SCOTTISH DISABILITY SPORT

Safeguarding Children, Young People and Adults at Risk Policies and Procedures

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Approved by the Scottish Disability Sport (SDS) Management Board – August 2019

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Foreword

Scottish Disability Sport has produced a set of policies and procedures that cover equality and the safeguarding of children, young people and adults at risk.

1. INTRODUCTION

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

Sport can 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 fully committed to safeguarding the welfare of, and providing safe and secure environments for, all children, athletes, players, coaches, volunteers, officials and spectators to enjoy sport.

2. DEFINITIONS OF CHILD AND ADULT AT RISK

a. Child

The SDS Safeguarding Policy for Children takes into consideration the National Guidance for Child Protection in Scotland 2014, the principles of "getting it right for every child" (GIRFEC) and the principles of the <u>SHANARRI Wheel (see Appendix A)</u>. SDS recognises our responsibility to promote safe practice and to protect children and young people from harm, poor practice, exploitation and abuse. SDS is fully committed to a rights-based approach and therefore recognise and implement the general principles of the <u>UN</u> <u>Convention on the Rights of the Child (UNCRC)</u>.

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

Definition - "Child"

The <u>Children and Young People (Scotland) Act 2014</u> – a child is defined as anyone who has not reached the age of 18.

SDS recognise anyone under 18 as a child. For the purposes of this policy, "children", "child", and "young person" refer to persons up to the age of 18.

b. Adult at Risk

Definition - "Adult"

A person aged 16 years or above, however anyone aged under 18 years old will be covered under "child" as well.

Definition of an "Adult at Risk"

The Adult Support and Protection (Scotland) Act 2007 defines an adult at risk as someone who can't safeguard themselves, their wellbeing, their property or their rights; is at risk of harm and is experiencing:

- A disability
- A mental disorder
- Illness
- Physical or mental infirmity

An adult is at risk of harm if:

- The conduct of another person is causing (or likely to be causing) the adult to be harmed
- The adult themselves engages in conduct that is causing (or likely to cause) self-harm.

The term "adult at risk" replaces the previously used terms of "adult at risk" and "vulnerable adult". A disabled/older person is not necessarily an adult at risk, and an adult at risk may not have an impairment.

The vulnerability of an adult at risk is related to how able they are to make and exercise their own informed choices free from duress, pressure or undue influence of any sort, and to protect themselves from abuse,

neglect and exploitation. It is not a given that by being in one of the above categories an adult is automatically considered to be at risk. This policy shall only take effect when an adult at risk is participating in any action covered under the jurisdiction of SDS.

3. GLOSSARY OF TERMS

Scottish Disability Sport (SDS)	The National Governing Body of sport for children, athletes and players with a disability in Scotland.		
Child	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 adults at risk.		
Youth	Generally referred to meaning under 18 by other agencies, in this case to be taken as for "child".		
Athlete or Player	A person joining training in care of coach/sports leader.		
Coach	Specifically employed or volunteering as a coach with direct responsibility for athletes or players.		
Sports Leader	To be applied to all helpers, teachers and coaches, whether qualified, unqualified, paid or voluntary.		
Child Protection	Our "duty of care" to all within our sport and all that this involves in terms of training, communication and process development.		
Disclosure	The term to be applied to all reporting and allegations of concern or abuse.		
Regular	As a guideline, regular contact is considered to be more than three times per year. However, we would recommend that all staff needs are planned for and added into the recruitment process.		

NOTE:

<u>Safeguarding in Sport</u> is a partnership between <u>CHILDREN 1ST</u> and <u>sportscotland</u>. 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. PROMOTING GOOD PRACTICE FOR WORKING WITH CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK

Although policies and procedures for the protection of children, young people and adults at risk are necessary, it is important to put them into perspective and not be intimidated by the 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 adults at risk. 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 adults at risk 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 adults at risk with equal respect and dignity.

- Put the well-being of all children, young people and adults at risk first before winning or achieving performance goals.
- Be an excellent role model including no smoking or drinking alcohol in the company of children, young people and adults at risk.
- 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 adult at
 risk, 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 adult at risk 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 adult at risk, 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 adults at risk 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. SDS KEY CONTACTS FOR THE PROTECTION OF CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK

Everyone involved with Scottish Disability Sport has a responsibility to ensure that all children, young people and adults at risk 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 adults at risk.

a. If you have any concerns or would like to discuss a specific issue relating to the protection of children, young people or adults at risk please contact:

Lead Officer for the Protection of Children, Young People and Adults at Risk – Jennifer Barsby, Opportunities & Equalities Manager, on 0131 317 1150 or jennifer.barsby@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 adults at risk please contact 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.

b. If you have any question 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 adults at risk: 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 adults at risk is a key target of the organisation 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 organisation.

c. Board level responsibility for the Protection of Children, Young People and Adults at Risk Claire Morrison, Vice Chair and Director with the responsibility for the protection of children, young people and adults at risk claire.morrison@boccia.uk.com

The Vice Chair is responsible for overseeing the introduction and approval of policies and procedures for SDS and ensuring that the Board operates in an equitable manner.

d. Branch level contacts with responsibility for the Protection of Children, Young People and Adults at Risk

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 adults at risk.

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

SDS Anti-Bullying Policy

Reviewed by Board - August 2018

Overview

Scottish Disability Sport (SDS) believes that every individual has the right to experience sport in a safe environment free from abuse and bullying.

This policy takes into consideration the Scottish Government funded anti-bullying policy: respect me, Scotland's Anti-Bullying Service, managed in partnership with <u>SAMH (Scottish Association for Mental Health)</u>, and <u>LGBT Youth Scotland</u>. For more information go to:

https://beta.gov.scot/publications/respect-national-approach-anti-bullying-scotlands-children-young-people/pages/2/

Statement of Intent

Everyone has the right to participate in sport and leisure activities in an environment and culture where they feel respected, encouraged and safe from harm. Bullying is an issue which can arise within the sports environment and can breach these rights. As such, this policy has been implemented because SDS is committed to providing a caring, friendly and safe environment for all so they can participate in sport in a relaxed and secure atmosphere. Bullying of any kind is unacceptable and will not be tolerated. If bullying does occur, we want individuals to know who to tell in SDS and know that incidents will be dealt with promptly, effectively and compassionately. This means that anyone who knows that bullying is happening understands why they need to tell the nominated SDS representative at the time or report the matter to the SDS CEO at gavin.macleod@scottishdisabilitysport.com or on 0131 317 1150.

Objectives of This Policy

This policy is to make the approach taken by SDS towards bullying clear so:

- Everyone has an understanding of what bullying is;
- Everyone knows what the SDS policy is on bullying, and knows what to do if it arises and/or is reported:
- Everyone is assured that SDS takes bullying seriously and has an understanding that they will be supported when bullying is reported. All complaints will be dealt with seriously, promptly and with confidentiality; and
- It is clear to all that SDS will not tolerate bullying.

What Do We Mean By Environments?

For the purpose of this policy an environment refers to the conditions (both physical and rules) set for controlling any sporting activity taking place. In this policy and context, an SDS controlled environment

means any occasion where the conditions are set and controlled by SDS and, therefore, it is within the control of SDS to change the conditions if necessary. A non-SDS controlled environment refers to any occasion where SDS may be represented or have individual SDS members, athletes, coaches or volunteers involved but the conditions are set by a third party, e.g. a Branch or partner organisation.

What Are Harassment and Bullying?

Harassment

Harassment is unwanted or offensive conduct related to one of the following grounds (which are known as "protected characteristics"):

- Sex:
- Sexual orientation;
- Marriage and civil partnership;
- Pregnancy and maternity;
- Age;
- Gender reassignment;
- Race
- Disability;
- Religion or belief;

where the conduct affects an individual's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. This can include unwelcome physical, verbal or non-verbal conduct. Such behaviour is unacceptable:

- Where it is unwanted, unreasonable or offensive to the recipient;
- Where it is used as the basis for an employment decision;
- Where it creates an intimidating, hostile, degrading, humiliating or offensive working environment.

Harassment often (but not exclusively) targets a protected characteristic of the victim. A person may also be harassed because of their relationship with someone else (through association) or because of others' perception of them.

Bullying

Bullying can be defined as aggressive, offensive, abusive, intimidating, malicious or insulting behaviour, which makes (or intends to make) the recipient feel hurt, upset, threatened, humiliated or vulnerable, undermines their self-confidence and causes them to suffer stress. Bullying can arise from a one-off incident or may happen repeatedly. Some examples of bullying are:

- Emotional being unfriendly, excluding, tormenting (e.g. threatening gestures);
- Physical pushing, kicking, hitting, punching or any use of violence;
- Prejudice-based bullying;
- Verbal name-calling, sarcasm, spreading rumours, teasing; and/or
- Cyber all areas of social media misuse, including abuse by text messaging and calls, misuse of camera and video technologies.

Awareness

SDS hopes to avoid incidents of bullying and has taken steps to outline in its code of conduct, and policies what is acceptable and proper behaviour. All member Branches, staff, athletes, coaches and volunteers are given the opportunity to review these documents and agree to abide by the conduct set out in these documents. This includes this Anti-Bullying Policy. All these documents are available on the SDS website.

In an SDS controlled environment, SDS will appoint an individual as the named contact (First Responder) for reporting all incidents of welfare concern, including bullying. Where appropriate, this individual will attempt to manage and resolve the situation at the time.

Should it not be possible to report the concern to the SDS appointed individual at the time any concerns can be reported directly to the SDS CEO. Regardless of when the situation is resolved, all concerns will be reported to the SDS CEO for the purposes of maintaining a record.

If anyone has a concern about welfare, including bullying, then please report this to the SDS CEO at gavin.macleod@scottishdisabilitysport.com or on 0131 317 1150.

Procedure in an SDS Controlled Environment

As with all matters relating to welfare and conduct in an SDS controlled environment, the SDS Procedure for Complaints, Concerns, Grievances, Disciplinary and Appeals can be found in detail within the SDS Safeguarding Children, Young People and Adults at Risk Policies and Procedures documents. This means the handling of any bullying incident shall be dealt with as follows:

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 (JENNIFER BARSBY, 07745 539 037, OR GAVIN MACLEOD, 07588 463 996). 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 AND WHERE 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.

In cases where welfare concerns, including bullying, involve individuals under 18 years of age, parents or guardians will be made aware of the incident and involved in the investigations and disciplinary process. Also, as outlined in the SDS Procedure for Complaints, Concerns, Grievances, Disciplinary and Appeals, if the concerns are sufficient and it is deemed appropriate, Police Scotland will also be consulted and involved.

Procedure in a Non-SDS Controlled Environment

As with all matters relating to welfare and conduct, the SDS Procedure for Complaints, Concerns, Grievances, Disciplinary and Appeals shall be followed. This means the handling of any bullying incident shall be dealt with as follows:

- Accessing a confidential contact for non-SDS controlled environments, there will not be an SDS nominated individual so please contact SDS CEO at qavin.macleod@scottishdisabilitysport.com or 0131 317 1150. Depending on the circumstances, SDS may nominate an individual closer to you as a confidential contact for you to speak to and to help resolve the situation;
- Informal stage, i.e. this can be a series of conversations, including mediation, to address
 behavioural concerns with the relevant parties. This can be facilitated by SDS or by the body
 responsible for the occasion, depending on what is deemed appropriate by the SDS CEO; and
- Formal stage, i.e. an investigation, managed by the SDS CEO, to report on findings and agree the
 actions that need to be taken to address any behavioural concerns and reduce the chance of
 repeated incidents. In non-SDS controlled environments, actions available to SDS relating to the
 environment will be limited.

In cases where bullying involves individuals under 18 years of age, parents or guardians will be made aware of the incident and involved in the investigation and disciplinary process and, as outlined in the SDS Procedures for Complaints, Concerns, Grievances, Disciplinary and Appeals, if the concerns are sufficient and it is deemed appropriate, Police Scotland will also be consulted and involved.

Taking Action

The SDS Procedure for Complaints, Concerns, Grievances, Disciplinary and Appeals outlines the process to be followed and type of action available. When deemed appropriate by the nominated SDS representative, action will be taken to address matters in the following order:

- Preventative measures to reduce the risk of that individual suffering from any further bullying (these may be limited in non-SDS controlled environments); then
- Action to address the conduct of the individual(s) displaying bullying behaviour.

Preventative Measures

Preventative measures shall be viewed with regards to:

- Immediate changes these can include a change of process, room sharing for a squad session, etc.; and
- Long-term changes taking note of any incidents and, where practicable, putting in place plans to reduce the risk of future bullying at the club, event or squad session.

Action

When addressing the conduct of the individual(s) displaying bullying behaviour, the following is a non-exhaustive list providing examples of actions that could be taken to help prevent, or react to, incidents of bullying:

- Holding a reconciliation meeting between parties at an appropriate time;
- For those under the age of 18, the parent of the child displaying bullying behaviour, or the bullied individual can be asked to attend events, club or squad sessions, if they are able to do so, and if appropriate;
- Supporting those displaying bullying behaviour to change their behaviour;
- Holding a session with the squad or event attendees to review what is and is not appropriate behaviour (only applicable in an SDS controlled environment);
- Working to improve procedures and processes for managing/responding to concerns;
- Further/increased monitoring to ensure repeated bullying behaviour does not take place;
- The individual(s) displaying bullying behaviour receives a verbal warning;
- The individual(s) displaying bullying behaviour receives a written warning;
- The individual(s) displaying bullying behaviour receives a final written warning;

- The individual(s) displaying bullying behaviour is withdrawn from the club, event or squad session;
- The individual(s) displaying bullying behaviour is suspended from taking part in SDS events or squad sessions for a period.

When deciding on what action to take, those involved in the decision will be informed if any individual displaying bullying behaviour in this incident has had previous incidents relating to their conduct, including the nature and action taken at the time, to help determine what action should be taken on this occasion.

Where appropriate, coaches, volunteers or club officials involved with any of the individuals, will be made aware of any incidents and action taken to help with the monitoring and management of any behaviour.

Written Records

For matters where the procedure does not proceed beyond the informal stage, the following summary information will be collected by the SDS CEO from the SDS Lead Safeguarding Contact:

- Summary of incident, including the names of those involved;
- Summary of the informal investigation process to corroborate information; and
- Summary of what action, changes and which people/bodies were informed and when, if any.

For matters advancing to the formal stage, more detailed information on the incident and subsequent action taken will be captured in the report produced by the investigator and the minutes from the group tasked with reviewing the evidence and agreeing on the action to be taken.

Any information collected from the informal or formal stage will be kept confidential, stored securely and indefinitely, only to be used when the individual(s) involved have been deemed to have been displaying undesirable conduct on a future occasion or as part of a future police investigation.

Further Advice

For further advice or to discuss any concerns please contact the SDS Lead Safeguarding Contact at jennifer.barsby@scottishdisabilitysport.com or by calling 0131 317 1130.

Scottish Disability Sport Incident Record Form

PRIVATE & CONFIDENTIAL



N O	
Name of Branch of 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 Adults at Risk or the appropriate external agencies.

			-
Your name:			
Your position:			
Athlete's name:			
Athlete's address:			
Parent/guardian name:			
Parent/guardian address:			
Athlete's date of birth:			
Date and time of alleged incident:			
Record exactly what the do not influence or lead to attach if necessary.)	the athlete's accoun	t – record actual d	
Your observations, who	you spoke to and w	hen:	
Action taken to date and	when:		

7. TYPES OF ABUSE

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

- Physical abuse;
- · Pyschological abuse;
- Financial 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 adults at risk. In its commitment to protect children, young people or adults at risk 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 SDS'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 SDS to be more alert to the signs of possible abuse.

SDS should remember that in relation to abuse, an assessment of reasonableness should always be applied. This refers to any possible allegations as well as considering what action to take when someone has 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. PHYSICAL ABUSE

Physical abuse may involve the actual or attempted physical injury to a child or young person. Physical abuse may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to the child they are looking after.

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

a. 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.

b. Signs of Possible Physical Abuse

Most children will sustain cuts and bruises throughout childhood. These are likely to occur in bony 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. 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,
- 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. 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 adult at risk 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.

a. 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;
- 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.

b. 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.

10. SEXUAL ABUSE

Sexual abuse involves forcing or enticing a child, young person or adult at risk to take part in sexual activities whether 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.

a. 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 adults at risk 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 skilled in grooming children 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 adult at risk has been sexually abused.

b. 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 substance 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 pain;
- Sexual promiscuity;
- Over-sexualised behaviour;
- Display of sexual knowledge beyond the child's age
- 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. EMOTIONAL ABUSE

Emotional abuse is the persistent emotional ill-treatment of a child, young person or adult at risk 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 corruption or exploitation.

a. 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.

b. 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. NEGATIVE DISCRIMINATION (INCLUDING RACISM)

Children, young people or adults at risk 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. 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 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 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.

a. 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.

b. Action to Help the Victim(s) and Prevent Bullying

- Tell everyone, at the outset, that bullying will not be accepted in the group/team;
- Take all signs of bullying 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 Adults at Risk.

c. Action Towards the Bully(ies)

- Seek an apology from the bully to the victim;
- Inform the bully's parents/guardians;
- Impost 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 raised 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 and Equality Policies and Procedures Handbook.

14. PROTECTING 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 <u>Protecting Protected Groups Scheme ("The PVG Scheme")</u> 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 adults at risk. 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 adults at risk.

Eligibility to Join the Scheme

- People doing certain types of work in Scotland, known as regulated work, with children, young people and/or adults at risk 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 <u>Disclosure</u>
 <u>Scotland</u>. 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 are available from a variety of sources including:

- Scottish Government's PVG website: https://www.mygov.scot/pvg-scheme/
- CRBS PVG Scheme Help Services: 0870 609 6006 (ask for the PVG Help Service)
- PVG guidance document: https://www.mygov.scot/pvg-applicant-guide/applicants-guide-application-to-join-2016.pdf?inline=true
- · Regulated Work Self Assessment Tool: P

15. SDS – VOLUNTEER POLICY

This Policy will operate on the following guidelines:

- a. 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 of Directors.
- b. Management will regularly review the benefits and costs of volunteers to the organisation.
- c. All paid staff will be fully informed of the rights and responsibilities of the volunteers.
- d. SDS shall regularly review its policy concerning insurance, reimbursement for out of pocket expenses, working conditions and other benefits to volunteers.
- e. 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 or PVG check (only unspent convictions need to be declared)
- f. As part of the recruitment process, volunteers will be provided with clear roles and responsibilities.
- g. Roles and responsibilities will match the volunteer's skills, talents and interests.
- h. As part of the recruitment process volunteers will be asked to complete an equality monitoring form.

16. 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 adult at risk 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/PVG based on conviction information revealed. Having a criminal record will not necessarily debar an individual from working/volunteering in a childcare/adult at risk position within the organisation. Only unspent convictions deemed relevant to the position need to be declared and will result in the applicant not being granted the position.

This organisation implements a fair recruitment policy that ensures individuals can disclose any convictions or conviction information in a way that allows for a clear risk assessment to be carried out to determine whether the conviction or conviction information is relevant to the position.

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

(cross [x] as appropriate)
we request the appropriate level of disclosure/PVG a position has been offered. Enhanced disclosures ofted posts. An exempted post is one which is order 2003.
vill make this clear on the information provided
closed is relevant to the post, the applicant will be fed back to the applicant by letter.
this policy on behalf of

17. SDS DATA PROTECTION ADVICE

Listed below are the recommendations for processing data related to the protection of children, young people and adults at risk.

Document	Where to Store	Who has Access	How Long to Keep	How to Dispose
References	Secure	SDS Chief Executive	3 years after person leaves	Permanently delete, shred or burn
Application Form	Secure	SDS Chief Executive / Interview Panel (paid staff)	3 years after person leaves	Permanently delete, shred or burn
Disclosure Form	Secure	SDS Chief Executive (collator)	90 days	Permanently delete, shred or burn
Self Declaration Form	Secure	SDS Chief Executive	90 days or longer in exceptional circumstances	Permanently delete, shred or burn
Incident Reports	Secure	SDS Lead Officer for the Protection of Children, Young People and Adults at Risk and SDS Chief Executive Officer	Indefinitely	Permanently delete, shred or burn

Accident Forms	Secure	SDS Chief Executive Officer and possibly insurance company / other investigation authorities	Indefinitely	Permanently delete, shred or burn
		3		1

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

DEFINITION

Secure

Kept in a locked place or secure online storage with restricted access. All documents are retained within a locked filing cabinet within the Head Office store room or secure online storage. Access restricted to CEO only.

18. 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 adults at risk. Only unspent convictions need to be declared. **The information is strictly confidential.**

Who must complete the form?

All people whose role meets criteria for work with children and adults at risk.

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 adults at risk. Only unspent convictions need to be declared.

What information will be kept on me?

In most, 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 adults at risk, the official details of the conviction will be recorded.

Specific allegations of behaviour, which may put children, young people or protected adults at risk, 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 & CONFIDENTIAL:** for the attention of the CEO.

Scottish Disability Sport Self Declaration Form for Regulated Work with Children

PRIVATE & CONFIDENTIAL

PERSONAL DETAILS

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 selfdeclaration of any relevant unspent convictions or investigations.

Under the Rehabilitation of Offenders Act (Exclusions and Exemptions) (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 Offences can be found at:

https://www.mygov.scot/offences-always-disclosed/

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.

Section 5 – Protection of Vulnerable Groups (Scotland) Act 2007
Email:
Tel no:
Post Code:
Address:
Full Name:
Title:

Before signing the declaration below, please read the following notes on the Protection of Vulnerable Groups (Scotland) Act 2007:

- a. It is an offence to do, or seek or agree to do, any regulated work (paid or unpaid) from which you are barred.
- b. 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.
- c. 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

- a. 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.
- b. 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.

- c. 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.
- d. 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 comple	ete and return in a	a sealed enve	lope marked	"Private &	Confidential -	- Self Declarat	tion".

Employee/Coach/Leader Application				
Position Applied For:				
Data Protection Policy				
This policy applies to all persons working for SDS or on behalf of the employees at all levels, directors, officers, agency workers, seconder				

This policy applies to all persons working for SDS or on behalf of the organisation in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, interns, agents, contractors, external consultants, third party representatives and business partners.

Scottish Disability Sport (SDS) is committed to ensuring the safety and protection of any personal data, or sensitive personal data, which we process. This includes collection, storage, organising, amendment, deletion and sharing. Personal data refers to any data which can identify a living individual, or which in conjunction with other information likely to come into the possession, could identify a living individual. For SDS purposes this covers:

- Name:
- Address:
- Telephone number;
- Email address and/or IP address;
- Racial or ethnic origin;
- Religious or similar beliefs;
- Physical or mental health condition including disability.

Individuals must be adequately informed, in a manner appropriate to their age and understanding, of how SDS will process any personal data collected. If there is an intention to share any personal data with third parties, e.g. sponsors, SGBs, etc. this must be clearly explained to the individual and explicit consent obtained. All data must be stored and processed securely in accordance with SDS procedures.

SDS will only disclose information to third parties if explicitly required to do so by relevant legislation. In this case, consent of the individual must be obtained before passing on any information to any third parties other than those involved in the co-ordination of SDS programmes.

SDS will not collect or compile personally identifying information for dissemination or sale to external parties for marketing purposes or host mailings on behalf of third parties.

Any breach of data protection must be reported immediately to Gavin Macleod, CEO, or in his absence a nominated representative. Breaches are loss or damage, or potential loss or damage, to data and include such circumstances as loss or damage to a computer or smartphone.

I understand that information provided on this application will be stored for the purposes of processing the data for recruitment and monitoring purposes. If selected as a volunteer, I understand that this information will be stored for the purposes of enabling relevant organisation procedures.

The full SDS Privacy Notice can be read here: www.scottishdisabilitysport.com/privacy-notice.

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

Title:	
First names:	
Surname:	
Maiden and/or previous names:	
Home Address	
Postcode	
Tel day:	

Tel mobile:				
Email:				
Date of birth:				
Gender:	Male/female			
Please list your en	ent History (please co mployment record wit	-	•	
Name of organisation	Contact person	Phone	Start date	Finish date
lease list your sp	port/recreational club	history, with m	ost recent club first.	
Name of club	Contact person	Phone	Start date	Finish date
Part C: Other Rele Please list any oth vork)		on (e.g. recreat	ional interests, hobbie	es, community/volunta
Please list any oth york) Part D: References	ner relevant informati		ional interests, hobbie	es, community/volunta
Please list any oth york) Part D: References Please list the deta	ner relevant informati		ional interests, hobbie	es, community/volunt
Please list any oth vork) Part D: References	ner relevant informati		ional interests, hobbie	es, community/volunt

Home Address:	
Postcode:	
Tel day:	
Tel eve:	
Tel mobile:	
Email:	
Referee 2:	
Name:	
Relationship to applicant:	
Organisation:	
Home Address:	
Postcode:	
Tel day:	
Tel eve:	
Tel mobile:	
Email:	
Additional Information	า
Please provide details voluntary work and ex	of relevant experience, principal achievements, personal skills and qualities, plain how you might use them in this post. (Use a separate sheet if necessary.)

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

ate:
eclaration (of 1 referee only):
confirm that I have seen the relevant identification document (i.e. professional qualifications, coaching ertificates, driving licence or passport) of the applicant. I confirm, to the best of my knowledge, that thes e accurate.
gned:
int name:
ate:
ocuments shown:

19. REFERENCE LETTER

Scottish Disability Sport Standard Reference Letter (for posts involving substantial unsupervised access to children, young people and/or protected adults)

PRIVATE & CONFIDENTIAL

[INSERT DATE]

Signature:

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 adults at risk 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 adults at risk we would appreciate your open and honest evaluation of the applicant.

Your cooperation is greatly appreciated.

Yours faithfully

[SIGN HERE]

Chief Executive Officer

Enc. stamped addressed envelope, Reference Form

Reference Form Name of the applicant: Position applied for: Your name (referee): Relationship to applicant Organisation: Telephone number (day): Telephone number (eve): Telephone number (mobile): 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 adults at risk? Please rate the applicant on the following by ticking the appropriate box: Characteristic **Not Good** Good **Very Good Excellent** Responsibility Maturity Self motivation Ability to motivate others Energy **Trustworthiness** Reliability This post involves substantial and unsupervised access to children, young people and protected adults. In compliance with 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 \square No \square If you have answered yes, we will contact you in confidence

SCOTTISH DISABILITY SPORT

rnank you for your cooperation.
Signed:
Print name:
Date:

20. SDS PROTECTION OF VULNERABLE GROUPS CHECKING PROCEDURES

SDS has made a commitment to the protection of children, young people and adults at risk 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 Volunteer Scotland in order to be able to check volunteers and paid staff through PVG process.

SDS requests individuals become scheme members in order to be protected in relation to the Protection of Protected Groups Act 2010.

For existing scheme members SDS will ask for a scheme record update from Volunteer Scotland.

All relevant support and advice required by SDS is made available by Volunteer Scotland.

SDS has nine registered signatories on behalf of the organisation, one of which is the Lead Officer for the Protection of Children, Young People and Adults at Risk. The SDS Chief Executive is the collator. The signatories are responsible for completing and signing the application form then sending it to Disclosure Scotland. All signatories have registered and been trained by Volunteer Scotland.

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 then 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 will be made by the Chief Executive Officer and Lead Officer for the Protection of Children, Young People and Adults at Risk.

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.

SDS will ensure that all staff and volunteers undertaking regulated work have an In Safe Hands Level certificate (renewable every 3 years). This will be checked through SDS staff appraisals and Branch MOR annual review.

21. SDS RECRUITMENT OF STAFF AND 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

Forr 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 return one copy to applicant and one 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. 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 demonstrates exemplary behaviour, which should be followed at all times.

In addition to the generic Code of Conduct, SDS also identifies specific Codes of Conduct for individuals undertaking more specific roles within the organisation. These should be applied in conjunction with the main Code of Conduct.

The specific roles covered by these Codes of Conduct are:

- SDS Athletes, Coaches and Leaders Code of Conduct
- SDS Board Members Code of Conduct
- SDS Team Managers Code of Conduct

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

SDS ATHLETE/COACH/VOLUNTEER CODE OF CONDUCT

Scottish Disability Sport (SDS): SDS is committed to the highest standards in sport and expects all athletes, players and coaches 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, players and coaches.

Be Professional and Responsible

- My manner, language, punctuality and preparation will be of the high standard expected by SDS.
- I will be aware that I am representing SDS while training and competing and will ensure that I do not bring SDS or my sport into disrepute. This includes personal behaviour and communication including social media.
- 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, players and coaches to demonstrate the same qualities.
- I will refrain from any form of personal abuse towards athletes, players, coaches and others, including verbal, physical and emotional abuse.
- I will be knowledgeable about the sports rules required for each sport with which 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.
- I will comply with relevant SDS policies and procedures and confirm that I have read and understood the following:
 - Anti-Corruption (Bribery) Policy
 - o Anti-Corruption (Sports Betting) Policy
 - o Anti-Doping Policy
 - Data Protection Policy

Health and Safety for Athletes, Players and Coaches

- 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 or coach 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, players and coaches.

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:		 	

Anti-Doping Policy

Scottish Disability Sport is committed to protecting the fundamental rights of athletes to participate in drugfree sport and in so doing promote health, well-being and fairness for athletes and players competing in disability sport in Scotland.

Scottish Disability Sport (SDS) is a member of Cerebral Palsy International Sports and Recreation Association (CPISRA), International Federation of Cerebral Palsy Football (IFCPF), United Kingdom Boccia

Federation (UKBF) and the International Bowls for the Disabled (IBD). Furthermore, we are an associate member of Boccia International Sports Federation (BISFed). As such all athletes, coaches, carers and volunteers associated with SDS must abide by the UK Anti-Doping Rules.

You can find the UK Anti-Doping Rules here:

https://www.ukad.org.uk/resources/document/uk-anti-doping-rules

SDS commits to adopt and implement updates to UK Anti-Doping rules as published by UK Anti-Doping (or its successor).

Therapeutic Use Exemption is a means by which an athlete can obtain approval to use a prescribed prohibited substance or method for the treatment of a legitimate medical condition. Athletes should advise all medical personnel of their obligation to abide by the anti-doping rules of their sport and that any medical treatment received must not violate these rules. When prescribed a substance or method, athletes should find out whether the medication is prohibited by checking the Global DRO. If the medication is not prohibited, athletes can start using the prescribed medication or treatment.

For more information on anti-doping procedures please contact Gary Fraser, SDS Performance Manager, on gary.fraser@scottishdisabilitysport.com.

Anti-Corruption (Bribery) Policy

This policy applies to all persons working for SDS or on behalf of the organisation in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, interns, agents, contractors, external consultants, third party representatives and business partners.

Bribe means a financial or other inducement or reward for action which is illegal, unethical, a breach of trust or improper in any way. All forms of bribery are strictly prohibited. If you are unsure about whether a particular act constitutes bribery, raise it with the CEO. You must not threaten or retaliate against another person who has refused to offer or accept a bribe or who has raised concerns about possible bribery or corruption.

SDS will maintain a central Register of Interests. This register will be maintained by the SDS Board. All gifts and offers of hospitality with a value in excess of £100 should be recorded on the register. This applies whether they have been accepted or declined. The register will be inspected annually.

You must also submit all expense claims relating to hospitality, gifts or payments to third parties and record the reason for expenditure.

Anti-Corruption (Sports Betting) Policy

This policy applies to all individuals working for and representing SDS which includes SDS Board members and all employees, contractors, consultants and/or related personnel of SDS acting in any capacity or activity sanctioned by SDS as determined by one of SDS's Directors in writing (referred to collectively as "staff").

If you are directly involved with a sport you cannot:

- Bet on the sport, anywhere in the world;
- Ask someone to bet on your behalf on the sport anywhere in the world;
- Share any "inside information" with anyone which could enable them to gain an advantage through corrupt betting activity; or
- Become involved in any other activity associated with corrupt betting which could reasonably be deemed as suspicious and detrimental to the image and reputation of SDS and the sport.

"Directly involved" means working with a sport as a representative of SDS. The following offences are also prohibited:

- Fixing a match or attempting to fix a match;
- Benefiting from failing to perform;
- Soliciting, inducing, encouraging or offering a bribe (or attempting to) to any other party to do any of the above offences:
- Receiving or seeking a bribe (or attempting to) in order to fix a match or attempt to fix a match;

- Posing a threat to the integrity of the sport;
- Destruction of evidence in relation to a potential breach; and
- · Failing to report suspicions or approaches.

Data Protection Policy

Data processing means collection, storage, organising, amendment, deletion and sharing information about an individual. For SDS purposes this covers: name; address; telephone number; email address; racial or ethnic origin; religious or similar beliefs; and physical or mental health condition including disability.

Data must only be processed fairly and legally, for specified purposes, and be kept accurate, be kept no longer than necessary and be kept secure.

If you believe in any way that SDS is not processing personal data in accordance with these principles, please contact SDS Chief Executive Officer Gavin Macleod at gavin.macleod@scottishdisabilitysport.com or 0131 317 1150.

Individuals must be adequately informed, in a manner appropriate to their age and understanding, of how SDS will process any personal data collected. If there is an intention to share any personal data with third parties, e.g. sponsors, SGBs, etc., this must be clearly explained to the individual.

Before passing personal data to third parties other than those involved in the coordination of SDS programmes, consent of the individual must be obtained. Personal data must not be shared with external parties for marketing purposes or to host mailings on behalf of third parties.

Any breach of data protection must be reported immediately to Gavin Macleod, CEO, or in his absence to a nominated representative. Breaches are loss or damage, or potential loss or damage, to data and include such circumstances as loss or damage to a computer or smartphone.

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 organisers up to date with any medical/contact changes;
- Be a positive role model for the athletes, players and the other parents;
- Exhibit manner and language 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 person abuse towards athletes, players and others, including verbal, physical and emotional abuse;
- Encourage their children to learn the rules and participate within them, and help their 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;
- 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;
- 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 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 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 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 exercises responsibility in financial and other affairs and remains solvent;
- Ensuring that Committee members receive 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 where necessary;
- Supporting, guiding and monitoring the staff in all aspects of the work of SDS;
- Monitoring and reviewing all aspects of the organisation's 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

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 personnel, users or the public. Equally a Committee member should be alert to anything which might give rise to suspicion of improper conduct.

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

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 employer 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.

If the interest is not financial but might be 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.

In either case above, the interest declared and the action taken will be recorded in the Minutes of the Meeting and the Register of Members' Interests will be checked and amended if necessary.

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 members' interests 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 members' 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 as 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:

- Work with the SDS administrator and SDS development staff to 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:
- Assist with the identification of support staff for an appropriate SDS team;
- Assist with the preparation of a budget statement, collection of financial contributions and ensuring financial viability of the event in question;
- Ensure that the team adheres to the dress code for the specific event/sport;
- 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 affect the participation of individuals;
- 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 member 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 upon to do so, carry out a risk assessment of a situation and respond accordingly.

GUIDANCE ON CHANGING ROOM MANAGEMENT / CHAPERONING

An area where children and adults at risk are most vulnerable can be a changing rooms and shower facilities. There can be a number of challenges in this area from limited changing facilities, single room changing/no privacy cubicles, mixed changing, changing used by club and non-club members and age appropriate changing.

Public/private facilities where children and adults at risk have to use the same changing area:

- Any specific changing area concerns should be discussed with the centre management
- Wherever possible, adults should avoid changing or showering at the same time as children/adults at risk – where there are no privacy cubicles and the facilities are communal
- Identify a specific junior/adult at risk shower cubicle or changing area if possible
- If space is limited identify periods of time (normally 20 30 min sections) which is solely for children or adult at risk member use of the changing/shower facilities
- Place a sign on the door / volunteer outside the door to make people aware of the restricted use and time frame
- Notify parents/carer as part of the event/squad/camp information process that adults and children/adults at risk may need to share a changing facility and what processes will be used to manage/monitor the facilities
- All care at National events and squads will be the responsibility of the individual through parent/carer support
- Where SDS takes responsibility for providing care i.e. residential camps, appropriately qualified and experienced care staff will be employed
- Children and adults at risk with a care requirement should be supported in changing rooms by parent/carer.
- When caring for a child/adult at risk, staff/volunteers should always work in pairs and not to be alone
 in these circumstances
- Depending on a facilities set up, the venue may take sole responsibility for the supervision and management of changing areas, they may view it as a joint responsibility between SDS and venue or may if SDS is the sole user group at that time deem the responsibility to lay with the SDS. It is important to establish what set up, expectations and protocols are in place with the venue.

Chaperoning/Supervising changing rooms

- Any SDS staff member or volunteer undertaking regulated work and who has a role requiring them
 to enter communal changing areas should be a member of the Protecting Vulnerable Group (PVG)
 scheme
- When caring for a child/adult at risk, SDS staff/volunteers should always work in pairs and not to be alone in these circumstances
- In an emergency or due to care requirements at an SDS camp/squad, the pair of SDS adult staff/volunteers may need to have access to changing facilities in a supporting role
- If children/adults at risk are uncomfortable changing or showering in public, they should not be
 pressured to do so, discuss the situation with their parents and consider if alternative provision can
 be made if appropriate
- In an emergency or due to care requirements, if an SDS staff member/volunteer has to enter a single gender changing room e.g. a male has to enter a female changing area, or vice versa, another staff member/volunteer adult of the opposite gender should accompany the

GUIDELINES FOR TRANSPORTING CHILDREN AND ADULTS AT RISK

Scottish Disability Sport (SDS) has responsibility for co-ordinating teams and squads that will require children and adults at risk to be transported to training or competition. There is a need to ensure that consideration is given to the safety and wellbeing of both the child/adult at risk and driver (coach/volunteer).

If SDS arranges travel to training/competition a risk assessment should be undertaken to include the following areas:

- All vehicles and drivers are correctly insured
- The driver must have a valid and appropriate license
- All reasonable safety measures are available e.g. fitted, working seatbelts or booster seats and vehicle is accessible
- There is an appropriate ratio of adults per child/adult at risk
- Drivers take adequate breaks
- If an adult is regularly transporting children/adults at risk on behalf of SDS this may be regulated work with children/adults at risk and as such it should be assessed whether or not this person requires a PVG membership

SDS strongly advises that staff and volunteers do not take the children/adults at risk on journeys in a car alone. If all alternatives have been exhausted and an adult has to transport, a child/adult at risk alone there are a number of safety measures that should be put in place to minimise the risk:

- The driver has an appropriate and valid driving licence
- The driver has a vehicle which is fit for purpose, i.e. accessible, passed its MOT test and adequately insured
- The driver should have emergency breakdown cover, access to a mobile phone and contact details for the parent/carer of the child/adult at risk they are transporting
- Parents/carer should be informed of the person who will be transporting their child/adult at risk, the reasons why and how long the journey will take
- The child/adult at risk should wear an appropriate seatbelt that complies with current legislation, and be instructed to behave responsibly in vehicles at all times
- Request parent/carer consent in advance and provide details of the journey
- Take all reasonable safety measures e.g. child/adult at risk in the back seat, seatbelts worn.

Arrangements among athletes/parents/carer where they agree among themselves to share transport for training or competitions this is a private arrangement between them and responsibility lies with the individuals. However, if the SDS make the arrangements e.g. who will travel with whom, they may become liable in the event that something goes wrong if correct procedures haven't been followed

23. SDS DISCIPLINARY PROCEDURES AND GUIDELINES (HOW TO DEAL WITH A COMPLAINT)

a. 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 SDS personnel.

Personnel 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.

Anyone 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, criminal prosecution may also result.

b. Complaints

A complaint concerning anyone associated with 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 to the SDS Chair.

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

- Be made in writing (or an alternative form of communication);
- Identify the individual 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/Chair must then determine whether the complaint comes within the scope of this policy.

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

c. 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 Chair, SDS CEO and the SDS Lead Officer for the Protection of Children, Young People and Adults at Risk.

A copy of the complaint will also be sent to the individual against whom the complaint has been made within three working days of receiving the complaint. The individual 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 individual 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 individual is warranted, in which case the SDS Representative shall refer the case to the SDS Disciplinary Condition.
- d. 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 individual's 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 organisation;
- 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 individual 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.

e. Delegation

The SDS CEO/Chair 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.

f. Appeals Procedure

Except where otherwise provided, an appeal of any conduct matter shall be conducted in 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 individual 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 grounds for the appeal. 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 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.

g. Arbitration

If the appellant is not satisfied with the decision on appeal, the matter shall be referred to the Partnership Manager from **sport**scotland. **sport**scotland 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.

h. 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.

i. 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, of if the SDS representative is unavailable. 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 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 confidentially for five years. If after this time no further matters concerning this individual have arisen the files may be destroyed.

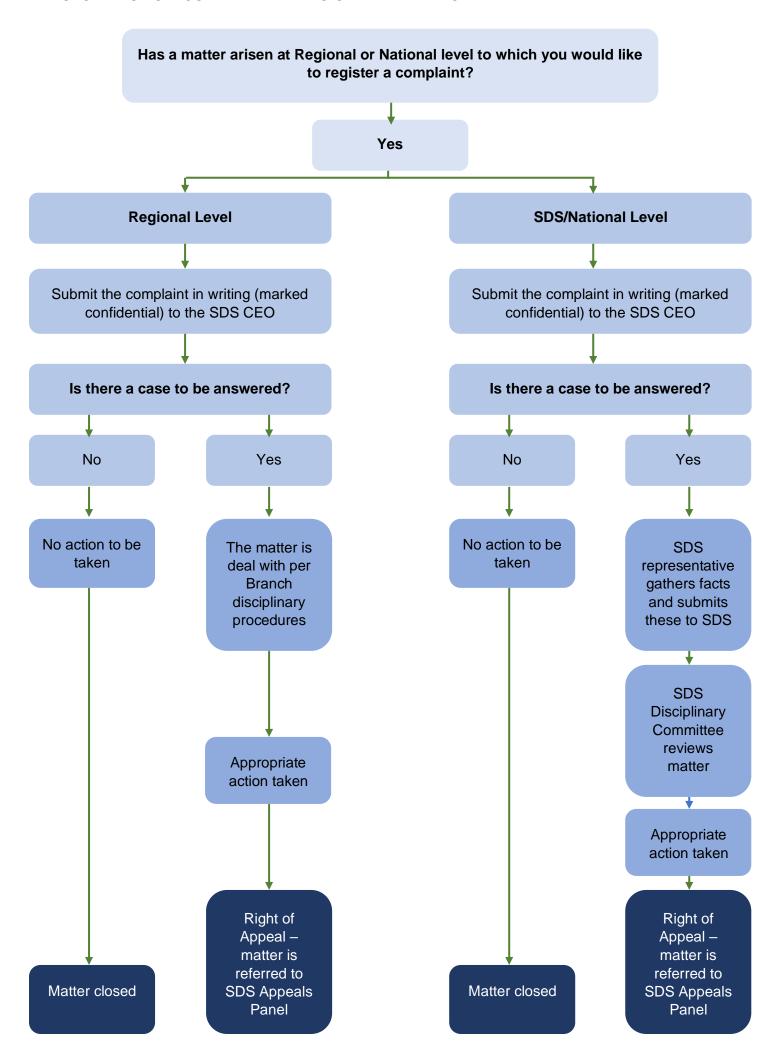
Disciplinary Committee

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

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.



24. SDS DISCIPLINARY PROCEDURES AND GUIDELINES (HOW TO DEAL WITH A DISCIPLINARY ISSUE)

a. 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 a consistent record of facts. 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. 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 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 confidentially for five years. If after this time no further matters concerning this individual have arisen the files may be destroyed.

Disciplinary Committee

The Disciplinary Committee will comprise three members 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. **sport**scotland, 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 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:

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

- SDS has transferred the member of staff/volunteer to a position in SDS which is NOT regulated work with children;
- 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
- The member of staff 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.

25. 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.

a. 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.

b. 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).

c. 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).

d. 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.

e. Registration Forms for permission to photograph or video are available from:

Scottish Disability Sport, Caledonia House, South Gyle, Edinburgh EH12 9DQ, tel. 0131 317 1130 or email admin@scottishdisabilitysport.com.

Camera users should check the normal operating procedures (NOP) 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. CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK 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.

- a. Publications or information on an internet site may include some personal data but must never include, e.g. home address, email address, telephone number. Any contact information must be directed to SDS or to the appropriate member Branch.
- b. It is the responsibility of the Branch to advise any prospective publisher if the person's parents/guardians have withheld consent for such information to be included.
- c. 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 to 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.

- d. 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.
- e. 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 Adults at Risk, the SDS Head Office.

27. 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 adult could place them at risk.

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

- At no time will any athlete's personal information such as home address, email address or phone number, appear on the Scottish Disability Sport website;
- Written permission will be obtained from the athlete before publishing their 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 resought to publish the photograph and supporting information;

With the above in mind, you are invited to exercise your parental responsibility and indicate your wishes on this matter.

Consent Form for an Athlete's Name to be Published alongside a Photograph in SDS or Member Branch Publications, including Internet Publications.

I, [PRINT NAME], advise SDS, its affiliated Branches and member organisations that, in respect of [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 have 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, or on behalf of, or under the direct control of SDS, its affiliated
 Branches or member organisations.

Signature:	· ·			
Date:				_

NB: 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 themselves, their wishes must be respected by representatives of SDS.

APPENDIX A – CHILD/ADULT AT RISK PROTECTION PROCEDURES (for staff, coaches, volunteers)

The following leaflet has two purposes:

- 1. To act as a reminder for deliverers on child/adult protection issues.
- 2. To give clear and concise procedures to follow if you suspect that abuse may have taken place.

1.1 What is Abuse?

- Physical Abuse: including hitting, punching or more serious attacks.
- Neglect: when the basic needs such as food, warmth and medical care are not met.
- Sexual Abuse: where an adult pressurises or forces a child to take part in any kind of sexual activity.
- Emotional Abuse: including sarcasm, degrading punishments, threats.
- Cyber all areas of social media misuse, including abuse by text messaging and calls, misuse of camera and video technologies

1.2 What are the Signs of Abuse?

- Unexplained bruising
- Something the child says
- Sexually explicit language or actions
- Behavioural problems

1.3 What do you do?

If a child/adult at risk tells you they have been abused you should:

- Allow them to speak without interruption, accepting what is said
- Let them know you are glad they have shared this information with you.
- Advise the child or young person that you must pass on the information to one other person
- If you suspect abuse may have taken place, take action you must refer; you must not investigate
- Take notes of the conversation and subsequent actions

2.0 Who to Contact?

The first point of contact is Scottish Disability Sport.

Jennifer Barsby 07745539037

- 2.1 Scottish Disability Sport
- 1 Redheughs Rigg, 01313171130

Edinburgh,

EH12 9DQ

If none of the above are immediately available and concerns remain, contact local Social Services, The Police or the NSPCC

2.2 Police

Contact your local police station or phone 101

2.3 NSPCC Helpline

Free 24 hour service 0808 800 5000

APPENDIX B - CHILD/ADULT AT RISK PROTECTION PROCEDURES (for participants)

The following leaflet has two purposes:

- 1. To act as a reminder for deliverers on child/adult protection issues.
- 2. To give clear and concise procedures to follow if you suspect that abuse may have taken place.

1.1 What is Abuse?

- Physical Abuse: including hitting, punching or more serious attacks.
- Neglect: when the basic needs such as food, warmth and medical care are not met.
- Sexual Abuse: where an adult pressurises or forces a child to take part in any kind of sexual activity.
- Emotional Abuse: including sarcasm, degrading punishments, threats.
- Cyber all areas of social media misuse, including abuse by text messaging and calls, misuse of camera and video technologies

1.3 What do you do?

If you feel you have suffered abuse at any point you should take the following actions:

- Speak to a trusted adult and share your concerns
- The information you provide will be shared with appropriate parties to ensure your protection, but confidentiality will be maintained
- Your situation will not be ignored, and action will be taken to ensure your safety
- By disclosing this information, you will not be discriminated against

2.0 Who to Contact?

The first point of contact is Scottish Disability Sport. Jennifer Barsby 07745539037

2.1 Scottish Disability Sport

1 Redheughs Rigg, 01313171130

Edinburgh,

EH12 9DQ

If none of the above are immediately available and concerns remain, contact local Social Services, The Police or the NSPCC

2.2 Police

Contact your local police station or phone 101

2.3 NSPCC Helpline

Free 24 hour service 0808 800 5000

APPENDIX C - SHANARRI WHEEL

The SHANARRI Wheel is the vision for Scotland's children and young people:

- Safe
- Healthy
- Achieving
- Nurtured
- Active
- Respected
- Responsible
- Included

The GIRFEC process on early intervention and integrated support focus on these indicators.

The statements of experiences and outcomes in health and wellbeing reflect a holistic approach to promoting the health and wellbeing of all children and young people. They are consistent with the United Nations Convention on the Rights of the Child, which sets out the right for all children and young people to have access to appropriate health services and to have their health and wellbeing promoted.



APPENDIX D - Safeguarding Training Criteria

1 Safeguarding Training

All staff and volunteers identified as requiring safeguarding training (see Protection of Vulnerable Groups checking procedures – P28) are required to maintain a current Safeguarding and Protection Certificate (renewal every 3 years).

2 Recommended Training Course "Child Wellbeing and Protection in Sport"

- Child Wellbeing and Protection in Sport online module 1 hour (pre-requisite for full course)
- Child Wellbeing and Protection in Sport 3 hour course
- In Safe Hands 1 & 2 (for Child Protection Officers).

3 Criteria

- 3.1 EVENTS All single day events managed by either SDS staff or volunteers at a National or Branch level are required to have a minimum of one person with a current "In Safe Hands" certificate of attendance.
- 3.2 EVENTS Residential element involved -such as SDS Summer Camp, Scottish or Branch Squad Training or attendance at competitions requiring overnight stays. An identified person forming part of the team of volunteers or staff will be required to have a current "In Safe Hands" certificate. All remaining volunteers or staff involved for the duration of the camp will be required to have a current "Child Wellbeing and Protection" (CWPS) certificate of attendance.
 - Exceptionally, for boccia, all participants attending an event per 3.1 with a residential element are required to have either a carer or parent in attendance. In these circumstances, all staff or volunteers involved for the duration of the camp will be required to have a current CWPS certificate of attendance.
- 3.3 TRAINING National or Regional Level Squad Training Sessions at least one member of the coaching team present should have a current CWPS and as a minimum the contact details of a member of SDS staff with In Safe Hands training who can be contacted if required.
- 3.4 TRAINING Regular weekly sessions run at Branch level, by the Branch at least one member of the coaching team present should have a current CWPS certificate and the Branch Child Protection Officer must have an "In Safe Hands" certificate. The Branch coaches/volunteers running the session must have contact information for this person.
 - Each club must adhere to Branch rules requiring a nominated Club Welfare and Child Protection Officer who will also be required to have a current "In Safe Hands" certificate and at least one member of the coaching team present should have a current CWPS certificate.

4 Monitoring Compliance

- 4.1 Events all risk assessments should include a review of the safeguarding requirements for the specific event and actions should include recording evidence of volunteer and staff current certifications.
- 4.2 Branch Reviews these are to be conducted annually in the first quarter of each SDS operational year (April to June) and to include a review of the Branch compliance with 3.0 criteria above