

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 **and safety** 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 [SHANARRI Wheel \(see Appendix A\)](#). 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 [UN Convention on the Rights of the Child \(UNCRC\)](#).

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

Definition – “Child”

The [Children and Young People \(Scotland\) Act 2014](#) – 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.

Principles

This policy is based on the key principles:

- The wellbeing of children and adults at risk is the primary concern
- All children and adults at risk, whatever their age, culture, disability, sex, language, racial origin, socio-economic status, religious belief and/or sexual orientation or gender identity, have the right to protection from all forms of harm, poor practice, exploitation, bullying and abuse
- Children and adults at risk have the right to express views on all matters which affect them, should they wish to do so
- Wellbeing and Protection is everyone’s responsibility
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- Adults working with children and adults at risk are provided with opportunities for education and training to ensure best practice becomes the norm
- Working in partnership with children, adults at risk and their parents/carers is essential for the promotion of an inclusive sport and a safe enjoyable environment

Monitoring & Review Of This Policy

This policy and these procedures will be regularly monitored and reviewed, with a full review being carried out every 2 years. The policy and procedures will also be reviewed in the following circumstances:

- In accordance with changes in legislation
- Changes in SDS or its governance
- Following any issues or concerns raised about the protection of children and vulnerable adults within SDS
- On advice from Safeguarding in Sport / sportscotland / Children 1st

This policy will be monitored by:

- Keeping records of cases brought and their outcomes
- Accepting comments from Branches on the ease of implementation and effect of the policy
- Internal reviews with the facilitation of CHILDREN 1st

3. GLOSSARY OF TERMS

<u>Scottish Disability Sport (SDS)</u>	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:

[Safeguarding in Sport](#) is a partnership between [CHILDREN 1ST](#) and [sportscotland](#). Like SDS, these organisations believe that all children and young people have the right to be protected from abuse and harm. Safeguarding in Sport supports sporting organisations to keep children and young people safe.

safeguardinginsport@children1st.org.uk



4. PROMOTING GOOD PRACTICE FOR WORKING WITH CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK

By adhering to these Recommendations for Good Practice, SDS volunteers and staff will ensure that our sport is safe and fun for children and adults at risk, while those undertaking roles within our sport will be protected.

The Meaning of Good Practice:

In the context of climbing and mountaineering activities, good practice means:

- Putting the child/adult’s welfare, safety, and enjoyment first, before winning or achieving goals.
- Treating all children/adults at risk equally, and with respect and dignity.
- Making sport and activities fun, enjoyable and promoting fair play.
- Building balanced relationships based on mutual trust, which empowers children/adults at risk to share in the decision-making process.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of children.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Planning and preparing appropriately so that each session suits the needs of the group (e.g. activities are age-appropriate and allow each child to participate in an enjoyable way).
- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging an open environment - i.e. no secrets).
- Recognising the developmental needs and capacity of children and adults at risk – avoiding excessive training or competition and not pushing them against their will.
- Ensuring that manual or physical support is only provided when necessary, and that this is in the interest of the child and takes place openly. Children should always be consulted, and their agreement gained. Care is needed, as it is difficult to maintain hand positions when a child is

constantly moving. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered.

- Keeping up to date with the technical skills, qualifications, and insurance for sport.
- Involving parents / carers wherever possible (e.g. for the responsibility of their children in changing rooms). If groups must be supervised in a changing area, always ensure parents / teachers / coaches / officials work in pairs.
- Keeping a written record of any injury that occurs, along with details of any treatment given.
- Ensuring that if mixed groups are taken away, they should always be accompanied by an adult male and an adult female.
- Ensuring that on residential activities, adults should not enter children's/adults at risk, rooms or invite children/adults at risk into their rooms.
- Requesting written parental consent if club officials are required to transport children in their cars.

It is important that all SDS volunteers and staff follow these Recommendations for Good Practice. By keeping children and adults at risk at the forefront of our planning and practice we can be confident that participants will enjoy their mountaineering experiences and that our actions will be regarded as safe.

Activities to Avoid:

In addition volunteers and staff must never:

- Exert undue influence over a child/adult at risk in order to gain personal benefit or reward.
- Share a room or tent alone with a child/adult at risk on away trips.
- Being left alone with children/adults at risk who are waiting to be collected or to leave them by themselves. Ensure another adult remains with you until they are collected by a parent/care.
- Engage in rough contact, sexually provocative games, inappropriate touching of any kind, and / or make sexually suggestive comments about or to a child/adult at risk.
- Engage in an intimate, emotional, physical, or sexual relationship with a child/adult at risk. This is considered a breach of trust and a disciplinary matter and would also potentially be a criminal offense.
- Use any form of corporal punishment or physical force on a child.
- Take body measurements or engage in certain types of fitness testing without the presence of another adult.

SDS volunteers and staff will be working in an environment where a 'hands on' approach may sometimes be necessary (e.g. demonstrating a technique during coaching or assisting with personal protective equipment). Ensure that such contact is kept to the safe minimum, done openly, is in response to the child/adult at risk's need, and is with the knowledge and consent of the child/adult at risk and their parent / guardian.

Challenge sensitively any inappropriate behaviour from a child/adult at risk, such as a crush on an instructor or attention seeking behaviour. If this is focused on you, seek support and inform the SDS Child Wellbeing and Protection Officer.

Following any incident where a volunteer or member of staff feels their actions could be misinterpreted, a written report should be submitted to the SDS Child Wellbeing and Protection Officer.

Finally, prepare yourself, and those who work with you, by taking preventative measures.

Think through:

- The reasons for doing what you are doing
- How you do it
- Any possible misinterpretations of your actions

5. 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
 - Anti-Corruption (Sports Betting) Policy
 - 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 drug-free 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.

6. SAFE IN CARE GUIDANCE

These guidelines provide practical guidance for those working and/or volunteering directly with children on practices to keep children safe and to promote a safe operating environment for the member of staff/volunteer. These guidelines compliment and should be read in conjunction with the Code of Conduct for Safeguarding Children in Sport. Breach of these guidelines may be dealt with under [Organisation name]'s Complaints Policy*, Performance Management*, Disciplinary Procedure* and/or Procedure for Responding to Concerns About a Child*/Concerns About the Conduct of a Member of Staff or Volunteer*

Sports organisations have a duty of care towards all children involved in activities. Children under the age of 16 years should not be placed in positions of sole responsibility in relation to other children. These guidelines apply to all children and young people under the age of 18 years. Common sense should be applied when considering the circumstances of older children and all children should have the opportunity to express their views on matters which affect them, should they wish to do so.

As sport takes place in many different structures, locations, environments and formats, it is impossible to provide specific guidance on many of the issues covered. The following guidelines are therefore based on generally recognised good practice and common sense. Ultimately, most practical situations will require a judgment to be made about what is practicable and reasonable in the circumstances.

Clubhouses and Changing Rooms:

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

To avoid possible misunderstandings and embarrassing situations, adults need to exercise care when in the changing room at the same time as children. However, bullying can be an issue where children are left

unsupervised in locker rooms, and a balance should be struck depending on the situation. In general, it is better if one adult is not alone to supervise in a locker room, and extra vigilance may also be required if there is public access to the venue. If, in an emergency, a male must enter a female changing area, or vice versa, another adult of the opposite sex should accompany him or her.

The following advice may be useful:

- Wherever possible, adults should avoid changing or showering at the same time as children.
- Parents/carers need to be aware that on occasions, adults and children may need to share a changing facility.
- It is recommended that particular attention is given to the supervision of children aged 10 and under in changing rooms. It is advisable for adults not to be alone with any such child under these circumstances.
- If children are uncomfortable changing or showering in public, no pressure should be placed on them to do so.
- While some organisations may be restricted to changing rooms for the purposes of team talks, if at all possible, another area should be considered for this. If there are no other options, it is best practice to wait until all children are fully dressed.

An area where children and adults at risk are most vulnerable can be a changing rooms and shower facilities. There can be several 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 must 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/carers 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/carers 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/carers.
- 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

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

- Where parents/carers make arrangements for the transportation of children to and from the activity, out with the knowledge of SDS it will be the responsibility of the parents/carers to satisfy themselves about the appropriateness and safety of the arrangements.
- Where SDS makes arrangements for the transportation of children the members of staff/volunteers involved will undertake a risk assessment of the transportation required. This will include an assessment of the following areas: - Ensuring that all vehicles and drivers are correctly insured for the purpose. - Ensuring the driver has a valid and appropriate license for the vehicle being used. - All reasonable safety measures are available e.g. fitted, working seatbelts, booster seats where appropriate. - An appropriate ratio of adults per child. - Ensuring drivers have adequate breaks.
- When transporting children, wherever possible they should be in the back seat of the car for health and safety reasons.
- Where practicable and planned, written parent/carer consent will be requested if staff/volunteers are required to transport children. To safeguard the member of staff/volunteer the following good practice is required:
 - Agree a collection policy with parents/carers which will include a clear and shared understanding of arrangements for collection at the end of a session.
 - Always tell another member of staff/volunteer that you are transporting a child, give details of the route and the anticipated length of the journey.
 - Take all reasonable safety measures e.g. children in the back seat, seatbelts worn.
 - Where possible, have another adult accompany you on the journey.
 - Call ahead to inform the child's parents/carers that you are giving them a lift and inform them when you expect to arrive.

(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 always instructed to behave responsibly in vehicles
- 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

ADULT TO CHILD RATIOS

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

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

All activities should be planned to involve at least two adults, preferably one male and one female. As a general guide, the following factors will also be taken into consideration in deciding how many adults are required to safely supervise children:

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

There may be other considerations which are specific to the sport or environment in which the sport takes place. Some sports can take place in a variety of terrain from mountain moors to sand dune forests. The Scottish weather brings a lot of spontaneously changing weather conditions. The safety of children in certain sports relies on heavy planning and preparation, including checking weather forecasts and making sure the children are equipped with appropriate clothing to survive the worst case scenario of becoming injured in a remote area, during severe weather conditions

PHYSICAL CONTACT

All forms of physical contact should respect and be sensitive to the needs and wishes of the child and should take place in a culture of dignity and respect for all children. Children should be encouraged to express their views on physical contact.

In the first instance, coaching techniques should be delivered by demonstration (either by the coach or an athlete who can display the technique being taught). Educational instruction should be clearly explained with a description of how it is proposed to handle or have contact with the child before doing so. This should be accompanied by asking if the child is comfortable. Manual support should be provided openly and must always be proportionate to the circumstances.

If it is necessary to help a child with personal tasks e.g. toileting or changing, the child and parents/carers should be encouraged to express a preference regarding the support and should be encouraged to speak out about methods of support with which they are uncomfortable. Staff/volunteers should work with parents/carers and children to develop practiced routines for personal care so that parents/carers and children know what to expect.

Do not take on the responsibility for tasks for which you are not appropriately trained e.g. manual assistance for a child with a physical disability.

FIRST AID AND THE TREATMENT OF INJURIES

All staff/volunteers must ensure:

- Where practicable all parents/carers of children under the age of 16 have completed a Partnership with Parents/Carers Form before their child participates in [sport].
- There is an accessible and well-resourced first aid kit at the venue.
- They are aware of any pre-existing medical conditions; medicines being taken by participants or existing injuries and treatment required.
- Only those with a current, recognised First Aid qualification treat injuries. In more serious cases assistance should be obtained from a medically qualified professional as soon as possible.
- A Significant Incident Form is completed if a child sustains a significant injury along with the details of any treatment given. Common sense should be applied when determining which injuries are significant.
- Where possible, access to medical advice and/or assistance is available.
- A child's parents/carers are informed of any injury and action taken as soon as possible.

The circumstances in which any accidents occur are reviewed to avoid future repetitions.

SEXUAL ACTIVITY*

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

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

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

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

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

MANAGING CHALLENGING BEHAVIOUR

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

These guidelines aim to promote good practice which can help support children to manage their own behaviour. They suggest some strategies and sanctions which can be used and also identify unacceptable actions or interventions which must never be used by staff or volunteers.

These guidelines are based on the following principles:

- The welfare of the child is the paramount consideration.
- A risk assessment should be completed for all activities which take into consideration the needs of all children involved in the activity.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading and should always be able to maintain their respect and dignity.
- No member of staff should attempt to respond to challenging behaviour by using techniques for which they have not been trained.

Planning Activities

Good coaching practice requires planning sessions around the group as a whole but also involves taking into consideration the needs of each individual athlete within that group. As part of a risk assessment, coaches should consider whether any members of the group have been challenging in the past or are likely to present any difficulties in relation to either the tasks involved, the other participants or the environment.

Where staff/volunteers identify any potential risks, strategies to manage those risks should be agreed in advance of the session, event or activity. The risk assessment should also identify the appropriate number of adults required to safely manage and support the session including being able to adequately respond to any challenging behaviour and to safeguard other members of the group and the staff/volunteers involved.

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

Agreeing Acceptable and Unacceptable Behaviours

Staff, volunteers, children and parents/carers should be involved in developing an agreed statement of what constitutes acceptable and unacceptable behaviour. They should also agree upon the range of options which may be applied in response to unacceptable behaviour (e.g. dropped from the team for one game etc). This can be done at the start of the season, in advance of a trip away from home or as part of a welcome session at a residential camp.

Issues of behaviour and control should regularly be discussed with staff, volunteers, parents/carers and children in the context of rights and responsibilities. It is beneficial to ask children as a group to set out what behaviour they find acceptable and unacceptable within their group/team. It is also helpful to ask them what the consequences of breaking these rules should be. Experience shows that they will tend to come up with a sensible and working set of 'rules'. If and when such a list is compiled, every member of the group can be asked to sign it, as can new members as they join. It can then be beneficial to have a copy of the 'rules' visible for reference during the activity.

Managing Challenging Behaviour

In dealing with children who display risk-taking or challenging behaviours, staff and volunteers might consider the following options:

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

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

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

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

Physical Interventions

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

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

The following must always be considered:

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

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

A timely debrief for staff/volunteers, the child and parents/carers should always take place following an incident where physical intervention has been used. This should include ensuring that the physical and emotional well-being of those involved has been addressed and ongoing support offered where necessary. Staff/volunteers, children and parents/carers should be given an opportunity to talk about what happened in a calm and safe environment.

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

COLLECTION BY PARENTS/CARERS

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

- It is clear that while the club/session/training is running then leaders and coaches have a duty of care to the children that are in their charge. This is a principle of good practice and one, which we all should sign up to.
- When the session has finished, obligations that we have under guidance, good practice and legislation still remain. We still have care and control of the child in the absence of a parent/carer or other responsible adult.
- To help avoid this situation occurring in the first place, here are some points to consider:

1. Make sure that SDS literature, application forms and consent forms;

- Are clear about starting and finishing times of sessions.
- Are clear about the expectations of parents/carers not to drop children off too early and collect children promptly when sessions finish.
- Ask parents/carers whether they give consent for children to go home unaccompanied (according to their age and stage).
- Have a late collection telephone contact and number on Partnership with Parents/Carers Form.

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

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

Remember the welfare of the child has to take precedence, so leaving children alone is not an option.

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

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

6. When all else fails call the police.

TRIPS AWAY FROM HOME (INVOLVING OVERNIGHT STAYS)

1. Designate a Child Wellbeing and Protection Officer for the Trip

Those in charge of the group will be responsible for the safety and well being of children in their care. It is recommended that one of the group leaders co-ordinates the arrangements to safeguard the safety and welfare of children during the trip. The Child Protection Officer should ensure all practical arrangements have been addressed and act as the main contact for dealing with any concerns about the safety and welfare of children whilst away from home. A detailed itinerary will be prepared and copies provided to the designated contact for [Organisation name] and parents/carers.

2. Risk Assessment

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

3. Travel Arrangements

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

(For more details see Guidelines on Transporting Children).

4. Adult to Child Ratios

All trips away should be planned to involve at least two adults, preferably one male and one female where possible. The guidelines on adult to child ratios above, will inform an assessment of the numbers of adults

required to safely supervise the group. Those involved should be recruited and selected in accordance with the procedure for recruitment and selection of staff/volunteers in regulated work with children.

Group leaders should be familiar with and agree to abide by [Organisation name] Child Protection Policy, Procedures and Code of Conduct.

5. Accommodation

Organisers should find out as much as possible about the accommodation and the surroundings at the planning stage. Where possible, an initial visit to the venue/accommodation should take place to help those organising the trip identify all practical issues and allow time to address them in advance, in consultation with children and parents/carers where appropriate.

The following is a (non-exhaustive) list of some of the practical things which should be considered in advance about the arrangements for accommodation:

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

Exchange Visits/Hosting

Before departure, organisers should ensure there is a shared understanding of the standards expected during home stays between them, host organisation/families, parents/carers and children themselves. These standards should include arrangements for the supervision of children during the visit. Host families should be appropriately vetted (adults should be PVG Scheme members) where possible or equivalent police checks undertaken and references thoroughly checked. Organisers, parents/carers and children should all be provided with a copy of emergency contact numbers.

Children should be aware of who they should talk to if problems arise during the visit. Daily contact should be made with all children to ensure they are safe and well.

Residential at a Facility/Centre

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

Adequate security arrangements should be in place and facility staff should have been appropriately vetted. Facility staff involved in the training or instruction of children must be appropriately qualified and trained.

Organisers should ensure there is adequate supervision of the group for the duration of the stay, particularly when the facility is being shared with other groups.

6. Involving Parents/Carers

Where possible, a meeting should be held with parents/carers before departure to share information about the trip, answer their questions and make joint decisions about arrangements where appropriate.

A Code of Conduct shall be agreed with children and parents/carers in advance of the trip along with sanctions for unacceptable behaviour.

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

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

7. During the Trip

Organisers must ensure arrangements are in place for the supervision and risk assessment of activities during free time. Children shall not be allowed to wander alone in unfamiliar places.

Group leaders should have clear roles and responsibilities for the duration of the trip. They must not be over familiar with or fraternise with children during the trip and remember that they are in a position of trust at all times. The use of alcohol and/or drugs or engaging in sexual relationships (between two young people) should not be condoned during the trip, even if the legislation relating to any of these behaviours is more lenient than in Scotland.

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

8. After the Trip

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

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.

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.

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 re-sought 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.

7. 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.

8. SDS ANTI-BULLYING POLICY

Reviewed by Board – August 2018

Overview

Scottish Disability Sport is committed to providing a safe, supportive environment for all people in its educational establishments.

Here at SDS, our values are respect, dignity, fairness, and inclusion. We understand that bullying is never acceptable, and that children and vulnerable adults have the right to participate in sport in a safe, secure environment.

This policy takes into consideration the Scottish Government funded anti-bullying policy: respect me, Scotland's Anti-Bullying Service, managed in partnership with [SAMH \(Scottish Association for Mental Health\)](#), and [LGBT Youth Scotland](#). 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 understands 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.

Prejudice Based Bullying:

Prejudice based bullying may be a result of prejudice that relates to perceived or actual difference. This can lead to prejudice and discriminatory language or behaviour, including racism, sexism, homophobia, biphobia or transphobia.

To address the years of unfavourable treatment experienced by some groups, The Equality Act 2010 makes it unlawful to discriminate against people with a 'protected characteristic'. These are:

- 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.

Prejudice based bullying often (but not exclusively) targets a protected characteristic of the victim. For example, disablist bullying is when people may see children or vulnerable adults with disabilities as being less able to defend themselves and/or tell an adult what has happened. The bullying behaviour is likely to be focused upon their specific disability or disabilities. A person may also be bullied because of their relationship with someone else (through association) or because of others' perception of them.

Hate Crime:

Hate crime is defined through the law as a crime motivated by malice or ill-will towards individuals because of their actual or perceived disability, race, religion, sexual orientation or transgender identity.

A hate crime can take a number of forms that are potentially criminal and should be treated as such. Adults, children and young people can seek appropriate advice and guidance from Police Scotland if they feel a hate crime may have taken place.

There is no legal definition of bullying in Scotland and as such bullying is not a crime. Bullying can be motivated by prejudice similar to hate crime, but the difference is when a crime has taken place, such as an assault, graffiti or breach of the peace that has been motivated by prejudice.

The decision to proceed will rest with the Procurator Fiscal's Office. The presumption should be against criminalising children and young people wherever possible unless it is in the public interest.

Bullying:

In Scotland, bullying is defined as:

'Bullying is both behaviour and impact; the impact is on a person's capacity to feel in control of themselves. This is what we term as their sense of 'agency'. Bullying takes place in the context of relationships; it is behaviour that can make people feel hurt, threatened, frightened, and left out. This behaviour happens face to face and online'. (respectme, 2015)

Bullying behaviour can harm people physically and emotionally and, although the actual behaviour might not be repeated, the threat that it might can be sustained over time, typically by actions:

- Looks
- Messages
- Confrontations
- Physical interventions (or the fear of these)

This behaviour can include:

- Being called names, teased, put down, threatened face to face and/or online
- Being kicked, tripped, pushed, or hit
- Having belongings taken or damaged
- Being ignored, left out or having rumours spread about you (face to face and/or online)
- Sending abusive messages, pictures or images on social media, online gaming platforms or phone
- Behaviour which makes people feel like they are not in control of themselves or their lives
- Being targeted because of who you are or who you are perceived to be (face to face and/or online)

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 unacceptable 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.

Identifying Bullying Behaviour

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.

Action to Help the Those Experiencing Bullying Behaviour and How to Respond

When a child or young person tells you they are being bullied, whether it's happening face to face or online, your reaction is vitally important. Children and young people will have often been through a lot of upset before they tell someone, and their experience will be directly affected by the response they get. It's not just about the environment, the anti-bullying policy, or the measures that are in place to deal with bullying, we need to listen and get our responses right. It's about the personal touch, and we should always be mindful of this.

Our responses must be child-centred and underpinned by the values of fairness, equality, and inclusion. We should ask ourselves; Is this fair and equal? Is what I am doing ensuring marginalised children are represented, included, and not ignored? Am I meeting my needs as an adult or responding to what this child needs now? These are all questions that will help us frame an effective response. Every situation is unique so we need to have a way of thinking about bullying that lets us consider different responses, rather than one fixed way of doing things.

- 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 those experiencing bullying to speak out and tell the person in charge or someone in authority.
- Talk with those displaying bullying behaviour, explain the situation and try to get them to understand the consequences of their behaviour.
- Take all allegations seriously and act to ensure the victim is safe. Speak with those experiencing bullying behaviour and the children displaying bullying behaviour separately but offer the opportunity where appropriate for them to speak to one another as this can increase resilience and repair relationships.
- 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.

Action Towards Those Displaying Bullying Behaviour

Children and young people who are displaying bullying behaviour will need help and support to:

- *Identify the feelings that cause them to act this way*
- *Develop alternative ways of responding to these feelings*
- *Repair relationships*

Again, listen to what they have to say. Use your active listening skills and take time to uncover the bigger picture for this person and what shapes them. Do not label them a 'bully'. We can help children and young people to change by telling them that their behaviour is bullying, rather than labelling them. Clearly outline what their behaviour was, why it was wrong and the natural consequences they face if it continues. This allows you to be clear about the behaviour that needs to change and to state the behaviour that you would like to see instead. It provides clarity, makes it easier to address negative behaviour and, importantly, rewards positive behaviour.

Be prepared to address prejudiced attitudes that may be behind the behaviour. Bullying behaviour can often be rooted in prejudice due to difference or perceived difference. It's important to address what's happening behind the behaviour, even when the bullying has stopped. Some thing you can do:

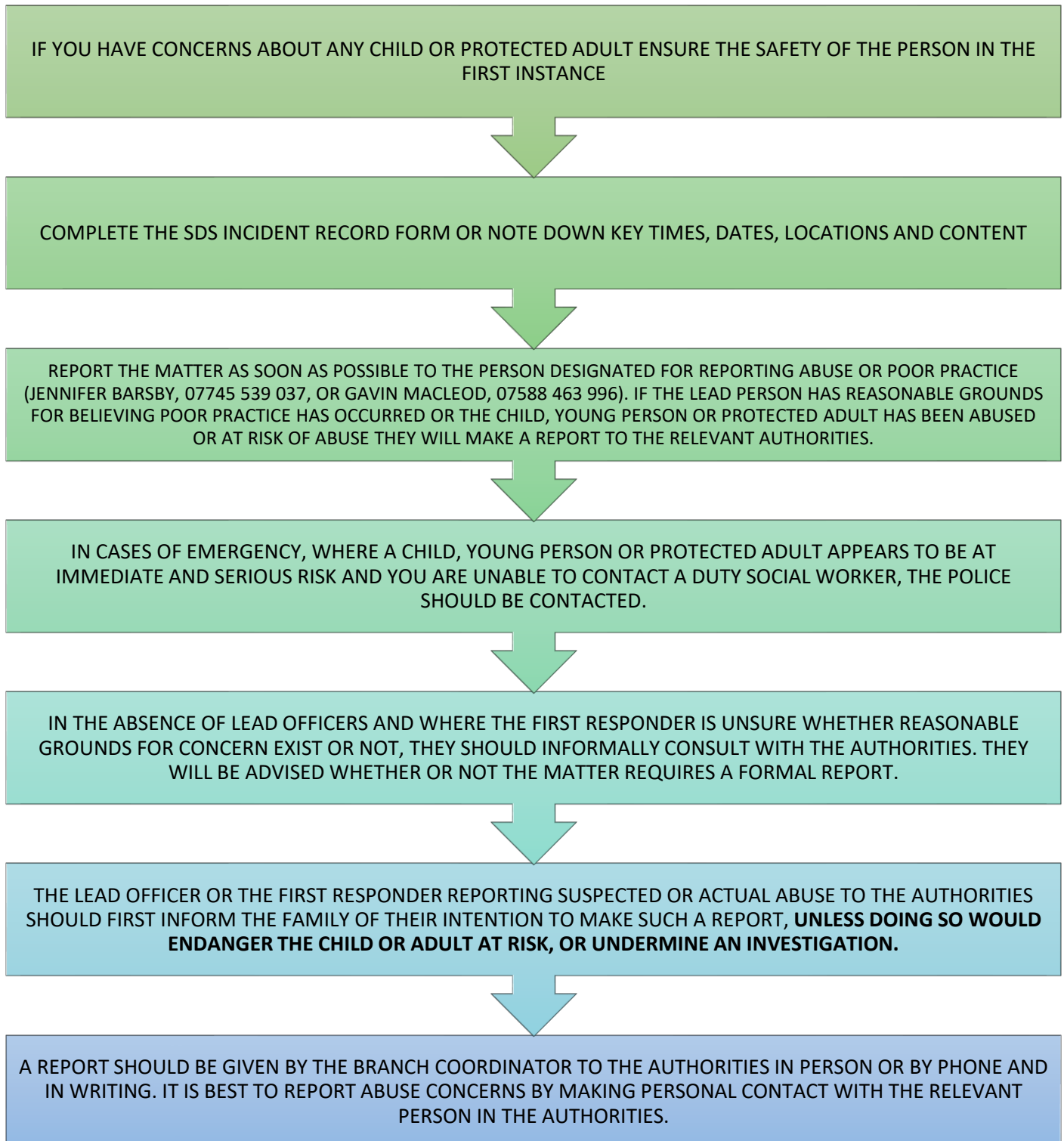
- Inform the child's parents/guardians.
- Make them aware of the natural consequences of their behaviour (such as offering an apology)
- Encourage and support the child to change behaviour

- 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.

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:



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 gavin.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



Name of Branch or Club:

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

Remember to maintain confidentiality. Do not discuss the incident with anyone, other than the Coordinator for the Protection of Children, Young People and 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 child said and what you said/asked to clarify the situation. Remember, do not influence or lead the athlete's account – record actual details. (Use a separate sheet and attach if necessary.)	
Your observations, who you spoke to and when:	
Action taken to date and when:	

9. TYPES OF ABUSE

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

Child abuse is often difficult to recognise. It is not the responsibility of anyone involved in sport to decide whether or not a child has been abused. This is the role of trained professionals. We all however, have a duty to act on any concerns about abuse

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

- Physical abuse.
- Neglect.
- Sexual abuse.
- Emotional abuse.

PHYSICAL ABUSE

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

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

Examples of Physical Abuse in Sport

Bodily harm that may be caused by:

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

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

- Refusal to discuss injuries
- Improbable excuses given to explain injuries
- Running away
- Excessive physical punishment
- Avoiding activities due to injuries or possibility of injuries being discovered
- Aggression towards others
- Fear of parents being approached for an explanation
- Untreated injuries
- Unexplained injuries, particularly if recurrent
- Wearing long or extra clothing to hide injuries

NEGLECT

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

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

Examples of Physical Neglect in Sport

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

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

- Constant hunger
- Constant tiredness
- Untreated medical problems
- Poor peer relationships
- Poor personal hygiene and/or poor state of clothing
- Frequent lateness or unexplained non-attendance (particularly at school)
- Low self-esteem
- Stealing

SEXUAL ABUSE

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

Some of the aforementioned activities can occur through the internet. Boys and girls are sexually abused by males and females, including persons to whom they are, and are not, related, and by other children. This includes people from all walks of life.

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

Examples of Sexual Abuse in Sport

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

The following signs may raise concerns about sexual abuse:

- lack of trust in adults or over familiarity with adults, fear of a particular adult

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

Children with a Learning or Physical Disability

Research, including "It doesn't happen to disabled children" Child Protection and Disabled Children, NSPCC (2003), tells us that children who have a learning or physical disability are more vulnerable to abuse. This is because:

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

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

EMOTIONAL ABUSE

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

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

Examples of Emotional Abuse in Sport

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

Signs which may raise concerns about emotional abuse include:

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

10. HOW TO RESPOND TO CONCERNS ABOUT A CHILD OR ADULT AT RISK

Child abuse, in any form, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about any action to take. Abuse can occur within many situations including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with children in order to harm them. A coach, instructor, teacher, official or volunteer may have regular contact with children and be an important link in identifying cases where a child needs protection.

All cases of poor practice should be reported following the guidelines in this document. When a child within the club has been abused outside the sporting environment, sport can play a crucial role in improving the child's self-esteem. In such instances the club must work with the appropriate agencies to ensure the child receives the required support.

All those working with children within a sporting organisation, whether in a paid or voluntary capacity, have a responsibility to ensure that children are protected from harm, but do not hold responsibility for deciding whether or not abuse has taken place. It is the role of statutory agencies to make enquiries to assess whether a child is at risk of abuse and to take any necessary action to protect that child.

If there is a concern about a child's welfare, or the behaviour of an adult:

The one thing not to do, is to do nothing!

When a Child Tells You about Abuse

- A good solution to the discretion and caution required is 'observed confidentiality' where you are witnessed speaking with the child, but not overheard.

- If a child talks to you about a concern, or if the child tells you about their abuse listen carefully and compassionately to what they tell you.
- It is important to stay calm and not show any extreme reaction to what the child is saying.
- The child is taking a risk by telling you this; you should ensure that the child's experience of telling is a positive one.
- Encourage the child to talk, using open-ended questions such as "What do you want to tell me?" or "How can I help you?"
- Remember the setting - the child is likely to be frightened or anxious.
- Tell the child that they were right to tell and are not to blame.
- Take what the child says seriously.
- Recognise the inherent difficulties interpreting what is said by young children or children with communication difficulties.
- However, don't prevent a child from recalling events.
- No judgmental statement should be made about the person against whom the allegation is made.
- Be honest with the child about what you can and cannot do. Tell them you are not able to keep what they have told you secret and that you will try to find them the help they need. Tell them what is likely to happen next (e.g. informing parents / guardians, Children and Family Services within the Local Authority Social Work Department or Family Protection Units within the local police service.
- When they have finished make a detailed note of what they have said and pass that information onto someone in a position of authority as soon as possible.
- If you have serious concerns about the immediate safety of that child contact the statutory authorities. Record who you spoke to and inform the SDS National Children's Officer of what you have done.
- Find someone you trust to talk to and support you but remember not to name or identify those involved in the allegations.

Observation / Information from an individual or agency

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

Where there is uncertainty about what to do with the information, directly from a child's disclosure or from someone else, the club's / SDS Child Wellbeing and Protection Officer can be consulted for advice on the appropriate course of action.

If the club's / SDS Child Wellbeing and Protection Officer is unavailable or an immediate response is required, the police and social work services must be consulted for advice. They have a statutory responsibility for the protection of children, and they may already hold other concerning information about the child. Record any advice given.

Defamation

Concerned adults are sometimes reluctant to report concerns about abuse for fear that the person suspected will sue them for defamation if the allegation turns out to be unfounded.

To be defamatory a statement must first of all be untrue. Even if subsequently shown to be untrue, the statement will be protected by 'qualified privilege' if it is made to the appropriate authority "in response to a duty, whether legal, moral or social or in the protection of an interest" (Norrie K, Defamation and Related Actions in Scots Law, 1995). Unjustified repetition of the allegations to other persons will not be protected by privilege.

The qualification on privilege refers to statements made by malice. If a statement, even to the appropriate authority, can be shown to be motivated by malice, then an action of defamation could be successful.

(Taken from Guidelines for Child Protection Prepared for the Independent Schools in Scotland, Kathleen Marshall, Second Edition, January 1997)

Actions to Avoid – and Types of Questions to Ask

The person receiving a disclosure of child abuse should not:

- Panic
- Allow their shock or distaste to show
- Ask leading questions, instead ask open questions such as "Who, What Where or When" – you need to establish facts
- Speculate or make assumptions
- Make negative comments about the alleged abuser
- Approach the alleged abuser
- Make promises or agree to keep secrets.
- Contact or confront the individual who is alleged to be responsible.

Responding to Non-Verbal Concerns

Changes in a child's behaviour can be the result of a wide range of factors and this makes it difficult to identify if the changes are linked to abuse. Even signs such as bruising or other injuries cannot be taken as "proof" of abuse (see appendices). However, if you have concerns, you have a responsibility to act on those concerns.

Allegations of Previous Abuse

Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by an adult who was abused as a child by a member, or ex-member, of staff. Where such an allegation is made, the club should follow the procedures as detailed above and report the matter to the social services or the police. This is because other children, either within or outside sport, may be at risk from this person.

11. HOW TO RESPOND TO CONCERNS ABOUT THE CONDUCT OF STAFF / VOLUNTEERS / MEMBERS OF A CLUB

SDS assures staff / volunteers that it will fully support and protect anyone, who in good faith reports their concern that a colleague is, or may be, abusing a child/adult at risk.

These procedures aim to ensure that all concerns about the conduct of a member of staff / volunteer are dealt with in a timely, appropriate and proportionate manner. No member of staff / volunteer in receipt of information that causes concern about the conduct of a member of a staff / volunteer towards children shall keep that information to themselves, nor attempt to deal with the matter on their own.

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

- Members of staff and volunteers will be made aware of the nature of concern or complaint.
- Where the concern is about possible child abuse, advice will firstly be taken from the police as to what can be said to the members of staff or volunteer.
- A member of staff or volunteer will be given an opportunity to put forward their case.
- SDS will act in good faith, ensure the matter is dealt with impartially and as quickly as possible in the circumstances.

In all cases where there are concerns about the conduct of a member of staff / volunteer towards children/adult at risk, the welfare of the child/adult at risk will be the paramount consideration.

Where there is a complaint against a staff member or volunteer there may be three types of investigation:

- A criminal investigation,
- A child/adult protection investigation,
- A disciplinary or misconduct investigation.

The results of the criminal and child/adult protection investigation may well influence the disciplinary investigation, but not necessarily.

Poor Practice

- If, following consideration, the allegation is clearly about poor practice; the Club Children's Officer / SDS National Children's Officer or Disciplinary Committee will deal with it as a misconduct issue.

Suspected Abuse

- Any suspicion that a child has been abused, by either a member of staff or a volunteer, should be reported to the Club Children's Officer / SDS National Children's Officer on the day the information is received.
- The Children's Officer will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk
- The Club Children's Officer / SDS National Children's Officer will report the allegation to the Social Work Department or Police. The parents or carers of the child should be contacted as soon as possible, unless by doing so the child may be exposed to further risk. If in doubt follow advice from Children and Family Services within the Local Authority Social Work Department or Family Protection Units within the local police service.
- If the Club Children's Officer is the subject of the suspicion/allegation, the report should be made to the SDS National Children's Officer. If the SDS National Children's Officer is the subject of the suspicion/allegation, the report should be made to the SDS Chairperson who will refer the allegation to the statutory authorities.
- All members have the option of making a report direct to the statutory authorities if they so wish, or if they are unhappy with how the allegation is being dealt with by the club / SDS.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned.

Information should be handled and disseminated on a need to know basis only. This may include the following people:

- The Club Children's Officer.
- The SDS National Children's Officer.
- The parents of the person who is alleged to have been abused, unless advised otherwise by the Police.
- The person making the allegation.
- Children and Family Services within the Local Authority Social Work Department or Family Protection Units within the local police service.

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

Internal Enquiries and Suspension

The SDS accused of abuse will be subject to a precautionary suspension pending the outcome of any investigation by the statutory authorities. It should be made clear that this is only a precautionary measure and will not prejudice any later disciplinary procedure.

- Irrespective of the findings of the criminal and child/adult protection inquiries, the SDS Board will appoint a Disciplinary Committee which will assess all individual cases. The SDS Disciplinary Committee must reach a decision based upon the available information. The welfare of children should always remain paramount.

Support to Deal with the Aftermath

- Consideration should be given about what support may be appropriate to children, parents and members of staff. Use of helplines, support groups (see page 21 for contact numbers) and open meetings will maintain an open culture and help the healing process.
- Consideration should be given about what support may be appropriate to the alleged perpetrator of the abuse.

If You (an Adult) are Accused of an Abusive Action

- Make notes of all your actions/contacts with the child in question as soon as possible.
- Seek access to professional and legal advice.
- Ensure you are no longer working with the child/children/adult making the allegation.
- Consult SDS procedures and make sure these are followed correctly
- Accept that colleagues may be expected not to contact you whilst an investigation is underway.
- Don't believe it couldn't happen to you.

Think about your relationship with a colleague who is under investigation. Ask management to confirm the contact arrangements and what support is available to your colleague and all other staff they work with.

12. SAFE RECRUITMENT

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

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

This recruitment and selection procedure has two functions. It:

- Provides SDS with an opportunity to assess the suitability of the individual for a particular regulated work role with children/adults at risk.
- Provides the prospective employee or volunteer with an opportunity to assess the organisation and the opportunities available.

The following recommended procedure will be completed for all positions deemed to be regulated work with children within SDS.

1. Advertising

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

- The aims of [Organisation name] and, where appropriate, details of the particular programme involved.
- The responsibilities of the role.
- The level of experience or qualifications required (e.g. experience of working with children is an advantage).
- Details of [Organisation name] open and positive stance on child protection. A statement that the position applied for is regulated work with children and will require PVG Scheme membership.

2. Pre-application Information

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

- A job description and person specification (e.g. stating qualifications or experience of working with children required) which outlines the roles and responsibilities of the position.
- Application form, self-declaration form and PVG Scheme Q&A guidance notes.
- Information on [Organisation name] and related topics.

- Evidence of qualifications will always be verified.

3. Application and Self-Declaration Form

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

4. Review Applications

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

5. Interview

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

6. Offer of Position

Once a decision has been made to offer appointment, an offer letter will be sent to the applicant. This will include details of the position, any special requirements and any obligations e.g. agreement to the policies and procedures of SDS the probationary period and responsibilities of the role.

The offer must be formally accepted and agreed to in writing e.g. by the individual signing and dating their agreement on the offer letter and returning it to [insert name].

The applicant's appointment will only be confirmed when:

- the self-declaration form has been opened and considered
- satisfactory references have been received and checked
- a satisfactory Scheme Record/Scheme Record Update has been received.

7. References

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

8. Membership of the PVG Scheme

SDS is registered with Disclosure Scotland. Individuals carrying out regulated work with children within SDS must be members of the PVG Scheme.

SDS will require the successful applicant to submit a Scheme Record/Scheme Record

Update application which will be returned to and processed by [insert name of Lead Signatory].

Overseas Applicants

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

Applicants from overseas must prove their 'right to work' in the UK and be asked to provide a police check from their relevant country where possible. Where this is not possible, or in addition to the police check, the following information, where relevant to the position, will be requested:

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

- A statement from the international federation of the sport in regard to their participation and suitability for the position.

9. Induction

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

- An assessment of training, individual aims, needs and aspirations.
- Clarification, agreement and signing up to the Child Protection Policy and procedures, including the Code of Conduct.
- Clarification of the expectations, roles and responsibilities of the position.³¹

10. Training

Newly appointed staff/volunteers in regulated work with children should complete recommended training over an agreed period. Recommended training includes Child Wellbeing and Protection in Sport (CWPS) (a basic introduction to child wellbeing and protection) and, should it become relevant, Child Wellbeing and Protection in Sport Officer training (CWPO) (a workshop for club child wellbeing and protection officers).

11. Probation

Newly appointed staff/volunteers will complete an agreed period of probation (e.g. 3 months).

12. Monitoring and Performance Appraisal

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

13. Ongoing suitability

Once an individual is in a position of regulated work, SDS will require the individual to complete a self-declaration form and apply for a Scheme Record Update every two/three years. This ensures the organisation is continually risk assessing staff/volunteers to keep participating children safe.

14. Existing staff/volunteers joining PVG Scheme

For existing members of staff/volunteers, who were not previously checked or were previously enhanced disclosure checked for a childcare position under the Protection of Children (Scotland) Act 2003,

SDS will require those individuals to become PVG Scheme members if they are carrying out regulated work with children. At the appropriate time, existing members of staff/volunteers will be notified by a Retrospective checks letter giving information on the process. Staff/volunteers will be required to complete a self-declaration form and submit a Scheme Record/Scheme Record Update application. This will ensure, over time that everyone in regulated work in the organisation is a PVG Scheme member.

15. New vetting information on PVG Scheme Records

If new vetting information becomes available, either through retrospective checks of existing members of staff/volunteers or an ongoing suitability process, it is important to consider this information alongside a newly completed self-declaration form to assess any risks. Should any risk be identified, it will then be necessary to follow SDS Responding to Concerns about the Conduct of a Member of Staff/Volunteers and/or Disciplinary Procedures.

16. Consideration for Children's List or Barred Individuals

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

If Disclosure Scotland notify SDS that a member of staff/volunteer is considered for listing that individual will be suspended as a precaution until the outcome of the case is determined.

Remember that suspension is not a form of disciplinary action and does not involve pre-judgment. In all cases of suspension the welfare of children will be the paramount concern.

17. PVG Scheme Member leaves SDS

SDS will update Disclosure Scotland on PVG Scheme members who are no longer in regulated work with children on behalf of the organisation. Should a member of staff/volunteer not be in contact with SDS for up to three months, SDS will then inform Disclosure Scotland that the individual is no longer in regulated work with children within the organisation

13. 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:

- Application Form – Childcare Positions (cross [x] as appropriate)
- Application Form – Adult at Risk Positions
- Self Declaration Form – Childcare Positions
- Self Declaration Form – Adult at Risk Positions
- References
- Interview
- Disclosure Certificate
- Other (give details)

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

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

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

I _____ accept and will adhere to this policy on behalf of _____

Signed: _____

Date: _____

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 [Protecting Protected Groups Scheme \(“The PVG Scheme”\)](#) was introduced by the Scottish Government in 2011.
- This law applies to organisations and groups across the statutory, voluntary and private sectors that provide services and activities for children, young people and/or 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 [Disclosure Scotland](#). Unless these checks uncover information which makes the applicant unsuitable to work with one or both of the above groups the applicant will become a scheme member.
- It will be an offence for someone who is barred from regulated work to do or seek to do that type of regulated work. It will be an offence for an organisation to employ an individual in regulated work if they are barred. Hence the need for scheme membership as part of the recruitment process.

Further guidance and information 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:

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 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

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.

17. 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

The role of [INSERT ROLE TITLE HERE] at the [sport] is “regulated work” with children. Before [sport] can appoint you, even to an unpaid position, it must check that you are suitable to do this type of work. You will be asked to become a Protection of Vulnerable Groups (PVG) Scheme member and to make a self-declaration of any relevant 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.

PERSONAL DETAILS

Title:

Full Name:

Address:

Post Code:

Tel no:

Email:

Section 5 – Protection of Vulnerable Groups (Scotland) Act 2007

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

- 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 complete and return in a sealed envelope marked “**Private & Confidential – Self Declaration**”.

Employee/Coach/Leader Application

Position Applied For: _____

Data Protection 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.

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 eve:	
Tel mobile:	
Email:	
Date of birth:	
Gender:	Male/female

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

Please list your employment record with present occupation first.

Name of organisation	Contact person	Phone	Start date	Finish date

Please list your sport/recreational club history, with most recent club first.

Name of club	Contact person	Phone	Start date	Finish date

Part C: Other Relevant Information

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

Part D: References

Please list the details of two relevant referees.

Referee 1:

Name:	
Relationship to applicant:	
Organisation:	
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

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

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

Signature: _____

Date: _____

Declaration (of 1 referee only):

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

Signed: _____

Print name: _____

Date: _____

Documents shown: _____

18. 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]

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

SCOTTISH DISABILITY SPORT

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

No

If you have answered yes, we will contact you in confidence

Thank you for your cooperation.

Signed: _____

Print name: _____

Date: _____

19. 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 than 90 days before being destroyed.

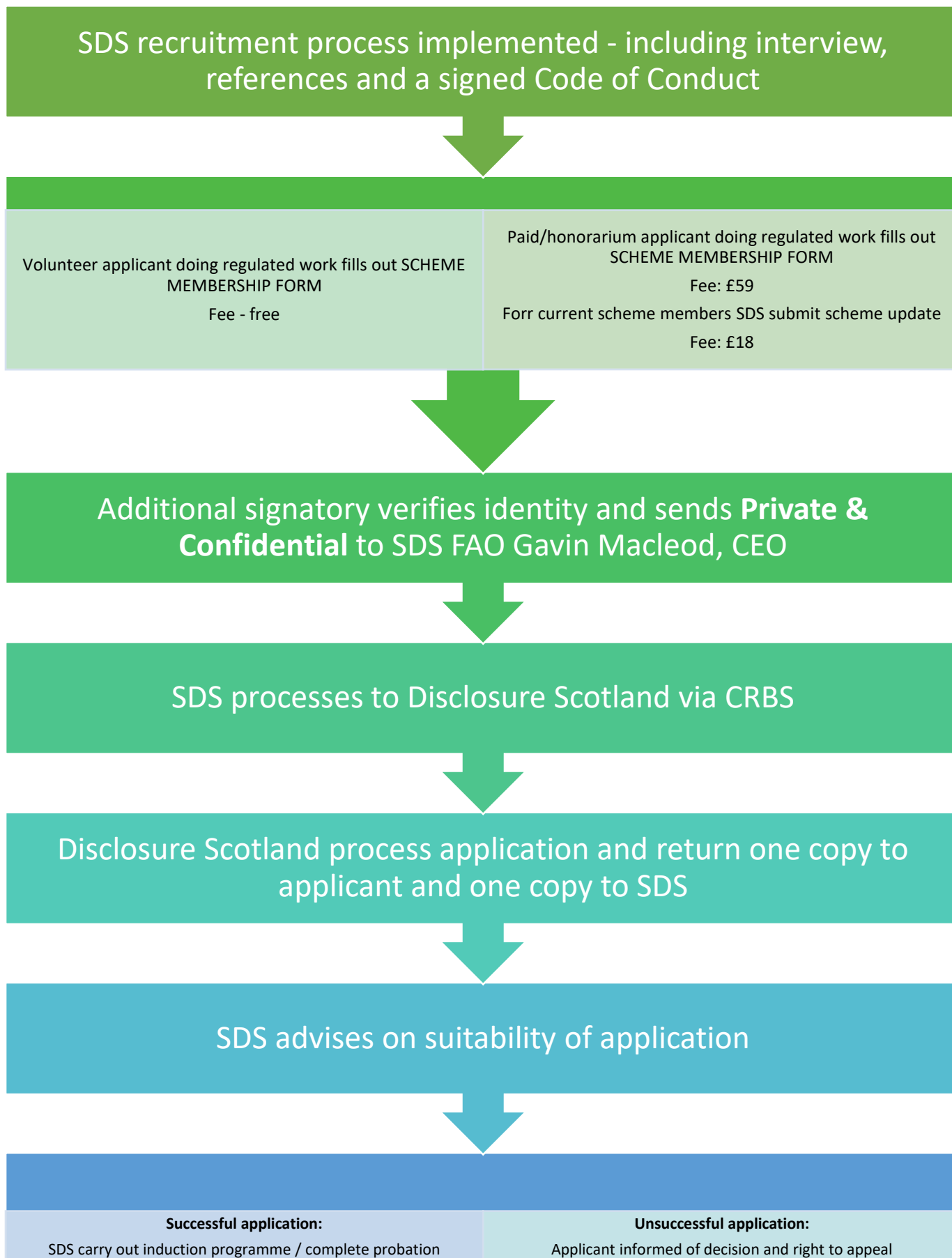
Where a PVG check does not return clear, a decision upon the suitability of the individual to be accepted into the position they have applied for will be made by the Chief Executive Officer and Lead Officer for the Protection of Children, Young People and Adults at Risk.

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.

20. SDS RECRUITMENT OF STAFF AND VOLUNTEERS

PVG Application



21. 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 **sportscotland**. **sportscotland** as the partner body will establish an appropriate panel to consider the complaint. The parties to arbitration shall enter into a formal arbitration agreement and the decision of any arbitration shall be final and binding and not subject to any further review by any court of competent jurisdiction or any other body.

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, or 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

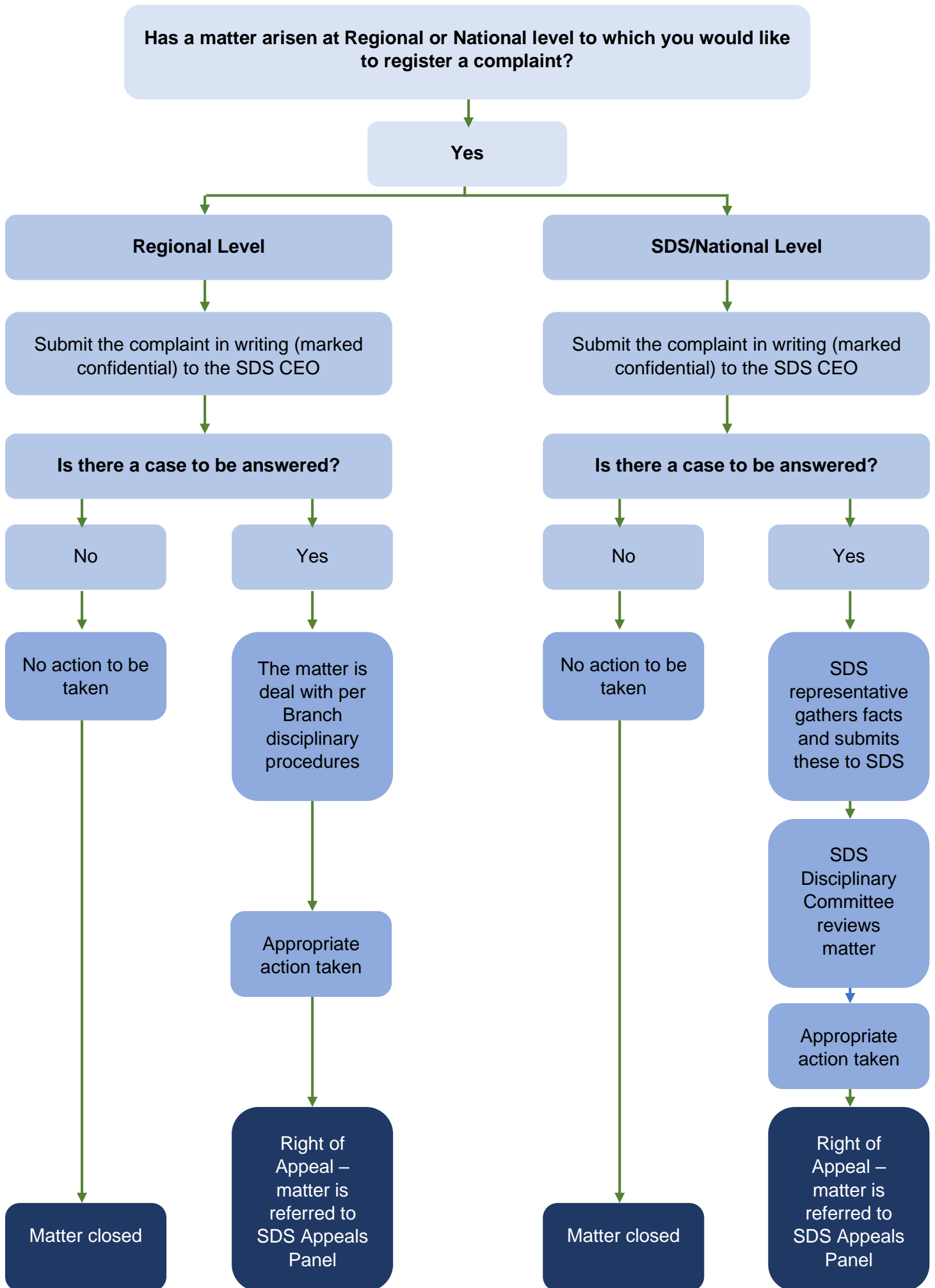
The disciplinary committee will comprise three members drawn from a pool of six identified individuals (from other SGBs/sports) with expertise in various areas. It is preferable that three of these individuals should be from separate organisations, e.g. **sportscotland**.

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

Right of Appeal

Following the decision of the Disciplinary Committee, where required the opportunity of appeal is available to anyone under investigation as part of the principle of natural justice.

RESPONDING TO A COMPLAINT AT REGIONAL AND NATIONAL LEVEL



22. 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. **sportscotland**, an SDS Branch, etc. to ensure greater impartiality.

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

Right of Appeal

Following the decision of the Disciplinary Committee, where required the opportunity of appeal is available to anyone under investigation as part of the principle 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.

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