Bonnyrigg Rose Football Club

Child Protection Policy

Child Protection Policy & Procedures Guide Creating a Safe Environment in Sport for Children

Bonnyrigg Rose Football Club Incorporating Bonnyrigg Rose Academy & Bonnyrigg Rose Girls Football Club
is a registered Charity in Scotland SC046753

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Policy & Procedures

Introduction

Many sports and other activities can and do have a very powerful and positive influence on people – especially young people. Not only can they provide opportunities for enjoyment and achievement, they can also develop valuable qualities and skills such as self-esteem, leadership and teamwork. These positive effects can only take place if sport is in the right hands – in the hands of those who place the welfare of all young people first and adopt practices that support, protect and empower them. The reality is that abuse does take place in sport and in some cases coaches and other trusted adults in sport have been convicted of abuse against children and vulnerable adults.

Everyone has a duty of care towards children to help to protect them from abuse. It is hoped that this Policy and the supporting procedures will help create a safe environment in our sports club and minimise risk for everyone involved in sport at the Club. It offers all volunteers and players a clear position of Bonnyrigg Rose Football (Sports) Club and the expected standards to be upheld at all times. In addition, it provides the Club with guidelines for the protection of children.

Adopting best practice by everyone will help to safeguard children from potential abuse as well as adults in positions of responsibility from potential false allegations of abuse. Bonnyrigg Rose Football (Sports) Club is committed to the protection of children and vulnerable adults through the implementation of this policy and the supporting procedures.

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1. Child & Vulnerable Adult Protection Policy

1.1 Responsibilities Bonnyrigg Rose Football Club will:

• Respect and promote the rights of children for whom they are responsible.

• Accept the moral and legal responsibility to provide a duty of care for children for whom they are responsible, and implement procedures to safeguard their well-being and protect them from all forms of abuse.

• Promote the health and welfare of children by providing opportunities to participate in sport and other activities safely.

• Recruit, train, support and supervise its staff/volunteers to adopt best practice to safeguard and protect children for whom they are responsible from abuse and to minimise risk to themselves.

• Require staff to adopt and abide by this Child Protection Policy and supporting Procedures.

• Respond to any allegations of abuse in line with these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.

• Review and evaluate this policy and supporting procedures on a regular basis.

1.2 Principles

The welfare of children is everyone's responsibility, particularly when it comes to protecting them from abuse. Children have a lot to gain from sport and other activities. Their natural sense of fun and spontaneity can blossom in positive sports and social organisations. They provide an excellent opportunity for them to learn new skills, become more confident and maximise their own unique potential. This policy and the supporting procedures are based on the following principles:

• The welfare of children is the primary concern.

• All children, whatever their age, culture, disability, gender, language, ability, racial origin, religious belief and/or sexual identity have the right to protection from abuse.

• It is everyone's responsibility to report any concerns of abuse and the responsibility of the Child Protection Officer (CPO). Should it be appropriate, the CPO and wider club can engage the assistance of the Social Work Department and the Police to conduct, where appropriate, a conjoint interview. The role of the Social Work Department is to carry out a risk assessment and it is for the Police to determine whether a criminal offence has occurred.

• All incidents of alleged poor practice and abuse will be taken seriously and responded to swiftly and appropriately.

• Confidentiality is upheld and personal data is processed in accordance with the requirements of the Data Protection Act 1998 and the Human Rights Act 1998.

2 Child Protection Procedures

2.1 Recruitment and Employment of Volunteers/Staff

Introduction

All reasonable steps must be taken to ensure unsuitable people are prevented from working with children. For all positions that require contact with children the following recruitment procedures are to be completed.

2.2 Pre-recruitment Process and Induction

Advertising

For all forms of advertising used to recruit volunteers/staff for positions involving children the following will be included:

• The aims of Bonnyrigg Rose Football Club where appropriate, the particular activities involved. • The responsibilities of the role.

• The level of experience or qualifications required (e.g. experience of working with children is an advantage).

• The organisation's open and positive stance on child protection.

Pre-Application Information

Pre-application information for positions involving children or vulnerable adults will be sent to interested or potential applicants and will include:

• A job description including roles and responsibilities.

• A candidate specification where appropriate (e.g. stating qualifications or experience with children or vulnerable adults required).

• An application.

• Information on the Club and related topics.

Application and Self-Declaration Form

All applicants will be requested to complete an initial Volunteer Application Form provided by the Club.

References

References will be sought as required by the Club's Recruitment and Selection Policy and Procedures. Where possible at least one of these references will be from an employer or a voluntary organisation where the position required working with children or vulnerable adults in any of the following capacities: employee; volunteer; or work experience. If the person has no experience with children or vulnerable adults a training requirement will be agreed before appointment if deemed to be required. Under most circumstances, any new volunteer will be brought to a meeting and introduced and accepted into the club by the club.

Checks

Prior to appointment a Protection of Vulnerable Groups (PVG) and/or equivalent international check (if the applicant comes from abroad), will be completed. As recommended by Disclosure Scotland the following types of checks will be requested for the following positions requiring contact with children:

Protection of Vulnerable Groups (PVG)

PVG will be available for those applying for positions listed in the Rehabilitation of Offenders Act 1974 (ROA) (Exceptions) Order 1975. These categories include occupations with duties that involve regular contact with children and young people under the age of 18; and the elderly, sick and handicapped people.

Interview

For positions that require contact with children or vulnerable adults, interviews will be carried out in accordance with the Club's Selection Policy and Procedures.

Induction

The induction process for the new member will include the following:

• A profile identifying training and any other needs and aspirations.

• Clarification, agreement and signing up to the child protection policy and procedures.

• Clarification of the expectations, roles and responsibilities of the position. Training New volunteers/staff will complete training over an agreed period that will fall in line with the SFA's recommended training for volunteers working within youth football clubs.

2.3 Staff with Specific Child Protection Responsibilities

In accordance with the SFA Quality Mark guidelines, the club will appoint a Child Protection Officer.

2.4 Code of Conduct for the Protection of Children & Vulnerable Adults

The Code of Conduct details the Standards and practice required by all volunteers, staff and members of Bonnyrigg Rose Football Club when in contact with children. These are categorised into good practice; practice to be avoided; practice never to be sanctioned; and safe practice in unforeseen circumstances. If there is a suspicion or allegation of non-compliance by a volunteer or club member with this Code the volunteer or club member will be dealt with through the Disciplinary Procedures *or the Procedure for Managing Allegations of Abuse of a Child or Vulnerable Adult against a Volunteer or Member of the Club.*

Bonnyrigg Rose Football Club supports and requires the following good practice with children and vulnerable adults:

For programmes involving children or vulnerable adults:

• Make football fun, enjoyable and promote fair play.

• Always work in an open-environment e.g. avoid private or unobserved situations and encourage an open environment for activities.

• Treat all children equally, with respect and dignity.

• Put the welfare of each child first before winning or achieving goals.

• Be an excellent role model including not smoking or drinking alcohol in the company of children.

• Give enthusiastic and constructive feedback rather than negative criticism.

• Ensure that if any form of manual or physical support is required for a child, it is provided openly and the child is informed of what is being done.

• For educational instruction, the instruction is to be delivered firstly verbally; secondly role-modelled; and thirdly, and only if necessary, with hands on - which must be accompanied by telling the child where you are putting your hands and why. If it is known prior to a programme that hands on assistance will be required, the parent/guardian's consent must be obtained before they participate in the programme.

• Maintain a safe and appropriate distance from children e.g. do not have an intimate relationship.

• Build balanced relationships based on mutual trust that empowers children to share in the decision making process.

• Involve parents and carers wherever appropriate.

Recognise the developmental needs and capacity of children, avoid excessive training or competition and either pushing them against their will or putting undue pressure on them.

Medical Consent, injuries and applying first aid:

- All parents/guardians of children under 16 must complete the club consent form before participating in a Club programme, activity or event.

- If a child requires first aid or any form of medical attention whilst in your care, then the following guidance must be followed:

- All volunteers/staff should endeavour to be aware of any existing medical conditions and/or pre-existing injuries and any treatment required.

- *Only those with a current, recognised First Aid qualification should respond to any injuries – check SFA Quality Mark guidelines for required First-Aid qualification.*

- Where possible any course of action should be discussed with the child, in language which they understand, and their permission should be sought before any action is taken - In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible

- The child's parents/guardians or carers must be informed of any injury and any action taken as soon as possible

- An Incident Record Form must be completed and signed and passed to the club committee as soon as possible.

Transporting of children or vulnerable adults:

- Request permission if volunteers/staff are required to transport young people in their cars or minibuses.
- Ensure all vehicles are insured.

- Whilst acknowledging that same gender abuse can occur, ensure where possible, if a mixed group of children are taken away, the group has a male and female member of staff accompanying them.
- All reasonable safety measures are taken e.g. children in the back seat, seatbelts.

Practice to be avoided

The following practice should be avoided. If situations arise where these situations are unavoidable, they should only occur with the full knowledge and consent of the CPO and/or the child's parents/guardians e.g. a child sustains an injury and needs to go to hospital or a parent/guardian fails to pick up a child at the end of a session.

- Avoid having 'favourites' – this could lead to resentment and jealousy by other children or vulnerable adults and could be a cause for false allegations.

- Avoid spending excessive amounts of time alone with children away from others.

- Ensure that if children are taken away adults avoid entering children's rooms unless in emergency situations or a health and safety issue arises.

- Avoid taking children to your home.

Practice never to be sanctioned

- Never engage in rough, physical or sexually provocative games, including horseplay.

- Never allow or engage in any form of inappropriate touching.

- Never make sexually suggestive comments to a child, even in fun.

- Never reduce a child to tears as a form of control.

- Never allow allegations made by a child to go unchallenged, unrecorded or not acted upon.

- Never invite or allow children to stay with you at your home unsupervised.

- Never do things of a personal nature for children and vulnerable adults that they can do for themselves.

Important Note: It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are very young or vulnerable. These tasks should only be carried out with the full understanding and consent of their parents/guardians involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child or vulnerable adult to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

Reporting

It is very important if any of the following incidents should occur, that they are reported on the day to the CPO, and a Bonnyrigg Rose Football (Sports) Club Incident Record Form is completed.

Parents should also be informed of the incident. It is expected that staff will apply **judgement** and **common sense** when reporting an incident for example, in any of the following circumstances:

• If you accidentally hurt a child.

• If a child seems distressed in any manner.

• If a child misunderstands or misinterprets something you have done that has serious implications.

• If a child appears to be sexually aroused by your actions.

• If a child needs to be restrained.

2.5 Consent - Photographs (including Digital Images), Videoing and Filming of Children and Vulnerable Adults and Web-sites

In all circumstances where children are likely to be photographed or video-recorded or digital images taken, it is necessary to obtain appropriate consent. Parents should be asked to complete the standard Consent Form when enrolling in a Club youth activity or going on a trip. Although children can consent to having their photographs taken from 12 years of age so long as the child understands the implications, consent should also be provided by parents; this will ensure that both parties legal rights are met. A judgement call will have to be made for some children with learning difficulties over 12. If in doubt parental consent should be sought. Records should be kept in a secure and confidential file. It will be the responsibility of the Parent/Guardian to inform of any change in circumstances.

Storage

Photographs and videos

These should be stored in line with the Data Protection Act i.e. all negatives and master copies should be in a secure place and labelled clearly. The video/photographs should not be kept for a longer period than is necessary i.e. the purpose for which they were taken.

Digital images

The files should be stored on a secure system and deleted when they are no longer required. If the images are to be stored on a fileserver then access should be controlled by a password – though the Club Committee.

Video, Film or Photographs (including digital images) as an Educational Aid

Consent is collected from the parents/guardian of the child and they should be informed:

• The reason for use of the video, film or photographs

• How the equipment will be used

• How the video, film or photograph will be processed

• Who will have access to the video, film or photographs

• Where the film, video or photographs will be stored

• How long the film, video or photographs will be kept

Concerns about Photographers, Video or Film Operators

Any concerns with the manner in which or the products of photographers or video or film operators are to be reported to the appropriate line-manger as specified by the Club.

Children or Vulnerable Adults in Publications and on the Internet

Sports websites and publications provide excellent opportunities to broadcast achievements of individuals to the world and to provide a showcase for the activities of young people. It can however, also provide information about children that could put them at risk. The following procedure is to be followed to ensure publications and the Internet does not put children at risk.

Publications and the Internet must adhere to the following:

• At no time is a publication or Internet site to include personal information that could identify a child e.g. home address, e-mail address, telephone number of a child. Any contact information needs to be directed to either the Club's central contact address or to another relevant body e.g. a governing body or association.

• Before publishing any information, written consent needs to be obtained from the child's parent/guardian. If the material is changed from the time of consent, the parents/guardians must be informed and consent provided for the changes.

• Pictures or videos of children or a picture giving limited additional information may be used.

• The content of pictures or videos of children are to be reviewed to ensure they are not portraying the child or vulnerable adult in a demeaning or tasteless manner. Where reasonably practicable use photographs or shots that show the child or vulnerable adult: - In profile - With their backs to the cameras - Their faces are not clearly visible

• The content of photographs or videos must not depict a child in a provocative pose or in a state of partial undress other than when depicting a sports activity. Where relevant, a tracksuit may be more appropriate attire.

• For photographs or videos of groups or teams of children ensure that only the group or team is referred to, not individual members.

• All published events involving children will require review to ensure the information will not put children at risk. Any publications of specific meetings or child events e.g. team coaching sessions, are not to be distributed to any individuals other than to those directly concerned.

• Particular care is to be taken in publishing photographs, films or videos of children who are considered particularly susceptible e.g. a child who may be the subject of a child protection case or a matrimonial dispute where it is known.

• Particular care is to be taken in publishing photographs, films or videos of children with physical, learning and/or communication or language disabilities, as they could be particularly susceptible to abuse (Morgan 1979; Watson 1984).

Important Note: Any concerns or enquiries about publications or Internet information are to be discussed with the Club's CPO.

2.6 Organised Events - Photographs (including Digital Images), Videoing and Filming of Children

There is evidence that some people have used sporting venues as an opportunity to take inappropriate photographs or film footage of children. The following procedures have been developed to protect children to minimise risk.

For activities or events where children are participating which are not in a public place:

• Anyone wishing to use photographic/film/video equipment at a venue must obtain the approval of the Activity, Event or Media Manager.

- Professional photographers, film or video operators wishing to record the activity or event should seek accreditation with the Club organiser by producing their professional identification for the details to be recorded. Ideally this should be requested at least five working days before the event.

- Students or amateur photographer, film or video operators wishing to record the activity or event should seek accreditation with the Club organiser by producing their student card or a relevant letter from the organisation they represent e.g. club outlining their motive for attending the event.

• The Activity coordinator or CPO must record all details of photographers, film and video operators, including professional identification or relevant consent information.

• An activity or event specific identification badge/sticker must be provided to and clearly displayed at all times by accredited photographers, film and video operators on the day of the activity or event.

• The requirements above are publicly promoted to ensure all people present at the event understand the procedure and are aware of where to proceed with it and who to contact if concerned.

• No unsupervised access or one-to-one sessions are to be permitted unless this has been approved in advance and appropriate vetting has occurred e.g. PVG check.

NB Bonnyrigg Rose Football Club has no control over who can take photographs or video in a public space unless they present themselves as a demonstrable risk to children or vulnerable adults.

3 Responding to Disclosures, Suspicions and Allegations of Abuse

Any allegation of physical or sexual abuse must be taken seriously. Although false allegations of abuse do occur, they are rare. If a child or vulnerable adult says or indicates that he/she is being abused or information is obtained which gives concern that a child or vulnerable adult is being abused, you must react immediately i.e. in line with the following procedures on the day.

3.1 Definitions of Abuse of Children or Vulnerable Adults

It is very important that individuals understand what abuse of a child is. The different types of abuse are listed below:

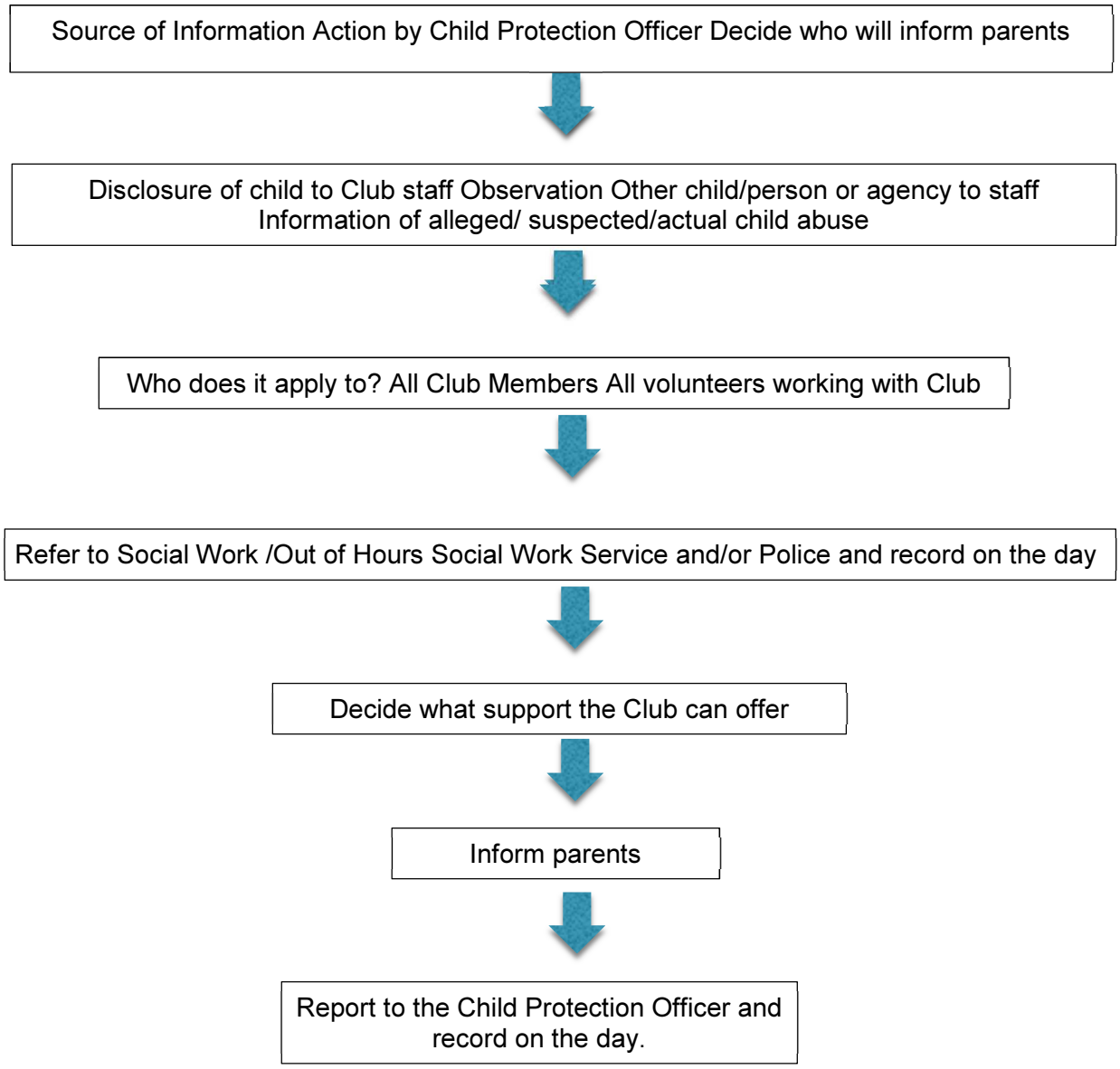
- Emotional Abuse
- Neglect
- Physical Abuse
- Sexual Abuse
- Race and Racism
- Bullying (includes bullying by gangs; bullying by family members; physical bullying; verbal bullying; teasing; and harassment)

  Further details of these definitions can be found in Appendix 2

It is not the responsibility of anyone from Bonnyrigg Rose Football Club to take responsibility or decide whether or not child abuse is taking place. It is however an individual's responsibility to pass on their concerns.

Flowchart 1 outlines the procedure for responding to suspicions and allegations of abuse.

Flowchart 1 - Managing Allegations or Suspicions of Child Abuse



I……have read and understand the content of the Bonnyrigg Rose Football Club Child Protection Policy and my signature on this form commits me to agreeing to that understanding and also indicates I will adhere to the document content.

Signed…….. Date……