**CHILD PROTECTION POLICY**

**Index**

1. **POLICY STATEMENT AND PRINCIPLES**
2. **WHAT ARE WE PROTECTING PLAYERS AGAINST?**
3. **RESPONSIBILITIES**
4. **CODES OF CONDUCT/SAFE IN CARE GUIDELINES**
5. **USEFUL CONTACTS**
6. **CHILD PROTECTION INCIDENT RECORD FORM**

**1. POLICY STATEMENT AND PRINCIPLES**

**POLICY STATEMENT**

Carnoustie Panmure Youth Football Club is fully committed to providing every player and official with a safe environment in which they may enjoy participating in grassroots football.

**BACKGROUND AND THE RIGHTS OF THE CHILD**

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)

**What does this mean for the club?**

The UNCRC and government guidance makes it clear that 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 all 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 and who may be particularly vulnerable.

**POLICY PRINCIPLES**

The club is fully committed to safeguarding the welfare of all players in its care. It recognises the responsibility to promote safe practice and to protect players from harm, abuse and exploitation.

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

This policy outlines the club’s commitment to protecting players and is based on the following player’s rights:

• The right to a safe environment

• The right to a protection against harm or the risk of harm

• The right to a protection against physical abuse

• The right to a protection against verbal abuse

• The right to a protection against emotional abuse

• The right to a protection against sexual abuse

• The right to a protection against bullying

• The right to a protection against neglect

• The right to express opinions and to have those opinions considered in all matters that concern their well being

• The right that all actions concerning the child should be in his/her best interests

• The right to have all suspicions and allegations taken seriously and actioned as appropriate

The club shall:

• Promote the health and welfare of children by providing opportunities for them to take part in grassroots football safely

• Respect and promote the rights, wishes and feelings of players

• Promote and implement appropriate guidelines to safeguard the well being of players and protect them from abuse

• Recruit, train, support and supervise its staff and officials to adopt best practice to safeguard and protect players from abuse and to reduce risk to themselves

• Require staff and officials to adopt and abide by this Player Protection Policy and these guidelines

• Respond to any allegations of misconduct or abuse of players in line with this Policy and these guidelines 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 guidelines

**2. WHAT ARE WE PROTECTING PLAYERS 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).’

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

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 Interagency 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 the club 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 tells us that children and young people who have learning or physical disabilities are more vulnerable to abuse. This is because:

• they are often dependent on a number of people for care and handling, some of which can be of an intimate nature

• they may be unable to understand the inappropriateness of the actions or communicate to others that something is wrong

• signs of abuse can be misinterpreted as a symptom of the disability

• like other children they are fearful of the consequences of disclosing abuse

• attitudes and assumptions that children with disabilities are not abused

• they may be unable to resist abuse due to physical impairment

• of negative attitudes towards children with disabilities

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

Particular care should be taken by all officials when working with children affected by disability

**Identifying Child Abuse: (1) 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

**Identifying Child Abuse: (2) 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

**Identifying Child Abuse: (3) 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

**Identifying Child Abuse: (4) 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, and 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

**The following signs may raise concerns about sexual abuse: (cont’d)**

• low self-esteem

• drug, alcohol or solvent abuse • display of sexual knowledge beyond the child’s age

• sexual promiscuity, over-sexualised behaviour, compulsive masturbation

• eating disorders

• unusual interest in the genitals of adults, children or animals

• anxiety, depression, self harm/mutilation, suicide attempts

• bruises, scratches, bite marks to the thighs or genital areas

• pregnancy

• discomfort/difficulty in walking or sitting

• fear of medical examinations

• urinary tract problems, vaginal infections or genital damage

• genital odour, venereal /sexually transmitted diseases

• stained underwear, soiling or wetting

• itchiness, soreness, discharge, unexplained bleeding from the rectum, vagina or penis

• fear of bathrooms, showers, closed doors

• abnormal sexual drawings

• having irrational fears

• developmental regression/acting younger than their age

• psychosomatic factors e.g. recurrent abdominal or headache pain

• “Grooming” including over the internet.

**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

For further information refer to - Recommended 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.

**3. RESPONSIBILITIES**

To ensure the safety of all players, all concerned must function as a unit with defined roles.

**THE ROLE OF THE PLAYER’S PARENT/GUARDIAN IS AS FOLLOWS:**

All parents/guardians must take all measures necessary to protect their children from harm or the risk of harm.

All parents/guardians must take all measures necessary to ensure that they are satisfied with the club and the club’s officials that their child proposes to join.

All parents/guardians must sign the relevant club registration form.

All parents/guardians must make arrangements for the transportation of children to and from the activity. It will be the responsibility of the parents to satisfy themselves about the appropriateness and safety of the arrangements.

All parents/guardians must make all necessary arrangements to have appropriately trained personnel in attendance should their child require specialist assistance e.g. injections

All parents/guardians must know who the player protection officer is and their contact details.

Only parents/guardians who are officials of a club and have regular and/or unsupervised contact with the club’s players will be Disclosure Scotland checked.

Note: All persons involved in grassroots football have responsibilities to report any suspected or alleged breaches of the Player Protection Policy & Guidelines to the Child Protection Officer. It is not the official’s responsibility to decide whether or not a player has been abused.

**THE ROLE OF THE CLUB OFFICIAL IS AS FOLLOWS:**

Take all reasonable steps, where possible, to protect all players and officials from harm or the risk of harm during all activities. All officials e.g. managers, coaches, first aiders, that have regular and/or unsupervised contact with children must complete a Disclosure Scotland Disclosure Application Form, submit it to the relevant SYFA Additional Signatory who will on approval send it directly to the National Secretary.

All officials seeking membership of the club MUST complete an SYFA Self-Declaration Form. A form is included within the Appendix at the end of this policy or can be downloaded from the SYFA website.

The Child Protection Officer may instruct officials, at any time, to submit or resubmit a fully completed SYFA Self- Declaration Form

All SYFA Self-Declaration Forms, where the answer to Part A, (have you any convictions), is YES, must be sent to the SYFA National Player Protection Officer at Scottish Youth FA, Hampden Park, Glasgow, G42 9BF within an envelope clearly marked PRIVATE AND CONFIDENTIAL. The SYFA Player Protection Panel will be the ONLY committee to view this SYFA Self- Declaration Form.

All SYFA Self-Declaration Forms, where the answer to Part A, (have you any convictions), is NO, must be sent to the Child Protection Officer and safely stored by the club. These forms should be available for viewing as part of the SYFA Monitoring Programme.

All officials who refuse to submit a fully completed SYFA Self-Declaration Form will be debarred from membership.

All officials who submit an SYFA Self-Declaration Form and deliberately provide false information will be debarred from membership.

All officials who submit an SYFA Self-Declaration Form and deliberately omit information may be debarred from membership.

An official in membership of the club who is charged with any criminal offence must immediately report this charge to the Club Secretary in writing. Any official who does not report a charge will have their membership of the club immediately terminated.

All appointments, changes or resignation of club officials must be immediately notified to the Club Secretary in writing.

All officials must be fully conversant with any club Protection Policies and the SYFA Protection Policies.

All officials must be fully conversant with the club’s Constitution and Rules and the SYFA Constitution and Rules.

All officials must protect all players from all forms of abuse.

All officials have a duty to report any allegations or concerns about other adults/officials.

All officials must display high standards in respect of behaviour and appearance. They should project an image of health, cleanliness and efficiency in respect of the function for which they have responsibility.

All officials must observe the SYFA registration procedures in respect of age group and maturity of their players.

All officials must promote the FIFA initiative on fair play.

All officials should attempt to have coaching qualifications appropriate to the ability of players they are coaching subject to the Constitution of the SYFA.

Note: All persons involved in grassroots football have responsibilities to report any suspected or alleged breaches of the Child Protection Policy & Guidelines to the Child Protection Officer. It is not the official’s responsibility to decide whether or not a player has been abused.

**THE ROLE OF THE CLUB IS AS FOLLOWS:**

Take all reasonable steps, where possible, to protect all players and officials from harm or the risk of harm during all activities

The club MUST appoint a Child Protection Officer for protection issues. All club members, players and players’ parents must be advised of the official responsible for Protection within the club plus his/her contact details to ensure the following:

• there is a single point of contact for anyone with concerns about a player’s welfare and protection

• there is consistency of response to concerns and secure handling of information

• there is co-ordination of referrals to other agencies and access to information required by them in the course of fulfilling their duties

• there is consistent dissemination of information throughout the club

• there is an implementation, monitoring and review of guidelines and training

The club must ensure that it carries out relevant checks on ALL club officials before they are offered membership of the club e.g. identification - they are who they say they are.

The club must ensure ALL club officials complete an SYFA Self Disclosure before they commence volunteering and a Disclosure Scotland PVG Application Form as soon as can be arranged and submit them to the relevant SYFA Additional Signatory who will on approval send them directly to the National Secretary complete with any Disclosure Application fee.

The club must protect all players and officials from all forms of abuse.

The club must accept that all officials must report concerns in respect of any suspected abuse.

The club must be committed to eradicating bad practice.

The club must implement all proposals or amendments in respect of player protection policies.

In cases of reported abuse, maintain total confidentiality. Information must only be shared on a need to know basis i.e. with people who need to know to ensure the child’s health, welfare and development.

Note: All persons involved in grassroots football have responsibilities to report any suspected or alleged breaches of the Player Child Policy & Guidelines to the Child Protection Officer. It is not the official’s responsibility to decide whether or not a player has been abused.

**THE QUALITIES REQUIRED AND ROLE OF THE CLUB CHILD PROTECTION OFFICER ARE AS FOLLOWS:**

**Qualities required of a Player Protection Officer:**

• be appropriately trained and supported by the SYFA

• have an understanding of the issues affecting children and the sensitive way in which they must be managed

• be able to communicate the implications of protecting children to all members

• be able to communicate with children

Note: CPO’s should not interview children if the child has disclosed allegations of abuse to a coach or an official that they trust.

• be able to lead the drive for effective implementation of child protection guidelines

• have an understanding and appreciation of the need to respect confidentiality

• be able to follow guidelines and recognise when to seek expert advice and not rely solely on their own judgment

• be willing to challenge members who do not comply with the Child Protection Policy and guidelines

**Duties required of a Club Child Protection Officer:**

Take all reasonable steps, where possible, to protect all players and officials from harm or the risk of harm during all activities.

Ensure that all Club Officials or any person acting on behalf of the clubs are named on the SYFA Club Membership Application Form.

A Club Official in membership of the association who is charged with any criminal offence must immediately report this charge to the National Secretary in writing. An Official who does not report a charge will have their membership of the association immediately terminated. Ensure that all completed information that has to be retained is sent directly to the National Secretary to be stored in a completely safe and confidential manner. It is a criminal offence to disclose any information to any third party. The only exception is the reporting of abuse to either the National Secretary or the police.

Ensure that all Volunteers complete a Disclosure Application Form and an SYFA Self declaration form.

To initiate action ensuring that all appropriate persons have been contacted to ensure the welfare of the clubs players.

To report any alleged incidents of abuse to the National Secretary or in his absence the SYFA National Player Protection Officer at Hampden Park.

To ensure that all Club Officials are kept informed of the standards of good practice expected of them and changes in legislation and guidance.

To receive information about child protection and pass it on to those who need to know in the Club.

To receive information about child protection training & education and pass it on to those who need to know in the Club.

**4. CODE OF CONDUCT/SAFE IN CARE GUIDELINES**

By the introduction of good practice throughout the club it is possible to reduce the risk of child abuse taking place.

Why this is important

These guidelines have been introduced to provide practical guidance for all Officials working with players within the Club to keep all players safe and to promote a safe operating environment for all members. Breach of these guidelines may be dealt with under SYFA Disciplinary Procedures and/or the SYFA Player Protection Panel.

Players under the age of 16 years should not be placed in positions of responsibility in relation to other players. These guidelines apply to all players and young people under the age of 18 years.

Common sense should be applied when considering the circumstances of older players and all players should have the opportunity to express their views on matters which affect them, should they wish to do so.

The following guidelines are 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.

**CODE OF CONDUCT FOR NORMAL ACTIVITIES**

**Good Practice**

Make football fun, enjoyable and promote fair play.

Always treat all players and officials with respect and dignity irrespective of their age, race, religious belief, gender, sexual orientation, disability or social background.

Involve parents wherever possible. Always be open and honest with players and parents.

Make sure all activities are properly supervised e.g. a ratio of one official to six players with a minimum of two officials in attendance.

Make sure all players and parents timeously complete and return a consent form.

Build balanced relationships based on mutual trust that empower and include players in the decision-making process.

Always work in an open environment. Avoid private or unobserved situations. Always strive to have a minimum of two club officials in attendance during all club activities.

Always act in the best interests of all players and officials, putting their welfare 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 players and avoid excessive training and competition, pushing them against their will and putting undue pressure on them.

Take all reasonable steps, where possible, to protect all players and officials from harm or the risk of harm during all activities.

In emergency situations, take note of all risks before making decisions.

Always make sure that any allegations or concerns are recorded and acted upon.

Always report all incidents of abuse or concerns to the relevant protection officer and submit a written record of said incidents or concerns

Always have a trained first aider/physiotherapist with a fully stocked first aid kit on hand during all club activities.

Always wait until all players have left the changing room before officials shower and change.

Always be punctual for all football activities promoting good coaching practice and the ongoing development of a safe club where the needs and welfare of players is of paramount importance.

**Practices To Be Avoided**

Avoid spending too much unnecessary time alone with a player away from other players

Avoid meeting with players away from organised club activities without a parent or other club official being involved

Avoid making arrangements to meet a player in their home without the player’s parent or guardian being present

Avoid having ‘favourites’ – this could lead to resentment and jealousy by other players and could be misinterpreted by others.

Avoid doing things of a personal nature for a player that a player can do for themselves such as going to the toilet or changing clothes. If assisting a player in the toilet, the official must never enter the toilet cubical. Seek the consent of parents and players where physical assistance is absolutely necessary.

Avoid being present whilst players are showering and changing unless it is necessary in the interests of health and safety or the players are particularly young or vulnerable. In these circumstances it would be best practice to have at least two officials present and, if appropriate, to leave the door open. Officials must always wait until all players have left the changing room before showering and changing.

Avoid a player travelling alone with a club official irrespective of the length or duration of the journey. If possible make sure your pick up or drop off points are with at least two players. If a single player has to be transported the club should seek the consent of the player’s parent or guardian.

If under exceptional circumstances a single player has to be transported, make sure the official involved advises another club official or reports the incident to the club’s Player Protection Officer.

Allowing Players or Officials to swear unchallenged

Avoid players being unsupervised during club activities.

Avoid officials taking any club activities on his/her own.

Avoid Officials placing themselves in vulnerable situations.

**Practices Never To Be Sanctioned**

* Harming a player or putting a player at risk of harm.
* Sexually abusing a player.
* Forming intimate emotional, physical or sexual relationships with children.
* Allowing officials or players to use sexualised language unchallenged.
* Making sexually suggestive comments to a child, even in fun.
* Allowing or engaging in touching a child in a sexually suggestive manner. Any such incidents must be reported to another club official and the player involved informed that this behaviour is unacceptable.
* Engaging in sexually provocative games, including horseplay.
* Allow officials to shower or change with players. Always wait until all players have left the changing room.
* Physically assaulting a player or official.
* Engaging in rough or physical contact except as permitted within the rules of the game or competition.
* Inviting or allowing children to stay with you at your home.
* Supplying alcohol or banned substances to players.
* Supplying banned substances to officials.
* Allow players or officials to be under the influence of alcohol or any banned substances during football activities.
* Extortion.
* Bullying e.g. reducing a child to tears as a form of control.
* Harassment and intimidation e.g. racial harassment. Allowing players or officials to refer to another club member’s religion, gender, disability or sexuality in a derogatory manner.
* Allow allegations made by a player to go unchallenged, unreported or not acted upon. If there is an attempt to cover up you may be implicated by your silence.

**CODE OF CONDUCT FOR CLUB OUTINGS**

**Good Practice**

Implement all points listed at Normal Activities

Make sure all outings are planned with health and safety of uppermost importance

Inform all parents timeously in writing of the times of departure, pick up points, time of return, drop off points and emergency telephone contact numbers.

Make sure all outings are properly supervised e.g. a ratio of one official to six players with a minimum of three officials in attendance.

Make sure all outings are properly supervised e.g. if the group consists of male and female players they must be accompanied by both male and female officials.

**CODE OF CONDUCT FOR TRIPS WITH OVERNIGHT STAYS**

**Good Practice**

Implement all points listed at Normal Activities and Club Outings.

Make sure all overnight stays are planned with health and safety of uppermost importance.

Inform all parents timeously in writing of the date and time of departure, pick up points, date and time of return with drop off points and emergency contact details.

Make sure all overnight stays are properly supervised e.g. ratio officials to players with a minimum of three officials in attendance.

Make all players aware of the availability of telephones to contact home.

**Practice To Be Avoided**

Players visiting an adult’s room.

Allowing officials to enter a player’s room.

**Practice Never To Be Sanctioned**

An official sharing a room with a child unless he is the parent or guardian of the child.

Allowing officials to supervise or have any responsibility for players while under the influence of alcohol or any banned substances.

Allowing officials to check players’ rooms unaccompanied. A minimum of 2 officials is required

Players visiting an adult’s room unless under emergency circumstances. In such circumstances the room door should be left open if it is appropriate to do so.

Allowing officials to enter a player’s room unless in the interests of health and safety or in an emergency. In such circumstances the room door should be left open if it is appropriate to do so.

Entering player’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.

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

In some circumstances older players 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**

**Adult to Player Ratios**

As a guide, the following ratios are recommended for all SYFA activities:

Age 3 up to age 8 1:6

Age 8 and over 1:8

All activities should be planned to involve a minimum of at least two registered officials.

All trips and overnight stays should be planned to involve a minimum of at least three registered officials.

If the team is mixed gender it is essential that there is one male and one female official. As a general guide, the following factors will also be taken in to consideration in deciding how many officials are required to safely supervise players:

• The number of players involved in the activity

• The age, maturity and experience of the players

• Whether any of the officials or players has a learning or physical disability or special requirements

• Whether any of the players 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 officials

• The programme of activities

There may be other considerations that need to be taken into consideration by the officials involved.

**Physical Contact**

All forms of physical contact should respect and be sensitive to the needs and wishes of the player and should take place in a culture of dignity and respect for all players. Players 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 a player 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 player before doing so. This should be accompanied by checking if the player is comfortable. Manual support should be provided openly and must always be proportionate to the circumstances.

If it is necessary to help a player with personal tasks e.g. toileting or changing, the player 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. Officials should work with parents and players to develop practiced routines for personal care so that parents and players 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 player with a physical disability.

**First Aid and the Treatment of Injuries**

All officials must ensure:

• Where practicable all parents of players under 18 have completed an SYFA Parental Consent Form before their son/daughter participates in football

• 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

• An SYFA Player Protection Incident Record Form is completed if a player 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. Do not take on the responsibility for tasks for which you are not appropriately trained e.g. giving a player an injection

• A player’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

**Guidelines for Managing Challenging Behaviour**

Officials who deliver activities to young people may, from time to time, be required to deal with a player’s challenging behaviour.

These guidelines aim to promote good practice and to encourage a proactive response to supporting players to manage their own behaviour. The Guidelines suggest some strategies and sanctions which can be used and also identify unacceptable sanctions or interventions that must never be used by officials.

These guidelines are based on the following principles:

• The welfare of the player is the paramount consideration

• A risk assessment should be completed for all activities that take in to consideration the needs of all players involved in the activity

• Players 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 official should attempt to respond to challenging behaviour by using techniques for which they have not been trained

**Planning Activities**

Good coaching practice requires planning sessions around the group as a whole but also involves taking into consideration the needs of each individual player within that group. As part of a risk assessment, officials 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 officials 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 officials involved.

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

**Agreeing Acceptable and Unacceptable Behaviours**

Players, officials and parents should be involved in developing an agreed statement of what constitutes acceptable and unacceptable behaviour and the range of sanctions that 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 officials, parents and players in the context of rights and responsibilities. When players 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 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 players who display risk-taking or challenging behaviours, officials might consider the following options:

• Time out- from the activity, team 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 player

• Increased supervision by officials

• Use of individual ‘contracts’ or agreements for their future or continued participation

• Sanctions or consequences e.g. missing a number of matches or missing a trip

Officials and players shall never be permitted to use any of the following as a means of managing a player’s behaviour:

• Physical punishment or the threat of such, verbal intimidation, ridicule or humiliation

• The withdrawal of communication with the player

• Being deprived of food, water or access to changing facilities or toilets

Officials should review the needs of any player for whom sanctions are frequently necessary. This review should involve the player and his/her parents to ensure an informed decision is made about the player’s future or continued participation in the team. Whilst it would always be against the wishes of everyone involved in football, ultimately, if a player 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 football within the club.

**Physical Interventions**

The use of physical interventions should always be avoided unless it is absolutely necessary in order to prevent a player 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 official(s) 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. Officials should never behave in a way that could be interpreted as sexual

• Any form of physical intervention should achieve an outcome that is in the best interests of the player whose behaviour is of immediate concern

• Officials 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 player 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

• Officials should never employ physical interventions that are deemed to present an unreasonable risk to a player or official

• Officials 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 official(s) involved using an SYFA Player Protection Incident Record Form and passed to the relevant Player Protection Officer as soon as possible.

A timely debrief for officials, the player and his/her 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. Officials, players 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 player and his/her parents about the player’s needs and continued safe participation within the team.

**Transporting Players**

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

• Where parents make arrangements for the transportation of players to and from the activity, outwith 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 players the club officials 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 officials per player
* Ensuring drivers have adequate rest periods

• When transporting players, 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 an official has to transport players without a second official being in attendance. To safeguard the official the following good practice is required:

* Agree a collection policy with parents that include a clear and shared understanding of arrangements for collection at the end of a session.
* Always tell another club official that you are transporting a player, give details of the route and the anticipated length of the journey.
* Take all reasonable safety measures e.g. players in the back seat, seatbelts worn.
* Where possible, have another adult accompany you on the journey.
* Call ahead to inform the player’s parents that you are giving them a lift and inform them when you expect to arrive.

**INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)**

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

Some sports take place in areas where organisers have little or no control over the environment such as an open river or areas to which the public have general rights of access. 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.

**Photographs, Film and Video**

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.

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. Refusal to cease may result in the match being abandoned and the offending person reported to the relevant authority.

Anyone wishing to use photographic/film/video equipment during any club activity must firstly obtain the approval from the following:

For a single match, the secretaries of the competing clubs.

For tournaments, the secretaries of the competing clubs plus they must also seek approval from the Organising Secretary.

For Scottish Cup fixtures, the secretaries of the competing clubs plus they must also seek approval from the National Secretary.

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.

Photography in changing rooms and associated areas is not allowed.

**To be used in conjunction with the SYFA Code of Good Conduct for the Use of Photographs & Images**

**Internet Permission**

• Written consent must be obtained from the player’s parent, using an SYFA Parental Consent Form, before publishing any information about a player. 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

• Players who have a public profile as a result of their achievements are entitled to the same protection as all other players. In these cases, common sense is required when implementing these guidelines. All decisions should reflect the best interests of the player

**Use of Images and Information**

• Information published on the websites must never include personal information that could identify a player e.g. home address, e-mail address, telephone number of a player. All contact must be directed to the player’s club. Credit for achievements by a player should be restricted to first name’s e.g. Jack was Player of the Year 2006

• Players must never be portrayed in a demeaning, tasteless or a provocative manner. Players must never be portrayed in a state of partial undress. 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 Club Secretary of Child Protection Officer

**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 players. All officials 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.

**Texting**

Officials must consider whether it is necessary and appropriate to hold the mobile phone numbers of players. The general principle is that all communications with players 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 player’s behalf. Good practice would include agreeing with players and parents what kind of information will be communicated directly to players 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 players 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

• Officials must never engage in personal or sensitive communications with players via text message

**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 transmit images through mobile phones. The use of mobile phones in this way can be very difficult to monitor.

The SYFA Code of Good Conduct for the Use of Photographs & Images 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 by the Child Protection Officer.

This may include the concerns being reported to the police.

**RECRUITMENT PROCEDURES**

Principles

Any official who does not agree to complete an SYFA Self-Declaration Form will not be eligible for membership of the club.

When in a childcare position any official who does not agree to complete a Disclosure Application Form will not be eligible for membership of the club.

Any official who is deemed unsuitable by the SYFA Player Protection Panel will not be eligible for membership of the club.

Those who have been fully listed by the Scottish Ministers will commit a criminal offence if they apply to or work with children.

It will be an offence for an organisation to knowingly employ, in a paid or voluntary position, a person to work with children if that person has been fully listed by the Scottish Ministers.

The fact that someone is on the List, either fully listed or provisionally listed, will be released as part of a Disclosure Application.

The List helps to strengthen the safeguards already in place to protect children.

All decisions of the SYFA Player Protection Panel shall be final and binding on all parties concerned.

**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 player.

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

Robust guidelines 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 player has been abused. It is however, everyone’s responsibility to report concerns

Incidents of abuse may become known in a number of ways:

A player alleges that abuse has taken place or that they feel unsafe

A third party or anonymous allegation is received

A player’s appearance, behaviour, play or statements cause suspicion of abuse and/or neglect

A player reports an incident(s) of alleged abuse, which occurred some time ago

A report is made regarding the serious misconduct of an official towards a player

You may have witnessed an incident or have suspicion about an incident

**CONFIDENTIALITY**

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 player 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 players 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.

**PROCEDURES FOR RESPONDING TO CONCERNS**

These procedures apply to all Club Officials.

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 player. 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 player, concerns should be discussed with parents. For example, if a player 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 player, should be recorded on the SYFA Player Protection Incident Record Form and reported to SYFA National Player Protection Officer as soon as possible. Parents should also be informed of the circumstances as soon as possible.

Advice should be sought from the SYFA National Player Protection Officer if there is any uncertainty about the appropriate course of action where there are concerns about the general welfare of a player.

Any breaches of these guidelines may result in the matter being referred to the relevant Disciplinary Committee.

**What to Do if a Player Tells You about Abuse**

No member of Club shall investigate allegations of abuse or decide whether or not a player has been abused.

Allegations of abuse must always be taken seriously. False allegations are very rare. If a player says or indicates they are being abused or information is obtained which gives concern that a player 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 player
* Listen to the player and take what they say seriously. Do not show disbelief
* Reassure the player they are not to blame and were right to tell someone
* Be aware of interpreting what a player 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 player
* 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
* Do not introduce personal information from either your own experiences or those of other players

**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 SYFA National Secretary or the SYFA National Player Protection Officer must firstly be consulted for advice on the appropriate course of action.

If the SYFA National Secretary or the SYFA National Player 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 player:**

Take whatever action is required to ensure the player’s immediate safety.

Pass the information immediately to the police and seek their advice.

**Record**

Make a written record of the information as soon as possible using the Child Protection Incident Record 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:

* Player’s name, age and date of birth
* Player’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 player’s account, if it can be given, of what has happened and how any injuries occurred using the player’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 player)
* Details of any witnesses
* Whether the player’s parents have been informed.
* Details of anyone else who has been consulted and the information obtained from them
* If it is not the player making the report, whether the player has been spoken to, if so what was said using the player’s own words.
* The player’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 that day to the SYFA National Secretary or the SYFA National Player Protection Officer. If unavailable or an immediate response is required the police and social work services should be contacted.

**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 player at further risk. In such cases advice must always firstly be sought from the police or social work services as to when and who informs the parents.

**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. making racist remarks, spreading rumours, threats or name calling

Emotional e.g. isolating a player 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

Players 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 players 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 Team Manager and Club Secretary.

**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.

**GUIDELINES FOR OVERNIGHT STAYS**

**Player Protection Officer for 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, all players and their parents.

**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!

**Travel Arrangements**

See 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 guidelines 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. Players must be informed of local custom regulations.

**Adult to Child Ratios**

All trips away must be planned to involve a minimum of at least three officials. The guidelines on adult to child ratios will inform an assessment of the numbers of officials required to safely supervise the group.

Officials should be familiar with and agree to abide by the Club’s Child Protection Policy, Health and Safety Policy and the Codes of Conduct.

**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 players 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 official’s bedrooms for both supervision and ease of access in case of emergency. Parents and players 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 officials or players

• 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 players 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 players should all be provided with a copy of emergency contact numbers.

Player should be aware of who they should talk to if problems arise during the visit. Daily contact should be made with all players 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.

**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 players and parents in advance of the trip along with sanctions for unacceptable behaviour.

Parents must complete an SYFA Parental Consent Form. In the event of an emergency at home during the trip, parents should be encouraged to make contact with the officials in the first instance so that arrangements can be put in to place to support the player on hearing any distressing news.

**During the Trip**

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

Officials 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.

Officials should maintain an overview of the well being of all players during the trip. This can help to identify issues at an early stage and resolve them as quickly as possible. Players 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.

**After the Trip**

Where appropriate, a debrief will take place with all those involved in the trip, including players. 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.

**5. USEFUL CONTACTS**

David Little, National Secretary SYFA or Hazel Killen, SYFA National Player Protection Officer

Scottish Youth Football Association, Hampden Park ,Glasgow G42 9BF

Tel: 0141 620 4590 Fax: 0141 620 4591 e-mail: syfa@scottish-football.com

Confidential e-mail: nationalsecretary@scottish-football.com

Child Protection in Sport Service Children 1st

61 Sussex Street, Glasgow G41 1DY 0141 418 5674

Child Protection in Sport Unit 01162 347 278 www.thecpsu.org.uk

Children 1st

83 Whitehouse Loan, Edinburgh EH9 1AT

0131 446 2300 www.children1st.org.uk

Childline Scotland 0800 1111 (free) www.childlinescotland.org.uk

Parentline Scotland 0808 800 2222

Kidscape 0171 730 3300

National Drug Helpline 0800 77 66 00

Scottish Executive www.scotland.gov.uk.childprotection

The Samaritans 0345 909 090 or Ask the operator to connect dial 100

Volunteer Development Scotland 01786 479 593 www.vds.org.ukPage

**CHILD PROTECTION INCIDENT RECORD FORM**

This form must be completed as soon as possible after receiving information that may suggest that a player is at risk or there are concerns regarding possible abuse of a player.

1. Details of person making report

Name Position

Contact telephone No.

Address Postcode

2. Details of player

Name

Club Name and Age with Date of birth (if known)

Address Postcode

Name of parent / guardian

Address of parent / guardian (if different)

3. Details of person about whom there is concern

Name Position

Date of Birth

Address

Postcode

4. If you are reporting this alleged incident on behalf of someone else, please provide details of that person

Name Position

Contact telephone No.

Address Postcode

Date person reported alleged incident

5. Details of the alleged incident

Date of alleged incident Time

Place

**CHILD PROTECTION INCIDENT RECORD FORM (cont’d)**

Nature of the alleged incident

Name and address of any further witness

Any observations

Was the player asked what happened? YES / NO, if YES, record all questions asked and the player’s response using his/her own words.

6. Details of contact with parents / guardians / carers.

**Note advice must be sought from the police**.

Have the parents / guardians / carers been advised ? YES/ NO

If YES, by whom

7. Details of action taken

8. Details of Police Officer contacted

Police officer and badge No. Station

Advice received

9. Other information

Signature

Print Name

Date