



**LOTHIAN PHOENIX
WHEELCHAIR BASKETBALL CLUB**

**Child and Vulnerable Adult
Protection Policy**

Lothian Phoenix Wheelchair Basketball Club (Lothian Phoenix WBC) Child and Vulnerable Adult Protection Policy

Responsibilities

Lothian Phoenix WBC will:

- Promote the health and welfare of children and vulnerable adults by providing opportunities for them to take part in **Basketball** safely.
- Respect and promote the rights, wishes and feelings of children and vulnerable adults.
- Promote and implement appropriate procedures to safeguard the well-being of children and vulnerable adults and protect them from abuse.
- Recruit, train, support and supervise its members to adopt best practice to safeguard and protect children and vulnerable adults from abuse and to minimise risk to themselves.
- Require members to adopt and abide by this Child and Vulnerable Adult Protection Policy and these Procedures.
- Respond to any allegations of misconduct or abuse of children or vulnerable adults in line with this Policy and these Procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Review and evaluate this Policy and these Procedures on a regular basis.

Principles

The welfare of children and vulnerable adults is everyone's responsibility, particularly when it comes to protecting them from abuse. Children and vulnerable adults have a lot to gain from sport. Their natural sense of fun and spontaneity can blossom in a positive environment created by sports organisations. It provides an excellent opportunity for them to learn new skills, become more confident and maximise their own unique potential. This Policy and these Procedures are based on the following principles:

- The welfare of children and vulnerable adults is the primary concern.
- All children and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from abuse.
- It is everyone's responsibility to report any concerns about abuse and the responsibility of the Social Work Department and the Police to conduct, where appropriate, a joint investigation.
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.
- All personal data will be processed in accordance with the requirements of the Data Protection Act 1998.

Review

This Policy and these Procedures will be regularly monitored and reviewed:

- In accordance with changes in legislation and guidance on the protection of children and vulnerable adults or any changes within **Lothian Phoenix WBC**.
- Following any issues or concerns raised about the protection of children or vulnerable adults within **Lothian Phoenix WBC**.
- In all other circumstances, at least annually.

Documents for Reference

- Appendix A: Terms of Reference

1. **Recruitment and Employment**

All reasonable steps must be taken to ensure unsuitable people are prevented from working with children and vulnerable adults. For all positions that require regular contact with children or vulnerable adults the following recruitment procedures must be completed.

1.1 **Advertising**

All forms of advertising used to recruit members for positions involving regular contact with children or vulnerable adults will include the following:

- The aims of **Lothian Phoenix WBC** and, where appropriate, details of the particular programme involved.
- The responsibilities of the role.
- The level of experience or qualifications required (e.g. experience of working with children is an advantage).
- Details of **Lothian Phoenix WBC's** open and positive stance on child and vulnerable adult protection.

1.2 **Pre-application Information**

Pre-application information for positions involving regular contact with children or vulnerable adults will be sent to applicants and will include:

- A job description including roles and responsibilities.
- A candidate specification (e.g. stating qualifications or experience of working with children or vulnerable adults required).
- An application form and self-declaration form.
- Information on **Lothian Phoenix WBC** and related topics.

1.3 **Application and Self-Declaration Form**

All applicants will be requested to complete an application and self-declaration form. The purpose of the application form is to obtain relevant details from the applicant for the position. The purpose of the self-declaration form is to collect information on criminal behaviour that is relevant to the position e.g. criminal records or investigations. The self-declaration form is requested in a separate sealed envelope and is not opened until the applicant is selected for an interview. If the applicant is not selected the form is returned unopened to the applicant.

1.4 **References**

References will be sought as required. Where possible at least one of these references will be from an employer or a voluntary organisation where the position required working with children or vulnerable adults in any of the following capacities: employee; volunteer; or work experience. If the person has no experience of working with children or vulnerable adults, specific training requirements will be agreed before appointment.

1.5 **Disclosure Scotland Checks**

basketballscotland is registered with the Central Registered Body for Scotland (CRBS) and will carry out Disclosure Scotland checks on behalf of any clubs that have an approved Child Protection policy. **Lothian Phoenix WBC** has submitted their policy to **basketballscotland** for approval.

All prospective position holders that require contact with children will be required to submit a Club Self Disclosure Form to the Club Child Protection Officer who will then forward a copy of this to **basketballscotland**. If the person **basketballscotland** will then check to see if this person is on the **basketballscotland** Approved Volunteer List. If the person is on the **basketballscotland** Approved Volunteer List, the **basketballscotland** will advise the Club Child Protection Officer that they are appropriate to work

with children. If they are not on the list **basketballscotland** will request they complete a Disclosure Scotland check. The results will be returned to **basketballscotland** who will then advise the Club Child Protection Officer of the persons suitability to work with children.

As recommended by Disclosure Scotland (Protecting the Vulnerable by Safer Recruitment, 2002) the following types of checks are to be requested for positions requiring contact with children and vulnerable adults:

Standard Disclosure

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

Enhanced Disclosure

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

1.6 Interview

For positions that require regular contact with children or vulnerable adults, interviews will be carried out. An interview will include requests for additional information to support the application.

1.7 Offer of Position

Once a decision has been made to appoint an individual, an offer letter will be presented to the applicant including the details of the position, any special requirements and the obligations e.g. agreement to the policies and procedures of the organisation, the probation period and responsibilities of the role. Confirmation of the position being accepted will require the offer letter to be formally accepted and agreed to in writing e.g. by the individual signing and dating their agreement on the offer letter and returning it to the organisation.

1.8 Induction and Training

The induction process for the newly appointed member will include the following:

- An assessment of training, individual aids and any other needs and aspirations.
- Clarification, agreement and signing up to the Child and Vulnerable Adult Protection Policy and Procedures.
- Clarification of the expectations, roles and responsibilities of the position.

Newly appointed members will complete the following training over an agreed period:

- Child Protection and Good Practice.
- Any other identified training needs.

1.9 Probation

Newly appointed members will complete an agreed period of probation on commencement of their role.

1.10 Monitoring and Performance Appraisal

All members who have contact with children or vulnerable adults will be monitored and their performance appraised. This will provide an opportunity to evaluate progress, set new goals, identify training needs and address any concerns of poor practice.

1.11 Documents for Reference

- Appendix B: Application Form
- Appendix C: References Form
- Appendix D: Self-Declaration Form
- Appendix E: Guidance Notes for completing Self-declaration form

2 Members with Specific Responsibility for the Protection of Children and Vulnerable Adults

2.1 Child and Vulnerable Adult Officer

The Child and Vulnerable Adult Officer has the main responsibility for managing child and vulnerable adult protection issues within **Lothian Phoenix WBC**. The role and responsibilities of the Child and Vulnerable Adult Officer are detailed below. Specific responsibilities in relation to allegations against members are detailed in the Procedure for Managing Suspicions and Allegations of Abuse of a Child or Vulnerable Adult against Members (Section 7.5).

2.2 Role and Responsibilities of the Child and Vulnerable Adult Officer

Within **Lothian Phoenix WBC** the Child and Vulnerable Adult Officer will:

- Implement and promote **Lothian Phoenix WBC's** Child and Vulnerable Adult Protection Policy and Procedures.
- Regularly report to the **Management Committee**.
- Act as the main contact within **Lothian Phoenix WBC** for the protection of children and vulnerable adults.
- Provide information and advice on the protection of children and vulnerable adults.
- Support and raise awareness of the protection of children and vulnerable adults.
- Communicate with members on issues of child and vulnerable adult protection.
- Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children and vulnerable adults.
- Encourage good practice and support of procedures to protect children and vulnerable adults.
- Establish and maintain contact with local statutory agencies including the Police and Social Work Department.
- Maintain confidential records of reported cases and action taken and liaise with the statutory agencies and ensure they have access to all necessary information.
- Organise training for members
- Regularly monitor and review the **Lothian Phoenix WBC's** Child and Vulnerable Adult Protection Policy and Procedures.

3 Code of Conduct for the Protection of Children and Vulnerable Adults

This code of conduct details the types of practice required by all members of **Lothian Phoenix WBC** when in contact with children or vulnerable adults. The types of practice are categorised into good practice; practice to be avoided and practice never to be sanctioned. Suspicions or allegations of non-compliance of the Code by a member will be dealt with through the **Lothian Phoenix WBC** 's Disciplinary Procedure for misconduct or through Responding to a Suspicion or Allegation of Abuse against a Member of **Lothian Phoenix WBC** (Section 7.5).

3.1 Good Practice

Lothian Phoenix WBC supports and requires the following good practice by members when in contact with children and vulnerable adults.

When working with children or vulnerable adults:

- Make sport fun, enjoyable and promote fair play.
- Always work in an open environment eg. avoid private or unobserved situations and encourage an open environment for activities.
- Treat all children and vulnerable adults equally, with respect and dignity.
- Put the welfare of each child or vulnerable adult first before winning or achieving performance goals.
- Be an excellent role model including not smoking or drinking alcohol in the company of children or vulnerable adults.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Ensure that if any form of manual or physical support is required for a child or vulnerable adult, it is provided openly, the child or vulnerable adult is informed of what is being done and their consent is obtained.
- Deliver educational instruction first verbally; secondly role-modelled; and thirdly, and only if necessary, with hands on - which must be accompanied by telling the child or vulnerable adult where you are putting your hands and why it is necessary and obtaining their consent.
- Involve parents, guardians and carers wherever possible.
- Build balanced relationships based on mutual trust that empower children and vulnerable adults to share in the decision-making process.
- Recognise the developmental needs and capacity of children and vulnerable adults and avoid excessive training or competition and either pushing them against their will or putting undue pressure on them.

First Aid and Treatment of Injuries:

If, in your capacity as a member of **Lothian Phoenix WBC**, a child or vulnerable adult requires first aid or any form of medical attention whilst in your care, then the following good practice must be followed:

- All parents/guardians of children under 16 must complete a **Lothian Phoenix WBC** Medical Consent Form before participating in Basketball.
- Be aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required.
- Keep a written record of any injury that occurs, along with the details of any treatment given.
- Where possible, ensure access to medical advice and/or assistance is available.
- Only those with a current, recognised First Aid qualification should respond to any injuries.

- Where possible any course of action should be discussed with the child/vulnerable adult, in language that they understand and their permission sought before any action is taken.
- In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible.
- The child's or vulnerable adult's parents/guardians or carers must be informed of any injury and any action taken as soon as possible, unless it is in the child's or vulnerable adult's interests and on professional advice not to do so.
- A Notification of Accident Form must be completed and signed and passed to the organisation as soon as possible.

For taking and transporting children or vulnerable adults away from home:

If it is necessary to provide transport or take children or vulnerable adults away from home the following good practice must be followed:

- Where practicable request written parental/guardian consent if members are required to transport children or vulnerable adults.
- Always tell another member that you are transporting a child, give details of the route and the anticipated length of the journey.
- Ensure all vehicles are correctly insured.
- All reasonable safety measures are taken, e.g. children in the back seat, seatbelts are worn.
- Ensure, where possible, a male and female accompany mixed groups of children or vulnerable adults. These adults should be familiar with and agree to abide by **Lothian Phoenix WBC's** Child and Vulnerable Adult Protection Policy and Procedures.
- Always plan and prepare a detailed programme of activities and ensure copies are available for other members and parents/guardians.

3.2 Practice To Be Avoided

In the context of your role within **Lothian Phoenix WBC**, the following practice should be avoided:

- Avoid having 'favourites' - this could lead to resentment and jealousy by other children or vulnerable adults and could lead to false allegations.
- Avoid spending excessive amounts of time alone with children or vulnerable adults away from others.
- Ensure that when children or vulnerable adults are taken away from home adults avoid entering their rooms unless in an emergency situation or in the interest of health and safety. If it is necessary to enter rooms, the door should remain open, if appropriate.
- Avoid taking children or vulnerable adults to your home.
- Avoid, where possible, doing things of a personal nature for children and vulnerable adults that they can do for themselves.

Important Note:

It may sometimes be necessary for members to do things of a personal nature for children or vulnerable adults, particularly if they are very young or vulnerable. These tasks should only be carried out with the full understanding and consent of the child or vulnerable adult and where possible their parents/guardians. It is important to respect their views. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible, particularly so if you are involved in any dressing or undressing of

outer clothing, or where there is physical contact, lifting or assisting a child or vulnerable adult to carry out particular activities. Do not take on the responsibility for tasks for which you are not appropriately trained.

3.3 Practice never to be sanctioned

In the context of your role within **Lothian Phoenix WBC**, the following practices should never be sanctioned:

- Never engage in sexually provocative games, including horseplay.
- Never engage in rough or physical contact except as permitted within the rules of the game or competition.
- Never form intimate emotional or physical relationships with children or vulnerable adults.
- Never allow or engage in touching a child or vulnerable adult in a sexually suggestive manner.
- Never allow children or vulnerable adults to swear or use sexualised language unchallenged.
- Never make sexually suggestive comments to a child or vulnerable adult, even in fun.
- Never reduce a child or vulnerable adult to tears as a form of control.
- Never allow allegations made by a child or vulnerable adult to go unchallenged, unrecorded or not acted upon.
- Never share a room with a child or vulnerable adult for sleeping accommodation.
- Never invite or allow children or vulnerable adults to stay with you at your home.

Important Note:

In special cases sharing may be required for health and safety reasons or if the child is very young or particularly vulnerable. If so, explain why this is necessary to the child/vulnerable adult and their parent or guardian and seek their consent. Where possible ensure that at least two adults, preferably male and female are in the room.

3.4 Reporting

If members have concerns about an incident involving a child or vulnerable adult that seems untoward or unusual they must report their concerns as soon as possible to the Child and Vulnerable Adult Officer. Parents should also be informed of the incident as soon as possible unless it is not in the child's or vulnerable adult's interests to tell them (refer to Section 8, Sharing Concerns with Parents, Guardians or Carers).

Report, record and inform if the following occur:

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

3.5 Documents for Reference

- Appendix F: Medical Consent Form
- Appendix G: The Law and Medical Consent: Children and Vulnerable Adults
- Appendix H: Notification of Accident Form
- Appendix I: Notification of Incident Form

4 Identifying and Managing Bullying

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

To ensure **Lothian Phoenix WBC** creates an atmosphere where bullying of children and vulnerable adults is unacceptable and to help members manage bullying issues, guidelines for identifying and managing bullying have been developed. Any suspicions or allegations of bullying of a child or vulnerable adult against a member will be dealt with through the **Lothian Phoenix WBC** Disciplinary Procedures and/or Responding to a Suspicion or Allegation of Abuse against a Member of **Lothian Phoenix WBC**(Section 7.5).

4.1 Documents for reference

- Appendix J: Guidelines for Identifying and Managing Bullying of Children and Vulnerable Adults
- www.kidscape.org.uk
- www.childline.org.uk
- www.children1st.org.uk

5 Photographing, Videoing and Filming of Children and Vulnerable Adults

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

The following is required for **Lothian Phoenix WBC** activities or events where children or vulnerable adults are participating:

- Where appropriate all materials promoting Lothian Phoenix WBC events or activities shall state that accredited photographers will be present.
- Where possible consent from the parent/guardian for photographing, videoing and/or filming of a child or vulnerable adult must be obtained prior to the event or activity.
- Where possible anyone wishing to use photographic/film/video equipment at a venue must obtain the approval of **Lothian Phoenix WBC**.
- An activity or event specific identification badge/sticker must be provided to and clearly displayed at all times by accredited photographers, film and video operators on the day of the activity or event.
- No unsupervised access or one-to-one sessions are to be permitted unless this has been approved in advance by the child or vulnerable adult, parent/guardian and the organisation, and appropriate vetting has occurred e.g. Disclosure Scotland check of individual wanting to photograph, film or video.
- **Lothian Phoenix WBC** 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.
- The requirements above are publicly promoted to ensure all people present at the event or activity understand the procedure and are aware of whom to contact if concerned.

5.1 Concerns about Photographers, Video or Film Operators

Any concerns with photographers or video or film operators are to be reported to **Lothian Phoenix WBC's** Child and Vulnerable Adult Officer and where relevant, the Police.

5.2 Documents for Reference

- Appendix K: Consent Form for the Use of Photographs, Film or Video Recordings of Children or Vulnerable Adults
- Appendix L: Application Form to Photograph, Film or Video a Sporting Event or Activity Children or Vulnerable Adults

6 Children or Vulnerable Adults in Publications and on the Internet

Sport websites and publications provide excellent opportunities to broadcast achievements of individuals to the world and to provide a showcase for the activities of young people or vulnerable adults. In some cases, however, displaying certain information about children and vulnerable adults could place them at risk. The following procedure must be followed to ensure **Lothian Phoenix WBC** publications and **Lothian Phoenix WBC** information on the Internet do not place children and vulnerable adults at risk.

Lothian Phoenix WBC publications and **Lothian Phoenix WBC** information on the Internet must adhere to the following:

- Publications or information on an Internet site must never include personal information that could identify a child or vulnerable adult e.g. home address, e-mail address, telephone number of a child or vulnerable adult. Any contact information must be directed to either **Lothian Phoenix WBC** or another relevant organisation's address, for example another governing body or club.
- Before publishing any information about a child or vulnerable adult, written consent must be obtained from the child or vulnerable adult's parent/guardian. If the material is changed from the time of consent, the parents/guardians must be informed and consent provided for the changes.
- The content of photographs or videos must not depict a child or vulnerable adult in a provocative pose or in a state of partial undress other than when depicting a sporting activity. Where relevant, a tracksuit may be more appropriate attire. Children and vulnerable adults must never be portrayed in a demeaning or tasteless manner.
- For photographs or videos of groups or teams of children or vulnerable adults ensure that only the group or team is referred to, not individual members. Credit for achievements by a child or vulnerable adult are to be restricted to first names e.g. Tracey was Player of the Year 2002.
- All published events involving children or vulnerable adults must be reviewed to ensure the information will not put children or vulnerable adults at risk. Any publications of specific meetings or child/vulnerable adult events e.g. team coaching sessions, must not be distributed to any individuals other than to those directly concerned.
- Particular care must be taken in publishing photographs, film or videos of children or vulnerable adults who are considered particularly vulnerable e.g. the subject of a child or vulnerable adult protection issue or a custody dispute.
- Particular care is to be taken in publishing photographs, films or videos of children or vulnerable adults with physical, learning and/or communication or language disabilities, as they could be particularly vulnerable to abuse (Morgan, 1979; Watson, 1984).

Important Note:

Any concerns or enquiries about publications or Internet information should be reported to Lothian Phoenix WBC's Child and Vulnerable Adult Officer.

7. Responding to Disclosures

Information you receive about or from a child or vulnerable adult may fall into one of the following categories:

1. Suspicion or allegation of misconduct against a member of **Lothian Phoenix WBC**
2. Suspicion or allegation of abuse against a member of **Lothian Phoenix WBC**
3. Suspicion or allegation of inappropriate behaviour against someone who is not a member
4. Suspicion or allegation of abuse against someone who is not a member

If unclear about the nature of the information (and therefore which category the disclosure falls into) advice must be sought from the Child and Vulnerable Adult Officer or the Police or Social Work Department. It is not the responsibility of anyone from **Lothian Phoenix WBC** to decide whether or not a child or vulnerable adult has been abused. It is however everyone's responsibility to report concerns.

It is very important that **Lothian Phoenix WBC** members understand what is meant by the term 'abuse'. The different types of abuse are:

- Emotional Abuse
- Neglect
- Physical Abuse
- Sexual Abuse
- Negative Discrimination (including racism)
- Bullying (includes bullying by gangs; bullying by family members; physical bullying; verbal bullying; teasing; and harassment)

The definitions for the types of abuse and signs that may suggest abuse are detailed in Appendix A. It is very important that this appendix is read and understood.

7.1 **How to Listen to a Disclosure**

It is important to listen carefully to the information a child or vulnerable adult discloses. When listening to a disclosure the following good practice is required:

- React calmly so as not to frighten the child/vulnerable adult.
- Listen to the child/vulnerable adult.
- Do not show disbelief.
- Tell the child/vulnerable adult that he/she is not to blame and that he/she was right to tell.
- Take what the child/vulnerable adult says seriously, recognising the difficulties inherent in interpreting what a child/vulnerable adult says, especially if they have a speech disability and/or differences in language.
- Do not pre-suppose that the experience was bad or painful - it may have been neutral or even pleasurable.

Always avoid projecting your own reactions onto the child or vulnerable adult.

- If you need to clarify, keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said.
- If you need to clarify or the statement is ambiguous, use open-ended, non-leading questions.
- Do not introduce personal information from either your own experiences or those of other children or vulnerable adults.
- Reassure the child or vulnerable adult.

Actions to Avoid

When receiving a disclosure:

- Avoid panic.
- Avoid showing shock or distaste.
- Avoid probing for more information than is offered.
- Avoid speculating or making assumptions.
- Avoid making negative comments about the person against whom the allegation has been made.
- Avoid approaching the individual against whom the allegation has been made.
- Avoid making promises or agreeing to keep secrets.
- Avoid giving a guarantee of confidentiality.

7.2 Responding to a Suspicion or Allegation of Inappropriate Behaviour or Misconduct against Someone who is Not a Member of Lothian Phoenix WBC

In the course of your role within **Lothian Phoenix WBC** a child or vulnerable adult may disclose information to you about a person who is not a member that leads to a suspicion or allegation of inappropriate behaviour or misconduct.

If the disclosure is about an incident that occurred during a **Lothian Phoenix WBC** event or activity:

- Listen to the child as detailed above.
- Acknowledge the information received.
- Pass the information to both the manager of the event or activity and the Child and Vulnerable Adult Officer and if appropriate the parents/guardians/carers of the child or vulnerable adult (refer to Section 8 Sharing Concerns with Parents, Guardians or Carers).
- Make a full written record of the disclosure on the day you receive the disclosure.
- Sign and date the record then pass it to the Child and Vulnerable Adult Officer.

7.3 Responding to a Suspicion or Allegation of Inappropriate Behaviour or Misconduct against a Member of Lothian Phoenix WBC

If you receive a disclosure that leads to a suspicion or allegation of inappropriate behaviour or misconduct against a member:

- Listen to the child as detailed above.
- Acknowledge the information received.
- Pass to the Child and Vulnerable Adult Officer.
- Make a full written record of the disclosure on the day you receive the disclosure.
- Sign and date the record then pass to the Child and Vulnerable Adult Officer.

Establishing the Basic Facts

The Child and Vulnerable Adult Officer must clarify the basic facts to establish whether there is reasonable cause to suspect or believe that misconduct has occurred. If the basic facts support a suspicion or allegation of misconduct by a member, the matter will be dealt with in accordance with the **Lothian Phoenix WBC's** Disciplinary Procedure.

7.4 Responding to a Suspicion or Allegation of Abuse against Someone who is Not a Member of \ Lothian Phoenix WBC

All allegations of abuse must be taken seriously. Although false allegations of abuse do occur, they are less than usual. If a child or vulnerable adult says or indicates that he/she is being abused or information is obtained which gives concern that a child or vulnerable adult is being abused, you must react as soon as possible that day in line with the following procedures.

Where there is uncertainty about whether the concern relates to abuse or misconduct, the Child and Vulnerable Adult Officer must firstly be consulted for advice on the appropriate course of action. If the Child and Vulnerable Adult Officer is unavailable, external agencies such as the Police and Social Work Department must be consulted for advice. This is important because they have an overview of child protection issues and they may well have other information that together causes concern.

On receiving information about a non-member that leads to a suspicion or allegation of abuse:

- Listen to the child or vulnerable adult as detailed in section 7.1 How to Listen to Disclosures.
- Pass your concerns to the Social Work Department or the Police in the area where the abuse is alleged to have occurred immediately (these are available 24 hours a day). Act on any advice given. At the earliest opportunity tell the Child and Vulnerable Adult Officer about the action taken.
- Make a full written record of what has been seen, heard and/or told as soon as possible in the child/vulnerable adult's own words. The information must, where known, include the following:
 - Name of child/vulnerable adult.
 - Age, date of birth of child/vulnerable adult.
 - Home address and telephone number of the child/vulnerable adult.
 - The nature of the allegation in the child/vulnerable adult's own words.
 - Any times, dates or other relevant information.
 - Whether the person making the report is expressing their own concern or the concerns of another person.
 - The child/vulnerable adult's account, if it can be given, of what has happened and how any injuries occurred.
 - The nature of the allegation (include all of the information obtained during the initial account e.g. time, date, location of alleged incident).
 - A description of any visible (when normally dressed) injuries or bruising, behavioural signs, indirect signs (do not examine the child/vulnerable adult).
 - Details of any witnesses to the incident.
 - Whether the child/vulnerable adult's parents/guardians/carers have been contacted.
 - Details of anyone else who has been consulted and the information obtained from them.
 - If it is not the child/vulnerable adult making the report, whether the child/vulnerable adult has been spoken to, if so what was said.
 - Record, sign and date on the day what you have seen, heard or been told.
 - If making an electronic copy do not save to the hard drive or floppy disk. Print off the record, sign and date, then delete the electronic copy, that day.
- Pass the record to the Social Work Department or the Police.

Remember: Listen; Respond; Report and Record

7.5 Responding to a Suspicion or Allegation of Abuse against a Member of Lothian Phoenix WBC

The feelings caused by the discovery of potential abuse by a member will raise different issues, e.g. disbelief that a member would act in this way. It is not the responsibility of a member to take responsibility or to decide whether or not a child or vulnerable adult has been abused. However, as with allegations against non-members, it is the responsibility of the individual to act on any concerns.

Any information that raises concern about the behaviour of a member towards a child or vulnerable adult must be passed on as soon as possible that day, in accordance with these procedures. No member in receipt of such information shall keep that information to himself/ herself or attempt to deal with the matter on their own.

These Procedures aim to ensure that all suspicions and/or allegations of abuse against a member are taken seriously and are dealt with in a timely and appropriate manner. They must be read in conjunction with the disciplinary procedures of **Lothian Phoenix WBC**.

7.5.1 On receiving information about a member that leads to a suspicion or allegation of abuse:

- Listen to the child or vulnerable adult as detailed in section 7.1 How to Listen to Disclosures.
- Pass your concerns to the Child and Vulnerable Adult Officer on the day or if not available, the Social Work Department or the Police in the area where the abuse is alleged to have occurred (these are available 24 hours a day). Act on any advice given.
- Make a full written record of what has been seen, heard and/or told as soon as possible in the child/vulnerable adult's own words.
- Sign and date the record including what you have seen, heard or been told, that day.
- If making an electronic copy do not save to the hard drive or floppy disk. Print the record, sign and date, then delete the electronic copy, that day.
- Pass the record to the Child and Vulnerable Adult Officer or the Social Work Department or Police.

Important Note: Where the concern is about the Child and Vulnerable Adult Officer it must be reported to the **Chairperson and the basketballscotland Club Development Manager**.

7.5.2 Actions for the Child and Vulnerable Adult Officer when Concerns are Reported

Before taking any action the Child and Vulnerable Adult Officer must always seek advice from the Police or Social Work Department. Thereafter:

Establish Basic Facts - the Child and Vulnerable Adult Officer must initially clarify the basic facts to establish whether there is reasonable cause to suspect or believe that a member may have abused a child and/or vulnerable adult.

Important Notes:

- This may necessitate the child(ren) or vulnerable adult(s) involved being asked some basic, open-ended, non-leading questions solely with a view to clarifying the basic facts. It may also be necessary to ask similar basic questions of other children, or other appropriate individuals e.g. coaches. After seeking advice from the Police and/or Social Work Department, the parents/guardians may be approached to provide consent to speak to a child/vulnerable adult.
- Advice must be sought from the Police and/or Social Work Department as to whether the member about whom the allegation has been made may be approached as part of the initial enquiry.
- This process will not form part of the disciplinary investigation.

Making a Referral in Cases of Suspected and/or Alleged Abuse

If the basic facts support a suspicion or allegation of abuse:

- The Child and Vulnerable Adult Officer will refer the suspicion and/or allegation to the Social Work Department and the Police, as soon as possible that day.
- Appropriate steps may be required to ensure the safety of the child(ren) or vulnerable adult(s) who may be at risk.
- A record should be made of the name and designation of the Social Work Department member of staff or the Police Officer to whom the concerns were passed, together with the time and date of the call, in case any follow up is required.
- Following advice from the Social Work Department and/or Police, the parent/guardian of the child or vulnerable adult should be contacted as soon as possible.

Important Note:

Reporting of the matter to the Police or Social Work Department must not be delayed by attempts to obtain more information. A Referral for Reporting Suspicions and/or Allegations of Abuse Against a Member of **Lothian Phoenix WBC** Form must be completed as soon as possible that day. Where possible, a copy of this form must be sent to the Police and Social Work Department within 24 hours.

Possible Outcomes following advice from Police

Where the initial enquiry reveals that there is reasonable cause to suspect or believe that a member has abused a child and/or vulnerable adult there will be an investigation. There are three types of investigation that can result:

- A disciplinary investigation
- A child protection investigation
- A criminal investigation

Following advice from the Police, disciplinary action may be taken in cases where a criminal investigation is ongoing provided sufficient information is available to enable a decision to be made and doing so does not jeopardise the criminal investigation.

Procedures 7.5.1 and 7.5.2 are summarised in Flowchart 1.

7.5.3 Managing the Member Against Whom the Allegation has Been Made

Following advice from the Police, if the decision is made that the member against whom the allegation has been made is to be informed, the member should be told an allegation has been made which suggests abuse. It is essential to preserve evidence for any criminal proceedings while at the same time safeguarding the rights of the member.

7.5.4 Suspension

- Suspension is not a form of disciplinary action. The member may be suspended whilst an investigation is carried out.
- Suspension will be carried out by **the management committee** in accordance with **Lothian Phoenix WBC's** Disciplinary Procedures.
- At the suspension interview the member will be informed of the reason suspension is taking place and given the opportunity to give a statement should he/she wish. Notification of the suspension and the reasons will be conveyed in writing to the member in accordance with **Lothian Phoenix WBC's** Disciplinary Procedures.

7.5.5 Managing False or Malicious Allegations

- Where after investigation, the allegation is found to be false or malicious the member will receive an account of the circumstances and/or investigation and a letter confirming the conclusion of the matter. The member involved may wish to seek legal advice.
- All records pertaining to the circumstances and investigation will be destroyed.
- Where this involves a member of **Lothian Phoenix WBC**, they will be advised of the appropriate counselling services available.

7.5.6 Managing Allegations of Historical Abuse

Allegations of abuse may be made some time after the event e.g. an adult who was abused as a child by a member who is still currently working with children. Where such an allegation is made the procedures for managing allegations of abuse, detailed in Sections 7.4 and 7.5, must be followed.

7.6 Documents for Reference

- Appendix
- **Sharing concerns with Parents, Guardians or Carers**

7.7 Where it is Not Abuse

There is always a commitment to work in partnership with parents/guardians/carers where there are concerns about a child/vulnerable adult. Therefore in most situations, not involving the possibility of the abuse of a child or vulnerable adult, it would be important to talk to parents/guardians/carers to help clarify any initial concerns. For example, if a child or vulnerable adult seems withdrawn, 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 however advice should be sought from the Child and Vulnerable Adult Officer if there is any uncertainty about the appropriate course of action.

7.8 Allegations of Abuse

There are circumstances in which a child or vulnerable adult might be placed at even greater risk if concerns are shared e.g. where a parent/guardian/carer may be responsible for the abuse or not able to respond to the situation appropriately. **In all cases of suspected or alleged abuse, advice and guidance must first be sought from the local Social Work Department or the Police as to who contacts the parents.**

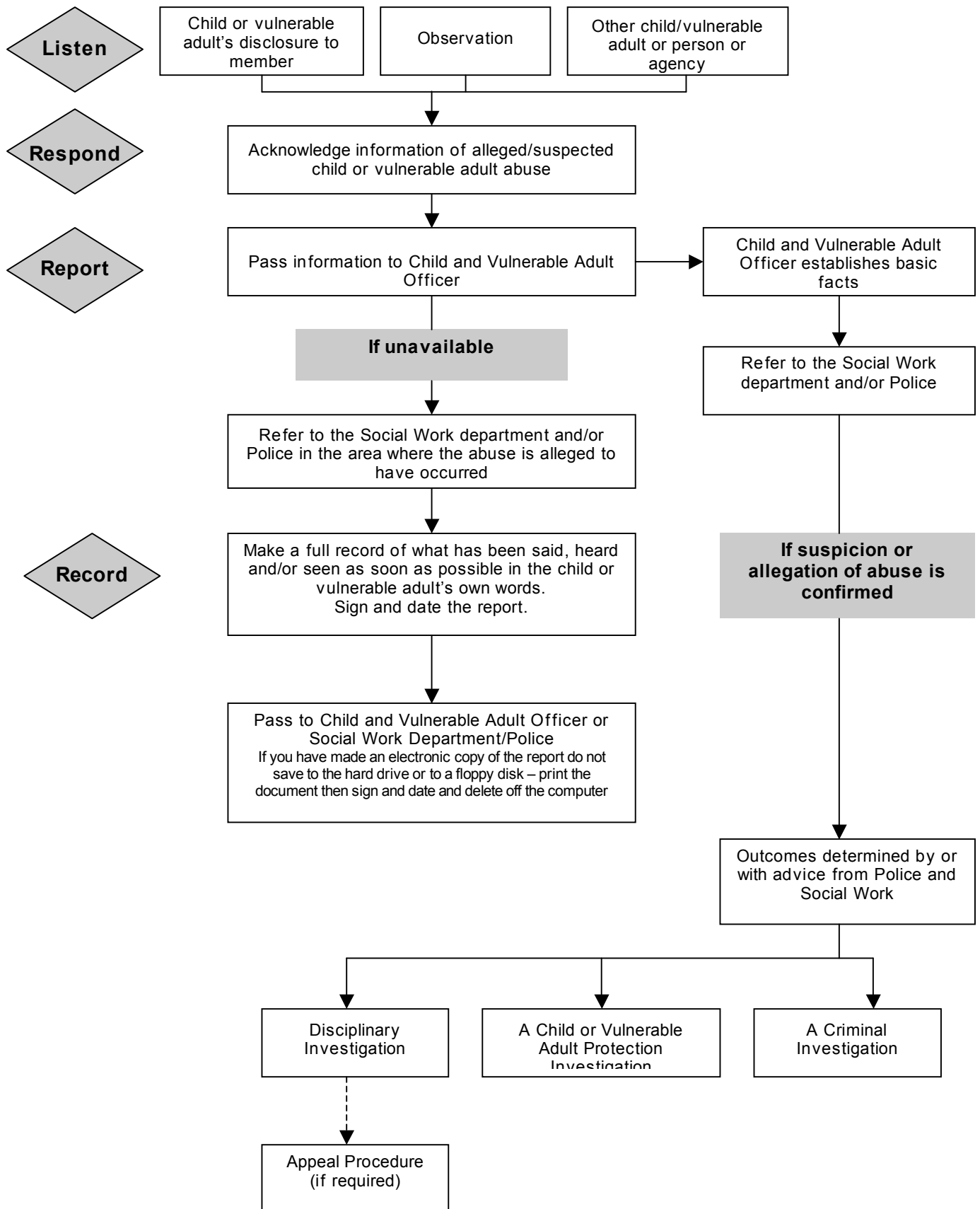
- **Legal Framework**

The legislation & guidance on which this policy and supporting procedures is based is located in Appendix N.

7.9 Documents for Reference

- Appendix N: Policy and Procedures Legal Framework

7.10 Flowchart 1: Procedure for Responding to Suspicions and/or Allegations of Abuse of a Child or Vulnerable Adult against a Member



1.1 Child

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

16 to 18 year olds:

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

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

1.2 Vulnerable Adults:

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

- Is unable to safeguard their own welfare or properly manage their financial affairs; and
- Is in one or more of the following categories:
 - a) A person in need of care and attention by reason of either infirmity or the effects of ageing
 - b) A person suffering from an illness or mental disorder
 - c) A person substantially handicapped by a disability

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

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

1.3 Types of Abuse

It is generally accepted that there are four forms of abuse. However, in some cases negative discrimination and bullying can have severe and adverse effects on a child or vulnerable adult. **Lothian Phoenix WBC** is committed to protecting children and vulnerable adults from all forms of abuse.

Recognising child abuse is not easy and it is not a member's responsibility to decide whether or not a child or vulnerable adult has been abused. It is a member's responsibility to pass on any concerns and for the Police and / or Social Work Department to investigate.

The signs of abuse listed are not definitive or exhaustive. The list is designed to help **Lothian Phoenix WBC** members to be more alert to the signs of possible abuse.

Children and vulnerable adults may display some of the indicators at some time; the presence of one or more should not be taken as proof that abuse is occurring. Any of these signs or behaviours must be seen in the context of the child/vulnerable adult's whole situation and in combination with other information related to the child/vulnerable adult and his/her circumstances. There can also be overlap between different forms of abuse.

1.3.1 Emotional Abuse

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

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

Emotional Abuse in Sport

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

- Exposure to humiliating or aggressive behaviour or tone
- Failure to intervene where self-confidence and worth are challenged or undermined

Signs of possible emotional abuse:

- Low self esteem
- Continual self deprecation
- Sudden speech disorder
- Significant decline in concentration
- Immaturity
- 'Neurotic ' behaviour e.g. rocking
- Self-mutilation
- Compulsive stealing
- Extremes of passivity or aggression
- Running away
- Indiscriminate friendliness

1.3.2 Neglect

Neglect is the persistent failure to meet a child or vulnerable adult's basic physical and/or psychological needs. It may involve a parent or carer failing to provide adequate food, shelter, warmth, clothing and cleanliness. It may also include leaving a child home alone, exposure in a manner likely to cause unnecessary suffering or injury or the failure to ensure that appropriate medical care or treatment is received.

Neglect in sport

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

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

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

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

1.3.3 Physical Abuse

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

Physical Abuse may also be caused when a parent or carer feigns the symptoms of or deliberately causes ill health to a child whom they are looking after. This situation is described as Munchausen Syndrome by Proxy. A person may do this because they need or enjoy the attention they receive through having a sick child. Physical abuse may also be a deliberate act, omission or failure to protect.

Physical Abuse in Sport

This may include bodily harm caused by lack of care, attention or knowledge 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 of possible physical abuse:

Most children will sustain cuts and bruises throughout childhood. These are likely to occur in boney parts of the body like elbows, shins and knees. In most cases injuries or bruising will be genuinely accidental. An important indicator of physical abuse is where 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.

Signs of possible physical abuse include:

- Unexplained injuries or burns, particularly if they are recurrent.
- Improbable excuses given to explain injuries
- Refusal to discuss injuries
- Fear of parents being approached for an explanation
- Untreated injuries, or delays in reporting them
- Excessive physical punishment to themselves
- Arms and legs kept covered in hot weather
- Avoidance of swimming, physical education etc
- Fear of returning home
- Aggression towards others
- Running away

When considering the possibility of non-accidental injury it is important to remember that injuries may have occurred for other reasons e.g. skin disorders, rare bone diseases.

1.3.4 Sexual Abuse

Sexual abuse involves forcing or enticing a child or vulnerable adult to take part in sexual activities whether or not they are aware of or consent to what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. This may include non-contact activities such as forcing children or vulnerable adults to look at or be involved in the production of pornographic material, to watch sexual activities or encouraging them to behave in sexually inappropriate ways.

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

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

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

Not all children or vulnerable adults are able to tell that they have been sexually assaulted. Changes in their behaviour may be a signal that something has happened. It is important to note that there may be no physical or behavioural signs to suggest that a child or vulnerable adult has been sexually assaulted.

A child or vulnerable adult who is distressed may display some of the following physical, behavioural or medical signs that should alert you to a problem. It is the combination and frequency of these that may indicate sexual abuse. Always seek advice.

Signs of possible sexual abuse:

Behavioural	Physical or Medical signs
<ul style="list-style-type: none"> ▪ Lack of trust in, or over familiarity with adults ▪ Fear of a particular adult ▪ Social isolation -withdrawn or introversion ▪ Sleep disturbance (nightmares, bed-wetting, fear of sleeping alone, needing a night light) ▪ Running away from home ▪ Girls taking over the mothering role ▪ Sudden school problems eg. 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 child 's age ▪ Unusual interest in the genitals of adults, children or animals ▪ Fear of bathrooms, showers, closed doors ▪ Abnormal sexual drawings ▪ Fear of medical examinations ▪ Developmental regression ▪ Poor peer relationships ▪ Over sexualised behaviour ▪ Compulsive masturbation ▪ Stealing ▪ Irrational fears ▪ Psychosomatic factors e.g. recurrent abdominal or headache pain ▪ Sexual promiscuity ▪ Eating disorders 	<ul style="list-style-type: none"> ▪ Sleeping problems, nightmares, fear of the dark ▪ Bruises, scratches, bite marks to the thighs or genital areas ▪ Anxiety, depression ▪ Eating disorder e.g. anorexia nervosa or bulimia ▪ Discomfort/difficulty in walking or sitting ▪ Pregnancy -particularly when reluctant to name the father ▪ Pain on passing urine, recurring urinary tract problem, vaginal infections or genital damage ▪ Venereal disease/sexually transmitted diseases ▪ Soiling or wetting in children who have been trained ▪ Self-mutilation, suicide attempts ▪ Itchiness, soreness, discharge, unexplained bleeding from the rectum, vagina or penis ▪ Stained underwear ▪ Unusual genital odour

1.3.5 Negative Discrimination (including racism)

Appendix A

Children and vulnerable adults may experience harassment or negative discrimination because of their race or ethnic origin, socio-economic status, culture, age, disability, gender, sexuality or religious beliefs. Although not in itself a category of abuse, it may be necessary for the purposes of the Child and Vulnerable Adult Protection Policy and Procedures, for negative discriminatory behaviour to be categorised as emotional abuse.

Important Note: All organisations working with children and vulnerable adults including those operating where black and ethnic communities are numerically small, should address institutional racism, defined in the MacPherson Inquiry report on Stephen Lawrence as:

‘The collective failure by an organisation to provide appropriate and professional service to people on account of their race, culture and/or religion’.

1.3.6 Bullying

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a young person or vulnerable adult. It can occur that the abuser may be a young person, for example in the case of bullying. See Appendix J “Guidelines for Identifying and Managing Bullying.”

**Lothian Phoenix WBC Application Form for Positions Involving
Contact with Children and Vulnerable Adults**

Appendix B

You have a right of access to information held on you and other rights under the Data Protection Act 1988.

Lothian Phoenix WBC are committed to ensuring that all members in positions that require contact with children or vulnerable adults are suitable to do so. In accordance with **basketballscotland's** Child and Vulnerable Adult Protection Policy, all members whose position requires contact with children and/or vulnerable adults must complete this application form, prior to appointment.

Personal Details

Title:	
Name:	
Surname:	
All previous names by which you have been known:	
Address:	
Post Code (must be completed):	
Telephone	Day: Evening: Mobile:

Current/Previous Clubs

Club Name	Position/Responsibilities	Start and Leaving Date

Present or Most Recent Employment/Role/Responsibilities

Name of Employer/Managing Organisation:
Job Title:
Dates of Employment (month and year):
Principal Responsibilities:
Reasons for Leaving:

Qualifications and Previous Experience of Working with Children or Vulnerable Adults

(include name of organisation, responsibilities/duties, length of time involved and reasons for leaving)

--	--

Referees

Please provide details of two referees who have known you for at least two years. At least one should have knowledge of your previous work with children and/or vulnerable adults and neither can be relatives. These individuals may be contacted for the purpose of verifying the information contained in this form.

Name:	Name:
Organisation:	Organisation:
Address:	Address:
Telephone:	Telephone:
Relationship to Applicant:	Relationship to Applicant:

Additional Information

Please provide details of relevant experience, principal achievements, personal skills and qualities, voluntary work and explain how you might use them in this post. (Use a separate sheet if necessary).

--

I am aware that in accordance with the Data Protection Act 1998, information provided on this application form will be stored for the purposes of processing the data for recruitment and monitoring the recruitment process. If appointed I am aware that this information will be stored for the purposes of enabling relevant organisation procedures.

I have completed this form accurately and truthfully and to the best of my knowledge.

Signature: _____ Date: _____

Declaration of Designated Person

I confirm that I have seen the following identification documents relating to _____:
I confirm to the best of my ability that the identification documents are accurate.

Signed: _____ Name: _____

Date: _____

Lothian Phoenix WBC Reference Form

Appendix C

Lothian Phoenix WBC are committed to ensuring that all members in positions that require contact with children or vulnerable adults are suitable to do so. In accordance with **Lothian Phoenix WBC's** Child and Vulnerable Adult Protection Policy, references are sought for all members whose position requires contact with children and/or vulnerable adults.

Details of Referee

Name:
Address:
Organisation:
Telephone:
Relationship to Applicant:

_____ has expressed an interest in working with **Lothian Phoenix WBC** and has given your name as a referee. This post involves substantial access to children, young people and/or vulnerable adults. As an organisation committed to the welfare and protection of children, young people and vulnerable adults we are anxious to know if you are aware of any reason at all to be concerned about this applicant being in contact with children, young people or vulnerable adults?

YES / NO Delete as appropriate

If you have answered yes we will contact you in confidence.

All the information on this form will be treated confidentially and in accordance with relevant legislation and guidance.

Information will only be shared with the person conducting the assessment of the applicant's suitability for the position and the immediate supervisor should they be offered a position.

We would appreciate you being extremely candid in your evaluation of this person.

How long have you known this person?
In what capacity?
What attributes does this person have that would make them suited to work with children, young people or vulnerable adults?

Please rate this person on the following (please tick one)

	Not Good	Good	Very Good	Excellent
Responsibility				
Maturity				
Self Motivation				
Can motivate others				
Commitment				
Energy				
Trustworthiness				
Reliability				

Please comment on the performance of the individual in the following areas:

Honesty/trustworthiness; Reliability; Relationships and communication with internal and external colleagues; Team working; Sickness absence; Adherence to organisation procedures.

Please provide any other details about the person that are relevant to the position they have applied for (please use a separate sheet if required):

I am aware that the information given will be processed in accordance with the Data Protection Act 1998, for the purposes of recruitment of the named individual.

Signed: _____ Name: _____

Date: _____

Thank you in advance for the information provided and the time spent in compiling the report.

Please return this form in an envelope marked **PRIVATE and CONFIDENTIAL** to:
Andrew Smyth, Lothian Phoenix WBC, Sports Unit, Balbardie Park, Torphican Road, Bathgate, EH48 4LA

What have you learned from the experience?
--

PART B

(You must complete this section if the position applied for requires an Enhanced check.)

Previous Police Investigation

[Continue on a separate form if necessary...]

Date of investigation:
Police Division involved:
Investigation(s) details:
Please give details of the reasons and circumstances that led to your investigation:
Disposal (if known):

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

YES / NO

If yes, please provide details:

--

PART C

Have you ever had a disciplinary sanction (from a sports or other organisation's governing body) relating to inappropriate behaviour with children/vulnerable adults or child abuse?

YES/NO

If yes, please provide details:

--

SECTION 2

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

I give my consent to **Lothian Phoenix WBC** carrying out a check with Disclosure Scotland (if deemed necessary) and to take up references for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority.

I **agree** to advise **Lothian Phoenix WBC** should I be convicted of an offence after the commencement of my employment with **Lothian Phoenix WBC** and that failure to do so may lead to the immediate suspension of my work with children in **Lothian Phoenix WBC** and the termination of my services and in certain cases, membership.

I **agree** to abide by **Lothian Phoenix WBC's** Code of Practice for the Protection of Children and Vulnerable Adults.

I **agree** to abide by the conditions above and certify that the information contained in this form is true and correct to the best of my knowledge and I realise that false information or omissions may lead to the immediate suspension of my work with children/vulnerable adults in **Lothian Phoenix WBC** or the termination of my services.

Signed: _____ Date: _____

Note: the information contained in this form will be managed in accordance with the terms of the Data Protection Act 1998

Lothian Phoenix WBC is committed to the protection of children and vulnerable adults involved in sport and have a duty to ensure the suitability of any individual who works with children and/or vulnerable adults. The information provided in the Self-Declaration Form, in addition to the other recruitment and selection procedures detailed in **Lothian Phoenix WBC's** Child and Vulnerable Adult Policy and Procedures, will enable an informed decision to be made about an individual's suitability to work with children and/or vulnerable adults.

Who must complete the Self-Declaration Form?

This form must be completed by all applicants for positions:

- Listed in the rehabilitation of Offenders Act 1974 (ROA)(Exceptions) Order 1975 i.e. positions by which an employer is entitled to ask an 'exempted question'. These positions include occupations with duties that involve regular contact with children and young people (under the age of 18) and vulnerable adults.
- Which involve regular contact with and caring for, training, supervising or being in sole charge of children or young people.

What happens if I do not wish to complete a Self-Declaration Form?

In accordance with **Lothian Phoenix WBC's** Child and Vulnerable Adult Policy and Procedures, all applicants for the above types of post must complete a Self-Declaration Form. Anyone unwilling to do so must not be employed in a position that requires regular or unsupervised contact with children or vulnerable adults.

Why must I give information about previous convictions?

The law states that for certain types of employment applicants are required to disclose information about their background to help determine whether they are suitable for the post. Jobs that involve working with children, young people and vulnerable adults fall into this category.

What information do I have to put on the Self-Declaration Form?

This depends on the type of post you are applying for. The Job Description (including information on roles and responsibilities) provided with the Application Form tells you what kind of post this is.

If the post involves regular contact with children, young people or vulnerable adults:

- Complete Part A and C only and sign the form at Section 2.
- Give details of all offences of which you have been convicted by a court both in the UK and abroad regardless of when the conviction(s) occurred (this means you should include both 'spent' and 'unspent' convictions).

If you are applying for a post that requires regularly caring for, training, supervising or being in sole charge of children or young people:

- Complete Part A, Part B and Part C and sign the form at Section 2.
- Give details of all offences of which you have been convicted both in the UK and abroad, regardless of when the conviction(s) occurred.
- Give details of any cautions, charges or warnings issued by the police (this is called 'non-conviction relevant information').

You must also provide identification so that the personal details you provide can be verified.

Who gets to read the Self-Declaration Form?

The Self-Declaration Form should be sent to **Lothian Phoenix WBC** in a sealed envelope. If you are not chosen for interview, the envelope will be returned to you, unopened, for you to dispose of.

The envelope will be opened if you are being considered for interview. If you are selected for interview and you have recorded previous convictions or other relevant information, you will be given the opportunity to discuss this at the interview.

What happens to the Self-Declaration Form after a decision has been made on my application?

If you are unsuccessful the Self-Declaration Form will be returned to you for you to dispose of.

If you are successful, police checks will then be carried out. The Self-Declaration Form and the Police Checks can be retained until a decision has been made on your application. Usually it will not be held any longer than six months.

Consent To Medical Treatment

The following information and consent is requested to ensure the health and well being of all children and vulnerable adults participating in **Lothian Phoenix WBC** activities. The information contained in this form is confidential and will only be used to safeguard and promote the child/vulnerable adult's health and well being should the need arise.

Name of Child / Vulnerable Adult:	Date of Birth:
Address:	
Telephone:	
Name of General Practitioner:	Telephone

Please provide details of any pre-existing medical conditions that may affect the child/vulnerable adult's participation in the activity/event/programme:

Details of any medication or treatment required:
Details of any existing injuries (include when injury occurred and the treatment received):
Details of any allergies, including allergies to medication:

Child / Vulnerable Adult (optional)

I _____ (name of child/vulnerable adult) consent to receiving medical treatment, including anaesthetic, which the medical authorities present consider necessary.

Signature:
Print Name: _____ Date _____

Parent/Guardian/Legal Carer

I _____ (parent / guardian / carer) consent to _____ (child / vulnerable adult) receiving medical treatment, including anaesthetic, which the medical authorities present consider necessary.

I undertake to inform **[name of club]** should any of the information contained in this form change.

Signature:
Print Name: _____ Date _____
Relationship to child or Vulnerable Adult:

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

The purpose of this guidance is to provide an overview of the law in Scotland in relation to medical consent and to advise **Lothian Phoenix WBC** members on the best practice that must be followed.

1. Children - who can give consent?

1.1 The child

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

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

The decision about competence is entirely one for the doctor or other medical practitioner to make. This means where a child is assessed as being capable of providing consent, the consent of a parent/guardian is not required.

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

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

1.2 Person with Parental Responsibilities in relation to the child

A person who has parental responsibility of the child would normally be requested to provide consent, as under the Children (Scotland) Act 1995 they have responsibilities that include a duty to safeguard and promote the child's health, development and welfare.

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

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

Where a parent is required to provide consent they should, so far as practicable, consider the views of the child.

1.3 Person who has care and control of the child

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

Such consent would not be effective however, where

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

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

2. Vulnerable Adults - who can give consent?

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

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

reasonable in the circumstances in relation to the proposed medical treatment to safeguard or promote the physical and/or mental health of the adult.

Notification of Accident

Appendix H

Accident Involving Staff/Player/Visitor (Please circle whichever is appropriate)

(Complete the appropriate section, and section C)

Section A

Complete for Accident to Staff (including temporary, casual, or volunteer staff)

Name of injured person			
Club/Organisation			
Job Title/Role			
Date of Accident		Time of Accident	
Date Reported		Time Reported	
Time injured person actually stopped work/activity on day of accident			
Time should have stopped work/activity on day of accident			
Time injured person re-commenced work/activity on day of accident			

Section B

Complete for Player/Visitor

Name of injured person			
Home Address			
Reason for visit to (club/venue)			
Date of Accident		Time of Accident	
Date Reported		Time Reported	

Section C

Complete for all Accidents (Where not applicable, please indicate)

Nature and extent of injuries where known (state left or right where applicable)

Checklist

Appendix H

Have You:

Obtained a statement from each witness?
(If Yes, please attach)

Yes

No

Drawn a sketch or taken a photograph showing location and people?

Yes

No

Kept the offending tool / implement / equipment?

Yes

No

If Yes, what has been kept and where? _____

Signatures

Person Completing Form		Name	
Facility / Club / Event Manager		Name	
Date			

Please do not delay completing and sending this form and follow up with photographs, sketches and statements as necessary.

This form must be completed where members are concerned about an incident involving a child or vulnerable adult. This form must be completed as soon as possible after the incident that causes concern and must be passed to the Child and Vulnerable Adult Officer.

Note: Confidentiality must be maintained at all times. Information must only be shared on a need to know basis, ie. only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.

Continue on a separate sheet of paper if required and attach securely to this form.

Details of person making report

Name:	
Position:	
Contact telephone number:	

Details of Child/Vulnerable Adult

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

If you are reporting concerns on behalf of someone else, please provide details of that person

Name:	
Position:	
Address:	
Contact telephone number:	
Date this person advised you of their concerns / incident:	

Details of the incident/concerns

Date of incident/concern arose:	
Time:	
Place:	

Names and addresses of other people who may have information about the concerns/incident:

--

Describe in detail what happened:

--

Describe in detail visible injuries/bruises and concerning behaviour of the child/vulnerable adult, if any (use diagrams if this helps you to describe):

--

Was the child / vulnerable adult asked about the incident:

YES / NO

If yes, record exactly what the child said in their own words and any questions asked if the situation needed clarified:

--

Details of action taken

--

Other information

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

--

Signature:	
Print name:	Date:

Guidelines for Identifying and Managing Bullying of Children and Vulnerable Adults

In some cases of abuse it may not be an adult abusing a young person. Children and young people may also be responsible for abuse, for example, in the case of bullying. Bullying may be seen as particularly hurtful behaviour usually repeated over a period of time, where it is difficult for those bullied to defend themselves. Bullying can take many forms including:

- Physical e.g. hitting, kicking, theft.
- Verbal (including teasing) e.g. racist remarks, spreading rumours, threats or name-calling.
- Emotional e.g. isolating a child or vulnerable adult from the activities or social acceptance of a peer group.
- Harassment e.g. using abusive or insulting behaviour in a manner intended to cause alarm or distress.

Children and vulnerable adults may be bullied by adults, their peers and in some cases by their families.

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 behaviour.

If a child or vulnerable adult:

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

Action to Help the Victim(s) and Prevent Bullying:

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

Action towards the Bully(ies):

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

**Lothian Phoenix WBC Consent Form For the Use of Photographs,
Film or Video Recordings of Children or Vulnerable Adults**

Appendix K

Lothian Phoenix WBC is committed to the protection of children and vulnerable adults involved in sport.

In accordance with our Child and Vulnerable Adults Protection Policy and Procedures where possible we will not permit photographs, film, video or other images of children or vulnerable adults to be taken or used without the consent of the child/vulnerable adult and their parents/guardians or carers.

Lothian Phoenix WBC will take all reasonable measures to ensure these images are used solely for the purposes for which they are intended. If you become aware these images are being used inappropriately you should inform **Lothian Phoenix WBC** 's Child and Vulnerable Adult Officer immediately.

Lothian Phoenix WBC reserve the right at all times to prohibit the use of photography, film or video at any activity with which it is associated.

Child/Vulnerable Adult

I _____ (insert name) consent to the photographing, filming or videoing of my involvement in _____ (insert details of event/activity).

Signature: _____
Print name: _____ Date: _____

Parent/Guardian/Carer

I _____ (insert name) consent to **Lothian Phoenix WBC** or its members photographing, filming or videoing _____ 's (insert child/vulnerable adult's name) involvement in _____ (insert details of event/activity details).

Signature: _____
Print name: _____ Date: _____
Relationship to child / vulnerable adult: _____

Lothian Phoenix WBC is committed to the protection of children and vulnerable adults involved in sport.

The purpose of this application form is to ensure that anyone wishing to photograph, film or video a sporting event or activity where children or vulnerable adults are participating:

- Secures the permission of the Activity, Event or Media Manager in advance of the event/activity.
- Commits the applicant to comply with **Lothian Phoenix WBC's** guidance on the use of photographic, film, video or other images of children, which is contained in **Lothian Phoenix WBC's** Child and Vulnerable Adult Policy and Procedures.
- Allows children/vulnerable adults and their parents/guardians or carers to provide informed consent (in accordance with our Child and Vulnerable Adult Protection Policy and Procedures, where possible we will not permit photographs, film, video or other images of children or vulnerable adults to be taken or used without the consent of the child/vulnerable adult and their parents/guardians or carers).

This application form must be completed and submitted to the address below no later than five days before the event/activity.

Details of applicant

Name:		Telephone:	
Address:			

If you are applying on behalf of a company or other organisation please provide the following details:

Name of Company / organisation:	
Contact Name:	Telephone:
Address:	

In addition, when requested, please complete answers to the following:

What do you intend to use the photographs, film or video footage for?

--

Where/when will the photographs, film or video footage be published or displayed?

--

How will the photograph, film or video be processed?

--

Who will have access to the photographs, film or video footage?

--

I have read, understood and agree to comply with **Lothian Phoenix WBC's** guidance for the use of photographs, film video or other images of children/vulnerable adults contained in **Lothian Phoenix WBC's** Child and Vulnerable Adult Protection Policy and Procedures.

I agree to comply with any conditions or restrictions on the taking and use of photographs, film or video deemed appropriate by **Lothian Phoenix WBC**.

I understand and accept that any failure to comply with the aforementioned Policy and Procedures may prevent any future permission being granted and that any practices which are considered to place children or vulnerable adults at risk may be reported to the Police and/or Social Work Department.

I accept that at all times **Lothian Phoenix WBC** reserves the right to prohibit the use of photography, film and/or video at any event or activity with which it is associated.

Signature of Applicant:	
Print Name:	
Date:	

Signature of Company/organization:	
Print Name:	
Position in organisation:	
Date:	

This form must be returned with photographic evidence of your identification e.g. copy of driving licence or passport. Any such copies will be destroyed securely or returned to you.

This information should be sent to **Lothian Phoenix WBC**

Lothian Phoenix WBC Referral Form for Suspicions or Allegations of Abuse of a Child or Vulnerable Adult

This form must be completed as soon as possible after receiving information that causes suspicion or an allegation of the abuse of a child or vulnerable adult. This must be passed to the Child and Vulnerable Adult Officer and the Social Work Department or the Police as soon as possible after completion. Do not delay by attempting to obtain information to complete all the details.

Note: Confidentiality must be maintained at all times. Information must only be shared on a need to know basis i.e. only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.

Continue on a separate sheet of paper if required and attach securely to this form.

Details of person making report

Name:
Position:
Contact telephone number:

Details of Child/Vulnerable Adult

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

Details of person about whom there is concern

Name:
Position:
Date of Birth:
Address:
Relationship to child/vulnerable adult:

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

Name:
Position:
Address:
Contact telephone number:
Date this person advised you of alleged incident:
Record here the information you were given from this person about the alleged incident:

Details of the incident raising this concern

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

Details of action taken

Detail what action, if any, has been taken following receipt of this information:
ONLY AFTER SEEKING ADVICE FROM THE POLICE/SOCIAL WORK DEPARTMENT , were the child/vulnerable adults parent's/carers contacted?

Details of external agencies contacted

Police	Police station contacted: Name and contact number: Advice received:
Social Work Department	Social Work Dept: Name and contact number: Advice received:
Other	Name of organisation: Name and contact number: Advice received:

Other information

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

Signature: _____

Print name: _____

Date: _____

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

Legal Framework

The **Lothian Phoenix WBC** Child and Vulnerable Adult Protection Policy and supporting Procedures are based on the following legislation and guidance:

- Children (Scotland) Act 1995
- Human Rights Act 1998
- Rehabilitation of Offenders Act 1974
- Rehabilitation of Offenders Act 1974 (Exceptions Order) 1975
- Criminal Procedure (Scotland) Act 1995
- Protecting Children 'A Code of Practice for Voluntary Organisations in Scotland Working with Children and Young People', 1995
- Sex Offenders Act 1997
- Sexual Offences (Amendments) Act 2000
- Data Protection Act 1998
- Police Act 1997
- Disclosure Scotland Code of Conduct 'Making Scotland Safer' (2002)
- Disclosure Scotland Code of Conduct 'Protecting the Vulnerable by Safer Recruitment' (2002)
- Protecting Children -A Shared Responsibility: Guidance on inter-agency co-operation, The Scottish Office 1998
- UN Convention of the Rights of the Child 1992

Contacts for Further Guidance

Appendix O

BasketballScotland
Child Protection Officer
Caledonian House
South Gyle
Edinburgh EH12 9DQ
Tel: 0131 317 7260
www.basketball-scotland.com
childprotection@basketball-scotland.com

CHILDREN 1ST
Child Protection in Sport Development Worker
Learning and Teaching Scotland
74 Victoria Crescent Road
Glasgow G12 9JN
Tel: 0141 339 4005
www.children1st.org.uk
Kathleen.McInulty@children1st.org.uk

Scottish Association of Local Sports Councils
Administrator
1 Lumsdaine Drive
Dalgetty Bay KY11 9YU
Tel: 01383 820 950
www.salsc.org

Volunteer Development Scotland
Policy Officer
Stirling Enterprise Park
Stirling FK7 7RP
Tel: 01786 479 593
www.vds.org.uk

Association of Chief Police Officers in Scotland
Detective Chief Superintendent
Tayside Police Headquarters
PO Box 59
West Bell Street
DD1 9JU
Tel: 01382 223 200
www.taysidepolice.police.uk

Other Useful Contacts:

ParentLine Scotland
0808 800 2222

NSPCC Child Protection Helpline
0808 800 5000

Childline Scotland
0800 1111

sportscotland
Ethics Manager
Caledonia House
South Gyle
Edinburgh EH12 9DQ
Tel: 0131 317 7200
www.sportscotland.org.uk
child.protection@sportscotland.org.uk

Child Protection in Sport Unit
NSPCC
3 Gilmour Close, Beaumont Leys
Leicester LE4 1EZ
Tel: 0116 234 7278
www.sportsprotects.org

Convention of Scottish Local Authorities
Policy Officer
Rosebery House
Haymarket Terrace
Edinburgh EH12 5XZ
Tel: 0131 474 9251
www.cosla.gov.uk

Scottish Sports Association
Executive Administrator
Caledonia House
South Gyle
Edinburgh EH12 9DQ
Tel: 0131 339 8785
www.scottishsportsassociation.org.uk

**National Training Organisation for Sport,
Recreation and Allied Occupations**
Programme Manager
SPRITO Scotland
Division of Media, Language & Leisure Management
Glasgow Caledonian University
Cowcaddens Road,
Glasgow G4 0BA
Tel: 0141-331-8484
www.SPRITO.org.uk