HJRFC

HILLHEAD JORDANHILL YOUTH RUGBY
CHILD PROTECTION POLICY MAY 2026

CREATING A SAFE ENVIRONMENT FOR CHILDREN IN RUGBY

CONTENTS

		PAGE
	FOREWARD	**3**
SECTION 1	**CHILD PROTECTION POLICY**	**5**
SECTION 2	**CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN IN SPORT**	**7**
	SAFE IN CARE GUIDELINES	**9**
	Adult to Child Ratios	9
	Physical Contact	9
	First Aid and Treatment of Injuries	10
	Managing Challenging Behaviour	10
	Transporting Children	12
	Trips Away from Home	13
	Information and Communication Technology	15
SECTION 3	**PROCEDURE FOR THE RECRUITMENT AND SELECTION OF CHILD CARE POSITIONS**	**20**
SECTION 4	**RESPONDING TO CONCERNS**	**25**
	Responding to Concerns	25
	Procedure for Responding to Concerns About a Child	26
	Procedure for Responding to Concerns About the Conduct of a member of staff or volunteer	29
SECTION 5	**GLOSSARY & APPENDICES**	**36**
	Glossary	**36**
	Appendix 1: What Are We Protecting Children Against?	**39**
	Child Abuse	39
	Bullying	43
	Racism	43
	Harassment	43
	Appendix 2: Roles & Responsibilities	**44**
	The Role Of The Governing Body In Protecting Children	44
	Roles and Responsibilities in Child Protection	44
	Appendix 3: Child Protection – Legislation	**46**
	Appendix 4: Guidelines For Managing Bullying	**49**
	Appendix 5: Useful Contacts and Websites	**50**
SECTION 6	**SAMPLE FORMS AND GUIDANCE NOTES**	**52**
SECTION 7	**BIBLIOGRAPHY**	**75**

HILLHEAD JORDANHILL RFC CHILD PROTECTION POLICY

This Policy and these Procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children or following any changes within Scottish Rugby.
- Following any issues or concerns raised about the protection of children within Scottish Rugby
- In all other circumstances, at least every three years.

ASSOCIATED POLICIES AND PROCEDURES

A range of Policies have been developed and are available here

https://www.scottishrugby.org/safeguarding/advice-for-clubs

https://www.scottishrugby.org/safeguarding/

SCOTTISH RUGBY - SAFEGUARDING POLICY

-Scottish Rugby Safeguarding Policy is advised

This following is provided by Scottish Rugby Union Limited ("Scottish Rugby") for guidance purposes only and not for the purposes of providing professional advice. Contents are believed to reflect law and practice in Scotland, but this document is not intended to be a statement of law. Scottish Rugby accepts no duty of care, responsibility or liability to any person, whether arising by way of negligence or otherwise, for any errors, omissions, or misleading statements within this document or within any links contained in this document, nor for any action or inaction of any person due to reliance on the contents of this document or any links contained in this document. This document is written in general, non-exhaustive terms and does not cover individual or specific situations. All persons must seek their own independent professional advice before making any decisions relating to the subject matter of this document.

Scottish Rugby Safeguarding Policy can be found at https://scottishrugby.org/community-game/safeguarding-3/ and is applicable for any young person aged under 18.

Refer to the next page for HJRFC and SRU CPO contacts.

KEY CONTACTS – CHILD PROTECTION

Hillhead Jordanhill RFC CPO is Estelle Rodden and she agrees to be contacted with any concerns regarding child protection and safeguarding and will take appropriate action.

Contact Number: 07951 919182. Email: estellerodden@gmailcom

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

Key Contacts – SRU

Faye Henderson (Child Wellbeing & Protection Manager) - Tel : 0131 346 5056, Mobile: 07976 279473

Scottish Rugby | Scottish Gas Murrayfield | Edinburgh | EH12 5PJ Email: Faye.Henderson@sru.org.uk | Web: https://scottishrugby.org/

For any queries, advice or guidance on Child Protection matters you can contact, their Child Protection Team safeguarding@sru.org.uk . Telephone 0131 346 5000

FOREWARD

Hillhead Jordanhill Rugby recognises that all adults involved in the coaching or supervision of children have a duty to safeguard the welfare of those children. This duty extends to the prevention of physical, sexual or emotional abuse of any child and shall be applied regardless of a child's gender, race, religion, sexuality or disability.

All children have a right to be safe when they participate in sport and that those who organise/deliver sport to children have a duty to make sure children are safe and protected from harm - in and through sport.

Child protection in sport is not just about protecting children from others who may seek to harm them through sport. A trusted coach or leader may be the person a child chooses to tell about something that is happening at home or outwith sport. In either case, we all have a responsibility to act on concerns.

Participation in sport also makes an important contribution to a child's development. A child's natural sense of fun and spontaneity can blossom in a positive environment created by sports organisations. Sport provides an excellent opportunity for them to maintain good health, learn new skills, become more confident, build resilience, self-esteem and maximise their own unique potential. This is particularly important for children who are affected by adversity who may be particularly vulnerable.

SECTION 1

CHILD PROTECTION POLICY

CHILD PROTECTION POLICY

Hillhead Jordanhill Rugby is fully committed to safeguarding the welfare of all children in its care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation.

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

This document outlines Hillhead Jordanhill Rugby's commitment to protecting children.

These guidelines are based on the following principles:

- The welfare of children is the primary concern.
- All children, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.
- Child protection is everyone's responsibility.
- Children have the right to express views on all matters which affect them, should they wish to do so.
- Organisations shall work in partnership together with children and parents to promote the welfare, health and development of children.

Hillhead Jordanhill Rugby will:

- Promote the health and welfare of children by providing opportunities for them to take part in rugby safely.
- Respect and promote the rights, wishes and feelings of children.
- Promote and implement appropriate procedures to safeguard the well being of children and protect them from abuse.
- Recruit, train, support and supervise its staff, members and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves.
- Require staff, members and volunteers to adopt and abide by this Child Protection Policy and these procedures.
- Respond to any allegations of misconduct or abuse of children in line with this Policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Observe guidelines issued by local Child Protection Committees for the protection of children.
- Regularly monitor and evaluate the implementation of this Policy and these procedures.

Review

This Policy and these Procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children or following any changes within Hillhead Jordanhill Rugby.
- Following any issues or concerns raised about the protection of children within Hillhead Jordanhill Rugby.
- In all other circumstances, at least every three years.

SECTION 2

CODE OF CONDUCT
SAFE IN CARE GUIDELINES

CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN IN SPORT

Why this is important

A Code of Conduct has a number of important functions. It:

- sets out what behaviour is acceptable and unacceptable
- defines standards of practice expected from those to whom it applies
- forms the basis for challenging and improving practice
- helps to safeguard staff by encouraging them to adhere to agreed standards of practice
- sets out for children and parents the standards of practice which they and the organisation should expect from those who work/volunteer with children

Hillhead Jordanhill Rugby supports and requires ***all*** members to observe the following standards of practice, including verbal and non-verbal actions when involved in activities with children.

All concerns about breach of this Code of Conduct will be taken seriously and responded to in line with Hillhead Jordanhill Rugby's Complaints Policy, Performance Management, Disciplinary Procedure and / or Procedure for Responding to Concerns about Child Abuse.

GOOD PRACTICE

- Make sport fun, enjoyable and promote fair play.
- Treat all children equally, with respect, dignity and fairness.
- Involve parents wherever possible.
- Build balanced relationships based on mutual trust that empower and include children in the decision-making process.
- Always work in an open environment. Avoid private or unobserved situations.
- Put the welfare of each child first before winning or achieving performance 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.
- Recognise the developmental needs and capacity of children and avoid excessive training and competition, pushing them against their will and putting undue pressure on them.

PRACTICE TO BE AVOIDED

In the context of your role within Hillhead Jordanhill Rugby, the following practice should be avoided:

- Having 'favourites' – this could lead to resentment and jealousy by other children and could be misinterpreted by others.
- Spending excessive amounts of time alone with children away from others.
- Entering children's bedrooms on trips away from home, unless in an emergency situation or in the interest of health and safety. If it is necessary to enter rooms, alert the occupants by knocking and announcing your intention to enter. The door should remain open, if appropriate.
- Where possible, doing things of a personal nature for children that they can do for themselves.

PRACTICE NEVER TO BE SANCTIONED

In the context of your role within Hillhead Jordanhill Rugby**,** the following practices will never be sanctioned:

- Engaging in sexually provocative games, including horseplay.
- Engaging in rough or physical contact except as permitted within the rules of the
- game or competition.
- Forming intimate emotional, physical or sexual relationships with children.
- Allowing or engaging in touching a child in a sexually suggestive manner.
- Allowing children to swear or use sexualised language unchallenged.
- Making sexually suggestive comments to a child, even in fun.
- Reducing a child to tears as a form of control.
- Allowing allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Inviting or allowing children to stay with you at your home.
- Coaches and other leaders sharing a room alone with a child for sleeping accommodation.

Some residential facilities offer dormitory sleeping arrangements where leaders may be required to share with children. In such circumstances organisers must ensure that at least two adults who have been recruited and selected using the recommended procedure are present, preferably one male and one female, and that such arrangements have been discussed and agreed with children and parents in advance.

In some circumstances older children may be required to share rooms with senior team mates (i.e. over 18s). If this is necessary, it should be discussed and agreed in advance with the young person and the parents (where appropriate and practicable). The young people involved should also be aware of whom they should speak to if they have any worries or concerns during this time.

SAFE in CARE GUIDELINES

Why this is important

These guidelines have been introduced to provide practical guidance for those working and/or volunteering directly with children on practices to keep the child 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 the Protection of Children in Sport. Breach of these guidelines may be dealt with under Hillhead Jordanhill Rugby's Complaints Policy, Performance Management, Disciplinary Procedure and/or Procedure for Responding to Concerns About a Child (page 24).

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 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.

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 in to 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 the environment in which the sport takes place.

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 checking 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 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 and children to develop practiced routines for personal care so that parents 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 of children under 16 have completed a Partnership with Parents form before their child participates in rugby (see page 65 - Safe in Care - Hillhead Jordanhill Rugby Partnership with Parents).
- 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 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 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.

MANAGING CHALLENGING BEHAVIOUR[1]

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

These guidelines aim to promote good practice and to encourage a proactive response to supporting children to manage their own behaviour. They suggest some strategies and sanctions which can be used and also identify unacceptable sanctions 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 in to consideration the needs of the 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.

[1] Adapted from CHILDREN 1ST's Safe Care and Child Protection Standards, Policy and Procedures.

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 presented 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 should be involved in developing an agreed statement of what constitutes acceptable and unacceptable behaviour and the range of sanctions which may be applied in response to unacceptable behaviour. 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 and children in the context of rights and responsibilities. When children are specifically asked, as a group, to draw up a 'List of Acceptable and Unacceptable Behaviours and Sanctions for Unacceptable Behaviour' that will govern their participation in the group/team, they tend to arrive at a very 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.

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

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

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

Staff and volunteers should review the needs of any child for whom sanctions are frequently necessary. This review should involve the child and parents 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 rugby, 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 debarred 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 (see pages 69-71) and passed to the Child Protection Officer as soon as possible.

A timely debrief for staff/volunteers, the child and parents 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 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 about the child's needs and continued safe participation in the group or activity.

TRANSPORTING CHILDREN

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

- Where parents make arrangements for the transportation of children to and from the activity, *out with* the knowledge of Hillhead Jordanhill Rugby it will be the responsibility of the parents to satisfy themselves about the appropriateness and safety of the arrangements.
- Where Hillhead Jordanhill Rugby makes arrangements for the transportation of children the members of staff / volunteers involved will undertake a risk assessment of the transportation required. This will include an assessment of the following areas:
  - Ensuring that all vehicles 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 i.e. fitted, working seatbelts.

  - 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 parental 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 which will include a clear and shared understanding of arrangements for collection at the end of a session.
- Always tell another member 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 that you are giving them a lift and inform them when you expect to arrive.

TRIPS AWAY FROM HOME (INVOLVING OVERNIGHT STAYS)

1. Designate a Child Protection Officer for the Trip

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

A detailed itinerary will be prepared and copies provided to the designated contact for Hillhead Jordanhill Rugby and parents.

2. Risk Assessment

Potential area of risk should be identified at the planning stage through a risk assessment, which is legally required, and 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

See page 10 - Guidelines on Transporting Children. 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 local custom regulations.

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 (see page 7) 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 recruiting child care positions.

Group leaders should be familiar with and agree to abide by Hillhead Jordanhill Rugby's Child Protection Policy, procedures and Code of Conduct.

5. Accommodation

Organisers should find out as much as possible about the accommodation and the surroundings at the planning stage. *Where possible*, an initial visit to the venue/accommodation should take place to help those organising the trip identify all practical issues and allow time to address them in advance, in consultation with children and parents 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.
- 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 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 and children themselves. These standards should include arrangements for the supervision of children during the visit.

Host families should be appropriately Disclosure Scotland Checked where possible or equivalent police checks undertaken and references thoroughly checked. Organisers, parents 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 Disclosure Scotland checked where appropriate. 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

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

Parents must complete a Safe in Care - Hillhead Jordanhill Rugby Partnership with Parents Form (see page 65-66) and provide emergency contact details.

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

INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)

The aim of these guidelines is to not to prevent bona fide persons from recording footage for performance development reasons or the recording of achievements. They aim to ensure that children are protected from the misuse of opportunities to take or manipulate film and video footage in a way that harms children or places them at risk of harm.

Some sports take place in areas where organisers have little or no control over the environment such an open river or areas to which the public have general rights of access e.g. the open countryside. In these circumstances, organisers should take all reasonable steps to promote the safe use of photographing and filming and to respond to any concerns raised.

1. PHOTOGRAPHS, FILM and VIDEO

Scope

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

Notification

- Parents and children will be informed they may, from time to time, be photographed or filmed whilst participating in rugby and related activities. This could be for one of the following reasons:
  - Video footage for performance development.
  - Media coverage of an event or achievement.
  - Promotional purposes e.g. website or publication.
- Materials promoting events will state, where possible, photography and filming will take place.
- Those who have sought and obtained permission to photograph or film will be formally identifiable e.g. a badge or sticker will be issued, after production of the letter of approval and identification (see

pages 67-68 - Request for Permission to Use Camera and Video Equipment and Notification to Applicant)

- Information about what to do if concerned about photographing and filming will be available at all events.
- Registration of intention to photograph will be required on the day. This enables tracking of the equipment and operator should concerns arise in the future.

Permission

- Parents will be offered the opportunity to withhold their permission to photographing and filming. In the absence of any expressed objection, parental agreement will be assumed.
- Where appropriate, children will be asked their views. Where a child is able to provide an informed view, this will be taken into consideration by Hillhead Jordanhill Rugby.
- Hillhead Jordanhill Rugby will do everything reasonable in the individual circumstances to give effect to the wishes of parents and children. All actions by Hillhead Jordanhill Rugby will be based on the best interests of the child.

Use of Images and Information

- No unsupervised access or one-to-one sessions will be allowed unless this has been explicitly agreed with the child and parent.
- No photographing or filming will be permitted in changing areas.
- All images and accompanying information will comply with Hillhead Jordanhill Rugby's Safe in Care Guidelines, where this is within the control of Hillhead Jordanhill Rugby.
- Hillhead Jordanhill Rugby will ensure that all negatives, copies of videos and digital photographfiles are stored in a secure place. These will not be kept for any longer than is necessary having regard to the purposes for which they were taken.
- Images will not be shared with external agencies unless express permission is obtained from the child and parent.

Concerns

- Anyone behaving in a way which could reasonably be construed as inappropriate in relation to filming or photographing should be reported to the person in charge on the day. They should be approached for an explanation. If a satisfactory explanation is not provided, the circumstances should be reported to the person in charge on the day or Hillhead Jordanhill Rugby's Child Protection Officer.
- Where appropriate, concerns should also be reported to the police.

2. INTERNET

Permission

- Written consent must be obtained from the child's parent before publishing any information about a child. If the material is changed from the time of consent, the parents must be informed and consent provided for the changes.
- Special care must be taken in relation to vulnerable children e.g. child fleeing domestic violence or a child with a disability, and consideration given to whether publication would place the child at risk.
- Young athletes who have a public profile as a result of their achievements are entitled to the same protection as all other children. In these cases, common sense is required when implementing these guidelines. All decisions should reflect the best interests of the child.

Use of Images and Information

- Information published on the websites must never include personal information that could identify a child e.g. home address, e-mail address, telephone number of a child. All contact must be directed to Hillhead Jordanhill Rugby. Credit for achievements by a child should be restricted to first names e.g. Tracey was Player of the Year 2002.
- Children must never be portrayed in a demeaning, tasteless or a provocative manner. Children should never be portrayed in a state of partial undress, other than when depicting an action shot within the context of the sport. Attire such as tracksuits or t-shirts may be more appropriate.
- Information about specific events or meetings e.g. coaching sessions must not be distributed to any individuals other than to those directly concerned.

Concerns

- Any concerns or enquiries about publications or the internet should be reported to Hillhead Jordanhill Rugby Child Protection Officer.

3. MOBILE PHONES

Short Message Service (SMS) messaging is a quick and easy way to communicate with others and is a popular and often preferred means of communication with children. Staff and volunteers must be aware that intimidating, bullying or even abusive messages can be discreetly sent by text. Information sent in this way, even where well-meaning, could be misinterpreted.

Further, the risks presented by developments in modern technology are becoming increasingly recognised. Adults who seek to harm children have been known to use text messaging and internet chat rooms to "groom" children. This area is now specifically addressed by the Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005.

3.1 TEXTING

Staff/volunteers must consider whether it is necessary and appropriate to hold the mobile phone numbers of children. The general principle is that all communications with children should be open, transparent and appropriate to the nature of the relationship.

In the first instance contact should always be made at the phone number the parent has provided on the child's behalf. Good practice would include agreeing with children and parents what kind of information will be communicated directly to children by text message. This information should only be "need to know" information such as the last minute cancellation of a training session.

The following good practice is also required:

- the mobile phone numbers of children will be carefully stored (in accordance with data protection principles) and access will only be provided to those who need access for a legitimate reason.
- staff/volunteers must never engage in personal or sensitive communications with children via text message.
- all concerns about the inappropriate use of text messaging will be dealt with in line with Hillhead Jordanhill Rugby's Complaints Policy, Disciplinary Procedure and/or Procedure for Responding to Concerns about Child Abuse.

3.2 CAMERAS / VIDEOS

There has already been a number of cases where children have been placed at risk as a result of the ability to discreetly record and transit images through mobile phones. The use of mobile phones in this way can be very difficult to monitor.

The Procedure for the use of Photographs, Film and Video should be observed in relation to the use of mobile phones as cameras / videos. Particular care is required in areas where personal privacy is important e.g. changing rooms, bathrooms and sleeping quarters. No photographs or video footage should ever be permitted in such areas of personal privacy.

All concerns about the inappropriate use of mobile phones to record photographs or video footage will be dealt with in line with Hillhead Jordanhill Rugby's Complaints Policy, Disciplinary Procedure and/or Procedure for Responding to Concerns about Child Abuse. This may include the concerns being reported to the police.

SECTION 3

RECRUITMENT AND SELECTION

PROCEDURE FOR THE RECRUITMENT AND SELECTION OF STAFF AND VOLUNTEERS TO CHILD CARE POSITIONS

Hillhead Jordanhill Rugby will take all reasonable steps to ensure unsuitable people are prevented from working, or volunteering, with children. Further, we have a legal duty to ensure that individuals who are fully listed on the *Disqualified from Working with Children List* (DWCL) are not engaged (either paid or unpaid) in child care positions within Hillhead Jordanhill Rugby*.*

This recruitment and selection procedure has two functions. It:

1. Provides Hillhead Jordanhill Rugby with an opportunity to assess the suitability of the individual to work/volunteer with children.
2. 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 child care positions in the organisation (in terms of Schedule 2 of the Protection of Children (Scotland) Act 2003).

1. Advertising

All forms of advertising used to recruit and select staff/volunteers for childcare positions will include the following:

- The aims of Hillhead Jordanhill Rugby 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 Hillhead Jordanhill Rugby's open and positive stance on child protection.
- A statement that the position applied for is a child care position (exempted post) and requires a Disclosure Certificate check which will be requested before the appointment is confirmed and after the applicant has been offered the position.

2. Pre-application Information

Pre-application information for childcare positions will be provided to applicants and will include:

- A description of the position including roles and responsibilities.
- A candidate specification (e.g. stating qualifications or experience of working with children required).
- Application and self-declaration forms and guidance notes (see Pg 51).
- Information on Hillhead Jordanhill Rugby 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 where deemed necessary a self-declaration form. The purpose of this is to obtain from the applicant relevant details for the position, including information on past criminal behaviour, records or investigations. The self-declaration form shall be requested in a separate sealed envelope and will not be opened until the applicant is considered for interview. If the applicant is not selected the form will be destroyed.

4. 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 in any of

the following capacities: employee; volunteer; or work experience. 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.

5. Interview

Interviews will be carried out for all childcare positions. Where appropriate e.g. the recruitment of a volunteer, a discussion will take place with the prospective volunteer.

(Ideas for questions can be found on pages 63 and 64).

6. Offer of Position

Once a decision has been made to appoint, an offer letter will be sent to the applicant including the details of the position, any special requirements and the obligations e.g. agreement to the policies and procedures of Hillhead Jordanhill Rugby, 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 Hillhead Jordanhill Rugby. A volunteer agreement will be completed for voluntary positions.

7. Disclosure Scotland Certificates

Prior to appointment an Enhanced Disclosure check and/or equivalent international check (if applicable) will be completed for all individuals appointed to child care positions. This will require the applicant to complete and submit a Disclosure application form, which will be returned to Hillhead Jordanhill Rugby's Child Protection Officer. (See page 59 and 60: Guidance Notes on Disclosure Scotland Certificates).

The applicant's appointment will only be confirmed when a satisfactory Enhanced Disclosure check has been returned to the Child Protection Officer for Hillhead Jordanhill Rugby and satisfactory references have been received and checked.

Applicants from overseas being appointed to childcare positions are required to complete an Enhanced Disclosure check.

Applicants from overseas will also be requested 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.

8. Induction

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.

9. Training

Newly appointed staff/volunteers will complete the following training over an agreed period:

- Protecting children.
- Working effectively with children (including presentation skills, developing child friendly resources and activities).
- Any other identified training needs.

10. Probation

Newly appointed staff/volunteers will complete an agreed period of probation on commencement of their role.

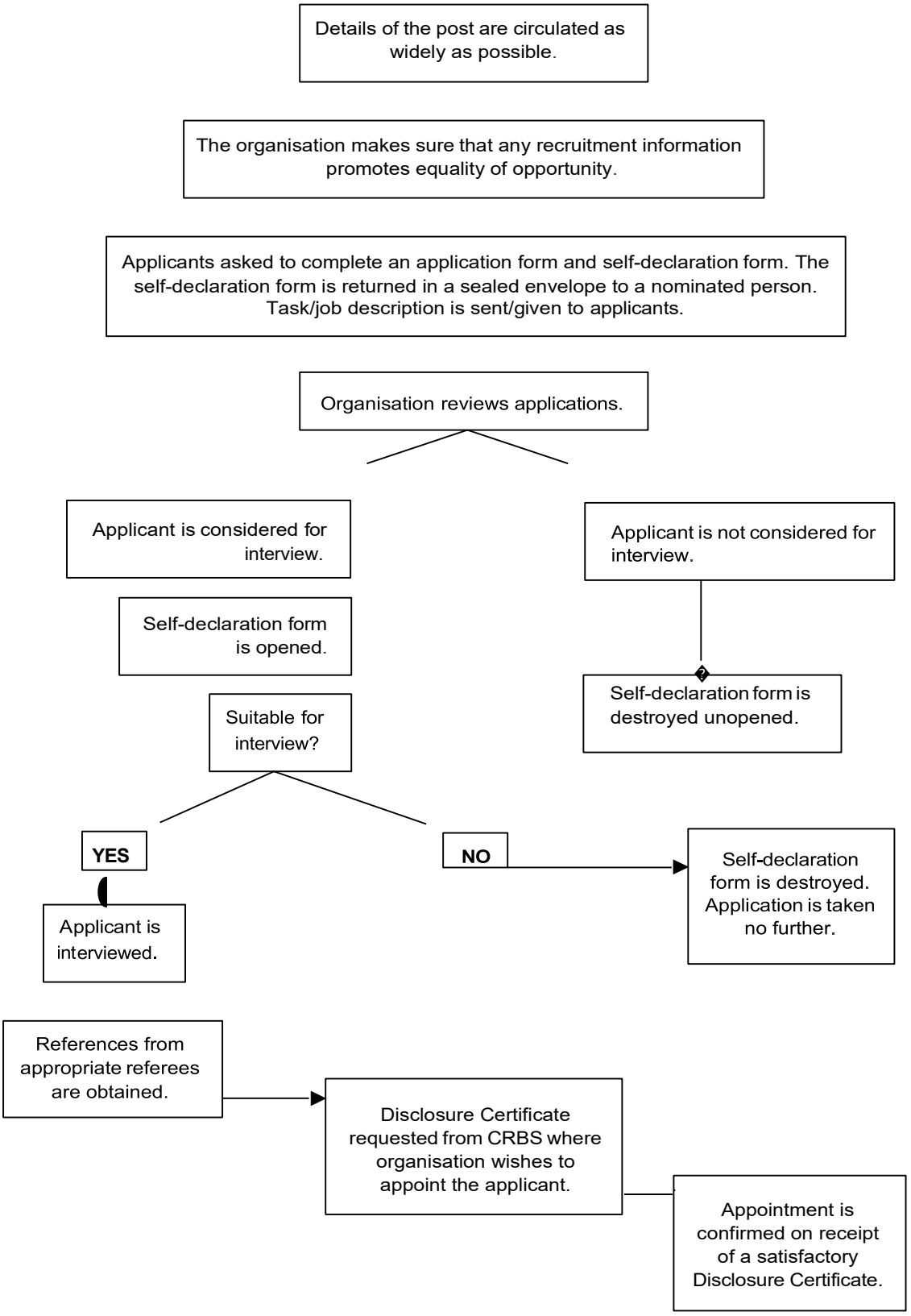
11. Monitoring and Performance Appraisal

All staff in childcare positions 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.
All volunteers in childcare positions will be supervised.

12. Retention of Staff and Volunteers

Hillhead Jordanhill Rugby recognises the contribution of all staff and volunteers to achieving the aims of Hillhead Jordanhill Rugby and will ensure that measures are in place to support the retention of staff and volunteers.

RECRUITMENT AND SELECTION PROCEDURE FOR CHILD CARE POSITIONS



SECTION 4

RESPONDING TO CONCERNS

RESPONDING TO CONCERNS

Why it is important to respond to concerns

It takes considerable courage for a child or adult to disclose abuse. Disclosures need to be handled very carefully and sensitively to avoid causing further distress to the child.

All concerns must be responded to in a way that ensures that a child receives appropriate help and support and to ensure that appropriate action is taken against those who pose a risk to children and to protect not only the child involved but all other children.

Robust procedures for responding to concerns will:

- help to avoid those receiving information from engaging in judgements.
- reassure those who report concerns that an appropriate course of action will ensue.
- support those charged with managing concerns by providing them with a step-by-step process to follow.
- safeguard the rights of those against whom complaints or allegations have been made.

It is not the job of anyone in Hillhead Jordanhill Rugby to decide whether or not a child has been abused. It is however, everyone's responsibility to report concerns

Confidentiality

The following is taken from Sharing Information About Children at Risk: A Guide to Good Practice (Scottish Executive, 2003).

Information provided to organisations should remain confidential unless permission has been given to share the information by the individual concerned or the safety of that person or another person may be at risk.

If there is a reasonable concern that a child may be at risk of significant harm, this will always override a professional or organisational requirement to keep information confidential. It is good practice to inform parents and children about the kind of situations which may lead to them having to share information with other agencies.

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)

PROCEDURES FOR RESPONDING TO CONCERNS ABOUT A CHILD

These procedures apply to all staff and volunteers involved in Hillhead Jordanhill Rugby**.**

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

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

In most situations, not involving the possibility of the abuse of a child, concerns should be discussed with parents. For example, if a child seems withdrawn, he/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement. Common sense is advised is these situations.

Any significant, untoward or unusual incidents which cause concern about the welfare of a child should be recorded on the Significant Incident Form (see pages 69 - 71) and reported to Hillhead Jordanhill Rugby Child Protection Officer as soon as possible. Parents should also be informed of the circumstances as soon as possible.

Advice should be sought from Hillhead Jordanhill Rugby Child Protection Officer if there is any uncertainty about the appropriate course of action where there are concerns about the general welfare of a child.

2. What to Do if a Child Tells You about Abuse

No staff member or volunteer of Hillhead Jordanhill Rugby shall investigate allegations of abuse or decide whether or not a child has been abused.

Allegations of abuse must always be taken seriously. False allegations are very rare. If a child says or indicates they are being abused or information is obtained which gives concern that a child is being abused, the information must be responded to on the same day in line with the following procedure.

2a Respond

- React calmly so as not to frighten the child.
- Listen to the child and take what they say seriously. Do not show disbelief.
- Reassure the child they are not to blame and were right to tell someone.
- Be aware of interpreting what a child says, especially if they have learning or physical disabilities which affect their ability to communicate or English is not their first language.
- Do not assume that the experience was bad or painful - it may have been neutral or even pleasurable.
- Avoid projecting your own reactions onto the child.
- Avoid asking any questions. If necessary only ask enough questions to gain basic information to establish the *possibility* that abuse may have occurred. Only use open-ended, non-leading questions e.g. Who? Where? When?
- Do not introduce personal information from either your own experiences or those of other children.

Avoid:

- Panicking.
- Showing shock or distaste.
- Probing for more information than is offered.
- Speculating or making assumptions.
- Making negative comments about the person against whom the allegation has been made.
- Approaching the individual against whom the allegation has been made.

- Making promises or agreeing to keep secrets and giving a guarantee of confidentiality.

Where there is uncertainty about what to do with the information, Hillhead Jordanhill Rugby's Child Protection Officer must first be consulted for advice on the appropriate course of action.

If Hillhead Jordanhill Rugby's Child 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.

If you are concerned about the *immediate* safety of the child:

Take whatever action is required to ensure the child's immediate safety.
Pass the information immediately to the police and seek their advice.

2b Record

Make a written record of the information as soon as possible using the Significant Incident Form and/or Child Protection Referral Form (see pages 69 - 71), completing as much of the form as possible. The following information will help the police and social workers decide what action to take next:

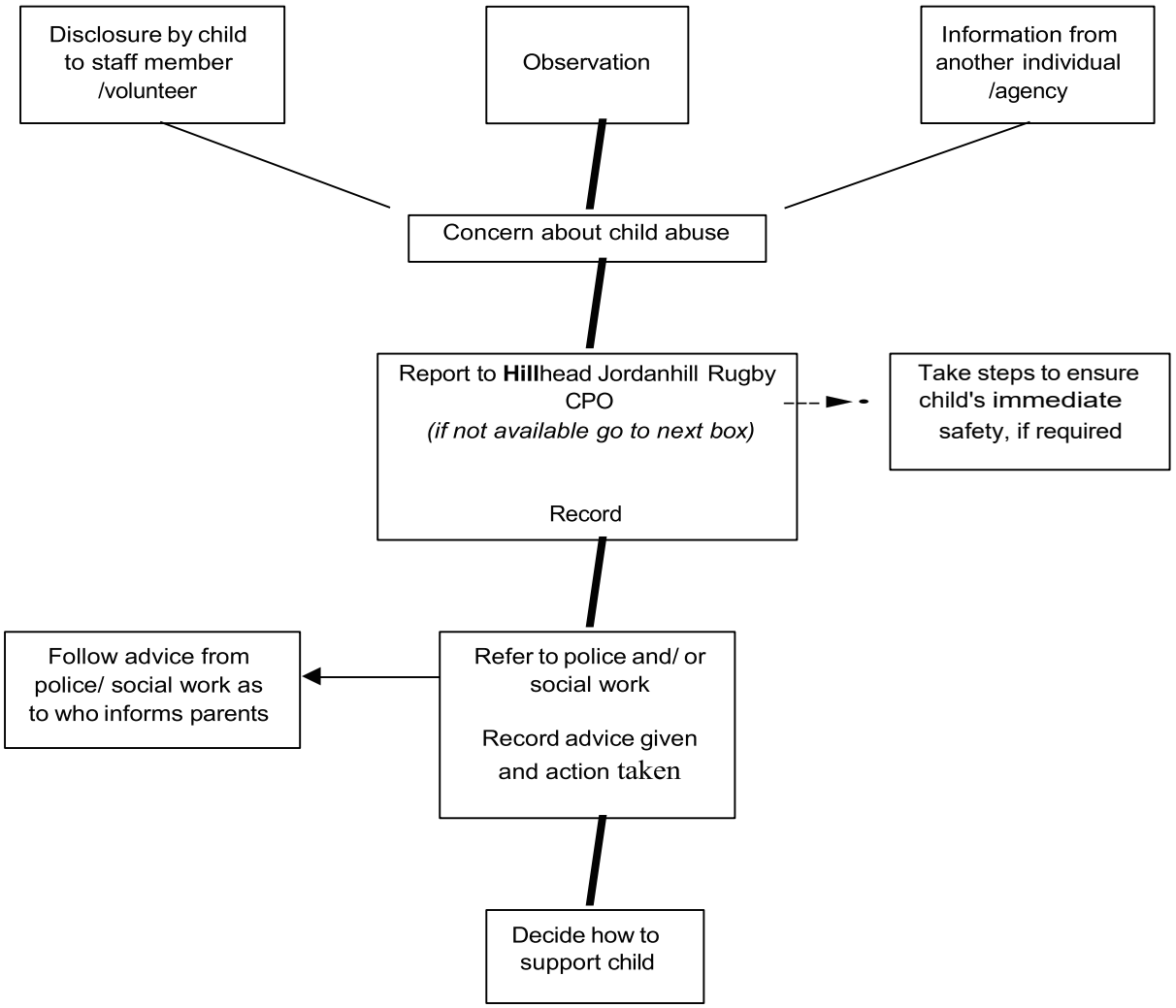
- Child's name, age and date of birth.
- Child's home address and telephone number.
- Any times, dates or other relevant information.
- Whether the person making the report is expressing their own concern or the concerns of another person.
- The child's account, if it can be given, of what has happened and how any injuries occurred *using the child's own words.*
- The nature of the concern (include all of the information obtained during the initial account e.g. time, date, location).
- A description of any visible (when normally dressed) injuries or bruising, behavioural signs, indirect signs (do not physically examine the child).
- Details of any witnesses.
- Whether the child's parents have been informed.
- Details of anyone else who has been consulted and the information obtained from them.
- If it is not the child making the report, whether the child has been spoken to, if so what was said *using the child's own words.*
- The child's views on the situation.

If completing the form electronically, do not save copies to the hard drive or floppy disk. Print a copy, sign and date and then delete immediately. Pass the record to social work services or the police and to the Hillhead Jordanhill Rugby Child Protection Officer that day.

2c Sharing Concerns with Parents

Where there are concerns that the parent(s) may be responsible for or have knowledge of the abuse, sharing concerns with the parent(s) may place the child at further risk. ***In such cases advice must always first be sought from the police or social work services as to who informs the parents.***

RESPONDING TO CONCERNS ABOUT CHILD ABUSE



PROCEDURE FOR RESPONDING TO CONCERNS ABOUT THE CONDUCT OF A MEMBER OF STAFF OR VOLUNTEER

Concerns about the Conduct of a Member of Staff

This section of the procedures should be read in conjunction with Hillhead Jordanhill Rugby's Complaints and Disciplinary Procedures. Section 2 (above) 'What to do if a Child tells you about Abuse', applies whether the information is about a member of staff or someone not connected in any way with the sport. The following section details the procedure to be followed where the concern is about a member of staff.

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

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

- Employees will be made aware of the nature of concern or complaint.
- Where the concern is about possible child abuse, advice will firstly be taken from the police as to what can be said to the employee.
- An employee will be given an opportunity to put forward their case.
- Hillhead Jordanhill Rugby will act in good faith, ensure the matter is dealt with impartially and as quickly as possible in the circumstances.

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

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

1. Initial Reporting of Concerns

Any concerns for the welfare of a child arising from the conduct of a member of staff must be reported to the line manager/ Hillhead Jordanhill Rugby Child Protection Officer on the day the concern arises, as soon as practically possible.

Where the concern is about the line manager or the Child Protection Officer it must be reported to the Club President.

2. Recording

Concerns must be recorded using the Significant Incident Form (see pages 69-71) as soon as possible. Reporting the concerns to the line manager/Hillhead Jordanhill Rugby Child Protection Officer should **not** be delayed by gathering information to complete the form or until a written record has been made.

All subsequent actions taken and reasons for decisions shall be contemporaneously recorded on the Significant Incident Form, signed and dated by the line manager/ Hillhead Jordanhill Rugby Child Protection Officer or the person appointed to manage the response to the concerns. Where Performance Management Procedures/

Disciplinary Procedures are invoked, a written record will be made of all actions and reasons for decision. Guidance on the storage, sharing and retention of such records is contained in the relevant procedure.

3. Establishing the Basic Facts

Once the concerns have been reported, the line manager/ Hillhead Jordanhill Rugby Child Protection Officer will:

- Establish the basic facts
- Conduct an initial assessment of the facts in order to determine the appropriate course of action.
- Consult external agencies such as the police and social work services for advice at any time. This is important because they may hold other important information which, when considered alongside the current concerns builds a significant picture of concern.

4. Conducting the Initial Assessment

The line manager/ Hillhead Jordanhill Rugby Child Protection Officer will conduct the initial assessment.

- The purpose of the initial assessment is to clarify the nature and context of the concerns. It should determine whether there is reasonable cause to suspect or believe that a child has been abused/ harmed or is at risk of abuse or harm. Every situation is unique so guidance cannot be prescriptive.
- Where the established facts support a concern about possible abuse, the initial assessment will not form part of the disciplinary investigation.
- Subject to the nature and seriousness of the situation, if it is not clear at this stage whether a criminal offence may have been committed the member of staff *may* be approached as part of the information gathering process.
- Where the nature and seriousness of the information suggests that a criminal offence *may* have been committed, or that to assess the facts may jeopardise evidence, *advice will be sought from the police before the member of staff is approached*.
- An initial assessment of the basic facts may require the need to ask a child(ren) some basic, open-ended, non- leading questions *solely with a view to clarifying the basic facts*. It may also be necessary to ask similar basic questions of other children, or other appropriate individuals.
- Interviewing children about possible abuse and criminal offences is the sole remit of specially trained police officers and social workers. Questioning of children by those conducting an initial assessment should always be avoided as far as possible. If it is necessary to speak to the child in order to clarify the basic facts best practice suggests that consent from the parent be obtained.

Possible outcomes of initial assessment:

1. No further action (facts do not substantiate complaint).
2. Situation is dealt with under procedures to manage poor practice; and/or,
3. Disciplinary investigation (by Hillhead Jordanhill Rugby).
4. Child protection investigation (jointly by police and social work services).
5. Criminal investigation (by the police).
   The results of a criminal investigation may well influence the disciplinary investigation, but not in all cases.
6. Civil proceedings (by the child/family who alleged abuse).

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

The line manager/ Hillhead Jordanhill Rugby Child Protection Officer will deal with the situation in line with Hillhead Jordanhill Rugby's Performance Management Procedures and/or Disciplinary Procedures.

Pending the outcome of any investigation conducted under Performance Management Procedures or Disciplinary Procedures, precautionary suspension will be considered in all cases where there is significant

concern about the conduct of a member of staff towards children *(see 7 below).* The welfare of children will be the paramount concern in such circumstances.

Where the circumstances meet the referral criteria set out in the Protection of Children (Scotland) Act 2003, Hillhead Jordanhill Rugby has a duty to make a referral to Scottish Ministers *(see 11 below).*

6. Initial assessment supports concerns about possible child abuse

Where the initial assessment of information gives reasonable cause to suspect or believe possible child abuse the line manager/ Hillhead Jordanhill Rugby Child Protection Officer will refer the concerns to the police and/or social work services as soon as possible on the day the information is received.

The line manager/ Hillhead Jordanhill Rugby Child Protection Officer will make a written record of the name and designation of the social worker or the police officer to whom the concerns were passed together with the time and date of the call, in case any follow up is required.

Referrals to the police/social work services will be confirmed in writing by the line manager/Hillhead Jordanhill Rugby Child Protection Officer within 24 hours. A copy of the Significant Incident Form should be provided to the police/social work services on request.

Appropriate steps will be taken to ensure the safety of the child(ren) or who may be at risk. The parents of the child(ren) involved will be informed as soon as possible following advice from the police/ social work services.

Advice will firstly be obtained from the police/social work services about informing the staff member involved about the concerns. If the advice is to inform the staff member, they will be told that information has been received which may suggest an allegation of abuse. As the matter will be *sub judice* no details will be given unless advised by the police. All actions will ensure the best evidence is preserved for any criminal proceedings while at the same time safeguarding the rights of the employee.

Hillhead Jordanhill Rugby will take all reasonable steps to support a member of staff against whom an allegation of abuse has been made.

7. Precautionary Suspension

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

Suspension will be carried out by Hillhead Jordanhill Rugby in accordance with Hillhead Jordanhill Rugby's Disciplinary Procedures. At the suspension interview the member of staff will be informed of the reason for suspension (within the confines of sharing information) and given the opportunity to make a statement should they wish to do so.

Notification of the suspension and the reasons will be conveyed in writing to the staff member in accordance with Hillhead Jordanhill Rugby's Disciplinary Procedures.

8. Disciplinary Investigation

Following advice from the police, cases that also involve a criminal investigation, will not preclude disciplinary action being taken provided sufficient information is available to enable the line manager/Hillhead Jordanhill Rugby Child Protection Officer to make a decision and that to do so does not jeopardise the criminal investigation.

9. False or Malicious Allegations

In the very exceptional circumstances that an investigation establishes an allegation is false, unfounded or malicious:

- The staff member involved will receive an account of the circumstances and/or investigation and a letter confirming the conclusion of the matter. They may wish to seek legal advice.
- All records pertaining to the circumstances and investigation will be destroyed.
- The line manager/Hillhead Jordanhill Rugby Child Protection Officer will take all reasonable steps to support the individual in this situation.
- In these circumstances Hillhead Jordanhill Rugby will review the child's participation in rugby.
- Data collected for the investigation will be destroyed in accordance with the requirements of the Data Protection Act 1998.

10. Historical Allegations of Abuse

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

11. Protection of Children (Scotland) Act 2003

Hillhead Jordanhill Rugby will refer to Scottish Ministers the cases of any member of staff who has (whether or not in the course of their role within Hillhead Jordanhill Rugby) harmed a child or placed a child at risk of harm **AND** as a result:

1. Hillhead Jordanhill Rugby has dismissed the staff member.
2. The staff member would have been dismissed as a result of the incident had they not resigned, retired or been made redundant.
3. Hillhead Jordanhill Rugby has transferred the staff member to a position in Hillhead Jordanhill Rugby which is not a child care position.
4. The staff member would have been dismissed or considered for dismissal where employment was not due to end at the expiry of a fixed term contract; or,
   the staff member would have been dismissed or considered for dismissal had the contract not expired.
5. Hillhead Jordanhill Rugby will also refer the case of an staff member where information become available after the staff member has:

   • been dismissed by Hillhead Jordanhill Rugby**,**

   • resigned, retired or been made redundant,

   • been transferred to another position in Hillhead Jordanhill Rugby which is not a child care position; and,

   Hillhead Jordanhill Rugby form the opinion (on the basis of the information) that they would have dismissed or considered dismissing the staff member on such grounds, had the information been available at the time of resignation/ redundancy/ retirement/ transfer.

Where Hillhead Jordanhill Rugby receives information that a staff member who holds a child care position has been fully listed on the Disqualified from Working with Children List, the staff member will be removed from the child care position.

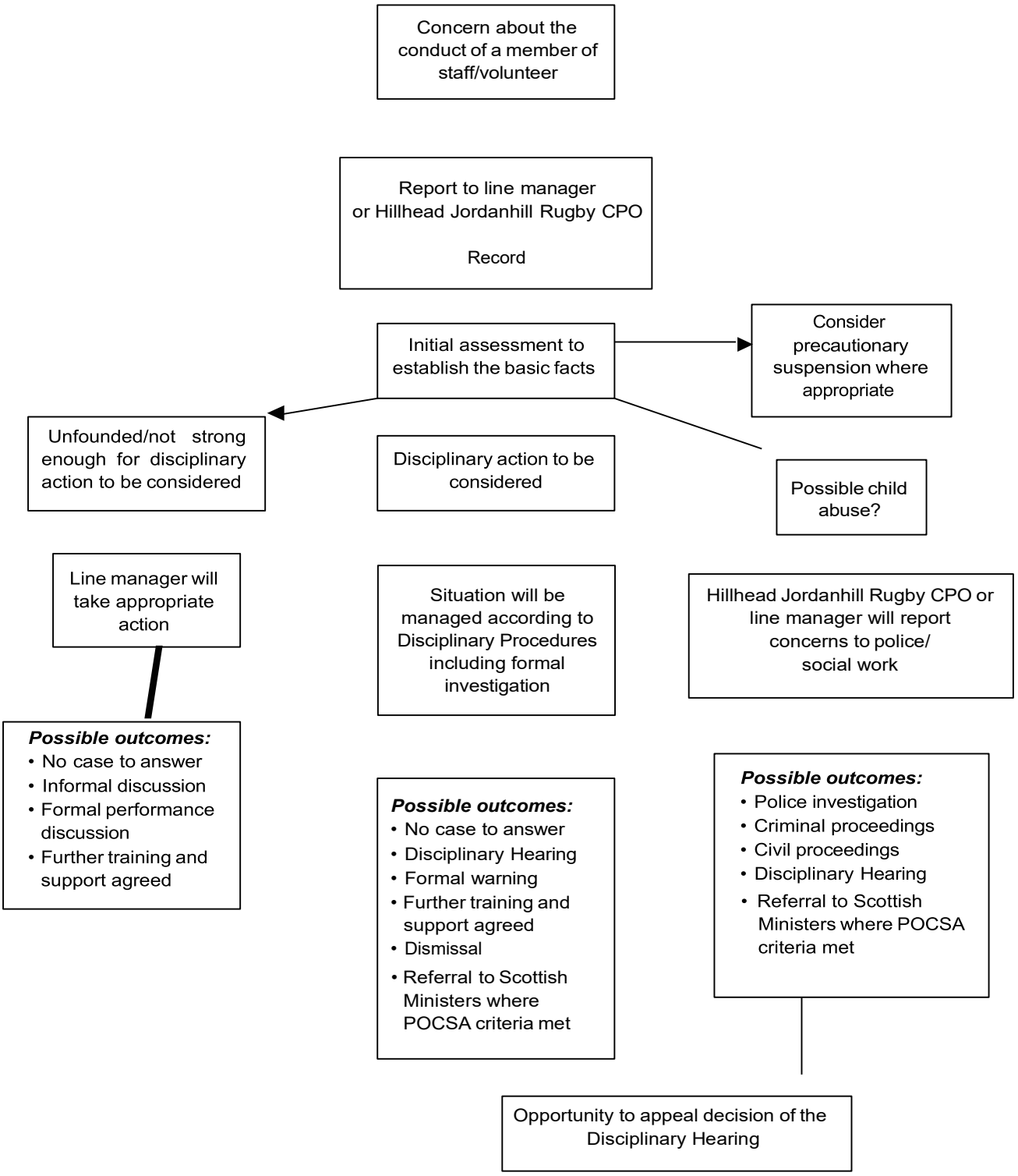
12. Media

All media enquiries relating to the conduct of a member of staff will be referred to the President of Hillhead Jordanhill Rugby and/or the Child Protection Officer.

Concerns about the Conduct of Volunteers

The procedures outlined for staff 1 - 12 apply to the management of concerns about the conduct of volunteers.

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



SECTION 5

GLOSSARY & APPENDICES

GLOSSARY

Adversity	Difficulty or misfortune *(Source: Oxford Dictionary).*
Agencies	Organisations in the statutory or voluntary sector where staff, paid or unpaid, work with or have access to children and/or families. This includes, but is not exclusive to, social work, health, education and the police.
Child	For the purposes of these guidelines, the words "child" and "children" will be used to refer to all those under the age of 18 years.
Child Abuse	See page 37 for the definition generally recognised in Scotland.
Child care position	One of the definitions in Schedule 2 of the Protection of Children (Scotland) Act 2003 that applies to many voluntary sector roles is *"a position whose normal duties include caring for, training, supervising or being in sole charge of children"*.
Child Protection Committee	The key local bodies for developing and implementing child protection strategies across and between agencies.
Child Protection Officer	A paid or voluntary position whose remit generally involves coordinating the implementation of Child Protection Policy and procedures within the organisation.
Concern	A suspicion or belief that a child might be in need of help or protection. For the purpose of these guidelines can also include a suspicion or belief that the conduct of an adult or another child is actually or potentially harmful towards another child.
Consent	Permission or agreement.
CRBS	Central Registered Body in Scotland registers voluntary organisations and processes their requests for Enhanced Disclosures to Disclosure Scotland. Also provides training and advice. See www.crbs.org.uk
Disclosure	In this context, the act of a child (or adult) making information about abusive or harmful experiences known to others. In many cases the child will have been keeping the information secret.
Disclosure Certificate	A document which details conviction and/or other relevant information held by the police and government departments.
Disability	A person has a disability if he or she has a physical or mental impairment, which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities. *(Source: Disability Rights Commission Scottish Code of Practice).*
Disclosure Scotland	The organisation with responsibility for issuing Disclosure Certificates. See www.disclosurescotland.org.uk
Disqualified from Working with Children List (DWCL)	Created by the Protection of Children (Scotland) Act, this is a list of persons who are considered to be unsuitable to work with children because they have harmed a child or considered to have placed a child at risk of harm and have had their positions terminated, or could have had their positions terminated because of this had they not resigned or left the organisation. Individuals who are fully listed will be disqualified from working with children and young people under the age of 18 years. Scottish Ministers maintain the List. The only way to determine if an individual is named on the List is through a Disclosure Scotland check for a child care position.
Exempted Position	Exempted positions are detailed in the Exclusions and Exceptions (Scotland) Order 2003. Individuals appointed to an exempted position can legally be asked to disclose both spent and unspent conviction information. Child care positions are exempted positions.
Fully Listed	(relates to DWCL) In terms of the Protection of Children (Scotland) Act 2003, a person will be 'fully listed' when Scottish Ministers place their name on the Disqualified from Working with Children List and it is considered that they are unsuitable to work with children. Those who have been fully listed by Scottish Ministers will commit a criminal offence if they apply to or work with children.

Grooming	The term given to the process of forming a relationship with a child and significant people in the child's life with the ultimate aim of exploiting the relationships by sexually abusing the child.
Harassment	The act of causing worry or torment to another person.
Harm	Includes but it not restricted to physical harm. Actions or behaviours by others which have a detrimental effect on a child's physical and emotional health and well being. This means that "*harm*" would not only cover the deliberate infliction of physical or emotional harm but also where harm resulted, or might have resulted, from a degree of carelessness or neglect which amounted to misconduct.
Institutional racism	*"The collective failure by an organisation to provide appropriate and professional service to people on account of their race, culture and/or religion"*, *MacPherson Inquiry Report on Stephen Lawrence.*
Inter- agency	Where more than one agency is working together.
Neglect	Failing to provide for, or to secure for a child the basic needs of food, warmth, clothing, emotional security, physical safety and well being. Also includes exposing a child to risk where it could have been avoided.
Misconduct	Unacceptable or improper behaviour *(Source: Oxford Dictionary).*
Parents	Those who have parental rights and responsibilities in relation to the child. For the purpose of these guidelines it also covers carers, guardians, co-habitees and others who have the primary responsibility for the care of the child.
Partnership	In this context where more than one person, agency, professional or community are working together towards shared and agreed aims and share responsibility for decisions and actions.
POCSA	Protection of Children (Scotland) Act 2003 see www.hmso.org.uk This act applies to all organisations who appoint workers and/or volunteers in to child care positions.
Policy	A course or principle of action adopted or proposed by an organisation.
Poor Practice	In this context can be described, as but is not confined to: • Behaviour or practices which are contrary to the behaviours or practices set out in the Code of Conduct. • Behaviour which is not in keeping with professional standards or leadership as defined by the sport. • Practices which, if not challenged, result in risks to the safety, development and welfare of children or a group of children. • Behaviour which fails to meet the required standard of performance or conduct where the shortfall is of a minor nature.
Prevention	To stop something from happening/arising.
Professionals	In this context, staff who work directly or indirectly with children and/or families. Can include, but is not exclusive to, police officers, doctors, nursery staff, teachers, social workers, therapists, dentists, youth leaders, leisure and recreational workers, housing staff and staff who work in criminal justice, mental health or drug/alcohol services and the voluntary sector.
Provisionally Listed (relates to DWCL)	Where an individual who is the subject of a referral to Scottish Ministers in terms of the Protection of Children (Scotland) Act 2003 is temporarily named on the Disqualified from Working with Children List, pending a full inquiry in to and consideration of the circumstances of the referral by Scottish Ministers. Provisional listing does not disqualify the individual from working with children and young people in a child care position for the period of time they are provisionally listed. Disclosure Certificates for child care positions will show that the person is provisionally on the List. Both the person who is the subject of the referral and any organisation known to be "employing" that person in a child care position (either as a paid or volunteer worker) will be notified of the provisional listing and

	the outcome of the decision process. Provisional listing will not normally last longer than 6 months (though there are some circumstances where this time period can be extended).
Racism	Conduct, words or practices which disadvantage or advantage people because of their colour, culture or ethnic origin. It can be subtle or overt, intentional or unwitting and occur at different levels: individual, cultural or institutional *(Source: Scottish Executive)*.
Resilience	Ability to cope with adverse circumstances.
Rights	Entitlements enshrined in treaties, legislation or regulation.
Risk	Exposure to harm or hazards.
Risk Assessment	The process of identifying hazards and who might be affected by them and determining what action needs to be taken to reduce and manage the hazard.
Scottish Rugby Union	Scottish Governing Body of sport.
Safeguarded	Measures taken to protect or prevent something *(Source: Oxford Dictionary)*.
Sectarianism	A form of religious bigotry which manifests itself in the form of prejudice, discrimination or harassment of an individual or a group of people on the grounds of their religious beliefs *(Source: Scottish Executive).*
Statutory Responsibilities	A responsibility enshrined in treaty legislation and/or regulation.
Sub Judice	Under judicial consideration and therefore prohibited from public discussion elsewhere.
UNCRC	United Nations Convention on the Rights of the Child (1989). The UK is a signatory to this international document which states the rights of all children under the age of 18. see www.unicef.org/crc/
Welfare	The health, happiness and fortunes of a person or group. Action or procedure designed to promote the basic physical and material wellbeing of people in need.
Volunteers	Someone offering services in an unpaid capacity for an organisation. For more information on volunteering see www.vds.org.uk
Vulnerable	Exposed to being attacked or harmed *(Source: Oxford Dictionary)*.

APPENDIX 1: WHAT ARE WE PROTECTING CHILDREN AGAINST?

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

CHILD ABUSE

In Scotland child abuse is defined as follows:

'Children may be in need of protection where their basic needs are not being met, in a manner appropriate to their age and stage of development, and they will be at risk through avoidable acts of commission or omission on the part of their parent(s), sibling(s) or other relative(s), or a carer (i.e. the person while not a parent who has actual custody of the child).'[2]

This definition includes placing children at risk through something a person has done to them or something a person is failing to do for them. For those working in the field of child care and protection the definition gets broken down further into categories of abuse, namely;

(i) Emotional Abuse
(ii) Physical Injury
(iii) Physical Neglect
(iv) Sexual Abuse
(v) Non-organic Failure to Thrive[3]

These categories are not mutually exclusive, for example, a child experiencing physical abuse is undoubtedly experiencing emotional abuse as well. The following definitions of the different types of child abuse are taken from *Protecting Children- A Shared Responsibility, Guidance on Inter-agency co-operation* (Scottish Office, 1998).

Identifying Child Abuse

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

Child abuse is often difficult to recognise. It is 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.

Children and Young People with a Learning or Physical Disability

Research[4] tells us that children and young people who have a learning or physical disability are more vulnerable to abuse. This is because:

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

[2] Protecting Children- A Shared Responsibility. A Guidance on Interagency Co-operation (The Scottish Office, 1998)
[3] Children who significantly fail to reach normal growth and developmental milestones where physical and genetic reasons have been medically eliminated and a diagnosis of non-organic failure to thrive has been established.
[4] "It doesn't happen to disabled children" Child protection and Disabled Children, NSPCC (2003)

- possible failures to recognise the impact of abuse on children with disabilities.

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

(i) EMOTIONAL ABUSE

"failure to provide for a child's basic emotional needs such as to have a severe effect on the behaviour and development of the child"

This could include making a child feel worthless or unloved, inadequate or not valued; inappropriate expectations being imposed on children for their age or stage of development; the corruption or exploitation of a child, or causing them frequently to feel frightened or in danger; persistent exposure to domestic abuse; failing to provide a child with love, care and affection.

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

(ii) PHYSICAL INJURY

"actual or attempted physical injury to a child, including the administration of toxic substances, where there is knowledge or reasonable suspicion, that the injury was inflicted or knowingly not prevented".

This could include deliberately hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise harming a child. Physical injury may also occur where someone knowingly fails to take action to protect a child from physical harm.

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.

Physical injury may also be caused when a parent feigns the symptoms of or deliberately causes ill health to a child whom they are looking after. This is known as *Fabricated Fictitious Syndrome by Proxy*. A parent may do this because they need or enjoy the attention they receive through having a sick child.

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
- aggression towards others
- improbable excuses given to explain injuries
- fear of parents being approached for an explanation
- running away
- untreated injuries
- excessive physical punishment
- avoiding activities due to injuries or possibility of injuries being discovered
- unexplained injuries, particularly if recurrent

(iii) PHYSICAL NEGLECT

"This occurs where a child's essential needs are not met and this is likely to cause impairment to physical health and development. Such needs include food, clothing, cleanliness, shelter and warmth. A lack of appropriate care, including deprivation of access to health care, may result in persistent or severe exposure, through negligence, to circumstances which endanger the child".

As well as being the result of a deliberate act, neglect can also be caused through the omission or the failure to act or protect e.g. the failure to obtain medical attention for a child.

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 physical neglect include:

- constant hunger
- poor personal hygiene and/or poor state of clothing
- constant tiredness
- frequent lateness or unexplained
- non-attendance (particularly at school)
- untreated medical problems
- low self-esteem
- poor peer relationships
- stealing

(iv) SEXUAL ABUSE

"Any child may be deemed to have been sexually abused when any person(s), by design or neglect, exploits the child, directly or indirectly, in any activity intended to lead to the sexual arousal or other forms of gratification of that person or other person(s) including organised networks. This definition holds whether or not there has been genital contact and whether or not the child is said to have initiated or consented to, the behaviour".

This includes forcing or enticing a child to take part in sexual activities whether or not they are aware of or consent to what is happening. Sexual abuse may involve physical contact, and non-contact acts such as forcing children to look

at or be involved in the production of pornographic material, to watch sexual activities or encouraging them to behave in sexually inappropriate ways. Some of the aforementioned activities can occur through the internet.

Boys and girls are sexually abused by males and females, including persons to whom they are and are not related and by other young people. This includes people from all walks of life.

Some children may never be able to tell someone they have been sexually abused. Changes in a child's behaviour *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, bedwetting, 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, selfharm/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.

BULLYING

Bullying may be seen as particularly hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves. It can take many forms including children being bullied by adults, their peers and in some cases by members of their families. Bullying can be difficult to identify because it often happens away from others and those who are bullied often do not tell anyone.

Bullying is a significant issue for children and has been the main reason for calls to ChildLine for the last eight consecutive years.

Examples of Bullying in Sport

- physical e.g. theft, hitting, kicking (in some cases, this might constitute an assault).
- verbal (including teasing) e.g. racist or sectarian remarks, spreading rumours, threats or name-calling, ridicule or humiliation.
- emotional e.g. isolating a child from the activities or social acceptance of the peer group.
- harassment e.g. using abusive or insulting behaviour in a manner intended to cause alarm or distress.

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

- hesitation or reluctance to come to attend training or activity
- often last one picked for a team or group activity for no apparent reason, or being picked on when they think your back is turned
- reluctance to go to certain places or work with a certain individual
- clothing or personal possessions go missing or get damaged
- bruising or other injuries
- 'losing' pocket money repeatedly
- becoming nervous and withdrawn
- suddenly prone to lashing out at people, either physically or verbally, when normally quiet

(*See Appendix 4 page 48 - Guidelines for Managing Bullying*)

RACISM

Children from British minority ethnic communities (and their parents) may have experienced harassment, racial discrimination, and institutional racism. Although not formally recognised as a form of child abuse, racism can be emotionally harmfully to children. Some racist acts also involve acts of physical violence towards individuals or groups.

All organisations working with children, including those where British minority ethnic communities are numerically small, should address institutional racism.

HARASSMENT

An essential characteristic of harassment is that it is unwanted by the recipient. It is for individuals to determine what behaviour is acceptable to him or her and what they regard as offensive.

Children may experience harassment or negative discrimination because of their race or ethnic origin, socio-economic status, culture, age, disability, gender, sexuality or religious beliefs. This can have a detrimental effect on a child.

APPENDIX 2: ROLES & RESPONSIBILITIES

THE ROLE OF THE GOVERNING BODY IN PROTECTING CHILDREN

Why protecting children is important

There are many reasons why governing bodies need to address, plan and implement the protection of children and young people. It:

- Will help to ensure the governing body and member clubs fulfil legal and moral obligations for the care and protection of children.
- Sends a positive message to both children and parents about the value you place on children and their participation in your sport.
- Sends a positive message to staff and volunteers that you will support and guide them when they work with children and you will put safeguards in place to minimise risk to all.
- Sets the standards and expectations for everyone working in the sport and provides a benchmark against which practice can be measured and challenged.
- Builds a legacy for the future of the sport.
- Reduces the risk of successful legal action agains the organisation by ensuring that all legal duties have been fulfilled and that all reasonable steps have been taken to safeguard and promote the health, welfare and development of children.

These recommendations are based on legislation, national guidance and messages from inquiries and recognised good practice.

ROLES AND RESPONSIBILITIES IN CHILD PROTECTION

Scottish Rugby will:

- Ensure there are policies, procedures, systems, structures, resources and personnel in place to promote the welfare and protection of children taking part in rugby.
- Actively work jointly with parents and other agencies through joint planning, training and monitoring of their arrangements for the protection of children.
- Ensure there are quality assurance mechanisms in place to monitor, review and evaluate arrangements for the protection of children.

The Child Protection Officer for Scottish Rugby will:

- Be supported by Scottish Rugby and be appropriately trained.
- Implement and promote Scottish Rugby Child Protection Policy and Procedures.
- Will lead on the effective implementation of policy and procedures throughout the sport.
- Regularly report to the Board as required.
- Act as the main contact within Scottish Rugby for the protection of children.
- Provide information and advice on the protection of children within the boundaries of the remit.
- Support and raise awareness of the protection of children.
- Communicate with members on issues of child protection.
- Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children.
- Encourage good practice and support of procedures to protect children.
- Establish and maintain contact with local statutory agencies including the police and social work services.
- Maintain confidential records of reported cases, action taken, liaise with the statutory agencies and ensure they have access to all necessary information.

- Organise training for members.
- Regularly monitor and review the Scottish Rugby Child Protection Policy and Procedures.
- Ensure there are mechanisms in place for quality assurance

Within Hillhead Jordanhill Rugby the Club Child Protection Officer will:

- Be supported by Scottish Rugby and be appropriately trained.
- Implement and promote Scottish Rugby Child Protection Policy and Procedures.
- Regularly report to the Committee.
- Act as the main contact within the Club for the protection of children.
- Encourage good practice and support of procedures to protect children.
- Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children.
- Communicate with Scottish Rugby's Child Protection Officer.
- Maintain confidential records of reported cases, action taken, liaise with the statutory agencies and ensure they have access to all necessary information.
- Report cases, concerns and action taken to Scottish Rugby's Child Protection Officer.
- Attend training on the protection of children and organise appropriate training for other members.
- Establish and maintain contact with local statutory agencies including the police and social work services.
- Monitor and review the Child Protection Policy and procedures for their club.
- Ensure there are mechanisms in place for quality assurance.

APPENDIX 3: CHILD PROTECTION- LEGISLATION

This is intended as a brief guide to the legislation relevant to the care and protection of children in Scotland. Advice should be obtained from a solicitor in relation to specific legal issues.

BACKGROUND

The United Nations Convention on the Rights of the Child (1989) (UNCRC) is the international framework within which children's rights and welfare are safeguarded. The rights which form the basis of these guidelines are:

- *The right of all children to enjoy all the rights contained in the convention irrespective of the child or their parent's race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status (Article 2)*
- *The right of all children to be protected from "all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child" (Article 19)*
- *The right of the child to rest and leisure, to engage in play and recreational activities appropriate to the age of the child and to participate freely in cultural life and the arts (Article 31)*
- *The right of the children affected by physical or learning disabilities to enjoy a full and decent life in conditions that ensure dignity, promote self-reliance and facilitate the child's active life in the community (Article 23)*
- *The right of all children who are capable of forming a view to express those views in all matters affecting the child (Article 12)*

The Scottish Executive recognises that all children have a right to be protected from abuse and harm, in all circumstances. Their publication *'Protecting Children - A Shared Responsibility: Guidance on Inter-Agency Co-operation'* (Scottish Office, 1998) sets out the ways in which all agencies coming into contact with children should work together to protect them. Further, the report on the national audit and review of child protection in Scotland, *"it's everyone's job to make sure I'm alright"* (Scottish Executive, 2002) clearly states that the protection of children is everyone's responsibility. Finally, *Protecting Children and Young People: Framework for Standards Protecting Children* and the *Children's Charter* (Scottish Executive, 2003) set out messages about what is important to children and families, what they should expect from professionals and agencies and standards of practice that professionals and agencies should deliver to them.

INTERNATIONAL CONVENTIONS

United Nations Convention on the Rights of the Child (1989) UNCRC

An international agreement which prescribes the rights of all children and young people under the age of 18. The rights in the Convention are generally cover three areas: participation (e.g. a child's right to have a say in decisions which affect them), provision (e.g. provision of services to promote health and education) and protection (e.g. the right to be protected from all forms of abuse, harm and exploitation at all time).

The UK is a signatory to UNCRC and must report to a UN Committee on steps taken to promote and respect these rights. Whilst not legally binding, the Convention is highly influential on decisions made by courts and public authorities about the lives of children.

European Convention on Human Rights (1950)

This convention is legally binding on the UK because its provisions were introduced in to the law of Scotland by the Human Rights Act 1998 and the Scotland Act 1998. The rights prescribed apply to children and adults. The main articles of relevance are:

Article 8: right to respect for private and family life, home and correspondence
Article 3: the right not to be tortured or experience inhuman or degrading treatment

Courts and public authorities must act in a manner which is consistent with these rights and can only interfere (in some cases) where there is a legitimate reason to do so. The protection of children is one such reason. For a copy of the Convention see

http://www.hrcr.org/docs/Eur_Convention/euroconv.html

UK and SCOTTISH LEGISLATION

Rehabilitation of Offenders Act 1974

Generally, criminal convictions become spent after a period of time (which depends on the sentence imposed by the court at the time of conviction). As a result of this Act spent convictions, generally, do not have to be disclosed to potential employers.

Exclusions and Exceptions (Scotland) Order 2003

There are certain jobs and voluntary positions for which prospective employers need to know about a person's criminal record to decide whether they are suitable for the position e.g. work with children. This Order lists the positions and professions where there is an exception to the general rule on non-disclosure of convictions.

Data Protection Act 1998

Applies to any information, however obtained and used, which relates to living persons. Covers how such information is to be gathered, stored, processed and protected. All organisations that hold or process personal data must comply.

Police Act 1997

Introduced three levels of disclosure information which are released in the form of Disclosure Certificates from Disclosure Scotland. Also introduced access to criminal records for those who engage or appoint volunteers in positions which bring them in to contact with vulnerable groups.

Age of Legal Capacity (Scotland) Act 1991

Children under 16 do not generally have legal capacity. This act sets out the circumstances in which children are regarded as having legal capacity including the ability to consent to medical treatment.

Commissioner for Children and Young People (Scotland) Act 2003

Scotland's Commissioner for Children and Young People is Kathleen Marshall. It is her job to promote and safeguard the rights of children living in Scotland as set out in UNCRC.

Criminal Procedure (Scotland) Act 1995

Schedule 1 to this Act contains a list of offences against children e.g. abandonment or wilful neglect. Someone who has committed an offence which is listed in this Schedule is often referred to by professionals as a "Schedule 1 offender".

Children (Scotland) Act 1995

The main piece of legislation covering child welfare and protection. Covers the rights and responsibilities of parents, the role of the local authority, the Children's Hearing System and introduced a number of measures for taking action to protect children in an emergency. This Act clearly states that the best interests of the child must always be considered and children should be given an opportunity to have a say on matters which affect them, should they wish to do so.

Criminal Justice (Scotland) Act 2003

Amended the law in Scotland in relation to the physical punishment of children by parents. This Act makes it illegal for parents to hit a child on the head, hit a child with an implement and to shake a child.

Sexual Offences (Amendments) Act 2000

Introduced a new offence of abuse of trust applicable to "positions of trust" which involve looking after children and young people who are in full time education, detained under a court order, looked after in a hospital/ children's home or other establishment providing social care or in foster care.

Protection of Children (Scotland) Act 2003

Provides for the creation of the Disqualified from Working with Children List. It will be an offence for an organisation to knowingly appoint a worker (paid and unpaid) who is fully listed in to child care positions (as defined in Schedule 2 of the Act).

The Act also creates a duty on organisations to refer an individual to the list where the individual has harmed a child or placed a child at risk of harm and has been dismissed or moved away from access to children as a consequence, or who would have been dismissed , but who has resigned, retired or was made redundant before the dismissal was completed or left at the end of a temporary contract.

Also creates a duty to remove an individual who is fully listed from a child care position.

Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005

Addresses the predatory behaviour of those who “groom” children with the aim of abusing them by introducing a new offence of “grooming”. Enables the police to take preventative action before the child meets the perpetrator. Provides the police and courts with additional powers to apply for and grant, a Risk of Sexual Harm Order on those who are considered to pose a risk to children.

APPENDIX 4: GUIDELINES FOR MANAGING BULLYING

Bullying may be seen as particularly hurtful behaviour usually repeated over a period of time, where it is difficult for those bullied to defend themselves. Bullying can take many forms including:

- Physical e.g. hitting, kicking, theft
- Verbal (including teasing) e.g. racist remarks, spreading rumours, threats or name-calling
- Emotional e.g. isolating a child from the activities or social acceptance of the peer group
- Harassment e.g. using abusive or insulting behaviour in a manner intended to cause alarm or distress.
- Children may be bullied by adults, their peers and in some cases by their families.

Action to Help the Victim(s) and Prevent Bullying:

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns. Help the victim(s) to speak out and tell the person in charge or someone in authority. Create an open environment.
- Take all allegations seriously and take action to ensure the victim(s) is safe. Speak with the victim and the bully(ies) separately.
- Reassure the victim(s) that you can be trusted and will help them, although you cannot promise to tell no-one else.
- Keep records of what is said i.e. what happened, by whom and when.
- Report any concerns to the person in charge at the organisation where the bullying is occurring.

Action towards the Bully(ies):

- Talk with the bully(ies), explain the situation and try to get the bully(ies) to understand the consequences of their behaviour.
- Seek an apology from the bully to the victim(s).
- Inform the bully's parents/guardians.
- If appropriate, insist on the return of 'borrowed' items and that the bully(ies) compensates the victim.
- Impose sanctions as necessary.
- Encourage and support the bully(ies) to change behaviour
- Keep a written record of action taken.

APPENDIX 5: USEFUL CONTACTS AND WEBSITES

Child Protection in Sport Service	61 Sussex Street, Glasgow, G41 1DY 0141 418 5674 www.childprotectioninsport.org.uk
sportscotland	Caledonia House South Gyle, Edinburgh EH12 9DQ 0131 317 7200 www.sportscotland.org.uk
Help For Clubs	www.helpforclubs.org.uk
CHILDREN 1ST	83 Whitehouse Loan Edinburgh EH9 1AT 0131 446 2300 www.children1st.org.uk
ChildLine Scotland	0800 1111 www.childlinescotland.org.uk
ParentLine Scotland	0808 800 2222
Child Protection in Sport Unit (NSPCC- covers England, Wales and Northern Ireland)	0116 234 7278 www.thecpsu.org.uk
Scottish Disability Sport	0131 317 1130 www.scottishdisabilitysport.com
Central Registered Body in Scotland	General Helpline: 08700 100 450 Overseas Helpline: 01786 849 777 www.crbs.org.uk
Disclosure Scotland	0870 609 6006 www.discolsurescotland.co.uk
Scottish Executive	www.scotland.gov.uk/childprotection
Commissioner for Children and Young People	www.cypcommissioner.org
Volunteer Development Scotland	01786 479 593 www.vds.org.uk

SECTION 6

SAMPLE FORMS & GUIDANCE NOTES

LETTER TO PROSPECTIVE APPLICANTS FOR A CHILD CARE POSITION

Dear

Your interest in the position of _____(e.g. coach) within the game of rugby

We thank you for your interest in taking up this post within the game of rugby and have pleasure in enclosing forms that are relevant to this.

The post you are interested in meets the definition of a child care position (in terms of the Protection of Children (Scotland) Act 2003). Hillhead Jordanhill Rugby has a legal duty to ensure the suitability of any individual who works or volunteers in child care positions. In accordance with Hillhead Jordanhill Rugby's Child Protection Policy and procedures, everyone seeking appointment in a child care position must complete an Application Form and a Self - Declaration form prior to appointment.

We would ask, therefore, that you complete the enclosed Application and Self-Declaration forms.

Please note that for the position in which you are interested, Hillhead Jordanhill Rugby will undertake an Enhanced Disclosure Scotland Check on the person it wishes to appoint to the position. Your agreement to this check is part of the declaration on the application form. This cost of this will be met by [insert as appropriate].

Once you have completed the forms, please insert the Self-Declaration form in the enclosed envelope marked, "Self-Declaration. Only to be opened if applicant is to be interviewed", seal it and return it, with the application form.

All information will be strictly managed in accordance with Hillhead Jordanhill Rugby's Policy on the Secure Storage of Information, Policy on the Rehabilitation of Offenders ***and will only be shared with those who are involved in decisions about recruitment and selection****. Previous convictions do not automatically mean that you will not be considered for the position applied for. A full assessment of each applicant's suitability will be undertaken based on all available information.*

Thank you, again, for interest in promoting the game of rugby amongst children and young people. We look forward to receiving your application.

Yours etc

Enclosed:

- Role description
- A blank Application Form
- A blank Self-Declaration Form
- An envelope marked "Self-Declaration. Only to be opened if candidate is to be interviewed"
- Guidance Notes on Completing the Self-Declaration Form

APPLICATION FORM

Hillhead Jordanhill Rugby is committed to ensuring that all staff and volunteers who are recruited in to child care positions (as defined in Schedule 2 of the Protection of Children (Scotland) Act 2003) are suitable for the position.

In accordance with Hillhead Jordanhill Rugby's Child Protection Policy all staff and volunteers seeking appointment to a child care position must complete this application form, prior to appointment.

PART A **PERSONAL DETAILS**

Title:	
First Name:	
Middle Name:	
Surname:	
All previous names by which you've been known**:**	
Address:	
Post Code:	
Telephone Contact:	**Day:** **Evening:** **Mobile:**

PART B **PRESENT/ MOST RECENT EMPLOYMENT/ ROLE**

Organisation:	
Position held:	
Dates of employment/ involvement:	
Responsibilities:	
Reasons for Leaving	

PART C **PREVIOUS POSITIONS (continue on separate sheet if necessary)**

NAME OF ORGANISATION	**POSITION/ RESPONSIBILITIES**	**START/ END DATE**

PART D **QUALIFICATIONS AND PREVIOUS EXPERIENCE OF WORKING WITH CHILDREN**
(include name of organisation, responsibilities/ duties, dates involved and reasons for leaving).

PART E **ADDITIONAL INFORMATION**

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

PART F **REFEREES**

Please provide details of 2 referees (not relatives). At least one should have knowledge of your previous work with children. Referees will be contacted for the purposes of verifying the information contained in this form.

Name:		**Name:**	
Organisation:		**Organisation:**	
Address:		**Address:**	
Telephone:		**Telephone:**	
Relationship to Applicant:		**Relationship to Applicant:**	

TO BE COMPLETED BY APPLICANT

I am aware that in accordance with the Data Protection Act 1998, information provided on this application form will be stored for the purposes of processing the data for recruitment and selection and monitoring the recruitment and selection process.

If successful, I consent to a relevant Disclosure Scotland check being requested.

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

Signature:		**Date:**

TO BE COMPLETED BY AUTHORISED PERSON

I confirm that I have seen the following identification documents, relating to **[insert name of applicant]:**

1.

2.

Note: at least one form of identification must be photographic.

I confirm to the best of my ability that the identification documents are accurate.

Signature:		**Date:**	
Print Name:		**Position:**	

SELF-DECLARATION FORM FOR A CHILD CARE POSITION

It is the policy of Hillhead Jordanhill Rugby that all applicants to child care positions are required to complete a self-declaration form. Before completing this form, please read the guidance notes which are included with this form.

Part A: Previous convictions.
To be completed for positions which require an Enhanced Disclosure Check.

Date(s) of conviction(s):
Court(s) where your conviction(s) were heard:
Type of offence(s):
Sentence(s) received
Please give details of the reasons and circumstances that led to your offence(s)
Please give details of how you completed the sentence(s) imposed, (for example did you pay your fine(s) as required; what conditions were attached to your probation/community service/supervised attendance order(s), did you comply with the requirements of your custodial sentence(s).
Have any other organisations supported you to work through any of the above issues/difficulties?
What have you learned from your experience?

Part B – Details of any disciplinary action relating to behaviour to children.

To be completed for positions which require an Enhanced Disclosure check.

Have you been disciplined because of inappropriate behaviour towards a child which may have harmed them or put them at risk of harm? **YES/NO**

If YES, please give details.

Part C: Police Investigations – this should include relevant police non-conviction information.

To be completed for a positions which require an Enhanced Disclosure check

Date of investigation(s):

Police Division(s) involved:

Details of investigation(s)

Please give details of the reasons and circumstances that led to your investigation(s):

Disposal(s) if known:

Are you, or have you ever been, known to any Social Work Department/Social Services Department (in England and Wales) as an actual or potential risk to children? YES/NO

If yes, please provide details

Part D: Protection of Children (Scotland) Act 2003 Self -Declaration.

Before answering the question below, please read the following notes

Section 11 of the *Protection of Children (Scotland) Act 2003* **creates a new offence which an individual who is disqualified from working with children will commit** if they apply for, offer to do, accept or do any work in a child care position. An organisation will also be guilty of an offence if they knowingly employ (paid or unpaid) a disqualified person in a child care position.

Section 17 of the *Protection of Children (Scotland) Act 2003* defines "disqualified from working with children". **It extends to Scotland disqualifications which previously applied in England and Wales only.** A person is disqualified from working with children if they are:

- Included (otherwise than provisionally) in the Disqualified from Working with Children List established under section 1(1) of the Protection of Children (Scotland) Act 2003;
- Included (otherwise than provisionally) in the List kept under section 1 of the Protection of Children Act 1999;
- On List 99 and subject to direction under subsection (1)(a) of section 142 (prohibition from teaching etc.) of the Education Act 2002 given on the grounds mentioned in subsection (4)(b) of that section, not to carry on work to which that section applies;
- Subject to a Disqualification Order within the meaning of the Criminal Justice and Court Services Act 2000.

To help us ensure we are complying with the new child protection laws, please complete the following declaration.

I _____[full name in block capitals]

Of [address]_____

_____

confirm that I am not subject to any of the disqualifications set out in section 17 of the *Protection of Children (Scotland) Act 2003*

OR

I am the subject of a disqualification from working with children under

_____

I understand that deliberately giving false information can result in prosecution.

Signed _____ **Date** _____

Part E: Declaration to be completed by all applicants

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.

I give my consent to Hillhead Jordanhill Rugby requesting a Disclosure Certificate (if appropriate) and to requesting references for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority.

I agree to inform Hillhead Jordanhill Rugby if I am convicted of an offence after I take up any post within the organisation. I understand that failure to do so may lead to the immediate suspension of my work with children with the organisation and/or the termination of my services.

If I am appointed to a post, I agree to abide by the organisation's Code of Conduct and Child Protection Policy and Guidelines.

I agree to abide by the conditions above and certify that the information contained in this form is true and correct to the best of my knowledge and I realise that false information or wilful omissions may lead to the immediate suspension of my work with children or the termination of my services.

Signed: _____ **Date:** _____

Please not that any information you give in this form will be managed according to the organisation's Confidentiality Policy.

Please return the completed self-declaration form to the organisation in the preaddressed envelope. Please do not put your completed application form in this envelope. It is important that the forms are kept separate. Your completed self declaration form will only be seen by those individuals in the organisation who have a responsibility for recruiting staff and volunteers.

GUIDANCE ON COMPLETING SELF-DECLARATION FORMS

Please read these notes before completing the Self-Declaration Form.

The information you give in this Self-Declaration Form will support the information we also obtain from your application form, references and, where we decide to make an appointment, a Disclosure Certificate. All of these sources of information will help us to make an informed decision about your application.

1. Who must complete the Self-Declaration Form?

It is the policy of this organisation to ask all applicants who apply to work in "child care" positions to complete a self-declaration form. The post which you are applying for is also exempt from the *Rehabilitation of Offenders Act 1974* by the *Exclusions and Exceptions (Scotland) Order 2003.* This means we are entitled to ask you about your criminal convictions. You are therefore advised to declare all convictions including 'spent' convictions.

2. Which sections of the form must I complete?

As the Job/Task description states that the position requires an **Enhanced Disclosure** check you must complete all parts A, B, C, D and E of this form.

You must also provide identification so that the personal details you provide can be verified. You will be asked to provide these should we invite you to interview.

3. Who gets to read the Self-Declaration Form?

The Self-Declaration Form should be sent to us in a sealed envelope. Please do not send it with your completed application form. If you are not invited to interview, the envelope will be destroyed.

The envelope will be opened if you are being considered for interview. If you are selected for interview and you have recorded previous convictions or other relevant information, you will be given the opportunity to discuss this at the interview.

4. What happens to the Self-Declaration Form after a decision has been made on my application?

If you are unsuccessful the Self-Declaration Form will be destroyed. If you are successful, Disclosure checks will then be requested. The Self-Declaration Form and the Disclosure certificate will then be retained by us until a decision has been made on your application. Usually, this information will not be kept any longer than six months.

5. What happens if my application is successful?

If your application is successful you will also be required to complete an **Enhanced Disclosure** check under the terms of the *Police Act 1997 (Part V).*

6. **What happens if I do not wish to complete a Self-Declaration Form?**

In accordance with our child protection policy and guidelines you will not be allowed to work in a "child care" position within our organisation.

GUIDANCE ON DISCLOSURE CERTIFICATES

Recent changes in the laws have enhanced the ways in which employers and organisations can take steps to ensure that people who work with children are suitable for such positions. The following provides answers to commonly-asked questions.

1. Do I have to employ people with previous convictions?

The Rehabilitation of Offenders Act 1974 provides that after a certain amount of time, a conviction will be regarded as 'spent'. This means that in certain circumstances, a potential employee does not have to declare this conviction. It is illegal to discriminate against someone on the grounds of a spent conviction.

2. Are there exceptions to this rule?

Yes. For certain positions, a prospective employer can ask you to declare all spent and unspent convictions. These are known as 'exempted positions' and are listed in the Rehabilitation of Offenders Act 1974 Exclusions and Exceptions (Scotland) Order 2003.These include child care positions and includes voluntary positions.

3. How can I ask people about their previous convictions?

Applicants for child care positions (paid and unpaid) will be made aware that such positions are exempted i.e. they will be asked to declare all convictions. As part of our recruitment and selection procedures all staff/ volunteers should complete an application form and a self-declaration form. The self-declaration form provides an opportunity to declare convictions and is confidential. The interview process helps us to identify the person we wish to appoint. At this point you successful applicants will be asked to complete a Disclosure Scotland check. This will verify or otherwise the information contained in the self-declaration form.

4. How can I get access to criminal records information?

Part V of the Police Act 1997 changed the procedures for checking criminal records. Organisations can apply for criminal records information to Disclosure Scotland. Disclosure Scotland began operating as part of the Scottish Criminal Records Office in Scotland on 29th April 2002.

To access a Disclosure Scotland Certificates an organisation must firstly register with Disclosure Scotland. Each registered body will have to pay a fee of £150 to register with an additional £10 per named signatory. From 1 April 2006 the cost rose to £20 and organisations will need to decide whether they will seek to pass on the charge this cost. Unpaid volunteers in the voluntary sector can access free Disclosures through the Central Registered Body for Scotland (CRBS) run by Volunteer Development Scotland.

5. What are the different types of Disclosure Certificates?

For those applying for a child care position, an Enhanced Disclosure is required. Enhanced Disclosures are only available for exempted positions.

Enhanced Disclosures can only be obtained through a Registered Body and the Lead or Counter signatory must sign the application form. A copy of the Enhanced Disclosure Certificate will be sent to both the applicant and the Registered Body. The Enhanced Disclosure reveals details of all spent and unspent convictions and may also include non-conviction information held locally by the police, where this is considered relevant to the post or voluntary work sought. Only an Enhanced Disclosure will be considered suitable for a child care position.

6. Is more than one Disclosure Certificate required?

For people who work in more than one different area e.g. Club and Local Authority, it is possible that more than one check will be required. At present there is no guidance or rule about this and each employer must decide whether another check is necessary. A Certificate issued for one post may not be appropriate for another. Only applicants have the right to show their Disclosure Certificate to whomever they choose.

7. What happens to the Disclosure Certificate?

Disclosure Scotland recommends the Disclosure Certificate be destroyed after a decision on recruitment has been reached. They must not be kept any longer than 6 months.

8. What if the information on the Certificate is incorrect?

Disclosure Scotland has provided an appeals procedure for the applicant to challenge the accuracy of the information on the Certificate assuming the inaccuracy is known about.

REFERENCE FORM

Hillhead Jordanhill Rugby is committed to ensuring that all staff and volunteers who are recruited in to child care positions (as defined in Schedule 2 of the Protection of Children (Scotland) Act 2003) are suitable for the position.

In accordance with Hillhead Jordanhill Rugby Child Protection Policy, references will be obtained and thoroughly checked for all staff and volunteers seeking appointment to a child care position.

DETAILS OF REFEREE

Name:	
Position held:	
Organisation:	
Address:	
Post Code:	
Telephone:	
Relationship to Applicant:	

[name of applicant] has expressed an interest in a position in rugby and has given your name as a referee. The position is a child care position (as defined in the Protection of Children (Scotland) Act 2003). As an organisation committed to the welfare and protection of children we are anxious to know -is any reason at all to be concerned about this applicant being in contact with children?

YES/NO Delete as appropriate. If you have answered yes we will contact you in confidence.

All the information on this form will be treated confidentially and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the applicant's suitability for the position and the immediate supervisor should they be offered a position.

We would appreciate you being extremely candid in your evaluation of this person.

How long have you known this person:	
In what capacity:	
What qualities does this person have that would make them suitable to work with children?	

Please rate this person on the following (please tick one)

	Unsatisfactory	Satisfactory	Good	Excellent
Attendance				
Responsibility				
Maturity				
Self Motivation				
Can motivate others				
Ability to work as a team				
Willingness to follow instructions				
Commitment				
Communication skills				
Trustworthiness				
Reliability				

OTHER RELEVANT INFORMATION

Please use this space to provide any other information about the applicant which you consider is relevant to the position applied for (continue on a separate sheet if necessary).

TO BE COMPLETED BY REFEREE

I declare that all the information contained in this form is accurate and truthful to the best of my knowledge.

Signature: _____ **Date:** _____

Print Name: _____

Please return this form in an envelope marked **PRIVATE and CONFIDENTIAL** to:

[insert name of Child Protection Officer]
Hillhead Jordanhill Rugby
32 Hughenden Road
Glasgow
G12 9XP

SUGGESTED INTERVIEW / DISCUSSION QUESTIONS FOR CHILD CARE POSITIONS[5]

Interviews are a two way process of gathering information. The best way to do this is to ask questions that seek to explore a person's previous experiences, their attitudes and to look at how they have used those experiences and their awareness of attitudes.

Questions that allow for simple 'Yes' or 'No' answer should be avoided. The following suggested questions will help you to plan the interview/ discussion and should be built around other information gathering questions. The questions are accompanied by the sorts of words and phrases that interviewers might look for in a good candidate.

Question	*Answers should demonstrate:*
Can you tell us why you want to take on the post of [insert]?	*A commitment to helping young people enjoy the sport safely and to share knowledge and experience.*
Can you tell us about your experience of caring for, working with, or coaching children and young people?	*Experiences as a parent, employment or voluntary work.* *Interviewers must also assess what level of direct, unsupervised contact was involved.*
What do you think are the attributes/skills required in a good coach/team manager of children and young people?	*An understanding of issues that affect children.* *Communication skills.* *The importance of promoting enjoyment, not just achievement.* *Promoting healthy competitiveness.* *Being sensitive to the ability of children.* *Encouragement, not criticism.*
Can you give us examples of where and how you have used some of those skills?	*Experience at work (perhaps working with adults, but the skills should be evident) or in voluntary work.*
Can you think of an example where you have been critical towards a child? How could you have handled it differently?	*Positively demonstrating or explaining how child could have acted/behaved*
If we approached people who know you well, what would they say were your strengths so far as this post/role is concerned?	*Patience. Supportive. Encouraging attitude, etc.*
If a child approaches you to say they're being bullied by others in the team, how will you handle this?	*Interviewers should refer to the relevant section in the procedures and compare applicant's response.*
How will you gain the respect and trust of children and young people? Can you give any examples?	*Being fair, consistent, not having favourites, being clear in what I say and do, Being honest, positive. Listening. Respect*

[5] Adapted from Suggested Interview Questions for Positions involving Contact with Children and Young People, developed by Donald MacKenzie, Camanachd Association.

Question	*Answers should demonstrate:*
Can you give us an example of where you have seen or heard someone treating a child inappropriately (verbally or physically) (at sports match, in the home, in the street)? What was the adult doing wrong?	*Venting their frustration. Failing to understand the child's perspective. Failing to recognise that they are an adult and dealing with a child (using adult orientated language etc).*
Imagine you've had a rotten day at work. Now, this evening, you have a coaching session. You're feeling very irritable and could take this out on the young people. What do you do about that?	*Asking another adult to assist at the session. Being aware that that was work, this is now sport. Focusing on the session and the young people.*
A young child is lingering in the showers after a game. He says he can't dry himself properly and asks you to do it. What do you do?	*Interviewers should refer to Code of Conduct and compare applicant's response. Ask child why. Get another adult to view (unobtrusively) actions*
Can you tell us what has given you greatest pleasure with your own children (or children of relatives/friends etc)?	*Seeing them happy. Seeing them succeed. Seeing them participate in.....Helping them solve problems/acquire new skills*
Will you undertake training sessions for coaches?	*If the answer is 'No' then you do not have a successful candidate.*
Will you undertake to read and abide by the Child Protection Policy and Procedures of Hillhead Jordanhill Rugby?	*If the answer is 'No' then you do not have a successful candidate.*

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SAFE IN CARE- HILLHEAD JORDANHILL RUGBY PARTNERSHIP WITH PARENTS

Hillhead Jordanhill Rugby values the involvement of children in our sport. We are committed to ensuring that all children have fun and stay safe whilst participating in rugby.

To help us fulfil our joint responsibilities for keeping children safe Hillhead Jordanhill Rugby has introduced Safe in Care Guidelines. These Guidelines tell you what you can expect from us when your child participates in rugby and details the information we need from you to help us keep your child safe.

We need you to you complete this form at the start of every season and to let us know as soon as possible if any of the information changes. All information will be treated with sensitivity, respect and will only be shared with those who need to know e.g. a team manager or first aider.

NAME OF CHILD: **DATE OF BIRTH:**

A. TRANSPORTATION OF CHILDREN

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

I understand Hillhead Jordanhill Rugby will ask any person using a private vehicle to declare that they are properly licensed and insured and, in the case of a person who cannot so declare, will not permit that individual to transport children.

SIGNED: **DATE:**

B. PHOTOGRAPHS AND PUBLICATIONS (INCLUDING WEBSITE)

Your child may be photographed or filmed when participating in rugby. All reasonable steps will be taken to obtain parental consent *In the absence of any explicit objection, those responsible will act in the best interests of the child which may include assuming parental agreement for the above reasons.*

Please delete as appropriate:

I GIVE my permission for my child to be involved in photographing/filming and for information about my child to be used for the purposes stated in Hillhead Jordanhill Rugby Safe in Care Guidelines.

I DO NOT GIVE my permission for my child to be involved in photographing/filming and for information about my child to be used for the purposes stated in Hillhead Jordanhill Rugby's Safe in Care Guidelines.

SIGNED: **DATE:**

I am aware of the Safe in Care Guidelines for rugby and agree to work in partnership with Hillhead Jordanhill Rugby to promote my child's safe participation in rugby.

I understand Hillhead Jordanhill Rugby will listen to the views of my child in relation to all matters affecting them and require to respect my child's ability to give their own informed consent.

Parent's Signature: **Date:**

(Please state relationship to child if not parent)

Hillhead Jordanhill Rugby Representative: **Date:**

C. MEDICAL INFORMATION and CONSENT

Name of child:	
Date of Birth:	
Home address:	
Telephone:	
Name of Emergency Contact:	
Telephone Contact:	
Relationship to Child:	
Name of General Practitioner:	
Address of GP:	
GP Telephone Contact:	

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

1. Any pre-existing medical conditions that may affect the child's participation in rugby:

2. Any medication or treatment required:

3. Any existing injuries (include when injury sustained and treatment received):

4. Allergies, including allergies to medication:

TO BE COMPLETED BY PARENT

I consent to my child receiving medical treatment, including anaesthetic, which the medical professionals present consider necessary.

I undertake to inform Hillhead Jordanhill Rugby should any of the information contained in this form change.

Signature: _____ **Date:** _____

Print Name: _____ **Relationship to Child:** _____

REQUEST FOR PERMISSION TO USE CAMERA AND VIDEO EQUIPMENT

This form must be completed by individuals seeking permission to use camera or video equipment.

Section A ***To be Completed by the Applicant***

Name: _____

Designation: _____

Address: _____

_____

_____

Venue/event: _____

Date(s): _____

Purpose: _____

I declare that the pictures/film(s) produced will not be altered in any way without prior written permission the person(s) concerned. I understand that I may only use the pictures/film(s) for the purpose stated above. I agree to abide by Hillhead Jordanhill Rugby's Safe in Care Guidelines and Child Protection Policy.

SIGNATURE: _____ **DATE:** _____

Section B ***For Official Use Only***

Application **APPROVED / REFUSED (delete as appropriate)**

Date: _____

Signed: _____

Print Name: _____

Designation: _____

Reason for Refusal:

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

NOTIFICATION TO APPLICANT
FOR PERMISSION TO USE CAMERA AND VIDEO EQUIPMENT

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

Name: _____

Designation: _____

Venue/event: _____

Date(s): _____

Purpose: _____

Official Signature: _____

Designation: _____

Date: _____

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

SIGNIFICANT INCIDENT FORM
and / or
CHILD PROTECTION REFERRAL FORM

This form must be completed as soon as possible after receiving information that causes concern about the welfare or protection of a child. The form must be passed to Hillhead Jordanhill Rugby as soon as possible after completion; do not delay by attempting to obtain information to complete all sections.

Complete Part A of this form if the concerns relate to the general welfare of a child.

Complete Parts A and B if the concerns relate to possible child abuse.

PART A ***to be completed in all cases***

1. CHILD'S DETAILS

Child's Name:	
Date of Birth:	
Address:	
Telephone Contact:	
Child's Ethnicity:	
Child's Preferred Language:	
Is an Interpreter Required?	**YES / NO** (delete as appropriate)
Is the child affected by disability?	**YES / NO** (delete as appropriate) If yes, give details:

2. DETAILS OF PERSON RECORDING CONCERNS

Name:	
Position:	
Address:	
Telephone Contact:	

3. DETAILS OF INCIDENT GIVING RISE TO CONCERNS
(Record details including date, time, location, nature of concerns)

4. DETAILS OF ANY WITNESSES
(Record names, addresses and telephone contacts)

5. DETAILS OF INJURIES
(Record all injuries sustained, location of injury and action taken)

PART B ***where there are concerns about possible child abuse***

6. DETAILS OF PERSON ABOUT WHOM THERE IS A CONCERN

Name:	
Relationship to child:	
Address:	
Telephone Contact:	

7. DETAILS OF CONCERNS
(Continue on a separate sheet if necessary)

8. DETAILS OF ANY ACTION TAKEN

9. DETAILS OF AGENCIES CONTACTED
(Record date, time, name of person contacted and advice received)

10. Have the child's parents been informed? **YES / NO (delete as appropriate)**
If yes, record details:

11. Child's views on situation (if expressed)

Signed: _____ **Date:** _____

Print Name: _____ **Position:** _____

SECTION 7

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BIBLIOGRAPHY

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