

**THE SCOTTISH HOCKEY UNION
LIMITED**



ABERDEEN BON ACCORD MBC HOCKEY CLUB

(AKA BAMBC)

CHILD PROTECTION POLICY

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CHILD PROTECTION POLICY AND PROCEDURES

1 CHILD PROTECTION POLICY

Aberdeen Bon Accord MBC Hockey Club 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 **Aberdeen Bon Accord MBC Hockey Club** commitment to protecting children.

For the purposes of this policy and these procedures the term participant includes anyone who is involved with the activities of **Aberdeen Bon Accord MBC Hockey Club** whether as a member, player, coach, umpire, official or in any other voluntary capacity.

These guidelines are based on the following principles:

- The welfare of children is the primary concern.
- All children, whatever their gender, race, colour, nationality, disability, age, religious or political belief, sexual orientation, social background, marital status, culture, HIV status or pregnancy 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.

Aberdeen Bon Accord MBC Hockey Club will:

- Promote the health and welfare of children by providing opportunities for them to take part in Hockey safely.
- Respect and promote the rights 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 (i.e. Qualifications, Insurance, Training).
- 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 **Aberdeen Bon Accord MBC Hockey Club**.
 - Following any issues or concerns raised about the protection of children within **Aberdeen Bon Accord MBC Hockey Club**.
 - In all other circumstances, at least every three years.

Procedures

- For the purposes of this document **Aberdeen Bon Accord MBC Hockey Club** shall be referred to as **The Club** from this point forwards.

2 WHAT ARE WE PROTECTING CHILDREN AGAINST?

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

2.1 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).’[1]

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[2]

These categories are not mutually exclusive, for example, a child experiencing physical abuse is undoubtedly experiencing emotional abuse as well.

2.2 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.

1 Protecting Children- A Shared Responsibility. A Guidance on Interagency Co-operation (The Scottish Office, 1998)

2 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.

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.

For further details of types of abuse, examples of abuse and indicators of abuse please see the section “what are we protecting children against?” In the appendices.

3 THE ROLE OF THE CLUB IN PROTECTING CHILDREN

3.1 WHY PROTECTING CHILDREN IS IMPORTANT

There are many reasons why **The Club** needs to address, plan and implement the protection of children and young people. Child Protection Policies and Procedures;

- Will help to ensure **The Club** and other 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 **The Club** places on children and their participation in Hockey.
- 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 Hockey and provides a benchmark against which practice can be measured and challenged.
- Builds a legacy for the future of Hockey.
- Reduces the risk of successful legal action against **The Club** 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.

4 ROLES AND RESPONSIBILITIES IN CHILD PROTECTION

4.1 THE CLUB WILL:

- Ensure there are policies, procedures, systems, structures, resources and personnel in place to promote the welfare and protection of children taking part in Hockey.

- Actively work jointly with parents and various 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.

4.2 THE CHILD PROTECTION OFFICER FOR THE CLUB WILL:

- Be supported by The Club and be appropriately trained.
- Implement and promote The Club Child Protection Policy and Procedures.
- Will lead on the effective implementation of policy and procedures throughout the sport.
- Regularly report to the Promotion and Economic Committee.
- Act as the main contact within The Club 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 Club Child Protection Policy and Procedures.
- Ensure there are mechanisms in place for quality assurance
- Be supported by Scottish Hockey Union Limited and be appropriately trained.
- Communicate with Scottish Hockey Union Limited Child Protection Officer.

5 PROCEDURES FOR IMPLEMENTING THE POLICY

5.1 RECRUITMENT AND SELECTION OF STAFF AND VOLUNTEERS TO CHILD CARE POSITIONS

The Club will take all reasonable steps to ensure unsuitable people are prevented from working, or volunteering to work, with children. Further, The Club 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 The Club.

This recruitment and selection procedure has two functions. It:

- Provides **The Club** with an opportunity to assess the suitability of the individual to work/volunteer with children.
- Provides the prospective employee or volunteer with an opportunity to assess the organisation and the opportunities available.

The following recommended procedure should 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).

5.1.1 ADVERTISING

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

- The aims of **The Club** 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 **The Club** open and positive stance on ethical matters including 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.

5.1.2 PRE-APPLICATION INFORMATION

Pre-application information for childcare positions will be sent 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.
- Information on **The Club** and related topics.
- Evidence of qualifications will always be verified.

5.1.3 APPLICATION AND SELF-DECLARATION FORM

All applicants will be requested to complete an application and 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 selected for an interview. If the applicant is not selected the form will be returned unopened to the applicant or destroyed.

5.1.4 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.

5.1.5 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.

5.1.6 OFFER OF POSITION

Once a decision has been made to appoint, and the decision has been ratified by the **Executive Management Committee** 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 **The Club**, 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 **The Club**. A volunteer agreement will be completed for voluntary positions.

5.1.7 DISCLOSURE SCOTLAND CERTIFICATES

The Scottish Hockey Union is registered with Central Registered Body for Scotland. **The Club** has submitted their policy to the Scottish Hockey Union for approval. Once approved the Scottish Hockey Union will carry out Disclosure Scotland checks on their behalf. All prospective position holders that require contact with children will be required to submit a Club Self Disclosure Form to the Club Child Protection Officer who will then forward a copy of this to the Scottish Hockey Union. The Scottish Hockey Union will then check to see if this person is on the Scottish Hockey Union Approved Volunteer List. If the person is on the Scottish Hockey Union Approved Volunteer List, the Scottish Hockey Union will advise the Club Child Protection Officer that they are appropriate to work with children. If they are not on the Scottish Hockey Union Approved Volunteer List the Scottish Hockey Union will request they complete a Disclosure Scotland check. The results will be returned to the Scottish Hockey Union who will then advise **The Club** Child Protection Officer/s of the person's suitability to work with children.

As recommended by Disclosure Scotland (Protecting the Vulnerable by Safer Recruitment, 2002) the following types of checks are to be requested for positions requiring contact with children and vulnerable adults:

Standard Disclosure

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

Enhanced Disclosure

- Enhanced Disclosures will be requested for positions that involve a greater degree of contact with children or vulnerable adults. For example positions that requires regular contact with, training, supervising or being in sole charge of children and young people.

The Scottish Hockey Union Limited will assess the suitability of each individual for the role applied for in part on the basis on their Self Declaration Form and Disclosure Scotland check. If a decision has to be made, a panel made up of three of the following people, The Scottish Hockey Union Child Protection Officer, Performance Manager, Chief Executive Officer or Development Manager. If further information is required it will be obtained prior to any decision being made. Any decision by this panel will be subject to normal Scottish Hockey Union appeals procedure.

5.1.8 OVERSEAS APPLICANTS

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 recent 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.

5.1.9 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.

5.1.10 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.

5.1.11 PROBATION

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

5.1.12 MONITORING AND PERFORMANCE APPRAISAL

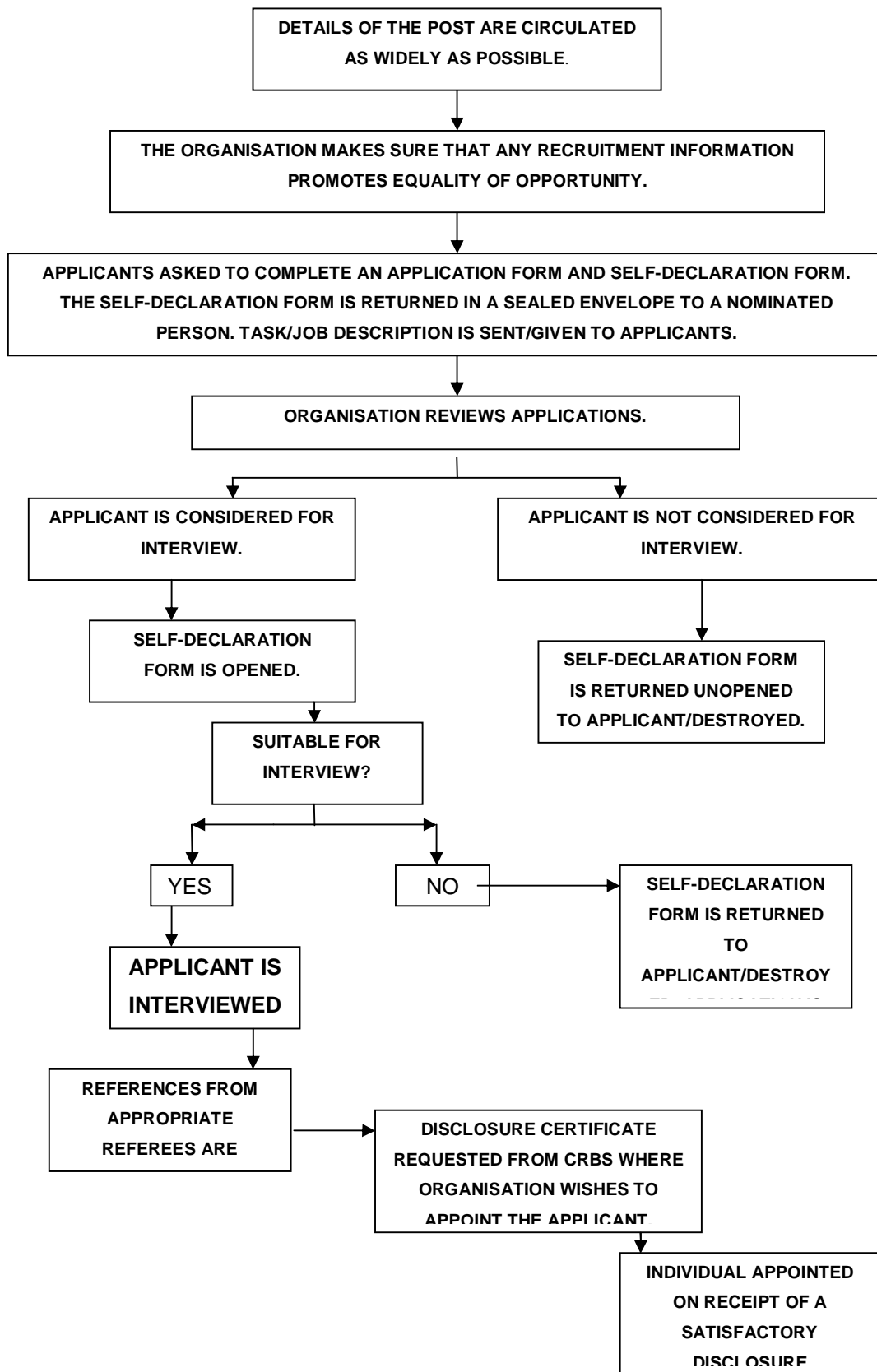
All staff and volunteers in childcare positions will be monitored, this will provide an opportunity to evaluate progress, set new goals, identify training needs and address any concerns of poor practice.

All staff and volunteers in childcare positions will be supervised by an appropriate committee member.

5.1.13 RETENTION OF STAFF AND VOLUNTEERS

The Club recognises the contribution of all staff and volunteers to achieving the aims of **The Club** and will ensure that measures are in place to support the retention of staff and volunteers.

5.2 RECRUITMENT AND SELECTION FLOW CHART PROCEDURE FOR CHILD CARE POSITIONS



6 CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN IN SPORT

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

The Club 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 **The Club** Policy and Procedure for dealing with the conduct of participants and/or Procedure for Responding to Concerns about Child Abuse.

6.1 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.

6.2 PRACTICE TO BE AVOIDED

In the context of your role within **The Club**, 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.

6.3 PRACTICE NEVER TO BE SANCTIONED

In the context of your role within **The Club**, 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.

7 SAFE IN CARE GUIDELINES

(How to manage children under your care)

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 apply to all children and young people under the age of 18 years. 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 **The Club** Policy and Procedures for Dealing with the Conduct of Participants (or discipline procedure) and/or Procedure for Responding to Concerns About a Child.

Children under the age of 16 years should not be placed in positions of responsibility in relation to other children

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.

7.1 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. The SHU recommends coaching ratios of 1 coach per team (1:16), but also that coaches should never work alone. Therefore for a coaching activity you could have one coach and a helper to provide the appropriate supervision ratios.

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 environment in which the sport takes place.

7.2 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.

7.3 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 (Consent Form) form before their child participates in Hockey.
- There is an accessible and well-resourced first aid kit at every session.
- They are aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required.

- Only those with a current, recognised First Aid qualification treat injuries. In more serious cases assistance should be obtained from a medically qualified professional as soon as possible.
- A Significant Incident Form is completed if a child sustains a significant injury along with the details of any treatment given. Common sense should be applied when determining which injuries are significant.
- Where possible, access to medical advice and/or assistance is available.
- A child's parents 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.

7.4 MANAGING CHALLENGING BEHAVIOUR

Staff/volunteers who deliver activities to children may, from time to time, be required 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.

7.5 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.

7.6 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.

7.7 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 Hockey, 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.

7.8 PHYSICAL INTERVENTIONS

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

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

The following must always be considered:

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

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

7.9 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 responsibility and knowledge of **The Club** it will be the responsibility of the parents to satisfy themselves about the appropriateness and safety of the arrangements.
- Where **The Club** 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, booster seats for under 12's
 - 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.

7.10 TRIPS AWAY FROM HOME (INVOLVING OVERNIGHT STAYS)

7.10.1 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 leader's 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 **The Club** and parents.

7.10.2 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!

7.10.3 TRAVEL ARRANGEMENTS

See page 21 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

7.10.4 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 16) 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, as outlined in section 5.

Group leaders should be familiar with and agree to abide by **The Club** Child Protection Policy, procedures and Code of Conduct and ideally have attended appropriate child protection training.

7.10.5 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.

7.10.6 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.

7.10.7 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.

7.10.8 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 - SGB Partnership with Parents Form 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.

7.10.9 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, by young people under supervision, 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 different to that of 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.

7.10.10 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.

8 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.

8.1 PHOTOGRAPHS, FILM AND VIDEO

8.1.1 SCOPE

The Club 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, **The Club** has no power to prevent individuals photographing or filming in public places.

The Club 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.

8.1.2 NOTIFICATION

Parents and children will be informed they may, from time to time, be photographed or filmed whilst participating in hockey. 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.

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.

8.1.3 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 the person responsible for the event.

The Club will do everything reasonable in the individual circumstances to give effect to the wishes of parents and children. All actions by **The Club** will be based on the best interests of the child.

8.1.4 USE OF IMAGES AND INFORMATION

No unsupervised access or one-to-one photographic 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 **The Club** Safe in Care Guidelines, where this is within the control of **The Club**.

The Club will ensure that all negatives, copies of videos and digital photograph files 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.

8.1.5 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 **The Club** Child Protection Officer.

Where appropriate concerns should also be reported to the police.

8.2 INTERNET

8.2.1 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.

8.2.2 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 **The Club**.

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.

8.2.3 CONCERNS

Any concerns or enquiries about publications or the internet should be reported to **The Club** Child Protection Officer.

8.3 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.

8.4 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 **The Club** and Procedures for Dealing with the Conduct of Participants and/or Procedure for Responding to Concerns about Child Abuse.

8.5 CAMERAS/ VIDEOS

There have 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 **The Club** Policy and Procedures for Dealing with the Conduct of Participants and/or Procedure for Responding to Concerns about Child Abuse. This may include the concerns being reported to the police.

9 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 **The Club** to decide whether or not a child has been abused. It is however, everyone's responsibility to report concerns

9.1 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.

9.2 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)

10 PROCEDURES FOR RESPONDING TO CONCERNS ABOUT A CHILD

These procedures apply to all staff and volunteers involved in **The Club**.

10.1 CONCERNS ABOUT THE GENERAL WELFARE OF A CHILD (NOT INVOLVING CONCERNS ABOUT CHILD ABUSE)

The Club 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 in 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 and reported to **The Club** Child Protection Officer as soon as possible. Parents should also be informed of the circumstances as soon as possible.

Advice should be sought from Scottish Hockey Union Limited Child Protection Officer via the SHU office (1031 453 9070) if there is any uncertainty about the appropriate course of action where there are concerns about the general welfare of a child.

10.2 WHAT TO DO IF A CHILD TELLS YOU ABOUT ABUSE

No member of **The Club** 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.

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, **The Club** Child Protection Officer must firstly be consulted for advice on the appropriate course of action.

If **The Club** 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.

10.3 RECORD

Make a written record of the information as soon as possible using the Significant Incident Form, completing as much of the form as possible. The following information will help the police and social workers decide what action to take next:

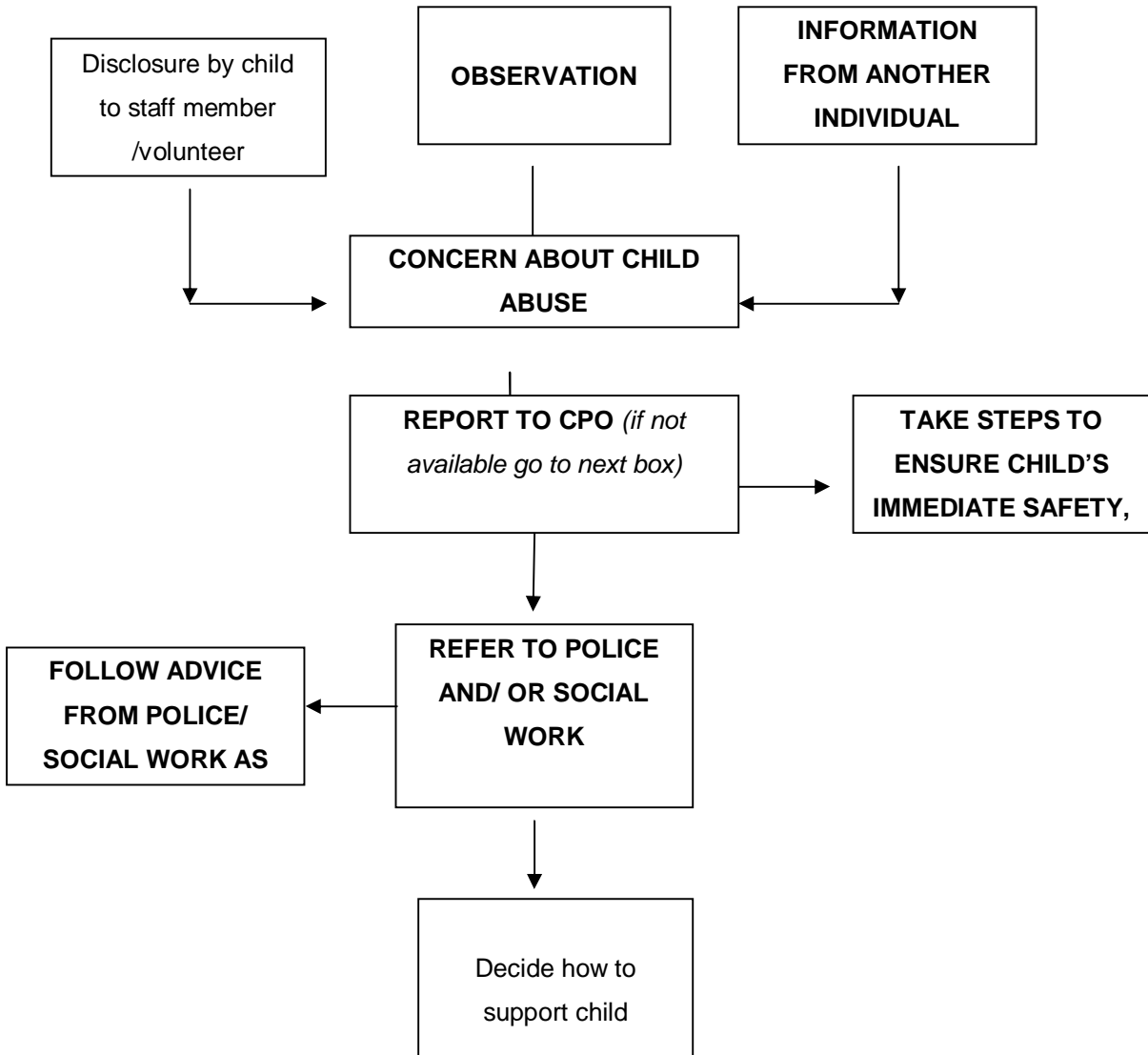
- Child's name, age and date of birth.
- Child's home address and telephone number.
- Any times, dates or other relevant information.
- Whether the person making the report is expressing their own concern or the concerns of another person.
- The child's account, if it can be given, of what has happened 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 Club** Child Protection Officer that day.

10.4 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 firstly be sought from the police or social work services as to who informs the parents.

10.5 RESPONDING TO CONCERNS ABOUT CHILD ABUSE



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

This section of the procedures should be read in conjunction with **The Club** Discipline Policy. Section 3.2 (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 or volunteer appointed by **The Club** or representatives (referred to as 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 staff of **The Club** 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.
- **The Club** 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.

11.1 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 and/or **The Club** 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 **President**.

11.2 RECORDING

Concerns must be recorded using the Significant Incident Form as soon as possible. Reporting the concerns to the line manager and/or 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 and/or 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.

11.3 ESTABLISHING THE BASIC FACTS

Once the concerns have been reported, the line manager and/or 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.

11.4 CONDUCTING THE INITIAL ASSESSMENT

The line manager and/or **The Club** 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:

No further action (facts do not substantiate complaint).

- Situation is dealt with under procedures to manage poor practice; and/or,
- Disciplinary investigation (by the club).
- Child protection investigation (jointly by police and social work services).
- Criminal investigation (by the police).
- The results of a criminal investigation may well influence the disciplinary investigation, but not in all cases.
- Civil proceedings (by the child/family who alleged abuse).

11.5 INITIAL ASSESSMENT SUPPORTS CONCERNS ABOUT POOR PRACTICE AND/OR MISCONDUCT (BUT NOT POSSIBLE CHILD ABUSE)

The line manager and/or Child Protection Officer will deal with the situation in line with **The Club** Discipline Policy.

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 section 4.7). 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 section 4.11, **The Club** has a duty to make a referral to Scottish Ministers. The SHU will provide advice and support should this situation arise.

11.6 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 and/or 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 and/or 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 and/or 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.

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

11.7 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 **Aberdeen Bon Accord MBC Hockey Club** in accordance with **The Club** Discipline Policy. 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 **The Club** Discipline Policy.

11.8 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 and/or **The Club** Child Protection Officer to make a decision and that to do so does not jeopardise the criminal investigation.

11.9 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 and/or **The Club** Child Protection Officer will take all reasonable steps to support the individual in this situation.
- In these circumstances **The Club** will review the child's participation in Hockey.
- Data collected for the investigation will be destroyed in accordance with the requirements of the Data Protection Act 1998.

11.10 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.

11.11 PROTECTION OF CHILDREN (SCOTLAND) ACT 2003

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

- **The Club** has dismissed the staff member.
- The staff member would have been dismissed as a result of the incident had they not resigned, retired or been made redundant.
- **The Club** has transferred the staff member to a position in Scottish Hockey Union Limited which is not a child care position.
- 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.
- **The Club** will also refer the case of an staff member where information become available after the staff member has:
 - Been dismissed by **The Club**,
 - Resigned, retired or been made redundant,
 - Been transferred to another position in **The Club** which is not a child care position; and,

- **The Club** 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 **The Club** 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.

11.12 MEDIA

All media enquiries relating to the conduct of a member of staff will be referred to **The Club** Chief Executive Officer and/or the Child Protection Officer.

12 CONCERNS ABOUT THE CONDUCT OF VOLUNTEERS

The procedures outlined in section 4 apply to the management of concerns about the conduct of volunteers.

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

