

## SCOTTISH CROQUET ASSOCIATION – CHILD WELFARE AND PROTECTION POLICY AND ASSOCIATED PROCEDURES



The Scottish Croquet Association is committed to expanding the number of people who play Croquet in Scotland, and to widening participation by children.

Every child, young person or vulnerable adult who takes part in the sport should be able to participate in an enjoyable and safe environment. The Scottish Croquet Association is committed to this and this document outlines our Child wellbeing and protection Policy and supporting procedures. It provides best practice, guidelines and sample forms for clubs who have junior members, who offer regular coaching sessions for children, or who may be intending to do so in the future.

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5. Code of conduct for Coaches and Volunteers
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This policy has been developed with the help and guidance of Children 1<sup>st</sup>.

The SCA Child Wellbeing and Protection Officer is Chris Martin. He can be contacted at:

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## 1. Child Wellbeing and Protection Statement.

This document outlines the Scottish Croquet Association's commitment to safeguarding, promoting and supporting the protection and wellbeing of children and young people.

The Scottish Croquet Association is fully committed to safeguarding, promoting and supporting the protection and wellbeing of all children and young people in its care. It recognises the responsibility to promote safe practice and to protect children and young people from harm, abuse and exploitation. For the purposes of this policy and associated procedures a child or young person is recognised as someone under the age of 18 years.

Everyone in the Scottish Croquet Association will work together to embrace difference and diversity and respect the rights of children and young people.

It is based on the following principles:

- The wellbeing and protection of children and young people is the primary concern.
- All children and young people have the right to protection from all forms of harm and abuse, irrespective of their age, culture, disability, sex, language, race, schooling, family background, religious belief and/or gender identity
- Child wellbeing and protection is everyone's responsibility.
- Children and young people have the right to express views on all matters which affect them.
- The Scottish Croquet Association will work in partnership with children, young people, parents and carers and support organisations such as Children 1<sup>st</sup> to promote the wellbeing, health and development of children and young people.

## 2. Roles and Responsibilities

### The Scottish Croquet Association will:

- Promote the health and wellbeing of children and young people by providing opportunities for them to take part in croquet safely.
- Respect and promote the rights, wishes and feelings of children and young people.
- Promote and implement procedures to support, promote and safeguard the well-being of children and young people and protect them from abuse.
- Train, support and supervise its members and volunteers to adopt best practice to safeguard and protect children and young people from abuse and to reduce risk to themselves.
- Require members and volunteers to adopt and abide by this Child Wellbeing and Protection Policy and these procedures.
- Respond to any allegations of misconduct or abuse of children and young people 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 wellbeing and protection Committees for the protection of children.
- Regularly monitor and evaluate the implementation of this Policy and these procedures.
- Contact external agencies in line with incident reporting guidelines.

### The SCA Child Wellbeing and Protection Officer will:

- Lead on the effective implementation of policy and procedures throughout croquet.
- Implement the policy and procedures within the SCA.
- Liaise closely with Clubs to encourage good practice by promoting and championing the policy and procedures.
- Monitor and review policy and procedures to ensure they remain fit for purpose.
- Be a member of the SCA Executive Committee and regularly report on any child wellbeing and protection issues, whilst ensuring confidentiality maintained for specific cases.
- Raise awareness of the Child Wellbeing and Protection Officer role to parents/carers, adults, and children and young people involved in croquet
- Raise awareness of the Policy and Procedures to parents/carers, adults and children involved in the organisation.
- Challenge behaviour which breaches the Policy or Procedures.
- Keep abreast of developments in the field of child wellbeing and protection
- Advise on opportunities for volunteers and coaches to undertake training
- Respond appropriately to disclosures or concerns which relate to the well-being of a child.
- Maintain confidential records of reported cases and action taken.
- Where required, liaise with statutory agencies and ensure they have access to all necessary information.
- Conduct the administrative work associated with processing of information on volunteers (PVG Scheme Applications, Self Declarations etc.)
- Act as the contact person on matters relating to child wellbeing and protection.
- Encourage all those in regular contact with children and young people playing croquet to attend the Child Wellbeing and Protection in Sport workshop.
- Liaise with relevant external agencies in the event of an incident

SCA requires Individual Croquet Clubs who have junior members or offer regular coaching for children to:

- Adhere to the guidelines and procedures contained within this policy
- Adopt the SCA Club Child Wellbeing and Protection Policy (See Appendix 1) and associated procedures (Appendices 2 through 7)
- Appoint a Child Wellbeing and Protection Officer
- Implement any recommendations of Scottish Croquet Association
- Maintain confidentiality of any alleged child wellbeing and protection issues that arise.
- Maintain confidential records of reported cases and action taken.
- Accept that all Office and Committee members have a responsibility in this area and be prepared to respond to any indication of abuse in line with the child wellbeing and protection procedure
- Require all those who are deployed by the SCA to work with children to attend child wellbeing and protection training.
- Recruit club volunteers in accordance with SCA's recruitment policy (Appendix 2).
- Be prepared to challenge and alter practice.

SCA requires Club Child Wellbeing and Protection Officers to:

- Ensure all persons working with children and young people at the club are fully aware of what is required of them within the protocols of the Policy / Codes of Conduct
- Conduct the administrative work associated with processing of information on coaches/volunteers (PVG Scheme Applications, Self-Declarations see Appendix 3)
- Liaise closely with coaches and volunteers to ensure that agreed procedures for the prevention of risk are followed
- Advise on opportunities for volunteers and coaches to undertake training
- Act as the contact person on matters relating to Child Wellbeing and Protection at the Club
- Ensure all incidents are correctly recorded and reported in accordance with SCA policy and procedures.
- Encourage all those in regular contact with children and young people playing croquet to attend the Child Wellbeing and Protection in Sport workshop.

### 3. Children's Wellbeing -SHANNARRI

A child or young person's wellbeing is influenced by everything around them and the different experiences and needs they have at different times in their lives.

To help make sure everyone – children, young people, parents, and the services that support them – has a common understanding of what wellbeing means, we describe it in terms of eight indicators. The eight wellbeing indicators are commonly referred to by their initial letters - SHANARRI.

- **Safe** - Protected from abuse, neglect or harm at home, at school and in the community.
- **Healthy** - Having the highest attainable standards of physical and mental health, access to suitable healthcare, and support in learning to make healthy, safe choices.
- **Achieving** - Being supported and guided in learning and in the development of skills, confidence and self-esteem, at home, in school and in the community.
- **Nurtured** - Having a nurturing place to live in a family setting, with additional help if needed, or where not possible, in a suitable care setting.
- **Active** - Having opportunities to take part in activities such as play, recreation and sport, which contribute to healthy growth and development, at home, in school and in the community.
- **Respected** - Having the opportunity, along with parents and carers, to be heard and involved in decisions that affect them.
- **Responsible** - Having opportunities and encouragement to play active and responsible roles at home, in school and in the community, and where necessary, having appropriate guidance and supervision, and being involved in decisions that affect them.
- **Included** - Having help to overcome social, educational, physical and economic inequalities, and being accepted as part of the community in which they live and learn.

Each child should be helped to reach their full potential as an individual. The wellbeing indicators help make it easier for everyone to be consistent in how they consider the quality of a child or young person's life at a particular point in time. All organisations working with children and young people, and those who care for them, must play their part to promote, support and safeguard children and young people's wellbeing.

For more information, visit [www.gov.scot/girfec](http://www.gov.scot/girfec)

## 4. Bullying

Bullying is defined as follows:

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

Bullying is a significant issue for children and young people. Bullying may be seen as particularly hurtful behaviour, that can be a 'one-off' occurrence or repeated over a period of time, where it is difficult for those being bullied to defend themselves. It can take many forms including children and young people 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.

It's never helpful to label children and young people as 'bullies' or 'victims'. Labels can stick for life and can isolate a child, rather than helping them to recover or change their behaviour. It is preferable to talk about someone displaying bullying behaviour rather than label them a 'bully'.

### Examples of Bullying in Sport

- Physical e.g. theft, hitting, kicking (in some cases, this might constitute an assault)
- Verbal e.g. racist or sexist remarks, spreading rumours, threats, or name-calling, ridicule, teasing or humiliation
- Emotional e.g. isolating a child from the activities or social acceptance of the peer group
- Harassment e.g. intending to cause alarm or distress by using abusive or insulting behaviour

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

- Hesitation or reluctance to come to attend training or activity
- 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

### Action to help children and young people on the receiving end of bullying behaviour:

- Cultivate an ethos where there's an anti-bullying culture – it is especially important that adults are good role models for children and young people.
- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns. Help those being bullied 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 young person is safe. Speak with those being bullied and those displaying bullying behaviour separately.
- Reassure the young person that you can be trusted and will help them, although you can't promise to tell no-one else.
- Keep records of what is said i.e. what happened, by whom and when.
- In cases of cyberbullying advise young people who are being bullied by text, email etc to retain the communication or to print it out.
- Report any concerns to the person in charge where the bullying is occurring.

Creating an anti-bullying ethos is the best prevention. We should not underestimate the importance of the behaviour of adults as they are role models for children and young people.

#### Support for children and young people involved in bullying behaviour:

- Talk with the young person (or people), explain the situation and try to get them to understand the consequences of their behaviour.
- In some cases, it might be worth considering seeking an apology from those involved in bullying behaviour (for example where those on the receiving end wish reconciliation).
- Apologies are only of real value however, when they are genuine.
- Be sensitive and use good judgement when it comes to informing parents/carers of those whose negative behaviour is impacting on others. Put the child or young person at the centre – will telling the parents/carers result in more problems for the young person?
- If appropriate, insist on the return of 'borrowed' items and compensation for the person/people being bullied.
- Impose consequences as necessary, e.g. exclusion from the team until behaviour standards are improved. Sport offers good opportunities for this.
- Encourage and support those displaying bullying behaviour to change this behaviour. Ask them to consider the impact their actions are having.
- Keep a written record of action taken.

Strategies and solutions do not come in 'one size fits all'. Each case is unique and requires an individual response to the individual situation. What might work in one situation might not work in another. You might have to adopt different strategies before finding one that is effective.

It is also important to ask for help and support if you need it to deal with a bullying incident. [www.respectme.org.uk](http://www.respectme.org.uk), ChildLine and ParentLine Scotland are useful contacts for further information. (See Appendix 7).

## 5. Code of Conduct for coaches and volunteers

To be completed within 3 months of taking up any relevant role.

A responsible coach helps the development of individuals through improving their performance. This is achieved by:

- Identifying and meeting the needs of individuals
- Improving Performance through a progressive programme of safe, guided practice measured performance and/ or competition
- Creating an environment in which individuals are motivated to maintain participation and improve performance.

Coaches and volunteers should comply with the principles of good ethical practice listed below. A coach must always:

- Abide by the SCA Child Wellbeing and Protection Policies and Procedures
- Respect the rights, dignity and worth of every person and treat everyone equally within the context of croquet.
- Place the well-being and safety of individuals above the development of performance.
- Develop appropriate relationships (especially children), based on mutual trust and respect. Coaches must not exert undue influence to obtain personal benefit or reward. Coaches must not use their position to establish or pursue a sexual or improper relationship.
- Encourage individuals to accept responsibility for their own behaviour and performance.
- Hold relevant, recommended, up to date and nationally recognised governing body coaching qualifications.
- Ensure that activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
- Clarify, at the outset, with children (and where appropriate with their parents) exactly what is expected of them and what players are entitled to expect from their coach.
- Co-operate fully with other specialists (e.g. other coaches, teachers, officials, sport scientists, doctors, physiotherapists) in the best interests of the player.
- Always promote the positive aspects of croquet (e.g. fairness and expeditious play) and never condone rule violations or the use of prohibited substances.
- Consistently display high standards of behaviour.

DECLARATION: I agree to abide by the SCA's Child Wellbeing and Protection Policy and procedures and understand that any breaches will be dealt with by the SCA in accordance with its published policies.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Position: \_\_\_\_\_

## 6. SCA procedure for responding to concerns about a child

A set procedure for responding to a wellbeing or protection concern about a child makes sure that everyone is clear on what action to take in the event of a concern being raised. The procedure is based on three steps: Respond, Record, Report.

The following principles underpin the procedure:

- The wellbeing of the child is the paramount consideration.
- Parents/carers have the primary responsibility for the safety and wellbeing of their children and where possible the club should work in partnership with parents/carers when there are concerns about a child.
- Children have the right to say what they think in all matters affecting them and to have their views taken seriously (Article 12, UNCRC). It is important therefore to seek the views of the child, where relevant and appropriate, and to seek their consent for further reporting of the concern.
- Where the concern about a child's wellbeing suggests that they are in need of protection, the information must be passed on to police/social work with or without the child's consent for the purposes of their protection. Allegations of abuse must always be taken seriously. No member of the club shall investigate allegations of abuse or decide whether or not a child has been abused.

### WHAT TO DO IF THERE IS A WELLBEING CONCERN ABOUT A CHILD

Members of the sports volunteers/staff may be informed in different ways with regards to details of a concern about a child. This may be:

- a direct disclosure by a child
- through observation of a child, demonstrated by a change in their behaviour, appearance or nature
- information that is shared from another individual or organisation

#### Respond

Any wellbeing concern about a child should be considered in line with the GIRFEC wellbeing indicators and may be discussed with parents/carers. 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 and the best interests of the child will be considered as to what is the best support for each individual child. Children will be asked who they feel is suitable to be informed and when relevant, consent should be gained from the child.

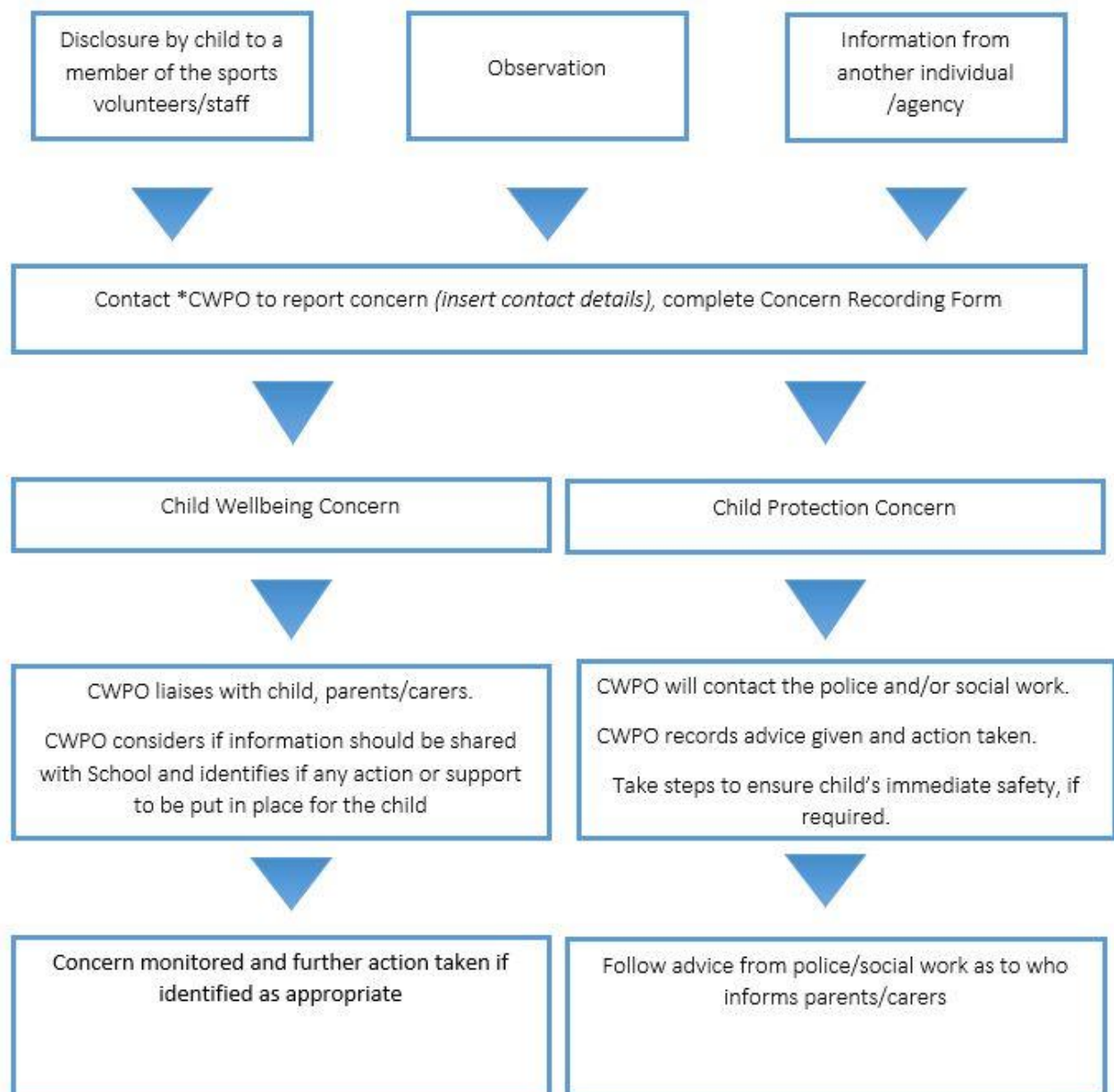
#### Record

Make a written record of the wellbeing concern as soon as possible using the Incident Recording Form (Appendix 5), completing as much of the form as possible.

#### Report

All wellbeing concerns should be reported to the SCA Child Wellbeing and Protection Officer as soon as possible. The CWPO may escalate the concern to the child's school or to police/social work if this is considered appropriate.

## TEMPLATE FLOWCHART FOR RESPONDING TO A CHILD WELLBEING OR PROTECTION CONCERN



## WHAT TO DO IF A CHILD DISCLOSES ABUSE

### RESPOND

#### Good practice:

- React calmly so as not to frighten the child.
- Consider what requirements a child may need to communicate effectively (e.g. do they have an additional support needs, is English their first language etc.).
- 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.
- 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? What? Where? When?

- It's important to explain to the child who you may need to share information with and why. Don't promise to keep information to yourself.
- Do not introduce personal information from either your own experiences or those of other children.
- Pass on the information to the Club Wellbeing and Protection Officer/or social work services or the police without delay

**Avoid:**

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

**RECORD**

Make a record of the information as soon as possible using the Incident Recording Form (Appendix 5), completing as much of the form as possible. This should be stored electronically with the file password protected.

**REPORT**

Advise the Club Child Wellbeing and Protection Officer as quickly as possible. This should not be delayed by gathering information to complete all sections of the form. The information in the form will help the Club CWPO, police and social workers to decide what action to take next.

For advice and guidance when/if the Club CWPO is unavailable, or when an immediate response is required, contact the police and social work services directly. Record any advice.

***Sharing Concerns with Parents/Carers***

Where there are concerns that the parents/carers may be responsible for, or have knowledge of, the abuse sharing concerns with the parents/carers 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 when and who should inform the parents/carers.**

Further guidance and support is available from your governing body Lead Child Wellbeing and Protection Officer and the Children 1st Safeguarding in Sport Service: T - 0141 419 1156 E – [safeguardingsport@children1st.org.uk](mailto:safeguardingsport@children1st.org.uk).

## 7. Responding to concerns about the conduct of a coach or volunteer

This section of the procedure should be read in conjunction with Scottish Croquet Association's Grievances, Disciplinary and Appeals Procedure. The following section details the procedure to be followed where the concern is about a coach or volunteer.

All concerns about the conduct of volunteers should be dealt with in a timely, appropriate and proportionate manner. No-one in receipt of information that causes concern about conduct towards children shall keep that to himself or herself or attempt to deal with the matter on their own. In the event of an investigation, all actions will be informed by the principles of natural justice:

- Coaches/volunteers will be made aware of the nature of concern or complaint.
- Where the concern is about possible child abuse, advice will firstly be taken from the police as to what can be said to the coach/volunteer.
- A coach/volunteer will be given an opportunity to put forward their case.
- The Scottish Croquet Association 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 coach /volunteer towards children, the welfare of the child will be the paramount consideration.

**At any point in responding to concerns about the conduct of a coach/volunteer, advice may be sought from the police or social work services.**

### 1 Initial Reporting of Concerns

Any concerns for the welfare of a child arising from the conduct of a coach /volunteer must be reported to the Club Child wellbeing and protection Officer on the day the concern arises, as soon as practically possible. Where the concern is about the Child wellbeing and protection Officer it must be reported to the Chairman or Secretary of the Club.

### 2 Recording

Concerns must be recorded using the Incident Record Form (Appendix 5) as soon as possible. Reporting the concerns to the Club Child wellbeing and protection Officer should not be delayed by gathering information to complete the form or until a written record has been made.

All further actions taken and reasons for decisions shall be recorded (in the order in which they happened) on the Incident Record Form. This should be signed and dated by the Child wellbeing and protection Officer or the person appointed to manage the process. Where 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.

Once the concerns have been reported, the following steps will be followed (covered in Appendix 6):

- Establishing the basic facts
- Conducting the initial assessment
- If initial assessment supports concerns about possible child abuse, refer to the Police
- A precautionary suspension may be given (not a form of disciplinary action)
- Disciplinary investigation
- Take appropriate action

\*If the Club Child Wellbeing & Protection Officer is unavailable contact the SCA Secretary. In the case of a child protection concern do not delay contacting Police/Social Work.

## 8. Monitoring, reviewing and continuous improvement

This Policy and these Procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the wellbeing and protection of children and young people or following any changes within the Scottish Croquet Association.
- Following any issues or concerns raised about the wellbeing and protection of children and young people within Scottish Croquet Association.
- At the conclusion of any recorded incident.
- In all other circumstances, at least every three years.

This Policy will be monitored by

- Keeping records of cases brought and their outcomes
- Accepting comments from clubs on the ease of implementation and effect of the policy
- The SCA CWPO will report to the SCA Executive Committee at least once per year on any cases managed and any changes required to the policy.

A **Review of the Management of Concerns** would involve the following steps.

1. **Establish the facts of the case, a chronology of events and the roles of individuals and organisations involved.** Setting out the actual sequence of events will help the reviewer to understand what happened, when, and who was involved; for example:
  - a. Child disclosed physical abuse to coach. 23 April 2019
  - b. Coach reported concern to club CPO. 24 April 2019
  - c. Club CPO reported incident to SGB CPO. 24 April 2019
  - d. SGB CPO sought advice from PC Smith, London
  - e. Called Road Police Station, referral then made to the Family Protection Unit.
2. **Identify any issues or key questions relating to the aims of the review.**
  - a. Having established the sequence of events the reviewer should then be able to answer the questions contained in the specific remit of the review.
  - b. If the reviewer considers that a child may still be at risk despite action taken during the case or as a result of the Scottish Croquet Association failure to take appropriate action, they should be prepared to act. Any urgent issues should be addressed immediately without waiting for the conclusion of the review.
3. **Identify any other relevant points or observations.** The reviewer may identify issues which are worth exploring further. These may include
  - a. **PROCEDURES:** Were the relevant procedures followed? If not, is there a reasonable explanation for this? Were the timescales appropriate? Do the current procedures provide adequate information about what to do in such a situation? If appropriate, was a referral made to Disclosure Scotland as required by the Protection of Vulnerable Groups (Scotland) Act 2007?
  - b. **PEOPLE** Were the right people involved? Were the views of the child/family obtained? Were those involved aware of the procedures? Had the people involved been trained on the procedures? Where appropriate, were external organisations involved; for example, the police or governing body of sport?
  - c. **OUTCOMES** Was the outcome appropriate in the case? If not, why not? Is there a need to take further action in this case; for example, referring the case to police/social work?

d. RECORDING Were records kept? Is the quality of the information recorded satisfactory? Can the forms be improved?

4. **Identify any lessons to be learned and what changes need to be made.**
5. **Make recommendations.** Recommendations may include things like changes to procedures, forms and/or the provision of training. It may be helpful for the reviewer to prioritise the recommendations as appropriate; for example, essential, desirable or helpful.
6. **Decide on action required in response to the recommendations.** Decisions on how to react to the recommendations should be taken by the SCA Executive Committee.

## Appendix 1. Club Child wellbeing and protection Statement

We, [the Club], believe that Good Practice at [Club] is as follows:

1. The wellbeing of children and young people is everyone's responsibility, particularly when it comes to protecting children from abuse. Everyone in croquet – club members, coaches, parent, friend, children themselves, everyone – can help. Children and young people have a lot to gain from croquet. Their natural sense of fun and spontaneity can blossom in positive sporting environments. Croquet provides an excellent opportunity for children to learn new skills, become more confident and maximise their own unique potential. The Club will place the needs of the child first and winning and competition second.
2. The underlying principles with respect to Child Wellbeing and Protection are that:
  - The child's wellbeing and protection is the first consideration.
  - All children, regardless of age, any disability they have, sex, racial origin, religious belief and gender identity have a right to be protected from abuse.
  - Children and young people must be treated with integrity and respect.
  - Children and young peoples' programmes and competitions will be relevant to their ages and stages of development.
3. We are committed to following the current Scottish Croquet Association's Child Wellbeing and Protection guidelines. All our volunteers who with work with children are members of Scottish Croquet Association.
4. [The Club]:
  - Aims to create an enjoyable environment, where young people have the right to be safe, secure and free from threat.
  - Acknowledges that young people have the right to be treated with respect and for their concerns to be listened to and acted upon.
  - Will aim to ensure that junior members have specific programmes designated for them, with adequate supervision.
  - Is committed to ensuring that all helpers, whatever their role, complete a Club Registration Form, sign a Code of Conduct and complete Disclosure Application (if in a childcare / adult at risk role) and a Self Declaration Form in relation to Child wellbeing and protection.
  - Provides clear, comprehensive, easily understood procedures for dealing with:
    - i. allegations of abuse
    - ii. requests for help and support on a confidential basis
  - Is committed to an equitable recruitment selection policy for coaches.
  - Will always emphasise fair and expeditious play.

5. Our Child Wellbeing and Protection Officer is:

Name:	
Telephone number:	

## Appendix 2. Guidelines for the recruitment of coaches and volunteers

The Scottish Croquet Association and individual croquet clubs in Scotland have a variety of volunteers who assist with the overall running of the sport in Scotland. Whilst it is vital to keep the issues of Child wellbeing and protection in proportion, the Scottish Croquet Association and every Croquet Club are required to adopt some basic procedures that will help safeguard all concerned, and select people to work with children who will promote, safeguard and support their wellbeing.

Abusers of children may gravitate to situations where little vetting or checking takes place. It is impossible to know who could abuse children. Therefore, it is important that all reasonable steps are taken to ensure unsuitable people are prevented from working with children.

It is also important that standard procedures are used. For all people within croquet **who have regular contact with children and young people** the following action demonstrates good practice (shown here in no particular order):

### Interviews

Simple, informal interviews to assess the applicant and attempt to verify all information given can be held for voluntary posts. (Employment Law governs recruitment processes for paid positions.) Example questions are provided at the end of the Appendix.

### Self-declaration

The completion of a self-declaration form which shows past involvement in sport, details of referees, and disclosure of criminal convictions and investigations. A self-declaration form is provided in Appendix 3. The self-declaration form should be completed by both existing and new members of your club/the SCA who regularly assist with anyone who assists with children and young people.

Once completed the forms are sent direct to the Child wellbeing and protection Officer of the Scottish Croquet Association marked Private and Confidential. The Scottish Croquet Association will then check the form, check references and will inform you of any concerns and the final outcome. The Scottish Croquet Association will then retain the form in a secure storage area in accordance with the secure handling outlined in our IT policy.

### References

References from at least two people (not relatives) who have known the applicant for at least 2 years and who are able to comment confidentially on the person's previous work with children and any former involvement in sport. References should be sent to the Scottish Croquet Association and upon these being satisfactory, will authorise you to proceed with the next stage of the recruitment and selection process.

### Disclosure/PVG Scheme Membership

A PVG Scheme application will be made for all regulatory (child care) positions involved in the SCA and individual croquet clubs. Application forms are available from the Scottish Croquet Association, who will also receive the results of all PVG Applications and make judgement on each applicant's suitability to work with children – based on the information presented and from other parts of the recruitment process. These checks are FREE to volunteers. Clubs have overall responsibility to establish the suitability of candidates based on a full recruitment procedure. (This is supported by the Scottish Croquet Association.) Final decisions about the suitability of a person wishing to volunteer with children if their PVG check or self disclosure detailed vetting information would be made by the SCA CWPO and the SCA Chairman.

## Induction and probation

An induction procedure and a period of probation is recommended for all new volunteers working with children and young people. Probation can also be used while awaiting the results of a PVG Application. New starts will be made aware of the relevant policies and suggested training. will be required to completed sign the policies and procedures within 3 months of taking up the role.

## Ongoing suitability

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

## New vetting information on PVG Scheme Records

If new vetting information becomes available, either through retrospective checks of existing members of staff/volunteers or an ongoing suitability process, it is important to consider this information alongside a newly completed self-declaration form to assess any risks.

Should any risk be identified, it will then be necessary to follow the Scottish Croquet Association's Procedures for Responding to Concerns about a Coach or Volunteer (Appendix 6) and/or Disciplinary Procedures.

## Consideration for Children's List or Barred Individuals

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

If Disclosure Scotland notify the Scottish Croquet Association that a member of staff/volunteer is considered for listing that individual will be suspended as a precaution until the outcome of the case is determined. Remember that suspension is not a form of disciplinary action and does not involve pre-judgment. In all cases of suspension, the welfare of children will be the paramount concern.

## PVG Scheme Member leaves the Scottish Croquet Association

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

## Example questions for interviews with candidates.

Question	Answer should demonstrate.
Can you tell us why you want to take on the post of [insert]?	A commitment to helping young people enjoy the sport safely and to share knowledge and experience.
Can you tell us about your experience of caring for, working with, or coaching children and young people?	Experiences as a parent, employment or voluntary work. Interviewers must also assess what level of direct, unsupervised contact was involved.

<p>What do you think are the attributes/skills required in a good coach/team manager of children and young people?</p>	<p>An understanding of issues that affect children. Communication skills. The importance of promoting enjoyment, not just achievement. Promoting healthy competitiveness. Being sensitive to the ability of children. Encouragement, not criticism.</p>
<p>Can you give us examples of where and how you have used some of those skills?</p>	<p>Experience at work (perhaps working with adults, but the skills should be evident) or in voluntary work.</p>
<p>If a child approaches you to say they're being bullied by others in the team, how will you handle this?</p>	<p>Interviewers should refer to the relevant section in the Safe in Care Guidelines and compare applicant's response.</p>
<p>An adult volunteer is shouting repeatedly at a child they are training. How would you respond?</p>	<p>Adult could be venting their frustration. Failing to understand the child's perspective. Failing to recognise that they are an adult and dealing with a child (using adult orientated language etc). Challenge adult's behaviour.</p>
<p>Will you undertake to read and abide by [Organisation name] Child wellbeing and protection Policy and Procedures?</p>	<p>If the answer is 'No' then you do not have a successful candidate</p>
<p>Have you done anything which would preclude you from working with children and young people?</p>	<p>If answer is 'Yes' ask for details. If the answer is 'No' advise that their self-declaration form will be compared to their Scheme Record/Scheme Record Update.</p>

## Appendix 3a. Self-declaration form (Clubs)

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

Under the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015 applicants are required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1 'Offences which must always be disclosed'. Applicants are not required to disclose spent convictions for offences included in schedule B1 'Offences which are to be disclosed subject to rules' until such time as they are included in a higher level disclosure issued by Disclosure Scotland.

Details of Schedule A1 Offences can be found at:

<http://www.disclosurescotland.co.uk/news/documents/UKSCOffencesthatwillalwaysbedisclosedv1website10September2015.pdf>

Details of Schedule B1 Offences can be found at:

<http://www.disclosurescotland.co.uk/about/documents/UKSCOffencesthatwillbedisclosedsubjecttorulesv1website10September2015.pdf>

Information given is confidential. It will be managed according to our data protection policy and will not be shared outside of the club officials responsible for making safe appointment decisions.

<b>Personal Details</b>	
Title:	
Full Name	
Telephone:	
Email:	
Full Address:	
Role being applied for:	

<b>Section 1: Unspent Convictions and Cautions (must be disclosed)</b>
i) Please give the date and details of all the offence(s) with which you were charged, the sentence that you received and the court where your case(s) was heard.

ii) Please outline the circumstances that led to your offence(s).

ii) Please give details of the sentence imposed and how it was completed (for example paid fine as required) Include information on conditions attached to your probation/community service/supervised attendance order.

### **Section 2: Details of any disciplinary action in relation to children**

Have you been disciplined because of inappropriate behaviour towards a child which may have harmed them or put them at risk of harm?

YES/NO

If YES, please give details

### **Section 3: Relevant non-conviction information (including any police information)**

i) Please provide details of investigations, reasons and circumstances that led to your disposal if known. (You do not need to give details of any spent alternatives to prosecution, e.g. police warnings or procurator fiscal warnings.)

ii) Are you, or have you ever been, known to any Social Work Department/Social Services Department as an actual or potential risk to children?

YES/NO

If YES, please give details

### **Section 4 – Other relevant information**

Please give details of any other relevant information which you think we should be aware of when considering your application:

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

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

- It is an offence to do, or to seek or agree to do any regulated work (paid or unpaid) from which you are barred.
- Section 35 of the same act makes it an offence for the club to offer regulated work (paid or unpaid) to someone who is barred from that work.
- A person is barred from regulated work with children if they are:
  - The subject of an automatic listing (under section 14 of the PVG Act).
  - Included on the PVG Children’s List and/or the Disclosure and Barring Service Children’s List which covers the rest of the UK.
  - ‘considered for listing’ while information on their suitability is assessed.

***Please delete the following statements as appropriate:***

\*I confirm that I am not barred from regulated work with children as set out in sections 14 and 15 of the PVG Act, nor am I under ‘consideration for listing’ as set out in section 12 of the same Act.

OR

\*I am under ‘consideration for listing’

### **Declaration**

I hereby declare and represent that, except for as disclosed above, I have not at any time, whether in the United Kingdom or abroad, been found guilty and sentenced by a court for a criminal offence.

I will assist [club] to request a Scheme Record/Scheme Record Update (as appropriate under the PVG Act) for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority.

I agree to inform [club] if I am convicted of an offence while a member of staff/volunteer. I understand that failure to do so may lead to the immediate suspension of my work (paid or unpaid) for the club and/or the termination of my services.

If I become ‘considered for listing’, I understand this will result in precautionary suspension.

I certify that all information contained in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to dismissal. I understand that deliberately giving false information can result in prosecution.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete and return in a sealed envelope marked, ‘Private and Confidential – Self Declaration’.

## Appendix 3b. Self-declaration form (SCA)

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

Under the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015 applicants are required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1 'Offences which must always be disclosed'. Applicants are not required to disclose spent convictions for offences included in schedule B1 'Offences which are to be disclosed subject to rules' until such time as they are included in a higher-level disclosure issued by Disclosure Scotland.

Details of Schedule A1 Offences can be found at:

[www.disclosurescotland.co.uk/news/documents/UKSCOffencesthatwillalwaysbedisclosedv1website10September2015.pdf](http://www.disclosurescotland.co.uk/news/documents/UKSCOffencesthatwillalwaysbedisclosedv1website10September2015.pdf)

Details of Schedule B1 Offences can be found at:

[www.disclosurescotland.co.uk/about/documents/UKSCOffencesthatwillbedisclosedsubjectorulesv1website10September2015.pdf](http://www.disclosurescotland.co.uk/about/documents/UKSCOffencesthatwillbedisclosedsubjectorulesv1website10September2015.pdf)

Information given is confidential. It will be managed according to our data protection policy and will not be shared outside of [sport] officials responsible for making safe appointment decisions.

<b>Personal Details</b>	
Title:	
Full Name	
Telephone:	
Email:	
Full Address:	
Role being applied for:	

<b>Section 1: Unspent Convictions and Cautions (must be disclosed)</b>
i) Please give the date and details of all the offence(s) with which you were charged, the sentence that you received and the court where your case(s) was heard.
ii) Please outline the circumstances that led to your offence(s).

ii) Please give details of the sentence imposed and how it was completed (for example paid fine as required) Include information on conditions attached to your probation/community service/supervised attendance order.

**Section 2: Details of any disciplinary action in relation to children**

Have you been disciplined because of inappropriate behaviour towards a child which may have harmed them or put them at risk of harm?

YES/NO

If YES, please give details

**Section 3: Relevant non-conviction information (including any police information)**

i) Please provide details of investigations, reasons and circumstances that led to your disposal if known. (You do not need to give details of any spent alternatives to prosecution, e.g. police warnings or procurator fiscal warnings.)

ii) Are you, or have you ever been, known to any Social Work Department/Social Services Department as an actual or potential risk to children?

YES/NO

If YES, please give details

**Section 4 – Other relevant information**

Please give details of any other relevant information which you think we should be aware of when considering your application:

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

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

- It is an offence to do, or to seek or agree to do any regulated work (paid or unpaid) from which you are barred.
- Section 35 of the same act makes it an offence for the club to offer regulated work (paid or unpaid) to someone who is barred from that work.
- A person is barred from regulated work with children if they are:
  - The subject of an automatic listing (under section 14 of the PVG Act).
  - Included on the PVG Children’s List and/or the Disclosure and Barring Service Children’s List which covers the rest of the UK.
  - ‘considered for listing’ while information on their suitability is assessed.

***Please delete the following statements as appropriate:***

\*I confirm that I am not barred from regulated work with children as set out in sections 14 and 15 of the PVG Act, nor am I under ‘consideration for listing’ as set out in section 12 of the same Act.

OR

\*I am under ‘consideration for listing’

### **Declaration**

I hereby declare and represent that, except for as disclosed above, I have not at any time, whether in the United Kingdom or abroad, been found guilty and sentenced by a court for a criminal offence.

I will assist the Scottish Croquet Association to request a Scheme Record/Scheme Record Update (as appropriate under the PVG Act) for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority.

I agree to inform [sport] if I am convicted of an offence while a member of staff/volunteer. I understand that failure to do so may lead to the immediate suspension of my work (paid or unpaid) for the club and/or the termination of my services.

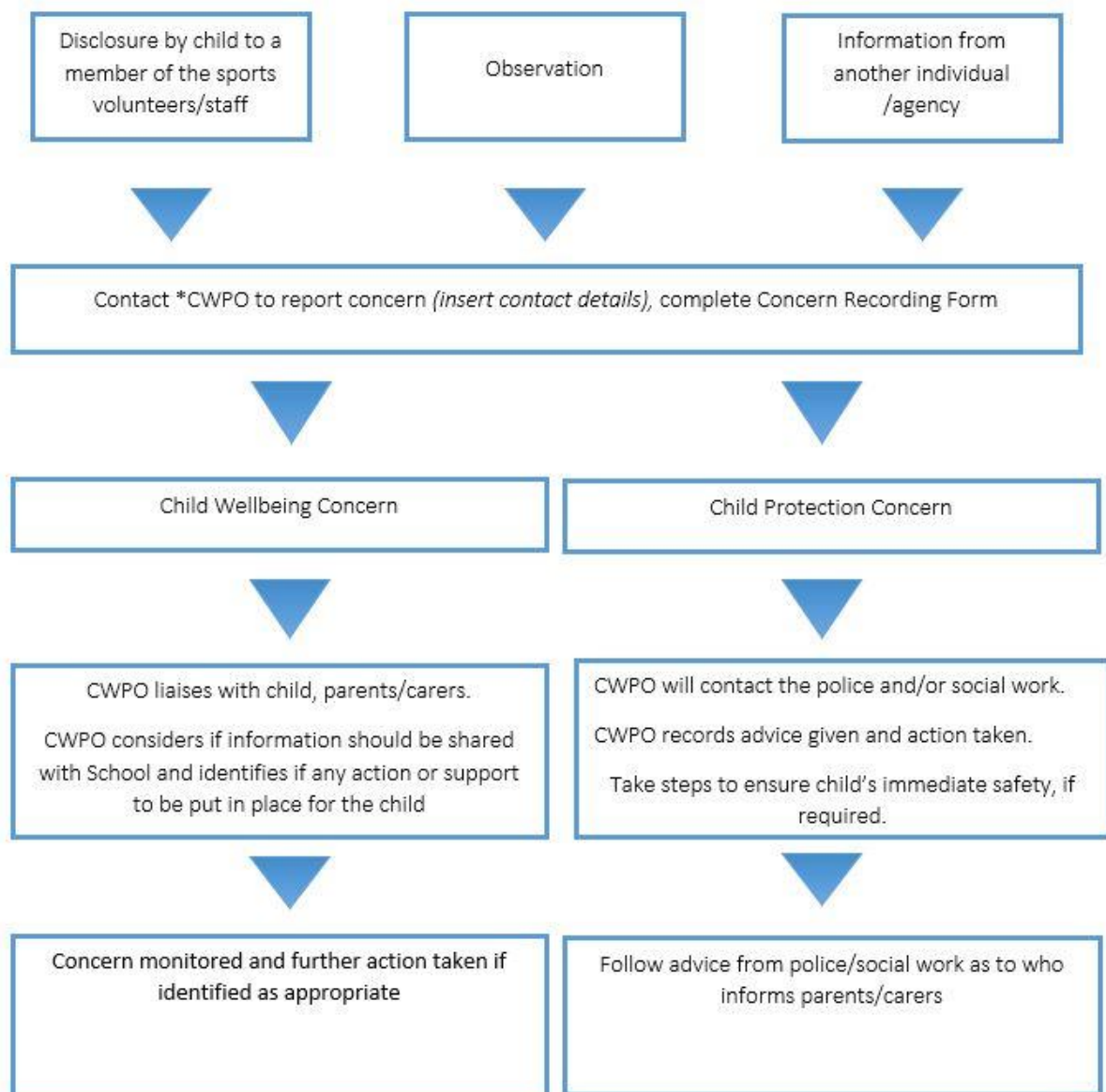
If I become ‘considered for listing’, I understand this will result in precautionary suspension.

I certify that all information contained in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to dismissal. I understand that deliberately giving false information can result in prosecution.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete and return in a sealed envelope marked, ‘Private and Confidential – Self Declaration’.

## Appendix 4. Incident flow diagram.

**TEMPLATE FLOWCHART FOR RESPONDING TO A CHILD WELLBEING OR PROTECTION CONCERN**

## Appendix 5. Incident record form

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

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

***Remember to maintain confidentiality on a need to know basis – do not discuss this incident with anyone other than those who need to know.***

### PART A WHERE THERE ARE CONCERNS ABOUT GENERAL WELLBEING OF A CHILD

Where the concern does not involve the possibility of abuse, worries may be discussed with parents/carers.

Any significant incidents that cause concern about the wellbeing of a child should be recorded and reported to the Club Child Wellbeing and Protection Officer and parents/carers as soon as possible. Seek advice from the CWPO, the SCA CWPO or the Safeguarding in Sport service if you are not sure what to do if there are concerns about the general wellbeing of a child.

#### Incident record form

<b>Name of person recording concerns:</b>
<b>Position of person recording concerns:</b>
<b>Contact details of person recording concerns (address, tel no):</b>
<b>Child's name:</b>
<b>Child's address:</b>
<b>Child's date of birth/age:</b>
<b>Parents/carers name, address, and contact number:</b>
<b>Any specific requirements (disability, English as a second language etc.):</b>
<b>Details of situation giving rise to concerns (including date, time, location, nature of concern, who, what, where, when, why):</b>

**Details of any witnesses/other people involved** (including names, addresses and telephone contacts):

**Details of any injuries** (including all injuries sustained, location of injury and action taken.

**Child's views on situation (if expressed). Where possible, please use the child's own words.**

**PART B WHERE THERE ARE CONCERNS ABOUT THE CONDUCT OF AN ADULT**

Details of person about whom there is a concern

**Name:**

**Relationship to Child:**

**Address:**

**Tel No:**

**Details of concerns:** (date, time, location, nature of concern, who, what, where, when, why, continue on a separate sheet if necessary)

**Details of any action taken:**

**Details of other persons/agencies contacted such as the Police, Social Services, SCA, Local Authority, Children 1<sup>st</sup> etc.** (including date, time, name of person contacted and advice received)

Have the child's parents/carers informed? YES/NO If yes, record details / If no please state why not:

## Appendix 6. Procedures for Responding to Concerns about the conduct of a coach or volunteer.

### 1 Initial Reporting of Concerns

Any concerns for the welfare of a child arising from the conduct of a coach /volunteer must be reported to the SCA or Club Child Welfare and Protection Officer on the day the concern arises, as soon as practically possible.

Where the concern is about a Child wellbeing and protection Officer it must be reported to the Chairman of the SCA or Club.

### 2 Recording

Concerns must be recorded using the Incident Record Form as soon as possible. Reporting the concerns to the Child wellbeing and 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 recorded (in the order in which they happened) on the Incident Record Form. This should be signed and dated by the Child wellbeing and protection Officer or the person appointed to manage the response to the concerns. Where Disciplinary Procedures are invoked, a written record will be made of all actions and reasons for decision. All records must be stored securely on the SCAs share-site and password protected. Access will be limited to the SCA CWPO and SCA Chairman. The SCA IT and Communication Systems policy must be followed.

### 3 Establishing the Basic Facts

Once the concerns have been reported, the line manager / Child wellbeing and protection Officer will:

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

### 4 Conducting the Initial Assessment

The Child wellbeing and 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 coach/volunteer 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 coach/volunteer 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 Scottish Croquet Association's Grievances, Disciplinary, and Appeals Procedures.
- Child wellbeing and 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).

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

The Child wellbeing and protection Officer will deal with the situation in line with Scottish Croquet Association's Grievances, Disciplinary, and Appeals Procedures.

Pending the outcome of any investigation conducted under Disciplinary Procedures, precautionary suspension will be considered in all cases where there is significant concern about the conduct of a member of coach/volunteer towards children (see section 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 Vulnerable Groups (Scotland) Act 2007, the Scottish Croquet Association has a duty to make a referral to Disclosure Scotland (see section 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 Child wellbeing and 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 Child wellbeing and 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 Child wellbeing and protection Officer within 24 hours. A copy of the Incident Record 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/carers 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 coach or volunteer involved in the concerns. If the advice is to inform the coach or volunteer, they will be told that information has been received which may suggest an allegation of abuse. As the matter will be sub judice (i.e. under judicial consideration) 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 coach or volunteer.

The Scottish Croquet Association will take all reasonable steps to support a coach/volunteer against whom an allegation of abuse has been made.

## 7 Precautionary Suspension

Suspension is not a form of disciplinary action. The coach/volunteer involved may be suspended whilst an investigation is carried out.

At the suspension, the coach or volunteer will be informed of the reason for suspension (within the confines of sharing information) and given the opportunity to make a statement – which will be recorded – should they wish to do so.

Notification of the suspension and the reasons will be conveyed in writing to the coach/volunteer.

## 8 Disciplinary Investigation

An ongoing criminal investigation does not necessarily rule out disciplinary action. However, any action taken must not jeopardise the criminal investigation. Advice must be taken from the police on this. Sufficient information should be available to enable the Child wellbeing and protection Officer to make a decision whether to go ahead with disciplinary action.

## 9 False or Malicious Allegations

In exceptional circumstances where an investigation establishes an allegation is false, unfounded or malicious:

- The coach or volunteer 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 should be kept only for as long as necessary in accordance with Scottish Croquet Association's Policy on IT and Communication Systems.
- The Child wellbeing and protection Officer will take all reasonable steps to support the individual in this situation.
- In these circumstances Scottish Croquet Association will review the child's participation in croquet. It may be appropriate to have a discussion with the child (with parental/carer permission).
- Data collected for the investigation will be destroyed in accordance with the requirements of the Data Protection Legislation.

## 10 Historical Allegations of Abuse

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

## 11 Protection of Vulnerable Groups (Scotland) Act 2007

a) The Scottish Croquet Association will refer to Disclosure Scotland the case of any coach /volunteer who has:

- harmed a child
- placed a child at risk of harm
- engaged in inappropriate conduct involving pornography
- engaged in inappropriate conduct of a sexual nature involving a child, or
- given inappropriate medical treatment to a child.

AND as a result:

1. Scottish Croquet Association has terminated their membership.
2. The coach or volunteer would have been dismissed as a result of the incident had they not resigned.

The Scottish Croquet Association will also refer the case of a coach or volunteer where information becomes available after a coach or volunteer has:

- Had their membership terminated by the Scottish Croquet Association
- Resigned

b) If Disclosure Scotland notify the Scottish Croquet Association that a coach /volunteer is considered for listing that individual will be suspended as a precaution until the outcome of the case is determined. Remember that suspension is not a form of disciplinary action and does not involve pre-judgment. In all cases of suspension, the welfare of children will be the paramount concern.

c) If Disclosure Scotland informs the Scottish Croquet Association that an individual is barred, that coach/volunteer will be removed from regulated work with children immediately in line with the Protection of Vulnerable Groups (Scotland) Act 2007.

## 12 Media

All media enquiries relating to the conduct of a coach or volunteer will be referred to the Scottish Croquet Association Executive Committee.

## Appendix 7. Sources of further information.

<b>Safeguarding in Sport</b>	Children 1st 8000 Academy Park Gower Street Glasgow G51 1PR 0141 419 1156 <a href="http://www.safeguardinginsport.org.uk">www.safeguardinginsport.org.uk</a>
<b>CHILDREN 1ST</b>	83 Whitehouse Loan Edinburgh EH9 1AT 0131 446 2300 <a href="http://www.children1st.org.uk">www.children1st.org.uk</a>
<b>ChildLine in Scotland 0800 1111</b>	ChildLine in Scotland 0800 1111 <a href="http://www.childline.org.uk">www.childline.org.uk</a>
<b>ParentLine Scotland</b>	0800 028 2233 <a href="http://www.parentlinescotland.org.uk">www.parentlinescotland.org.uk</a>
<b>Disclosure Scotland</b>	0870 609 6006 <a href="http://www.disclosure-scotland.org.uk">www.disclosure-scotland.org.uk</a>
<b>Commissioner for Children and Young People</b>	<a href="http://www.sccyp.org.uk">www.sccyp.org.uk</a>
<b>Volunteer Scotland Disclosure Services</b>	01786 849777 <a href="http://www.volunteerscotland.net/for-organisations/disclosure-services">www.volunteerscotland.net/for-organisations/disclosure-services</a>
<b>Sport Scotland Training Courses on Child Wellbeing and Protection.</b>	<a href="https://sportscotland.org.uk/training/">https://sportscotland.org.uk/training/</a>

## Appendix 8: Safe in Care Guidelines

These guidelines provide practical guidance for those volunteering directly with children on practices to keep children safe and to promote a safe operating environment for the volunteer.

Croquet clubs have a duty of care towards all children involved in activities. Children under the age of 16 years should not be placed in positions of sole responsibility in relation to other children.

### A) 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

As a general guide, the following factors will also be taken into consideration in deciding how many adults are required to safely supervise children:

The number of children involved in the activity.

- The age, maturity and experience of the children.
- Whether any of the group leaders or children has a learning or physical disability or special requirements.
- Whether any of the children have challenging behaviour.

### B) Physical Contact

In the first instance, coaching techniques are best delivered by demonstration (by either the coach, a participant or video, which can display the technique being taught). Physical contact as part of croquet should be rare. If physical contact is required to convey correct shot techniques the following is recommended:

- Ensure that the child and their parent/carer give permission
- Only support participants by holding their hands or arms
- Ensure that any handling of participants is done within clear sight of others
- It is not the role of staff, coaches/teachers and volunteers to act as carers, if it is necessary to help a child with personal tasks e.g. toileting or changing, then the child's parents or designated carer must stay for the duration of the session.
- 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

There are a range of situations where coaches may come into physical contact with their participants e.g. a child who is upset reaching out for comfort, congratulating an athlete who has done well etc.

The general guidance to follow is:

- All forms of physical contact should respect and be sensitive to the needs and wishes of the child
- Should take place in a culture of dignity and respect
- Children should be encouraged to express their views on physical contact
- Coaches should not initiate unnecessary physical contact with their participants
- Physical contact should be in a reasonable, appropriate manner in an open environment

- Be mindful that to comfort a young person who is upset, it is not always necessary or appropriate to place an arm around them. Sitting down and listening to them, and maybe holding their hand, can show concern for their situation
- Sometimes children will initiate a hug or other forms of excited/happy contact with coaches and other adults, this is a normal form of human expression. It is important that adults respond to this in an appropriate manner, where they engage with the child in a positive way while not prolonging the contact or imitating it. Respond and then re-direct them into a more suitable coach/athlete form of positive expression such as a high 5 or dropping to one knee to speak to them at eye level.

### C) Guidance on one-to-one coaching.

One-to-one coaching is a normal part of sporting activities and there may be occasions where coaches are providing one-to-one coaching with a child.

In order to safeguard all parties the following should be adopted:

- Ensure that all coaches understand, abide and have signed up to the code of conduct
- Activity to take place in an open environment with others around and any 1:1 sessions to be in clear view of others within the venue
- Involve parents and encourage them to attend wherever possible.
- Ensure that all adults behave in an appropriate manner, respecting the rights of the child and treating them with respect, dignity and fairness.
- Coaching techniques for 1:1 sessions are normally delivered from poolside by demonstration and avoid any unnecessary physical contact, for more guidance on Physical Contact see Section B
- Those working with children alone to have a copy of the child's emergency contact number and access to a phone.
- Provide children with information on what to do and who to contact if they feel uncomfortable at any time during a one to one coaching session
- Ensure parents are aware of all formal arrangements such as the structure, the location and the length of a one-to-one session and they are provided with guidance on who to speak to if they have any concerns

### D) Clubhouses and changing rooms

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

To avoid possible misunderstandings and embarrassing situations, adults need to exercise care when in the changing room at the same time as children. However, bullying can be an issue where children are left unsupervised in locker rooms, and a balance should be struck depending on the situation. In general, it is better if one adult is not alone to supervise in a locker room, and extra vigilance may also be required if there is public access to the venue. If, in an emergency, a male has to enter a female changing area, or vice versa, another adult of the opposite gender should accompany him or her.

The following advice may be useful:

- Wherever possible, adults should avoid changing at the same time as children.
- Parents/carers need to be aware that on occasions, adults and children may need to share a changing facility.

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

## E) First Aid

All volunteers should help ensure:

- 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.
- Where practicable, 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 incident form is completed if a child sustains a significant injury along with the details of any treatment given. Common sense should be applied when determining which injuries are significant.
- Where possible, access to medical advice and/or assistance is available.
- A child's parents/carers are informed of any injury and action taken as soon as possible.
- The circumstances in which any accidents occur are reviewed to avoid future repetitions.

## F) Sexual Activity

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

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

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

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

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

## G) Managing Challenging Behaviour

Coaches and other volunteers may have to deal with challenging behaviour from the children or young people in their care. These guidelines aim to encourage good practice and suggest some strategies and sanctions which can be used.

The guidelines are based on the following principles:

- The wellbeing of all children is the paramount consideration.
- All those involved in the sport including children, coaches and volunteers should have clear guidelines about the standard of behaviour that is expected and should be aware of their clubs Code of Conduct.
- 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.
- Some children's behaviour may be caused by medical or psychological conditions. Those working with children may need additional help including discussing the child's needs with parents and/or carers and possibly from external agencies that already support that child.
- Volunteers/staff should not attempt to respond to challenging behaviour by using techniques for which they have not been trained.
- Croquet can be a beneficial experience for all children and children should only be excluded from the club in exceptional circumstances.

### Planning Activities

Sessions should be planned around the group and take into consideration the needs of each child. Volunteers/staff should consider previous and likely behaviour. There should be strategies to manage risks agreed in advance. This should identify the appropriate number of adults required to manage and support the session safely, including being able to respond adequately to safeguard the group.

### Agreeing Acceptable & Unacceptable Behaviour

Coaches, volunteers, parents and children should be involved in developing an agreed statement of what is acceptable and unacceptable behaviour and the sanctions to be applied in response to unacceptable behaviour.

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. The SCA CWPO will assist clubs draw up Codes of Conduct tailored to suit the needs of individual clubs.

### Managing Challenging Behaviour

In responding to challenging behaviour, the response should always be proportionate to the actions, be imposed as soon as is practicable and be fully explained to the child and their parents/carers. In dealing with children who display negative 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.
- Temporary or permanent exclusion

Seeking additional / specialist support through working in partnership with other agencies to ensure a child's needs are met appropriately e.g. referral for support to Children's Social Care, discussion with the child's key worker if they have one, speaking to the child's school about management strategies (all require parental consent unless the child is felt to be 'at risk' or 'in need of protection').

The following should never be permitted as a means of managing a child's behaviour:

- Physical punishment or the threat of such.
- Refusal to speak to or interact with the child.
- Being deprived of food, water, access to changing facilities or toilets or other essential facilities.
- 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, parents/carers and in some cases, others involved in supporting or providing services for the child and his/her family, to ensure an informed decision is made about the child's future or continued participation. As a last resort, 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 suspended or barred from the group or club activities.

### **Physical Interventions**

The use of physical intervention should always be avoided unless it is necessary to prevent a child injuring themselves or others or causing serious damage to property. All forms of physical intervention should 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?' It is good practice to ensure that if you have to physically intervene in a situation with a child/young person, it is in the least restrictive way necessary to prevent them from getting hurt and used only after all other strategies have been exhausted. Studies have shown that, where this is the case, children and young people understand and accept the reasons for the intervention.

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 -i.e. 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.

#### **Physical intervention should NOT involve inflicting pain**

Where children are identified as having additional needs or behaviours that are likely to require physical intervention this should be discussed with parents/carers and where necessary the club will seek advice from or to work in partnership with external agencies (e.g. Children's Social Care) to ensure that a child or young person can be supported to participate safely. This may include asking for the provision of a suitably trained support worker/volunteer or accessing staff/volunteer training in physical intervention.

Any physical intervention used should be recorded as soon as possible after the incident by the staff/volunteers involved using the Incident / Wellbeing Child wellbeing and protection Report Form (Appendix 5) and passed to the Club Wellbeing & Protection Officer as soon as possible.

#### **Views of the Child**

There should always be a debriefing session for staff, volunteers, parents and children after an incident where physical intervention was used. This should include an opportunity to talk about the incident and about how the child can continue to participate safely.

#### **Recording**

In all cases details of any incidents and what actions took place must be recorded and report to the clubs Wellbeing & Protection Officer.

#### **H) Transporting Children**

Where parents agree among themselves to share transport for training or competitions this is a private arrangement between them. However, if the club/coach/team manager make the arrangements e.g. who will travel with whom, they (the club) may become liable in the event that something goes wrong if correct procedures haven't been followed.

If the club does expressly accept responsibility for travel arrangements, it should undertake a risk assessment including the following areas:

- All vehicles and drivers are correctly insured.
- The driver has a valid and appropriate license.
- All reasonable safety measures are available e.g. fitted, working seatbelts or booster seats. ☐  
There is an appropriate ratio of adults per child.
- Drivers take adequate breaks.
- If an adult is regularly transporting children on behalf of the club this may be regulated work with children as such it should be assessed whether or not this person requires a PVG check

Scottish Croquet strongly advises that coaches and volunteers do not take children on journeys in their car alone. If all alternatives have been exhausted and an adult has to transport a child alone there are a number of safety measures that should be put in place to minimise the risk:

- Clubs should ensure that the driver as with all coaches/volunteers who have access to children in your organisation should have undergone a PVG check and the club should be satisfied that the information provided is satisfactory
- Clubs should check that the driver has an appropriate and valid driving licence
- Clubs should ensure that the driver has a vehicle which is fit for purpose, i.e. passed its MOT test and adequately insured
- The driver should have emergency breakdown cover, access to a mobile phone and contact details for the parent/guardian of the children they are transporting
- Parents/guardians should be informed of the person who will be transporting their child, the reasons why and how long the journey will take
- Children should wear an appropriate seatbelt that complies with current legislation, and be instructed to behave responsibly in vehicles at all times
- Request parent/carer consent in advance and provide details of the journey.
- Take all reasonable safety measures e.g. children in the back seat, seatbelts worn.

### 1) Collection by Parents/Carers

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

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

To help avoid this situation occurring in the first place, here are some points to consider:

1. Make sure that (the club) literature, application forms and consent forms;
  - a. Are clear about starting and finishing times of sessions.
  - b. Are clear about the expectations of parents/carers not to drop children off too early and collect children promptly when sessions finish.
  - c. Ask parents/carers whether they give consent for children to go home unaccompanied (according to their age and stage).
  - d. Have a late collection telephone contact and number on Partnership with Parents/Carers Form.
2. Where possible make sure that there is more than one adult/leader to lock up at the end of a session.
3. Discuss and rehearse with members of staff/volunteers how to deal with being left alone with a child. Put preventative measures in place (points 1 and 2) and draw up simple guidelines about how the situation should be dealt with if it arises. Although as a general rule we should not put ourselves in the position of being alone with a child there are exceptions and this situation is one of them. Remember the welfare of the child has to take precedence, so leaving children alone is not an option.
4. That you have access to a record of the child's address, contact telephone number and an alternative phone number e.g. of a grandparent or other responsible adult. You need this information to contact the adult responsible for the child and ask them to collect the child. If you are unable to contact anyone then you have to make a decision of whether to take the child home yourself (see point 5) or call the police (point 6) .

5. If you are left alone with a child then transparency is the key. Keep a record of your actions (use the guidelines above in Transporting Children re; good practice to safeguard member of staff/volunteer) and make sure that you inform the clubs' Child Protection Officer and parents/carers as soon as possible.
6. When all else fails call the police.

#### J) Trips away from home (involving overnight stays)

Scottish Croquet do not expect that there would be any trips away from home involving overnight stays for children and young adults. However, should this not be the case, and should the child or young adult not be accompanied by their parent or carer the following advice should be followed.

##### 1. Designate a Child wellbeing and protection Officer for the Trip

Those in charge of the group will be responsible for the safety and wellbeing of children in their care. It is recommended that one of the group leaders co-ordinates the arrangements to safeguard the safety and welfare of children during the trip. The Child wellbeing and 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 and parents/carers.

##### 2. Risk Assessment

Potential area of risk should be identified at the planning stage through a risk assessment, which should be recorded in writing. Safeguards should be put in place to manage the risks, where appropriate. Risk assessment should be an on-going process throughout the trip.

##### 3. Travel Arrangements

Organisers must ensure there is adequate and relevant insurance cover (including travel and medical insurance). If the trip involves travel abroad, organisers shall ensure they are aware of local procedures. Children should be informed of any local customs. (For more details see Guidelines on Transporting Children).

##### 4. Adult to Child Ratios

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

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

Group leaders should be familiar with and agree to abide by SCA Child wellbeing and protection Policy, Procedures and Code of Conduct.

##### 5. Accommodation

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

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

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

If involving **Exchange Visits or Hosting**, before departure, organisers should ensure there is a shared understanding of the standards expected during home stays between them, host organisation/families, parents/carers and children themselves. These standards should include arrangements for the supervision of children during the visit.

Host families should be appropriately vetted (adults should be PVG Scheme members) where possible or equivalent police checks undertaken and references thoroughly checked. Organisers, parents/carers and children should all be provided with a copy of emergency contact numbers.

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

**If involving residence at a Facility/Centre**, organisers should ensure the facility is appropriately licensed and has adequate and relevant insurance cover in place. The facility should have a policy on the protection of children and Health and Safety. Adequate security arrangements should be in place and facility staff should have been appropriately vetted. Facility staff involved in the training or instruction of children must be appropriately qualified and trained. Organisers should ensure there is adequate supervision of the group for the duration of the stay, particularly when the facility is being shared with other groups.

## 6. Involving Parents/Carers

Where possible, a meeting should be held with parents/carers before departure to share information about the trip, answer their questions and make joint decisions about arrangements where appropriate. A Code of Conduct shall be agreed with children and parents/carers in advance of the trip along with sanctions for unacceptable behaviour.

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

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

## 7. During the Trip

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

Group leaders should have clear roles and responsibilities for the duration of the trip. They must not be over familiar with or fraternise with children during the trip and remember that they are in a position of trust at all times. The use of alcohol and/or drugs or engaging in sexual relationships

(between two young people) should not be condoned during the trip, even if the legislation relating to any of these behaviours is more lenient than in Scotland.

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

#### 8. After the Trip

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

#### K) ICT and Social Media

There are significant benefits for organisations using texts/emails and setting up social networking sites. Not only is it cheap, it's one of the most direct forms of communication with young people. However, there are risks. Adults who seek to harm children have been known to use messaging to "groom" children. This area is now specifically addressed by the Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005.

For children and young people, the safeguarding risks of these technologies include:

- Inappropriate access to, use or sharing of personal details (e.g. names, email addresses)
- Unwanted contact with children by adults with wrongful/questionable intent
- Being sent offensive or otherwise inappropriate material
- Sending offensive or otherwise inappropriate material
- Online bullying by peers
- Grooming for sexual abuse
- Direct contact and abuse

For adults, risks involved include:

- Their communication with children being misinterpreted
- Potential investigation (internal or by statutory agencies)
- Potential disciplinary action
- Suspension from the sport
- Added to the PVG Children's List and barred Text & Emails

Staff/volunteers must consider whether it is necessary to communicate with children via text and email. The general principle is that all communications with children should be open, transparent and appropriate.

Good practice would include agreeing with children and parents/carers what kind of information will be communicated directly to children by text message and should be sent in a group communication. This information should only be "need to know" information such as the last-minute cancellation of a training session.

In the first instance parent/carer consent must be obtained for all children under 18 years. Contact should always be made at the phone number/email address the parent has provided on the child's behalf. Parents/carers should be offered the option to be copied into any messages their child will be sent. Although consent is not legally required for young people aged between 16 and 18 it is still

recommended that parents are informed of the intention to send their child(ren) emails or texts. It is also good practice to obtain the consent of the 16 to 18-year-old.

The following good practice is also required:

- All phone numbers/email addresses of children and young people should be recorded and kept securely
- The number of people with access to children and young people's details should be kept to a practical minimum.
- Messages should never contain any offensive, abusive or inappropriate language. They should not be open to misinterpretation
- The organisation should be clear that messages should be sent only to communicate croquet related matters: details of meeting points, training, etc. The same message should be sent to every member of the group
- Communication by text/email between coaches/volunteer and children/young people should include a copy to a third party e.g. copy to relevant CWPO and/or parent

### **Internet**

The internet brings with it an opportunity for organisations to extend their community profile, advertise and communicate easily with their members.

Sometimes this is done via social networking platforms such as Facebook and Twitter. Thought should be given to content, tone and how sites or social networking platforms and pages will be monitored.

In terms of publishing information and pictures, the following good practice should be noted:

Permission:

- Written parent/carer consent must be obtained for all children aged under 18 before publishing any information or pictures of a child. If the material is changed from the time of consent, the parents/ carers 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 competitors who have a public profile as a result of their achievements are entitled to the same protection as all other children. In these cases, common sense is required when implementing these guidelines. All decisions should reflect the best interests of the child.

Use of Images and Information:

- Information published on the websites/social networking sites must never include personal information that could identify a child e.g. home address, email address, telephone number of a child. All contact must be directed to the club. Credit for achievements by a child should be restricted to first names e.g. Tracey was Player of the Year 2002.
- Children must never be portrayed in a demeaning, tasteless or a provocative manner.
- 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 the Club WPO.

### **Social Networking Sites**

The following is recommended if the club decides to allow mutual access between it and its members (including children):

#### Permission

- Obtain written permission from parents/carers of under 18s to allow mutual interaction with the organisation profile. Make parents/carers aware of the profile's existence, the site the child will be accessing and the restrictions of use for this preferred site
- An official agreement should be in place which states that access to members' profiles are used only to pass on relevant information or to answer questions regarding organisation or sport issues. This agreement should also be incorporated into the club rules or Code of Conduct
- Set up a club profile rather than staff/volunteer profiles. This avoids access from members to individual's profiles
- Keep the club profile on "private" – allowing only members access to it (the organisation can monitor this and accept or decline requests to join)

#### Concerns

- Informal online "chat" with members around subjects outside the sport/activity should be immediately discouraged.

Private matters or questions should also be discouraged. However, any disclosures should be removed from the site and dealt with in line with accordingly.

### **Internet Forums**

There has been an increase in the use and abuse of internet forums to target individuals or to engage contributors in debates which can cause upset and embarrassment to children and young people. Sites should be well monitored, and any offending comments removed. A coach, member of staff or volunteer should refrain from being drawn into any debates concerning selection, performance or personalities – even where the subject of the discussion is anonymous. This could be considered a breach of the code of conduct or poor practice.

### **Mobile Phone 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. There is also scope for humiliation and embarrassment if films or images are shared on popular websites such as YouTube. 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 and bathrooms. No photographs or video footage should ever be permitted in such areas of personal privacy.

#### [L\) Procedure for the use of Photographs, Film and Video](#)

Photos and video clips can be used to celebrate achievements, promote croquet and let people know that bit more about your team or club. Footage is also recorded for performance development

reasons. The aim of these guidelines is not to curb such activity but to ensure that children are protected from those who would seek to take or manipulate photos and video footage in a way that harms children or places them at risk of harm.

Some croquet takes place in areas where organisers have little or no control over the environment such as areas to which the public have general rights of access e.g. municipal parks. 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.

### **Photos, Film and Video**

Scottish Croquet Association 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 SCA has no power to prevent individuals photographing or filming in public places.

The SCA always reserves the right to prohibit the use of photography, film or video at any event or activity with which it is associated.

### **Notification**

- Parents/carers and children will be informed they may, from time to time, be photographed or filmed whilst participating in Croquet. This could be for one of the following reasons:
  - (i) Video footage for performance development.
  - (ii) Media coverage of an event or achievement.
  - (iii) Promotional purposes e.g. website or publication.
- Materials promoting events will state, where relevant, that 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 used
- Information about what to do if concerned about photographing and filming will be available at all events.
- Registration of intention to photograph will be required on the day. This enables tracking of the equipment and operator should concerns arise in the future.

### **Permission**

- Written consent must be obtained from the child's parents/carers before any photography or filming takes place.
- 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 or use of the pictures/film 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.
- All actions by the Scottish Croquet Association will be based on the best interests of the child.

### **Use of Images and Information**

- No unsupervised access or one-to-one sessions will be allowed unless this has been explicitly agreed with the child and parents/carers.
- No photographing or filming will be permitted in changing areas.

- All images and accompanying information will comply with Scottish Croquet Association's Safe in Care Guidelines, where this is within the control of the SCA
- The Scottish Croquet Association 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 parents/carers.

### Concerns

- Anyone behaving in a way which could reasonably be viewed 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 Scottish Croquet Association's Child wellbeing and protection Officer.
- Where appropriate concerns should also be reported to the police.

### M) Volunteers aged 18 or under

There is no legal barrier to anyone aged 18 or under becoming a coach or volunteer with children or young people. If their remit falls into that of regulated work as per the Protection of Vulnerable Groups (Scotland) Act 2007 then they should be subject to the same recruitment and selection procedures as other volunteers, including Scheme Record/Scheme Record Update (note that there is no lower age limit with regards to PVG Scheme Membership).

Anyone under 16 is defined as a child (under the Children (Scotland) Act 1995), and it is not recommended that they take up regulated work with children.

They can, however, be encouraged to help out and should be supervised by a more senior qualified coach or volunteer who has been appropriately vetted. In turn, the organisation has a responsibility to support the supervising coach.

Remember that young coaches or volunteers may come under different pressures (e.g. lack of respect from peers, closeness in age could lead to possible relationship) so regular supervision, training and extra support is recommended.

It is important that adult to child ratios are reassessed as a young volunteer may not be experienced/capable of overseeing a group of children and young people.

## Appendix 9: Job description of SCA Coaching Officer

### Role:

- To be responsible for croquet coaching at all levels in Scotland under the auspices of the SCA.
- To lead on any SCA led coaching of children and young adults.
- To work with individual clubs in the planning and delivery of coaching.
- Participate in the monitoring and evaluation of individual player performance with the assistance of club coaches.
- To help assist in teaching the rules of AC and GC and to encourage and support take-up of refereeing qualifications.
- Participate fully in the review of all players' welfare and pastoral requirements and ensure that they are facilitated.
- Work with the SCA CWPO to ensure that the safeguarding of all participants, particularly children and young people, is at a very high standard.
- The SCA Coaching Officer will sit on the SCA Executive Committee

### Skills

- A passion to develop and improve players in Scotland and working with players of all ages
- Effective communication with all players, volunteers and coaches to deliver coaching.
- Ability to work as part of a team to recognise, create and seize opportunities to use good practice.
- Motivation to create a positive, fun and player centred environment.
- Establish and maintain good working relationships with local and national colleagues.
- Respond positively and enthusiastically to change within Scottish Croquet Association.
- Present information and coaching content in an interesting and stimulating manner to all.
- Ability to work as a team member and to take individual responsibility.
- Enthusiastic and highly self-motivated with the ability to motivate others.
- Excellent interpersonal skills.
- Strong influencing and negotiating skills.
- Advocate of best practice.
- Willingness to share knowledge.
- Clear understanding of the benefits that croquet and sport can bring to all.
- Resilient and able to deal confidently with difficult challenges.
- Analytical and flexible approach to working.

### Requirements (essential)

- Ability to work as part of a coaching team.
- Clear and confident delivery of coaching for players of all ages.
- Ability to actively engage players in player development.
- Comply with all relevant Child wellbeing and protection policies including SCA Child wellbeing and protection policy and Code of Conduct

### Requirements (desirable)

- B level SCA coach or grade 2 CA.
- Undertaking referee qualifications to Assistant Referee level
- Basic First Aid Training.

Currently, no coaching of children or young players is undertaken at SGB level. However, the SCA is committed to expanding participation by children and young people. The following would also be essential requirements for the SCA Coaching Officer before any coaching of children or young players is undertaken.

- Completing the PVG process
- Attending Safeguarding and Protecting Children workshop

The following would be desirable.

- Experience in working with children in education, sport, health, leisure and/or recreation industry.

## Appendix 10: Code of Conduct for Parents

The Scottish Croquet Association recognise the vital role that parents and carers can play in our sport. We know that young competitors perform at their best and enjoy their sport more when they have the backing of supportive family members. It can, however, be easy for parents and carers to get caught up in the behaviour from the boundary which can then detract from a young person's positive experience. As such all parents and carers are asked to abide by the following code of conduct:

- Always demonstrate respectful behaviour. Children often copy what they see - please give them something positive to copy.
- Encourage children to learn the rules and play within them.
- Discourage unfair play and arguing with officials.
- Help your child to recognise good performance, not just results.
- Never force your child to take part in croquet. Sport should be fun and your child will only continue to progress if they genuinely enjoy taking part.
- Set a good example by recognising fair play and applauding the good performances of all.
- Always encourage expeditious play.
- Never punish or belittle a child for losing or making mistakes.
- Support your child's involvement and help them to enjoy their sport.
- Always use correct and appropriate language.
- In order to ensure that club staff can best support your child, please feel able to share any relevant information about matters affecting your child's wellbeing (e.g. medical conditions, additional support needs, allergies, worries at school, family bereavement etc) with coaches and club officials as appropriate.
- We all want the children to get the most from their sport session, and although it is tempting to give your input we feel it is confusing for a child to receive technical advice from the parent as well as the coach during events. A few words of encouragement are fine.
- Make croquet fun. The more fun your child is having, the more they will learn and the better they will perform.

**The Scottish Croquet Association reserves the right to ask any parent or carer to leave a training session or event if they are in breach of any aspect of this code of conduct.**

## Appendix 11: Code of Conduct for Children

As a member of the Scottish Croquet Association all young competitors are expected to demonstrate to a professional level of behaviour and commitment.

The SCA believe it is important that all competitors, coaches, administrators, parents and officials should show respect and understanding for the safety and welfare of themselves and others at all times.

As such all young players are expected to abide by the following code of conduct:

- Be nice to other people.
- Participate within the rules of the sport, respect decisions of coaches and officials and demonstrate respectful behaviour towards all fellow players and opponents.
- Always demonstrate positive behaviour. No inappropriate behaviour in any public environment.
- Always treat fellow players, coaches and volunteers with respect. Do not make derogatory statements.
- Treat all equipment and venues with respect.
- Arrive at all training sessions on time, ready to participate and show commitment.
- Follow the instructions of coaches and staff. If you don't understand instructions or disagree with them, challenge these in a respectful manner.
- Inform your coach of any injuries or illness you may have before your session begins.
- Always wear the appropriate kit during training and wear suitable attire to all events.
- Mobile phones should never be used on the lawn and only used with discretion elsewhere.
- Demonstrate respectful behaviour in all areas of your life including on social media. Remember that your profile on social media reflects on you as a person and as a croquet player.
- Have fun and help others have fun.
- Play with expedition.