SCOTTISH DISABILITY SPORT

Safeguarding Children, Young People and Protected Adults Policies and Procedures

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Approved by the Scottish Disability Sport

Management Board – April 2016
<table>
<thead>
<tr>
<th>Page</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Foreword and Governance</td>
</tr>
<tr>
<td>4</td>
<td>1.0 Introduction</td>
</tr>
<tr>
<td>4</td>
<td>2.0 Definitions of Child and Protected Adult</td>
</tr>
<tr>
<td>5</td>
<td>3.0 Glossary of Terms</td>
</tr>
<tr>
<td>6</td>
<td>4.0 Promoting Good Practice</td>
</tr>
<tr>
<td>7</td>
<td>5.0 Key SDS Contacts for the Protection of Children, Young People and Protected Adults</td>
</tr>
<tr>
<td>9</td>
<td>6.0 Recognising and Reporting Suspected or Actual Abuse</td>
</tr>
<tr>
<td>11</td>
<td>7.0 Types of Abuse</td>
</tr>
<tr>
<td>11</td>
<td>8.0 Physical Abuse</td>
</tr>
<tr>
<td>12</td>
<td>9.0 Neglect</td>
</tr>
<tr>
<td>13</td>
<td>10.0 Sexual Abuse</td>
</tr>
<tr>
<td>15</td>
<td>11.0 Emotional Abuse</td>
</tr>
<tr>
<td>16</td>
<td>12.0 Negative Discrimination (including racism)</td>
</tr>
<tr>
<td>16</td>
<td>13.0 Identifying and Managing Bullying</td>
</tr>
<tr>
<td>18</td>
<td>14.0 Protection of Protected Groups (Scotland) Act 2007 (PVG Scheme)</td>
</tr>
<tr>
<td>19</td>
<td>15.0 Volunteer Policy</td>
</tr>
<tr>
<td>20</td>
<td>16.0 Recruitment of Ex-Offenders Policy</td>
</tr>
<tr>
<td>21</td>
<td>17.0 Data Protection Advice</td>
</tr>
<tr>
<td>22</td>
<td>18.0 Notes on Completing the Self Declaration Form</td>
</tr>
<tr>
<td>23</td>
<td>Self Declaration Form</td>
</tr>
<tr>
<td>25</td>
<td>Employee/Coach/Leader Application Form</td>
</tr>
<tr>
<td>27</td>
<td>19.0 Reference Letter</td>
</tr>
<tr>
<td>28</td>
<td>Reference Form</td>
</tr>
<tr>
<td>29</td>
<td>20.0 Protection of Vulnerable groups checking procedures</td>
</tr>
<tr>
<td>30</td>
<td>21.0 SDS Recruitment of Staff &amp; Volunteers</td>
</tr>
<tr>
<td>31</td>
<td>22.0 Code of Conduct Procedures and Guidelines</td>
</tr>
<tr>
<td>31</td>
<td>Coaches/Volunteers Code of Conduct</td>
</tr>
<tr>
<td>33</td>
<td>Athletes Code of Conduct</td>
</tr>
<tr>
<td>34</td>
<td>Parents Code of Conduct</td>
</tr>
<tr>
<td>35</td>
<td>Code of Conduct for Members of the Management Board</td>
</tr>
<tr>
<td>37</td>
<td>Duties of a SDS Team Manager</td>
</tr>
<tr>
<td>39</td>
<td>23.0 SDS Disciplinary Procedures and Guidelines (How to Respond to a Complaint)</td>
</tr>
<tr>
<td>43</td>
<td>Flow Chart Showing How to Respond to a Complaint</td>
</tr>
<tr>
<td>44</td>
<td>24.0 SDS Disciplinary Procedures and Guidelines (How to Deal with a Disciplinary Issue)</td>
</tr>
<tr>
<td>46</td>
<td>Flow Chart Showing How to Deal With a Disciplinary Issue</td>
</tr>
<tr>
<td>47</td>
<td>25.0 Policy for use of Photographic and Video Equipment</td>
</tr>
<tr>
<td>48</td>
<td>26.0 Policy for using Children, Young People and Protected Adults in Publications and on the Internet</td>
</tr>
<tr>
<td>49</td>
<td>27.0 Consent Form when using Athletes in Publications and on the Internet</td>
</tr>
</tbody>
</table>
Foreword

Scottish Disability Sport has produced a set of policies and procedures that cover equality and the safeguarding of children, young people and protected adults. The information and documentation has been compiled by specific members of the SDS Equality, Child Protection and Protected Adults Groups.
1.0 INTRODUCTION

Scottish Disability Sport (SDS) – Providing Safe and Secure Environments

Sport can and often does have a very positive influence on the life of an individual with a disability. Sport can offer traditionally excluded communities the opportunity to participate, compete and achieve success in stimulating environments. Sport is fun and enjoyable and through sport essential life skills such as independence, social interaction, improved self esteem, teamwork, leadership and confidence can be developed.

This process will only be successful and positive if the well-being of the participants is the number one priority. Those in responsible positions as volunteers, leaders or coaches must adopt practices and follow procedures that are supportive, empowering, protective and motivate the participants to give their best.

SDS is the co-ordinating body of sport for children, athletes and players with a disability of all ages and abilities in Scotland. SDS is committed to providing safe and secure environments for all children, athletes, players, coaches, volunteers, officials and spectators to enjoy sport.

2.0 DEFINITIONS OF CHILD AND PROTECTED ADULT

2.1 Child

The law in Scotland can be ambiguous when it comes to stating who is, or is not, a child.

Generally, a child is defined as anyone less than 16 years of age. Young people aged 16 to 18 years are sometimes classified as children in Scotland. In terms of the Children (Scotland) Act 1995, a 16 to 18 year old will be regarded as a child if they are subject to a supervision requirement made by a Children's Hearing.

For the purposes of Part V of the Police Act 1997, a child is defined as anyone under the age of 18 years.

SDS recognises that a child is defined as being under the age of 18 years.

2.2 Protected Adult

A person aged 18 years or over may be considered to be a Protected adult if he / she receives one, or all of the following:

- Accommodation and nursing or personal care in a care home
- Personal care, nursing, or support to live independently in his / her own home
- Health or social care services
- Services provided by an establishment catering for a person with a learning disability
- If person is attending a discrete sports session/club/event
And in consequence of one, or a combination of the following:

- A substantial learning or physical disability
- A reduction in physical or mental capacity due to advanced age, illness or injury

A person is also considered to be protected if he / she is either

- Dependent on others in performing or assisting himself / herself in the performance of basic physical functions, or
- His / her ability to communicate with those providing services, or to communicate with others is severely impaired.

3.0 GLOSSARY OF TERMS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scottish Disability Sport (SDS)</td>
<td>The National Governing Body of sport for children, athletes and players with a disability in Scotland.</td>
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<tr>
<td>Child</td>
<td>Scots Law dictates this to be a person under 16. For the purposes of SDS Policies – “child” will cover ALL athletes under your care or supervision whatever their ability, disability, age, gender, sexual identity or ethnicity, including Protected adults.</td>
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<tr>
<td>Youth</td>
<td>Generally referred to meaning Under 18 by other agencies, in this case to be taken as for “child”.</td>
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<tr>
<td>Athlete or Player</td>
<td>A person joining training in care of coach / sports leader.</td>
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<tr>
<td>Coach</td>
<td>Specifically employed or volunteering as a coach with direct responsibility for athletes or players.</td>
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<tr>
<td>Sports Leader</td>
<td>To be applied to all poolside helpers, teachers and coaches, whether qualified, unqualified, paid or voluntary.</td>
</tr>
<tr>
<td>Child Protection</td>
<td>Our “Duty of Care” to all within our sport and all that this involves in terms of training, communication and process development.</td>
</tr>
<tr>
<td>Disclosure</td>
<td>The term to be applied to all reporting and allegations of concern or abuse.</td>
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<tr>
<td>Regular</td>
<td>As a guideline, regular contact is considered to be more than three times per year. However, we would encourage that all staff needs are planned for and added into the recruitment process.</td>
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</tbody>
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NOTE:
Safeguarding in Sport is a partnership between CHILDREN 1ST and sportscotland. Like SDS these organisations believe that all children and young people have the right to be protected from abuse and harm. Safeguarding in Sport supports sporting organisations to keep children and young people safe. safeguardinginsport@children1st.org.uk
4.0 PROMOTING GOOD PRACTICE FOR WORKING WITH CHILDREN, YOUNG PEOPLE AND PROTECTED ADULTS

Although policies and procedures for the protection of children, young people and protected adults are extremely necessary, it is important to put them into perspective and not be intimidated by the overload of information. The best way to comply with new legislation and procedures is to use common sense. SDS supports and requires the following good practice by members when in contact with children, young people and protected adults. By demonstrating exemplary behaviour all paid and voluntary personnel can protect themselves from false allegations whilst securing a safe and enjoyable environment for all those involved.

When working with children, young people and protected adults these good practice guidelines are recommended to minimise the risk of abuse:

- Sport should be fun, enjoyable and promote fair play
- Always work in an open environment, e.g. avoid private, unobserved situations and secrets
- Treat all children, young people and protected adults with equal respect and dignity
- Put the well-being of all children, young people and protected adults first before winning or achieving performance goals
- Be an excellent role model including no smoking and drinking alcohol in the company of children, young people and protected adults
- Offer enthusiastic and constructive feedback rather than negative criticism
- Ensure if any form of manual or physical support is required for a child, young person or protected adult, it is provided openly, the athlete is informed of what is being done and their consent is obtained
- Deliver educational instruction first verbally; secondly by demonstration; and thirdly, only if necessary, with hands-on – which must be accompanied by telling the child, young person or Protected adult where you are putting your hands and why this is necessary and obtaining their consent
- Involve parents, guardians and carers wherever possible
- Build balanced relationships based on mutual respect that empower athletes to share in the decision-making process
- Maintain a professional relationship with athletes, e.g. it is not appropriate to have an intimate relationship with a child, young person or protected adult, or to share a room with them unless the specific care needs of the individual athlete dictates otherwise
- Recognise the developmental needs and capacity of children, young people or Protected adults and avoid excessive training or competition and either pushing them against their will or putting undue pressure on them
- Be aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required
- Keep a written record of any injury that occurs, along with the details of any treatment given
- Where possible, ensure access to medical advice and/or assistance is available
5.0 SDS KEY CONTACTS FOR THE PROTECTION OF CHILDREN, YOUNG PEOPLE AND PROTECTED ADULTS

Everyone involved with Scottish Disability Sport has a responsibility to ensure that all children, young people and protected adult involved in programmes and activities do so within a safe and secure environment.

SDS has identified specific individuals who have particular roles to help ensure that appropriate policies and procedures are in place to prevent and where necessary deal with any concerns or incidents relating to the protection of children, young people or protected adult.

5.1 If you have any concerns or would like to discuss a specific issue relating to the protection of children, young people or protected adult please contact:

Lead Officer for the Protection of Children, Young People and Protected Adults - Jennifer Livingstone, Opportunities & Equalities Manager
0131 317 1150
Jennifer.livingstone@scottishdisabilitysport.com
The Lead Officer has the responsibility to liaise with appropriate personnel and organisations to ensure the most appropriate response to any incidents or concerns. If you have any concerns or would like to report a specific incident about the Protection of Children, Young People or Protected adult please contact the SDS to discuss the issue in private and ensure confidentiality.

Jennifer also has the role of Lead Officer for SDS within the network for Scottish Governing Bodies of Sport. This allows SDS to keep up to date with progress and changes across Scottish sport and be involved in the decision making processes which impact on SDS as a Scottish Governing Body of Sport.

5.2 If you have any questions or queries in relation to the policies and procedures of SDS please contact one of the following individuals:

OVERALL RESPONSIBILITY for ensuring the protection of children, young people and protected adults
Gavin Macleod, CEO
0131 317 1150
gavin.macleod@scottishdisabilitysport.com
The CEO has the overall responsibility of ensuring that the protection of children, young people and protected adults is a key target of the association and that the appropriate work is carried out to ensure this is implemented. The CEO operates at a strategic level with other organisations to ensure that appropriate policies are being developed and implemented within the Association.

5.4 Board Level responsibility for the Protection of Children, Young People and Protected Adults.
Janice Eaglesham, Chairman and Director with the responsibility for the protection of children, young people and protected adults
07712 624498
Janice.eaglesham@btinternet.com
The Chairman of the association is responsible for overseeing the introduction and approval of policies and procedures for SDS and ensuring that the Board operates in an equitable manner.

5.5 Branch Level contacts with responsibility for the Protection of Children, Young People and Protected Adults.

SDS Branches have identified key individuals who have specific roles to play in ensuring that appropriate policies and procedures are in place to prevent and where necessary deal with any concerns or incidents relating to safeguarding children, young people or Protected adults. The Branch Coordinator has the responsibility to liaise with key organisations to ensure the most appropriate response to any incidence of abuse.
6. RECOGNISING AND REPORTING SUSPECTED OR ACTUAL ABUSE

The ability to recognise the abuse of children, young people and protected adult depends as much on a person’s willingness to accept the possibility of its existence as it does on knowledge and information. Child Protection training will be offered to all adults working for SDS that work with children. It is important to note that abuse is not always readily visible, and may not be as clearly observable as the “text book” scenarios might suggest. If a sports leader, coach, parent / carer is uneasy or suspicious about an athlete’s safety or welfare the following response should be made:

6.1 GROUNDS FOR CONCERN
Consider the possibility of the abuse of children, young people or protected adult if there are reasonable grounds for concern. Examples of reasonable grounds are:

6.1.1 a specific indication from a child, young person or adult at risk that (s)he has been abused
6.1.2 a statement from a person who witnessed abuse
6.1.3 an illness, injury or behaviour consistent with abuse
6.1.4 a symptom which may not itself be totally consistent with abuse, but which is supported by corroborative evidence of deliberate harm or negligence. Coaches would be expected to inform Child Protection Lead at SDS to progress the evidence with relevant bodies
6.1.5 consistent signs of neglect over a period of time

In some cases of abuse the alleged perpetrator will also be a child, young person or adult at risk and it is important that behaviour of this nature is not ignored. Grounds for concern will exist in cases where there is an age difference and / or difference in power, status or intellect between the people involved. However, it is also important to distinguish between normal sexual behaviour and abusive behaviour. Persons unsure about whether or not certain behaviours are abusive and therefore reportable should contact SDS, named person and Safeguarding in Sport

6.2 REPORTING THE ABUSE OF CHILDREN, YOUNG PEOPLE OR PROTECTED ADULTS (see Appendix A on Page 51 for flowchart of procedures).

The following procedure should be followed in reporting the abuse of children or protected adults to the relevant Authorities (i.e. Social Work, Police, SDS Lead Officer or CEO):

6.2.1 observe and note dates, times, locations and contexts in which the incident occurred or suspicion was aroused, together with any other relevant information, (use Incident Record Form if in doubt) Under no circumstance should you question the person involved.
6.2.2 report the matter as soon as possible to the person designated for reporting abuse (the SDS Lead Officer for the Protection of Children, Young People and Protected Adults or the Chief Executive Officer). If the Lead Officer has reasonable grounds (see above) for believing that the child, young person or Protected adult has been abused or is at risk of abuse, (s)he will make a report to the Authorities who have statutory responsibility to investigate and assess suspected or actual abuse
6.2.3 in cases of emergency, where a child, young person or Protected adult appears to be at immediate and serious risk and the Branch Coordinator is unable to contact a duty social worker, the police should be contacted. Under no circumstances should a child or adult at risk be left in a dangerous situation pending intervention by the Authorities
6.2.4 if the Branch Coordinator is unsure whether reasonable grounds for concern exist or not, (s)he should informally consult with the Authorities. (S)he will be advised whether or not the matter requires a formal report
6.2.5 a Branch Coordinator reporting suspected or actual abuse to the Authorities should first inform the family of their intention to make such a report, unless doing so would endanger the child or adult at risk, or undermine an investigation.
6.2.6 a report should be given by the Branch Coordinator to the Authorities in person or by phone, and in writing
6.2.7 it is best to report abuse concerns by making personal contact with the relevant personnel in the Authorities.
Scottish Disability Sport

**Incident Record Form**

Name of Branch or Club: ___________________________

This form is to be used to record an occurrence, or allegation of abuse. Please complete all relevant sections carefully and accurately.

Remember to maintain confidentiality. Do not discuss the incident with anyone, other than the Coordinator for the Protection of Children, Young People and Protected adult or the appropriate external agencies.

<table>
<thead>
<tr>
<th>Your Name:</th>
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<tbody>
<tr>
<td>Your Position:</td>
</tr>
<tr>
<td>Athlete’s Name:</td>
</tr>
<tr>
<td>Athlete’s Address:</td>
</tr>
<tr>
<td>Parent/Guardian’s Names:</td>
</tr>
<tr>
<td>Parent/Guardian’s Address:</td>
</tr>
<tr>
<td>Athlete’s Date of Birth:  _ _ / _ _ / _ _ _ _</td>
</tr>
<tr>
<td>Date &amp; Time of alleged incident:</td>
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</tbody>
</table>

Record exactly what the child said and what you said/asked to clarify the situation. Remember, do not influence or lead the athlete’s account – record actual details. (Use a separate sheet and attach if necessary.)

<table>
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<th>Your Observations, who you spoke to and when:</th>
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<tr>
<td>Action taken to date and when:</td>
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</table>
7.0 TYPES OF ABUSE

National Policy and Guidance for statutory agencies in the UK generally refer to four categories of abuse. These are:

- Physical Abuse
- Neglect
- Sexual Abuse
- Emotional Abuse

In addition to the categories as listed above, SDS also recognises that discrimination and bullying can have severe and adverse effects on children, young people or protected adults. In its commitment to protect children, young people or protected adults from all potentially harmful behaviour, SDS will deal with any discrimination and bullying under these procedures.

Recognising child abuse is not easy and it is not a SDS member’s responsibility to decide whether a child or young person has been abused. It is their responsibility to pass on any concerns and for the Police and Social Work Services to investigate the concerns.

The descriptions and lists below are not definitive or exhaustive. They are designed to help members of SDS to be more alert to the signs of possible abuse.

SDS members should remember that in relation to abuse, an assessment of reasonableness should always be applied. This refers to any possible allegations against members as well as members considering what action to take when they have concerns. For example: if, to a reasonable person, a child requires medical attention and no-one secures it within a reasonable time, then an allegation of neglect may be valid.

8.0 PHYSICAL ABUSE

Physical abuse may involve the actual or attempted physical injury to a child or young person including hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise harming them. Physical Abuse can result from unintended actions. For example, a child who is injured in a dispute between adults.

Physical abuse may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to child they are looking after. This has various names, all meaning the same thing: Munchausen Syndrome by Proxy, Factitious Injury, etc. A person may do this because they need or enjoy the attention they receive through having a sick child.

Physical abuse may be a deliberate act. Alternatively, it may result from a failure of somebody to do something. Or it may result from a failure by someone to fulfil his or her duty to protect a child.

8.1 Physical Injury in Sport

This may include bodily harm caused by a lack of care, attention or knowledge that may be caused by:

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

8.2 Signs of possible Physical Abuse

Most children will sustain cuts and bruises throughout childhood. These are likely to occur in boney parts of the body like elbows, shins, and knees. In most cases, injuries or bruising will be genuinely accidental. 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 a part of the body where accidental injuries are unlikely; e.g. on the cheeks, buttocks or thighs. The age/maturity of the individual must also be considered. Signs of possible physical abuse include:

- Unexplained injuries or burns, particularly if they are recurrent
- Improbable explanations or excuses given to explain injuries
- Refusal to discuss injuries
- Fear of parents being approached for an explanation
- Fear of returning home
- Untreated injuries, or delays in reporting them or in seeking medical attention
- Excessive physical punishment to themselves
- Arms and legs kept covered in hot weather
- Avoidance of activity where legs, arms etc. will be visible; e.g. swimming, wearing shorts, changing
- Aggression towards others / acceptance of physical aggression as a normal way of life
- Running away

When considering the possibility of non-accidental injury, it is important to remember that injuries may have occurred for other reasons, e.g. skin disorders, rare bone diseases.

9.0 NEGLECT

Neglect is the persistent failure to meet the basic needs of an individual. It may involve a parent or carer failing to provide adequate food, shelter, warmth, clothing or cleanliness. It may also include leaving a child or protected adult at home unattended, exposure to conditions where they may be caused unnecessary suffering or injury, or the failure to ensure that appropriate medical care or treatment is received.

9.1 Neglect in Sport

This could include the lack of care, guidance, supervision or protection that may be caused by:

- Exposure to unnecessary cold or heat
- Exposure to unhygienic conditions, lack of food, water or medical care
Non-intervention in bullying or taunting
- Training for too long without sufficient re-hydration and rest breaks
- Leaving children or young people unsupervised for any period of time
- Inability to implement sufficient warm-up before strenuous activity – increasing risk of injury

Neglect, as well as being the result of a deliberate act can also be caused through the omission or the failure to act or protect. In other words, neglect may be caused by the **failure to do** something, as well as by doing something, whether deliberately or not.

### 9.2 Signs of possible Physical Neglect

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Poor state of clothing
- Frequent lateness (that sometimes includes explanations of the individual having to get him/herself up in the morning, fed and out to school/training)
- Untreated medical problems.
- Low self esteem
- Poor peer relationships.
- Stealing

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### 10.0 SEXUAL ABUSE

Sexual Abuse involves forcing or enticing a child, young person or protected adult to take part in sexual activities whether or not they are aware of, or consent to, what is happening. The activities may involve physical contact, including penetrative or non-penetrative sexual acts. The activities may also involve non-contact activities such as forcing children or young people to look at pornographic material or be involved in the production of pornographic material, to watch sexual activities, or encouraging them to behave in sexually inappropriate ways.

Child prostitution is sexual abuse. Many young people believe that they have chosen to prostitute and that they are in control of what they do. The reality is that many are in great danger and are being exploited by adults.

Boys and girls can be sexually abused by males and/or females, including persons to whom they are not related and by other young people. This includes people from all walks of life. Many adults who sexually abuse children do have ongoing 'normal' adult sexual relationships.

#### 10.1 Sexual Abuse in Sport

This could include contact and non-contact activities and may be caused by:

- Exposure to sexually explicit inappropriate language, jokes or pornographic material
• Inappropriate touching
• Engaging in any sexual activity or relationship
• Creating opportunities to inappropriately observe the bodies of children and young people

Not all children, young people or protected adults are able to tell that they have been sexually abused. Either they may not be able to tell or they may not know that they have been victims of abuse. Abusive adults who are very skilled in grooming children for abuse will behave in such a way that the child is unaware that they are being set-up for abuse or, in some cases, are being abused.

Changes in an individual’s behaviour may be the signal that something has happened. It is important to note however, that there may be no physical or behavioural signs to suggest that a child, young person or Protected adult has been sexually abused.

10.2 Signs of possible Sexual Abuse

• Behavioural signs
• Lack of trust in adults
• Over familiarity with adults
• Fear of a particular adult, or adults
• Developmental regression (begins to behave like a much younger child)
• Social isolation - withdrawn or introverted (especially if this is a change from normal)
• Running away from home
• Sudden school problems; e.g. falling standards, truancy
• Reluctance or refusal to participate in normal coaching/training/games, or to change clothes in the company of others
• Low self-esteem
• Drug, alcohol or solvent misuse
• Fear of bathrooms, showers, closed doors, etc.
• Fear of medical examinations
• Poor peer relationships
• Stealing
• Irrational fears
• Eating disorders
• Psychosomatic factors; e.g. recurrent abdominal or headache pain
• Sexual promiscuity
• Over sexualised behaviour
• Display of sexual knowledge beyond the child’s age (language, actions)
• Unusual interest in the genitals of adults, children or animals
• Sexually explicit drawings
• Compulsive masturbation

Physical or Medical signs

• Bruises, scratches, bite marks to the thighs or genital areas
• Anxiety, depression
• Eating disorder; e.g. anorexia nervosa or bulimia
• Discomfort/difficulty in walking or sitting
• Pregnancy - particularly when reluctant to name the father
- Pain on passing urine, recurring urinary tract problem, vaginal infections or genital damage
- Venereal disease/sexually transmitted diseases
- Soiling or wetting in children who have been trained
- Itchiness, soreness, discharge, unexplained bleeding from the rectum, vagina or penis
- Stained underwear
- Unusual genital odour
- Self-mutilation, suicide attempts

11.0 **EMOTIONAL ABUSE**

Emotional Abuse is the persistent emotional ill treatment of a child, young person or protected adult such as to cause severe and adverse effects on their emotional development. It may involve conveying that they are worthless, unloved, useless, inadequate or not valued.

It may feature age or developmentally inappropriate expectations being imposed. It may also involve causing the individual to feel frequently frightened or in danger, such as when they have to live in a home where there is domestic violence or aggression. It may involve the corruption or exploitation.

11.1 **Emotional Abuse in Sport**

This may include the persistent failure to show respect, build self-esteem and confidence that may be caused by:

- Exposure to humiliating or aggressive behaviour or tone
- Demeaning efforts by continuous negative feedback
- Failure to intervene where self-confidence and worth are being challenged or undermined

11.2 **Signs of possible Emotional Abuse**

- Low self-esteem
- Continual self-deprecation/criticism ("I'm hopeless", "I'm useless", etc.)
- Sudden speech disorder
- Significant decline in concentration
- 'Neurotic' behaviour; e.g. rocking
- Self-mutilation, suicide attempts
- Compulsive stealing
- Extremes of passivity or aggression
- Running away
- Indiscriminate friendliness
- Fear of parents being contacted

12.0 **NEGATIVE DISCRIMINATION (INCLUDING RACISM)**
Children, young people or protected adults may experience harassment or negative discrimination because of their race, ethnic origin, socio-economic status, culture, age, disability, gender, sexuality or religious beliefs. Although not in itself a category of abuse, SDS will treat such behaviour as potentially emotionally abusive. These procedures therefore apply.

13.0 IDENTIFYING AND MANAGING BULLYING

The lives of many people are made miserable by bullying. Victims of bullying can feel lonely, isolated and deeply unhappy. It can have a devastating effect on a child's or young person's self-esteem and destroy their self-confidence and concentration. They may become withdrawn and insecure, more cautious and less willing to take any sort of risk. They may feel it is somehow their fault or that there is something wrong with them and, at worst, cause depression or feelings of worthlessness that can lead to suicide.

To ensure that SDS creates an atmosphere where bullying of children and young people is unacceptable and to help members manage bullying issues, the following guidelines have been developed.

In some cases of abuse it may not be an adult abusing a young person. Children and young people may also be responsible for abuse, for example, in the case of bullying. Bullying may be seen as particularly hurtful behaviour usually repeated over a period, where it is difficult for those bullied to defend themselves. Bullying can take many forms, including:

- Physical; e.g. hitting or stealing belongings
- Verbal (including teasing); e.g. racist remarks, spreading rumours, threats or name-calling
- Emotional; e.g. isolating a person from the activities or social acceptance of the group
- Harassment; e.g. using abusive or insulting behaviour in a manner intended to cause alarm or distress

Children and young people may be bullied by adults, their peers and in some cases by their families.

13.1 Identifying Bullying

Bullying can be difficult to pick up because it often happens away from others and victims do not tend to tell. However, you can watch for signs that may indicate the presence of bullying. The following is a list of common victim behaviour:

- Hesitates to come to training/coaching sessions or other group activities
- Is often/repeatedly the last one to be picked for a team for no apparent reason
- Is reluctant to go to certain places or join-in with certain people
- Has clothing or personal possessions that go missing or are damaged
- Keeps 'losing' their pocket money
- Is quite nervous, withdraws from other people and becomes quiet and shy, especially if they have previously been quite an outgoing person
- A usually quiet person suddenly becomes prone to lashing out at people, either physically or verbally
These signs should make the responsible adult think and begin to ask questions and assess what may be happening.

13.2 Action to help the Victim (s) and Prevent Bullying

- Tell everyone, at the outset, that any bullying will not be accepted in the group/team
- Take all signs of bullying very seriously
- Encourage all children and young people to speak and share their concerns. Help the victim(s) speak out and tell the person in charge or someone in authority
- Talk with the bully(ies), explain the situation and try to get the bully(ies) to understand the consequences of their behaviour
- Take all allegations seriously and act to ensure the victim is safe. Speak with the victim(s) and the bully(ies) separately
- Reassure the victim(s) that you can be trusted and will help them, although you cannot promise not to tell other people about the bullying
- Keep records of what is said; i.e. what happened, by whom and when
- Report any concerns to the SDS Lead Officer for the Protection of Children, Young People and Protected Adults

13.3 Action towards the Bully(ies)

- Seek an apology from the bully to the victim
- Inform the bully's parents/guardians
- Impose appropriate sanctions as necessary
- Encourage and support the bully(ies) to change behaviour
- Keep a written record of action taken

Any suspicions or allegations of bullying of a child or young person against a SDS member will be addressed as outlined in section A3.0, A3.1, A3.2, A3.3 disclosure, allegations and suspicion of abuse sections in the SDS Ethics & Equality Policies and Procedures Handbook.
14.0 Protection of Protected Groups (Scotland) Act 2007 (PVG Scheme)

Everyone who is undertaking regulated work with Scottish Disability Sport is required to join the PVG Scheme

Background

- The Protecting Protected Groups Scheme ("The PVG Scheme") was introduced by the Scottish Government in 2011.
- This law applies to organisations and groups across the statutory, voluntary and private sectors that provide services and activities for children, young people and/or protected adults. This includes SDS Branches, associated sports clubs and sports organisations.
- For SDS Branches, associated sports clubs, and sports organisations the PVG Scheme will relate to work with children and young people and involve work with protected adults.

Eligibility to Join the Scheme

- People doing certain types of work in Scotland, to be known as regulated work, with children, young people and/or protected adults can apply to join the PVG Scheme e.g. sports coaches.
- On first application for membership to the Scheme, checks will be carried out by Disclosure Scotland. Unless these checks uncover information which makes the applicant unsuitable to work with one or both of the above groups the applicant will become a Scheme Member.
- It will be an offence for someone who is barred from regulated work to do or seek to do that type of regulated work. It will be an offence for an organisation to employ an individual in regulated work if they are barred. Hence the need for scheme membership as part of the recruitment process.

Further guidance and information is available from a variety of sources including:

- Scottish Government’s PVG website: http://www.infoscotland.com/pvgscheme
- CRBS PVG Scheme Help Service: 0870 609 6006 (ask for the PVG Help Service).
- PVG Scheme Email: pvg.enquiries@scotland.gsi.gov.uk.
- PVG guidance document: http://www.disclosurescotland.co.uk/pvg_index.html
- E-learning training package: http://www.disclosurescotland.co.uk/pvg_index.html
- Regulated Work Self Assessment Tool: http://www.disclosurescotland.co.uk/pvg_training
- Scottish Government PVG FAQs: http://www.scotland.gov.uk
15.0 SDS - VOLUNTEER POLICY

This Policy will operate on the following guidelines:

15.1 Volunteers shall have the support and approval of our organisation’s management and administration. Opportunities will be provided for volunteers to represent their views at all levels of the organisation. This is done through the SDS Board Directors.

15.2 Management will regularly review the benefits and costs of volunteers to the organisation.

15.3 All paid staff will be fully informed of the rights and responsibilities of the volunteers.

15.4 SDS shall regularly review its policy concerning insurance, reimbursement for out of pocket expenses, working conditions and other benefits to volunteers.

15.5 Before commencing volunteering, SDS will require the submission of an application form, uptake of suitable references and for volunteers to be subject to a Disclosure.

15.6 As part of the recruitment process, volunteers will be provided with clear roles and responsibilities.

15.6.1 Roles and responsibilities will match the volunteer’s skills, talents and interests.

15.6.2 As part of the recruitment process volunteers will be asked to complete an equality monitoring form
16.0 SDS – RECRUITMENT OF EX-OFFENDERS POLICY

The purpose of this policy is to ensure consistent and fair practices are implemented for the recruitment of staff or volunteers who have a criminal record to paid/unpaid childcare and protected adult posts within Scottish Disability Sport.

Scottish Disability Sport undertakes to treat all applicants for positions within the organisation fairly and not to discriminate unfairly against the subject of disclosure on the basis of conviction information revealed. Having a criminal record will not necessarily debar an individual from working/volunteering in a childcare/protected adult position within the organisation. Only convictions or conviction information that is deemed relevant to the position applied for will result in the applicant not being granted the position.

This organisation implements a fair recruitment policy that ensures individuals have the opportunity to disclose any convictions or conviction information in a way that allows for a clear risk assessment to be carried out that will determine whether or not the conviction or conviction information is relevant to the position applied for.

To ensure the correct applicant is appointed and to enable Scottish Disability Sport to determine the relevance of any convictions or conviction to positions applied Scottish Disability Sport will use the following recruitment tools:

Application Form – Childcare Positions
Application Form – Adult at Risk Positions
Self Declaration Form - Childcare Positions
Self Declaration Form – Adult at Risk Positions
References
Interviews
Disclosure Certificate
Other (give details)

As part of Scottish Disability Sport recruitment policy, we request the appropriate level of disclosure certificate at the final part of the recruitment stage, when a position has been offered. Enhanced disclosures will only be sought for positions that are deemed exempted posts. An exempted post is one, which is detailed in the Exclusions and Exceptions (Scotland) Order 2003.

Where a position requires an Enhanced disclosure we will make this clear on the information provided about the post.

Should the organisation decide that the information disclosed is relevant to the post applied for, the applicant will be deemed to be unsuccessful and this information will be fed back to the applicant by letter.

I __________________________ accept and will adhere to this policy on behalf of __________________________________________

Signed _______________________________ Date ___________________
17.0 SDS DATA PROTECTION ADVICE

Listed below are the recommendations for storing, destroying and accessing records and various other forms related to the protection of children, young people and Protected adults.

<table>
<thead>
<tr>
<th>DOCUMENT</th>
<th>WHERE TO STORE</th>
<th>WHO HAS ACCESS</th>
<th>HOW LONG TO KEEP</th>
<th>HOW TO DISPOSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>References</td>
<td>Secure</td>
<td>SDS Chief Executive</td>
<td>3 years after person leaves</td>
<td>Shred or burn</td>
</tr>
<tr>
<td>Application Form</td>
<td>Secure</td>
<td>SDS Chief Executive / Interview Panel (paid staff)</td>
<td>3 years after person leaves</td>
<td>Shred or burn</td>
</tr>
<tr>
<td>Disclosure Form</td>
<td>Secure</td>
<td>SDS Chief Executive (collator)</td>
<td>90 days</td>
<td>Shred or burn</td>
</tr>
<tr>
<td>Self Declaration Form</td>
<td>Secure</td>
<td>SDS Chief Executive</td>
<td>90 days or longer in exceptional circumstances</td>
<td>Shred or burn</td>
</tr>
<tr>
<td>Incident Reports</td>
<td>Secure</td>
<td>SDS Lead Officer for the protection of children, young people and Protected adults and SDS Chief Executive Officer</td>
<td>Indefinitely</td>
<td>Shred or burn</td>
</tr>
<tr>
<td>Accident Forms</td>
<td>Secure</td>
<td>SDS Chief Executive Officer and possibly insurance company / other investigation authorities.</td>
<td>Indefinitely</td>
<td>Shred or burn</td>
</tr>
</tbody>
</table>

Please note that all documentation may be required for any criminal investigation.

**DEFINITION**

**Secure:**
Kept in a locked place with restricted access. All documents are retained within a locked filing cabinet within the Head Office Store Room. Access restricted to CEO only.
18.0 NOTES ON COMPLETING THE SDS SELF-DECLARATION FORM

The purpose of the SDS Self-Declaration Form is to provide us with information to allow us to make an informed decision on a person’s suitability to work with children or Protected adults. The information is strictly confidential.

Who must complete the form?

All people whose role meets criteria for work with children and protected adults

Do I have to complete a Self-Declaration Form?

In the interest of safeguarding the welfare of our athletes/participants, it is a condition of Scottish Disability Sport that these procedures are adopted. Anyone unwilling to complete a Self-Declaration Form must not be deployed in any regulated work role that will give them substantial unsupervised access to children, young people or protected adults.

What information will be kept on me?

In the majority of cases, only the personal information on the form will be kept as a record. However, if you have a criminal conviction for an offence, which could potentially put children, young people or protected protected adult, the official details of the conviction will be recorded. Specific allegations of behaviour, which may put children, young people or protected protected adult, will also be recorded and appropriate action taken.

Do I send my self-declaration form in direct to Scottish Disability Sport?

This form should be completed and returned to Scottish Disability Sport Head Office in Edinburgh marked PRIVATE and CONFIDENTIAL for the Attention of the CEO.
The role of [INSERT ROLE TITLE HERE] at the [sport] is ‘regulated work’ with children. Before [sport] can appoint you, even to an unpaid position, it must check that you are suitable to do this type of work. You will be asked to become a Protection of Vulnerable Groups (PVG) Scheme member and to make a self-declaration of any relevant convictions or investigations. Under the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015 applicants are required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1 ‘Offences which must always be disclosed’. Applicants are not required to disclose spent convictions for offences included in schedule B1 ‘Offences which are to be disclosed subject to rules’ until such time as they are included in a higher level disclosure issued by Disclosure Scotland.

Details of Schedule A1 Offences can be found at: http://www.disclosurescotland.co.uk/news/documents/UKSCOffencesthatwillalwaysbedisclosedv1website10September2015.pdf

Details of Schedule B1 Offences can be found at: http://www.disclosurescotland.co.uk/about/documents/UKSCOffencesthatwillbedisclosedsubjecttorulesv1website10September2015.pdf

Information given is confidential. It will be managed according to our data protection policy and will not be shared outside of [sport] officials responsible for making safe appointment decisions.

PERSONAL DETAILS
Title:
Full Name:
Address:
Post Code:
Tel no:
E-mail:

Section 5 – Protection of Vulnerable Groups (Scotland) Act 2007
Before signing the declaration below, please read the following notes on the Protection of Vulnerable Groups (Scotland) Act 2007 (PVG Act):
1. It is an offence to do, or to seek or agree to do any regulated work (paid or unpaid) from which you are barred.
2. Section 35 of the same act makes it an offence for the club to offer regulated work (paid or unpaid) to someone who is barred from that work.
3. A person is barred from regulated work with children if they are:
   - The subject of an automatic listing (under section 14 of the PVG Act).
   - Included on the PVG Children’s List and/or the Disclosure and Barring Service Children’s List which covers the rest of the UK.
   - ‘considered for listing’ while information on their suitability is assessed.

Please delete the following statements as appropriate:
*I confirm that I am not barred from regulated work with children as set out in sections 14 and 15 of the PVG Act, nor am I under ‘consideration for listing’ as set out in section 12 of the same Act.

OR
*I am under ‘consideration for listing’*

**Section 5 – Declaration**

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

2. I will assist [sport] to request a Scheme Record/Scheme Record Update (as appropriate under the PVG Act) for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority.

3. I agree to inform [sport] if I am convicted of an offence while a member of staff/volunteer. I understand that failure to do so may lead to the immediate suspension of my work (paid or unpaid) for the club and/or the termination of my services.

4. If I become ‘considered for listing’, I understand this will result in precautionary suspension.

I certify that all information contained in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to dismissal. I understand that deliberately giving false information can result in prosecution.

*Signed: ____________________________ Date: ____________*

Please complete and return in a sealed envelope marked, ‘Private and Confidential – Self Declaration’.
Employee/Coach/Leader Application

Position applied for:

You have a right of access to information held on you and other rights under the Data Protection Act 1998.

Part A: Personal Details (All sections must be completed)

Title:  
Mr / Mrs / Miss / Ms / Dr

First names:  
Surname:

Maiden Name and/or Previous Names:

Home Address:

Postcode:

Telephone Numbers:
(Day) ________________ (Evening) ________________ (Mobile) ________________

Email Address:

Date of Birth:  _____ / _____ / _____  Gender:  Male / Female

Part B: Employment History (please complete the relevant sections)

Please list your employment record with present occupation first.

<table>
<thead>
<tr>
<th>Name of Organisation</th>
<th>Contact Person</th>
<th>Phone</th>
<th>Start Date</th>
<th>Finish Date</th>
</tr>
</thead>
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<td></td>
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</tbody>
</table>

Please list your Sport/Recreational Club History, with most recent club first:

<table>
<thead>
<tr>
<th>Name of Club</th>
<th>Contact Person</th>
<th>Phone</th>
<th>Start Date</th>
<th>Finish Date</th>
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</thead>
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</tbody>
</table>

Part C: Other Relevant Information

Please list any other relevant information (e.g. recreational interests, hobbies, community/voluntary work)

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

Part D: References
Please list the details of two relevant referees:

**Referee 1:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship to Applicant</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Organisation:</th>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Address</th>
<th>Postcode</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone Numbers:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Day) _____________</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Email Address:</th>
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<tbody>
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</table>

**Referee 2:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship to Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organisation:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Address</th>
<th>Postcode</th>
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<tbody>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone Numbers:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Day) _____________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email Address:</th>
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</table>

**Additional Information**

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

---

I am aware that in accordance with the Data Protection Act 1998, information provided on this application will be stored for the purposes of processing the data for recruitment and monitoring the recruitment process for volunteers. If selected as a volunteer, I am aware that this information will be stored for the purposes of enabling relevant organisation procedures.

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

Signature: ___________________________ Date: ___________________________

**Declaration (of 1 referee only):**

I confirm that I have seen the relevant identification documents (i.e. professional qualifications, coaching certificates driving licence or passport, of the applicant. I confirm, to the best of my knowledge, that these are accurate.

Signed: ___________________________ Print Name: ___________________________

Date: ______________ Documents Shown: ___________________________
PRIVATE AND CONFIDENTIAL

[Insert Date]

Dear [Insert Name of Referee]

[Insert applicant name] has applied for the position of [insert job title/role] with Scottish Disability Sport and has given your name as a referee. A copy of the relevant job description/role is enclosed for your information.

Scottish Disability Sport has a moral and legal responsibility to provide a duty of care for all children, young people and Protected adults for whom it is responsible.

In compliance with SDS Ethics and Equality Policy and Procedures, Scottish Disability Sport request you to complete the attached Reference Form. Any information provided on the form will be treated confidentially in accordance with relevant legislation and guidelines.

The information you provide on the form will not be seen by the applicant and will only be shared with the person conducting the assessment of the candidate’s suitability for the post/voluntary work, if he/she is offered the position in question.

In the interests of providing the safest possible environment for our children, young people and Protected adults, we would appreciate your open and honest evaluation of the applicant.

Your cooperation is greatly appreciated.

Your faithfully

[sign here]

[Chief Executive Officer]

Enc. Stamped Addressed Envelope
Reference Form
SCOTTISH DISABILITY SPORT
Reference Form

Name of the Applicant you are referring to: ___________________________________________

Position Applied for: ______________________________________________________________

<table>
<thead>
<tr>
<th>Your Name (Referee):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship to Applicant:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone Numbers:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Day)_______________ (Evening) _______________ (Mobile) ______________</td>
</tr>
</tbody>
</table>

How long have you known the applicant? ____________________________________________

In what capacity? __________________________________________________________________

What personal qualities does the applicant have that would make them specifically suited to
work with children, young people and/or protected adults?
_____________________________________________________________________________
_____________________________________________________________________________

Please rate the applicant on the following by ticking the appropriate box:

<table>
<thead>
<tr>
<th>Characteristic</th>
<th>Not Good</th>
<th>Good</th>
<th>Very Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsibility</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maturity</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self Motivation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to motivate others</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Energy</td>
<td></td>
<td></td>
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<tr>
<td>Trustworthiness</td>
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<td></td>
</tr>
<tr>
<td>Reliability</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

This post involves substantial and unsupervised access to children, young people and protected adults. In compliance with the Scottish Disability Sport’s Ethics and Equality Policy and Procedures, we need to know if you have any reason at all to be concerned about the applicant being offered this position. Do you have any concerns about the applicant working unsupervised with children, young people or protected adults?

YES ☐ NO ☐
(If you have answered Yes, we will contact you in confidence)

Thank you for your cooperation.

Signed: __________________ Print Name: __________________ Date: ____________
20.0 SDS Protection of Vulnerable Groups Checking Procedures
SDS has made a commitment to the protection of children, young people and protected adults involved in the programmes of SDS. In addition to the SDS Ethics and Equality Handbook, SDS has registered with Volunteer Scotland (Central Registered Body for Scotland) to ensure the organisation is in the position to check volunteers and paid staff through Volunteer Scotland where criteria for regulated work needs to be met.

- SDS has registered with CRBS in order to be able to check volunteers and paid staff through PVG process.

- SDS is in a position to request individuals become Scheme Members in order to be protected in relation to the Protection of Protected Groups Act 2010.

- For those individuals who are existing Scheme Members SDS will ask for a Scheme Record update from CRBS.

- All relevant support and advice required by SDS is made available by CRBS.

- SDS has nine registered signatories on behalf of the Association. One of the signatories is the Lead Officer for the Protection of Children, Young People and Protected Adults. The SDS Chief Executive is the Collator. The signatories are charged with the responsibility of completing and signing the application form then sending it to Disclosure Scotland. All signatories have registered and been trained by VSDS.

- All Scheme Membership forms processed by Volunteer Scotland through SDS will be returned to the SDS Lead Signatory Collator and will only be seen by the SDS Lead Signatory Collator.

- The information will be stored securely and centrally for a period of no longer than 90 days before being destroyed.

- Where a PVG Check does not return clear, a decision upon the suitability of the individual to be accepted into the position they have applied for (whether voluntary or paid) will be made by the Chief Executive Officer and Lead Officer for the Protection of Children, Young People and protected Adults.

- Disclosure Scotland Checks will be transferable for those involved in numerous SDS sports. Checks will be carried out on new volunteers and staff members. Retrospective checking will also be carried out on existing staff and volunteers where necessary. Checks will be renewed on a two yearly basis.
21.0 SDS Recruitment of Staff & Volunteers
PVG Application

SDS Recruitment Process implemented - including interview, references and a signed Code of Conduct

Volunteer applicant doing regulated work fills out SCHEME MEMBERSHIP FORM
Fee - Free

Paid / honorarium applicant doing regulated work fills out SCHEME MEMBERSHIP FORM
Fee: £59
For Current Scheme Members SDS submit Scheme Update
Fee: £18

Additional Signatory verifies identity and sends Private & Confidential to SDS FAO
Gavin Macleod, CEO

SDS processes to Disclosure Scotland via CRBS

Disclosure Scotland process application and returns 1 copy to applicant and 1 copy to SDS

SDS advises on suitability of application

Successful application:
SDS carry out Induction Programme / complete probation

Unsuccessful application:
Applicant informed of decision and right to appeal
22.0 CODE OF CONDUCT

SDS Code of Conduct

The SDS Code of Conduct is a set of general guidelines and recommendations for all paid and voluntary personnel that demonstrate exemplary behaviour. These examples of good practice should be followed at all times.

In addition to the generic Code of Conduct, SDS also identifies a number of specific Codes of Conduct for individuals when undertaking more specific roles within the organisation. These do not stand in isolation and should be applied in conjunction with the main SDS Code of Conduct.

The specific roles covered by these Codes of Conduct are:

- SDS Athletes, Coaches and Leader’s Code of Conduct
- SDS Board Members Code of Conduct
- SDS Team Manager’s Code of Conduct

If all members of SDS abide by and promote these recommended behaviours and examples of good practice, SDS members will be involved in safe and enjoyable sporting activities in appropriate settings.

SDS COACHES / VOLUNTEERS CODE OF CONDUCT

Scottish Disability Sport (SDS)
SDS is committed to the highest standards in sport and expects all coaches and volunteers to honour and observe the following code.

Respect for Others

- I will respect the rights, dignity and worth of children, athletes, players, volunteers, other coaches, friends, families and spectators while on duty as an SDS coach.
- I will treat everyone equally regardless of age, disability, gender reassignment, race, religion or belief. Sex (gender), sexual orientation, pregnancy and maternity, marriage and civil partnership.
- I will be a positive role model for children, athletes and players.
- I will respect the talent, developmental stage and goals of each child, athlete and player.

Be Professional and Responsible

- My manner, language, punctuality and preparation will be of the high standard expected by SDS.
- I will display control, respect, dignity and professionalism to all involved and associated with SDS. (coaches, athletes, players, opponents, team mates, officials, administrators, parents and spectators)
- I will encourage athletes and players to demonstrate the same qualities.
- I will refrain from any form of personal abuse towards athletes, players and others, including verbal, physical and emotional abuse.
- I will be watchful to any form of abuse directed towards children, athletes and players in my care from any other sources.
- I will be knowledgeable about the sports rules required for each sport I coach.
• I will try at all times to ensure that athletes are ready to compete and in a position to perform to their full potential.

Health and Safety for the Athletes and Players
• I will ensure that the equipment and facilities are safe to use
• I will ensure that the equipment, clothing, rules, training and the environment are appropriate for the age and ability of the athlete and players in my charge.
• I will be aware of the limitations of each athlete and player that is highlighted on any medical information I am provided with for any athlete in my charge.
• I will maintain the same interest and support to any injured or sick athletes and players.

“The Data Protection Act 1998 requires that you are informed about how your personal information will be used. For the purposes of child wellbeing/child protection matters, the club may share information about you with the sport’s Governing Body in Scotland and/or National (UK) Governing Body where it has been alerted to circumstances that might affect your status as a member of the PVG scheme for regulated work with children and/or protected adults or your suitability to carry out the regulated work role for which you have applied/been appointed or already doing. In the event such sharing is deemed necessary, it will normally only be carried out between the registered Child Protection Officers in the Club and Governing Body.”

I understand that if this Code of Conduct is violated in any way, it could prohibit me from being involved with Scottish Disability Sport.

Signed: __________________________________________

Print Name: ________________________________________
SDS ATHLETES CODE OF CONDUCT

Scottish Disability Sport (SDS)
SDS is committed to the highest standards in sport and expects all athletes and players to honour and observe the following code.

Respect for Others
- I will respect the rights, dignity and worth of other athletes, players, volunteers, coaches, friends, families and spectators while representing SDS.
- I will treat everyone equally regardless of disability gender reassignment, sex or sexual orientation, ethnic origin, marriage and civil partnership, pregnancy or maternity, religion or race.
- I will be a positive role model for other athletes and players.

Be Professional and Responsible
- My manner, language, punctuality and preparation will be of the high standard expected by SDS.
- I shall communicate in advance to SDS if I am ill or unable to attend any training session, competition or event.
- I will display control, respect, dignity and professionalism to all involved and associated with SDS. (other athletes, players, opponents, team mates, officials, coaches, administrators, parents and spectators)
- I will encourage other athletes and players to demonstrate the same qualities.
- I will refrain from any form of personal abuse towards athletes, players and others, including verbal, physical and emotional abuse.
- I will be knowledgeable about the sports rules required for each sport I am involved.
- I shall set exemplary standards in dress and uniform for the sports with which I am involved.
- I will try at all times to ensure that I am ready to compete and in a position to perform to my full potential.
- I shall practice and play within the spirit of the game and uphold the highest standards of fair play at all times.

Health and Safety for the Athletes and Players
- I will ensure as far as I am able that any equipment I use and facilities I access are safe to use.
- I will be aware of my limitations as an athlete that are highlighted on any medical information I provide for SDS.
- I will maintain the same interest and support to any injured or sick athletes and players.

I understand that if this Code of Conduct is violated in any way, it could prohibit me from being involved with Scottish Disability Sport.

Signed: ____________________________________________
Print Name: ________________________________________
SDS PARENTS CODE OF CONDUCT

Scottish Disability Sport (SDS)

SDS is committed to the highest standards in sport and expects all parents/guardians/carers to honour and observe the following code.

All parents/guardians are expected to:

- Respect the rights, dignity and worth of other athletes, players, volunteers, coaches, friends, families and spectators.
- Treat everyone equally regardless of disability gender reassignment, sex or sexual orientation, ethnic origin, marriage and civil partnership, pregnancy or maternity, religion or race.
- Ensure athletes/players are on time to events/competitions and are left safely in the care of the club/team and are picked up promptly.
- Keep coaches/event organiser up to date with any medical/contact changes.
- Be a positive role model for the athletes, players and the other parents.
- My manner and language will be of the high standard expected by SDS.
- Display control, respect, dignity and professionalism to all involved and associated with SDS. (coaches, athletes, players, opponents, team mates, officials, administrators, other parents and spectators) and encourage participants to demonstrate the same qualities.
- Refrain from any form of personal abuse towards athletes, players and others, including verbal, physical and emotional abuse.
- Encourage your child to learn the rules and to participate within them. Help your child to recognise good sportsmanship and to applaud the good performances of all.
- Recognise the value and importance of coaches to your child. Do not undermine them, they give their time and effort to provide a recreational activity for your child's benefit.
- Do not interrupt the coach or attempt to communicate with a participant whilst a coaching session is in progress.
- Encourage your child but do not coach. Advice needs to be given by the club/event staff. Conflicting advice will only lead to confusion and undermine confidence.
- Do not physically or verbally abuse or harass anyone associated with the sport (participant, Coach, Officials or Spectators.)
- Discourage challenging/arguing with officials.
- Be positive about the club and how it works. If you see a problem or have a concern please raise this with a member of the club committee or event staff, who will ensure that the matter receives attention.
- Support your child's involvement and help them to enjoy their sport.
- I understand that if this Code of Conduct is violated in any way, it could prohibit me from being involved with Scottish Disability Sport.

Signed: ________________________________

Print Name: ________________________________
SDS CODE OF CONDUCT FOR MEMBERS OF THE MANAGEMENT BOARD

Introduction

Voluntary organisations are, by definition controlled by a voluntary management committee referred to as the Committee. For ease of reference the term Committee has been used throughout this Code to refer to the SDS Management Committee.

The significant role which voluntary organisations play in all areas of public life and the importance the sector itself attaches to maintaining high standards of governance has promoted the development by SDS of a Code of Conduct for Committee members – to regulate their participation in decision making, and to clarify how an organisation can ensure that conflicts of interest are recognised and handled appropriately. Committee members bring a wide range of interests, professional and private, to the SDS. Such experience is welcome but can give rise to at least the perception of potential conflict of interest. Openness and transparency are the keys to good practice and this Code of Conduct, supported by a Register of Interest, seeks to provide the framework on which SDS can build and demonstrate the highest standards of governance.

Implementation

In adopting this Code of Conduct for its Committee members SDS must ensure that it develops appropriate policies and procedures for the implementation of the Code.

SDS will adopt different ways of ensuring that all relevant interests are declared and conflicts of interest, immediate or potential, are recognised and dealt with. This Code is a guide to good practice and will be supplemented with procedures and policies relevant to the SDS. SDS will seek to clarify its expectations of Committee members, communicate these expectations effectively through an induction and training programme and institute clear procedures to handle suspected breaches of the responsibility, or its Code of Conduct. As part of that process SDS will identify and illustrate the circumstances on which action might be taken. The procedures might include empowering the Committee to remove a member in the event of a serious breach of the Code, an appeals mechanism, or how a member might be disciplined for a less serious breach.

Responsibilities

The responsibilities of an SDS Committee member can be summarised as:-

- the strategic direction and control of SDS accordingly to agreed priorities and Committee decisions;
- the risk, financial and otherwise and legal obligations arising out of control of the organisation;
- ensuring that SDS operates within the law and within the limits set by its own Constitution;
- ensuring that SDS exercise responsibility in financial and other affairs and remain solvent;
- ensuring that Committee members receive the information, advice and training in order to make informed decisions and carry out their duties effectively;
- ensuring appropriate frameworks for the delegation of work to staff;
- ensuring there is a broad balance of skills on the Committee, utilising the power to co-opt were necessary;
- supporting, guiding and monitoring the staff in all aspects of the work of SDS
- monitoring and reviewing all aspects of the organisations performance;
- ensuring that the organisation demonstrates best practice in all its areas of work, including the development of strategies to combat discrimination;
- establishing clear strategic, business and financial objectives;
- protecting the assets of the organisation.

**Code of Conduct**

1. Committee members have a duty to accept the responsibilities of their position and to act at all times in the best interests of the organisation, ahead of any other professional or personal interest. The general principle to be observed is that the Committee member will avoid action or inaction which cannot be justified to the Committee, the organisation’s members, users or the public. Equally a Committee member should be alert to anything which might give rise to suspicion of improper conduct.

2. Committee members and staff must maintain collective responsibility for decisions and keep decision making confidential.

3. Committee members are required to declare any or all relevant interest during meetings, immediately it becomes apparent that such interest has relevance to the matter under consideration by the Committee. If the interest is a financial one, for example, if they or their employers is a beneficiary or a potential beneficiary, then the Committee member is obliged to withdraw from the meeting and take no further part in the decision making process on this matter.

4. If the interest is not financial but might be recently considered to be significant, the Committee member should declare the nature of the interest immediately. It will then be for the Chair to determine whether the interest is sufficiently substantial to warrant either the member being asked to leave the meeting, or abstain from voting.

5. In either 3 or 4 above, the interest declared and the action taken will be recorded in the Minutes of the Meeting and the Register of Members Interest will be checked and amended if necessary.

6. If the interest concerns family or personal connections with individuals within an organisation likely to benefit from the decision under discussion, or business or other relationships, with individuals the Committee member would not normally be asked to abstain from voting or to leave the meeting, but would be required to state clearly and have recorded the nature of his or her interest.
Declaration

All Committee members shall be required to sign a formal declaration to their election appointment or any renewal of that appointment

“I have read and understood my duties and responsibilities in accepting a position on the Management Committee of Scottish Disability Sport and undertake to fill these duties in good faith in accordance with the provisions of this Code of Conduct”.

I (insert full name) ........................................................................................................... am over 18 years of age. I am not an undischarged bankrupt; have no financial or other relevant interests in SDS, not formally declared; am not legally disqualified from serving as a Management Committee member according to the provisions of either the Company Law, or the Law Reform (Scotland) Act, 1990. I agree to abide by this Code of Conduct and to inform the Register of any relevant interest during any meeting of the Committee where personal or professional interests are at stake. I agree to uphold objectives and policies of SDS and to encourage best practice in all areas of its work.

Signed .........................................................................................................................

Date ..............................................................................................................................

Register of Interests

SDS will establish and maintain a Register of its Member’s interest to support the foregoing Code of Conduct. Committee members will be obliged to declare any relevant interest on acceptance of a Committee position. The Register will be updated at least annually following the Annual General Meeting, and immediately to record any declarations made at Committee meetings. The Register should be made available on request to members, funders and the public with the proviso that no contact details will be divulged without permission to safeguard Committee member’s privacy. The Register will contain at least the following information:-

- name, address and contact details;
- employer and position held;
- details of other committee memberships and offices held in the last five years;
- details of any significant consultancies undertaken over the last five years;
- any financial stake in relevant organisations, or as a beneficiary of such an organisation;
- any spouse or partner in relevant organisations, or as a beneficiary of such an organisation;
- any other interests which may be reasonably construed at creating conflict of interest;
- any family member where construed as a conflict of interest.
SDS DUTIES OF A SCOTTISH DISABILITY SPORT TEAM MANAGER

Prior to the Event:

- Working with the SDS Administrator and appropriate SDS Development Staff assist with the selection, financing, preparation, and when appropriate, the return of a completed entry form to the organising body for an event
- In conjunction with the SDS Administrator assist with the organisation of travel to and from the event venue
- To assist with the identification of support staff for an appropriate SDS team
- To assist with the preparation of a budget statement, collection of financial contributions and ensuring financial viability of the particular event in question
- Ensuring that the team adheres to the dress code for the specific event/sport
- To ensure adherence to the SDS code of conduct for all team members (copy enclosed)

At the event:

- Checking in and registration of team
- Ensuring prompt arrival of competitors for warm up, events and social activities
- Being aware of classification issues and how they may effect the participation of any individual SDS member
- Assuming responsibility for any protest on behalf of a competitor
- Ensuring that all team members follow the guidelines and rules laid down by the event organisers
- Ensuring the conduct of all team members is up to SDS standards at all times and if necessary take appropriate action.
- To be familiar and comply with doping control procedures for the specific sport/event
- Being aware of the health and safety of all team members at all times. When called up to do so, carry out a risk assessment of any particular situation and respond accordingly
23.0 SDS DISCIPLINARY PROCEDURES & GUIDELINES (How to Deal with a Complaint)

23.1 Disciplinary Procedures
SDS is committed to providing a sporting environment where the ethical principles contained in the SDS Code of Ethics and Conduct are represented and promoted. SDS believes that these values and ideals shall guide the actions of all members of the Association.

Members shall conduct themselves in a manner consistent with the principles and ethical standards set out in the SDS Code of Ethics and Conduct and those who fail to meet this standard shall be subject to the disciplinary sanctions identified in this policy.

Any members sanctioned under this policy may be subject to the disciplinary rules and processes of other associations, clubs and Governing Bodies of Sport in which they are involved. In serious cases, members may also be subject to criminal prosecution.

An easy to follow diagram and supporting notes for the SDS Complaints and SDS Disciplinary Procedure can be viewed on Page 34.

23.2 Complaints
A complaint concerning a member of SDS may be made by any member of the general public including but not limited to a performer, a representative of a club or sports organisation, a coach, a parent or any representative of SDS.

Complaints should be directed to the CEO as the appropriate representative of SDS. If the complaint is concerning the SDS CEO, the complaint should be directed towards the SDS Chairman.

A complaint concerning the conduct of a member of SDS shall:

- Be made in writing (or an alternative formal means of communication)
- Identify the SDS member against whom the complaint is being lodged
- Set out the nature of the complaint
- Identify the name and address of the complainant, and
- Be signed by the complainant

Upon receiving the complaint in the required format, the SDS CEO/Chairman must then determine whether the complaint comes within the scope of this policy.

If, in the sole discretion of the SDS CEO/Chairman the complaint does not fall within the scope of this policy, the SDS CEO/Chairman will inform the complainant in writing, after which time the matter shall be considered closed.

23.3 Action
If it is decided that the complaint falls within the scope of the SDS Code of Ethics and Conduct policy, the SDS Representative will forward the complaint to the SDS Disciplinary Committee. The Disciplinary Committee consists of the SDS Chairman, SDS Participation Manager and the SDS Lead Officer for the protection of children, young people and Protected adults.

A copy of the compliant will also be sent to the member against whom the compliant has been made within three working days of receiving the complaint.
The member will have ten working days to respond in writing to the SDS Representative.

Once this response has been received, and taking into consideration the nature of the complaint, the SDS Representative shall determine which course of action to take:

- The complaint is without merit, in which case the SDS Representative shall inform both the complainant and the member against whom the complaint has been made, of this decision in writing, after which time the matter will be considered closed
- That disciplinary action against the member is warranted, in which case the SDS Representative shall refer the case to the SDS Disciplinary Committee

23.4 Possible Outcomes
Once the SDS Disciplinary Committee has reviewed the complaint the following outcomes, singly or in combination may be applied:

- A written reprimand to be placed in the members file
- A verbal and/or written apology
- Further education, training or counselling
- Publication of the details of the sanction
- Suspension from SDS for a specified period of time
- Termination of membership from the Association
- Any other sanction(s) deemed appropriate in the circumstances

Unless the SDS Disciplinary Committee decides otherwise, any of the above sanctions applied shall not take effect until the time period for appeals has expired or an appeal has been decided. Likewise, no publication of the details of the outcome shall be permitted until such time.

Notwithstanding the procedures set out in the SDS Code of Ethics and Conduct policy, any member who is convicted of a criminal offence involving sexual exploitation, invitation to sexual touching, sexual interference, sexual assault or aggravated assault, shall face an automatic suspension from SDS for a period of time corresponding to the length of criminal sentence imposed by the Court, and may face further disciplinary action by SDS in accordance with this policy.

23.5 Delegation
The SDS CEO/Chairman may delegate their responsibility under the SDS Code of Ethics and Conduct policy, as they deem appropriate, in the event that they are absent, or have a conflict of interests.

23.6 Appeals Procedure
Except where otherwise provided, an appeal of any conduct matter shall be conducted in accordance with the SDS Appeals Procedure.

Any member of SDS who is subject to a decision pursuant to the SDS Code of Ethics and Conduct shall have the right to appeal against that decision.

The member wishing to appeal a decision shall have ten working days from the date on which notice of the original decision was received, to submit written notice of his or her appeal to the SDS CEO.
An appeal may only be heard if there are sufficient grounds for the appeal. Sufficient grounds for the appeal include SDS or its representatives:

- Making a decision for which they do not have authority or jurisdiction as set out in the SDS governing documents
- Making an error in procedure, or
- Making a decision in the absence of material evidence which was not available at the time of the original decision

The SDS CEO will decide whether or not there are sufficient grounds for appeal.

If the appeal is denied on the basis of insufficient grounds, the appellant shall be notified of this decision in writing, giving reasons. This decision is at the sole discretion of the SDS CEO and may not be appealed.

If the SDS CEO is satisfied that there are sufficient grounds for appeal, he or she directs that an Appeals Committee be appointed to hear the appeal.

The members of the Appeals Committee shall have no significant relationship with the appellant, shall have had no involvement in the decision being appealed, and shall be free from any other actual or perceived bias or conflict.

The SDS CEO is required to provide a complete record to the Appeals Committee to include:

- The decision under appeal
- Reason for the decision
- The original complaint
- All documentary evidence, including the investigation report, and
- Transcripts of evidence (excluding transcripts of argument) if taken during the disciplinary hearing

Within three days of concluding the appeal, the Appeals Committee shall issue its written decision with reasons. In making the decision the Appeals Committee shall have no greater authority than that of the original decision-maker and may decide:

- To void or confirm the decision being appealed
- To refer the matter back to the initial decision-maker for a new decision, and/or
- To determine how costs of the appeal should be allocated

### 23.7 Arbitration

If the appellant is not satisfied with the decision on appeal, the matter shall be referred to the Partnership Manager from sportscotland. sportscotland as the partner body will establish an appropriate panel to consider the complaint.

The parties to arbitration shall enter into a formal Arbitration Agreement and the decision of any arbitration shall be final and binding and not subject to any further review by any court of competent jurisdiction or any other body.
23.8 **Jurisdiction**
The SDS Code of Ethics and Conduct policy shall be governed by and construed in accordance with the laws of the UK in which the appeal hearing must take place.

No action or legal proceedings shall be commenced against SDS in respect of a dispute unless SDS has refused or failed to abide by the provisions for appeal and/or arbitration of the dispute, as set out in the SDS Code of Ethics and Conduct policy.

23.9 **Responding To a Complaint at Branch or National Level**
Supporting Notes (model displayed overleaf)

**Receiving a Complaint**
Always ensure that these are put down in writing to ensure that a consistent record of facts is registered. If the person raising the concern is unable to put this in writing it is permitted that the concern is written on behalf of this individual. It must however, be identified who is making the complaint and who has written the complaint.

**Designated Contact**
It is important to have an identified Representative (this designated individual is the SDS CEO) who will deal with any complaints that arise. Members should be provided with contact details for this individual. A second individual should also be identified in case a complaint arises concerning the SDS Representative, or if the SDS Representative is unavailable, i.e. on holiday. Again, members should be made aware of these contact details (this designated individual is the SDS Chair)

**Is There A Case To Be Answered?**
Once an issue has been raised it is up to the SDS Representative to investigate the facts and decide whether or not there is a case to be answered. If, following investigation it is decided that there is a case to be answered, the matter will be dealt with by the SDS Representative and where necessary, referred to the Disciplinary Panel. If it is decided there is no case to be answered, the matter will be considered closed. Details of the matter, the investigation and the outcome will be kept on file. This information will be stored confidentially for five years. If after his time no further matters concerning this individual have arisen, the files may be destroyed.

**Disciplinary Committee**
The disciplinary committee will comprise of 3 members. These members should be drawn from a pool of six identified individuals (from other SGBs/Sport) with expertise in various areas. It is preferable that three of these individuals should be from separate organisations, e.g. sportscotland.

The designated officer who gathers the facts and decides if there is a case to answer should not be a member of the disciplinary committee.

**Right of Appeal**
Following the decision of the Disciplinary Committee, where required the opportunity of Appeal is available to anyone under investigation as part of the principle of natural justice.
RESPONDING TO A COMPLAINT AT REGIONAL AND NATIONAL LEVEL

Has the matter arisen at Regional or National Level to which you would like to register a complaint?

YES

Regional Level

Submit the complaint in writing (marked confidential) to the SDS CEO

Is there a case to be answered?

No

No action to be taken

Yes

The matter is to be investigated by the SDS CEO

No action to be taken

Appropriate action taken – matter referred to SDS Disciplinary Panel if required

SDS / National Level

Submit the complaint in writing (marked confidential) to the SDS CEO

Is there a case to be answered?

Yes

The matter is to be investigated by the SDS representative

Appropriate action taken – matter referred to SDS Disciplinary Panel if required

No

No action to be taken

No action to be taken
24.0 SDS DISCIPLINARY PROCEDURES & GUIDELINES (How to Deal with a Disciplinary Issue)

24.1 Dealing With a Disciplinary Issue at Regional or National Level
Supporting Notes (model displayed overleaf)

**Reporting / Receiving Concerns**
Always ensure that concerns are put down in writing to ensure that a consistent record of facts is registered. If the person raising the concern is unable to put this in writing it is permitted that the concern is written on behalf of this individual. It must however, be identified who is making the complaint and who has written the complaint.

**Designated Contact**
The SDS CEO will deal with any disciplinary issues that arise. Members should be provided with contact details for this officer. A second officer is the SDS Chair if the CEO is unavailable, i.e. on holiday. Again, members should be made aware of contact details.

**Is there a case to be answered?**
Once an issue has been raised it is up to the SDS CEO to investigate the facts and decide whether or not there is a case to be answered. If, following investigation it is decided that there is a case to be answered the matter will be referred to the Disciplinary Panel. If it is decided there is no case to be answered, the matter will be considered closed. Details of the matter, the investigation and the outcome will be kept on file. This information will be stored confidentially for five years. If after his time no further matters concerning this individual have arisen, the files may be destroyed.

**Disciplinary Committee**
The Disciplinary Committee will comprise of three members. These members should be drawn from a pool of six identified individuals with expertise in various areas. It is preferable that three of these individuals should be from separate organisations, e.g. sportscotland, an SDS Branch etc to ensure greater impartiality.

The designated officer who gathers the facts and decides if there is a case to answer should not be a member of the Disciplinary Committee.

**Right of Appeal**
Following the decision of the Disciplinary Committee, where required the opportunity of Appeal is available to anyone under investigation as part of the principal of natural justice.

**Referrals to the Children’s List**
Where SDS 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 Volunteer 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 Protected Groups (Scotland) Act 2007 stipulates that organisations must 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
- Given inappropriate medical treatment to a child

AND as a result:

1. SDS 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. SDS has transferred the member of staff/volunteer to a position in SDS which is NOT 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.

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

- been dismissed by SDS
- resigned, retired or been made redundant
- been transferred to another position in SDS which is not regulated work with children; and,
- where SDS 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...
Has the matter arisen at Regional or National Level that may require disciplinary investigation / action?

**YES**

**Branch / Local Level**

- Report the issue / concerns to the SDS CEO in writing

**The SDS CEO investigates the issue to decide if there is a case to be answered?**

- **No**  
  - No action to be taken
  - Matter closed

- **Yes**  
  - The matter is dealt with as per the Branch Disciplinary Procedures

**SDS / National Level**

- Report the issue / concerns to the SDS Representative in writing

**The SDS Representative investigates the issue to decide if there is a case to be answered?**

- **Yes**  
  - SDS Representative gathers the facts of the issue and submits these to the SDS Disciplinary Committee
  - SDS Disciplinary Committee reviews and discusses the matter
  - Appropriate action taken
  - Right of Appeal taken
  - Matter is referred to SDS Appeals Panel
  - Matter closed

- **No**  
  - No action to be taken
  - Appropriate action to be taken
25.0 POLICY FOR USE OF PHOTOGRAPHIC & VIDEO EQUIPMENT

Policy for athletes and guardian(s) on the use of cameras and video equipment (including mobile phones)

The use of visual evidence of performance, training and competition, is an important tool for SDS.

SDS will sometimes use videos and/or cameras during training sessions and competitions for coaches and athletes to analyse performance. Video evidence of this nature is for internal club use only and shall not be shown to any external agency without the express consent of both the athlete and their guardian(s).

SDS personnel will take photographs for appropriate media coverage including newspapers or websites from time to time. Any individual using video or camera equipment will be aware of and agree to abide by this policy and have permission from SDS for use at named occasions. External agencies are required to apply for permission and will be made aware of and agree to abide by this policy before permission for use is granted.

25.1 PERMISSION
Permission for use must be obtained before attending training / competitions. In order to be granted permission, you must agree to abide by the following policy.

25.2 THE POLICY
All material must be used for the purpose stated on the application and must not be altered in any way without the prior approval in writing of the person(s) photographed or their guardian(s).

25.3 VIDEOS
Video evidence used for performance analysis in training sessions or at competitions must be used solely for this purpose and viewed with consent of the athlete in question. Video evidence gathered will not be given to any outside agency without the express consent of the athlete and their guardian(s).

25.4 PHOTOGRAPHS
We would request that the athlete’s privacy is protected at all times. To this end, athletes should only be photographed in sportswear during action or staged shots.

25.5 REGISTRATION FORMS for permission to photograph or video are available from:

The Administrator, Scottish Disability Sport, Caledonia House, South Gyle, Edinburgh, EH12 9DQ. Tel: 0131 3171130 email: admin@scottishdisabilitysport.com

Camera users should check the Normal Operating Procedures (NOPs) that apply in the venue where the activity is taking place. Procedures vary from venue to venue and throughout Scotland’s Local Authorities. Permission from SDS does not necessarily infer that permission has been granted by a venue operator.
26.0 CHILDREN, YOUNG PEOPLE AND PROTECTED ADULTS IN PUBLICATIONS AND ON THE INTERNET

Sport websites and publications provide excellent opportunities to broadcast achievements of individuals and teams to the world and to provide a showcase for disability sport. In some cases, however, displaying certain information about children, young people and adults could place them at risk. The following procedures must be followed to ensure SDS publications and information on the Internet do not place any athlete at risk.

26.1 Publications or information on an internet site must never include personal information that could identify a person e.g. home address, email address, telephone number. Any contact information must be directed to SDS or to the appropriate member branch.

26.2 The only identifying information that may be used is the name of a person in a caption alongside a photograph. It is the responsibility of the branch to advise any prospective publisher if the persons’ parents/guardians have withheld consent for such information to be included. SDS cannot be held liable for any wrongful use of a persons name in any publication outwith its direct control.

26.3 The matter of consent should be ascertained by asking the parents/guardians to give, or withhold, written consent for such a caption to appear alongside any photograph that may be published. This will require each branch to approach the parent/guardian of every person participating in an event run under the auspices of the branch. The written instructions of the parents/guardians must be retained by the branch for so long as the person is connected with the branch.

26.4 The content of photographs or videos must not depict a person in a provocative pose or in a state of partial undress. The reasonable criteria for judging the suitability of a photograph would be that the individual is engaged in normal sports related activity, wearing normal clothing for that sport. Athletes must never be portrayed in a demeaning or tasteless manner.

26.5 Care must be taken in publishing photographs, film or videos of athletes who are considered particularly Protected, e.g. the subject of a child protection issue or a residence dispute between separated parents.

Important Note: Any concerns or enquiries about publications or Internet information should be reported to the SDS Lead Officer for the Protection of Children, Young People and Protected Adults, the SDS Head Office.
27.0 CONSENT FORM FOR AN ATHLETE'S NAME TO BE PUBLISHED ALONGSIDE A PHOTOGRAPH IN SDS/BRANCH PUBLICATIONS, INCLUDING INTERNET PUBLICATIONS.

Consent Form for an Athlete's Name to be published alongside a Photograph in SDS or member branch Publications, including Internet Publications.

Sport websites and publications provide excellent opportunities to broadcast achievements of individuals and teams to the world and to provide a showcase for disability sport. In some cases, however, displaying certain information about a child, young person or Protected, could place them at risk.

SDS includes a chapter on this matter within its Ethics & Equality Policies and Procedures Handbook. The procedures include the following:

At no time will any athletes' personal information, (including home address, email address or phone number) appear on the Scottish Disability Sport website.

Written permission will be obtained from the athlete before publishing his/her photograph on the website.

The parent/guardian will also be given the opportunity to preview the material prior to publication. Should any of the material subsequently be changed, parents will be informed and permission re-sought to publish the photograph and supporting information.

Pictures of named individuals should not be used, or pictures with clearly identifiable group name tags and team-strips, highlighting where the young people are from.

With the above in mind, you are invited to exercise your parental responsibility and indicate your wishes on this matter.
Consent Form for a Athlete's Name to be published alongside a Photograph in SDS or member branch Publications, including Internet Publications

I ________________________________ please print (parent/guardian/carer) advise SDS, its affiliated branches and member organisations, that, in respect of ________________________________ please print (name of athlete),

Please delete whichever does not apply:-

- I do not wish the athlete’s name to be included in any publication over which SDS, its affiliated branches or member organisations has any direct control.
- I hereby give consent for the above athlete’s name to be included alongside any photograph that may be published either by, on behalf of, or under the direct control of, SDS, its affiliated branches or member organisations.

Signature: ___________________________________________

Date: ______________________________

Important Note - People with parental responsibilities should be aware that the principles enshrined in the Age of Legal Capacity (Scotland) Act 1991 apply and if the individual is of an age and understanding to give informed consent him or herself, their wishes must be respected by members of SDS.
Appendix A: SDS Reporting Procedure for Poor Practice or Suspected Abuse

The following diagram is the procedure that should be followed in responding to poor practice or the abuse of children or protected adults to the relevant authorities. This diagram should be read in conjunction with the SDS Safeguarding Children, Young People and Protected Adults Policies & Procedures document, in particular Section 6.

IF YOU HAVE CONCERNS ABOUT ANY CHILD OR PROTECTED ADULT ENSURE THE SAFETY OF THE PERSON IN THE FIRST INSTANCE

COMPLETE THE SDS INCIDENT RECORD FORM OR NOTE DOWN KEY TIMES, DATES, LOCATIONS AND CONTENT.

REPORT THE MATTER AS SOON AS POSSIBLE TO THE PERSON DESIGNATED FOR REPORTING ABUSE OR POOR PRACTICE (JEN LIVINGSTONE OR GAVIN MACLEOD). IF THE LEAD PERSON HAS REASONABLE GROUNDS FOR BELIEVING POOR PRACTICE HAS OCCURRED OR THE CHILD, YOUNG PERSON OR PROTECTED ADULT HAS BEEN ABUSED OR AT RISK OF ABUSE THEY WILL MAKE A REPORT TO THE RELEVANT AUTHORITIES

IN CASES OF EMERGENCY, WHERE A CHILD, YOUNG PERSON OR PROTECTED ADULT APPEARS TO BE AT IMMEDIATE AND SERIOUS RISK AND YOU ARE UNABLE TO CONTACT A DUTY SOCIAL WORKER, THE POLICE SHOULD BE CONTACTED.

IN THE ABSENCE OF LEAD OFFICERS & THE FIRST RESPONDER IS UNSURE WHETHER REASONABLE GROUNDS FOR CONCERN EXIST OR NOT, THEY SHOULD INFORMALLY CONSULT WITH THE AUTHORITIES. THEY WILL BE ADVISED WHETHER OR NOT THE MATTER REQUIRES A FORMAL REPORT

THE LEAD OFFICER OR THE FIRST RESPONDER REPORTING SUSPECTED OR ACTUAL ABUSE TO THE AUTHORITIES SHOULD FIRST INFORM THE FAMILY OF THEIR INTENTION TO MAKE SUCH A REPORT, UNLESS DOING SO WOULD ENDANGER THE CHILD OR ADULT AT RISK, OR UNDERMINE AN INVESTIGATION

A REPORT SHOULD BE GIVEN BY THE BRANCH COORDINATOR TO THE AUTHORITIES IN PERSON OR BY PHONE, AND IN WRITING. IT IS BEST TO REPORT ABUSE CONCERNS BY MAKING PERSONAL CONTACT WITH THE RELEVANT PERSON IN THE AUTHORITIES.