



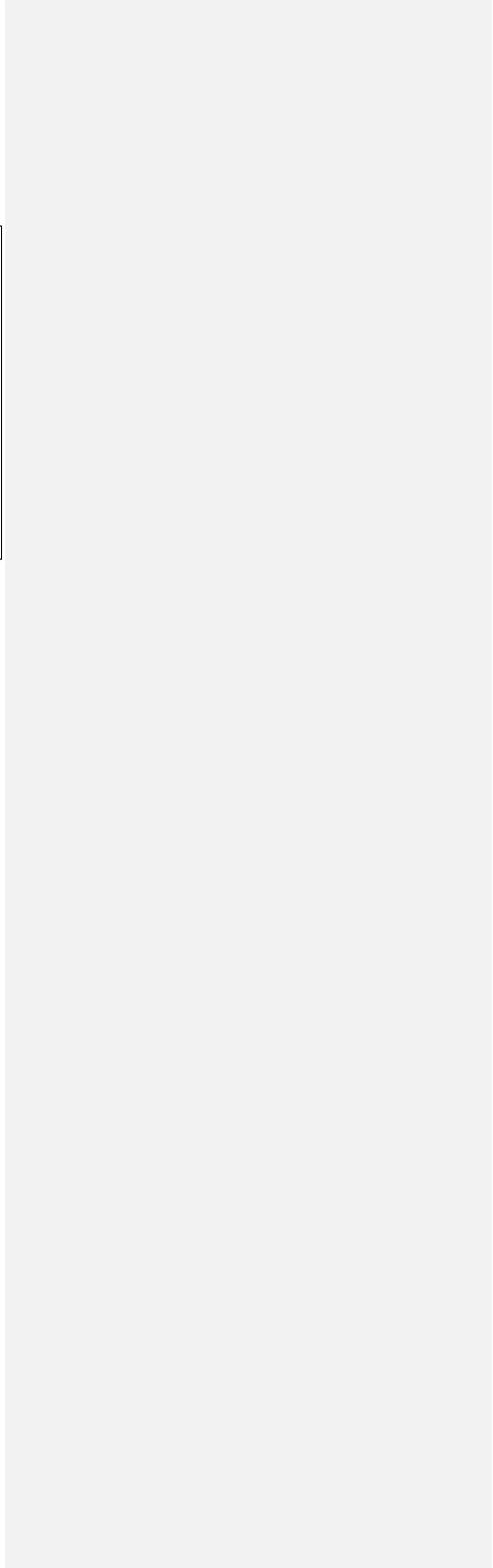
Youth Action Plan  
THE SCOTTISH FOOTBALL ASSOCIATION



THE SCOTTISH FOOTBALL ASSOCIATION



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## 1 EQUITY STATEMENT

SEE ALSO PAGE 35 – IS THIS DUPLICATION?

Equity is fundamental to the participation in and the governance, organisation and delivery of football within the Club. Equity is the practice of fairness and the upholding of social justice to ensure that all individuals are respected, have equal opportunities and have their rights protected. Equity is critical to the celebration of diversity in the Club.

It is no longer acceptable for individuals to negatively discriminate against or suppress others on the basis of a difference in religion or faith, race or ethnicity, culture, socio-economic status, gender, sexuality, age, disability or any other social or physical categorisation. Nor is it acceptable for individuals to ignore or in any way endorse the behaviour of others who discriminate in such a way. It is important for all those involved in the Club to support and promote the principles of equity, whether they are playing, refereeing, administrating, managing, governing, supporting players, sponsoring, spectating, reporting or engaged in any other way in football activities.

It is imperative that when incidents of negative discrimination occur they are dealt with swiftly and effectively. Through our Codes of Conduct the Club have a clear and comprehensive disciplinary process. A process that is embedded within the constitution and linked directly to all policies, procedures and codes of the Club, in particular the equity policy. In abiding by the Equity Statement, every member of Giffnock Soccer Centre will:

- √ Respect the rights, dignity and worth of everyone within the game of football.
- √ Treat everyone equally within the context of football, no matter a person's ability, gender, race, ethnicity, age, religious belief, sexuality or socio-economic status.
- √ Is committed to everyone having the right to enjoy the game of football in a safe environment and an environment that is free from the threat of intimidation, harassment and abuse.
- √ Have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- √ Will deal with any occurrence or incidence of discriminatory behaviour seriously, and in-line with the Club's disciplinary procedures.



## 2 HEALTH AND SAFETY GUIDE

### 2.1 Introduction

Health and safety is important to all clubs and organisations. Clubs have a legal obligation towards the health and safety of volunteers.

As a start, the club should demonstrate its commitment to the protection of its members and volunteers against the risk of harm or injury by producing a Health and Safety Policy (see Resource Template). It is important to write the policy in consultation with the club committee and the club members so that as many people as possible understand the policy and therefore are more likely to put it in to practice and adhere to the regulations.

To protect the club, and to ensure that you monitor and learn from all accidents and injuries, you should keep an Incident Log (see Resources Example) to record all such events affecting club members and visitors, whether on or off the premises

#### Duty of Care

The duty of care is a general legal duty on all individuals, football clubs and governing bodies to avoid carelessly causing injury to persons. The system has developed over many years and it is relevant to all, regardless of the size of your Club, its income or whether you have paid staff.

A duty of care can arise in many ways, such as:

- ✓ Training and match days
- ✓ Loaning equipment to others
- ✓ Fund-raising walks, events and sponsored runs
- ✓ Hosting tournaments and competitions
- ✓ Organising day trips
- ✓ Selling food at events.

#### The Health & Safety Executive (HSE)

Any club employing staff must register with the Health and Safety Executive. Clubs with volunteers only do not normally have to register. Clubs with volunteers only, do not normally have to register their activities unless they are classed as dangerous activities.

The HSE often works with the National Governing Bodies (NGB's) of sport to develop guidance on the approach to risks, however self-regulation also plays an important role in the majority of sports. Clubs that own or are responsible for premises or buildings must register with the local Fire Authority. Clubs that prepare, store, supply or sell food on five or more days in any five week period must register with the local Environment Health Department.

The HSE have not published any information specific to football clubs, however in conjunction with the Charities Safety Group, they have published a guidance book 'Charity and Voluntary Workers, a guide to health and safety at work', this publication states: "In general, the same health and safety standards should be applied to voluntary workers as they would to employees exposed to the same risks. However, if the risk assessment shows that the risks to voluntary workers are different, the





preventative and protective measures taken should reflect the different risks. HSE considers it good practice for volunteers to provide the same level of health and safety protection as they would in an employer/ employee relationship, irrespective of whether there are strict legal duties".

This publication also gives general guidance with regards to how health and safety legislation applies to voluntary workers, and is available from HSE books. The Health and Safety Policy template provides examples of good practice and guidance on the contents required. Each club's policy will differ depending on the sport, the type of club premises, if the club owns or hires its facilities, if it has paid employees, junior members or participants with special needs etc. You will also require an Incident Log in which to record all accidents, injuries and incidents affecting members and visitors both on and off your premises.

## **2.2 Health And Safety Policy Template**

Giffnock Soccer Centre is committed to a safe environment for all players, volunteers (all levels) and coaches. It will promote standards of health, safety and welfare within football and will ensure compliance with all relevant statutory provisions. The Club will ensure that suitable and sufficient risk assessments are carried out, that procedures and safe systems are implemented in accordance with all current statutory provisions and that all reasonable and practical measures are taken to avoid risk. Safe practices will be adopted and continuous improvement will be sought through regular audits and reviews.

Appropriate instruction and training will be provided together with adequate resources to ensure that the successful management of health and safety is carried out within the Club and that this policy is collectively implemented. This policy together with arrangements and procedures, will be reviewed regularly and revised and updated as necessary.

### **HEALTH & SAFETY POLICY:**

To support our Health & Safety policy statement we are committed to the following duties:

- Undertake regular, recorded risk assessment of the club premises and all activities undertaken by the club
- Create a safe environment by putting health & safety measures in place as identified by the assessment
- Ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability dependant on age, maturity and development
- Ensure that all members are aware of, understand and follow the club's health & safety policy
- Appoint a competent club member to assist with health and safety responsibilities
- Ensure that normal operating procedures and emergency operating procedures are in place and known by all members
- Provide access to adequate first aid facilities, telephone and qualified first aider at all times
- Report any injuries or accidents sustained during any club activity or whilst on the club premises
- Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.

### **AS A CLUB MEMBER YOU HAVE A DUTY TO:**





- Take reasonable care for your own health & safety and that of others who may be affected by what you do or not do
- Co-operate with the club on health & safety issues
- Correctly use all equipment provided by the club
- Not interfere with or misuse anything provided for your health, safety or welfare.

**CLUB HEALTH & SAFETY OFFICER:** .....

**FIRST AID:** Location of first aid facilities: .....

Location of telephones: .....

**QUALIFIED FIRST AIDERS:** 1. ....

2. ....

**2.3 Hazard Identification And Risk Assessment**

In order to discharge the duty of care to provide a safe environment for Football it is necessary to identify hazards, assess the associated potential risks, then take action to eliminate the hazard. Failing this, action must be taken to either eliminate the risks or reduce them to an acceptable level to the respective activities.

Within the context of Football, risk must be assessed in terms of:

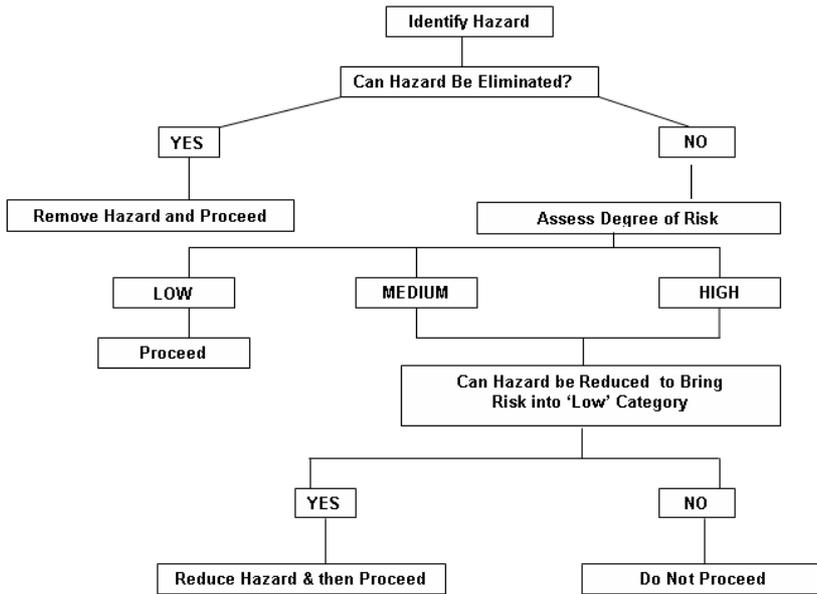
**Low Risk** - No risk or minimal risk of injury

**Medium Risk** - Some risk of injury

**High Risk** - High risk of injury

Note; Only if the risk has been assessed as 'Low' should a match, activity or training session be permitted to proceed. The following diagram outlines the procedures to be followed:





## 2.4 Definitions

### HAZARD:

A hazard is something with the potential to cause harm to an individual. This can be an object, an activity and even a substance. In football, examples would include the following:

Objects- goalposts, fencing, nets, studs/football boots etc.

Activity- playing games, training activities, travel, matches etc.

Substance- eg. water on playing/training surfaces, also in the form of ice, snow, or foreign objects etc.

### RISK:

Risk expresses the likelihood that the harm from a potential hazard is realised. Risks are normally categorised as **low, medium or high**.

The principles of Risk Assessment are:

- a) Identify the hazard
- b) Identify those who might be harmed and how.
- c) Evaluate the risk (low, medium or high) and decide whether there are existing precautions and if these are adequate or are more required.





- d) Record the findings.
- e) Review the assessment and revise if necessary.

## **RISK ASSESSMENT**

A formal and recorded process to weigh up the suitability and safety of any activity by identifying the hazards that could potentially cause harm and taking the appropriate precautions or actions required to prevent harm or injury.

The risk assessment should be undertaken by a 'competent' person,. Ask other club members or committee members what they think as they may have noticed things which are not immediately obvious.

**Make an inventory** of club activities and tasks.

**Identify the hazards** for each of these activities – on and off site – and decide if the hazards are minor or significant.

**Evaluate the risks** and decide whether the existing precautions are adequate or whether more should be done.

**Decide if the risk is acceptable and prioritise the significant hazards** – identify whether the risk is high, medium or low by deciding which could result in serious harm or affect several people -see over page for more details on prioritising risks.

**Select method of control** – check that all reasonable precautions have been taken to reduce the risk and avoid injury, however be aware that even after all precautions have been taken, some risk usually remains

**Record the findings** - keep the written record for future reference, it can help if you become involved in any action for civil liability. It can also remind you to keep an eye on particular hazards and precautions.

**Implement measures** to reduce the risks

**Monitor** – ensure that the standards are maintained.

**Regularly review** – it is good practice to review your assessment to make sure that the precautions are still working effectively



## **2.5 Normal Operating Procedures (NOP) Template**

Operating Procedures set out how all the various common functions of your football club are carried out. These will be specific to your particular circumstances. Recording these arrangements in a Manual and bringing them to the attention of all relevant people will both inform them and protect your club from potential actions in the event of an incident occurring.

### **THE NORMAL OPERATING PROCEDURES MUST BE SPECIFIC TO THE CLUB'S CIRCUMSTANCES.**

The NOP should follow headings such as:

#### **1. Supervision of Junior sessions**

- Identify the number of qualified first aiders required
- Identify the numbers of qualified coaches required
- Coach to participant ratios.

#### **2. Junior Misbehaviour**

Should unacceptable behaviour continue a final warning should be given by the head coach. If rules are continually disobeyed the child should be asked to leave the session. The child's parent/ guardian should be contacted and asked to pick them up, if they are not available then the child should be asked to sit by the side of the session put on warm clothing and have a drink!!!

#### **3. Risk assessment**

Regular and recorded risk assessments must be carried out for all on and off site activities.

- a) Identify potential hazards which could reasonably be expected to result in significant harm
- b) Identify who might be harmed
- c) Consider existing controls - is the risk of significant harm low / unlikely, medium / possible or high / probable
- d) Where the risk is identified as medium or high, identify the action required
- e) If the risk is low, further precautions are optional and the activity may proceed
- f) Where the risk is medium, it is desirable that further precautions are taken before the activity proceeds
- g) If the risk is high, the risk should be significantly reduced before commencement of the activity.

#### **4. Injury and incident reporting**

To comply with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995, it is a legal requirement to immediately report all accidents and dangerous occurrence incidents.





This report must be made to the committee who shall make a detailed record in the accident book of the accident/ dangerous occurrence and decide if the HSE should be informed.

All incidents which require police involvement (i.e. theft, assault) must be recorded in writing by completing an accident/ incident report form.

There is a statutory requirement to keep accident records for a period of 3 years.

**5. Erecting and Dismantling Equipment**

All equipment must be erected and dismantled with due regard for the health and safety of self or other members. In all cases equipment shall be set up in accordance with best practice as defined by the sports governing body, manufacturers, suppliers and any training.

Under no circumstances should high risk equipment be left unattended once erected.

Members or staff should only be asked to erect equipment in which they have previous experience, knowledge or training.

All identified defective equipment should be removed to a safe and secure place of storage and marked 'out of order'. Defective equipment must be brought to the attention of the committee who shall make arrangement for repair and replacement.

**2.6 Emergency Operating Procedures Template**

Date Issued: .....

**THE EMERGENCY OPERATING PROCEDURES (EOP), OFTEN REFERRED TO AS THE EMERGENCY ACTION PLAN (EAP)** should be devised to assist club members in the event of any emergency situation arising. It is vital that all club members are aware of and understand these procedures. It is recommended that they are displayed in a prominent place i.e. club notice board if nearby to the training/ match facilities.

The procedures may vary in content depending on the size of the club or if the club owns the facility, club house, changing rooms etc. It is the responsibility of the club to ensure that its members are aware of all emergency procedures. However, if the club uses hired facilities then the facility manager should provide the emergency operating procedures.

Out of hours emergency contact numbers: .....

Person in charge of the following incidents: .....

The following procedures are based on a club which owns a large club facility. The EOP should follow headings such as:

**1. First Aid**





A first aid kit is located: .....

The nearest telephones are located: .....

Should a member of the club require first aid treatment a first aider should be summoned by the quickest available means. NB. A qualified first aider should be in attendance at all club sessions.

Most emergencies can be resolved by an on the spot response, however in the event of a serious incident, which could range from an injury or illness requiring medical treatment to a fatality, formal procedures must be in place i.e.:

**Minor Injury** e.g. small cut, graze, bumps, bruises

- a) Take appropriate First Aid action
- b) Make provision for the injured person to rest or continue as appropriate
- c) Record any incident or injury and complete the accident book/ forms.

**Major Injury**

- a) Arrange for injured person to be taken to hospital or ring for an ambulance. Use your discretion as to whether to administer First Aid.
- b) Telephone the next of kin.
- c) Record any incident or injury and complete the accident book/ form.

**2. Contacting the emergency services**

When calling the emergency services it is important that they are given the full information. Remember, when calling 999 for the police, ambulance or fire brigade, the 'control room' for these services may not be local, do not expect the operator to know where your club is located.

**Procedure:**

- Keep calm, speak clearly
- Give your name - state the service(s) that you require
- Give full name, address and telephone number of the club/ facility/ school
- Location, details and time of the accident/ incident
- Number of casualties and their condition together with the details of any treatment which is being administered or has been given
- Access point for ambulance
- Someone should be instructed to meet the ambulance which will aid the medics to reach the casualty as quickly as possible.

**3. Fire**

On discovering a fire the nearest fire alarm must be activated. Do not attempt to tackle the fire unless safe





to do so (i.e. the fire can be quickly extinguished with the minimum of risk to self).

It is the responsibility of the club committee to ensure that all members and staff understand the basic fire precaution arrangements and procedures:

- The location of fire alarms and how to use them
- The location of fire exits
- The location of assembly points
- The location of fire extinguishers and fire fighting equipment

A fire point should be allocated. If evacuation is necessary it is important to remember the following golden rules:

- Do not panic – keep a clear head
- Raise the alarm and call the fire services
- Do not stop to collect personal belongings or allow others to do so
- No heroics – People before property
- Close doors behind you
- Where possible use the nearest fire exit
- Take all registers and once at the assembly point account for all participants and coaches
- Do not use any lifts
- Do not re-enter the building or allow others to do so until instructed by the Fire Officer in charge.
- Record any incident or injury and complete the accident book/ form.

#### **4. Theft or facility break in**

Complete an incident report form to record the name, address and telephone number of the person whom the theft has occurred against. The person should be asked if they wish the theft to be reported to the police.

If there are reasonable grounds to suspect that a particular person may have been involved in the theft then the police must be contacted and the person informed that this is the course of action being taken.

If the person is still on the premises then they cannot be physically restrained or held against their will, the same is applicable to the person's property or clothing as this constitutes assault. Every effort should be made to detain the person until the police arrive. An incident report form should be completed.

#### **5. Assault**

Should an actual or alleged assault incident take place the senior club official available should be informed or summoned if on the site.

The incident should be investigated in an attempt to find the background factors that led to the assault and seek witnesses (names and addresses to be taken).

Where injury has been sustained, first aid should be provided and if necessary the ambulance and police service should be called. An incident report form should be completed.



**6. Drug/ alcohol abuse**

All persons found to be under the influence of drugs and/ or alcohol shall be escorted off the club site by the most senior club official available. It is important that club members or staff do not unduly place themselves at risk when dealing with disruptive or threatening behaviour relating from drug or alcohol abuse: in all such cases the police service should be summoned.

In serious cases (i.e. unconscious casualty) the ambulance service must be called. During the interim period the casualty should be treated by a qualified first aider.

In such cases discarded items such as drug packaging should be brought to the attention of the ambulance service; this information may be vital to the emergency services to enable them to provide the appropriate care and treatment.

**7. Lost person**

In the event of losing a person i.e. in a leisure facility, an announcement should be made over the public address system requesting them to come to the meeting point. In the case of children, do not mention that they are lost.

Do not request the assistance of members of the public in the search (i.e. 'we have a lost child – has anyone seen them?')

Should the lost person not be located after an extensive search it may be necessary to call the police service (i.e. vulnerable persons).

I have read and understood the information contained in the Emergency Operating Procedures.

Name: .....

Position held within club: .....

Signature: .....

Date: .....





**2.7 Risk Assessment Form Template**

**CLUB SITE/ LOCATION:** .....

**ASSESSORS NAME:** .....

**ASSESSORS SIGNATURE:** .....

**ASSESSMENT DATE:** .....

**ASSESSMENT REVIEW DATE:** .....

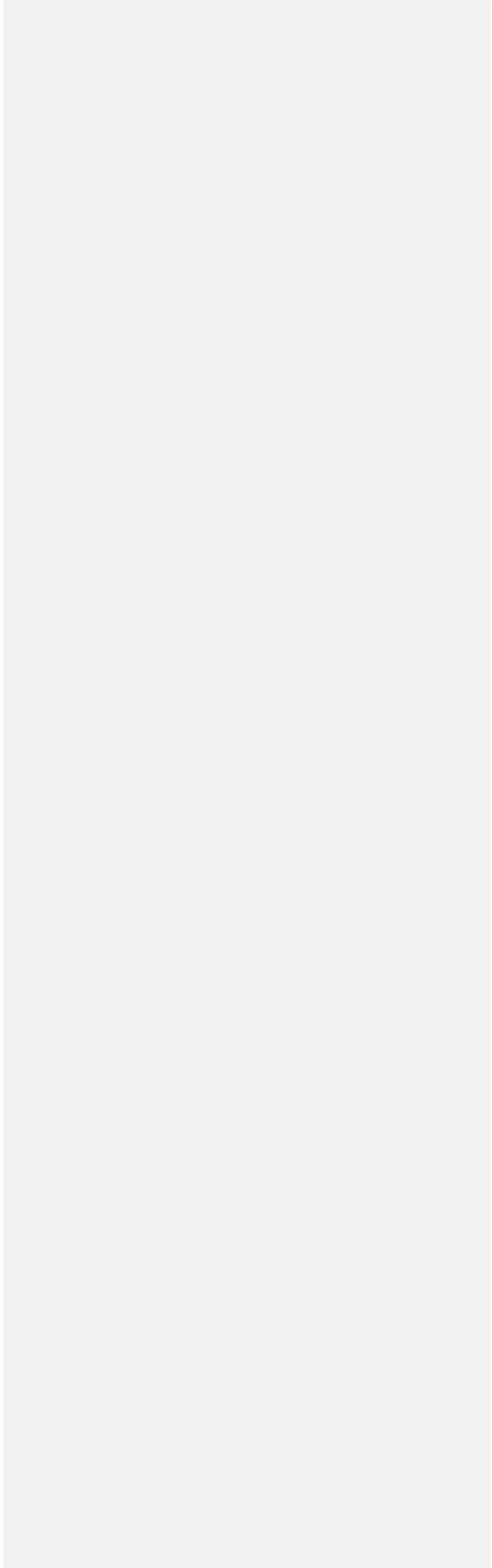
**ACTIVITY:** .....

**HEAD COACH/ LEADER:** .....

**QUALIFICATION:** .....

**PROCEDURES:**

1. Identify potential hazards which could reasonably be expected to result in significant harm
2. Identify who might be harmed
3. Consider existing controls - is the risk of significant harm low/ unlikely, medium/ possible or high/ probable
4. Where the risk is identified as medium or high, identify the action required
5. If the risk is low, further precautions are optional and the activity may proceed
6. Where the risk is medium, it is desirable that further precautions are taken before the activity proceeds
7. If the risk is high, it is essential that the activity does not proceed until the risk has been significantly reduced





<b>TASKS UNDERTAKEN:</b> activity/ area assessed	<b>HAZARDS IDENTIFIED:</b> NB: Any serious or imminent danger will need a procedure	<b>RISK:</b> Low/ Medium/ High	<b>PERSON(S) AT RISK:</b> i.e. coach, juniors , adults with special needs	<b>EXISTING CONTROLS:</b>	<b>ADDITIONAL CONTROL MEASURES REQUIRED:</b>	<b>TARGET DATE:</b> for action by	<b>COMPLETED ON:</b> date and initial
Setting up of seven-aside goals	- Number of goal pieces - weight of object -possibility of posts moving during game/practice	Medium	Coaches, players, spectators	-at least two coaches erect goalposts -instructions clearly labelled and procedures followed (training)	- additional weights to be placed on goals to hold them down during game/training	Immediate	XX/YY



## 2.8 Risk Assessment For Junior Members

*'This year about 10,000 children and young people will be permanently disabled as a result of an accident'* (Child Accident Prevention Trust)

The evidence proves that children are particularly susceptible to harm or injury. In reaction to the above shocking statistic it is hoped that all club's ensure that formal and regular risk assessments are in place to prevent and reduce the risks of junior members being harmed or injured.

### Junior Club Sessions

The [risk assessment process](#) for junior sessions should only require the same procedures as your normal risk assessment process. You must be aware that many children have a lack of fear and they do not see the danger. Therefore ALL hazards, even those which have been rated as a minimal or tolerable risk must be regarded as a priority and actions must be put in place to reduce the risks. There is a [risk ratings schedule](#) to assist in planning the action to take.

It is unlikely that risk assessment is a new process to any club or coach, as informal risk assessment takes place at every session. All coaches and club helpers automatically assess the risks before and during their sessions. For example the coach arrives at the site early to set up the session and carry out a visual inspection to check for any unsafe conditions, any sign of damage to the equipment or facility which may cause a hazard.

It is recommended that all coaches continue to do their informal risk assessment, but this should also be backed up by a regular formal, written report.

The risk assessment should look for and correct any problem which may cause injury or harm, depending on the nature of the setting, resulting from:

- Breakages, weather damage or vandalism
- Rubbish or animal faeces
- Inadequate cleaning
- Blocked access to emergency exits or along walkways
- Instability of large equipment, fences or barriers
- Dirty water in playing/training areas
- Non functioning of door or gate locks.

### Safety Briefing for Junior Members

It is important to brief junior members on their responsibilities for protecting themselves and others against injury or harm. They should be encouraged to enjoy the sessions and enjoy new experiences without being subject to high risks. Ensure that all participants:



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- Wear the correct football clothing e.g. Boots and not trainers
- Wear the correct protective clothing e.g. shin pads
- All clothing and protective clothing fits correctly and laces are done up properly
- Remove all jewellery, chewing gum etc.
- Are familiar with the environment in which they are playing, point out any potential obstructions or hazards
- Report any damage to equipment to the person in charge
- Warm up so that they are ready for exercise
- Always listen to instructions
- Bring a drink with them to every session
- In the sun – wear a hat, long sleeved T-shirt, high protective sun cream

### 2.9 Risk Ratings Template

Having completed the risk assessment, you should be able to clearly identify the risk rating i.e. minimal – intolerable and prioritise them depending on how harmful the risks are, who may be harmed, to what extent, how likely etc.

**RISK RATING = SEVERITY OF HARM X LIKELIHOOD OF OCCURRENCE**

	Slightly Harmful	Harmful	Extremely Harmful
Highly Unlikely	Minimal Risk	Tolerable Risk	Moderate Risk
Unlikely	Tolerable Risk	Moderate Risk	Substantial Risk
Likely	Moderate Risk	Substantial Risk	Intolerable Risk

NB. Tolerable here means that risk has been reduced to the lowest level that is reasonably practicable.

#### ACTION PRIORITY:

(ranking risks in priority order)

Risk Level	Action/ Priority	Timescale
Minimal (low)	No immediate action is required and no documentary records need to be kept.	Review annually
Tolerable (medium)	No additional controls required. Effective solutions should be considered. Monitoring and auditing is required to ensure that the controls are maintained.	3 - 12 months





Moderate (medium)	Activity should NOT be started or continued until the risk has been evaluated and controls implemented.	1 - 3 months
Substantial (high)	Activity should NOT be started until the risk has been reduced. Resources may have to be allocated to reduce the risk.	1 - 4 weeks
Intolerable (High)	Activity should NOT be started or continued until risk has been reduced. If it is not possible to reduce the risk, even with unlimited resources, activity has to be prohibited.	Immediate

### 2.10 Staffing Ratios

Through the SFA Quality Mark there are set minimum ratios for coaches/leaders to young people for coaching young people under the age of 18 years. The following circumstances should be considered for adjusting the ratio's of children per coach:

- The nature of the activities
- The sex, age, attitudes, disability, behaviour and competence of the young people
- The extent to which people with special needs are included within the group
- The competence, experience and expertise of the coaches
- The duration and nature of the travel to and from the activity
- The type of venue
- The weather conditions
- The need to maintain a complete programme of supervision
- The risk assessment for each activity – high, medium or low risk

Providers of open access activity (as defined in The Children Act 1989) should use the ratio of 1:8 as a guideline for all activities involving 4.5 to 8 year old children. Therefore the club must ensure adequate numbers of staff to organise these activities. A ratio of 1:10 is recommended for children aged 8 years plus, although the Quality Mark states a ratio of 1:20 for coaching sessions as a minimum.

In any club situation it is highly recommended that TWO ADULTS SHOULD BE PRESENT AT ALL TIMES with a group of children. This protects the children and also the coach from difficult situations or false allegations and should form part of a club's [child protection procedures](#). Whenever possible ensure that there is a balance of MALE AND FEMALE SUPERVISORS for all activities regardless of whether the group of children are boys, girls or mixed. For all activities at least one adult must be a qualified first aider.

The responsibility delegated to all accompanying adults (coaches, instructors, leaders or helpers) should be clearly understood by all, including the children under their care. Thorough briefings for accompanying adults are vital. When a volunteer assumes the role of coach it is essential





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that he/she is appropriately approved for the activity and relevant insurance's are in place.

### People with special needs

The safety of people with special needs requires more consideration and planning, as what may be a low risk activity for most individuals, could be a high risk activity for those with special needs. Attention should be given to:

- √ Access to the site and its facilities
- √ Security Arrangements
- √ Medical needs
- √ Additional support staff and carers
- √ Dietary requirements
- √ Emergency procedures and specialist advice in an emergency

### 2.11 Guidelines For Dealing With An Incident/Accident

#### Step-By-Step Advice for Club Members

##### GIFFNOCK SOCCER CENTRE

1. Stay calm but act swiftly and observe the situation.
2. Is there danger of further injuries?
3. Listen to what the injured person is saying.
4. Alert the first aider who should take appropriate action for minor injuries.
5. In the event of an injury requiring specialist treatment, call the emergency services.
6. Deal with the rest of the group and ensure that they are adequately supervised.
7. Do not move someone with major injuries.
8. Wait for the emergency medics.
9. Contact the injured person's parent/carer.
10. Complete an incident/accident report form.

### 2.12 Injury/Incident Report Form Template

SEE APPENDIX C. ALSO NEED A SHORT SENTENCE HERE TO SAY WHEN IT IS BE COMPLETED





### 2.13 First Aid Guidelines

It is highly recommended that at least every team in your club has at least one coach who is First Aid qualified. A certificate is issued to candidates who complete a course and reach the appropriate standard in casualty care which is valid for 3 years. The course can be completed in one day and is approximately £30 per candidate. |

#### General information about First Aid equipment:

It is essential that first aid equipment is checked frequently, therefore ensuring sufficient quantities and all items are usable. Always replenish contents of the first aid boxes and kit as soon as possible after use. Items should not be used after the expiry date shown on packets.

#### On-site first aid equipment

First aid boxes should be made of suitable material and designed to protect the contents from damp and dust. First aid box should be clearly identifiable. The first aid box should contain only those items which a first aider has been trained to use.

In most cases the first aid box should contain the following:

- √ One guidance card & contents card
- √ Individually wrapped sterile & waterproof adhesive dressings (assorted sizes), appropriate to the club environment
- √ Sterile eye pads, with attachment
- √ Six individually wrapped triangular bandages
- √ Safety pins
- √ Medium & large sized, individually wrapped, sterile un-medicated wound dressings
- √ Antiseptic tissues, sterile water or saline in sealed disposable containers
- √ If emergency blankets are provided, store alongside equipment & in such a way as to keep them free from dust & damp
- √ Disposable aprons and plastic gloves should be provided near the first aid materials
- √ Blunt ended scissors should be kept where there is a possibility that clothing or material needs to be cut
- √ Plastic disposable bags for soiled or used first-aid dressings should be provided.

#### Travelling or outdoor first aid

The contents of travelling first aid kits should be appropriate for the circumstances in which they are to be used. At least the following should be included:

- √ Card giving general first-aid guidance
- √ Individually wrapped sterile adhesive dressings
- √ One large sterile un-medicated dressing
- √ Two triangular bandages
- √ Safety pins
- √ Individually wrapped moist cleansing wipes



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In addition, it may be necessary to purchase sports specific first aid equipment depending on the nature of you activity e.g. stretcher etc.

### 3 CODES OF CONDUCT

## ***SCOTTISH FOOTBALL ASSOCIATION CODES OF CONDUCT***

The Scottish Football Association is justifiably proud of the long history that the game had played in this Country. The past 130 years have witnessed significant achievements and created lifelong memories for hundreds of thousands of people. To ensure that Scottish Football plays a significant part of our future for the next 130 years we need to be smarter about the way we preserve the traditions and values of our game.

One of the critical components of our game is the passion that people show for the team & club that they support. Whilst this passion is usually harnessed and used to support our game, it sometimes can boil over to create negative situations. We must all work together in the attempt to eliminate this negative passion. Codes of Conduct are an integral component of footballing activities and the following codes compliment the good work of the many football bodies in Scotland.

All Members of your club or association must adopt Member specific codes and the SFA encourages Members to be vigilant in enforcing such codes whether via support for those who constantly abide by the codes and / or penalties for those who fail to act in accordance with the codes.

Note that a Code of Conduct should support a club’s constitution and may be used to replace what some clubs refer to as club rules. Secondly, Fair Play must be fundamental to the aims and objectives of the club, where it is crucial to ensure that all members, officials and volunteers abide by the rules, respect everyone and maintain high standards of sportsmanship at all times.

In ensuring that all members of the club are aware of the Codes of Conduct the club should promote the Codes by including them in club handbooks, welcome packs and newsletters where appropriate. It may also be useful for the club to produce separate codes of conduct for different target groups within the club, an example of which may be, a) coaches, b) junior members, c) officials & volunteers and d) parents / carers.

#### **SFA STATEMENT**

The SFA values the role of sport and its contribution to overall human development by providing good quality footballing opportunities in a safe and positive environment. The SFA promote personal, professional, and social well-being through footballing experiences, regardless of an individual's socio-economic status, age, gender, race, ethnicity, national origin, religion, disability, or sexual orientation. The SFA Codes of Conduct set minimum standards of best





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practice for all clubs, coaches, players, parents / carers and volunteers involved in football in Scotland. We must all aim to improve standards and protect the welfare and well being of everyone involved in Football, in particular young footballers and those who are vulnerable. We must all strive to embody values, virtues and standards of excellence appropriate to the club setting. Ultimately, we

must actively pursue our goals, realising the importance of our own, and our fellow participant's commitment to uphold ethical duties and social responsibilities to others.





**GIFFNOCK SOCCER CENTRE**

**CODES OF CONDUCT FOR  
COACHES, PLAYERS, PARENTS, SUPPORTERS AND OFFICIALS**

Giffnock Soccer Centre fully supports the codes of conduct as introduced by the Scottish Football Association.

**COACHES CODE OF CONDUCT**

- Allow all players, no matter their level of ability, the opportunity to play
- Respect the rights, dignity & worth of every player and treat everyone equally within the context of football.
- Always pursue fair play
- Prohibit use of camcorders and cameras unless parental consent has been provided
- Place safety and well-being of the player above the development of performance
- Be aware of the SFA's and the Club's Child & Vulnerable Adult Protection Policy and Procedures
- Ensure that coaching sessions are enjoyable, well-structured and focus on developing skills, decision making and a general understanding of the game
- Develop an appropriate working relationship with players based on mutual trust and respect
- Encourage players to accept responsibility for their own behaviour and performance
- Ensure that sessions and games are appropriate for the age, maturity, experience and ability of the individual
- Must consistently display high standards of appearance and behaviour
- Know where to find appropriate first-aid
- Hold a current membership list and have a register available at all activities.

By registering as a coach with Giffnock Soccer Centre I agree to abide by these principles. I support the Club in its undertakings and encourage the Club to take any necessary disciplinary actions, where warranted, of any coaches, players, parents and or spectators for repeated or serious breaches of these Codes of Conduct.

\_\_\_\_\_  
**COACH'S NAME:** \_\_\_\_\_  
*(print name)* *(signature)*

\_\_\_\_\_  
**CLUB SECRETARY:** \_\_\_\_\_  
*(print name)* *(signature)*

**DATE:** \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_





**GIFFNOCK SOCCER CENTRE**



**CODES OF CONDUCT FOR  
COACHES, PLAYERS, PARENTS, SUPPORTERS AND OFFICIALS**

Giffnock Soccer Centre fully supports the codes of conduct as introduced by the Scottish Football Association.

**PLAYER'S CODE OF CONDUCT**

- ☒☒ Play by the rules – the rules of your club and the laws of the game.
- ☒☒ Never argue with a referee or other official – without these people you can't play football.
- ☒☒ Control your temper - verbal abuse of officials and abusing other players doesn't help you enjoy or win any games.
- ☒☒ Be a team player – It's a team game, treat it that way.
- ☒☒ Treat all players as you would like to be treated – fairly.
- ☒☒ Co-operate with your coach, the referees and team-mates.
- ☒☒ Play for your own enjoyment & to improve your skills.
- ☒☒ Don't use ugly remarks based on race, religion, gender or ability – you'll let down your coach, team-mates and family if you do – & many such comments are actually now illegal.

**PARENTS & SUPPORTERS CODE OF CONDUCT**

- Remember that you are there for the participants to enjoy the game.
- ☒☒☒☒☒ Encourage participation but don't force it.
- ☒☒☒☒☒ Teach that enjoyment is more important than winning.
- ☒☒☒☒☒ Never ridicule mistakes or losses – supporters are there to support not downgrade.
- ☒☒☒☒☒ Lead by example and respect all players, coaches, referees and spectators – physical or verbal abuse will not be tolerated.
- ☒☒☒☒☒ Recognise all volunteers who are giving up their valuable time.
- ☒☒☒☒☒ Never publicly criticise referees – raise personal concerns with club officials in private.
- ☒☒☒☒☒ Don't use ugly remarks based on race, religion, gender or ability – you'll let down your family and yourself if you do – & many such comments are actually now illegal.

By registering our/my child with Giffnock Soccer Centre we agree to abide by these principles. I/we support the Club in its undertakings and encourage the Club to take any necessary disciplinary actions where warranted of any players, parents and or spectators for repeated or serious breaches of these Codes of Conduct.





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**PLAYERS NAME:** \_\_\_\_\_  
*(print name)* *(signature)*

**PARENT/GUARDIAN'S NAME:** \_\_\_\_\_  
*(print name)* *(signature)*

**DATE:** \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_





..... **FOOTBALL CLUB (SAMPLE POLICY)**

**CODES OF CONDUCT FOR  
COACHES, PLAYERS, PARENTS, SUPPORTERS AND OFFICIALS**

Giffnock Soccer Centre fully supports the codes of conduct as introduced by the Scottish Football Association.

**OFFICIALS AND VOLUNTEERS CODE OF CONDUCT**

- Consider the safety and well being of participants before performance
- Set a good example for others, in particular, young members of the club
- Follow the guidelines laid down by the Scottish Football Association and the Club
- Share knowledge and experience when invited to do so, in particular providing a safety-first approach
- Avoid all forms of gamesmanship
- Show respect to match official, coaches, players and other volunteers
- Always pursue fair play
- Prohibit use of camcorders and cameras unless parental consent has been provided
- Be aware of the SFA's and the Club's Child & Vulnerable Adult Protection Policy and Procedures
- Develop an appropriate working relationship with coaches, members, players and volunteers based on mutual trust and respect
- Encourage players to accept responsibility for their own behaviour and performance
- Must consistently display high standards of appearance and behaviour
- Know where to find appropriate first-aid
- Promote ethical principles

By registering as a volunteer with Giffnock Soccer Centre I agree to abide by these principles. I support the Club in its undertakings and encourage the Club to take any necessary disciplinary actions where warranted of any coaches, players, parents and or spectators for repeated or serious breaches of these Codes of Conduct.

**VOLUNTEER'S NAME:** \_\_\_\_\_  
*(print name)* *(signature)*

**CLUB SECRETARY:** \_\_\_\_\_  
*(print name)* *(signature)*

**DATE:** \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_





## ADDITIONAL GUIDELINES FOR THE FOOTBALL CLUB

(Adopted from guidelines issued by the NSPCC Child Protection in Sport Unit - 2005)

Here are some practical ways for your organisation to help safeguard the children and young people who take part in your activities:

- [Staff ratios](#)
- [Changing rooms](#)
- [Injuries and illness](#)
- [Collection by parents/carers](#)
- [Discipline](#)
- [Physical contact](#)
- [Participants with disabilities](#)

### Staff ratios

Staff/participant ratios should be based on the age of the children involved, the degree of risk the activity involves, and whether there are disability needs. The lower the age of the participants, the greater the need for supervision. If the activity is mixed gender, male and female staff should be available.

### Changing rooms

- When children and young people use changing rooms, they should be supervised by two members of staff. Adult staff should not change or shower at the same time using the same facilities. For mixed gender activities, separate facilities should be available for boys and girls.
- If a child feels uncomfortable changing or showering in public no pressure should be placed on them to do so. Instead, they should be encouraged to shower or change at home.
- If children with disabilities use your club make sure they and their carers are involved in deciding how they should be assisted. Ensure they are able to consent to the assistance that is offered.

### Injuries and illness

Your organisation should have guidelines and report forms for any injuries children sustain during activities. Where staff witness an injury the parents must be told as soon as possible. If the child needs medical attention you must arrange this immediately and inform the



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parents/carers as soon as possible.



You should always ensure you have up-to-date contact details at sports activities or events and information about any relevant medical conditions.

### **Collection by parents/carers**

Your organisation should develop and publicise policies about the collection of children and young people from sports activities. These policies should be based on the age of the children and the location, time and type of activity.

Make sure you receive permission from parents/carers for children and young people to participate in any of the games, competitions, training or practice sessions you run. You should provide a timetable of activities at the beginning of the season. You should also notify parents/carers of any changes to this timetable in writing.

### **Late collection of children**

Late collection of children by parents presents clubs and coaches with a potentially difficult situation. Your organisation should develop written guidelines for parents explaining your policy for dealing with late collection of children.

#### The guidelines should:

- Make clear that it is not your organisation's responsibility to transport children home on behalf of parents who have been delayed.
- Include a staff contact number and an instruction to parents/carers to phone if there is any likelihood of late collection.
- Ask parents to provide an alternative contact name or number for staff to use when they are not available on their usual number.

#### In cases of late collection, staff and volunteers:

##### **SHOULD:**

- Attempt to contact the child's parent or carer on their contact number.
- Use the alternative contact name/number if necessary.
- Wait with the child/young person at the sport facility, with other staff/volunteers or parents present if at all possible;
- Remind parents/carers of the policy relating to late collection.





#### **SHOULD NOT:**

- Take the child home or to any other location;
- Send the child home with another person without permission from a parent or carer.
- Ask the child to wait in a vehicle or sport facility with you alone.

#### **Discipline**

When discipline is used it should be with the clear intention of teaching or reinforcing appropriate behaviour. It must not be used impulsively to gain power or to embarrass or humiliate a child/young person.

Discipline should be used only to:

- Develop a sense of responsibility for behaviour;
- Develop respect for others and their property;
- Reinforce the rules or values of the sport;
- Reinforce positive behaviour or attitudes;
- Reinforce awareness of health and safety aspects of the activity.

#### **Physical contact**

Many sports require a degree of physical contact between sports staff and children or young people. Coaches and staff may need to use it to instruct, encourage, protect or comfort. Your organisation should develop and publicise clear guidelines about physical contact so that adults and children/young people understand what are the appropriate types of touching and their appropriate contexts.

Physical contact during sport should always be intended to meet the child's needs NOT the adult's. The adult should only use physical contact if their aim is to:

- Develop sports skills or techniques;
- To treat an injury;
- To prevent an injury;
- To meet the requirements of the sport.

The adult should explain the reason for the physical contact to the child. Unless the situation is an emergency the adult should ask the child for permission.



The contact should not involve touching genital areas, buttocks or breasts.

Physical contact should not take place in secret or out of sight of others.

All injuries should be fully recorded by staff.

**Participants with disabilities**

- Children or young people with disabilities should have the same rights and opportunities as others involved in sport to have fun and be safe. Their particular vulnerability to abuse or neglect requires sports clubs/organisations to take additional steps to safeguard them.
- Information relating to club policies and procedures should be fully accessible to children and young people with communication difficulties.
- Specialist training or advice should be sought by clubs/organisations that involve children/young people with disabilities in sport. For example, when staff need to guide blind or partially sighted children, training will help ensure that they use the most appropriate methods. If training is not available ask the child for advice or seek the advice of parents or carers.
- When transporting children with disabilities, the vehicles used should meet the needs of the children and be roadworthy. Appropriate and trained escorts should be in attendance in the vehicle.
- When children with disabilities are lifted or manually supported, the individual child should be treated with dignity and respect. Relevant health and safety guidelines must be followed to ensure the safety of the child and those assisting. It is recommended that those assisting receive appropriate training.

**Checklists for Away Travel**

Communication with parents	<ul style="list-style-type: none"> <li>• Pick up times</li> <li>• Destination and venues</li> <li>• Competition details</li> <li>• Kit</li> <li>• Other requirements</li> </ul>
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Transport	<ul style="list-style-type: none"><li>• Journey times and stopping points</li><li>• Supervision</li><li>• Suitability, accessibility</li><li>• Drivers checked</li><li>• Insurance</li><li>• Seat belts</li></ul>
Supervision and staffing	<ul style="list-style-type: none"><li>• Ratio of staff to athletes</li><li>• Male/female</li><li>• Specialist carers</li><li>• Responsibilities</li></ul>
Emergency procedures	<ul style="list-style-type: none"><li>• First aid</li><li>• Specific medical details</li><li>• Reporting procedures</li><li>• Home contact details</li><li>• Athlete information</li></ul>
Insurance	<ul style="list-style-type: none"><li>• Liability</li><li>• Adequate cover</li></ul>





## 4 ETHICS POLICY

### INTRODUCTION

Giffnock Soccer Centre actively promotes and supports ethics in sport, where ethics can be defined as the application of moral rules, principles, values and norms. In line with the policy of the Scottish Football Association and sportsotland the Club practices the following core values within delivering football opportunities:

- Fairness
- Integrity
- Respect
- Equity

Every member of Giffnock Soccer Centre whether as players, administrators, officials, coaches or supporters – must take personal responsibility for ensuring that football activities are fun and fair for all. If we fail to do so, we will all suffer, and so will our Club. To help you to tackle these problems in a coordinated and proactive way, the Club's ethics guide examines the most common and most important ethical issues. Please take the time to read it carefully and consider what it means.

### Club Governance

Club governance can be described as the system by which the Club is directed and controlled, including the distribution of rights and responsibilities among those involved in the Club. Effective Club governance is the successful management of relationships among members of the Club through fair, transparent and accountable systems and structures.

The Club has an obligation to govern responsibly and effectively. All Club structures, decisions and operations should be underpinned by ethical values. Like many Club issues this is not easy to achieve and often clubs stop at the stage of identifying ethical values.

In order for the Club to be administered and regulated correctly, members must agree to abide by the Club's Constitution. The Constitution outlines the function of our Club, including procedures for membership, meetings, committee structures and make-up as well as others. The Constitution will help clarify how the Club's procedures should work and it is very important that our constitution does not preclude membership to anyone on discriminatory grounds.

Another structure pivotal to the success of the Club as an ethical organisation is comprehensive disciplinary, grievance and appeals procedures. A disciplinary process must enable alleged misconduct to be investigated, managed and sanctioned where appropriate, while at the same time uphold the rights of the individual member. This means a clear set of procedures that adhere to the principles of natural justice. Every member must agree to the Club's Codes of Conduct including general codes of conduct to other members and participants within the game of football and our Child Protection and Vulnerable Adult Policy. Anyone displaying characteristics that undermine the policies, procedures and principles within the Club will be





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held to disciplinary action that could ultimately lead to disqualification from all activities within our Club and Criminal Proceedings.

The Club also has a responsibility to ensure that we comply with the requirements of relevant legislation. Legislation is in place to ensure that people abide by certain standards of ethical behaviour. A variety of laws apply to football clubs so it is vital that the Club is aware of the legislation that is applicable to it. The Club must adhere to any legislation that is presented to us via our national governing body, The Scottish Football Association

### **Fair Play**

Fair play refers to the conduct of individuals involved with any part of football practice, such as players on the field, spectators on the sideline, coaches in the ground, referees during a match or managers in the dressing room. It encompasses all aspects of the game or match and all individuals involved. Fair play can be defined as the upholding of fairness before, during and after and directly relating to a game/match/event. The Club must ensure that fair play is clearly explained and promoted to all individuals involved with football within the Club. The Club must also inform participants of the consequences that will occur if they do not play fair or cheat.

Fair play is also about consistency in practice. The standard for both behaviour and consequences must apply equally to everyone and it must not exclude or allow different interpretation for individuals because of their skills, popularity or position in the game. Consistency, although at times challenging to achieve, is vital. Fair play in the Club is best promoted through our Codes of Conduct that clearly define specific practices that capture the ethical values of the Club and game.

### **Child Protection**

Football can provide children with fun, enjoyment, excitement and a positive social environment, and can help develop a healthy lifestyle. This is only possible, however, in a nurturing and supportive environment where the welfare of the child is paramount. It takes consideration and care in the development of children's sport to ensure that risks are minimised and that the environment promotes positive experiences. Unfortunately sport is not immune to cases of abuse, and specific action needs to be taken to minimise the risk of it occurring. In addition, the Club has put procedures in place for managing situations where a child plucks up the courage to disclose details about abuse.

Another dimension of child protection is the protection of adults and leaders who work with children. It is important that adults are informed and educated on how best to assist and teach children in the Club to ensure that they too have a positive and rewarding experience. The Club has a responsibility to ensure that our adult members are aware of, and responsible for, upholding the standards required to teach and assist children and encourage 'best practice' while dealing with all players.

The Club has a comprehensive Child & Vulnerable Adult Protection Policy. The document provides a comprehensive breakdown of child protection issues, supported by guidance, which can be implemented as it is. This is available from the club's website





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([www.giffnocksoccercentre.co.uk](http://www.giffnocksoccercentre.co.uk)) or the Club Secretary.



### Data Protection in the Club

Our Football administrators need to ensure that they protect the data they process as required by the Data Protection Act, 1998. 'Processing' under the Act includes obtaining, recording or holding data or carrying out any operation or set of operations on the data including disclosure, consultation, alteration and destruction of data. Processing therefore covers a wide range of activities such as sending an email, looking at data on a screen or opening and reading a paper file.

The Data Protection Act applies to all individuals within the Club. It protects individuals from personal data being used inappropriately or recorded inaccurately and it provides everyone with a framework to achieve good standards for handling information. On request, individuals can ensure that the content of information about them is correct and the purpose for which the information will be used is clear. Representatives within the Club who control information on computer, in paper files, on video or in other media will ensure that the information is processed fairly, is accurate and secure, and is used for a specific purpose.

### Human Rights in Football

It is important in football, as it is in all aspects of life, that individuals respect the rights of others and in return know what rights they can expect. This can cover a whole variety of situations, such as the amount of noise made in a building, the right to privacy, the right not to be abused and the right to live. In football human rights issues often arise as a result of an individual feeling misjudged, excluded or not supported in some way. Examples would include an individual feeling they

have not had an independent hearing of a disciplinary issue; a player feeling that the selection procedure they are subject to is biased; or a player feeling that a contract which they are bound by unfairly restricts their individual rights.

The Club has an appropriate mechanism to ensure that the rights of the members or players are being upheld. A well-structured, independent disciplinary structure is indispensable to human rights issues, as it provides a mechanism by which issues can be

fairly reviewed, decided upon and actioned. It is also vital for the club to have an appeals structure that allows the individual who has been through the disciplinary process to appeal the decision and/or actions under certain provisions and conditions that ensure fairness. The Human Rights Act, 1998 was introduced as a result of the European Convention on Human Rights and is an important part of Scotland's and the UK's framework for public authorities. The Act covers a variety of areas including privacy, freedom of thought and expression, liberty and security, and protection of property, and it contains specific requirements for tribunals and hearing procedures (Article 6 of the Act). The Club appreciates the human rights of all its members at all levels and in doing so have published an appropriate policy for codes of conduct as well as good practice for child protection. These documents are available through the Club Information Pack or through the Club Secretary.

Commented [ba14]: What is this?





**Celebrating Diversity and Inclusion**

The Club acknowledges that everyone has a unique range of skills and knowledge that they bring to football. We recognize this and value this diversity. We acknowledge the benefits of different cultures, abilities and lifestyles in helping to develop our club and achieve organisational objectives. In terms of recruitment of employees and volunteers, the Club recruits, selects, develops and promotes people according to the needs of the organization and the capacity to undertake the work required. In terms of participation, we promote and welcome the range of talent and knowledge of all individuals involved in the sport and in the wider community. Acknowledgement and respect for one another are critical to the development and success of our club

**Equity**

Equity is fundamental to the participation in and the governance, organisation and delivery of football within the Club. Equity is the practice of fairness and the upholding of social justice to ensure that all individuals are respected, have equal opportunities and have their rights protected. Equity is critical to the celebration of diversity in the Club. It is no longer acceptable for individuals to negatively discriminate or put down others on the basis of a difference in religion or faith, race or ethnicity, culture, socio-economic status, gender, sexuality, age, disability or any other social or physical categorisation. Nor is it acceptable for individuals to ignore or in any way endorse the behaviour of others who discriminate in such a way. It is important for all those involved in sport to support and promote the

principles of equity, whether they are playing, refereeing, administrating, managing, governing, supporting players, sponsoring, spectating, reporting or engaged in any other way in football activities.

It is imperative that when incidents of negative discrimination occur they are dealt with swiftly and effectively. Through our Codes of Conduct the Club has a clear and comprehensive disciplinary process. a process that is embedded within the constitution and linked directly to all policies, procedures and codes of the Club, in particular the equity policy.

Commented [ba15]: Is this in the constitution?

**Women, Girls and Football**

It has been identified both within the UK and internationally that women and girls are negatively discriminated against and are disadvantaged by a variety of barriers in sport.

The Club recognises and acknowledges differences and are equally proud of them. As identified above it is important to celebrate diversity - it is vital that the individual talent, skills and knowledge of all women and men are recognised and appreciated equally for what they can offer to sport. The Club treats all its members equally, no matter their gender and anyone in breach of our rules and codes of conduct will be disciplined appropriately as defined by the Club disciplinary procedures.

**Sexuality and Football**

Negative discrimination on the basis of sexuality is frequently not considered by sports organisations and little attention is drawn towards this type of discrimination as an ethics area in sport. However, sexuality discrimination





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does occur in sport and is often hidden, ignored or brushed aside and not dealt with seriously or condemned as it should be. Homophobia is unacceptable and must be challenged in the sporting environment.

As with gender discrimination, discrimination on the basis of someone being gay, lesbian or bisexual can include verbal and sexual harassment and abuse, lack of promotion, bias in selection, exclusion of membership rights, verbal innuendo, pictures, assumptions, disregard for position. It is critical that no one in the Club is unfairly discriminated against and it is vital that all individuals respect and appreciate each other for what they can offer to football, regardless of their sexual orientation. As above, the Club treats all its members equally, no matter their sexuality and anyone in breach of our rules and codes of conduct will be disciplined appropriately as defined by the Club disciplinary procedures.

### **Race, Ethnicity and Football**

In Scotland and the UK we are fortunate to have a very diverse population where it is possible to celebrate and be proud of all types of people with all sorts of ancestry and ethnicity. Scotland is fully part of a diverse and active world which, for some time now, has seen people from Scotland leave and settle in new lands and people from other lands arrive and settle in Scotland. The wealth of this variety and new experience is immense and contributes greatly to the distinctiveness and vibrancy of Scottish life, including football. In Scottish Football we are fortunate to have Scottish participants from a whole range of backgrounds, ethnic origins and ancestry.

Racism can be best described as negative discrimination against an individual because of their colour, racial origin, ethnicity, ancestry, and/or place of birth, or an individual's identification or connection with any of these. It is not acceptable in society and must not be tolerated in any shape or form in our Club. It is every participant's responsibility in the Club to take action against racism and for our Club to create an environment where racism is unacceptable and where participants found guilty of racism are disciplined and educated accordingly.

### **Disabilities and Football**

It is not difficult to identify with the word 'disability'. We all possess attributes that hold us back, stop us doing an activity or restrict us from full participation at some stage in our life. However for some individuals a disability may restrict them from participation in a variety of environments for a considerable length of time, even for the rest of their lives. As a result their disability may be categorised and given specific assistance in order for them to participate in a particular environment.

In football there are a variety of ways that assistance can be given in order for people with a disability to participate, such as modifications to buildings, competitions for people with the same disability, specialist equipment and/or training of helpers to give specific assistance.

The Club has an obligation under the Disability Discrimination Act to provide assistance to individuals with a disability. The Club can do a lot more to assist individuals, some of which might take little effort but result in greatly increased participation and improved quality of experience for individuals in sport. The Club will do all that it can to support any individual with





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a disability and will fully integrate them within the Club. Any individual displaying inappropriate behaviour is unacceptable and where participants are found guilty of discrimination will be disciplined and educated accordingly.

### **Faith, Religion and Sport**

As a result of increasing diversity in Scotland over the years, there is now a great number of recognised religions and faith denominations. As with the other equity areas, this diversity needs to be celebrated and recognised for the valuable contributions that it offers. Whilst it is not necessary to agree with an individual's beliefs, it is important to acknowledge them and not show prejudice. In football it is important to recognise that religion or faith must not provide a basis for negative discrimination.

In football individuals can confuse pride and celebration of a team or individual with their perceived representation of a faith. Also a player or participant may consider football a platform to rally support for a particular belief. Participants, including spectators and players and all volunteers must take considerable care to ensure that they do not encourage or support negative discrimination, abuse or harassment of others because of their beliefs, religion or faith identity. The Club treats all its members equally, no matter their religious faith or beliefs and anyone in breach of our rules and codes of conduct will be disciplined appropriately as defined by the Club disciplinary procedures.

### **Social Inclusion & Sport**

Social exclusion can be defined as "a shorthand label for what can happen when individuals or areas suffer from a combination of linked problems such as unemployment, poor skills, low incomes, poor housing, high crime environment, bad health and family breakdown".

Social inclusion refers to the methods of enabling those toward the lower end of the socio-economic range to participate and/or receive support. In football, it refers to enabling participation for all individuals in events, activities, competitions, social events, administration and other aspects of the game. The Club has a responsibility to take forward a range of initiatives to encourage and enable participation by individuals who lack the resources or support that others may take for granted. The Club will accept any member no matter of their social background and anyone displaying characteristics in breach of our rules and codes of conduct will be disciplined appropriately as defined by the Club disciplinary procedures.



## 5 CHILD PROTECTION

EFFECTIVE FROM NOVEMBER 2005

### Introduction

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

Everyone has a duty of care towards children and vulnerable adults to help to protect them from abuse. It is hoped that this Policy and the supporting procedures will help create a safe environment in our football club and minimise risk for everyone involved in football at the Club. It offers all volunteers and players a clear position of **Giffnock Soccer Centre** and the expected standards to be upheld at all times. In addition, it provides the Club with Guidelines for the protection of children and vulnerable adults.

Adopting best practice by everyone will help to safeguard children and vulnerable adults from potential abuse as well as adults in positions of responsibility from potential false allegations of abuse. **Giffnock Soccer Centre** is committed to the protection of children and vulnerable adults through the implementation of this policy and the supporting procedures.

### 1. Child & Vulnerable Adult Protection Policy

#### 1.1 Responsibilities<sup>1</sup>

Giffnock Soccer Centre will:

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

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<sup>1</sup> This Policy and the supporting procedures contain a number of terms that require clarification, including 'children', 'vulnerable adults' and 'abuse'. Appendix 1 sets out the Definition of Terms requiring definition for the policy.





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- Promote the health and welfare of children and vulnerable adults by providing opportunities to participate in football safely.
- Recruit, train, support and supervise its staff/volunteers to adopt best practice to safeguard and protect children and vulnerable adults for whom they are responsible from abuse and to minimise risk to themselves.
- Require staff to adopt and abide by this Child & Vulnerable Adult Protection Policy and supporting Procedures.
- Respond to any allegations of abuse in line with these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Review and evaluate this policy and supporting procedures on a regular basis.

### 1.2 Principles

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

- The welfare of children and vulnerable adults is the primary concern.
- All children and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.
- It is everyone's responsibility to report any concerns of abuse and the responsibility of the Social Work Department and the Police to conduct, where appropriate, a conjoint interview. The role of the Social Work Department is to carry out a risk assessment and it is for the Police to determine whether a criminal offence has occurred.
- All incidents of alleged poor practice and abuse will be taken seriously and responded to swiftly and appropriately.
- Confidentiality is upheld and personal data is processed in accordance with the requirements of the Data Protection Act 1998 and the Human Rights Act 1998.

### 1.3 Legal Framework

This Policy and supporting Procedures are defined and informed by the following legislation and guidance:

- Rehabilitation of Offenders Act 1974
- Rehabilitation of Offenders Act 1974 (Exceptions Order) 1975





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- UN Convention of the Rights of the Child 1992
- The Children (Scotland) Act 1995
- The Criminal Procedure (Scotland) Act 1995
- Protecting Children *A Code of Practice for Voluntary Organisations in Scotland Working with Children and Young People* 1995
- The Sex Offenders Act 1997
- The Police Act 1997
- The Human Rights Act 1998
- The Data Protection Act 1998
- The Scottish Office Protecting Children – *A Shared Responsibility: Guidance on inter-agency co-operation* 1998
- Sexual Offences (Amendments) Act, 2000
- Adults with Incapacity (Scotland) Act 2000
- Disclosure Scotland Code of Conduct *Making Scotland Safer* (2002)
- Disclosure Scotland Code of Conduct *Protecting the Vulnerable by Safer Recruitment* (2002)

### 1.4. Definitions of Abuse and Examples in Sport

These can be found in Appendix 2

## 2 Child & Vulnerable Adult Protection Procedures

### 2.1 Recruitment and Employment of Volunteers/Staff

#### **Introduction**

All reasonable steps must be taken to ensure unsuitable people are prevented from working with children and vulnerable adults.

For all positions that require contact with children or vulnerable adults the following recruitment procedures are to be completed.

### 2.2 Pre-recruitment Process and Induction

#### **Advertising**

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





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- The aims of Giffnock Soccer Centre and where appropriate, the particular activities involved.
- The responsibilities of the role.
  
- The level of experience or qualifications required (e.g. experience of working with children is an advantage).
- The organisation's open and positive stance on child protection

### **Pre-Application Information**

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

- A job description including roles and responsibilities.
- A candidate specification **where appropriate** (e.g. stating qualifications or experience with children or vulnerable adults required).
- An application form and self-declaration form.
- Information on the Club and related topics.

### **Application and Self-Declaration Form**

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

### **References**

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

### **Checks**

Prior to appointment a Disclosure Scotland Check and/or equivalent international check (if the applicant comes from abroad), will be completed. As recommended by Disclosure Scotland (*Protecting the Vulnerable by Safer Recruitment 2002*), the following types of checks will be requested for the following positions requiring contact with children and vulnerable adults:



### *Standard Disclosure*

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

### *Enhanced Disclosure*

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

### *Interview*

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

### *Induction*

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

- A profile identifying training and any other needs and aspirations
- Clarification, agreement and signing up to the child protection policy and procedures
- Clarification of the expectations, roles and responsibilities of the position

### *Training*

New volunteers/staff will complete training over an agreed period that will fall in line with the SFA's recommended training for volunteers working within youth football clubs.

## **2.3 Staff with Specific Child & Vulnerable Adult Protection Responsibilities**

In accordance with the SFA Quality Mark guidelines, the club will appoint a Player Welfare Officer. The job description of which can be viewed in Appendix 11.

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

The Code of Conduct details the Standards and practice required by all volunteers, staff and members of Giffnock Soccer Centre when in contact with children and vulnerable adults. These are categorised into good practice; practice to be avoided; practice never to be sanctioned; and safe practice in unforeseen circumstances. If there is a suspicion or allegation of non-



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compliance by a volunteer or club member with this Code the volunteer or club member will be dealt with through the Giffnock Soccer Centre Disciplinary Procedures or the *Procedure for Managing Allegations of Abuse of a Child or Vulnerable Adult against a Volunteer or Member of the Club*.

Giffnock Soccer Centre supports and requires the following good practice with children and vulnerable adults:

For programmes involving children or vulnerable adults:

- Make football fun, enjoyable and promote fair play.
- Always work in an open-environment e.g. avoid private or unobserved situations and encourage an open environment for activities.
- Treat all children and vulnerable adults equally, with respect and dignity.
- Put the welfare of each child or vulnerable adult first before winning or achieving goals.
- Be an excellent role model including not smoking or drinking alcohol in the company of children or vulnerable adults.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Ensure that if any form of manual or physical support is required for a child or vulnerable adult, it is provided openly and the child or vulnerable adult is informed of what is being done.
- For educational instruction, the instruction is to be delivered firstly verbally; secondly role-modelled; and thirdly, and only if necessary, with hands on - which must be accompanied by telling the child or vulnerable adult where you are putting your hands and why. If it is known prior to a programme that hands on assistance will be required, the parent/guardian's consent must be obtained before they participate in the programme.
- Maintain a safe and appropriate distance from children and vulnerable adults e.g. do not have an intimate relationship.
- Build balanced relationships based on mutual trust that empowers children to share in the decision-making process.
- Involve parents and carers wherever appropriate.
- Recognise the developmental needs and capacity of children and vulnerable adults, avoid excessive training or competition and either pushing them against their will or putting undue pressure on them.

### Medical Consent, injuries and applying first aid:

- All parents/guardians of children under 16 must complete the Activities and Medical Consent Form (Appendix 4) before participating in a Giffnock Soccer Centre programme, activity or event.<sup>2</sup>
- If a child or vulnerable adult requires first aid or any form of medical attention whilst in your care, then the following guidance must be followed:
  - All volunteers/staff should endeavour to be aware of any existing medical conditions and/or pre-existing injuries and any treatment required.

<sup>2</sup> See Appendix 5 - The Law and Medical Consent





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- *Only those with a current, recognised First Aid qualification should respond to any injuries – check SFA Quality Mark guidelines for required First-Aid qualification.*
- Where possible any course of action should be discussed with the child/vulnerable adult, in language which they understand, and their permission should be sought before any action is taken
- In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible
- The child's parents/guardians or carers must be informed of any injury and any action taken as soon as possible
- An Incident Record Form (see Appendix 6) must be completed and signed and passed to the Line Manager as soon as possible.

### Transporting of children or vulnerable adults:

- Request permission if volunteers/staff are required to transport young people in their cars or minibuses.
- Ensure all vehicles are insured.
- Whilst acknowledging that same gender abuse can occur, ensure *where possible*, if a mixed group of children or vulnerable adults are taken away, the group has a male and female member of staff accompanying them.
- All reasonable safety measures are taken e.g. children in the back seat, seatbelts.

### Practice to be avoided

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

- Avoid having 'favourites' – this could lead to resentment and jealousy by other children or vulnerable adults and could be a cause for false allegations.
- Avoid spending excessive amounts of time alone with children away from others.
- Ensure that if children or vulnerable adults are taken away adults avoid entering children's rooms unless in emergency situations or a health and safety issue arises.
- Avoid taking children to your home.

### Practice never to be sanctioned

- Never engage in rough, physical or sexually provocative games, including horseplay.
- Never allow or engage in any form of inappropriate touching.
- Never make sexually suggestive comments to a child, even in fun.
- Never reduce a child to tears as a form of control.
- Never allow allegations made by a child to go unchallenged, unrecorded or not acted





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upon.

- Never invite or allow children to stay with you at your home unsupervised.
- Never do things of a personal nature for children and vulnerable adults that they can do for themselves.

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

### Reporting

It is very important if any of the following incidents should occur, that they are reported on the day to their line manager, and \_\_\_\_\_ Giffnock Soccer Centre Incident Record Form is completed (Appendix 6). Parents should also be informed of the incident. It is expected that staff will apply **judgement** and **common sense** when reporting an incident for example, in any of the following circumstances:

- If you accidentally hurt a child or vulnerable adult.
- If a child or vulnerable adult seems distressed in any manner.
- If a child or vulnerable adult misunderstands or misinterprets something you have done that has serious implications.
- If a child or vulnerable adult appears to be sexually aroused by your actions.
- If a child or vulnerable adult needs to be restrained.

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

In all circumstances where children and vulnerable adults are likely to be photographed or video-recorded or digital images taken, it is necessary to obtain appropriate consent. Staff should ask all parents to complete the standard Consent Form (Appendix 4) when enrolling in a Club youth activity or going on a trip. Although children can consent to having their photographs taken from 12 years of age so long as the child understands the implications (see Appendix 8), consent should also be provided by parents; this will ensure that both parties legal rights are met. A judgement call will have to be made for some children with learning difficulties over 12 and vulnerable adults. If in doubt parental consent should be sought. Records should be kept in a secure and confidential file. It will be the responsibility of the Parent/Guardian to inform of any change in circumstances.

### Storage





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### *Photographs and videos*

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

### *Digital images*

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

Video, Film or Photographs (including digital images) as an Educational Aid  
Consent is collected from the parents/guardian of the child or vulnerable adult (Appendices 7, 8 & 8(i)) and they should be informed:

- The reason for use of the video, film or photographs
- How the equipment will be used
- How the video, film or photograph will be processed
- Who will have access to the video, film or photographs
- Where the film, video or photographs will be stored
- How long the film, video or photographs will be kept

#### Concerns about Photographers, Video or Film Operators

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

#### Children or Vulnerable Adults in Publications and on the Internet

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

Publications and the Internet must adhere to the following:

- At no time is a publication or Internet site to include personal information that could identify a child or vulnerable adult e.g. home address, e-mail address, telephone number of a child or vulnerable adult. Any contact information needs to be directed to either a the Club's central contact address or to another relevant body e.g. a governing body or association.
- Before publishing any information, written consent needs to be obtained from the child or vulnerable adult's parent/guardian. If the material is changed from the time of consent, the parents/guardians must be informed and consent provided for the changes.
- Pictures or videos of children or vulnerable adults or a picture giving limited additional information may be used.





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- The content of pictures or videos of children or vulnerable adults are to be reviewed to ensure they are not portraying the child or vulnerable adult in a demeaning or tasteless manner. Where reasonably practicable use photographs or shots that show the child or vulnerable adult:
  - In profile
  - With their backs to the cameras
  - Their faces are not clearly visible
- The content of photographs or videos **must not** depict a child or vulnerable adult in a provocative pose or in a state of partial undress other than when depicting a football activity. Where relevant, a tracksuit may be more appropriate attire.
- For photographs or videos of groups or teams of children or vulnerable adults ensure that only the group or team is referred to, not individual members.
- All published events involving children or vulnerable adults will require review to ensure the information will not put children or vulnerable adults at risk. Any publications of specific meetings or child events e.g. team coaching sessions, are not to be distributed to any individuals other than to those directly concerned.
- Particular care is to be taken in publishing photographs, films or videos of children or vulnerable adults who are considered particularly susceptible e.g. a child who may be the subject of a child protection case or a matrimonial dispute where it is known.
- Particular care is to be taken in publishing photographs, films or videos of children or vulnerable adults with physical, learning and/or communication or language disabilities, as they could be particularly susceptible to abuse (Morgan, 1979; Watson, 1984<sup>3</sup>).

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

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

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

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

- Anyone wishing to use photographic/film/video equipment at a venue must obtain the approval of the Activity, Event or Media Manager.
  - Professional photographers, film or video operators wishing to record the activity or event should seek accreditation with the Club organiser by producing their professional identification for the details to be recorded. Ideally this should be requested at least five working days before the event.
  - Students or amateur photographer, film or video operators wishing to record the activity or event should seek accreditation with the Club organiser by

<sup>3</sup> Morgan S R (1979), *Psycho-Educational Profile of Emotionally Disturbed Abused Children*, Journal of Clinical Psychology, 8(1) pp3-6. Watson G (1984), *Parental Attitudes and Knowledge of Children with Mild and Moderate Learning Difficulties*, G Campbell (Ed) *Journal of Research in Child Education and Youth*, Falmer Press.



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producing their student card or a relevant letter from the organisation they represent e.g. club outlining their motive for attending the event.

- The Activity coordinator or Player Welfare Officer must record all details of photographers, film and video operators, including professional identification or relevant consent information (Appendix 7 Form for Media)
- An activity or event specific identification badge/sticker must be provided to and clearly displayed at all times by accredited photographers, film and video operators on the day of the activity or event.
- The requirements above are publicly promoted to ensure all people present at the event understand the procedure and are aware of where to proceed with it and who to contact if concerned.
- No unsupervised access or one-to-one sessions are to be permitted unless this has been approved in advance and appropriate vetting has occurred e.g. Disclosure Scotland check.

**NB \_\_Giffnock Soccer Centre has no control over who can take photographs or video in a public space unless they present themselves as a demonstrable risk to children or vulnerable adults.**

### 3 Responding to Disclosures, Suspicions and Allegations of Abuse

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

#### 3.1 Definitions of Abuse of Children or Vulnerable Adults

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

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

Further details of these definitions can be found in Appendix 2

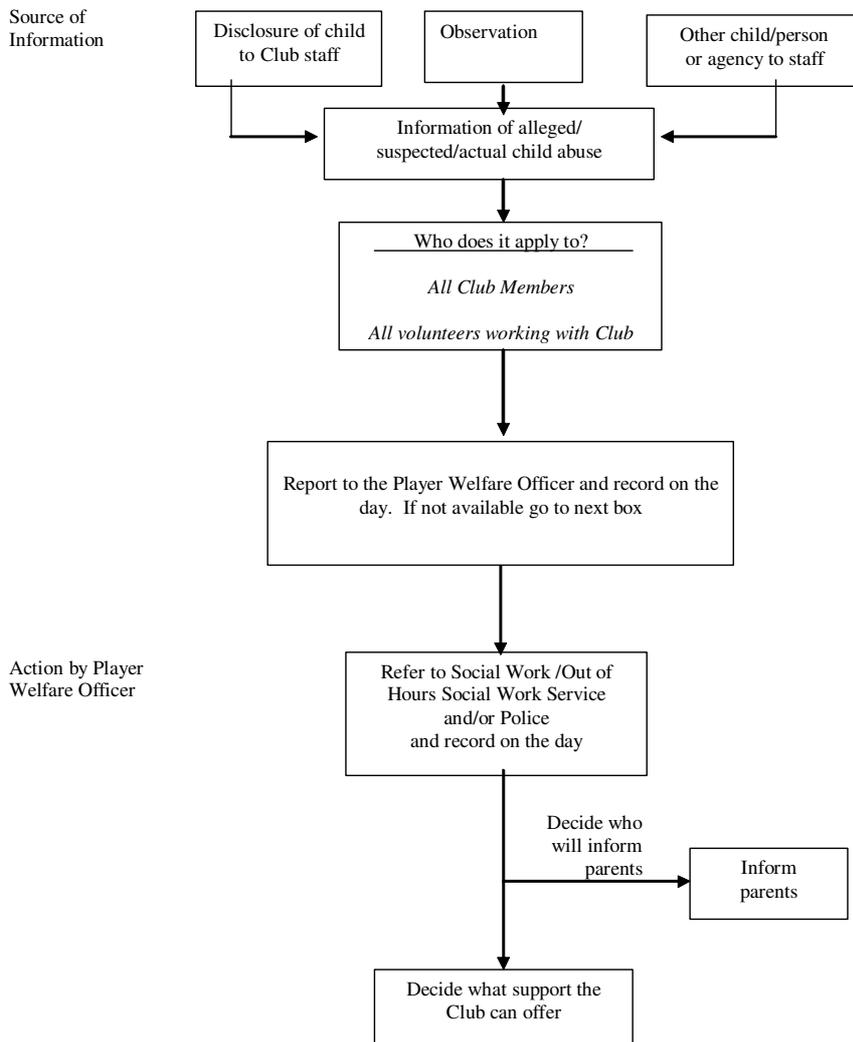
**It is not the responsibility of anyone from Giffnock Soccer Centre to take responsibility or decide whether or not child abuse is taking place. It is however an individual's responsibility to pass on their concerns.**

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





**Flowchart 1 - Managing Allegations or Suspicions of Child Abuse**





### 3.2 Responding to a Disclosure

On receiving information concerning a disclosure follow the steps below:

- React calmly so as not to frighten the child/vulnerable adult.
- Listen to the child/vulnerable adult.
- Do not show disbelief.
- Tell the child/vulnerable adult that he/she is not to blame and that he/she was right to tell.
- Take what the child/vulnerable adult says seriously while recognising the difficulties inherent in interpreting what a child/vulnerable adult says especially if they have a speech disability and/or differences in language.
- Do not pre-suppose that the experience was bad or painful – it may have been neutral or even pleasurable. Always avoid projecting your own reactions onto the child.
- If you need to clarify, keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said.
- If you need to clarify or the statement is ambiguous use open-ended, non-leading questions.
- Do not introduce personal information from either your own experiences or those of other children.
- Reassure the child.
- Pass your concerns on the day to the Player Welfare Officer and/or the Social Work Department or the Police in the area where the abuse is alleged to have occurred (these services are available 24 hours a day).
- Make a full record of what has been said, heard and/or seen as soon as possible in the child/vulnerable adult's own words. If available, include the following information:
  - Name of child/vulnerable adult
  - Age, date of birth of child/vulnerable adult
  - Home address and telephone number of the child/vulnerable adult
  - The nature of the allegation in the child's own words.
  - Any witnesses to the incident/s
  - Any times, dates or other relevant information.
  - Whether the person making the report is expressing their own concern or the concerns of another person
  - The child/vulnerable adult's account, if it can be given, of what has happened and how any bruising or other injuries occurred.
  - The nature of the allegation (include **all** of the information obtained during the initial account e.g. time, date, location of alleged incident if available)
  - A description of any visible injuries or bruising, behavioural signs, indirect signs
  - Details of any witnesses to the incident
  - Whether the child/vulnerable adult's parent or guardian have been contacted
  - Details of anyone else who has been consulted and the information obtained from them
  - If it is not the child/vulnerable adult making the report, whether the child/vulnerable adult been spoken to, if so what was said





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- Record, sign and date on the day what you have seen or been told, using the Club's Referral Form (Appendix 10).
- If making an electronic copy do not save to the hard drive or floppy disk. Print off the record, sign and date, then delete electronic copy, all on the day.

**Remember:** Listen, Respond, Report and Record

### Actions to Avoid

On receiving information concerning a disclosure:

- Do not panic.
- Do not allow shock or distaste to show.
- Do not probe for more information than is offered.
- Do not speculate or make assumptions.
- Do not make negative comments about the alleged abuser.
  
- Do not approach the alleged abuser.
- Do not make promises or agree to keep secrets.
- Do not give a guarantee of confidentiality.

### 3.3 Allegations of Previous Abuse (Historical Abuse)

An adult who was abused may make allegations of abuse some time after the event e.g. as a child or by a member of staff who is still currently working with children. Where such an allegation is made, these procedures should be followed and the matter reported to the Social Work Department or the police. This is because other children, either within or outside football, may be at risk from this person.

#### 3.4 Suspicions or Allegations of Abuse against a Volunteer/Member of the Club

It is important to acknowledge that the feelings caused by the discovery of potential abuse by a member of the club or volunteer will raise different issues e.g. people may feel that it could not possibly happen by the person who is alleged to have done it. It is not the responsibility of a club or voluntary member to take responsibility or to decide whether or not the child or vulnerable adult has been abused. However, as with allegations of non-club members, it is the responsibility of the individual to act on any concerns.

Any allegations of abuse will be dealt with through Giffnock Soccer Centre's Procedures for Managing Suspicions and Allegations of Abuse of a Child or Vulnerable Adult against a Volunteer/Staff Member or a member of the Club (Appendix 3). This procedure will assist in distinguishing allegations of abuse from poor practice.

#### 3.5 Sharing concerns with Parents, Guardians or Carers

### Where it is Not Abuse

There is always a commitment to work in partnership with parents/guardians/carers where there are concerns about their children/vulnerable adults. Therefore in most situations, **not involving the possibility of child or vulnerable adult abuse**, it would be important to talk to





parents/guardians/carers to help clarify any initial concerns. For example, if a child or vulnerable adult seems withdrawn, there may be a reasonable explanation. He/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement.

**Allegations of Abuse**

However there are circumstances in which a child or vulnerable adult might be placed at even greater risk if concerns are shared e.g. where a parent/guardian/carer may be responsible for the abuse or not able to respond to the situation appropriately. In these situations or where concerns still exist, any suspicion, allegation or incident of abuse must be reported to the Player Welfare Officer and/or follow Flowchart 1 as soon as possible and record.

In all cases of abuse, advice and guidance is to be sought from the local Social Work Department or Police as to who contacts the parents.

**3.6 False or Malicious Allegations**

Where an investigation of abuse has been conducted and is unfounded the Club member will receive an account of the circumstances and/or investigation and a letter confirming the conclusion of the matter. Where after reviewing the details of the account of the circumstances or the investigation it is clear that the allegation has been malicious or unfounded, the person may wish to seek legal advice .

Giffnock Soccer Centre will take all reasonable steps to support the individual in this situation. In these circumstances the Club reserves the right to discontinue a child’s access to that activity.

Data collected for the investigation will be destroyed in accordance with the requirements of the Data Protection Act 1998.

**Definition of Terms**

**Appendix 1**

**Child:**

A child is defined as anyone under 16 years of age.

**16-18 year olds:**

Young people aged 16-18 years are sometimes classified as children in Scotland. In terms of the Children (Scotland) Act 1995, a 16-18 year old will be regarded as a child if they are subject to a supervision requirement through a Children’s Hearing.

For the purposes Part V of the Police Act 1997 a child is defined as anyone under the age of 18 years.

**Vulnerable Adults**





The term Vulnerable Adult refers to any person aged 16 or over who for the time being are:

- A. Are unable to safeguard their own welfare or properly manage their financial affairs, and,
- B. are in one or more of the following categories:
  - I. a person in need of care and attention by reason of either infirmity or the effects of ageing
  - II. a person suffering from illness or a mental disorder
  - III. a person substantially handicapped by a disability

Vulnerable Adults may be in need of health or social support services and may be unable to take care of him/herself or protect him/ herself from harm and/or exploitation.

A number of studies suggest that children and vulnerable adults are at increased risk of abuse. Various factors contribute to this such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse has occurred.

**Appendix 2**

**Types of Abuse (including Racism and Bullying) and examples in Sport**

It is generally accepted that there are four main forms of abuse. However, in some cases racism and bullying can have severe and adverse effects on a child or vulnerable adult. Giffnock Soccer Centre is committed to protecting children and vulnerable adults from all forms of abuse.

**Emotional Abuse**

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and adverse effects on the child’s emotional development. It may involve conveying to the child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person.

It may feature age or developmentally inappropriate expectations being imposed on children. It may also involve causing children to frequently feel frightened or in danger, or the corruption and exploitation of a child.

Some level of emotional abuse is persistent in all types of treatment although it may exist alone.

**Emotional Abuse in Sport**

This may include the persistent failure to show self-respect, build self-esteem and confidence, and support children that may be caused by:

- Exposing children to a humiliating, taunting or aggressive behaviour or tone
- Failure to intervene where a child’s self confidence and worth are challenged or undermined

**Neglect**





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Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter, warmth, clothing, and cleanliness. It may also include leaving a child home alone, exposing the child in a manner likely to cause them unnecessary suffering or injury and the failure to ensure that a child's receives appropriate medical care or treatment.

### **Neglect in Sport**

This could include the lack of care, guidance, supervision, or protection that may be caused by:

- Exposing the child to unnecessary cold or heat
- Exposing the child to unhygienic conditions, lack of food, water or medical care
- Non intervention in bullying or taunting

Neglect, as well as being the result of a deliberate act can also be caused through omission or the failure to act or protect.

### **Physical Abuse**

Physical abuse may involve the actual or attempted physical injury to a child including hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise harming a child.

Physical abuse may also be caused when a parent or carer feigns the symptoms of or deliberately causes ill health to a child whom they are looking after. This is known as **Munchausen Syndrome by Proxy** or

**Fictitious Order by Proxy**. A person may do this because of the need to enjoy the attention they receive through having a sick child.

Physical abuse may also be a deliberate act, omission, or failure to protect.

### ***Physical Abuse in Sport***

This may include the bodily harm caused by a lack of care, attention, or knowledge that may be caused by:

- Over training or dangerous training of players
- Over playing an athlete
- Failure to do a risk assessment of physical limits or pre-existing injuries or medical conditions
- Administering, condoning or failure to intervene in drug use

### **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities,





whether or not the child is aware of, or consents to what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include no-contact activities such as forcing children to look at or be involved in the production of pornographic material, to watch sexual activities or encouraging children to behave in sexually inappropriate ways.

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

**Sexual Abuse in Sport**

This could include contact and non-contact activities and that may be caused by:

- Exposure to sexually explicit inappropriate language, jokes or pornographic material
- Inappropriate touching
- Having any sexual activity or relationship
- Creating opportunities to access children’s bodies

**More detailed signs of the abused child**

**It is important to remember this list is not definitive or exhaustive. Any of these signs or behaviours has to be seen in the context of the child's whole situation and it is the combination with other information related to the child and his/her circumstances that may indicate abuse. There can also be an overlap between different forms of abuse.**

**PHYSICAL ABUSE**

***Signs of possible physical abuse:***

- Unexplained injuries or burns, particularly if they are recurrent
- Improbable excuses given to explain injuries
- Refusal to discuss injuries
- Untreated injuries, or delay in reporting them
- Excessive physical punishment
- Arms and legs kept covered in hot weather
- Avoidance of swimming, physical education etc
- Fear of returning home
- Aggression towards others
- Running away
- Genuine accidental injuries, which are common. The nature and site of the bruising relative





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to the child's age is important

- Bleeding and clotting disorders
- Mongolian blue spots which occur naturally in Asian, Afro-Caribbean and Mediterranean children

When considering the possibility of non-accidental injury it is important to remember that the injuries may have occurred for other reasons. Among the most important are:

- Skin disorders e.g. impetigo
- Rare bone diseases e.g. brittle bone
- Swelling or dislocation of the eye caused by tumour
- Undiagnosed birth injury, e.g. fractured clavicle

**Medical advice must be sought in all cases.**

## PHYSICAL NEGLECT

### *Signs of possible physical neglect:*

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Poor state of clothing
- Frequent lateness and/or unexplained non-attendance at school
- Untreated medical problems
- Low self esteem
- Poor peer relationships
- Stealing

## NON ORGANIC FAILURE TO THRIVE

### *Signs of possible non-organic failure to thrive:*

- Significant lack of growth
- Weight loss
- Hair loss
- Poor skin on muscle tone
- Circulatory disorder





**EMOTIONAL ABUSE**

**Signs of possible emotional abuse are:**

- Low self esteem
- Continual self-deprecation
- Sudden speech disorder
- Significant decline in concentration
- Immaturity
- "Neurotic" behaviour (e.g. rocking, head banging)
- Self-Mutilation
- Compulsive stealing
- Extremes of passivity or aggression
- Running away
- Indiscriminate friendliness

**SIGNS OF THE SEXUALLY ABUSED CHILD**

Not all children are able to tell that they have been sexually assaulted. Changes in a child's behaviour may be a signal that something has happened. It is important to remember that in sexual assault there may be no physical or behavioural signs.

**NB. A child who is distressed may have some of these signs which should alert you to a problem. It is the combination and frequency of these signs that may indicate sexual abuse. Always seek advice. Try to notice changes in usual behaviour.**

**Signs of Possible Sexual Abuse**

**1 Behavioural**

- Lack of trust in adults or over familiarity with adults
- Fear of a particular individual
- Social Isolation -withdrawal or introversion
- Sleep disturbance (nightmares, bed-wetting, fear of sleeping alone, needing a night light).
- Running away from home
- Girls taking over the mothering role
- Sudden school problems e.g. falling standards, truancy
- Reluctance or refusal to participate in physical activity or to change clothes for games
- Low self-esteem
- Drug, alcohol or solvent abuse





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- Display of sexual knowledge beyond the child's age e.g. French kissing
- Unusual interest in the genitals of adults or children or animals
- Fear of bathrooms, showers, closed doors
- Abnormal sexual drawings
- Fear of medical examinations
- Developmental regression
  
- Poor peer relationships
- Over sexualised behaviour
- Compulsive masturbation
- Stealing
- Irrational fears
- Psychosomatic factors e.g. recurrent abdominal or headache pain
- Sexual Promiscuity
- Eating disorders

## 2 Physical/Medical

- Sleeping problems, nightmares, and fear of the dark.
- Bruises, scratches, bite marks to the thighs or genital areas
- Anxiety/Depression
- Eating disorder e.g. anorexia nervosa or bulimia
- Discomfort/difficulty in walking or sitting
- Pregnancy - particularly when reluctant to name father
- Pain on passing urine, recurring urinary tract problem, vaginal infections or genital damage
- Venereal disease/sexually transmitted diseases.
- Soiling or wetting in children who have been trained
- Self mutilation, suicide attempts
- Itch, soreness, discharge, unexplained bleeding from the rectum, vagina or penis
- Stained underwear
- Unusual genital odour

### Race and Racism

Giffnock Soccer Centre in conjunction with the Scottish Football Association has in place an on-going campaign called *Show Racism the Red Card* aimed at raising awareness on racism and equal opportunities. Children and vulnerable adults from black minority and ethnic groups (and their parents) may have experienced harassment, racial discrimination, and institutional racism. Although not in a category of abuse, racism may be categorised as emotional abuse under local child protection procedures.

All organisations working with children and vulnerable adults, including those operating where black and ethnic communities are numerically small, should address institutional racism, defined





in the Macpherson Inquiry Report on Stephen Lawrence as:

*“The collective failure by an organisation to provide appropriate and professional service to people on account of their race, culture and/or religion”*

**Bullying**

**Managing Bullying**

The lives of many people are made miserable by bullying. Victims of bullying can feel lonely, isolated and deeply unhappy. It can have a devastating effect on a child or vulnerable adult’s self-esteem, destroy their self-confidence and concentration. They may also become withdrawn and insecure, more cautious, less willing to take any sort of risk. They may feel it is somehow their fault or that there’s something wrong with them and at the worst cause depression and/or feelings of worthlessness that lead to suicide.

As a result of the above and to ensure Giffnock Soccer Centre is creating an atmosphere where bullying of children and vulnerable adults is unacceptable the Guidelines for identifying and managing bullying have been developed.

Any suspicions or allegations of bullying of a child or vulnerable adult against a volunteer/staff member will be dealt with through the Club’s Disciplinary Procedures.

Bullying can be difficult to pick up because it often happens away from others and victims do not tend to tell. However you can watch for signs that may indicate the presence of bullying. The following provides common victim of bullying behaviours.

If a child or vulnerable adult:

- Hesitates to come to training/programme/session.
- Is often the last one picked for a team or group activity for no apparent reason, or gets picked on when they think your back is turned.
- Is reluctant to go to certain places or work with a certain individual/s.
- Has clothing or personal possessions go missing or are damaged.
- Has bruising or some other injury.
- Keeps ‘losing’ their pocket money.
- Is quite nervous, withdraws from everybody else and becomes quiet and shy, especially in the case of those who are normally noisy and loud.
- A usually quiet person becomes suddenly prone to lashing out at people, either physically or verbally.

Important Note: Remember that victims of bullying may be adults, and that a child or vulnerable adult’s aggressor may not be a peer.

**Action to Help the Victim/s and Prevent Bullying:**

- Take all signs of bullying very seriously.





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

### Action towards the Bully/ies:

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

### Appendix 3

#### Giffnock Soccer Centre's Procedures for managing allegations of abuse of a child or vulnerable adult made against a volunteer/member of staff or a member of the Club.

##### 1. Purpose and status of the procedures

- 1.1 These procedures aim to ensure that all allegations of abuse involving a child or vulnerable adult are dealt with in a timely and appropriate manner.
- 1.2 These procedures do not stand-alone and should be read in conjunction with The Club's Child and Vulnerable Adult Protection Policy and Procedures and The Club's Disciplinary Procedures where the allegation relates to a volunteer/member of staff or member of the Club.

##### 2. Scope

- 2.1 These procedures apply to all The Club's volunteers/staff and all members of the Club that have contact with children and/or vulnerable adults.
- 2.2 Any allegation of abuse concerning a child or vulnerable adult will be taken seriously and appropriate action taken in accordance with the procedures detailed below.

##### 3. Principles

- 3.1 Any information that raises concern about the behaviour of a member of volunteer/staff or a member of the Club towards a child or vulnerable adult must be passed on as soon as





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possible in accordance with the procedures detailed below. No volunteer/member of staff or a member of the Club in receipt of such information shall keep that information to himself or herself, or attempt to deal with the matter on their own.

### 4. Initial reporting of information – Club Volunteer/Staff

- 4.1 Any concerns for the welfare of a child or vulnerable adult arising from the behaviour of a volunteer/member of staff must be reported to the Player Welfare Officer immediately on the day, as soon as is practically possible.
- 4.2 Where the concern is about the Player Welfare Officer it must be reported to a Club Committee Representative.
- 4.3 The Player Welfare Officer or Committee Member must be consulted before any action is taken where there is uncertainty about whether the information constitutes possible abuse or not and/or it is unclear about what action should be taken.
- 4.4 Where allegations concern poor practice rather than possible abuse, the Player Welfare Officer or Committee Member, must be consulted and appropriate action taken as soon as is practically possible.
- 4.5 Where information received suggests a complaint against a volunteer/member of staff/club, before any formal procedure is entered into an initial assessment of the facts (see section 5) will be carried out which could result in a formal investigation.
- 4.6 There may be three types of formal investigation: -
  - (i) A disciplinary investigation
  - (ii) A criminal investigation
  - (iii) Civil proceedings (to sue or charge in the event of an unsuccessful prosecution) may also be initiated by the person/family who alleged the abuse
- 4.7 The results of a criminal investigation may well influence the disciplinary investigation, but not in all cases.

### 5. Procedure - establishing the basic facts

- 5.1 Following receipt of information that may support an allegation of abuse, it is essential to establish the basic facts in order to determine the appropriate route by which to deal with the allegation.
- 5.2 In a large proportion of cases it will be appropriate for an initial assessment to be carried out by the Player Welfare Officer. (This is because it is more likely that the information will be ambiguous or borderline, or where the facts do not support an allegation of abuse).
- 5.3 The purpose of the initial assessment is to clarify the nature of the incident, or misgivings that have led to the information being received and to establish whether there is reasonable cause to suspect or believe that a child or vulnerable adult is at risk.
- 5.4 The initial assessment must be conducted before any formal action is taken.
- 5.5 A decision has to be made at this point which route to follow. The various options are depicted in Flowchart 2 (see page 30)
- 5.6 External agencies such as the Police and Social Work Department may be consulted for advice. This is important because they have an overview of child protection issues and may well have other information that together causes concern.
- 5.7 An independent investigating officer i.e. a person who has no direct involvement in the





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situation from which the investigation arises, will be appointed by the Player Welfare Officer to undertake an immediate investigation into all the circumstances of the case.

- 5.8 Following advice from the police, cases that also involve a criminal investigation, will not preclude disciplinary action being taken provided sufficient information is available to enable the Player Welfare Officer to make a decision

### 6. Procedure- Managing allegations of abuse

- 6.1 In all cases of suspected abuse an initial assessment of the facts must be carried out.
- 6.2 If the initial information received gives reasonable cause to suspect or believe that a child or vulnerable adult has been abused by a volunteer/member of staff, this must be reported to the Player Welfare Officer as soon as possible on the day.

### 7 Conducting an initial assessment where information may suggest an allegation of abuse

- 7.1 In all cases where the facts support a possible allegation of abuse, the initial assessment will not form part of the disciplinary investigation.
- 7.2 If appropriate, the volunteer/member of staff about whom the allegation has been made may be approached as part of the information gathering process.
- 7.3 Where the nature and seriousness of the initial information suggests that a criminal offence may have been committed, or to assess the facts may jeopardise the evidence, in these circumstances, advice should be sought from the Police before any approach is made to the volunteer/ member of staff.
- 7.4 As each situation is unique guidance cannot be prescriptive. Assessment of the basic facts, however, may involve that the child(ren) or vulnerable adult involved are asked 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 e.g. coaches.
- 7.5 If it is necessary to speak to the child or vulnerable adult in order to clarify the basic facts best practice suggests that consent from the parent/guardian be obtained.

### 8 Making a referral in cases of suspected abuse

- 8.1 The Player Welfare Officer will refer the allegation to the Social Work Department and the Police. Appropriate steps will be taken to ensure the safety of the child(ren) or vulnerable adult who may be at risk.
- 8.2 Where possible all information passed to the Police and Social Work Department should include the following, where known ( complete an Incident Record Form to gather the following information, see Appendix 6 ):
- Name of child/vulnerable adult
  - Age, date of birth of child/vulnerable adult
  - Home address and telephone number of the child/vulnerable adult
  - Whether the person making the report is expressing their own concern or the concerns of another person





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- The nature of the allegation (include all of the information obtained during the initial investigation e.g. time, date, location of incident)
- A description of any visible injuries or bruising, behavioural signs, indirect signs.
- Details of any witnesses to the incident
- The child/vulnerable adult's account, if it can be given, of what occurred and how any injuries/bruising occurred
- Whether the child/vulnerable adult's parent or guardian have been contacted,
- Details of anyone else who has been consulted and the information obtained from them
- If it is not the child/vulnerable adult making the report, has the child/vulnerable adult been spoken to, if so what was said?
- Details of the volunteer/member of staff/club against whom the allegation has been made

8.3 Reporting of the matter to the Police or Social Work Department must not be delayed by attempts to obtain more information.

8.4 Where possible any referral telephoned to the Police and Social Work Department should be confirmed in writing by the Player Welfare Officer within 24 hours.

8.5 A record should be made of the name and designation of the social work member of staff 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.

8.6 The parents or carers of the child will be contacted as soon as possible following advice from the Social Work department and or Police in line with child protection procedures

### **9 Procedure for managing the staff member against whom the allegation has been made**

9.1 Where the information gives reasonable cause to suspect or believe that alleged abuse has occurred the Police and Social Work Department must be notified as soon as possible on the day the information is received. (see Child Abuse Referral Form Appendix 10)

9.2 Following advice from the Police, if the decision is made that the volunteer/staff member against whom the allegation has been made is to be informed, the volunteer/member of staff should be told that information has been received which may suggest an allegation of abuse. As the matter will be subjudice no details will be given unless advised by the police.

9.3 At the same time, there must be an awareness of the need to preserve best evidence for any criminal proceedings while at the same time safeguarding the rights of the volunteer/staff member.

9.4 The Scottish Office has recommended that the general rule should be that anyone charged with this responsibility, after applying basic tests of logic and credibility, should always notify the Police before interviewing the person against whom the allegation has been made.

### **10 Suspension**

10.1 A precautionary suspension is not a form of disciplinary action. The volunteer/member of staff may be suspended whilst an investigation is carried out. This is in accordance with The Club's Disciplinary Procedures





- 10.2 The Club Committee Member dealing with the disciplinary situation will normally carry out suspension. However in exceptional circumstances, any Club Committee Member may suspend a member of staff on the basis of the criteria outlined in 10.1
- 10.3 At the suspension interview the volunteer/staff member will be informed of why the suspension is taking place (within the confines detailed at 9.2) and given the opportunity to give a statement should he/she wish. Notification of the suspension and the reasons for it will be conveyed in writing to the employee within three working days of being informed of their suspension.

## **11 Managing allegations of historical abuse**

- 11.1 Allegations of abuse may be made some time after the event e.g. an adult who was abused as a child by a volunteer/member of staff. Where such an allegation is made these procedures must be followed.

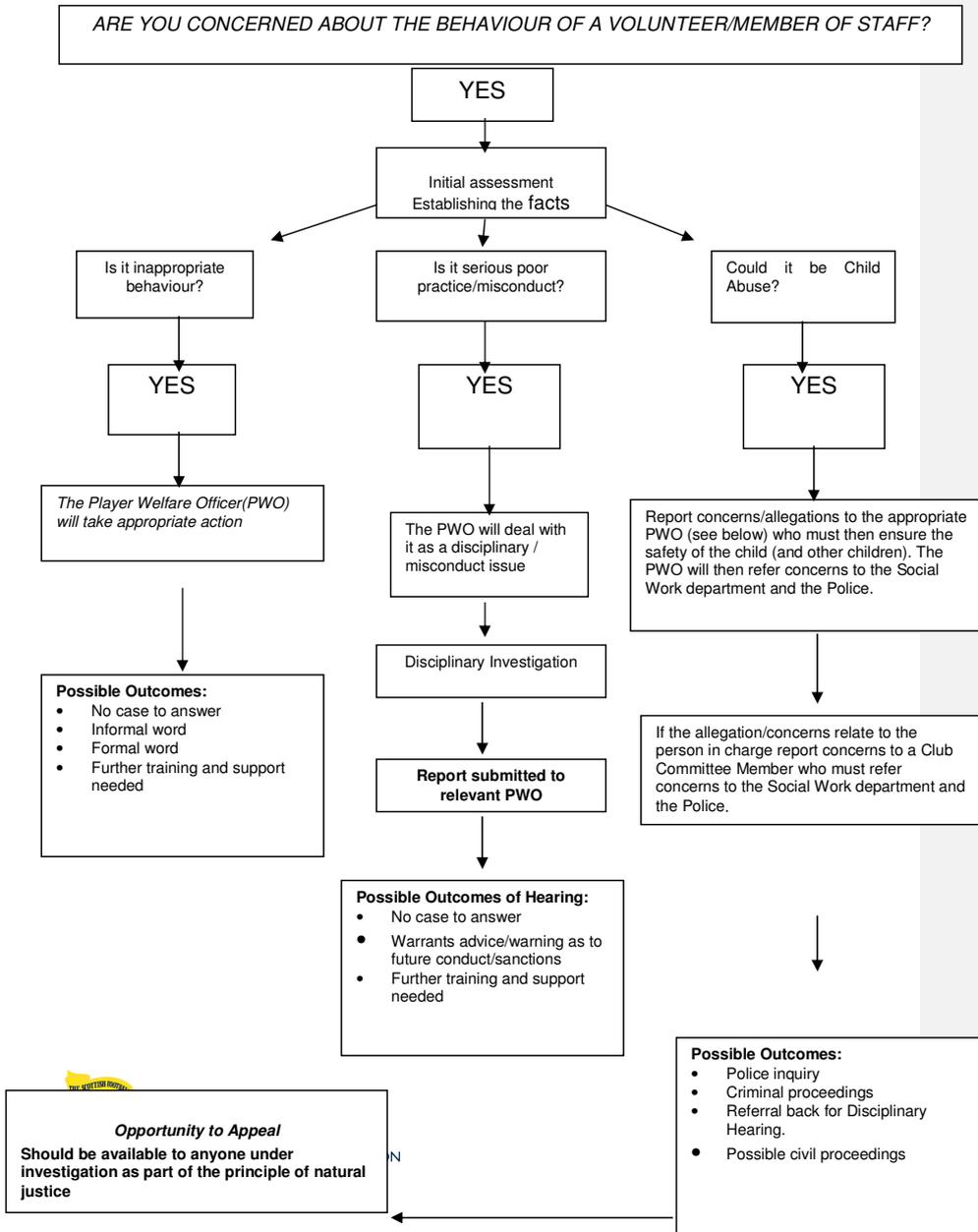
## **12 Managing false or malicious allegations**

- 12.1 Where after investigation, the allegation is found to be false or malicious the volunteer/member of staff will receive an account of the circumstances and/or investigation and a letter confirming the conclusion of the matter. The volunteer/member of staff involved may wish to seek legal advice.
- 12.2 All records pertaining to the circumstances and investigation will be destroyed.
- 12.3 The volunteer/member of staff must be advised of the appropriate counselling services.
- 12.4 The Player Welfare Officer must take all reasonable steps to support the volunteer/member of staff.



**Flowchart 2**

**Guidelines in relation to concerns about a volunteer/member of staff concerning alleged/suspected Child Abuse**





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**GIFFNOCK SOCCER CENTRE**

**Appendix 4**

**Consent to Participate in Activities and Consent to Medical Treatment**

	<b>Yes</b>	<b>No</b>	<b>N/A*</b>
To participate in football activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
To go on a football trip	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**N/A\* means not applicable**

I hereby give my consent for my child/vulnerable adult to take part in the above

Name \_\_\_\_\_

Address \_\_\_\_\_

Signed \_\_\_\_\_ Relationship \_\_\_\_\_

I also give my consent for my child to receive any necessary medical, dental or surgical treatment and blood transfusions\* (delete where appropriate) as deemed necessary by a qualified medical practitioner (this could include in an Emergency consent by the Club representative responsible for the children if deemed appropriate by a registered medical practitioner).

Name \_\_\_\_\_

Address \_\_\_\_\_





Signed \_\_\_\_\_ Relationship \_\_\_\_\_

**Giffnock Soccer Centre**

**APPENDIX 5**

**The Law and Medical Consent: Children and Vulnerable Adults**

In some cases it may be necessary to obtain consent for medical examination, treatment or procedure to a child or vulnerable adult e.g. where an injury has occurred in the course of training or competition or where it is alleged that the child has been abused.

The purpose of this guidance is to provide an overview of the Law in Scotland in relation to medical consent and to advise staff members on the best practice that must be followed.

**Children - Who can give consent?**

**1. The child**

The Age of Legal Capacity (Scotland) Act 1991 allows children **under the age of 16** to give their own consent in certain circumstances. Section 2(4) states:

“ A person under the age of 16 shall have legal capacity to consent on his/her own behalf to any surgical, medical or dental procedure or treatment where, in the opinion of a qualified medical practitioner attending him, he is capable of understanding the nature and possible consequences of the procedure or treatment”

*The decision about competence is entirely one for the doctor or other medical practitioner to make.*

***This means where a child is assessed as being capable of providing consent, the consent of a parent/guardian is not required.***

The Scottish Executive recommend that efforts should always be made to persuade the child that his/her parents/guardians or carers should be informed, except where it is clearly not in the child’s best interests to do so. If a child refuses to allow parents/guardians or carers to be informed, then this must be respected.

**Consent from the following categories would only be required where the child is assessed as incapable of providing consent.**

***2. Person with Parental Responsibilities in relation to the child.***

The consent of a person who has parental responsibility towards the child should normally be required under the Children (Scotland) Act 1995 as this responsibility includes a duty to safeguard and promote the child’s health, development, and welfare.





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If a child's parents are or have been married to each other, both have parental responsibility and either can give consent. If the parents have not been married to each other, normally only the mother has automatic parental responsibility including the right to consent. The father will have the right to consent if either:

- He has obtained an order from the court awarding him parental responsibilities
- He and the child's mother have a registered parental responsibilities agreement

### 3. Person who has care and control of the child

Section 5 of the Children (Scotland) Act 1995 also allows consent to be given by those who have care or control of a child but who do not have either parental responsibilities or parental rights in respect of the child e.g. a grandparent who is the child's main carer. These people have a duty to do what is reasonable in all the circumstances to safeguard the child's health, development, and welfare. This includes giving consent to treatment or procedures.

Such consent would **not** be effective however, where

- The child is capable of consenting
- The person knew that the parent would not consent e.g. a parent who is a Jehovah Witness
- The medical examination was for the purpose of establishing child abuse

If the child is looked after by the Local Authority, the authority can give consent only if it has obtained a Parental Responsibilities Order from the court or consent is authorised by conditions attached to an order or warrant issued by a Court or Children's hearing.

### Vulnerable Adults- who can give consent?

*As with children, where a vulnerable adult is capable of consenting to medical treatment, consent will not be required from any other individual such as parent/guardian or carer. Again, it is for the medical profession to determine whether the vulnerable adult is capable of understanding the proposed treatment and consequences.*

There are safeguards where a vulnerable adult may not be capable of consenting to medical treatment. This is dealt with in Part 5 of the Adults with Incapacity (Scotland) Act 2000. A medical practitioner must certify that he is of the opinion that an adult is incapable in relation to a decision about medical treatment. They shall then have the authority to do *what is reasonable in the circumstances* in relation to the proposed medical treatment to *safeguard or promote the physical and/or mental health of the adult.*





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**Giffnock Soccer Centre**

**Appendix 6**

**Incident Record Form**

This form must be completed *as soon as possible* after receiving information that causes concern about the welfare of a child or vulnerable adult. This must be passed to the Player Welfare Officer (or relevant Club Member) as soon as possible after completion: do not delay by attempting to obtain information to complete all the details.

**Details of person making report**

Name:
Position:
Contact telephone number:
Address:

**Details of Child/ Vulnerable Adult**

Name:
Date of Birth:
Address:
Contact telephone number:
Names and address of parents/guardian/carers:

**Details of person about whom there is concern**

Name:
Position:
Date of Birth:





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Address:

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

Name:
Position:
Address:
Contact telephone number:
Date this person advised you of alleged incident:
Record here the information you were given from this person about the alleged incident (continue on a separate sheet if necessary):

**5. Details of the alleged incident**

Date of alleged incident:	Time:	Place:
Names and addresses of witnesses:	Names and addresses of	
witnesses:		





Describe in detail the incident causing concern:

Was the child/vulnerable adult asked what happened: YES/NO  
If yes, record exactly what the child/vulnerable adult said in their own words and any questions asked if the situation needed clarification (continue on a separate sheet if required):

**6. Details of action taken**

Detail what action, if any, has been taken following receipt of this information including whether you have spoken to the parents:

**7. Details of when passed to Player Welfare Officer**

--	--





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**Signature:**

**Print name:**

**Date:**





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\_\_\_\_\_ Giffnock Soccer Centre

**POLICY FOR USE OF  
PHOTOGRAPHIC & VIDEO EQUIPMENT**

**PERMISSION**

Permission for use must be obtained before attending training / competitions (see REQUEST FOR PERMISSION TO USE CAMERA AND VIDEO EQUIPMENT application form). In order to be granted permission, you must agree to abide by the following policy.

**ALL MATERIAL**

Must be used for the purpose stated on your application and must not be altered in any way without the prior approval in writing of the person(s) photographed or their parents/guardian(s).

**VIDEOS**

Video evidence used for performance analysis and training sessions or at matches must be used solely for this purpose and viewed with the player in question. Internal training use of video evidence must not be given to any outside agency without the express consent of the player and their parent/guardian(s).

**PHOTOGRAPHS (including digital images)**

We would request that these follow the advice outlined in the CLUB's Child Protection Guidelines

APPLICATION FORMS are available from:

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

Tel number: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





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**Appendix 7**

                     Giffnock Soccer Centre  
**REQUEST FOR PERMISSION TO USE  
CAMERA & VIDEO EQUIPMENT**

**Application**  
**No \_\_\_\_\_**

This form must be filled in by individuals who would like permission to use camera or video equipment for the purpose of analysis of performance or training and read in conjunction with the attached notes.

**SECTION A      TO BE COMPLETED BY APPLICANT**

**NAME:**

\_\_\_\_\_

**ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DESIGNATION:** \_\_\_\_\_

**VENUE:**

\_\_\_\_\_

**DATE(S):** \_\_\_\_\_

**DECLARATION** I declare that the pictures/film(s) produced by the equipment stated above will not be altered in any way, without prior approval in writing of the person(s) photographed. I understand I will only use pictures/films for the purpose stated above. I have read and agree to abide by the guidelines set out in the **POLICY FOR USE OF PHOTOGRAPHIC & VIDEO EQUIPMENT**.





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**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

-----  
-

**SECTION B. FOR OFFICIAL USE ONLY**

**APPROVED** **REFUSED**

**DATE:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**DESIGNATION:** \_\_\_\_\_

**REASON FOR REFUSAL:**

**Now complete "Notification to Applicant" form, duplicate and store.**





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Appendix 7 (i)

\_\_\_\_Giffnock Soccer Centre  
REQUEST FOR PERMISSION TO USE  
CAMERA & VIDEO EQUIPMENT

Application  
No \_\_\_\_\_

NOTIFICATION TO APPLICANT

(Tick)      INTERNAL                      EXTERNAL

Your application has been approved for use as follows:

PURPOSE OF USE: \_\_\_\_\_

VENUE \_\_\_\_\_

DATE \_\_\_\_\_

EQUIPMENT: \_\_\_\_\_

MODEL: \_\_\_\_\_

OFFICIAL SIGNATURE: \_\_\_\_\_

NOTE: Proof of identity and this letter of approval must be produced on request when equipment is to be used.

Appendix 7 (ii)  
\_\_\_\_Giffnock Soccer Centre



Application  
No \_\_\_\_\_



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**REQUEST FOR PERMISSION TO USE  
CAMERA & VIDEO EQUIPMENT**

NOTIFICATION TO APPLICANT

(Tick) INTERNAL                      EXTERNAL

Your application has been refused for use as follows:

PURPOSE OF USE: \_\_\_\_\_

VENUE: \_\_\_\_\_

DATE: \_\_\_\_\_

EQUIPMENT: \_\_\_\_\_

MODEL: \_\_\_\_\_

OFFICIAL SIGNATURE: \_\_\_\_\_

REASON FOR REFUSAL: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_ Giffnock Soccer Centre

APPENDIX 8





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INFORMATION FOR YOUNG PEOPLE AND PARENTS/GUARDIAN(S)  
ON THE USE OF  
CAMERAS AND VIDEO EQUIPMENT

The use of visual evidence in training and competition is an important tool for football. The Club will sometimes use videos and/or cameras during training sessions and matches for coaches and players to analyse technique and performance. Video evidence of this nature is for internal use only and shall not be shown to any external agency without the express consent of both the player and their parent/guardian(s).

**PROMOTION AND ADVERTISING**

Photographs for newspapers or web-sites will be used from time to time. Where appropriate, players and their parents/ guardian(s) must complete the attached Consent Form.

**OPERATORS OF SUCH EQUIPMENT**

Any personnel using video or camera equipment will be aware of and agree to abide by the policy and have permission from the Club for use at named occasions.

External agencies are required to apply for permission and will be made aware of and agree to abide by our policy before permission for use is granted.

If players or parents/guardian(s) do not wish players to be photographed or videoed, you should inform:

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

**Designation:** \_\_\_\_\_

**Tel number:** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

who will ask you to sign a form.

\_\_\_\_\_ Giffnock Soccer Centre

APPENDIX 8(i)





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**Parental Consent to Photographs/(including Digital Photography) and Videoing of Children and Young People**

**This form must be completed at enrolment or when a young person joins an activity/youth team**

1. *Details of Child/ Young Person*

Name:
Date of Birth:
Address:

Names and address of parents/guardian/carers:
Contact telephone numbers:

I hereby give my consent/do not give my consent\* to my child named above to be photographed (including digital photography) and videoed for educational/training purposes.

*\*Delete as appropriate*

**Signature:** \_\_\_\_\_

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



\_\_\_\_\_ **Giffnock Soccer Centre APPENDIX 9**

**Young Person's (Aged 12 – 16 years) Consent to Photographs (including Digital Photography) and Videoing**

**This form must be completed at enrolment or when a young person joins an activity/youth team**

1. Details of Child/ Young Person

Name:
Date of Birth:
Address:

Names and address of parents/guardian/carers:
Contact telephone numbers:

I hereby give my consent/do not give my consent \* to be photographed (including digital images) or videoed for educational/training purposes.

- *delete as appropriate*

**Signature:** \_\_\_\_\_





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





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**Giffnock Soccer Centre APPENDIX 10**

**Child Abuse Referral Form**

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

Details of person making report

Name:
Position:
Contact telephone number:
Address:

Details of Child/ Vulnerable Adult

Name:
Date of Birth:
Address:
Contact telephone number:
Names and address of parents/guardian/carers:

Details of person about whom there is concern





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Name:
Position:
Date of Birth:
Address:

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

Name:
Position:
Address:
Contact telephone number:
Date this person advised you of alleged incident:
Record here the information you were given from this person about the alleged incident (continue on a separate sheet if necessary):

Details of the alleged incident





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Date of alleged incident:
Time:
Place:
Names and addresses of witnesses:
Names and addresses of witnesses:
Describe in detail visible injuries/bruises and concerning behaviour of the child/vulnerable adult, if any (use diagrams if this helps you to describe the injury). Continue on a separate sheet if required):
Was the child/vulnerable adult asked what happened: YES/NO
If yes, record exactly what the child said in their own words and any questions asked if the situation needed clarification (continue on a separate sheet if required):





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--

**Details of contact with the parent/guardian/carer**

**Note: Social Work or Police would normally do this**

Have the parents/guardians/carers been advised of this matter? Yes /No
If yes, by whom and record any action taken by them:

**Details of action taken**

Detail what action, if any, has been taken, by you, following receipt of this information:

**Details of external agencies contacted**

Police	Police station contacted:





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		Name and contact number of Police Officer: Advice received:
Social Department	Work	Social Work Dept: Name and contact number of individual: Advice received:
Other:		Name of organisation: Name and contact number of individual: Advice received:

**Other information**

Record any other information you have about this matter (it is important that *all* information is passed on even that which you think is not important or helpful).

**Signature:**





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**Print name:**

**Date:**

PLEASE NOTE

**Where a referral has been made to the Police and Social Work Department a copy of this form must be sent to them.**





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APPENDIX 11



**SAMPLE JOB DESCRIPTION**  
**PLAYER WELFARE OFFICER**

**Responsible to:** Club Committee

**Skills and Attributes Required:**

- Approachable with friendly manner
- Good Listener
- Well organised
- Motivated
- Prepared to pass on concerns to professional agencies when necessary.
- Observant

**Main Duties:**

1. Ensure that the Child Protection procedures are circulated and understood by all members.
2. Coordinate any in-service training for Child & Vulnerable Adult Protection issues
3. Update the clubs Child and Vulnerable Adult Protection Policy when appropriate
4. Establish and maintain the complaints procedures.
5. Attend the Sports Coach UK workshop on Good practice and Child Protection
6. Be familiar with current Child Protection legislation.
7. Understand the National Governing Body Child Protection procedures, rules and regulations.
8. In the event of a complaint being made, ensure that the complaints procedures are met and see the procedures through to the final decision.
9. If unable to attend any Committee meetings, a report / apologies should be sent to the Secretary

Time Commitment: \_\_\_\_\_

**SIGNATURES**

Chairperson .....  
Date .....

Secretary .....  
Date .....





## APPENDIX 12

### CHILD & VULNERABLE ADULT PROTECTION CHECKLIST

Formal procedures and regulations must be in place to protect your young and vulnerable players as well as procedures to protect the coaches and volunteers. All procedures must be specific to the particular circumstances of your club and the sport of Football.

#### GUIDANCE CHECKLIST FOR CLUB AND VULNERABLE ADULT PROTECTION PROCEDURES:

- ✓ All clubs must produce a Child and Vulnerable Adult Protection Policy (Above)
- ✓ All clubs must appoint a Player Welfare Officer (see job description) in-line with the SFA Quality Mark guidelines
- ✓ The club should identify at least two other club committee members/coaches/volunteers to attend the Sports Coach UK or SFA Training on 'Good Practice and Child Protection'.
- ✓ All clubs must establish formal Recruitment and Screening Procedures of all club staff and volunteers.
- ✓ All clubs must produce a job description for staff and volunteers (see example in Appendix 11).
- ✓ All clubs must establish a Procedure for dealing with allegations of abuse (see page 26)
- ✓ All clubs must ensure that the club's Player Welfare Officer(s) have the contact details of the appropriate officer at the Scottish Football Association in case of a child abuse complaint or allegation.
- ✓ To protect the Child's Physical Development it is suggested that wherever possible club coaching sessions for children under 8 years of age have a duration of no longer than 60 minutes.
- ✓ Plan all sessions, activities and courses to minimise situations in which abuse may occur. This protects the child and also protects the adult from being accused of improper behaviour.
- ✓ Whenever possible, ensure that there is a balance of male and female coaches in each activity regardless of whether the group is boys, girls or mixed.
- ✓ Keep up-to-date records of attendance, parental consent and emergency contact details.
- ✓ Establish a reporting procedure for all injuries and accidents.
- ✓ Ensure that there are adequate first aid facilities and that someone in attendance has a recognised first aid qualification (see SFA Quality Mark Guidelines re. first Aid).
- ✓ Have a written Health & Safety policy and an Emergency Action Plan.
- ✓ Ensure that all equipment is in working order and that the coaches are familiar with all written instructions on the use of specialist facilities and equipment when coaching.

Please note that Coaches can also be referred to as coaches, leaders, instructors, helpers.





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## APPENDIX 13

### ACCESS TO DISCLOSURE SCOTLAND CHECKS

The Protection of Children (Scotland) Act 2003 means that there is now a requirement for all voluntary organisations, ie. youth football clubs to carry out police checks for all positions which will be dealing with children and vulnerable adults.

All clubs have a legal responsibility to ensure that all reasonable steps are taken to ensure that unsuitable people are prevented from working with children and vulnerable adults. In order to do this effectively the selection, recruitment, training and support of all staff (volunteers or paid staff) requires a professional and formal approach.

Clubs should screen all volunteers who may have regular, unsupervised or one-to-one contact with children or vulnerable adults, for example, coaches and team managers. It must be warned that clubs should be aware of the ever-changing roles of volunteers within clubs and clubs must uphold a controlled attitude to such changes.

The screening process should be used consistently for all staff recruited or employed by clubs. Current volunteers can be asked to provide the same information as new volunteers. Youth Football Clubs in Scotland have three ways in which they can access CRBS (Central Registered Body Scotland); directly through CRBS, registration through their National Governing Body (SYFA or SWF) or registration through their Local Sports Council. Note that presently, Disclosure checks processed through CRBS, SYFA or the Local Sports Council are free of charge.

Also note that in most instances, the Local Sports Council will require certain policies and procedures prior to registration, for example;

- ✓ Coaches/Members Codes of Conduct (see Quality Mark SFA example)
- ✓ Policy for the Protection of Children and Vulnerable Adults (see Quality Mark SFA example)
- ✓ Policy on the Recruitment of Ex-Offenders (see Appendix)
- ✓ Disciplinary Procedures (see Quality Mark SFA example)

Please contact your National Governing Body for more details relating to Disclosure Scotland Checks.

#### Note:

Disclosure Scotland checks only form a small part of the recruitment process and should not be relied upon as the only way of reducing the risk of recruiting unsuitable people for jobs/tasks that have close contact with children or vulnerable adults. Please refer to the SFA Quality Mark information pack for additional information)



## APPENDIX 14

### POLICY FOR THE RECRUITMENT OF EX-OFFENDERS

It is important that voluntary organisations have a Policy on the Recruitment of Ex-Offenders for both paid and voluntary positions. Recent information provided from Volunteer Scotland states that one in four men and one in nine women have a criminal conviction of some kind by the time they are twenty-four. Therefore, it is more than likely that at some point in time your club will be faced with an application from an ex-offender for a position in the club.

According to the Explanatory Guide to the Code of Practice for Registered Persons and Other Recipients of Disclosure Information (Disclosure Scotland, 2002), organisations are expected to take a positive approach to the recruitment of ex-offenders:

“For those with convictions, gainful employment is often the most successful way of avoiding re-offending. Scottish Ministers are, therefore, anxious to ensure that those members of the community who may have convictions are not unfairly treated in the process of considering them for positions. The fact that a person has a conviction should not necessarily make him or her unsuitable to work with children or vulnerable adults. The person’s suitability should be looked at as a whole in the light of all information available. The existence of a criminal record should not therefore automatically be taken to mean that a person is unsuitable. Employers (and voluntary groups) receiving Disclosure information should consider the relevance of the information in relation to the position for which the subject of the information is being considered. Good employers (and voluntary groups) will have a written policy on the recruitment of people who have been convicted in the past. This is best practice.....”

Under the Rehabilitation of Offenders Act 1974, ex-offenders normally have the right not to reveal old/spent convictions. This protects their privacy and should help to counteract prejudice against individuals with convictions who are seeking work. However, certain posts and especially posts which give prolonged or sustained access to children and vulnerable adults, are exempt from the Rehabilitation of Offenders Act 1974 by the Exclusions and Exceptions (Scotland) Order 2003. This gives organisations the right to ask individuals to declare all criminal convictions, both spent or unspent, if the position is of a childcare nature.

Disclosure checks at Standard and Enhanced levels give details of all convictions on record relating to an individual, whether spent or unspent under the Rehabilitation of Offenders Act 1974. However, as Disclosure checks should only be requested for successful applicants, many organisations give applicants the opportunity to provide details on any criminal record at an earlier stage of the recruitment process via a self-declaration form. This gives both the organisation and the applicant the opportunity to discuss, in an open and measured way, any offences that might be relevant to the position applied for.





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## **POLICY FOR THE RECRUITMENT OF EX-OFFENDERS**

A STEP-BY-STEP GUIDE ON THE PROCESS FOR RECRUITING STAFF IS DETAILED BELOW:

- Step 1:** Circulate details of the position as widely as possible
- Step 2:** Ask all applicants to complete and Application form.
- Step 3:** Provide all applicants with a Job Description (see example in Appendix 11)
- Step 4:** Ask all applicants to complete a Criminal Convictions Declaration Form
- Step 5:** Request references from 2 referees named by the applicant on their application form
- Step 6:** Invite suitable applicants to discuss the position
- Step 7:** Request appropriate Disclosure checks for all applicants that club would like to appoint to a 'child care' position (previous section)
- Step 8:** Appoint a suitable paid or volunteer worker





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**APPENDIX 15**

**VOLUNTEER REGISTRATION FORM**

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

**Address:** \_\_\_\_\_  
\_\_\_\_\_ **Postcode:** \_\_\_\_\_

**Tel. No.** **Home:** \_\_\_\_\_ **Work:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Have you Volunteered for a football/sports club before? Please Circle YES NO**

**If yes, give details:** \_\_\_\_\_

**What Days and times are you available to volunteer? (Tick as appropriate)**

	Afternoon			Evening		
	3.00-4.00	4.00-5.00	5.00-6.00	6.00-7.00	7.00-8.00	8.00-9.00
<b>Monday</b>						
<b>Tuesday</b>						
<b>Wednesday</b>						
<b>Thursday</b>						
<b>Friday</b>						
<b>Saturday</b>						
<b>Sunday</b>						

**Are you currently (circle as appropriate):**

**EMPLOYED UNEMPLOYED STUDENT SELF-EMPLOYED RETIRED**

**Other** \_\_\_\_\_

**Are you volunteering as part of a student placement? YES NO**

**If yes, have you had an enhanced disclosure check?**

**When** \_\_\_\_\_ **Who** \_\_\_\_\_ **Number** \_\_\_\_\_

**Do you have public liability insurance through your college / university? YES NO**

**State any relevant qualifications or experience:**





**DRIVING LICENSE**

Do you hold a full current valid driving license?	<b>YES</b>	<b>NO</b>
Do you have access to a car?	<b>YES</b>	<b>NO</b>
Do you have any penalty points?	<b>YES</b>	<b>NO</b>

If yes, give details \_\_\_\_\_

**REFEREES**

Please provide us with the names of two people we can contact in respect of your application. If you have worked, one must be your present or most recent employer and one must be related to working with children and young people under 18.

Name: _____	Name: _____
Address: _____ _____	Address: _____ _____
Tel No: _____	Tel No: _____
Occupation: _____	Occupation: _____
Relationship to Applicant _____	Relationship to Applicant _____

Please tick the relevant box(es) below if you do not wish your referees to be contacted without your consent. It is our normal practice to request references prior to interview.

**Referee 1**   YES   NO                      **Referee 2**   YES   NO

**Do you consider yourself to have a disability?**                      YES                      NO

If yes, give any information which may be relevant to volunteering in this type of work:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DECLARATION**

I declare that the information given on this application is true and understand that canvassing of any employee or member of the club / organisation, directly or indirectly, in connection with





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this application shall disqualify me. If you are invited for interview you will be asked to sign the application at this time.

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

FOR OFFICE USE ONLY					
	SIGNED	DATE		SIGNED	DATE
References Checked			Insurance Checked		
Disclosure Confirmation			Confirmation of Placement letter		
Code of Conduct					





**APPENDIX A - SESSIONAL RISK ASSESSMENT FORM**

**This document must be completed prior to setting up the session by the session organiser.**

**Commented [ba16]:** Who collects the forms for each session? Should these be filed centrally?

**Commented [ba17]:** Whos is the 'session organiser'?

VENUE

NAME

ACTIVITY

DATE/TIME

COACH LEADER

**1. COACH/INSTRUCTOR LEADER**    Yes    No    N/A    Comments

a) Have you checked qualifications are suitable and up to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
b) Are there enough leaders per number of participants (ie 1:16, 1:8, under 8 years f age)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
c) Has the leader been police checked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
d) Has the leader been given a copy of the safety policies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
e) Is the leader aware of emergency action plans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
f) Has the leader been given details of participants?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
g) Is there another adult present during sessions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....

**Commented [ba18]:** Is this Murray's job?

**Commented [ba22]:** Not always possible, particularly for 11-a-side teams





2. PARTICIPANTS

	Yes	No	N/A	Comments
a) Has a parental consent form been completed with correct details (eg telephone numbers)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
b) Have you the information regarding illnesses/disabilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
c) Do the participants know what suitable clothing is required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....

ACCIDENT REPORTING

Is the coach aware of RIDDOR procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	.....
--	--------------------------	--------------------------	--------------------------	-------

Any other comments : .....  
.....  
.....  
.....

Signed : .....  
(Assessor)

Dated : .....

Received : .....  
(Officer)

Dated : .....





**APPENDIX B - SESSION SAFETY CHECKLIST**

**This checklist should be completed by the Coach/Leader.**

Venue	
Date / Time	
Coach's Name	

	Yes	No	Comments
Do you have a fully stocked first aid box?			
Do you have a body fluid spills kit?			
Do you have all the necessary equipment and has it been checked?			
Do you have access to a telephone, in the case of an emergency?			
Do you have a list of participants?			
Do you have the emergency contact numbers?			
Do you have details of illnesses or disabilities?			
Have you seen the venue risk assessment?			

**Commented [ba26]:** Do we need to complete this form for every session, or can it be used as a checklist? If the former, do we collect the completed forms centrally?

**Commented [ba27]:** What is this?

**Commented [ba29]:** Who carries this out?

**FACILITY**

Toilet facilities available	<input type="checkbox"/>	<input type="checkbox"/>	.....
Emergency Action Plan briefing carried out	<input type="checkbox"/>	<input type="checkbox"/>	.....
Emergency exit routes checked and clear	<input type="checkbox"/>	<input type="checkbox"/>	.....
Floor non-slippery/suitable	<input type="checkbox"/>	<input type="checkbox"/>	.....

Storage for bags/coats	<input type="checkbox"/>	<input type="checkbox"/>	.....
Poisonous/inflammable materials around	<input type="checkbox"/>	<input type="checkbox"/>	.....
Unprotected light bulbs	<input type="checkbox"/>	<input type="checkbox"/>	.....

**Commented [ba32]:** Not applicable?

**Commented [ba33]:** Not applicable?

**Commented [ba34]:** Not applicable?

**EQUIPMENT**





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Is equipment sturdy, free from sharp edges

.....

Large equipment secured to floor/wall

.....

Electrical equipment checked

.....

Participants wearing appropriate clothing

.....

**COMMENTS**





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**APPENDIX C - INJURY/INCIDENT REPORT FORM**

**TO BE COMPLETED BY THE COACH/ INDIVIDUAL IN CHARGE AT THE TIME OF THE INCIDENT.**

Coach/ Individual's name: ..... Tel no:.....

Address: .....

.....Postcode: .....

**About the injured person:**

Full Name: ..... Tel no:.....

Address: .....

..... Postcode: ..... Male/

Female: ..... Age:.....

**About the Incident:**

Activity taking place at time of incident: ..... Date &

Time of incident: ..... Place of incident:

..... Description of incident:

.....

**Action Taken:**

Action taken by Coach/ Leader/ Club Rep: .....

.....

..... Were the emergency services called (if yes,

provide details): .....

..... Action taken by

Doctor or Nurse (if appropriate): .....

.....Diagnosis:.....

.....

**Signatures:**

Signature of Coach/ Leader/ Club Rep: .....

Signature of casualty (if possible): .....

Signature of witness (1) .....





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Address: .....

Signature of witness (2) .....

Address: .....

