Needs?	

2. Details of Person Recording Concerns

Name:	**Position/Role:**
Address: **Postcode:**	**Tel No:**

3. Details of Incident giving rise to Concerns
(including date, time, location, nature of concern, who, what, where, when, why)

4. Details of any witnesses
(including names, addresses and telephone contacts)

5. Details of injuries
(including 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: **Postcode:**	**Tel No:**

7. Details of concerns
(including date, time, location, nature of concern, who, what, where, when, why
Continue on a separate sheet if necessary)

8. Details of any action taken

9. Details of agencies contacted
(including date, time, name of person contacted and advice received)

10. Have the child's parents/carers been informed? YES/NO (delete as appropriate)
If yes, record details / If no please state why not:

11. Child's views on situation (if expressed). Where possible, please use the child's own words.

Signed: _____ **Date:** _____

Print Name: _____ **Position:** _____

STEP 8

Template Disciplinary Procedures for Staff and Volunteers

Aberdeen Grammar Rugby encourages high standards of behaviour and action will be taken when members of staff/volunteers breach the code of conduct in line with club Disciplinary Procedures.

Why is this important?

Sports organisations should encourage high standards of behaviour and action should be taken when members of staff/volunteers breach the code of conduct. A disciplinary procedure allows inappropriate behaviour to be addressed fairly and consistently. Child protection within an organisation is greatly enhanced by having a good disciplinary procedure.

DISCIPLINARY PROCEDURE

1. PRINCIPLES

a) This procedure is designed to establish the facts quickly and to deal with disciplinary issues consistently.

b) No disciplinary action will be taken until a matter has been fully investigated.

c) The member of staff/volunteer involved may be suspended from their role while an investigation is carried out. Suspension is not a form of disciplinary action. A decision to suspend will be made by **[*role title*]**. Notification of the suspension and the reasons will be conveyed in writing to the member of staff/volunteer.

d) At every stage of the formal disciplinary procedure the member of staff/volunteer will have the opportunity to state his/her case at a disciplinary hearing. If so wished he/she will have the opportunity to be represented or accompanied at the hearings by a third party e.g. a friend or colleague or a trade union representative, (where applicable).

e) The member of staff/volunteer has the right to appeal against any disciplinary action.

f) The disciplinary procedure may be implemented at Stage 1, 2 or 3 if the member of staff/volunteer's alleged misconduct warrants such action.

2. THE PROCEDURE

2.1 Initial Assessment/Stage

The purpose of the initial assessment is to clarify the nature and context of the concern. It should determine whether there is reasonable cause to suspect or believe that a child has been abused or harmed, or is at risk of abuse or harm. It will involve asking some basic questions of appropriate individuals with the sole purpose of clarifying the basic facts.

If the nature of the concern suggests a criminal offence has occurred, or that a child may have been abused, then advice must be sought from the police before speaking to child witnesses or to the member of staff/volunteer at the centre of the allegation.

The possible outcomes of the initial assessment are:

1. No further action (facts do not substantiate complaint).
2. Situation is dealt with under formal disciplinary procedures (by sports organisation).
3. Child protection investigation (jointly by the police or social work services).
4. Criminal investigation (by the police).

Where a member of staff/volunteer fails to meet the required standard of behaviour and the shortfall is of a minor nature, the Child Protection Officer may decide to speak to the member of staff/volunteer on an informal basis to avoid the need for formal disciplinary action. The CPO will also advise the member of staff/volunteer of the need to achieve and maintain the standards required. The CPO may inform the member of staff/volunteer that failure to achieve the required standards will result in a formal disciplinary hearing, which may result in disciplinary action.

Facts of the conversation should be noted and confirmed in writing to the member of staff/volunteer so there is clarity about what has to be achieved.

Following the initial assessment a period of precautionary suspension may be helpful or necessary while a concern is being further investigated.

2.2 Precautionary Suspension

Precautionary suspension will be considered in the following circumstances:

- if the police or social work services advise suspension
- if the allegation made against the member of staff/volunteer was ultimately to be proved, then there would be a significant concern about the conduct of that member of staff/volunteer towards children or other adults
- if the member of staff/volunteer's attendance or involvement in the club could compromise the investigation
- if Disclosure Scotland notify ***Scottish Rugby*** that an individual is being considered for the Children's List.

Suspension is not a form of disciplinary action and does not involve pre-judgment. It should only be considered in the above circumstances.

In all cases of suspension the welfare of children will be the paramount concern.

2.3 Formal Disciplinary Procedure

- Stage 1 – First warning

If conduct is unsatisfactory, the member of staff/volunteer will be given a written warning. Such warnings will be recorded. The warning will expire after [*6 months*] of satisfactory conduct. A final written warning may be considered if there is no sustained satisfactory improvement or change.

- Stage 2 – Final written warning

If the offence is serious, or there is no improvement in standards, or if a further offence of a similar kind occurs, a final written warning will be given. The written warning will expire after [*12 months*]. Action at Stage 3 will be taken if there is no sustained satisfactory improvement or change.

- Stage 3 – Dismissal or Action Short of Dismissal

If the conduct has failed to improve, the member of staff/volunteer may suffer demotion, disciplinary transfer, or dismissal.

Gross misconduct

If, after investigation, it is confirmed that a member of staff/volunteer has committed an offence of the following nature (the list is not exhaustive), the normal consequence will be dismissal without notice or payment in lieu of notice: - theft, damage to property, fraud, incapacity for work due to being under the influence of alcohol or illegal drugs, physical violence, bullying, abuse of a child and gross insubordination.

Following advice from the police, cases that also involve a criminal investigation will not preclude disciplinary action being taken. This is provided sufficient information is available to enable Aberdeen Grammar Rugby to make a decision and that to do so does not jeopardize the criminal investigation. Any decision to dismiss will be taken by the club only after full investigation.

3. APPEALS

A member of staff/volunteer who wishes to appeal against any disciplinary decision must do so to *the Chairman, Aberdeen Grammar Rugby* within seven working days of the disciplinary decision being made known to them.

The member of staff/volunteer should provide a written statement of the appeal, indicating the grounds for the appeal together with such accompanying documents as they feel appropriate.

The appeal will be heard by *the Chairman, Aberdeen Grammar Rugby* and a decision on the case made as impartially as possible.

The *Chairman, Aberdeen Grammar Rugby* will notify the member of staff/volunteer of the decision in writing as expeditiously as possible. The decision of *the Chairman* is final and there is no right of appeal.

4. REFERRALS TO THE CHILDREN'S LIST

Where Aberdeen Grammar Rugby takes disciplinary action to remove a member of staff/volunteer from regulated work as a result of harmful behaviour towards a child, then they have a duty to refer the member of staff/volunteer to Disclosure Scotland so that consideration can be given to whether that individual should be barred from any kind of regulated work with children. Without this duty there would be no way of preventing individuals moving undetected to other organisations where they may continue to pose a risk.

The Protection of Vulnerable Groups (Scotland) Act 2007 stipulates that organisations must refer to Disclosure Scotland the case of any member of staff/volunteer who (whether or not in the course of their role within the organisation) has:

- harmed a child
- placed a child at risk of harm
- engaged in inappropriate conduct involving pornography
- engaged in inappropriate conduct of a sexual nature involving a child, or
- given inappropriate medical treatment to a child.

AND as a result:

1.The club has dismissed the member of staff/volunteer.

2. The member of staff/volunteer would have been dismissed as a result of the incident had they not resigned, retired or been made redundant.

3. ***The club*** has transferred the member of staff/volunteer to a position which is <u>not</u> regulated work with children.

4. The member of staff/volunteer would have been dismissed or considered for dismissal where employment or volunteer role was not due to end at the expiry of a fixed term contract; or,

5. The member of staff/volunteer would have been dismissed or considered for dismissal had the contract not expired.

Aberdeen Grammar Rugby will also refer the case of a member of staff/volunteer where information becomes available after the member of staff/volunteer has:

- been dismissed

- resigned, retired or been made redundant
- been transferred to another position in which is not regulated work with children; and,

where ***Aberdeen Grammar Rugby*** receives information that a member of staff/volunteer who holds a position of regulated work has been listed on the Children's List, the member of staff/volunteer will be removed from the regulated work with children post.

SPECIAL CONSIDERATIONS - SPEAKING TO CHILDREN DURING THE INVESTIGATIVE PROCESS OR AS PART OF A DISCIPLINARY HEARING

In establishing the facts of any concern or complaint, it may be necessary to speak to a child or children who were involved in the alleged incident.

In some circumstances, it would not be appropriate for the person conducting the investigation to speak to a child involved in the incident. In particular, if the nature of the concerns suggests a criminal offence has occurred or that a child may have been abused, then it is the job of specially trained and competent police officers and social workers to interview the child.

If there is any doubt as to whether it is okay to speak to a child, advice will be sought from the police or social work services.

In cases where the nature of the complaint or concern is such that the police or social work services are not involved, careful consideration should still be given before approaching children to give information as part of the initial investigation process or as part of a disciplinary hearing.

To minimise distress or anxiety for the child, the following will be considered:

- The age, gender and background of the child i.e. will they require an interpreter?
- Whether the child has any learning or physical disability which might affect their ability to communicate with others
- The child's emotional state
- Timing and location of interview, bearing in mind the child's daily routines
- What you will do if the child becomes upset
- Obtaining consent from the parents/ carer
- Any other information which may be relevant.

Parties should decide whether it is absolutely necessary for the child to be involved in a disciplinary hearing. If the child is to be involved consideration should be given to the following:

- Allowing the child to be accompanied by a relative or other responsible adult (preferably someone who is not involved in the case)
- The environment or room layout - how intimidating it could appear to a child
- The number of people present - try to ensure only those who need to be there are present whilst the child gives evidence
- The age of the child
- The nature of the evidence the child may be giving
- The nature of the relationship between the child and the subject of the hearing
- The tone and style of questioning i.e. clear, non-threatening with sufficient opportunity for the child to consider the questions and answer them.

These considerations should be balanced against the need to ensure a fair hearing.

NOTICE OF PRECAUTIONARY SUSPENSION - TEMPLATE

Date ____

Dear ____

I am writing to tell you that you that following the suspension interview/notification of your consideration for listing to the Children's List*, you will now be suspended for ___ duration of time/until outcome is determined if you are barred from regulated work with children*.

This is in response to ____.

You will next be informed of any disciplinary action that will follow the investigation period.

Yours

Signed ____
[Role Title]

NOTICE OF DISCIPLINARY HEARING - TEMPLATE

Date ____

Dear ____

I am writing to tell you that you are required to attend a disciplinary hearing on ____ at ____ am/pm which is to be held in ____.

At this meeting the question of disciplinary action against you, in accordance with the [*organisation's name*] Disciplinary Procedure, will be considered with regard to:

Description of incident e.g. "An incident which took place on [date] between yourself on the one hand and x on the other when it was alleged that you…"

Please find enclosed the following available evidence: *e.g. written witness statements where available.*

You will have the opportunity at the hearing to respond to the incidents as described and to the enclosed evidence.

You are entitled, if you wish to be accompanied by a colleague or trade union representative.

If you are unable to attend this meeting, please contact [*insert name*] on [*insert number*], as a matter of urgency to arrange an alternative date. You are required to take all reasonable steps to attend the meeting. Failure to attend without good reason could result in the meeting being held, and a decision being taken, in your absence.

Yours

Signed ____
[Role Title]

Enclosed:

- Disciplinary Procedure

NOTICE OF WRITTEN WARNING OR FINAL WRITTEN WARNING - TEMPLATE

Date ____

Dear ____

You attended a disciplinary hearing on ____ I am writing to confirm the decision taken that you be given a [*written warning/final written warning*] under the [*first/second*] stage of the ***[*Scottish Rugby*]*** Disciplinary Procedure.

This warning will be recorded but will be disregarded for disciplinary purposes after a period of [*6 months/12 months*], provided your conduct improves.

a) The nature of the unsatisfactory conduct or performance was: *[insert]*

b) The conduct or performance improvement expected is: *[insert]*

c) The timescale within which the improvement is required is: *[insert]*

d) The likely consequence of further misconduct or insufficient improvement is: *[insert]*

You have the right of appeal against this decision. Please submit your appeal in writing to ____ within [*x working*] days of receiving this disciplinary decision.

Yours

Signed ____
[*Role Title*]

NOTICE OF DISMISSAL OR ACTION SHORT OF DISMISSAL - TEMPLATE

Date ____

Dear ____

You attended a disciplinary hearing on ____ I am writing to confirm the decision taken that you be [*dismissed/demoted/transferred*] under the final stage of the ***[*Scottish Rugby*]*** Disciplinary Procedure.

The reasons for your [*dismissal/demotion/transfer*] are:

This will take effect from [*insert date*].

You have the right of appeal against this decision. Please submit your appeal in writing to [*role title*] within [*x working*] days of receiving this disciplinary decision.

Yours

Signed ____
[*Role Title*]

NOTICE OF APPEAL HEARING AGAINST DISCIPLINARY ACTION - TEMPLATE

Date ____

Dear ____

You have appealed against the [*written warning/final written warning*] confirmed to you in writing on ____.

Your appeal will be heard by ____ in ____ on ____ at ____.

You are entitled to be accompanied by a colleague or trade union representative.

The decision of this appeal hearing is final and there is no further right of review.

Yours

Signed ____
[*Role Title*]

NOTICE OF RESULT OF APPEAL HEARING AGAINST DISCIPLINARY ACTION - TEMPLATE

Date ____

Dear ____

You appealed against the decision of the disciplinary hearing that you be [*dismissed/subject to disciplinary action*].

The appeal hearing was held on ____.

I am now writing to confirm the decision taken by [*name of manager who conducted the appeal hearing*], namely that the decision to _____ [*stands/is revoked*].

Specify if no disciplinary action is being taken or what the new disciplinary action is.

You have now exercised your right of appeal under the ***[*Scottish Rugby*]*** Disciplinary Procedure and this decision is final.

Yours sincerely,

Signed ____
[*Role Title*]

STEP 9
REVIEWING CONCERNS PROCEDURE

There will be something to learn from every incident, so the club will review the management of all significant incidents to ensure that the organisation is doing its utmost to protect children. The CPO will conduct the review, either as part of an annual review of Child Protection procedures, or on a case by case basis as appropriate and will involve other members of staff, the management committee and outside agencies as necessary.

The review will seek to answer the following:

PROCEDURES ♦ Were the relevant procedures followed? ♦ If not, is there a reasonable explanation for this? ♦ Were the timescales appropriate? ♦ Do the current procedures provide adequate information about what to do in such a situation? ♦ If appropriate, was a referral made to Disclosure Scotland as required by the Protection of Vulnerable Groups (Scotland) Act 2007?	**PEOPLE** ♦ Were the right people involved? ♦ Were the views of the child/family obtained? ♦ Were those involved aware of the procedures? ♦ Had the people involved been trained on the procedures? ♦ Where appropriate, were external organisations involved; for example, the police or governing body of sport?
OUTCOMES ♦ Was the outcome appropriate in the case? ♦ If not, why not? ♦ Is there a need to take further action in this case; for example, referring the case to police/social work?	**RECORDING** ♦ Were records kept? ♦ Is the quality of the information recorded satisfactory? ♦ Can the forms be improved?

STEP 10

GOOD PRACTISE GUIDELINES

Sports organisations have *a duty of care* towards all children involved in activities. These good practice guidelines help people take a common sense approach, setting out how staff/volunteers can keep children safe whilst ensuring best practice.

These guidelines provide practical guidance for those working and/or volunteering directly with children on practices to keep children 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 Safeguarding Children in Rugby.

Breach of these guidelines may be dealt with under ***the club's*** Performance Management, Disciplinary Procedure and/or Procedure for Responding to Concerns About a Child/Concerns About the Conduct of a Member of Staff or Volunteer*.

Children under the age of 16 years should not be placed in positions of sole 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.

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

The following ratios are recommended when delivering rugby practical activities

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 into consideration in deciding how many adults are required to safely supervise children:

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

There may be other considerations which are specific to the environment in which the training/match is taking place, such as overnight stays and trips abroad.

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 asking if the child is comfortable. Manual support should be provided openly and must always be proportionate to the circumstances.

Rugby is a contact sport and the Are You Ready to Play Rugby policies, including Rugby Ready courses, age-band regulations and age-grade law variations, aim to reduce mis-matches in physical maturity and thereby reduce the incidence of injury. In general, large mismatches in ability and physical stature should be avoided and common sense exercised when supervising matches and training. Adults and children should not take part in contact training or matches together, even for the purposes of demonstration. Adults should not hold contact shields or pads for young players during training drills.

If it is necessary to help a child with personal tasks e.g. toileting or changing, the child and parents/carers 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/carers and children to develop practiced routines for personal care so that parents/carers and children know what to expect.

Do not take on the responsibility for tasks for which you are not appropriately trained e.g. coaching contact rugby techniques, or providing 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/carers of children under the age of 16 have completed a *Partnership with Parents/Carers Form* before their child participates in rugby.
- There is a responsible adult with access to a working telephone for the purpose of calling emergency services and who has access to the address and emergency access information for the venue.
- 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.
- A *Serious injury report 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/carers 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.

SEXUAL ACTIVITY*

Within sport, as within other activities, sexual relationships do occur. It is important to address sexual activity both between children and young people and between adults and young people.

Sexual activity between children/young people involved in sport should be prohibited during team events, in sports facilities and social activities organised by ***the club***. Inappropriate or criminal sexual behaviour committed by a young person may/will lead to disciplinary action in accordance with the ***club*** Disciplinary Procedure and reports being made to external agencies such as the police or social services.

Sexual interactions between adults and young people (16+) involved in sport raise serious issues given the power imbalance inherent in the relationship. Where a young person is of the age of consent the power of the adult over that young person may influence their ability to genuinely consent to sexual activity. A coach or other adult in a position of authority may have significant power or influence over a young person's career.

Sexual activity between adults and young people (16+) involved in the same sport should be prohibited when the adult is in a position of trust or authority (coach, trainer, official). Inappropriate or criminal sexual behaviour committed by an adult should lead to suspension and disciplinary action in accordance with ***Scottish Rugby*** Disciplinary Procedures, which in the case of criminal action must include contacting the police.

Sexual activity between adults and children under the age of 16 is a criminal act and immediate action must be taken to report it to the police.

MANAGING CHALLENGING BEHAVIOUR

Staff/volunteers delivering activities to children may, from time to time be required to deal with a child's challenging behaviour.

These guidelines aim to promote good practice that can help support children to manage their own behaviour. They suggest some strategies and sanctions which can be used and also identify unacceptable actions or interventions that 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 that take into consideration the needs of 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.

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 been challenging in the past or are likely to present any difficulties in relation to 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/carers should be involved in developing an agreed statement of what constitutes acceptable and unacceptable behaviour. They should also agree upon the range of options which may be applied in response to unacceptable behaviour (e.g. dropped from the team for one game etc). 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/carers and children in the context of rights and responsibilities. It is beneficial to ask children as a group to set out what behaviour they find acceptable and unacceptable within their group/team. It is also helpful to ask them what the consequences of breaking these rules should be. Experience shows that they will tend to come up with a 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. It can then be beneficial to have a copy of the 'rules' visible for reference during the activity.

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.
- Making up - the act or process of making amends.
- Payback - the act of giving something back.
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour.
- Calming the situation - talking through with the child.
- Increased supervision by staff/volunteers.
- Use of individual 'contracts' or agreements for their future or continued participation.
- Consequences e.g. missing an outing.

Adults and children shall never be permitted to use the 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 on whom consequences are frequently imposed. This review should involve the child and parents/carers 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 at the club, ultimately, if a child continues to present a high level of risk or danger to him or herself, or others, he or she may have to be barred from activity in the sport.

Physical Interventions

The use of physical interventions should always be avoided unless it is absolutely necessary in order to prevent a child being injured, 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 him or herself, '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 that 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.
- 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 that are deemed to present an unreasonable risk to children or staff/volunteers.
- Staff/volunteers shall never use physical intervention as a form of punishment.

Any physical intervention used should be recorded as soon as possible after the incident by the staff/volunteers involved using the *Significant Incident Form* and passed to the Child Protection Officer as soon as possible.

A timely debrief for staff/volunteers, the child and parents/carers 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/carers 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/carers 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/carers make arrangements for the transportation of children to and from the activity, it will be the responsibility of the parents/carers to satisfy themselves about the appropriateness and safety of the arrangements.
- Where ***Aberdeen Grammar Rugby*** 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 and drivers 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 e.g. fitted, working seatbelts, booster seats where appropriate.
  - 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 parent/carer 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/carers which will include a clear and shared understanding of arrangements for collection at the end of a session.
- Always tell another member of staff/volunteer 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/carers that you are giving them a lift and inform them when you expect to arrive.

COLLECTION BY PARENTS/CARERS

On some occasions, parents/carers can be late when picking their child up at the end of a session. It is not the responsibility of ***Aberdeen Grammar Rugby*** to transport children home on behalf of parents/carers who have been delayed. It is therefore important for the guidelines below to be followed:

- It is clear that while the club/session/training is running then leaders and coaches have a duty of care to the children that are in their charge. This is a principle of good practice and one, which we all should sign up to.

- When the session has finished, obligations that we have under guidance, good practice and legislation still remain. We still have care and control of the child in the absence of a parent/carer or other responsible adult.

- To help avoid this situation occurring in the first place, here are some points to consider:

1. Make sure that literature, application forms and consent forms;
   ⇒ Are clear about starting and finishing times of sessions.
   ⇒ Are clear about the expectations of parents/carers not to drop children off too early and collect children promptly when sessions finish.
   ⇒ Ask parents/carers whether they give consent for children to go home unaccompanied
   ⇒ Have a late collection telephone contact and number on *Partnership with Parents/Carers Form.*

2. Where possible make sure that there is more than one adult/leader to lock up at the end of a session.

3. Discuss and rehearse with members of staff/volunteers how to deal with being left alone with a child. Put preventative measures in place (points 1 and 2) and draw up simple guidelines about how the situation should be dealt with if it arises. Although as a general rule we should not put ourselves in the position of being alone with a child there are exceptions and this situation is one of them. Remember the welfare of the child has to take precedence, so leaving children alone is not an option.

4. That you have access to a record of the child's address, contact telephone number and an alternative phone number e.g. of a grandparent or other responsible adult. You need this information to contact the adult responsible for the child and ask them to collect the child. If you are unable to contact anyone then you have to make a decision of whether to take the child home yourself (see point 5) or call the police (point 6)

5. If you are left alone with a child then transparency is the key. Keep a record of your actions (use the guidelines above in Transporting Children re; good practice to safeguard member of staff/volunteer) and make sure that you inform the ***Scottish Rugby*** Child Protection Officer and parents/carers as soon as possible.

6. When all else fails call the police.

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 ***the club*** and parents/carers.

2. Risk Assessment

Potential area of risk should be identified at the planning stage through a risk assessment, 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

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 any local customs.

(For more details see *Guidelines on Transporting Children*).

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, 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 recruitment and selection of staff/volunteers in regulated work with children.

Group leaders should be familiar with and agree to abide by ***Aberdeen Grammar Rugby's*** 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/carers 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.
- Accommodation facility: health & safety of building confirmed by owners/providers.
- 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/carers 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/carers and children themselves. These standards should include arrangements for the supervision of children during the visit.

Host families should be appropriately vetted (adults should be PVG Scheme members) where possible or equivalent police checks undertaken and references thoroughly checked. Organisers, parents/carers 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 appropriately vetted. 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/Carers

Where possible, a meeting should be held with parents/carers 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/carers in advance of the trip along with sanctions for unacceptable behaviour.

Parents/carers must complete a *Partnership with Parents/Carers Form* and provide emergency contact details.

In the event of an emergency at home during the trip, parents/carers 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.

7. 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.

8. After the Trip

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

See Also Scottish Rugby Welfare Plan for Overnight Trips Template

INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) AND SOCIAL MEDIA

Technology advances extremely quickly, meaning ways in which we communicate and receive and absorb information are changing all the time. This provides a great opportunity for organisations to promote their activities and communicate easily with members. But it can also put children and young people at considerable risk, which is why safeguards must be put in place.

The following guidelines should be met:

- Where possible, try to ensure that no one is excluded, e.g. young people who may not have access to a mobile phone/internet etc;
- **that written permission is sought from parents/carers for all children under 16 years;**
- that the need for the technology is clearly identified and its use is specific;
- that it is the organisation who is communicating information – one-to-one interaction is strongly discouraged and safeguards should be in place and settings adjusted to prevent this happening;
- children and young people should be briefed about the introduction of the technology. They should also be given information on how to keep themselves safe and who to report any concerns to
- All concerns about the inappropriate use of technology will be dealt with in line with ***the club's*** Information Technology policy and/or Procedure for Responding to Concerns about a Child/Concerns About the Conduct of a Member of Staff or Volunteer. This may include the concerns being reported to the police.

Further advice is available from the Child Exploitation and Online Protection Centre (CEOP) (see *useful contacts*).

1. COMMUNICATIONS TECHNOLOGY[2]

There are significant benefits to setting up social networking sites. Not only is it cheap, it's one of the most direct forms of communication with young people. However, there are risks. Adults who seek to harm children have been known to use messaging to "groom" children. This area is now specifically addressed by the Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005.

For children and young people, the safeguarding risks of these technologies include:

- inappropriate access to, use or sharing of personal details (e.g. names, email addresses);
- unwanted contact with children by adults with wrongful/questionable intent;
- being sent offensive or otherwise inappropriate material;
- online bullying by peers;
- grooming for sexual abuse;
- direct contact and abuse.

For adults, risks involved include:

- their communication with children being misinterpreted;
- potential investigation (internal or by statutory agencies);
- potential disciplinary action.

1.2 TEXT/EMAIL

Staff/volunteers must consider whether it is necessary to communicate with children via text and email. The general principle is that all communications with children should be open, transparent and appropriate.

As a general rule, Aberdeen Grammar Rugby staff/volunteers will not communicate directly with children under the age of 16 years. Where communication is made it should be limited to 'need to know' situations such as postponement of a training session.

Parents/carers should be offered the option to be copied in to any messages their child will be sent. Although consent is not legally required for young people aged between 16 and 18 it is still recommended that parents are informed of the intention to send their child emails or texts. It is also good practice to obtain the consent of the 16 to 18-year-old.

The following good practice is also required:

- All phone numbers/email addresses of children and young people should be recorded and kept securely in a locked cabinet or password-protected electronic file or database;
- The number of people with access to children and young people's details should be kept to a practical minimum. A record should be kept of their numbers/addresses (preferably by the programme's designated Child Protection Officer);
- Messages should never contain any offensive, abusive or inappropriate language. They should not be open to misinterpretation;
- The organisation should be clear that messages should be sent only to communicate details of meeting points, training, match details, competition results etc. The same message should be sent to every member of the group/team. One-to-one messaging arrangements between coaches/volunteers and children should be strongly discouraged.

1.3 INTERNET

The internet brings with it an opportunity for organisations to extend their community profile, advertise and communicate easily with their members. Sometimes this is done via social networking sites such as Facebook and Twitter. Thought should be given to content, tone and how sites or social networking sites and pages will be monitored. In terms of publishing information and pictures the following good practice should be noted:

Permission

- Written parent/carer consent must be obtained for all children aged under 16 before publishing any information or pictures of a child. If the material is changed from the time of consent, the parents/carers 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/social networking sites must never include personal information that could identify a child e.g. home address, email address, telephone number of a child. All contact must be directed to ***Scottish Rugby***. 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
- 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 ***Scottish Rugby Lead officer for*** Child Protection.

1.4 SOCIAL NETWORKING SITES

The following is recommended if the organisation decides to allow mutual access between it and its members (including children):

Permission

- Obtain written permission from parents/carers of under 16s to allow mutual interaction with the organisation profile. Make parents/carers aware of the profile's existence, the site the child will be accessing and the restrictions of use for this preferred site.

- An official agreement should be in place which states that access to members' profiles are used only to pass on relevant information or to answer questions regarding organisation or sport issues. This agreement should also be incorporated into the **Club** Rules or Code of Conduct.

- Set up a **club** profile rather than staff/volunteer profiles. This avoids access from members to individual's profiles.

- Keep the ***club*** profile on "private" - allowing only members access to it (the organisation can monitor this and accept or decline requests to join).

Concerns

- Informal online "chat" with members around subjects outside the sport/activity should be immediately discouraged. Private matters or questions should also be discouraged. However, any disclosures should be removed from the site and dealt with in line with Responding to Concerns about a Child/Concerns about the Conduct of a Member of Staff/Volunteer.

1.5 INTERNET FORUMS

There has been an increase in the use and abuse of internet forums to target individuals or to engage contributors in debates which can cause upset and embarrassment to children and young people. Sites should be well monitored and any offending comments removed. A coach, member of staff or volunteer should refrain from being drawn into any debates concerning selection, performance or personalities – even where the subject of the discussion is anonymous. This could be considered a breach of the code of conduct or poor practice.

1.6 MOBILE PHONE 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 transit images through mobile phones. There is also scope for humiliation and embarrassment if films or images are shared on popular websites such as YouTube. 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.

PROCEDURE FOR THE USE OF PHOTOGRAPHS, FILM AND VIDEO

Photos and video clips can be used to celebrate achievements, promote your activities and let people know that bit more about your team, club or sport. Footage is also recorded for performance development reasons. The aim of these guidelines is not to curb such activity but to ensure that children are protected from those who would seek to take or manipulate photos 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. 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

- ***The club*** will take all reasonable steps to promote the safe use of photographing and filming at all events and activities with which it is associated. However, ***the club*** has no power to prevent individuals photographing or filming in public places.
- ***The club*** reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated.

Notification

- Parents/carers and children will be informed they may, from time to time, be photographed or filmed whilst participating in **rugby.** 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 relevant, that 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 (*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

- Written consent must be obtained from the child's parents/carers before any photography or filming takes place.
- 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 or use of the pictures/film 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.
- All actions by ***the club*** 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 parents/carers.
- Children must never be portrayed in a demeaning, tasteless or a provocative manner. Children should never be portrayed in a state of partial undress
- No photographing or filming will be permitted in changing areas.
- All images and accompanying information will comply with the Safe in Care guidelines, where this is within the control of ***the club***.
- ***The club*** will ensure that all negatives, copies of videos and digital photograph files are stored in a secure place. These will not be kept for any longer than is necessary having regard to the purposes for which they were taken.
- Images will not be shared with external agencies unless express permission is obtained from the child and parents/carers.

Concerns

- Anyone behaving in a way which could reasonably be viewed 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 ***Scottish Rugby*** Lead officer for Child Protection.
- Where appropriate concerns should also be reported to the police.

CLUBHOUSES AND CHANGING ROOMS

One of the areas where children are particularly vulnerable at many sports facilities is the locker/changing/shower room. Limited changing facilities sometimes mean that people of all ages regularly need to change and shower during the same period.

To avoid possible misunderstandings and embarrassing situations, adults need to exercise care when in the changing room at the same time as children. However, bullying can be an issue where children are left unsupervised in locker rooms, and a balance should be struck depending on the situation. In general it is better if one adult is not alone to supervise in a locker room, and extra vigilance may also be required if there is public access to the venue. If, in an emergency, a male has to enter a female changing area, or vice versa, another adult of the opposite gender should accompany him or her.

The following advice may be useful:

- Wherever possible, adults should avoid changing or showering at the same time as children.

- Parents/carers need to be aware that on occasions, adults and children may need to share a changing facility.

- It is recommended that particular attention is given to the supervision of children aged 10 and under in changing rooms. It is advisable for adults not to be alone with any such child under these circumstances.

- If children are uncomfortable changing or showering in public, no pressure should be placed on them to do so.

- While some organisations may be restricted to changing rooms for the purposes of team talks, if at all possible another area should be considered for this. If there are no other options, it is best practice to wait until all children are fully dressed.

VOLUNTEERS AGED 18 OR UNDER

There is no legal barrier to anyone aged 18 or under becoming a coach or volunteer with children or young people. If their remit falls into that of regulated work as per the Protection of Vulnerable Groups (Scotland) Act 2007 then they should be subject to the same recruitment and selection procedures as other volunteers, including Scheme Record/Scheme Record Update (note that there is no lower age limit with regards to PVG Scheme Membership).

Anyone under 16 is defined as a child (under the Children (Scotland) Act 1995), and it is not recommended that they take up regulated work with children.

They can, however, be encouraged to help out and should be supervised by a more senior qualified coach or volunteer who has been appropriately vetted. In turn, the organisation has a responsibility to support the supervising coach.

Remember that young coaches or volunteers may come under different pressures (e.g. lack of respect from peers, closeness in age could lead to possible relationship) so regular supervision, training and extra support is recommended.

It is important that adult to child ratios are reassessed as a young volunteer may not be experienced/capable of overseeing a group of children and young people.

PREVENTING AND RESPONDING TO BULLYING BEHAVIOUR

Bullying may be seen as particularly hurtful behaviour where it is difficult for those being bullied to defend themselves. It can be a 'one-off' occurrence or repeated over a period of time, and 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 not always deliberate.

Examples of Bullying

- Physical e.g. theft, hitting, kicking (in some cases, this might constitute an assault).
- Verbal (including teasing) e.g. 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.
- Cyberbullying e.g. sending insulting messages via text or emails; posting images or upsetting information on social networking sites or forums etc.
- Using abusive or insulting behaviour in a manner which causes alarm or distress.

- Prejudiced based – singling out children who are perceived as different due to, e.g. race, gender, sexual orientation, disability, children who are asylum seekers, looked after children, young carers and so on.
- Having belongings stolen or damaged.
- Being targeted because of who the child is or who they are perceived to be.

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

- hesitation or reluctance to attend training or activity
- reluctance to go to certain places or work with a certain individual
- bruising or other injuries
- becoming nervous and withdrawn
- 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
- clothing or personal possessions go missing or get damaged
- 'losing' pocket money repeatedly
- suddenly prone to lashing out at people, either physically or verbally, when normally quiet

When talking about bullying, it's never helpful to label children and young people as 'bullies' or 'victims'. Labels can stick for life and can isolate a child, rather than helping them to recover or change their behaviour. It is preferable to talk about someone displaying bullying behaviour rather than label them a 'bully' – behaviour can be changed with help and support.

Action to help children and young people on the receiving end of bullying behaviour:

- Cultivate an ethos where there's an anti-bullying culture – it is especially important that adults are good role models for children and young people.
- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns. Help those being bullied 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 young person is safe. Speak with those being bullied and those displaying bullying behaviour separately.
- Reassure the young person that you can be trusted and will help them, although you can't promise to tell no-one else.
- Keep records of what is said i.e. what happened, by whom and when.
- In cases of cyberbullying advise young people who are being bullied by text, email etc to retain the communication or to print it out.
- Report any concerns to the person in charge at the organisation where the bullying is occurring.

Support for children and young people involved in bullying behaviour:

- Talk with the young person (or people), explain the situation and try to get them to understand the consequences of their behaviour.
- In some cases it might be worth considering seeking an apology from those involved in bullying behaviour (for example where those on the receiving end wish reconciliation). Apologies are only of real value however, when they are genuine.
- Be sensitive and use good judgement when it comes to informing parents/carers of those whose negative behaviour is impacting on others. Put the child at the centre – will telling the parents/carers result in more problems for the young person?
- If appropriate, insist on the return of 'borrowed' items and compensation for the person/people being bullied.
- Impose consequences as necessary, e.g. exclusion from the team until behaviour standards are improved. Sport offers good opportunities for this.
- Encourage and support those displaying bullying behaviour to change this behaviour. Ask them to consider the impact their actions are having.

- Keep a written record of action taken.

What can your organisation do?

Creating an anti-bullying ethos is the best prevention. We should not underestimate the importance of the behaviour of adults as they are role models for children and young people.

Strategies and solutions do not come in 'one size fits all'. Each case is unique and requires an individual response to the individual situation. What might work in one situation might not work in another. You might have to adopt different strategies before finding one that is effective.

It is also important to ask for help and support if you need it to deal with a bullying incident. The *Useful Contacts* list has more details but www.respectme.org.uk, ChildLine and ParentLine Scotland are useful contacts to know.

PARTNERSHIP WITH PARENTS/CARERS FORM – TEMPLATE

Aberdeen Grammar Rugby values the involvement of children in our sport. We are committed to ensuring that all children have fun and stay safe whilst participating in ***rugby*** To help us fulfil our joint responsibilities for keeping children safe ***Aberdeen Grammar Rugby*** have good practise Guidelines. These Guidelines tell you what you can expect from us when your child participates in ***rugby*** 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.

Child's Name:	**Date of Birth:**
Address: **Postcode:**	**Tel No:**
Emergency Contact Name: **Relationship to Child:**	**Emergency Contact Tel No:**
Late Collection Contact: **Relationship to Child:**	**Contact Tel No:**
Name of GP:	**Tel No of GP:**
Address of GP: **Postcode:**	

A. GENERAL & MEDICAL INFORMATION

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

1. Does your child have a disability/medical condition that will affect their ability to take part in sport? If yes, please give details:

2. Does your child take any medication? If yes, please give details:

3. Does your child have any existing injuries (include when injury sustained and treatment received)? If yes, please give details:

4. Does your child have any allergies, including allergies to medication? If yes, please give details:

5. Is there any other relevant information which you would like us to know about your child? (e.g. access rights, disabilities, etc)

B. CONSENT – MEDICAL TREATMENT

I consent / I do not consent (delete as appropriate) to my child receiving medical treatment, including anaesthetic, which the medical professionals present consider necessary.

C. CONSENT – TRANSPORTATION OF CHILDREN

I consent / I do not consent (delete as appropriate) to my child being transported by persons representing ***Aberdeen Grammar Rugby*** individual members or affiliated clubs for the purposes of taking part in rugby.

I understand ***Aberdeen Grammar Rugby*** 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.

D. CONSENT - PHOTOGRAPHS AND PUBLICATIONS (INCLUDING WEBSITE)

Your child may be photographed or filmed when participating in ***rugby****.*

I consent / I do not consent (delete as appropriate) for my child to be involved in photographing/filming and for information about my child to be used for the purposes stated in Aberdeen Grammar Rugby/Scottish Rugby Guidelines.

E. CONSENT – CONTACT INFORMATION

Scottish Rugby may contact your child from time to time via email, text or social networking site.

I consent / I do not consent (delete as appropriate) for my child to be contacted via email, text or social networking site for the purposes stated in ***Aberdeen Grammar Rugby*** Safe Guidelines. I do / do not (delete as appropriate) wish to be copied in to these messages.

F. CONSENT – SIGNATURE

1. I am aware of the Safe in Care Guidelines for ***rugby*** and agree to work in partnership with ***Aberdeen Grammar Rugby/Scottish Rugby*** to promote my child's safe participation in ***rugby****.*

2. I am aware of ***Aberdeen Grammar Rugby*** Code of Conduct and Child Protection Policy and Procedures.
3. I undertake to inform ***Aberdeen Grammar Rugby*** should any of the information contained in this form change.

Parent/Carer's Signature: _____ **Date:** _____
(Please state relationship to child if not parent)

Print Name: _____

REQUEST FOR PERMISSION TO USE CAMERA AND VIDEO EQUIPMENT - TEMPLATE

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:	**Postcode:**
Venue/event:	**Date:**
Purpose:	

I declare that the pictures/film(s) produced will not be altered in any way without prior written permission of the person(s) concerned. I understand that I may only use the pictures/film(s) for the purpose stated above. I have read and agree to abide by ***Scottish Rugby*** Guidelines and ***Aberdeen Grammar Rugby*** Child Protection Policy.

Signature: _____ **Date:** _____

Section B For Official Use Only

Application APPROVED / REFUSED (delete as appropriate)

Signed: **Date:**

Print Name: **Designation:**

Reason for refusal

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

NOTIFICATION TO APPLICANT - TEMPLATE

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

Name:	**Designation:**
Venue/event:	**Date:**
Purpose:	
Permission granted by:	**Designation:**
Signature:	**Date:**

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

TEMPLATE WELFARE PLAN FOR OVERNIGHT TRIPS AWAY

AREA		DETAIL	NOTES/ACTION TAKEN
Trip title/details **Number and age of children involved.**	Training camp/tour/match		
Purpose of the trip	Competition, training, social, combination.		
Parental Communication and Permission	Permissions should cover the following:	• participation • Medical • Video/images • Transport	
	Event information Travel/transport/collection arrangements Welfare arrangements	• destination and venue • detailed itinerary • Supervision arrangements • responding to concerns procedures • Player codes of conduct and sanctions • Staff codes of conduct – pg 5 SR CPP • Emergency procedures, home contact Process for parent contacting coach and/or young person	
	Kit and equipment list Costs	• Payment schedule • Extra meals/ refreshments, Spending money	

Welfare arrangements	Designate a Child Protection Officer for the trip	• Checked • Trained • Visible • Equipped	
	Reporting procedures for concerns clear and visible	• Two avenues for reporting minimum	
	Codes of conduct clear and visible		
	Staffing	• Checked • Trained • Codes of conduct • Aware of procedures for responding to concerns • Clear roles and responsibilities • Ratios 1:10 for age group 8+	
	Emergency procedures/Medical cover Injury and Illness	• Checked • Trained • Player medical details including allergies • Reporting procedures agreed • Player home contact details	
Venue/Accommodation	Directions Telephone contact Catering Aware of requirements Safe Overnight supervision arrangements Room Lists	 • special dietary requirements • Insured (liability and accident) • Suitable staff • Risk assessment At least two adults to supervise any overnight stay	

		If younger children are to share with older, or children are to share with adults, then arrangements should be discussed with the young people and their parents in advance. These young people should be made aware of who they would speak to if they had any worries or concerns.	
Travel and transport	Journey times and stopping points Risk assessment Supervision Suitability and accessibility Good Practise used	• appropriate ratio of adults:children • vehicles insured • driver licensed • safety measures available e.g. safety belts • Where practicable and planned, get written parental consent • Tell another member of staff that you are transporting a child/children. Give route details and expected length of journey. • Take all reasonable safety measures – seat belts etc • Where possible 2 adults minimum	
	Staff member giving a child a lift	• Prior consent from parents • Keep parents informed of journey as appropriate – call ahead to say that you are giving a lift and expected journey time	
	Collection policy (including late collection policy)	parents/carers to phone if late collection likely Alternative contact name or number In cases of late collection, staff and volunteers **should:** • attempt to contact the child's parent • use the alternative contact name/number if necessary	

		• wait with the child at the sport facility, with other staff/volunteers or parents present if possible • remind parents/carers of the policy for late collection. In case of late collection, staff and volunteers **should not:** • take the child home or to any other location • send the child home with another person without permission from a parent or carer • ask the child to wait in a vehicle or sport facility with you alone	
Arrival	Check basic setup Collect Communicate	• two members of staff/volunteers • Rooms • Meals • Sporting venue • Phones, valuables • Medical info Arrange group meetings. • Care and child protection procedures • Rules • codes of conduct • curfews	
Changing rooms	Supervised Private	• two members of staff/volunteers. • Adults should not change or shower at the same time using the same facilities.	
Free time	Supervision and risk assessment	• Children should not be left to wander alone in unfamiliar places • Adults in charge should not be over-familiar and fraternise with children Use of alcohol, drugs, sexual behaviour should not be condoned.	

NOTES:

ADDITIONAL INFORMATION

WHAT IS CHILD ABUSE? SIGNS AND INDICATORS

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

What is child abuse and child neglect?

"Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting, or by failing to act to prevent, significant harm to the child. Children may be abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger."

While it is not necessary to identify a specific category of abuse when adding a child's name to the Child Protection Register, it is still helpful to consider and understand the different ways in which children can be abused.

(i) Emotional Abuse (ii) Physical Abuse
(iii) 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 show the different ways in which abuse may be experienced by a child but are not exhaustive, as the individual circumstances of abuse will vary from child to child. (All definitions taken from '*National Guidance for Child Protection in Scotland 2010*').

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 <u>not</u> 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.

(i) EMOTIONAL ABUSE

"…is the persistent emotional neglect or ill treatment that has severe and persistent adverse effects on a child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. "

It may involve the imposition of age or developmentally inappropriate expectations of a child. It may involve causing children to feel frightened or in danger, or exploiting or corrupting children. Some level of emotional abuse is present in all types of ill treatment of a child; it can also occur independently of other forms of abuse.

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

(ii) PHYSICAL ABUSE

"…is the causing of physical harm to a child or young person. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child they are looking after".

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.

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
- wearing long or extra clothing to hide injuries

(iii) NEGLECT

"...is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, to protect a child from physical harm or danger, or to ensure access to appropriate medical care or treatment. It may also include neglect of, or failure to respond to, a child's basic emotional needs".

Neglect may also result in the child being diagnosed as suffering from 'non-organic failure to thrive', where they have significantly failed to reach normal weight and growth of development milestones and where physical and genetic reasons have been medically eliminated. In its extreme form children can be at serious risk from the effects of malnutrition, lack of nurturing and stimulation. This can lead to serious long-term effects such as greater susceptibility to serious childhood illnesses and reduction in potential stature. With young children in particular, the consequences may be life-threatening within a relatively short period of time.

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 ***<u>may</u>*** raise concerns about 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

"…is any act that involves the child in any activity for the sexual gratification of another person, whether or not it is claimed that the child either consented or assented. Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or in watching sexual activities, using sexual language towards a child or encouraging children 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 <u>*may*</u> 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 ***<u>may</u>*** 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
- 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

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
- 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
- wearing extra clothing / clothing tied tight (e.g. tracksuit trousers); reluctance to wear sports kit

Children and Young People with a Learning or Physical Disability

Research, including "It doesn't happen to disabled children" Child Protection and Disabled Children, NSPCC (2003), 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.
- 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.

RELEVANT LEGISLATION

This is intended as a brief guide to the legislation relevant to the care and protection of children in Scotland. Sports organisations 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 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 times).

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) Amendment Order 2010
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. regulated work with children and protected adults. This Order lists the positions and professions where there is an exception to the general rule on non-disclosure of convictions.

Police Act 1997
Part V of this legislation made it possible for local authorities, third sector organisations (e.g. sports organisations) as well as other organisations to seek to obtain criminal record certificates on individuals likely to undertake direct work with children and other 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.

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.

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.

Sexual Offences (Amendments) Act 2000 – Sexual Offences (Scotland) Act 2009
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.

Section 55 also allows for a Scottish resident to be convicted of an offence committed abroad if it would be deemed a criminal offence in Scotland. It is no longer necessary for the behaviour to be illegal in the country where it occurs. Unlawful sexual intercourse with a 12-year-old somewhere in Asia, for example would be able to be prosecuted in Scotland.

Protection from Abuse (Scotland) Act 2001
While the primary focus of this legislation is women subjected to domestic abuse and the potential legal remedies available to them, parts of this Act can be applied to attempts to safeguard the interests of children, particularly given what is now known about the impact of abuse on children. The primary remedy offered by the Act is that of the powers of arrest being attached to an interdict, regardless of the relationship between the abused and the abuser.

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.

Commissioner for Children and Young People (Scotland) Act 2003
This Act created the role of Scotland's Commissioner for Children and Young People. The Commissioner promotes and safeguards the rights of children living in Scotland as set out in UNCRC.

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.

Protection of Vulnerable Groups (Scotland) Act 2007
All organisations have a legal responsibility to ensure that any individual who will be in regulated work with children or protected adults is not listed on the Children's List and/or Adult's List, which bars them from working with children and/or protected adults. Regulated work with children includes:
- caring for children
- teaching, instructing, training or supervising children
- being in sole charge of children

- having unsupervised access to children
- being a host parent.

The PVG Scheme is a membership scheme for people doing regulated work with children and/or protected adults in Scotland. For an organisation to check an individual against a list, they can request an individual becomes a PVG Scheme member by applying for a Scheme Record. A Scheme Record disclosure will provide the organisation and individual with any vetting information, criminal conviction information, if they are on the Sex Offender's Register, relevant non-conviction information from police forces and any prescribed civil orders. This information may then help employers to make safer recruitment decisions. Short scheme records and statements of scheme membership are other forms of disclosure available to organisations and individuals.

Organisations also have a legal duty to refer individuals who meet the referral criteria to Disclosure Scotland to be considered for listing. The PVG Scheme is managed and delivered by Disclosure Scotland. Organisations can register directly with Disclosure Scotland to access this vetting information.

For more information and details on PVG: http://www.scotland.gov.uk/Topics/People/Young-People/children-families/pvglegislation/

USEFUL CONTACTS AND WEBSITES

USEFUL CONTACTS

CHILDREN 1ST - www.children1st.org.uk

sportscotland **-** www.sportscotland.org.uk

Local Authority Child Protection in Sport Network Group

Scottish Association of Local Sports Councils - www.salsc.org.uk

Scottish Disability Sport - www.scottishdisabilitysport.com

Scottish Sports Association - www.scottishsportsassociation.org.uk

Stop it now - www.stopitnow.org.uk

Credit: This policy document was produced in partnership with Safeguarding in Sport, CHILDREN 1ST, 61 Sussex Street, Glasgow, G41 1DY

T: 0141 418 5674

E: safeguardinginsport@children1st.org.uk

W: www.safeguardinginsport.org.uk

Safeguarding in Sport	CHILDREN 1ST 61 Sussex Street Glasgow G41 1DY 0141 418 5674 www.safeguardinginsport.org.uk
sportscotland **Help For Clubs**	Doges, Templeton on the Green 62 Templeton Street Glasgow, G40 1SA 0141 534 6500 www.sportscotland.org.uk www.helpforclubs.org.uk
CHILDREN 1ST	83 Whitehouse Loan Edinburgh EH9 1AT 0131 446 2300 www.children1st.org.uk
ChildLine in Scotland	0800 1111 www.childline.org.uk

ParentLine Scotland	0800 028 2233 www.parentlinescotland.org.uk
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: 01786 849 777 www.crbs.org.uk
Disclosure Scotland	0870 609 6006 www.disclosure-scotland.org.uk
Scottish Government	www.scotland.gov.uk/childprotection
Commissioner for Children and Young People	www.sccyp.org.uk
Volunteer Development Scotland	01786 479 593 www.vds.org.uk
Legislation	www.opsi.gov.uk/index.htm
Child Exploitation Online Protection (CEOP)	www.ceop.police.uk
Respect Me	www.respectme.org.uk
Anti Bullying Network	www.antibullying.net/

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