Child Wellbeing & Protection in Cricket

Hillhead Cricket Club

Cricket Scotland would like to thank CHILDREN 1ST and SportSscotland for their assistance in the preparation of this publication.
The Safeguarding in Sport service is a partnership between Children 1ST and **sport**scotland which supports sports clubs and organisations to help them to keep children and young people safe.

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USING THE POLICY AND PROCEDURES

The Policy and Procedures are a collection of guidance, good practice guidelines (Safe in Cricket) and forms that the Club use to help promote children's wellbeing and help to keep them safe. It will be regularly reviewed and incorporates any new and updated child wellbeing and protection guidance and legislation. In this document a child or young person is defined as someone under the age of 18.

In order to ensure the Club is a safe environment for children and young people, all sections of the Policy and Procedures are implemented.

The document provides guidance and support for staff and volunteers working with children at the Club and the Club Child Wellbeing and Protection Officer (CWPO). It should be read in conjunction with any other relevant policies and procedures.

Throughout this guidance, reference is made to volunteers/staff and this means anyone involved in the delivery or support of cricket, for example paid or unpaid staff including volunteer coaches, parent helpers, officials etc.

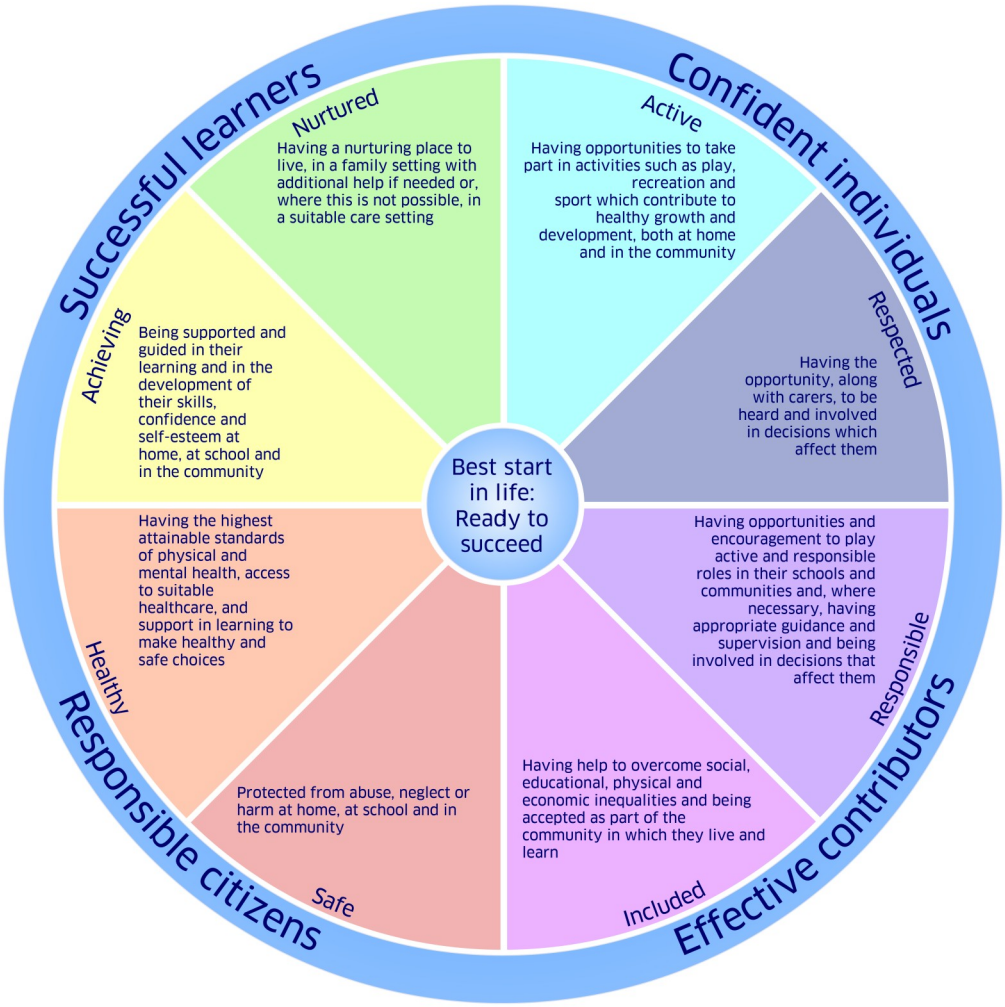
Further Support
Further guidance and support is available from the Cricket Scotland Lead Child Wellbeing and Protection Officer and the Children 1st Safeguarding in Sport Service.

If you have an immediate and serious concern about the safety of a child, contact the police and/or social work child protection team. Contact details of social work can be found on the relevant local authority website.

Guidance: Children's Wellbeing in Scotland

It is important to recognise what we mean by children's wellbeing. As part of Scotland's national approach to 'Getting it Right for Every Child' (GIRFEC), the wellbeing wheel demonstrates the eight indicators that are believed to be essential for a child's overall wellbeing.

By having a universal language and understanding for all people that work with children, collectively we can contribute to promoting, supporting and safeguarding a child's wellbeing whether they are in an educational, health, community or sports setting. It is essential that in sport we understand not only how participation in sport contributes to these wellbeing indicators, but also what we need to do if we are ever worried that something is impacting a child's wellbeing. As part of the 'Children and Young People (Scotland) Act 2014', the concept of wellbeing and the GIRFEC approach is now enshrined in law.



Source: www.gov.scot/Topics/People/Young-People/gettingitright/wellbeing

Club Child Wellbeing & Protection Policy

CHILD WELLBEING & PROTECTION POLICY STATEMENT

HILLHEAD CRICKET CLUB

This Club is fully committed to safeguarding, promoting and supporting the protection and wellbeing of all children in our care. We recognise our responsibility to promote safe practice and to protect children from harm, abuse and exploitation. We embrace difference and diversity and respect the rights of all children and young people. Everyone at the Club will be made aware of the policies and procedures in place to protect children in our care and to promote their wellbeing.

Underpinning principles:

1. A child is recognised as someone under the age of 18
2. A child has the right to relax, play and join in a wide range of sporting activities
3. The protection and wellbeing of all children in our care is everyone's responsibility
4. A child, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity has the right to protection from all forms of harm and abuse
5. A child has the right to express views on all matters that affect them, should they wish to do so
6. A child's rights, wishes and feelings should be respected and promoted
7. The best way to promote the wellbeing, health and development of a child is to work in partnership with the child, parents/carers and other relevant organisations

To keep children safe in our Club we will:

- Promote the wellbeing of children through opportunities to take part in cricket safely
- Put in place policies and procedures to promote the wellbeing and protection of children
- Appoint a Club Child Wellbeing and Protection Officer
- Recruit, train and support our cricket volunteers/staff to prioritise the wellbeing of children who take part in our activities and protect them from harm
- Require the our cricket volunteers/staff to adopt and abide by the child protection policy and procedures including the Code of Conduct for working with children
- Respond to any child wellbeing or protection concerns in line with our policy and procedures.
- Monitor, review and evaluate the implementation of the child wellbeing and protection policy and procedures regularly

If you have any concerns about the wellbeing of a child at our Club, please do not hesitate to contact the Club Child Wellbeing and Protection Officer (CWPO): Barri Gilani, Tel:07813 018231 Email:barrigilani@hotmail.com Email

If you have an immediate and serious concern about the safety of a child, contact the police and/or your local social work child protection team. Contact details of social work can be found on the relevant local authority website

CLEAR ROLES & RESPONSIBILITIES

Our Club Child Wellbeing and Protection Officer (CWPO) is the main point of contact and will assist everyone in knowing who to go to if they need:

- support
- advice
- training
- to report a concern

Our CWPO, with the support of the committee, will 'champion' good practice and make sure club policies and procedures are put in place. The contact details and the role of the CWPO are widely available. During periods when the CWPO is unavailable, any member of the Club Committee should be contacted.

JOB DESCRIPTION CLUB CHILD WELLBEING & PROTECTION OFFICER

Roles & Responsibilities

- Develop effective child wellbeing & protection policy and procedures and keep them up to date
- Promote and champion child wellbeing & protection at the club and encourage good practice
- Respond appropriately to child wellbeing or protection concerns
- Regularly report to the club's committee
- Ensure that members of the cricket volunteers/staff who are working with children are recruited safely and in line with legal requirements
- Make sure the cricket volunteers/staff, parents/carers, adults, and children are aware of:
  - How to contact the CWPO
  - The Code of Conduct for working with children
  - How to raise concerns
- Deal with breaches of the Code of Conduct
- Keep up with developments in child wellbeing and protection by liaising with Cricket Scotland and organisations such as the Safeguarding in Sport Service
- Attend Safeguarding and Protection Children (SPC) and In Safe Hands for Club CWPO's (ISH) training
- Signpost other relevant adults in the club to relevant training such as the Safeguarding and Protecting Children in Sport (SPC) workshop
- Maintain confidential records of reported cases and action taken
- Liaise with the Cricket Scotland Child Wellbeing and Protection Officer and/or statutory agencies if/when required

Person Specification

An interest in child wellbeing and protection matters

- Friendly and approachable with the ability to communicate well with adults and children
- A willingness to challenge opinion, where necessary, and to drive the child wellbeing and protection agenda
- Strong listening skills and the ability to deal with sensitive situations with empathy and integrity
- An understanding of the importance of confidentiality and when information may need to be shared in order to protect the best interests of a child
- The confidence and ability to manage situations relating to the poor conduct/behaviour of others towards a child and know when to ask for support

Skills & Relevant Experience

- Relevant training to fulfil the role of Club Child Wellbeing and Protection Officer
- Experience of working with children

SAFE RECRUITMENT

Hillhead Cricket Club has a legal and moral duty to ensure that adults who work with children are suitable to do so. A well run recruitment process is part of our commitment to putting the welfare of children first. The checklist below gives essential steps to make sure the club meets its duty.

CHECKLIST FOR APPOINTMENT	
ESSENTIAL	**DESIRABLE**
Role fully explained. Include a clear statement of the requirement for PVG membership for positions of regulated work. For guidance on what positions are defined as regulated work, see the PVG section below.	Advertisement with a statement that PVG membership is required for positions of regulated work. Written job description provided.
PVG scheme explained and signpost to Disclosure Scotland website.	Written PVG scheme information provided
Self-declaration form completed and returned	Application form completed and returned
Informal interview/previous knowledge & evidence of qualifications	Interview & evidence of qualifications
2 X verbal references (1 involving work with children)	2 X Written references (1 involving work with children)
PVG scheme membership application	
PVG membership received by Club Child Wellbeing and Protection Officer	PVG membership received by Club Child Wellbeing and Protection Officer
Sign up to code of conduct	Induction and trial period completed
Supervision and monitoring of performance	Performance review and on-going suitability

PROTECTION of VULNERABLE GROUPS SCHEME

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

Compliance with the Protection of Vulnerable Groups Scheme is integral to the process of safeguarding but will not be viewed in isolation. It will be used in conjunction with the robust recruitment and selection procedure, appropriate child protection training and adherence to our Club Child Wellbeing & Protection Policy.

When a Club member applies to join the PVG Scheme, Disclosure Scotland carry out a criminal record check to confirm that they are not on the list of people who have been barred from working with children. It provides the Club with information to assist in making a decision as to suitability for the role. Becoming a member of the PVG Scheme does not automatically mean that the applicant is suitable to work with children but is only part of the recruitment and selection process.

The PVG Scheme makes it clear that it is the Club who is the employer in respect of persons undertaking regulated work (either paid or voluntary) with children at our Club. Regulated work is normally carried out by persons at our Club holding the following positions in relation to working with those under 18 years of age participating in cricket:

● Coach ● Assistant Coach ● Team Manager/Organiser ● Parent Helper ● CPO
● Physiotherapist

Regulated work has to be part of normal duties i.e. the activity is reasonably anticipated and could appear in the job description. There are some exceptions, such as where the presence of children in the activity is 'incidental' (e.g., the activity is for adults, and is advertised as an adult club/ activity, but has some U/18's attending).

It is an offence for a person who is barred from working with children, to seek or undertake work from which they are barred. Additionally, it is also an offence for the club to offer regulated work (paid or unpaid) to an individual who is barred from that work.

The PVG Scheme allows us to ensure that this does not happen and safeguard both the children and our Club.

All PVG members are subject to ongoing monitoring by Disclosure Scotland. The PVG Scheme application registers the interest of our club in the person who will be doing regulated work on behalf of the Club. The Club will be informed if that person comes under consideration for listing on the Barred from Working with Children List.

It is a common misunderstanding that the Club will be contacted by Disclosure Scotland in the event of an new information becoming available about a PVG Scheme member. This is not the case. The Club will only be informed by Disclosure Scotland if any relevant new information becomes available about a member of our Club who is a member of the Scheme. This would only apply if the new information leads to the member being considered for listing e.g. they receive a conviction for harming a child.

If a PVG member is no longer undertaking regulated work at the Club, Disclosure Scotland will be notified accordingly.

PVG Process
The process used by the Club to ensure that all persons undertaking regulated work, covering:

- PVG Application Flowchart
- Self Declaration
- PVG, Q & A Guidance
- Confirmation of Identity
- Overseas Players
- Information Sharing
- Secure Handling of Disclosure Information

Can be found at http://www.cricketscotland.com/get-involved/safeguarding/protection-of-vulnerable-groups/

References
The Club will request and check 2 references. References from relatives are not acceptable. These can be verbal or written. Record verbal references - who the reference was from and what was said. Often within the cricket environment, verbal references will be through personal knowledge of the applicant or by contacting clubs that he/she has been at.

Induction & Training
When a new post holder starts at the Club the Child Wellbeing and Protection Officer will:

- agree what training they need (e.g. safeguarding and protecting children) and when it should be done by
- explain the child protection policy and procedures, including the code of conduct
- get written agreement to abide by Child Wellbeing and Protection policies and the Code of Conduct for working with children

Trial Period
The Club and anyone undertaking regulated work with children will agree a trial period to make sure that the role is a good fit for both.

Monitoring and Performance Review
The Club will monitor the performance of the individual doing regulated work. This gives an opportunity to check on progress and address any problems or concerns.

CODES OF CONDUCT

A code of conduct for working with children is used to make clear:

- what behaviour is acceptable and unacceptable
- the standards of practise expected when working on behalf of the club
- the basis for challenging and improving practise

Code of conduct for working with children

Everyone working with children on behalf of our Club will sign up to the relevant code of conduct. The cricket volunteers/staff will be clear about the expectations on them when involved in activities with children. Children and the parents/carers involved in activities should also be clear about what they can expect from the adults working with them. The Club's code of conduct is most useful when shared publicly and widely.

Code of conduct for children

Children should also be clear about the expectations placed upon them. The children will be told what is acceptable/unacceptable behaviour whilst participating in cricket and club activities. The Club will publish and display a player code of conduct.

Code of conduct for spectators

The Club acknowledges that pressure on children and the bad behaviour of adults watching games or training can make children drop out of cricket. We will promote good spectator behaviour and make it clear that if children or officials are abused, action will be taken. Our spectator code of conduct will be published and displayed.

Cricket volunteers/staff, children and parents/carers support and understand codes of conduct best when they are involved in drawing them up and have the opportunity to discuss regularly what is acceptable and unacceptable behaviour.

It can be beneficial to ask children as a group to discuss this in their group/team and to agree what the consequences of breaking these rules should be. This will be done at the start of a season, before a trip away from home, or as part of a welcome session at a residential camp.

Concerns about a breach of the code of conduct will be taken seriously and responded to in line with the disciplinary procedure and/or procedures for responding to concerns.

HILLHEAD CRICKET CLUB CODE OF CONDUCT FOR WORKING WITH CHILDREN

Good Practice

- Remember you are a role model – be welcoming, positive, encouraging and respectful
- Make cricket fun, enjoyable and promote fair play
- Implement Hillhead Cricket Club Safe in Cricket Guidelines
- Treat all children equally, with respect, dignity and fairness
- Involve parents/carers wherever possible
- Build balanced relationships based on mutual trust
- Include children in the decision-making process whenever possible
- Work with children in a public place, wherever possible
- Put the wellbeing of each child first before winning or achieving performance goals
- Give enthusiastic and constructive feedback
- Recognise the developmental needs and capacity of children
- Challenge instances of poor practise, abuse or bullying

Unacceptable Practice

- Putting excessive pressure on children, pushing children against their will
- Giving only negative feedback
- Unequal treatment that could lead to resentment, jealousy or misinterpretation
- Spending a lot of time alone with children away from others
- Assisting with bathing or dressing tasks that children can do for themselves
- Smoking, drinking alcohol, misuse of illegal substances or the use of foul or offensive language
- Taking photographs without the appropriate consent
- Unofficial communication with a child through telephone or social media
- Allowing allegations or observations of bullying or abuse to go unchallenged, unrecorded or not acted on
- Failing to pass on a disclosure from a child about potential abuse
- Rough physical contact or games between adults and children
- Forming intimate emotional, physical or sexual relationships with children
- Touching a child in a sexually suggestive way, playing sexually provocative games or making sexually suggestive comments to a child, even in fun
- Allowing the use of swearing, sexualised, racist or homophobic language by staff/volunteers or children
- Threatening, coercing or bullying a child or deliberately reducing a child to tears as a form of control
- Inviting or allowing children to stay with you at your home or sharing a bedroom alone with a child

I have read and agree to abide by this Code of Conduct. I have also read and agree to abide by the Child Wellbeing & Protection Policy, Procedures and Guidelines.

Name of staff member/volunteer:_____

Date signed:_____

Witnessed by:_____

(Club Child Wellbeing and Protection Officer/delegated staff member)

Date signed:_____

HILLHEAD CRICKET CLUB SPECTATOR CODE OF CONDUCT

I will:

- Remember that children play for FUN
- Stay outside the field of play and in the Spectator's Area (where provided)
- Never engage in, or tolerate, offensive, insulting or abusive language or behaviour
- Always respect the match officials' decisions
- Applaud effort and good play as well as success
- Let the coaches do their job and not confuse the players by telling them what to do
- Encourage the players to respect the opposition and match officials
- Never criticise a player for making a mistake. Remember that mistakes are an important part of learning
- Pass on any concerns that I have about the wellbeing or welfare of a child to a Club official

I understand that breaches of the code may result in action being taken by Hillhead Cricket Club or Cricket Scotland.

HILLHEAD CRICKET CLUB PLAYER CODE OF CONDUCT

The adults at the Club should help to make cricket safe and fun. This is your job too. This means respecting other players and the people who are there to help you to learn. You should do this by:

- Accepting what the coach or umpires ask you to do in the rules of the game
- Being prepared and on time for training and games
- Playing to the best of your ability
- Respecting the coach and other helpers
- Never swearing at or insulting anyone, including other players
- Telling your parents or carers where you are, or if you are going to be late
- Following advice from coaches to keep you safe and injury free
- Never bullying other players either yourself or in a group

Bullying can happen between children, peers or adults and children. It means things like:

- name calling
- belittling
- giving only negative feedback
- hitting
- shoving
- stealing
- damaging belongings
- spreading rumours
- making threats
- sending/posting nasty messages
- intentionally leaving people out

If you are worried about something don't keep it to yourself. Speak to an adult who you know and trust such as a parent, teacher, the Child Wellbeing and Protection Officer at the Club, a guidance teacher, doctor or school nurse.

If there isn't anyone you can talk to, you can contact ChildLine in Scotland on 08001111 or www.childline.org.uk.

SAFE IN CRICKET – GOOD PRACTICE GUIDELINES

This club has *a duty of care* towards all children involved in its activities. Although it is not possible to give guidance for all possible circumstances, the Good Practice Guidelines are based on best practice and cover some of the most common situations in cricket. They apply to all young people under the age of 18, but common sense should be applied when considering the circumstances of older children. Ultimately most situations will require a judgement to be made about what is practical and reasonable in the circumstances.

Further guidance and support is available from the Cricket Scotland Lead Child Wellbeing and Protection Officer: T – 01313137420 or the Children 1st Safeguarding in Sport Service: T – 01414191156
E - safeguardinginsport@children1st.org.uk

ADULT TO CHILD RATIOS

The following ratios are recommended in the National Care Standards: Early Education and Childcare up to the Age of 16 (Scottish Executive, 2005). They are a relevant minimum for daytime activities, but should be modified for overnight stays, trips away from home and to take into account other risk factors:

AGE	RATIO
3 and over	1:8
All children over 8yrs	1:10

Activities should be planned to involve ***at least*** two adults, preferably one male and one female but the mix of male and female supervisors will often be influenced by the gender mix of the participants. As a general guide, the following factors will also be taken into consideration in deciding how many adults are required to safely supervise children:

- The number of children involved in the activity
- The age, maturity and experience of the children
- Whether any of the group leaders or children has a disability or special requirements
- Whether any of the children have challenging behaviour
- The particular hazards associated with the activity
- The particular hazards associated with the environment
- The level of qualification and experience of the leaders
- The programme of activities
- Whether there are volunteers under the age 18

FIRST AID AND THE TREATMENT OF INJURIES

Parents/carers must complete a *Partnership with Parents/Carers Form* before their child participates in cricket. This ensures that cricket volunteers/staff running a game or activity are made aware of any pre-existing medical conditions, or medicines being taken by participants or existing injuries and treatment required.

- Have an accessible and well-resourced first aid kit and have telephone access at the venue.
- Where possible, access to medical advice and/or assistance should be made available.
- Only those with a current, recognised First Aid qualification should treat injuries.
- Inform parents/carers as soon as possible of any injury and action taken.
- A *Concern Recording Form* should be completed if a child sustains a significant injury and the details of any treatment given recorded. Good sense should be used to determine which injuries are significant.
- The circumstances of any accidents that occur should be recorded and reviewed to avoid it happening again.

VOLUNTEERS AGED 17 OR UNDER

While some children under the age of 16 may be in 'regulated work' with children they should not be placed in positions of sole responsibility for other children. They should be supervised by a more senior qualified coach or volunteer who has been appropriately vetted.

Volunteers aged 17 and under should be assessed for their suitability to work with children. There is no lower age limit for PVG membership. Where the post meets the 'regulated work' criteria, membership of the PVG Scheme should be considered.

Young volunteers may come under different pressures (e.g. lack of respect from peers) and closeness in age could lead to the development of friendships or romantic/sexual relationships. Regular supervision, training and extra support is recommended. Supervision ratios should also be reassessed, as a young volunteer may not be as capable of overseeing a group of children and young people as an adult in the same position.

PHYSICAL CONTACT

Any necessary physical contact during sport sessions should respect and be sensitive to the needs and wishes of the child and should take place in a culture of dignity and respect. Children should be encouraged to speak out if they feel uncomfortable.

Demonstrating a Technique

In the first instance, coaching techniques should be delivered by demonstration (either by the coach or a participant who can display the technique being taught). Educational instruction should be clearly explained with a description of how it is proposed to handle or have contact with the child before doing so. Contact must be restricted to the head, shoulders, arms, hands, legs below the knees, and feet. Instruction should be accompanied by asking if the child is comfortable with this contact. Such contact should be provided openly and must always be proportionate to the circumstances.

Supporting a Child with Personal Care

If it is necessary to help a child with personal care e.g. toileting or changing, this should be agreed in advance with the child and parents/carers and guidance taken. Cricket volunteers/staff should work with parents/carers and children to develop practised routines for personal care, such as help with getting changed or putting protective equipment on, so that parents/carers and children know what to expect.

Helpers should not take on the responsibility for tasks for which they are not appropriately trained e.g. manual assistance for a child with a physical disability.

Administering First Aid

Parents/carers must complete a *Partnership with Parents/Carers Form* to ensure that cricket volunteers/staff are made aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required. When administering First Aid the child should be told what action is being taken and why. Only those with a current, recognised First Aid qualification should treat injuries and parents/carers should be informed as soon as possible of any injury and action taken. Treatment should be administered in an open environment where ever appropriate, avoiding private or unobserved situations.

SEXUAL ACTIVITY & GROOMING

Within sport intimate relationships can occur. This section looks at both sexual activity among young people and that between adults and young people.

A person in a legally defined 'position of trust' who takes advantage of their position to develop an intimate relationship with a child/young person may be committing a criminal offence known as 'abuse of trust'. Sports coaching is not currently defined in law as a 'position of trust', but the principle of the law should be followed.

The notion of 'positions of trust' applies as much to young people in leadership roles as it does to adults.

Young people

Sexual activity between children/young people at team events, in sports facilities and at social activities organised by the club will be discouraged.

Criminal sexual behaviour committed by a young person will be referred to the police or social services. This may also lead to disciplinary action in accordance with the club's disciplinary procedure.

For more information see the National Guidance on 'Under-age Sexual Activity: Meeting the Needs of Children and Young People and Identifying Child Protection Concerns': http://www.gov.scot/resource/doc/333495/0108880.pdf

Adults

Sexual activity between adults and children under the age of 16 is illegal and will be reported to the police immediately.

Sexual activity between adults and young people (aged 16+) involved in cricket raises serious issues given the power imbalance in the relationship. Even if a young person is of the age of consent, the power of the adult over that young person may influence their ability to genuinely consent to sexual activity. For example, a coach may have significant power or influence over a young person's sporting career.

Sexual activity between adults and young people (16+) involved in cricket at this Club is therefore prohibited when the adult is in a position of trust or authority (coach, trainer, official). This will be communicated clearly to adults in such positions at the outset and clear procedures drawn up to deal with such a situation promptly, fairly and consistently.

Grooming

Most adults involved in cricket with children participate with the aim of providing a fun and positive experience for the children taking part. However, some may use cricket as a way of gaining access to children with the purpose of developing inappropriate intimate relationships.

People who commit sexual offences against children often first gain the trust of people around the child, such as their family and friends and those involved in sport. Those who commit offences work hard to portray themselves as caring and trustworthy and they befriend their victims to break down barriers before an offence may be committed.

This is referred to as 'grooming'. This predatory behaviour is an offence and may be prosecuted separately to direct sexual abuse. Any suspicions of grooming will be reported to the police.

MANAGING CHALLENGING BEHAVIOUR

Planning

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

From time to time sports volunteers/staff delivering sport to children may have to deal with challenging behaviour.

The following principles should be applied:

- The wellbeing of all children is the paramount consideration.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading and should always be able to maintain their respect and dignity.
- No member of staff should attempt to respond to challenging behaviour by using techniques for which they have not been trained.

None of the following should be used as a means of managing a child's behaviour:

- Physical punishment or the threat of such.
- Withdrawal of communication.
- Being deprived of food, water or access to changing facilities or toilets.
- Verbal intimidation, ridicule or humiliation.

In dealing with children who display risk-taking or challenging behaviours, staff and volunteers might consider the following options:

- Time out - from the activity, group or individual work.
- Making up - the act or process of making amends.
- Payback - the act of giving something back.
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour.
- Calming the situation - talking through with the child.
- Increased supervision by staff/volunteers.
- Use of individual 'contracts' or agreements for their future or continued participation.
- Consequences e.g. missing a game.

Staff and volunteers should review the needs of any child on whom consequences are frequently imposed. This review should involve the child and parents/carers to ensure an informed decision is made about the child's future or continued participation in the group or activity. Whilst it would always be against the wishes of everyone involved at this club, ultimately, if a child continues to present a high level of risk or danger to him or herself, or others, he or she may have to be barred from activity in the sport.

Physical Interventions

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

Physical contact to prevent something happening should always be the result of conscious decision-making and not a reaction.

The following must always be considered:

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

Any physical intervention used should be recorded as soon as possible after the incident by the staff/volunteers involved using the Concern Recording Form and passed to the Club CWPO as soon as possible. We recognise that such an intervention is only ever likely to become necessary in cases of great urgency and this will be taken into account when reviewing the actions taken by a member of staff or a volunteer.

A timely debrief for staff/volunteers, the child and parents/carers should always take place following an incident where physical intervention has been used, this process will involve the coach and the Child Wellbeing and Protection Officer. This should include ensuring that the physical and emotional wellbeing of those involved has been addressed and on-going support offered where necessary. Staff/volunteers, children and parents/carers should be given an opportunity to talk about what happened in a calm and safe environment. This discussion will include a discussion about continued safe participation.

TRANSPORTING CHILDREN

The Club does not generally take responsibility for the transport of players to and from venues, however if the Club does expressly accept responsibility for travel arrangements, it will undertake a risk assessment including the following areas:

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

Additionally, the following guidelines should be followed:

- Request parent/carer consent in advance and provide details of the journey.
- Take all reasonable safety measures e.g. children in the back seat, seatbelts worn.

It is good practice to have two adults accompany children in a vehicle but this will often not be practical.

COLLECTION BY PARENTS/CARERS

A collection policy will be agreed with parents/carers that will include a clear and shared understanding of arrangements for collection at the end of a session.

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

- It is clear that while the club game/session is running then organisers/coaches have a duty of care to the children that are in their charge.

- When the session has finished, obligations that we have under guidance, good practice and legislation still remain. We still have care and control of the child in the absence of a parent/carer or other responsible adult.

- To help avoid this situation occurring in the first place, the Club:

  - Are clear about starting and finishing times of sessions.
  - Are clear about the expectations of parents/carers not to drop children off too early and collect children promptly when sessions finish.
  - Ask parents/carers whether they give consent for children to go home unaccompanied (according to their age and stage).
  - Will ensure organisers/coaches have access to a late collection telephone contact and number through the relevant Partnership with Parents/Carers Form

Where possible there should be more than one adult supervisor at the end of a session.

Staff/volunteers will be briefed on how to deal with being left alone with a child. Though as a general rule we should not put ourselves in the position of being alone with a child, there are exceptions and this situation is one of them. The welfare of the child will take precedence, and he/she will not be left alone. The following principles will be adhered to:

- The child's address, contact telephone number and/or alternative phone number(s) on Partnership with Parents/Carers will be used to contact the adult responsible for the child and ask them to collect the child.

- If a staff member/volunteer is left alone with a child then a record of their actions should be kept (Concern Recording Form) and the Club WCPO and parents/carers should be informed as soon as possible.

- When all else fails, call the police or Social Work.

TRIPS AWAY FROM HOME (INVOLVING OVERNIGHT STAYS)

These guidelines cover children being taken away to play or train away from their normal base location and are aimed primarily at games out with the normal local agenda e.g. league matches.
Section A covers guidance on managing children at games away from their home including all trips involving an overnight stay.
Section B covers additional guidance particular to trips that include an overnight stay.

These guidelines identify the need to:

- Follow the Club's Child Wellbeing & Protection Policy
- Undertake risk assessments of venues and facilities
- Ensure coaches have signed up to the Code of Conduct For Working With Children

Section A – Guidance for managing children away from their home club including trips involving an overnight stay

A team manager should be appointed with clear roles and responsibilities including:

- Establish and communicate the following information to parents:
    - Why the trip is planned
    - When the trip will take place – date, time of departure and estimated return
    - Where the trip is to, including venues
    - Where the meeting points will be
    - Staffing arrangements
    - Name and contact details of the appointed Team Manager
    - Kit and equipment requirements
    - Details of cost and suggested spending money
    - Name and contact number of the Club Home Contact

- Be in possession of a written copy of relevant emergency contact details and any medical information for the children taking part:
    - Determine appropriate staffing and staff training arrangements
    - A Head Coach and Team Manager should be appointed
    - The Head Coach and Assistant Coaches (if available) will take responsibility for training and game management
    - The Team Manager will undertake the role of Child Wellbeing and Protection Officer
    - The Team Manager (and any other staff) will be responsible for any other necessary support roles such as chaperones

- Ensure there is a Club Home Contact. A Club member who is not travelling away, who will act as a contact point in an emergency. The Home Contact should have the following information:
    - Names of players and staff on the trip
    - Emergency contact names and phone numbers for each of the above
    - Details of any medical needs
    - Contact numbers for staff on the trip

- Detailed trip planning includes the need to:

    - Identify suitable venues and facilities for both the cricket and accommodation
    - Where possible visit the tour facilities, venues and accommodation
    - Undertake risk assessments
    - Where a prior visit is not possible, risk assessments should be sought from the facilities management of the locations being visited
    - Analyse insurance cover required

- When planning a trip, it is important to allow sufficient time for all the requirements to be completed.

Section B – Additional guidance particular to trips that include an overnight stay

The team manager's duties will include:

- Staff at the chosen accommodation must be contacted in advance to ensure:

    - All accommodation is clean and has access to sufficient toilet and bathing facilities
    - Players do not have to share beds
    - Male and female players do not have to share rooms
    - Staff do not have to share a room with players
    - Players of vastly differing ages do not share rooms
    - That rooms with satellite TV do not have access to inappropriate programmes
    - That the accommodation policy on bills, breakages and lost keys is checked
    - Where possible, players rooms to be grouped together
    - All dietary requirements are catered for

- Arranging a meeting with parents/carers and players to provide details of the trip. The following information should be given to parents/carers in writing:

    - An itinerary giving as much detail as possible
    - The duration of the trip
    - Details of all accommodation with addresses and contact numbers
    - Names of all cricket staff
    - The Club Code of Conduct For Working With Children
    - Emergency telephone contacts
    - Child safeguarding procedures
    - How to report concerns about a child
    - The procedure of reporting concerns regarding a member of staff – where it is the Team Manager, the Club Child Wellbeing and Protection Officer should be informed
    - Contact details of the Club Chid Wellbeing and Protection Officer
    - Details of insurance
    - Date for payments
    - Details of transport arrangements

- Prepare players for touring:

    - The Team Manager and coaches should meet with players prior to the trip

- Agree, expectations, Code of Conduct and sanctions
- Explain staff roles and responsibilities
- Confirm players responsibility for their own property
- Outline support available if homesick or if need to speak to staff in confidence

- The Club Home Contact is provided with:

  - Copies of the players Partnership with Parents/Carers forms
  - Contact numbers for venues and accommodation
  - Contact telephone numbers for all staff

- In the event of an emergency:

  - Establish the nature of the emergency and the names of any casualties
  - Ensure the rest of the team are safe and supervised
  - Ensure all members of the party are aware of the situation and follow emergency procedures
  - Organise a member of staff to accompany any casualties to hospital
  - Notify the police if necessary
  - Complete the Club Recording Concern Form
  - Take responsibility for dealing with the media
  - Brief the Club Home Contact to keep parents/carers informed
  - Liaise with Club management
  - Report the incident to insurers if appropriate

The following guidance and protocols should be applied as needed during the tour:

- The team manager must ensure players are safe throughout the trip
- Players must know how to contact staff at all times including which rooms they are occupying
- Staff must know they have a duty of care for the players
- Medical information and emergency contacts must be available at all times
- Staff must have access to a first aid kit

After the Trip
It is recommended that everyone involved in the trip, including the children, takes part in a debrief to reflect on what went well, not so well and what could be done differently next time.

Please also see *Safe Sport Events, Activities and Competitions*, published by the NSPCC Child Protection in Sport Unit for further guidance: https://thecpsu.org.uk/resource-library/2013/safe-sport-events-activities-and-competitions/

PROCEDURE FOR THE USE OF PHOTOGRAPHS, FILM, VIDEO

Children must be protected from those who would seek to use photos and videos to place them at risk of harm.

Written consent must be obtained from the child's parents/carers (Partnership with Parents/Carers Form) before any photography or filming takes place.

MANAGEMENT OF PHOTOGRAPHY

Reasonable steps will be taken to promote the safe use of photography and filming at events and activities. It is not possible to prevent individuals photographing or filming in public places, but the club does have the right to prohibit the use of photography, film or video at its own events or activities at a private venue.

Where photography or filming is permitted, (and consent has been granted from parents/carers), the following guidelines will be followed:

- Put a system in place to allow easy tracking of photographers and their equipment. For example use a badge or sticker to identify those with permission to photograph or film.
- Children must never be portrayed in a demeaning, tasteless or a provocative manner. Children should never be shown in a state of partial undress.
- No unsupervised access or one-to-one sessions will be allowed unless this has been explicitly agreed with the child and parents/carers.
- Decisions about publishing images should reflect the best interests of the child and should consider whether they might place the child at risk. Special care must be taken in relation to vulnerable children such as those in care, fleeing domestic violence or a child with a disability.
- Indecent images of young people under 18 years of age are classified as child abuse imagery and must be reported immediately to the police.

MOBILE PHONE CAMERAS

A number of children have been placed at risk as a result of the ability to discreetly record and transmit images through mobile phones. Particular care is required in areas where personal privacy is important e.g. changing rooms, bathrooms and sleeping quarters. No photographs or filming should ever be permitted in such areas.

CONCERNS

Anyone behaving in a way which could reasonably be viewed as inappropriate in relation to filming or photographing should be reported to the Club Child Wellbeing & Protection Officer, or the police.

COMMUNICATION TECHNOLOGY & SOCIAL MEDIA

Communication technology and social media developments advance extremely quickly, meaning ways in which we communicate and receive and absorb information are changing all the time. This provides a great opportunity for clubs to promote their activities and communicate easily with members. But it can also put children and young people at considerable risk, which is why safeguards must be put in place.

Adults who seek to harm children have been known to use technology and social media to "groom" children. This area is now specifically addressed by the Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005. It is also widely acknowledged that children can be harmed by the behaviours and actions of their peers for example, on-line bullying and sexting.

The following guidelines should be met in order to safeguard all parties when communicating using texting/social media:

- All communications from the club with children will be open, transparent and appropriate
- Messages will only be sent to communicate details of meeting points, training, match details, competition results etc. The same message will be sent to every member of the group/team
- It will always be clear that it is the club who is communicating information – one-to-one messaging arrangements between volunteers/staff should be strongly discouraged and safeguards should be in place and settings adjusted to prevent this happening
- Messages must never contain any offensive, abusive or inappropriate language and not be open to misinterpretation
- Written permission must be sought from parents/carers to communicate with children under 16 years via technology/social media
- Parents should be offered the option to be copied in to any messages their child will be sent
- Consent to communicate via technology/social media should be sought directly from young people aged 16 to 18. Though consent from parents/carers is not required for this age group, we recommend that parents/carers are informed of the intention to communicate with their children
- Children and young people will be informed about the means of communication at the club. They will be told to report any concerns to the Club CWPO
- All concerns about the inappropriate use of technology and social media will be dealt with in line with the Procedure for *Responding to Concerns about a Child*. This may include the concerns being reported to police
- All phone numbers/email addresses of children and young people should be kept securely.
- The number of people with access to children and young people's details will be kept to a practical minimum.

Club Websites/Social Media Sites

Websites/Social Media sites provide an opportunity for the Club to extend their community profile, advertise and communicate easily with members. Thought will be given to consent, tone and how sites and pages will be monitored. In terms of publishing information and pictures the following good practice will be noted:

Permission

- Where practical written parent/carer consent will be obtained for all children aged under 16 before publishing any information or pictures of a child.
- 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 cricketers 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 will 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.
- Children must never be portrayed in a demeaning, tasteless or a provocative manner. Children must never be portrayed in a state of partial undress.

Forums

If our Club decides to use social media with two- way communication, close monitoring will be utilised as forums can be used to target individuals or to engage contributors in debates that can cause upset and embarrassment to children and young people.

Coaches, members of staff or volunteers will refrain from being drawn into debates concerning selection, performance or personalities – even where the subject of discussion is anonymous.

The Club will make every possible effort to remove any offending comments and appropriate procedures will be used to address poor practice or Code of Conduct breaches.

Concerns
Any concerns or enquiries should be reported to the Club Child Wellbeing & Protection Officer.

For more information on the use of social media please access Safeguarding in Sports 'Social Media Guidelines for Sport Coaches, Volunteers and Athletes' at: http://www.children1st.org.uk/what-we-do/how-we-help/safeguarding-in-sport/safeguarding-in-sport-resources/

CLUBHOUSES AND CHANGING ROOMS

Children are particularly vulnerable in the changing area of sports facilities

Bullying can occur where children are left unsupervised in changing areas. It is recommended that particular attention is given to the supervision of children aged 10 and under in changing rooms.

Adults should avoid changing or showering at the same time as children. If limited changing facilities mean that adults and children must share, adults must take care to protect the modesty and privacy of themselves and the children. Parents/carers should be made aware if this is likely to be the case.

An adult should not be alone with a child in the changing areas. If possible more than one adult should supervise changing areas. Extra vigilance may also be required if there is public access to the venue.

If children are uncomfortable changing or showering in public, do not pressure them to do so.

If you need to use a changing room for another purpose, such as a team talk, wait until all children are fully dressed. No photography or filming will be allowed in changing areas.

MISSING CHILD GUIDELINES

A child going missing can be extremely traumatic – for adults and children. However, if everyone is aware of some simple pre-defined guidelines, panic levels can be minimised and more critically, the missing child can be found in an organised and efficient way.

If a child goes missing, the following guidelines have been devised to clarify the actions to be taken the staff member/volunteer who has responsibility for the care of the child.

- Ensure other children in your care are looked after appropriately while you organise a search for the child concerned
- Inform the child's parents/carers, if they are present at the event, or nominate an appropriate person to telephone them and advise of the concern. Reassure them that you are doing all you can to locate their child. Remember the child may contact the parents/carers direct, so this action is extremely important
- Organise all available responsible adults by areas to be searched. It is advisable to take a short time to organise the search properly so that all areas are searched fully
- Send searchers immediately to any exits to the venue to ensure the child has not left
- Searchers should also be sent to any areas of potential danger such as nearby rivers
- Search the area in which the child has gone missing including changing rooms, toilets, public and private areas and the club's grounds
- Request that all persons searching, report back to a nominated adult at a specific location
- This nominated person should remain at this reference point and make a note of events, including a detailed physical description of the child. This should cover approximate height, build, hair and eye colour, what clothing the child was wearing, together with where and when they were last seen
- If the search is unsuccessful, you should contact the police
- A report should go to the police no later than 20 minutes after the child's disappearance is noted, even if the search is not complete
- If the police recommend further action before they get involved, follow their guidance
- If the police act upon the concern, always be guided by them in any further actions to take
- At any stage when the child is located, ensure you inform all adults involved including parents/carers, searchers and the police, if by then, they are involved
- All missing children incidents MUST BE reported to the Club Child Wellbeing & Protection Officer, in order that a review of the incident can be conducted

1:1 COACHING

Child abuse and harassment can take place in many situations, and in a 1:1 situation, children are most vulnerable. Coaches must adopt the highest standards of practice and be responsible for safeguarding themselves and the child they are coaching. The guidance below is intended for all those involved in coaching, whether they hold a coaching qualification or not.

Good Practice means:

- Gain parental consent and contact details for any 1:1 coaching session
- Agree time and venue with player and ensure parent/carer is aware of the arrangements
- Coach to ensure venue and equipment is safe and appropriate for use
- Invite parent/carer to sit in on the session if they wish
- Follow the Club Code of Conduct For Working With Children

PARTNERSHIP WITH PARENTS/CARERS FORM

Hillhead Cricket Club values the involvement of children in cricket. We are committed to ensuring that all children have fun and stay safe whilst participating in cricket. To help us fulfil our joint responsibilities for keeping children safe we have a code of conduct and follow the Safe in Cricket Good Practice Guidelines in our Child Wellbeing and Protection Policy. This tell you what you can expect from us when your child participates in cricket and details the information we need from you to help us keep your child safe.

We need you to complete this form at the start of every season and to let us know as soon as possible if any of the information changes. All information will be treated with sensitivity, respect and will only be shared with those who need to know:

Child's Name:	**Date of Birth:**
Address: **Postcode:**	**Tel No:**
Emergency Contact Name 1: **Relationship to Child:**	**Contact Tel No:** **Email:**
Emergency Contact Name 2: **Relationship to Child:**	**Contact Tel No:** **Email:**
Emergency Contact Name 3: **Relationship to Child:**	**Contact Tel No:** **Email:**
Name of School:	**Tel No of School:**
Name of GP:	**Tel No of GP:**
Address of GP: **Postcode:**	

A. GENERAL & MEDICAL INFORMATION

Please complete the following details. If none, please state "none".

1. Does your child have a disability/medical condition that will affect their ability to take part in cricket? If yes, please give details:

2. Does your child take any medication? If yes, please give details:

3. Does your child have any existing injuries (include when injury sustained and treatment received)? If yes, please give details:

4. Does your child have any allergies, including allergies to medication? If yes, please give details:

5. Is there any other relevant information which you would like us to know about your child? (e.g. access rights, disabilities, etc)

B. CONSENT – MEDICAL TREATMENT

I consent / I do not consent (delete as appropriate) to my child receiving medical treatment, including anaesthetic, which the medical professionals present consider necessary.

C. CONSENT – TRANSPORTATION OF CHILDREN

I consent / I do not consent (delete as appropriate) to my child being transported by persons representing Hillhead Cricket Club, individual members or affiliated clubs for the purposes of taking part in cricket.

I understand Hillhead Cricket Club will ask any person using a private vehicle to declare that they are properly licensed and insured and, in the case of a person who cannot so declare, will not permit that individual to transport children.

D. CONSENT - PHOTOGRAPHS AND PUBLICATIONS (INCLUDING WEBSITE)

Your child may be photographed or filmed when participating in cricket.

I consent / I do not consent (delete as appropriate) for my child to be involved in photographing/filming and for information about my child to be used in accordance with the Safe in Cricket – Good Practice Guidelines.

E. CONSENT – CONTACT INFORMATION

Hillhead Cricket Club may contact your child from time to time via email, text or social networking site.

I consent / I do not consent (delete as appropriate) for my child to be contacted via email, text or social networking site in accordance with the purposes stated in Safe in Sport – Good Practice Guidelines.

I do / do not (delete as appropriate) wish to be copied in to these messages. If you do wish to be copied in to these messages please ensure your email details are in the Contact section of this form.

F. CONSENT – SIGNATURE

1. I am aware of the Safe in Sport – Good Practice Guidelines and agree to work in partnership with Hillhead Cricket Club to promote my child's safe participation in cricket.

2. I am aware of Hillhead Cricket Club Code of Conduct and Child Protection and Wellbeing Policy and Procedures.

3. I undertake to inform Hillhead Cricket Club should any of the information contained in this form change.

Parent/Carer's Signature: _____ Date: _____
(Please state relationship to child if not parent)

Print Name: _____

Child's Signature (If 8 years or older):_____Date:_____

SUPPORT AND TRAINING FOR ADULTS WORKING WITH CHILDREN IN CRICKET

Any adult who regularly works with children in cricket may be the person that a child chooses to tell about abuse, or other things that are worrying them. It is vital that adults know how to respond and know how to share information with those who can help.

Those people working with or making decisions about children at Hillhead Cricket Club should be suitably trained, qualified and supported. They should:

- Know the contact name and details of the Club Child Wellbeing and Protection Officer (CWPO)
- Have signed the code of conduct for working with children
- Know and understand the good practice guidelines
- Know and understand the responding to concerns procedures
- Be aware of other relevant policies
- Attend *Safeguarding & Protecting Children in Sport*, (or another basic child protection awareness workshop) within 1 year of commencing work with children and young players

Attendance by individuals holding the positions with responsibility for children should be recorded carefully to keep skills and knowledge up to date.

RESPONDING TO CONCERNS ABOUT A CHILD

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

The following principles underpin the procedure:

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

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

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

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

Respond

Any wellbeing concern about a child should be considered in line with the GIRFEC wellbeing indicators and may be discussed with parents/carers. For example, if a child seems withdrawn, he/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement.

Common sense is advised in these situations and the best interests of the child will be considered as to what is the best support for each individual child. Children will be asked who they feel is suitable to be informed and when relevant, consent should be gained from the child.

Record

Make a written record of the wellbeing concern as soon as possible using the *Concern Recording Form*, completing as much of the form as possible.

Report

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

WHAT TO DO IF A CHILD DISCLOSES ABUSE

RESPOND

Good practice:

- React calmly so as not to frighten the child.
- Consider what requirements a child may need to communicate effectively (e.g. do they have an additional support needs, is English their first language etc.).
- Listen to the child and take what they say seriously. Do not show disbelief.
- Reassure the child they are not to blame and were right to tell someone.
- Avoid asking any questions. If necessary only ask enough questions to gain basic information to establish the possibility that abuse may have occurred. Only use open-ended, non-leading questions e.g. Who? What? Where? When?
- It's important to explain to the child who you may need to share information with and why. Don't promise to keep information to yourself.
- Do not introduce personal information from either your own experiences or those of other children.
- Pass on the information to the Club Wellbeing and Protection Officer/or social work services or the police without delay

Avoid:

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

RECORD

Make a written record of the information as soon as possible using the Concern Recording Form, completing as much of the form as possible

REPORT

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

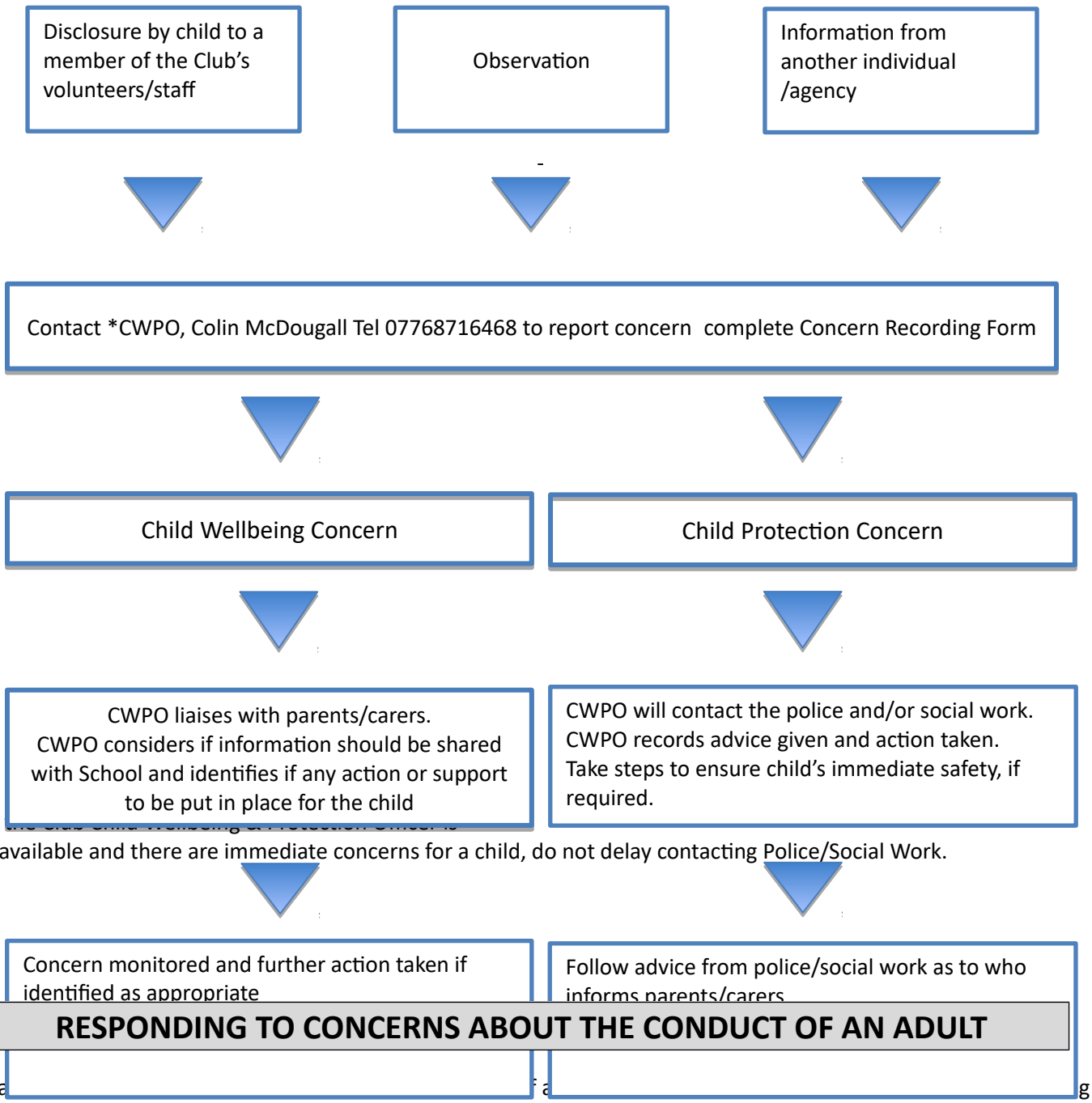
For advice and guidance when/if the Club CWPO is unavailable, or when an immediate response is required, contact the police and social work services directly. Record any advice.

Sharing Concerns with Parents/Carers

Where there are concerns that the parents/carers may be responsible for, or have knowledge of, the abuse sharing concerns with the parents/carers may place the child at further risk. In such cases advice must always firstly be sought from the police or social work services as to when and who should inform the parents/carers.

Further guidance and support is available from the Cricket Scotland Lead Child Wellbeing and Protection Officer and the Children 1st Safeguarding in Sport Service: T - 0141 419 1156 E – safeguardinginsport@children1st.org.uk.

FLOWCHART FOR RESPONDING TO A CHILD WELLBEING OR PROTECTION CONCERN



*If [illegible] unavailable and there are immediate concerns for a child, do not delay contacting Police/Social Work.

RESPONDING TO CONCERNS ABOUT THE CONDUCT OF AN ADULT

In a [illegible] g of the child will be the paramount consideration. These procedures aim to ensure that all concerns about the conduct of an adult are dealt with in a timely, appropriate and proportionate manner. No member of the Club in receipt of information that causes concern about the conduct of an adult towards children shall keep that information to himself or herself, or attempt to deal with the matter on their own.

At any point in responding to concerns about the conduct of an adult, advice may be sought from the police or social work services.

If the Club is notified that a member of staff is under consideration for listing by Disclosure Scotland, a precautionary suspension should be put in place pending the outcome. A suspension is not a form of disciplinary action.

Initial Reporting of Concerns
Any concerns for the wellbeing of a child arising from the conduct of an adult must be reported to the Club Child Wellbeing and Protection Officer on the day the concern arises, as soon as practically possible.

Where the concern is about the Club Child Wellbeing and Protection Officer, concerns should be reported to the Club Chair/President.

Record
Make a written record of the information as soon as possible using the *Concern Recording Form* completing as much of the form as possible.

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

For advice and guidance if the Club CWPO is unavailable, or when an immediate response is required, contact the Cricket Scotland CWPO or police/social work.

Actions taken and reasons for decisions shall be recorded (in the order in which they happen) on the *Concern Recording Form*. This should be signed and dated by the Club Child Wellbeing and Protection Officer or the person appointed to manage the response process.

1. Establish the Basic Facts
Once the concerns have been reported, the Club Child Wellbeing and Protection Officer, or the person appointed to manage the response process 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.

2. Conduct an Initial Assessment
The purpose of the initial assessment is to clarify the nature and context of the concerns. It should determine if the adult's conduct was inappropriate behaviour, serious poor practice/misconduct or whether there is reasonable cause to suspect an adult's behaviour and conduct has been criminal. Every situation is unique so guidance cannot be prescriptive.

- Where the established facts support a concern of criminal behaviour, 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 adult is approached.

- An initial assessment of the basic facts may require the need to ask a child 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 is obtained from a parent/carer.

Possible outcomes of initial assessment:

(i) No further action (facts do not substantiate complaint)
(ii) Situation is dealt with under Club 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 raised the concern)

Initial assessment supports concerns about poor practice and/or misconduct

In the event of an investigation into the conduct of a member of the Club's volunteers/staff, all actions will be informed by the principles of natural justice:

- They will be made aware of the nature of the concern
- They will be given an opportunity to put forward their case
- The club will act in good faith, ensuring the matter is dealt with impartially and as quickly as possible in the circumstances

Any impact on a child's wellbeing caused by an adult's poor practice/or misconduct will be managed under the club's disciplinary policy. Pending the outcome of an investigation, precautionary suspension will be considered in all cases where there is a significant concern about the conduct of an adult towards a child.

Where the circumstances meet the referral criteria set out in the Protection of Vulnerable Groups (Scotland) Act 2007, the sport has a legal duty to make a referral to Disclosure Scotland.

Initial assessment supports concerns about possible criminal behaviour

If the initial assessment gives reasonable cause to suspect an adult's behaviour has been a criminal offence, the Club Child Wellbeing and Protection Officer (CWPO) will report the concerns to the police as soon as possible on the day the information is received.

Referrals to the police will be confirmed in writing by the Club CWPO within 24 hours. A copy of the Concern Recording Form will be provided to the police on request.

Appropriate steps will be taken to ensure the safety of the child(ren) 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.

Advice will firstly be obtained from the police about informing the adult involved in the concerns. If the advice is to inform them, they will be told that information has been received which may suggest an allegation of abuse or possible criminal offence. 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 adult.

Precautionary Suspension

In line with the club's disciplinary policy the adult involved may be suspended whilst an investigation is carried out. The adult will be informed in writing of the reason for the suspension. Suspension is not a form of disciplinary action.

Any disciplinary action taken must not jeopardise an ongoing criminal investigation. The police should be asked for advice. The initial assessment will not form part of the disciplinary investigation.

Non-recent 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. The same procedures will be followed in the event of an allegation of non-recent abuse. For further guidance please refer to the 'Responding to Adult Disclosures of Childhood Sexual Abuse' briefing paper at: http://www.children1st.org.uk/what-we-do/how-we-help/safeguarding-in-sport/safeguarding-in-sport-resources/.

Media

All media enquiries relating to the conduct of a member the Club's volunteers/staff should be referred to the Club Child Wellbeing and Protection Officer. It is advisable to seek support from Cricket Scotland or **sport**scotland.

CONCERN RECORDING FORM

- Complete Part A of this form if the concerns relate to the general wellbeing of a child.
- Complete Parts A and B if the concerns relate to possible child abuse.

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

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

1. Child's Details

Name:	**Date of Birth:**
Address: **Postcode:**	**School:**
Tel No:	
Preferred Language:	**Is an interpreter required?** **YES / NO**
Any Additional Needs?	

2. Details of situation giving rise to concerns (including date, time, location, nature of concern, who, what, where, when, why)

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

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

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

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

6. Details of person about whom there is a concern

Name:	**Relationship to Child:**
Address: **Postcode:**	**Tel No:**

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

8. Details of any action taken

9. Details of other persons/agencies contacted: (including date, time, name of person contacted and advice received)

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

Part C – YOUR CONTACT INFORMATION

11. Details of Person Recording Concerns

Name:	**Position/Role:**
Address: **Postcode:**	**Tel No:**

FLOWCHART FOR RESPONDING TO CONCERNS ABOUT THE CONDUCT OF AN ADULT

Concern about the conduct of a member of the Club's volunteers/staff

Record on the Concern Recording Form
Report to the Club Child Wellbeing and Protection Officer

Initial assessment to establish the basic facts.
Consider precautionary suspension where appropriate.

Inappropriate behaviour?	Serious poor practice/misconduct?	Possible criminal behaviour
Club Committee will take appropriate action for members of the Club's volunteers/staff	Situation will be managed according to Disciplinary Procedures for the Club's volunteers/staff	Club Child Wellbeing and Protection Officer will report concerns to police
Possible outcomes: • No case to answer • Informal discussion • Formal discussion • Further training and support agreed	Possible outcomes: • No case to answer • Disciplinary Hearing • Formal Warning • Further training and support agreed • Dismissal • Referral to Disclosure Scotland where PVG criteria met	Possible outcomes: • Police investigation • Criminal proceedings • Civil proceedings • Disciplinary Hearing • Referral to Disclosure Scotland where PVG criteria met

Opportunity to appeal decision of Disciplinary Hearing

Any serious breach of the code of conduct will be dealt with under the Club's disciplinary procedure. Where child abuse is alleged or suspected the matter will be handed over to the police for investigation.

Special considerations – the involvement of children in disciplinary procedures

In establishing the facts of any concern or complaint, it may be necessary to speak to a child who was involved in the alleged incident. Consideration will be given to the following:

- consent from the parents/ carer
- age, gender and background of the child
- support required from a relative or other responsible adult (not involved in the case)
- any assistance needed to communicate
- emotional state
- timing and location to accommodate the child's daily routines
- what will happen if the child becomes upset
- other information that may be relevant
- creating a setting that is not intimidating
- only those who need to be there should be present whilst speaking to the child
- questions should be clear and non-threatening

If the nature of the concerns suggests a criminal offence has occurred or that a child may have been abused, then it is the job of specially trained and competent police officers and social workers to interview the child.

Making a referral to the children's list
When disciplinary action is taken against someone in regulated work as a result of harmful behaviour towards a child, the Club has a legal duty to refer the member of staff/volunteer to Disclosure Scotland so that consideration can be given to whether that individual should be barred from any kind of regulated work with children.

A referral will be made if the member of staff/volunteer:

- has been dismissed.

- would have been dismissed as a result of the incident had they not resigned, retired or been made redundant.

- has been transferred to a position that is <u>not</u> regulated work with children.

- 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,

- would have been dismissed or considered for dismissal had the contract not expired.

It is an offence NOT to refer an individual when the criteria have been met. For detailed guidance on this see https://www.disclosurescotland.co.uk/protectionservices/referralprocess.htm

CASE REVIEWS

Reviewing how child wellbeing and protection concerns have been managed is an important part of good practice and risk management. It provides an opportunity to identify specific areas of risk, trends or patterns and to:

- Explore if policies and procedures were followed and were effective
- Establish whether appropriate action was taken
- Examine the role of individuals involved in responding to and managing the case to establish whether further support or training is required
- Review how well the club worked with other organisations involved in the case
- Identify if any changes are required or recommendations for the future
- Identify specific areas of risk, trends or patterns
- Increase the confidence of those involved in the Club by demonstrating an open and transparent approach

The Club will conduct a review

- At the conclusion of any case dealt with through the procedures for responding to concerns
- At the conclusion of legal proceedings where the club has been involved in the investigation
- At the conclusion of disciplinary proceedings, including an appeal
- As part of the regular review of all child wellbeing and protection cases

The Case Review Matrix and Review Planning Form assist in the case review process.

CASE REVIEW MATRIX

PROCEDURES ♦ Were the relevant procedures followed? ♦ If not, is there a reasonable explanation for this? ♦ Were the timescales appropriate? ♦ Do the procedures give adequate information about what to do? ♦ If appropriate, was a referral made to Disclosure Scotland as required in law?	**PEOPLE** ♦ Were the right people involved? ♦ Were the views of the child/family obtained? ♦ Were those involved aware of the procedures? ♦ Had the people involved been trained? ♦ Where appropriate, were external organisations involved, for example, the police or Cricket Scotland?
OUTCOMES ♦ Was the outcome appropriate in the case? ♦ If not, why not? ♦ Is there a need to take further action in this case?	**RECORDING** ♦ Were records kept? ♦ Is the quality of the information recorded satisfactory? ♦ Can the forms be improved?

CASE REVIEW

Name of reviewer:	
Case reference:	If this record is going to be shared with others, the case should be anonymous - use a unique reference number or identifier.
Outstanding investigations and proceedings:	***If relevant to this case, have the following been concluded:*** 1. Police and social work child protection investigation? Y/N 2. A criminal investigation by the police? Y/N 3. Any related legal proceedings? Y/N **If the answer to any of these questions is no, the review cannot proceed.**

Remit of review:	List here in bullet point form the reasons for the review ● ● ●
Timescales for completion:	This should be the dates when the review will begin and end with the reported findings.
How will the review be conducted?	List here the methods to be used to conduct the review; for example: ● a review of all paper records ● telephone/face to face interviews with relevant individuals ● contact with other organisations involved as necessary.
Are there any special considerations or features in this case?	For example, the child involved has a learning disability.
How will the findings and recommendations be reported?	
Who will the outcomes of the review be shared with?	List internal and external parties with whom information will be shared.
Is a media strategy required?	

USEFUL CONTACTS AND WEBSITES

Safeguarding in Sport	Children 1st Unit 8000 Academy Park Gower Street Glasgow G51 1PR www.safeguardinginsport.org.uk
Children 1ST	83 Whitehouse Loan, Edinburgh EH9 1AT 0131 446 2300 www.children1st.org.uk
sportscotland Help For Clubs	Doges, Templeton on the Green 62 Templeton Street, Glasgow, G40 1SA 0141 534 6500 www.sportscotland.org.uk www.helpforclubs.org.uk
ChildLine	0800 1111 www.childline.org.uk
ParentLine Scotland	0800 0282233 www.parentlinescotland.org.uk
NSPCC Child Protection in Sport Unit	0116 234 7278 www.thecpsu.org.uk
Scottish Disability Sport	0131 317 1130 www.scottishdisabilitysport.com
Volunteer Scotland Disclosure Services	General Helpline: 01786 849 777 www.volunteerscotland.net/disclosure-services
Disclosure Scotland	0870 609 6006 www.disclosurescotland.org.uk
For regulations on prescribed information	www.legislation.gov.uk/ssi/2010/181/pdfs/ssi_20100181_en.pdf
Commissioner for Children and Young People	www.sccyp.org.uk
Volunteer Development Scotland: information about disclosure for organisations and individuals	01786 479 593 www.vds.org.uk
Legislation	www.opsi.gov.uk/index.htm
UK Safer Internet Centre:	www.saferinternet.org.uk
Child Exploitation Online Protection (CEOP)	www.ceop.police.uk
Respect Me: Scotland's anti-bullying service	www.respectme.org.uk
Police Scotland	To report a crime: 101
Young Minds: The voice for young people's mental health and wellbeing	www.youngminds.org.uk
Internet Watch Foundation: UK hotline for reporting criminal online content	www.iwf.org.uk
The Mix: Free confidential help for young people under 25yrs	www.themix.org.uk
Papyrus: prevention of young suicide	www.papyrus-uk.org
Crimestoppers: Crimes can be reported anonymously	www.crimestoppers-uk.org
Rape Crisis Scotland	www.rapecrisisscotland.org.uk