

# CHILD PROTECTION POLICY AND PROCEDURES

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This document encompasses a Child Protection Policy for all members of Scottish Swimming.

## **1. Introduction**

This document is Scottish Swimming's National Child Protection Policy. It provides current best practice, guidelines and sample forms for our clubs and partners. The Club Child Protection Information Pack which Club Child Protection Officers have supports this policy. Best practice has been sought from Safeguarding in Sport, sportscotland, Disclosure Scotland, Central Registered Body in Scotland (CRBS) and other Scottish Sports Governing Bodies.

It is the policy of Scottish Swimming to ensure that every child, young person or vulnerable adult who takes part in the sports of swimming, diving, synchronised swimming and water polo should be able to participate in an enjoyable and safe environment. In addition they should be protected from neglect, bullying, physical, emotional and sexual abuse. Any actions and comments made whilst dealing with young people should always be well considered and should never give rise to misinterpretation.

### **Definition of a Child:**

For the purposes of this policy a child is defined as anyone less than 18 years of age.

### **Key Principles:**

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

## **2. Roles and Responsibilities**

Scottish Swimming is fully committed to safeguarding and protecting all children in its care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation.

Staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people, each with a role to ensure the safeguarding of children in their care.

### **Scottish Swimming will:**

- Promote the health and welfare of children by providing opportunities for them to take part in aquatics safely.
- Respect and promote the rights, wishes and feelings of children.
- Promote and implement appropriate procedures to safeguard the well-being of children and protect them from abuse.
- Recruit, train, support, guide and supervise its staff, members and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves.
- Require staff, members and volunteers to adopt and abide by this Child Protection Policy and these procedures.
- Respond to any allegations of misconduct or abuse of children in line with this Policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Observe guidelines issued by local Child Protection Committees for the protection of children.
- Actively work jointly with partners through joint planning, training and monitoring of their arrangements of the protection of children
- Maintain registration as an Intermediary Body with CRBS to facilitate a PVG service on behalf of clubs to prevent unsuitable people from working within sport.
- Regularly monitor and evaluate the implementation of this Policy and these procedures.
- Maintain confidential records of all complaints, concerns and sanctions against clubs and members.
- Scottish Swimming has complaints and disciplinary procedures in place as per the Association's Constitution (R12.0)
- Child protection issues are included within Scottish Swimming's coach education programmes.
- Best practice is extensively promoted, and clubs, coaches and officials are encouraged to follow guidelines set down by the Governing Body.
- Scottish Swimming provide opportunities for club members to attend the following workshops:
  - Safeguarding & Protecting Children Workshop
  - In Safe Hands Workshops

### **The Club will:**

- Adhere to the guidelines and procedures contained within this policy
- Adopt the Club Child Protection Policy (appendix 1)
- Appoint a Child Protection Officer in accordance with SASA requirements for club affiliation
- Implement any recommendations of Scottish Swimming
- Maintain confidentiality of any alleged child protection issues that arise
- Accept that all Office and Committee members have a responsibility in this area and be prepared to respond to any indication of abuse
- Safely recruit club volunteers/staff in accordance with recruitment policy (appendix 2)
- Be prepared to challenge and alter bad practice
- Encourage all those working with children to attend a ScUK Safeguarding & Protecting Children workshop

#### **Club Child Protection Officer will:**

- Ensure all persons working with children and young people at the club are fully aware of what is required of them within the protocols of the Policy/Code of Conducts
- Conduct the administrative work associated with processing of information on volunteers/staff (PVG Scheme Applications - see appendix 3)
- Liaise closely with Club volunteers/staff ensuring that agreed procedures for the prevention of risk are followed
- Counsel/advise the Club on matters of policy relating to Child Protection
- Advise/circulate details of opportunities for volunteers/staff to undertake training
- Act as the contact person on matters relating to Child Protection at the Club
- Ensure all incidents are correctly recorded and reported in accordance with Scottish Swimming policy and procedures

### **3. Monitoring**

This Policy and these Procedures will be regularly reviewed:

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

Scottish Swimming will monitor the policy by:

- Keeping records of cases brought and their outcomes.
- Accepting comments from clubs on the ease of implementation and effect of the policy.
- Internal reviews with the facilitation of CHILDREN 1<sup>ST</sup>.

### **4. Child Abuse: Types of Abuse & Identifying Abuse in Sport**

*“Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting, or by failing to act to prevent, significant harm to the child. Children may be abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger.”*

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

1. Emotional abuse
2. Physical injury
3. Neglect
4. Sexual abuse

(see appendix 4 for definitions)

These categories are not mutually exclusive, for example, a child experiencing physical abuse is undoubtedly experiencing emotional abuse as well. The following definitions show the different ways in which abuse may be experienced by a child but are not exhaustive, as the individual circumstances of abuse will vary from child to child. (All definitions taken from 'National Guidance for Child Protection in Scotland 2010').

### **Identifying Child Abuse**

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

Child abuse is often difficult to recognise. It is not the responsibility of anyone involved in sport to decide whether or not a child has been abused. This is the role of trained professionals. We all however, have a duty to act on any concerns about abuse.

### **Children and Young People with a Learning or Physical Disability**

Research, including "It doesn't happen to disabled children" Child Protection and Disabled Children, NSPCC (2003), tells us that children and young people who have a learning or physical disability are more vulnerable to abuse. This is because:

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

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

## 5. Bullying

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

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

### Examples of Bullying in Sport

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

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

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

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

Recommended guidelines for managing bullying see appendix 5.

## 6. Communications Technology

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

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

- inappropriate access to, use or sharing of personal details (e.g. names, email addresses);
- unwanted contact with children by adults with wrongful/questionable intent;
- being sent offensive or otherwise inappropriate material;
- online bullying by peers;
- grooming for sexual abuse;
- direct contact and abuse.

For adults, risks involved include:

- their communication with children being misinterpreted;
- potential investigation (internal or by statutory agencies);
- potential disciplinary action.

### **Text/Email**

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

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

In the first instance parent/carer consent must be obtained for all children under 16 years. Contact should always be made at the phone number/email address the parent has provided on the child’s behalf. Parents/carers should be offered the option to be copied in to any messages their child will be sent. Although consent is not legally required for young people aged between 16 and 18 it is still recommended that parents are informed of the intention to send their child(ren) emails or texts. It is also good practice to obtain the consent of the 16 to 18-year-old.

The following good practice is also required:

- All phone numbers/email addresses of children and young people should be recorded and kept securely in a locked cabinet or password-protected electronic file or database;
- The number of people with access to children and young people’s details should be kept to a practical minimum. A record should be kept of their numbers/addresses (preferably the Child Protection Officer);
- Messages should never contain any offensive, abusive or inappropriate language.
- They should not be open to misinterpretation;
- The organisation should be clear that messages should be sent only to communicate details of meeting points, training, match details, competition results etc. The same message should be sent to every member of the group/team. One-to-one messaging arrangements between coaches/volunteers and children should be strongly discouraged.

## **Internet**

The internet brings with it an opportunity for organisations to extend their community profile, advertise and communicate easily with their members. Sometimes this is done via social networking sites such as Facebook and Twitter. Thought should be given to content, tone and how sites or social networking sites and pages will be monitored. In terms of publishing information and pictures the following good practice should be noted:

### *Permission*

- Written parent/carer consent must be obtained for all children aged under 16 before publishing any information or pictures of a child. If the material is changed from the time of consent, the parents/carers must be informed and consent provided for the changes.
- Special care must be taken in relation to vulnerable children e.g. child fleeing domestic violence or a child with a disability, and consideration given to whether publication would place the child at risk.
- Young athletes who have a public profile as a result of their achievements are entitled to the same protection as all other children. In these cases, common sense is required when implementing these guidelines. All decisions should reflect the best interests of the child.

### *Use of Images and Information*

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

### *Concerns*

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

## **Social Networking Sites**

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

### *Permission*

- Obtain written permission from parents/carers of under 16s to allow mutual interaction with the organisation profile. Make parents/carers aware of the profile's existence, the site the child will be accessing and the restrictions of use for this preferred site.
- An official agreement should be in place which states that access to members' profiles are used only to pass on relevant information or to answer questions regarding organisation or sport issues. This agreement should also be incorporated into the Club Rules or Code of Conduct.
- Set up a Club profile rather than staff/volunteer profiles. This avoids access from members to individual's profiles.
- Keep the Club profile on "private" - allowing only members access to it (the organisation can monitor this and accept or decline requests to join).



### *Concerns*

- Informal online “chat” with members around subjects outside the sport/activity should be immediately discouraged. Private matters or questions should also be discouraged. However, any disclosures should be removed from the site and dealt with in line with Responding to Concerns about a Child/Concerns About the Conduct of a Member of Staff/Volunteer.

### **Internet Forums**

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

### **Mobile Phone Cameras / Videos**

There have already been a number of cases where children have been placed at risk as a result of the ability to discreetly record and transmit images through mobile phones. There is also scope for humiliation and embarrassment if films or images are shared on popular websites such as YouTube. The use of mobile phones in this way can be very difficult to monitor.

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

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

### **Photographs & Video**

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

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

*Scope:*

- Scottish Swimming will take all reasonable steps to promote the safe use of photographing and filming at all events and activities with which it is associated. However, Scottish Swimming has no power to prevent individuals photographing or filming in public places.
- Scottish Swimming reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated.
- Scottish Swimming has produced a Photographic & Video Equipment Policy for Clubs to adopt (see appendix 6).

*Notification:*

- Parents and children will be informed they may, from time to time, be photographed or filmed whilst participating in an aquatic discipline. This could be for one of the following reasons:
  - (i) Video footage for performance development
  - (ii) Media coverage of an event or achievement
  - (iii) Promotional purposes e.g. website or publication
- Materials promoting events will state, where possible, photography and filming will take place.
- Those who have sought and obtained permission to photograph or film will be formally identifiable e.g. a badge or sticker will be issued, after production of the letter of approval and identification (see appendix 7 for permission forms).
- Information about what to do if concerned about photographing and filming will be available at all events.
- Registration of intention to photograph will be required on the day. This enables tracking of the equipment and operator should concerns arise in the future.

*Permission:*

- Parents will be offered the opportunity to withhold their permission to photographing and filming. In the absence of any expressed objection, parental agreement will be assumed.
- Special care must be taken in relation to vulnerable children e.g. child fleeing domestic violence or a child with a disability, and consideration given to whether publication or use of the pictures/film would place the child at risk.
- Where appropriate, children will be asked their views.
- Young athletes who have a public profile as a result of their achievements are entitled to the same protection as all other children. In these cases, common sense is required when implementing these guidelines. All decisions should reflect the best interests of the child.
- Scottish Swimming will do everything reasonable in the individual circumstances to give effect to the wishes of parents and children. All actions by Scottish Swimming will be based on the best interests of the child.

*Use of Images and Information:*

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

#### Concerns:

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

## 7. Equality

Scottish Swimming is fully committed to the principles of equality and is responsible for ensuring that no job applicant, employee or member receives less favourable treatment on the grounds of age, gender (including transgender status), disability, race, ethnic origin, nationality, colour, marital or civil partnership status, caring responsibilities, pregnancy, religion/belief, class or social background, or sexual preference.

Scottish Swimming regards discrimination, harassment, bullying, victimisation, intimidation or abuse as serious misconduct. Any member who discriminates against, harasses, bullies, victimises, intimidates or abuses any other person will be liable to action under Scottish Swimming's Complaints and Disciplinary Procedure. Any employee who discriminates against, harasses, victimises, intimidates or abuses any other person will be liable to action under the Company's disciplinary procedure. Further information on equity can be found in the Scottish Swimming's Equity Policy.

## 8. Responding to Concerns about a Child

### Why it is important to respond to concerns

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

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

Robust procedures for responding to concerns will:

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

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

## **Procedures for Responding to Concerns About a Child**

These procedures apply to all staff and volunteers involved in Scottish Swimming.

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

Scottish Swimming is committed to working in partnership with parents whenever there are concerns about a child. Parents/carers have the primary responsibility for the safety and well-being of their children.

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

Any significant, untoward or unusual incidents which cause concern about the welfare of a child should be recorded on the Incident Record Form (see appendix 9) and reported to Scottish Swimming within 48 hours (as per Constitution R12.0). Parents/carers should also be informed of the circumstances as soon as possible.

Advice should be sought from Scottish Swimming if there is any uncertainty about the appropriate course of action where there are concerns about the general welfare of a child.

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

***No member of Scottish Swimming shall investigate allegations of abuse or decide whether or not a child has been abused.***

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

#### **2a Respond**

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

**Avoid:**

- Panicking.
- Showing shock or distaste.
- Probing for more information than is offered.
- Speculating or making assumptions.
- Making negative comments about the person against whom the allegation has been made.
- Approaching the individual against whom the allegation has been made.
- Making promises or agreeing to keep secrets and giving a guarantee of confidentiality.

Where there is uncertainty about what to do with the information, Scottish Swimming must firstly be consulted for advice on the appropriate course of action.

If Scottish Swimming is unavailable or an immediate response is required the police and social work services must be consulted for advice. They have a statutory responsibility for the protection of children and they may already hold other concerning information about the child. Record any advice given.

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

Take whatever action is required to ensure the child's immediate safety.

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

**2b Record**

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

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

If completing the form electronically, do not save copies to the hard drive or USB. Print a copy, sign and date and then delete immediately. Pass the record to social work services or the police and to the Scottish Swimming that day.

## **2c Sharing Concerns with Parents**

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

## **9. Responding to Concerns about the Conduct of a Member of Staff/Volunteer**

This section of the procedure should be read in conjunction with Scottish Swimming's Complaints Procedure and Disciplinary Procedures. The following section details the procedure to be followed where the concern is about a member of staff/volunteer.

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

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

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

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

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

### **1 Initial Reporting of Concerns**

Any concerns for the welfare of a child arising from the conduct of a member of staff/volunteer must be reported to the line manager/Child Protection Officer on the day the concern arises, as soon as practically possible. Where the concern is about the line manager or the Child Protection Officer it must be reported to the Chief Executive or President/Chair of the Club.

### **2 Recording**

Concerns must be recorded using the Incident Record Form as soon as possible. Reporting the concerns to the line manager/Child Protection Officer should not be delayed by gathering information to complete the form or until a written record has been made.

All subsequent actions taken and reasons for decisions shall be recorded (in the order in which they happened) on the Incident Record Form. This should be signed and dated by the line manager/Child Protection Officer or the person appointed to manage the response to the concerns. Where Disciplinary Procedures are invoked, a written record will be made of all actions and reasons for decision. Guidance on the storage, sharing and retention of such records is contained in the relevant procedure.

Once the concerns have been reported, the following steps will be followed (outlined further in appendix 8):

- Establishing the basic facts
- Conducting the initial assessment
- Initial assessment supports concerns about possible child abuse
- Precautionary suspension (not a form of disciplinary action)
- Disciplinary investigation
- False or malicious allegations
- Historical allegations of abuse
- Protection of Vulnerable Groups (Scotland) Act 2007
- Media

## **10. Code of Conduct**

Adherence to good coaching practices, aligned with open communication with parents and children, should ensure that a safe and enjoyable environment is established and sustained. The duty of care commences from the point of receipt of the child to the point of return to the parent/guardian and the duty of care is not transferable (see appendix 9 for Code of Conduct).

# Appendix 1

## CLUB CHILD PROTECTION POLICY STATEMENT

We, the Club, believe that Good Practice at **STEP ROCK** is as follows:

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

The person's name is: **ANN-MARIE GILLESPIE**

The contact telephone number is **07587 143079**  
or email **annmariegillespie@hotmail.co.uk**



### STEP ROCK

#### RECRUITMENT & SELECTION POLICY VOLUNTARY MEMBERS

All potential volunteers – e.g. coaches, teachers, officials, sports leaders and committee members, shall be recruited following the guidelines set out below.

Paid positions should be subject to a more structured advertising and interview procedure in accordance with any legal requirements.

##### **INTERVIEW**

An informal interview to discuss the requirements of the post, anticipated commitment and relevant experience. This is an informal process, allowing questions and answers to be exchanged.

##### **SELF DECLARATION**

All helpers will then be asked to complete the Self Declaration Form, showing any previous convictions or investigations. Only the Child Protection Officer will have access to this information, and not all convictions or investigations deem people unsuitable to work with children.

##### **REFEREES**

Two references should be sought for by all new applicants. These people should be able to comment on your ability to work with children and must not be relatives.

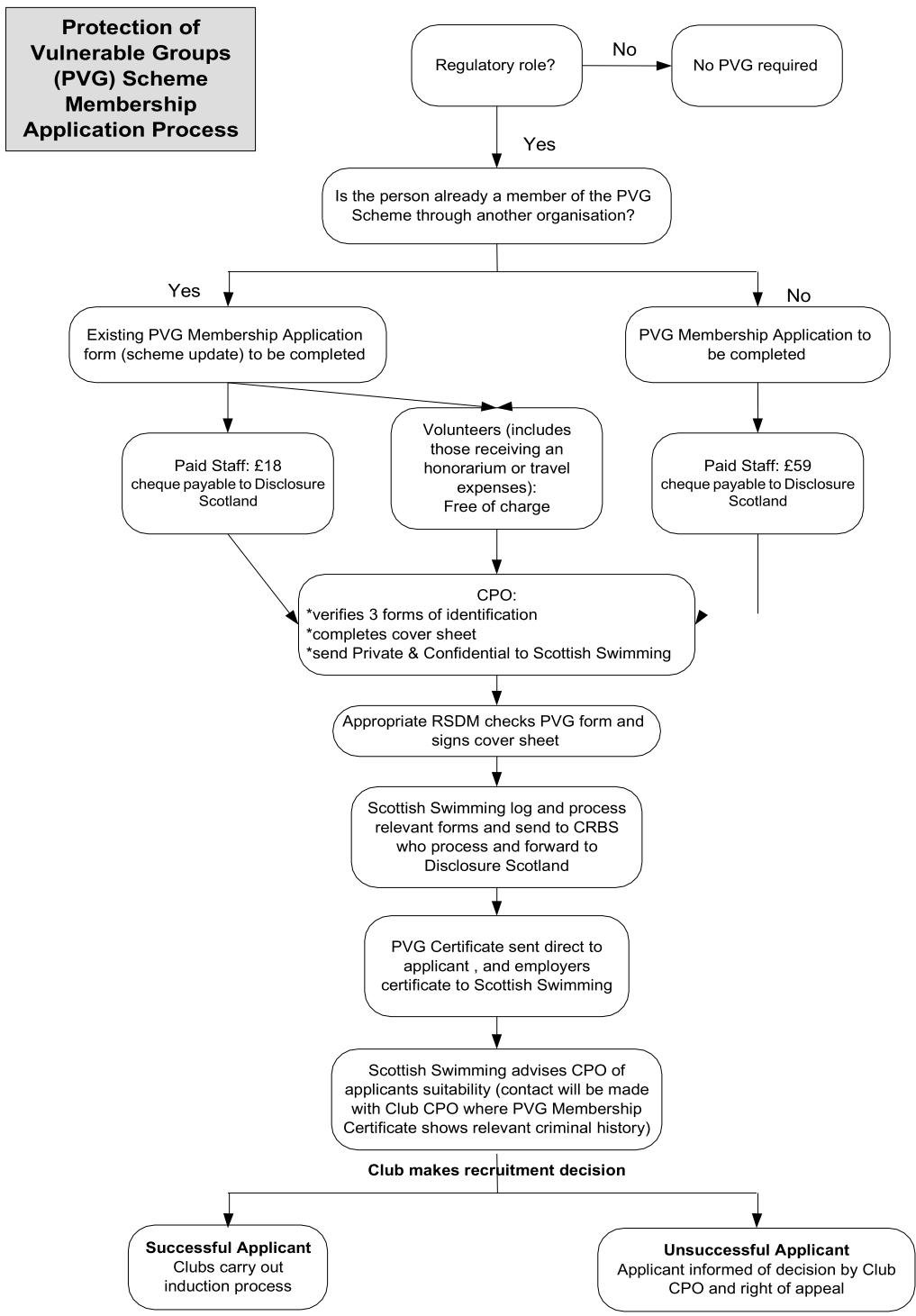
##### **PVG SCHEME MEMBERSHIP**

All helpers in a **regulatory (child care) position** shall be required to complete a PVG Scheme Membership or PVG Existing Scheme Membership application form through Scottish Swimming. This form is a small part of our recruitment process and it is essential that we follow best practice. This is also an opportunity for applicants to provide evidence of their identity.

##### **GENERAL**

All volunteers will be expected to become members of the club and Scottish Swimming, our National Governing Body of Sport and to sign and agree to a Code of Conduct. Volunteers will then be bound by the rules and disciplinary procedures of the club and Scottish Swimming.

# Appendix 3



### TYPES OF ABUSE

#### **Emotional Abuse**

*"...is the persistent emotional neglect or ill treatment that has severe and persistent adverse effects on a child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person."*

It may involve the imposition of age or developmentally inappropriate expectations of a child. It may involve causing children to feel frightened or in danger, or exploiting or corrupting children. Some level of emotional abuse is present in all types of ill treatment of a child; it can also occur independently of other forms of abuse.

#### **Examples of Emotional Abuse in Sport**

- Persistent failure to show any respect to a child e.g. continually ignoring a child.
- Constantly humiliating a child by telling them they are useless.
- Continually being aggressive towards a child making them feel frightened.
- Acting in a way which is detrimental to the child's self-esteem.

Signs which may raise concerns about emotional abuse include:

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

#### **Physical Injury**

*"...is the causing of physical harm to a child or young person. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child they are looking after."*

Most children sustain accidental cuts and bruises throughout childhood. These are likely to occur in parts of the body like elbows, shins and knees. An important indicator of physical abuse is where the bruises or injuries are unexplained or the explanation does not fit the injury or the injury appears on parts of the body where accidental injuries are unlikely e.g. on the cheeks or thighs. The age of the child must also be considered. It is possible that some injuries may have occurred for other reasons e.g. skin disorders, rare bone diseases.

#### **Examples of Physical Abuse in Sport**

Bodily harm that may be caused by:

- over training or dangerous training of athletes
- over playing an athlete
- failure to do a risk assessment of physical limits or pre-existing medical conditions
- administering, condoning or failure to intervene in drug use

Signs which ***may*** raise concerns about physical abuse include:

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

### **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 and clothing, to protect a child from physical harm or danger, or to ensure access to appropriate medical care or treatment. It may also include neglect of, or failure to respond to, a child's basic emotional needs."*

Neglect may also result in the child being diagnosed as suffering from 'non-organic failure to thrive', where they have significantly failed to reach normal weight and growth of development milestones and where physical and genetic reasons have been medically eliminated. In its extreme form children can be at serious risk from the effects of malnutrition, lack of nurturing and stimulation. This can lead to serious long-term effects such as greater susceptibility to serious childhood illnesses and reduction in potential stature. With young children in particular, the consequences may be life-threatening within a relatively short period of time.

### **Examples of Physical Neglect in Sport**

- exposing a child to extreme weather conditions e.g. heat and cold
- failing to seek medical attention for injuries
- exposing a child to risk of injury through the use of unsafe equipment
- exposing a child to a hazardous environment without a proper risk assessment
- failing to provide adequate nutrition and water

Signs which ***may*** raise concerns about physical neglect include:

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

### **Sexual Abuse**

*"...is any act that involves the child in any activity for the sexual gratification of another person, whether or not it is claimed that the child either consented or assented. Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or in watching sexual activities, using sexual language towards a child or encouraging children to behave in sexually inappropriate ways".*

Some of the aforementioned activities can occur through the internet. Boys and girls are sexually abused by males and females, including persons to whom they are and are not related and by other young people. This includes people from all walks of life.

Some children may never be able to tell someone they have been sexually abused. Changes in a child's behaviour may be a sign something has happened. In some cases there may be no physical or behavioural signs to suggest that a child has been sexually abused.

### **Examples of Sexual Abuse in Sport**

- exposure to sexually explicit inappropriate language or jokes
- showing a child pornographic material or using a child to produce such material
- inappropriate touching
- sexual intercourse and/or sexual activity with a child under 16

The following signs may raise concerns about sexual abuse:

- lack of trust in adults or over familiarity with adults, fear of a particular adult
- social isolation – being withdrawn or introverted, poor peer relationship
- sleep disturbance (nightmares, bedwetting, fear of sleeping alone)
- running away from home
- girls taking over the mothering role · school problems e.g. falling standards, truancy
- reluctance or refusal to participate in physical activity or to change clothes for games
- low self-esteem
- drug, alcohol or solvent abuse · display of sexual knowledge beyond the child's age
- sexual promiscuity, over-sexualised behaviour, compulsive masturbation
- eating disorders
- unusual interest in the genitals of adults, children or animals
- anxiety, depression, selfharm/mutilation, suicide attempts
- bruises, scratches, bite marks to the thighs or genital areas
- pregnancy
- discomfort/difficulty in walking or sitting
- fear of medical examinations
- urinary tract problems, vaginal infections or genital damage
- genital odour, venereal /sexually transmitted diseases
- stained underwear, soiling or wetting · itchiness, soreness, discharge, unexplained bleeding from the rectum, vagina or penis
- fear of bathrooms, showers, closed doors
- abnormal sexual drawings
- having irrational fears · developmental regression/acting younger than their age
- psychosomatic factors e.g. recurrent abdominal or headache pain
- "Grooming" including over the internet.

## Appendix 5

### GUIDELINES FOR IDENTIFYING AND MANAGING BULLYING

#### Identifying Bullying

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 lists common bully victim behavior.

If a child:

- Hesitates to come to training sessions
- Is often the last one picked for a team or group activity for no apparent reason, or gets picked on when the other children think your back is turned.
- Is reluctant to go to certain places or work with a certain individual.
- Has clothing or personal possessions go missing or become 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.
- Becomes suddenly prone to lashing out at people, either physically or verbally when they are usually quiet.

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

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

Support for children and young people involved in bullying behaviour:

- Talk with the young person (or people), explain the situation and try to get them to understand the consequences of their behaviour.
- In some cases it might be worth considering seeking an apology from those involved in bullying behaviour (for example where those on the receiving end wish reconciliation). Apologies are only of real value however, when they are genuine.
- Be sensitive and use good judgement when it comes to informing parents/carers of those whose negative behaviour is impacting on others. Put the child at the centre – will telling the parents/carers result in more problems for the young person?
- If appropriate, insist on the return of 'borrowed' items and compensation for the person/people being bullied.

- Impose consequences as necessary, e.g. exclusion from the team until behavior standards are improved. Sport offers good opportunities for this.
- Encourage and support those displaying bullying behaviour to change this behaviour. Ask them to consider the impact their actions are having.
- Keep a written record of action taken.

### **What can your organisation do?**

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

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

It is also important to ask for help and support if you need it to deal with a bullying incident. The Useful Contacts list (see Last appendix) has more details but [www.respectme.org.uk](http://www.respectme.org.uk) ChildLine and ParentLineScotland are useful contacts to know.

### STEP ROCK ASC

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

##### Notification

- From time to time, parents/guardians and children will be asked for permission to be photographed or filmed whilst participating in Club activities. This could be for one of the following reasons:
  - Video footage for performance development
  - Media coverage of an event or achievement
  - Promotional purposes e.g. website or publication
- Notification from parents/guardians should be obtained at least annually (with membership form) while children should be asked each and every time and have the right to refuse.
- In order to take place the user will need to have prior approval from the management committee and be registered has having PVG approval through the Club CPO.

##### Use of images and information

- No unsupervised access or one-to-one sessions will be allowed unless this has been explicitly agreed with the child and parents/guardians.
- No photography or filming will be permitted in changing areas.
- In the case of underwater filming:
  - Filming/photographs to be undertaken only for educational purposes e.g. aid stroke or technique development.
  - Data recorded to be retained on associated iPad/tablet only.
  - Data not to be downloaded onto home computer, any other device or electronically transferred on to another party whether within the Club or not without express permission of management committee.
  - Access to view videos/photographs to be controlled by authorised camera user.
  - Viewing restricted to those in club for educational purposes unless previously authorised by coaches committee in consultation with Club CPO.
  - Stored data to be reviewed and deleted as necessary at regular intervals (at least every 2 years) if recordings are of no further use to swimmer or club.



- Images will not be shared with external agencies or social network websites unless express permission has been obtained from the child and parents/guardians.
- Photographic images and video recordings/underwater camera and associated equipment should be stored in a secure place.
- Swimmers modesty should be protected at all times and children should only be photographed in swimwear during action or staged shots or for the purposes of education.

### **Concerns**

- Anyone behaving in a way which could reasonably be viewed as inappropriate in relation to filming or photographing should be reported to the CPO or in his/her absence to a senior member of the coaching staff or member of the management committee as soon as possible.
- Where appropriate the Club should pass on concerns to the Police.

Any Queries on this matter should be taken up with Step Rock Child Protection Officer: Kirsty Coull

Tel: 07808 026901

Email: [wellbeingofficer@steprock.org.uk](mailto:wellbeingofficer@steprock.org.uk)

# Request for Permission to Use Camera / Video Equipment

The form must be completed by individuals who would like permission to use camera or video equipment performance.

**SECTION A**                      *To be Completed by Applicant:*

Name:			
Address:			
		Postcode:	

Purpose of use:	
Venue:	
Date(s):	
Equipment type:	
Model:	

**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 that the swimmers modesty must be ensured at all times, and that I will only use pictures/films for the purpose stated above. I agree to follow the guidance for the use of images of young people as detailed within the Child Protection Policy and Procedures.

Signature:		Date:	
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## Appendix 8

Aim:

### ACCEPTABLE USE OF MOBILE PHONE POLICY

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The aim of the Mobile Phone Policy to promote safe and appropriate practice through establishing clear acceptable use through guidelines.

Scope:

This policy applies to all members of the Club, and relates directly to the appropriate codes of conduct.

Responsibility:

It is the responsibility of the athletes / coaches / volunteers to adhere to the guidelines outlined in this document. It is the parent's responsibility to allow their child to have a mobile phone, and should be aware if their child takes a mobile phone to club sessions. Permission to have a mobile phone during the club sessions/events will be contingent on the parent/guardian permission in the form of a signed copy of this policy.

Policy Statement:

It is recognised that smartphones contain a wide variety of functions which can be susceptible to misuse. Misuse includes taking and distribution of indecent images, exploitation and bullying. Misuse of smartphones can cause distress to individuals, impact on self-confidence and mental well-being, as well as impact on privacy and right to confidentiality. Such concerns are not exclusive to children and young people.

It is appreciated that it can be very difficult to detect when smartphones are being used, particularly in relation to additional functions. The use of all mobile phones is therefore limited, regardless of their capabilities. There are 'mobile phone free' areas within the Club setting. These are areas that are considered to be the most vulnerable and sensitive:

- Changing Rooms · Toilets · Showers

There is a zero-tolerance policy in place with regards to use of mobile phones by any individual in these areas.

2.8 Acceptable Use of Mobile Phone Policy v3 April 2015

Inappropriate Use:

Members using vulgar, derogatory or obscene language while using a mobile phone will face disciplinary actions as sanctioned by the Club. Members using their mobile phone to engage in personal attacks, harass other people, post private information about others using SMS messages, taking/sending photos or objectionable images, and phone calls will face disciplinary actions as sanctioned by the Club, and may be subject to criminal proceedings.

Parent / Guardian Permission:

I have read and understand the above information and appropriate use of mobile phones within Club sessions / events.

I understand that this form will be kept on file and that the details may be used (and shared with a third party, if necessary) to assist identifying a phone should the need arise (e.g. if lost, or if the phone is being used inappropriately).

I give my child permission to have a phone at club sessions and understand that my child will be responsible for ensuring that the mobile phone is used appropriately and correctly while under the Club's supervision, as outlined in this document.

Parent Name (print):

\_\_\_\_\_ Parent

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

Date:

\_\_\_\_\_

Athlete Name (print):

\_\_\_\_\_ Athlete

signature: \_\_\_\_\_

Date:

\_\_\_\_\_

—

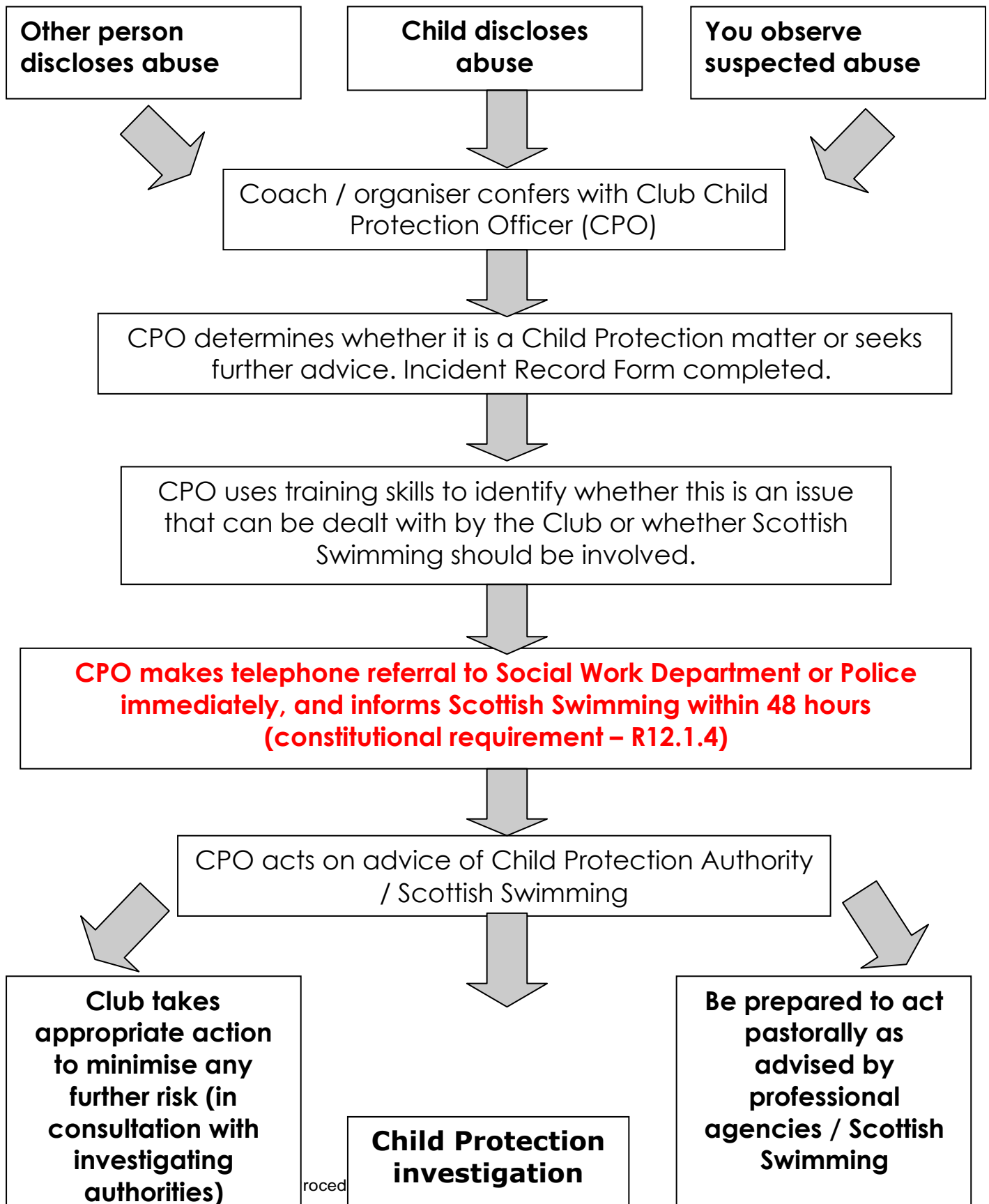
Please note: Subject to the Data Protection Act any information supplied will be stored securely and not used for any other purpose than stated in the policy.

2.8 Acceptable Use of Mobile Phone Policy v3 April 2015

## Appendix 9

### DEALING WITH ALLEGATIONS OF ABUSE

N.B. if in doubt at any stage – consult with professionals



# Appendix 10

## Procedures for Responding to Concerns about the Conduct of a Member of Staff / Volunteer

### ***1 Initial Reporting of Concerns***

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

Where the concern is about the line manager or the Child Protection Officer it must be reported to the Chief Executive or President / Chair of the Club.

### ***2 Recording***

Concerns must be recorded using the Incident Record Form as soon as possible. Reporting the concerns to the line manager / Child Protection Officer should not be delayed by gathering information to complete the form or until a written record has been made.

All subsequent actions taken and reasons for decisions shall be recorded (in the order in which they happened) on the Incident Record Form. This should be signed and dated by the line manager / Child Protection Officer or the person appointed to manage the response to the concerns. Where Disciplinary Procedures are invoked, a written record will be made of all actions and reasons for decision. Guidance on the storage, sharing and retention of such records is contained in the relevant procedure.

### ***3 Establishing the Basic Facts***

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

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

### ***4 Conducting the Initial Assessment***

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

The purpose of the initial assessment is to clarify the nature and context of the concerns. It should determine whether there is reasonable cause to suspect or believe that a child has been abused/harmed or is at risk of abuse or harm. Every situation is unique so guidance cannot be prescriptive.

- Where the established facts support a concern about possible abuse, the initial assessment will not form part of the disciplinary investigation.
- Subject to the nature and seriousness of the situation, if it is not clear at this stage whether a criminal offence may have been committed, the member of staff/volunteer may be

approached as part of the information gathering process.

- Where the nature and seriousness of the information suggests that a criminal offence may have been committed, or that to assess the facts may jeopardise evidence, advice will be sought from the police before the member of staff/ volunteer is approached.
- An initial assessment of the basic facts may require the need to ask a child(ren) some basic, open-ended, non-leading questions solely with a view to clarifying the basic facts. It may also be necessary to ask similar basic questions of other children, or other appropriate individuals.
- Interviewing children about possible abuse and criminal offences is the sole remit of specially trained police officers and social workers. Questioning of children by those conducting an initial assessment should always be avoided as far as possible. If it is necessary to speak to the child in order to clarify the basic facts, best practice suggests that consent from the parent be obtained.

Possible outcomes of initial assessment:

- (i) No further action (facts do not substantiate complaint).
- (ii) Situation is dealt with under Scottish Swimming's Disciplinary Procedures.
- (iii) Child protection investigation (jointly by police and social work services).
- (iv) Criminal investigation (by the police).  
The results of a criminal investigation may well influence the disciplinary investigation, but not in all cases.
- (v) Civil proceedings (by the child/family who alleged abuse).

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

The line manager/ Child Protection Officer will deal with the situation in line with Scottish Swimming's Disciplinary Procedures.

Pending the outcome of any investigation conducted under Disciplinary Procedures, precautionary suspension will be considered in all cases where there is significant concern about the conduct of a member of staff/volunteer towards children (see section 7). The welfare of children will be the paramount concern in such circumstances.

Where the circumstances meet the referral criteria set out in the Protection of Vulnerable Groups (Scotland) Act 2007, Scottish Swimming has a duty to make a referral to Disclosure Scotland (see section 11).

#### ***6 Initial assessment supports concerns about possible child abuse***

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

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

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

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

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

Scottish Swimming will take all reasonable steps to support a member of staff/volunteer against whom an allegation of abuse has been made.

### ***7 Precautionary Suspension***

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

Suspension will be carried out by the Chief Executive Officer in accordance with the Company Rule 12.4.1. At the suspension interview the member of staff or volunteer will be informed of the reason for suspension (within the confines of sharing information) and given the opportunity to make a statement – which will be recorded – should they wish to do so.

Notification of the suspension and the reasons will be conveyed in writing to the staff member or volunteer in accordance with Scottish Swimmings Disciplinary Procedures.

### ***8 Disciplinary Investigation***

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

### ***9 False or Malicious Allegations***

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

- The staff member or volunteer involved will receive an account of the circumstances and/or investigation and a letter confirming the conclusion of the matter. They may wish to seek legal advice.
- All records pertaining to the circumstances and investigation should be kept in accordance with Scottish Swimmings Policy on the Secure Storage of Information.
- The line manager / Child Protection Officer will take all reasonable steps to support the individual in this situation.
- In these circumstances Scottish Swimming will review the child's participation in aquatics. It may be appropriate to have a discussion with the child (with parental/carer permission).
- Data collected for the investigation will be destroyed in accordance with the requirements of the Data Protection Act 1998.



## **10 Historical Allegations of Abuse**

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

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

a) Scottish Swimming will refer to Disclosure Scotland the case of any member of staff/volunteer who (whether or not in the course of their role within the organisation) has:

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

**AND** as a result:

1. Scottish Swimming has dismissed the member of staff or volunteer.
2. The member of staff or volunteer would have been dismissed as a result of the incident had they not resigned, retired or been made redundant.
3. Scottish Swimming has transferred the member of staff/volunteer to a position in Scottish Swimming which is not regulated work with children.
4. The member of staff or volunteer would have been dismissed or considered for dismissal where employment or volunteer role was not due to end at the expiry of a fixed term contract; or,
5. The member of staff or volunteer would have been dismissed or considered for dismissal had the contract not expired.

Scottish Swimming will also refer the case of a staff member or volunteer where information becomes available after the member of staff or volunteer has:

- been dismissed by Scottish Swimming,
- resigned, retired or been made redundant,
- been transferred to another position in Scottish Swimming which is not regulated work with children; and,
- where Scottish Swimming receives information that a member of staff or volunteer who holds a position of regulated work has been listed on the Children's List, the member of staff or volunteer will be removed from the regulated work with children post.
- 

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

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

## **12 Media**

All media enquiries relating to the conduct of a member of staff or volunteer will be referred to Scottish Swimming Chief Executive Officer

# Appendix 11

## TEACHER AND COACH CODE OF CONDUCT

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

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

**Teachers and Coaches should comply with the principles of good ethical practice listed below. A teacher or coach must at all times:**

- Abide by the Scottish Swimming and Club Child Protection policies and procedures
- Respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- Place the wellbeing and safety of the performer above the development of performance. Coaches and teachers should follow all guidelines laid down by the sports governing body and hold appropriate insurance cover.
- Develop and appropriate working relationship with performers (especially children), based on mutual trust and respect. Coaches and teachers must not exert undue influence to obtain personal benefit or reward. In particular, coaches and teachers must not use their position to establish or pursue a sexual or improper relationship with an athlete or someone close to them.
- Encourage and guide performers to accept responsibility for their own behaviour and performance.
- Hold relevant, recommended, up to date and nationally recognised governing body coaching or teaching qualifications.
- Ensure that activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
- Clarify, at the outset, with performers (and where appropriate with their parents) exactly what is expected of them and what performers are entitled to expect from their coach and teacher. A contract may sometimes be appropriate.
- Co-operate fully with other specialists (e.g. other coaches, teachers, officials, sport scientists, doctors, and physiotherapists) in the best interests of the performer.
- Always promote the positive aspects of their sport (e.g. fair play) and never condone rule violations or the use of prohibited substances.
- Consistently display high standards of behaviour and appearance.

**DECLARATION: I agree to abide by the above principles and understand that any breaches of the code will be dealt with in accordance with SASA judicial laws. I understand that a breach may result in removal of my licence.**

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

**Print Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

## Appendix 12

### USEFUL CONTACTS

Safeguarding in Sport	CHILDREN 1 <sup>ST</sup> 61 Sussex Street Glasgow G41 1DY 0141 418 5674 <a href="http://www.safeguardingsport.org.uk">www.safeguardingsport.org.uk</a>
sportscotland	Doges, Templeton on the Green 62 Templeton Street Glasgow, G40 1SA 0141 534 6500 <a href="http://www.sportscotland.org.uk">www.sportscotland.org.uk</a>
Help For Clubs	<a href="http://www.helpforeclubs.org.uk">www.helpforeclubs.org.uk</a>
CHILDREN 1 <sup>ST</sup>	83 Whitehouse Loan Edinburgh EH9 1AT 0131 446 2300 <a href="http://www.children1st.org.uk">www.children1st.org.uk</a>
ChildLine in Scotland	0800 1111  <a href="http://www.childline.org.uk">www.childline.org.uk</a>
ParentLine Scotland	0800 028 2233 <a href="http://www.parentlinescotland.org.uk">www.parentlinescotland.org.uk</a>
Child Protection in Sport Unit(NSPCC- covers England, Wales and Northern Ireland)	0116 234 7278 <a href="http://www.thecpsu.org.uk">www.thecpsu.org.uk</a>
Scottish Disability Sport	0131 317 1130 <a href="http://www.scottishdisabilitysport.com">www.scottishdisabilitysport.com</a>
Central Registered Body in Scotland	General Helpline: 01786 849 777 <a href="http://www.crbs.org.uk">www.crbs.org.uk</a>
Disclosure Scotland	0870 609 6006 <a href="http://www.disclosure-scotland.org.uk">www.disclosure-scotland.org.uk</a>
Scottish Government	<a href="http://www.scotland.gov.uk/childprotection">www.scotland.gov.uk/childprotection</a>
Commissioner for Children and Young People	<a href="http://www.sccyp.org.uk">www.sccyp.org.uk</a>
Volunteer Development Scotland	01786 479 593 <a href="http://www.vds.org.uk">www.vds.org.uk</a>