



GLASGOW TOUCH ASSOCIATION

SAFEGUARDING & CHILD PROTECTION POLICY 2017- 2018

Glasgow Touch Association Safeguarding Policy

Safeguarding Statement

Glasgow Touch Association is committed to Safeguarding Children and Young people, providing a supportive environment within the Association to help them thrive.

Glasgow Touch Association recognise the values and principles laid down in UN Convention on the Rights of the Child, the Children's Charter, Getting It Right for Every Child (GIRFEC), relevant legislation and the Scottish National Guidance for Child Protection in Scotland 2014. Glasgow Touch Association will work in accordance with the guidance provided by the nationally recognised Safeguarding in Sport team and will ensure that the wellbeing of the child and vulnerable adult is always paramount.

1. Safeguarding Policy

Glasgow Touch Association acknowledges its responsibility to safeguard the wellbeing of every child, young person and vulnerable adult who has been entrusted to its care and is committed to working to provide a safe environment for all of its members.

This policy recognises and builds on the legal and statutory definitions of a child and vulnerable adult and acknowledges the Safeguarding in Sport Service guidance applies to all sports Associations and organisations who include any child or young person under the age of 18:

A child or young person is anyone under the age of 18 involved in any touch rugby activity.

An Adult at Risk of Harm is a person who is or may be in need of services by reason of mental or other disability, age or illness and who is, or may be, unable to care for him/herself, or unable to protect him/herself against significant harm or exploitation. Main forms of abuse include physical, sexual, financial, psychological, neglect and discrimination.

2. Principles

The key principles of the Glasgow Touch Association Safeguarding Policy are that:

- The child's wellbeing is, and must always be, the paramount consideration
- All children, young people and adults at risk of harm have a right to be protected from abuse. All suspicions and allegations of abuse or poor practice will be taken seriously and responded to swiftly and appropriately
- Child protection is everyone's responsibility
- Children and Adults at Risk have the right to express views on all matters which affect them should they wish to do so.
- Glasgow Touch Association will work in partnership together with children, adults at risk of harm, parents and carers in order to promote the wellbeing, health and development of children and adults at risk of harm.
- Glasgow Touch Association accept the moral and legal responsibility to implement procedures to provide a duty of care for young people and adults at risk of harm safeguarding their wellbeing and protect them from abuse;
- Young players and adults at risk of harm have a right to expect appropriate management, support, personal and social development with regard to their involvement in the game of Touch Rugby
- It is the responsibility of the child protection experts and agencies to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns.

3. A Safe environment

We acknowledge that every child or young person who plays or participates in Touch Rugby should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse. This is the responsibility of every adult involved in our Association.

We acknowledge that every vulnerable adult who plays or participates in Touch Rugby should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse. This is the responsibility of every person involved in our Association.

4. Application

The Touch Association has a role to play in safeguarding the wellbeing of all children and young people and adults at risk of harm by protecting them from physical, sexual or emotional harm and from neglect or bullying. This means whether you are a volunteer, match official, helper, coach, Association official or medical staff.

5. Endorsement of Governing Body

We endorse and adopt the STA's Child Protection Policy on recruiting volunteers and staff and will follow the recruitment procedures as set out in that policy and summarised below:

- Develop a job description or role profile
- As a minimum meet and chat with applicants and where possible conduct interviews before appointing
- Request and follow up two references before appointing
- Apply for a Enhanced Disclosure Scotland check

All current Glasgow Touch Association members with direct access to children, young people and adults at risk of harm will be required to become members of the PVG Scheme and if and when required have a Scheme Record Update as per the legal requirements to do so.

It is accepted that Glasgow Touch Association aims to prevent people with a history of relevant and significant offending from having contact with children, young people or adults at risk of harm and prevent them having the opportunity to influence policies or practice with children or young people. This is to prevent direct sexual or physical harm to children or young people or adults at risk of harm and to minimise the risk of grooming within Touch Rugby.

Glasgow Touch Association will recruit, recommend appropriate training and supervise its volunteers so as to adopt best practice to safeguard and protect young people and adults at risk of harm from abuse, and themselves against false allegations;

CONTENTS PAGE

POLICIES AND TEMPLATES

	PAGE
Job Description for Safeguarding Officers and Youth Coaches	5
Recruitment and selection policy	9
Responding to concerns procedures & Complaints Procedure	22
Incident Report Form	32
Disciplinary Procedure	35
Anti-Bullying Policy	48
Code of Conduct	51
Information, Communications and ICT Social Media Policy/Guidance	56
Coaching Ratios Policy	59
Membership (Youth) and Medical Information Sheet	60
Accident report form	64
GLASGOW TOUCH ASSOCIATION 'SAFE IN CARE' GUIDELINES	
Changing Room Policy	66
Photographic and DVD registration & permission to use form	67
Transportation Policy and Parents/Carers Collection Policy	71
Risk assessment and Health & Safety Session checklist template	73
Managing Challenging Behaviour	85
Physical Contact	88
Administering First Aid	89
Sexual Activity	90
Volunteers 18 and under	91
Guidance on 16 & 17 year olds participating in Touch Rugby Activities/Tournaments	92
CONTACTS	97
PARTNERSHIP AGREEMENTS	
Organising Games Checklist	99
School/Association Link Agreement	101
Organising Taster Sessions pro-forma	103
Sports Council Glasgow and Glasgow Touch Association PVG Checking Agreement	105
REVIEW AND MONITORING POLICIES	
Child Protection and Safeguarding Policy	110
Child Protection and Wellbeing Concerns	110

Glasgow Touch Association Safeguarding Officer

JOB TITLE: Association Safeguarding Officer

RESPONSIBLE TO: The Association Committee

MAIN ROLE: To co-ordinate and create and maintain a safe working environment for all.

SKILLS and BEHAVIOURS REQUIRED:

- Approachable with friendly manner
- Good listener
- Well organised
- Motivated
- Prepared to pass on concerns to professional agencies when necessary
- Act with discretion.
- Act with sensitivity.
- Act with tact and diplomacy.
- Apply attention to detail.
- Good communication skills
- An interest in the wellbeing and safeguarding of children
- Willingness to challenge opinion where necessary to drive the child protection agenda

MAIN DUTIES - JOINT RESPONSIBILITY:

- 1) *Understand the NGB child protection procedures, rules and regulations.*
- 2) Ensure that the child protection procedures and protection of vulnerable adult procedures are understood and adhered to by all members.
- 3) Act as the first point of contact for anyone witnessing or being subjected discrimination and respond appropriately to disclosures or concerns which relate to the well-being of a child
- 4) Establish and maintain the complaints and disciplinary procedures (with President)
- 5) Attend the requisite training (renewable every three years).
- 6) Ensure all Association volunteers involved in regulated work are fully checked through the PVG Scheme, are recruited following the appropriate procedure and undertake the relevant training.
- 7) Keep up-to-date with policy and legislation changes and update the Association Safeguarding policy accordingly with Committee approval and sign off for any changes to the policy
- 8) Be familiar with current child protection legislation and legislation pertaining to adults at risk of harm and implement within Glasgow Touch Association.
- 9) In the event of a complaint being made ensure that the complaints procedures are met and see the procedures through to the final decision.

Mandatory Training (Children and Young People)

1. Safeguarding & Protecting Children.
2. In Safe Hands

Have Knowledge of:

- The STA Ethics & Equality policy.
- The STA Safeguarding Policy.
- Child protection legislation
- The PVG Process

TIME COMMITMENT _____

Role Title:	Youth Coach	
Responsible to:	<ul style="list-style-type: none"> • The Association Committee • Coaching Committee 	
Main Purpose of the Role:	<ul style="list-style-type: none"> • The Team Coach is responsible for a team's training sessions and matches and getting the best possible performance from individual players and the team. 	
Duties:	<ul style="list-style-type: none"> • Plan, prepare and implement a season coaching plan and individual session plans, in accordance Touch Rugby standards and guidelines. • Work with other coaches in the preparation and running of each session. • Ensure that all activities, venues and equipment are safe and suitable for the intended purpose. • Ensure that all players are fit and able to participate in training sessions and competitions. • Instil appropriate behaviour within their players. • Manage player expectations. • Demonstrate commitment to continued professional development. • Follow the Code of Conduct at all times and ensure that others do the same. 	
Meetings to attend:	<ul style="list-style-type: none"> • Coach's Meetings. • Team Meetings. 	
Other Information		
Essential Behaviours & Skills:	<ul style="list-style-type: none"> ▪ Adapt and improvise. ▪ Manage time. ▪ Motivate others. ▪ Provide constructive feedback. ▪ Respect for children and an interest in safeguarding their wellbeing 	<ul style="list-style-type: none"> ▪ Support the development of self and others.
Desirable Knowledge & Experience:	<ul style="list-style-type: none"> • Knowledge of: <ul style="list-style-type: none"> ▪ The Associations Safeguarding Policy ▪ The Associations Equal Opportunity Policy. ▪ The Associations Ethics and Equality Policy 	
Safeguarding:	<ul style="list-style-type: none"> • PVG Scheme Membership • Attendance at Safeguarding and Protecting Course • Knowledge of Association Policy and Procedures 	
Mandatory Training:	<ul style="list-style-type: none"> • Coaching Level One (FIT) • Safeguarding and Protecting Children • Coaching Children and Young People in Sport 	
Recommended Training:	<ul style="list-style-type: none"> • Basic First Aid. • Coaching Level Two (FIT) • Equity in Your Coaching 	

	<ul style="list-style-type: none"> • Positive Coaching Scotland Workshop
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Role Title:	Youth Coach Coordinator	
Responsible to:	<ul style="list-style-type: none"> • The President and Association Committee. 	
Main Purpose of the Role:	<ul style="list-style-type: none"> • The Coach Coordinator is responsible for mentoring and supporting Association coaches and coordinating all coaching activities at the Association. 	
Duties:	<ul style="list-style-type: none"> • Foster a positive attitude in Association coaches and encourage them to participate in a professional manner. • Produce a coaching plan for the Association. • Ensure that all coaching policies, plans and practices within the Association are in line with the Equity, Safeguarding, Health and Safety policies or Codes of Conduct as per the Association's guidelines. • Support Coaches to create a welcoming environment and tackle discrimination. • Monitor and evaluate Association coaches and support them in their continued professional development. • Develop a process of self and team reflection • Ensure the Coaches are supported • Ensure that there are sufficient coaches to meet the Association's requirements and maintain appropriate coach – player ratios within each team. • Ensure that all Association coaches have appropriate qualifications. • Retain and maintain records of coaches and coaching • Follow the Code of Conduct at all times and ensure that other member's do the same. 	
Meetings to attend:	<ul style="list-style-type: none"> • Association Coach's Meetings. • Youth Development and Safeguarding Meetings 	
Other Information		
Essential Behaviours & Skills:	<ul style="list-style-type: none"> ▪ Attention to detail ▪ Communicate (Spoken & Written). ▪ Manage time. ▪ Motivate others. ▪ Plan and organise. 	<ul style="list-style-type: none"> ▪ Provide constructive feedback. ▪ Support the development of self and others. ▪ Work as one of the team. ▪ Interpersonal skills
Desirable Knowledge & Experience:	<ul style="list-style-type: none"> • Knowledge of: <ul style="list-style-type: none"> ▪ Player and coach pathways. ▪ Sports nutrition and science. • Experience of: <ul style="list-style-type: none"> ▪ Producing coaching strategies and plans. 	<ul style="list-style-type: none"> • IT literate: <ul style="list-style-type: none"> ▪ E-mail. ▪ Word processing.
Safeguarding:	<ul style="list-style-type: none"> • PVG Scheme Membership • Safeguarding and Protecting Training • Coaching Children and Young People in Sport 	
Mandatory Training:	<ul style="list-style-type: none"> • Coaching Level One (FIT) • Coaching Level Two (FIT) • Safeguarding and Protecting 	
Recommended Training:	<ul style="list-style-type: none"> • Equity in Your Coaching. • Positive Coaching. 	

Glasgow Touch Association Recruitment and Selection Procedures

Glasgow Touch Association uses an effective 'recruitment and selection' procedure to make sure new staff/volunteers have been carefully considered and vetted to do regulated work with children. These processes are overseen by the Association Recruitment Committee.

Organisations have a legal and moral duty to ensure that adults who work with children are 'suitable' to do so. A well-run recruitment process is all part of an organisation's commitment to putting the wellbeing of children first. A robust process also prevents those who are barred from regulated work with children from doing so.

The following roles are accepted by CRBS as falling within the category of 'regulated work':

1. Youth Touch Rugby Coach
2. Youth Touch Rugby Assistants
3. Youth Touch Rugby Manager
4. Safeguarding Officer
5. Youth Touch Rugby First Aider
6. Youth Coaching Supervisor/Coordinator
7. Youth Association Development Officers
8. Head of Youth Coaching

Glasgow Touch Association will take all reasonable steps to ensure unsuitable people are prevented from undertaking regulated work with children in rugby. Further, we recognise that we have a legal duty under the Protection of Vulnerable Groups (Scotland) Act 2007 to ensure that individuals who are barred from regulated work with children are not engaged by the Association (either paid or unpaid) in regulated work with children.

1. Advertising

All forms of advertising used to recruit and select staff/volunteers for regulated work with children will include details of **Glasgow Touch Association** stance on child protection: a statement that the position applied for is regulated work with children and will require PVG Scheme membership.

2. Pre-application Information

Pre-application information for these positions will be sent to applicants and will include ***Self-declaration form*** and ***PVG Scheme Q&A guidance notes***.

3. Application and Self-Declaration Form

All applicants will be requested to complete a *self-declaration form*. The application form will include referee contact details. The self-declaration form, which shall include information on any past criminal behaviour, records or investigations, shall be requested in a separate sealed envelope and will not be opened until the applicant is selected for an interview [if appropriate]. This form will only be seen by those directly involved in the selection process. If the applicant is not selected the form will be destroyed.

4. Review Applications

Glasgow Touch Rugby Recruitment Committee will review application forms and consider applicants for interview/selection. Self-declaration forms of those deemed suitable for interview will then be opened

and considered. If the applicant is no longer a candidate, the self-declaration form must be destroyed. Successful applicants will be invited to interview.

5. Interview/pre appointment discussions

Interviews will be carried out for all OFFICIAL positions which are regulated work with children.

6. Offer of Position

Once a decision has been made and an offer of appointment accepted the applicant's appointment will only be confirmed when:

1. satisfactory references have been received and checked
2. a satisfactory Scheme Record/Scheme Record Update has been received.

7. References

References will be requested and thoroughly checked. Where possible at least one of these references will be from an employer or a voluntary organisation where the position required working with children. References from relatives will not be accepted. If the applicant has no experience of working with children, specific training requirements will be agreed before their appointment commences.

8. Membership of the PVG Scheme

Individuals carrying out regulated work with children on behalf of **Glasgow Touch Association** must be members of the PVG Scheme. **We** will require the successful applicant to submit a Scheme Record/Scheme Record Update application which will be returned to and processed by **the Association Safeguarding Officer**.

The Scottish Touch Association is registered with CRBS and acts as an umbrella body for Associations wishing to check applicants for regulated work with children as volunteers. A successful applicant will be required to submit a Scheme Record/Scheme Record Update application which will be returned processed by the PVG administrator. Scheme record certificates are returned to the Lead Officer for Child Protection and Wellbeing and any relevant areas for concern will be shared with the Association Safeguarding Officer and an action plan agreed.

It remains the responsibility of the organisation making the appointment to take the final decision on whether to proceed with the appointment.

Overseas Applicants

Applicants from overseas being appointed to regulated work with children are required to join the PVG Scheme.

Applicants from overseas will be asked to provide a police check from their relevant country where possible. Where this is not possible, or in addition to the police check, the following information, where relevant to the position, may be requested:

1. A statement from the governing body in the country of origin of the applicant and/or the country from which they are transferring in regard to their participation and suitability for the position.
2. A statement from the international federation of the sport in regard to their participation and suitability for the position.

9. Induction

After the applicant accepts post, the induction process will include the following clarification, agreement and signing up to the Safeguarding Policy and procedures, including the Code of Conduct.

10. Training

Newly appointed staff/volunteers in regulated work with children should complete recommended training over an agreed period. This will include the Safeguarding and Protecting Children training as well as other relevant recommended training offered by Glasgow Life.

12. Monitoring and Performance Appraisal

All staff in positions of regulated work with children should 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.

14. New vetting information on PVG Scheme Records

If new vetting information becomes available through Disclosure Scotland the Association will review through its on-going suitability process, it is important to consider this information alongside a newly completed self-declaration form to assess any risks. The volunteers/staff have to complete a self-declaration form every three years upon renewal of the PVG Scheme Record Update. If a volunteer has been cautioned or convicted of any new offences they must inform the Association as soon as possible. Should any risk be identified, it will then be necessary to follow the Association's **Responding to Concerns procedures** regarding the Conduct of a Member of Staff/Volunteers and/or Disciplinary Procedures.

15. Consideration for Children's List or Barred Individuals

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

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

16. PVG Scheme Member leaves **Glasgow Touch Association**

Glasgow Touch Association will update the Scottish Touch Association of PVG Scheme members who are no longer in regulated work with children on behalf of the organisation. Should a member of staff/volunteer not be in contact with **Glasgow Touch Association** for a period of three months, the STA should be notified that the individual is no longer in regulated work with children within the Association

GLASGOW TOUCH ASSOCIATION RECRUITMENT FORM

Confidential

Position applied or

PERSONAL DETAILS

Surname:
First name(s):.....
Address:.....
.....
.....
Postcode:.....
Telephone number(s):.....
Email address:

CURRENT/MOST RECENT EMPLOYMENT

Employer:.....
Position:.....
Dates of employment:.....
Duties of employment:.....
.....
.....

PREVIOUS EMPLOYMENT

Employer:.....
Position:.....
Dates of employment:.....
Duties of employment:.....

QUALIFICATIONS

Academic/school (not essential for those applying to voluntary posts to complete)
.....
.....

.....
Coaching Qualifications/Experience
.....
.....
.....
.....
.....

PREVIOUS EXPERIENCE

Previous experience of working with young children and adults at risk of harm in a voluntary or professional capacity:

.....
.....
.....
.....
.....

Reason for applying:.....

.....
.....
.....
.....

DATA PROTECTION NOTICE

I declare that the information provided on this form is, to the best of my knowledge correct, true and complete. By signing this form you are providing your explicit consent to Glasgow Touch Association processing personal data in connection with all matters relating to your application for employment/appointment. Details contained on this form will be limited to those only directly involved in the selection process. All records relating to recruitment are retained by the Safeguarding Officer in order to fulfil legal responsibilities under Data Protection Legislation.

I agree to abide by the Glasgow Touch Association Code of Conduct.

Signed:.....

Date:.....

PLEASE NOTE APPLICANTS MUST ALSO COMPLETE a PVG Scheme Record Check or Scheme Update and complete a self-declaration form

IT IS POLICY OF GLASGOW TOUCH ASSOCIATION THAT TWO REFERENCES FROM SUCCESSFUL CANDIDATES MAYBE REQUESTED AND OBTAINED

Section 2: Non-conviction relevant information:

Relevant non-conviction information (including any police information)

a) Please provide details of investigations, reasons and circumstances that led to your investigation(s) and disposal if known.

b) 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

Section 3 – Protection of Vulnerable Groups (Scotland) Act 2007

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

1. Section 34 of the PVG Act makes it an offence for an individual to do, or to seek or agree to do any regulated work (paid or unpaid) from which the individual is barred.
2. Section 35 of the same act makes it an offence for an organisation to offer regulated work (paid or unpaid) to an individual barred from that work.
3. A person is barred from regulated work with children if they are:
 - The subject of an automatic listing (under section 14 of the PVG Act).
 - Included in the PVG Children’s List (and, by default, the Independent Safeguarding Authority Children’s List which covers the rest of the UK) under section 15 of the PVG Act.
4. Under section 12 of the PVG Act an individual can be ‘considered for listing’ as information on their suitability to work with children is assessed.

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

OR

*I am under ‘consideration for listing’

**(delete as appropriate)*

Declaration (I certify that all information contained in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to dismissal).

I understand that deliberately giving false information can result in prosecution.

Signature: _____

Date: _____

NOTE:

The information given in this form will be treated in the strictest confidence. Please seal this form in the addressed envelope provided and return prior to your interview.

Letter to Association Volunteers/Coaches re PVG process



GLASGOW TOUCH ASSOCIATION

Jan 2017

Dear Coach/Volunteer

Re: PVG Scheme Record and Youth Development

Thank you for expressing your interest in being involved with Glasgow Touch Association Youth Section.

As part of this process we are required to ensure that all those who will be involved in 'regulated work with children' have a PVG Scheme Record. This will require you to complete a PVG Membership application form and have an ID check. We are using the services of STA as the governing body for **ID check documentation for those of you who are not already members of the PVG Scheme**

The details of documentation that you will require for the ID check are as follows:

You will require at least one Form of Photo ID [only originals acceptable, not photocopies] and two forms of address verification [originals where possible].

Range of Possible Photographic Verification that may be used:

1. Passport (e.g. UK or other country);
2. Driving licence with photograph;
3. Other forms of photo ID - CURRENT; UK Government Department Pass/Card, Employee ID Card, NHS Scotland ID Card, Armed Forces ID Card, National Union Student ID, University ID, Young Scot Card

Range of Possible Address Verification documentation that may be used [please note that the address information should detail the current address].

1. Bank or building society statement (within last 3 months)
2. A utility bill (within last 3 months)
3. Credit or store card statement (within last 3 months)
4. Financial statement (e.g. Mortgage, Personal loan papers, ISA) (within last 3 months)
5. Correspondence from statutory bodies (e.g. Benefits Agency, Employment Services; central or local/government departments) (within last 3 months)
6. Pension or other benefits book

7. Visa

8. Work Permit

9. Driving licence without photograph

If you do not have the required documentation for photographic evidence (physical ID) then you will need to supply a passport sized photograph and a letter signed and dated by a responsible person (minister of religion; line manager etc) which states “I certify that [name of person] residing at [enter full address] has been known by me for [enter duration of time].” They then need to sign, insert address and date.

For those of you who are already members of the PVG Scheme and have a unique reference number

Please bring with you your PVG Membership record number.

The documentation will be processed by SCG and sent via the Central Registered Body in Scotland to Disclosure Scotland for the application to be processed. You will receive a form with a PVG Scheme Record number and the outcome of the check. A copy of this will also be sent to [] at the [SCG] who will forward to [], one of the Safeguarding Officer’s at Glasgow Touch Association. This is to enable Glasgow Touch Association to ensure that all those carrying out regulated work with children and adults at risk of harm have gone through the necessary PVG check as part of the recruitment process. The document can only be held by Glasgow Touch Association for that recruitment purpose after which we are obligated to destroy it. However, the Association is required to retain details from that form, which are as follows:

- Date of issue of disclosure record
- Name of subject
- Disclosure type
- Position for which the disclosure was requested
- Unique reference number of disclosure
- Recruitment decision taken

This data will be held on a memory stick, encrypted and locked in a secure filing cabinet.

Glasgow Touch Association are required to meet certain criteria in retaining the information above and has to abide by the Glasgow Touch Association secure handling policy which you can all access. The information will be dealt with in the strictest confidence and only be used for the purposes for which it is legally required to be used.

We also require you to complete a self-declaration form, recruitment form and provide consent to this process. This is a legal requirement but you have to be sure that you are happy for this PVG Membership application to be carried out. I have hard copies of the self-declaration and recruitment form that I will ask you to complete as part of the recruitment process (if you have not already done so).

We will be required to undertake a PVG Scheme Record update every three years and at the same time you will be asked to complete a new self-declaration form. Should you be cautioned or convicted of an offence prior to that then you must inform the Association as soon as possible.

If you leave the Association then it would be your responsibility to inform the CRBS that you no longer hold a PVG post within Glasgow Touch Association.

Should you have any concerns at all about this process then please do contact either the [Safeguarding Officer] or [President].

A date will be arranged with [] from the SCG to carry out the ID checks at a suitable time. Please retain this letter and note of the requirements of the PVG Checking process within Glasgow Touch Association.

Yours sincerely

Safeguarding Officer

Glasgow Touch Association - Procedure for Responding to Concerns

Set procedures ensure that everyone is clear on what action to take in the event of suspected abuse or inappropriate behaviour. It gives staff and volunteers clear, important steps to follow; ensuring action is taken quickly and in the best interests of the child.

Procedures:

These procedures apply to all staff/volunteers involved in Glasgow Touch Association

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

Parents/carers have the primary responsibility for the safety and well-being of their children.

Where the concern does not involve the possibility of abuse, worries 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.

Any significant, untoward or unusual incidents which cause concern about the wellbeing of a child/children should be recorded on the Significant Incident Form and reported to the Association Safeguarding Officer as soon as possible. Parents/carers should also be informed of the circumstances as soon as possible.

2.Concerns about the Abuse of a Child

What to Do if a Child Tells You about Abuse

No Association staff member or volunteer shall investigate allegations of abuse or decide whether or not a child has been abused.

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

2a Respond

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

Avoid:

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

Observation/Information from an individual or agency

A concern or possible abuse of a child may be observed by another child or adult and information can come from an individual or another agency/organisation.

Where there is uncertainty about what to do with the information, directly from a child's disclosure or from someone else, the Lead Officer for Child Protection and Wellbeing must firstly be consulted for advice on the appropriate course of action.

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

If you are concerned about the immediate safety of the child: Take whatever action is required to ensure the child's immediate safety. Pass the information immediately to the police and seek their advice.

2b Record

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

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

If completing the form electronically, do not save copies to the hard drive, disk or pen-drive. Print a copy, sign and date and then delete immediately. Pass the record to social work services or the police and to the Lead Officer for Child Protection and Wellbeing that day.

2c 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 who informs the parents/carers

GLASGOW TOUCH ASSOCIATION - RESPONDING TO CONCERNS ABOUT THE CONDUCT OF A MEMBER OF STAFF/VOLUNTEER

Concerns about the Conduct of a Member of Staff/Volunteer

This section of the procedure should be read in conjunction with [ASSOCIATION NAME] Disciplinary Procedure*. The following section details the procedure to be followed where the concern is about the conduct of a member of staff/volunteer.

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

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

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

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

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

1 Initial Reporting of Concerns

Any concerns for the wellbeing of a child arising from the conduct of a member of staff/volunteer must be reported to the Association Safeguarding Officer on the day the concern arises, as soon as practically possible.

Where the concern is about the Association Safeguarding Officer it should be reported to the President.

2 Recording

Concerns must be recorded using the Significant Incident Form as soon as possible. Reporting the concerns to should not be delayed by gathering information to complete the form or until a written record has been made.

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

3 Establishing the Basic Facts

Once the concerns have been reported, the line Association Safeguarding Officer will:

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

4 Conducting the Initial Assessment

The Safeguarding Officer will conduct the initial assessment and may approach CHILDREN1ST at this point for advice and support.

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

- 1) Where the established facts support a concern about possible breaches of the Association code of conduct/abuse, the initial assessment will not form part of the disciplinary investigation.
- 2) 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.
- 3) Where the nature and seriousness of the information suggests that a criminal offence may have been committed, or that to assess the facts may jeopardise evidence, advice will be sought from the police before the member of staff/ volunteer is approached.
- 4) An initial assessment of the basic facts may require the need to ask a child(ren) some basic, open-ended, non-leading questions solely with a view to clarifying the basic facts. It may also be necessary to ask similar basic questions of other children, or other appropriate individuals.
- 5) Interviewing children about possible abuse and criminal offences is the sole remit of specially trained police officers and social workers. Questioning of children by those conducting an initial assessment should always be avoided as far as possible. If it is necessary to speak to the child in order to clarify the basic facts, best practice suggests that consent from the parent be obtained.

Possible outcomes of initial assessment:

- (i) No further action (facts do not substantiate complaint).
- (ii) Situation is dealt with under [ASSOCIATION and/or STA] Disciplinary Procedures.
- (iii) Child protection investigation (jointly by police and social work services).
- (iv) Criminal investigation (by the police). The results of a criminal investigation may well influence the disciplinary investigation, but not in all cases.

(v) Civil proceedings (by the child/family who alleged abuse).

5 Where the initial assessment supports concerns about poor practice and/or misconduct (but not possible child abuse)

The Association Management Committee and the Safeguarding Officer will deal with the situation in line with Glasgow Touch Association Disciplinary Procedures.

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

6 Where initial assessment supports concerns about possible child abuse

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

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

Referrals to the police/social work services will be confirmed in writing by the Association Safeguarding Officer within 24 hours. A copy of the Incident Form will be provided to the police/ social work services on request.

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

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

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

7 Precautionary suspension

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

Suspension will be carried out in accordance with the Association's Disciplinary Procedures. At the suspension interview the member of staff or volunteer will be informed of the reason for suspension (within the confines of sharing information) and given the opportunity to make a statement – which will be recorded – should they wish to do so.

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

8 Disciplinary Investigation

An on-going criminal investigation does not necessarily rule out disciplinary action. However, any action taken must not jeopardise the criminal investigation. Advice must be taken from the police on this. Sufficient information should be available to enable the Association Safeguarding Officer and Management Committee to make a decision whether to go ahead with disciplinary action.

9 False or Malicious Allegations

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

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

10 Historical Allegations of Abuse

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

11 Protection of Vulnerable Groups (Scotland) Act 2007

a) The Association, in agreement¹ with the Sports Council Glasgow will refer to Disclosure Scotland the case of any member of staff/volunteer who (whether or not in the course of their role within the organisation) has:

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

AND as a result:

1. The Association has dismissed the member of staff or volunteer.
2. The member of staff or volunteer would have been dismissed as a result of the incident had they not resigned, retired or been made redundant.
3. The Association has transferred the member of staff/volunteer to a position in the STA which is not regulated work with children.

¹ See agreement between SCG and Glasgow Touch Association for PVG checks

4. The member of staff or volunteer would have been dismissed or considered for dismissal where employment or volunteer role was not due to end at the expiry of a fixed term contract; or,

5. The member of staff or volunteer would have been dismissed or considered for dismissal had the contract not expired.

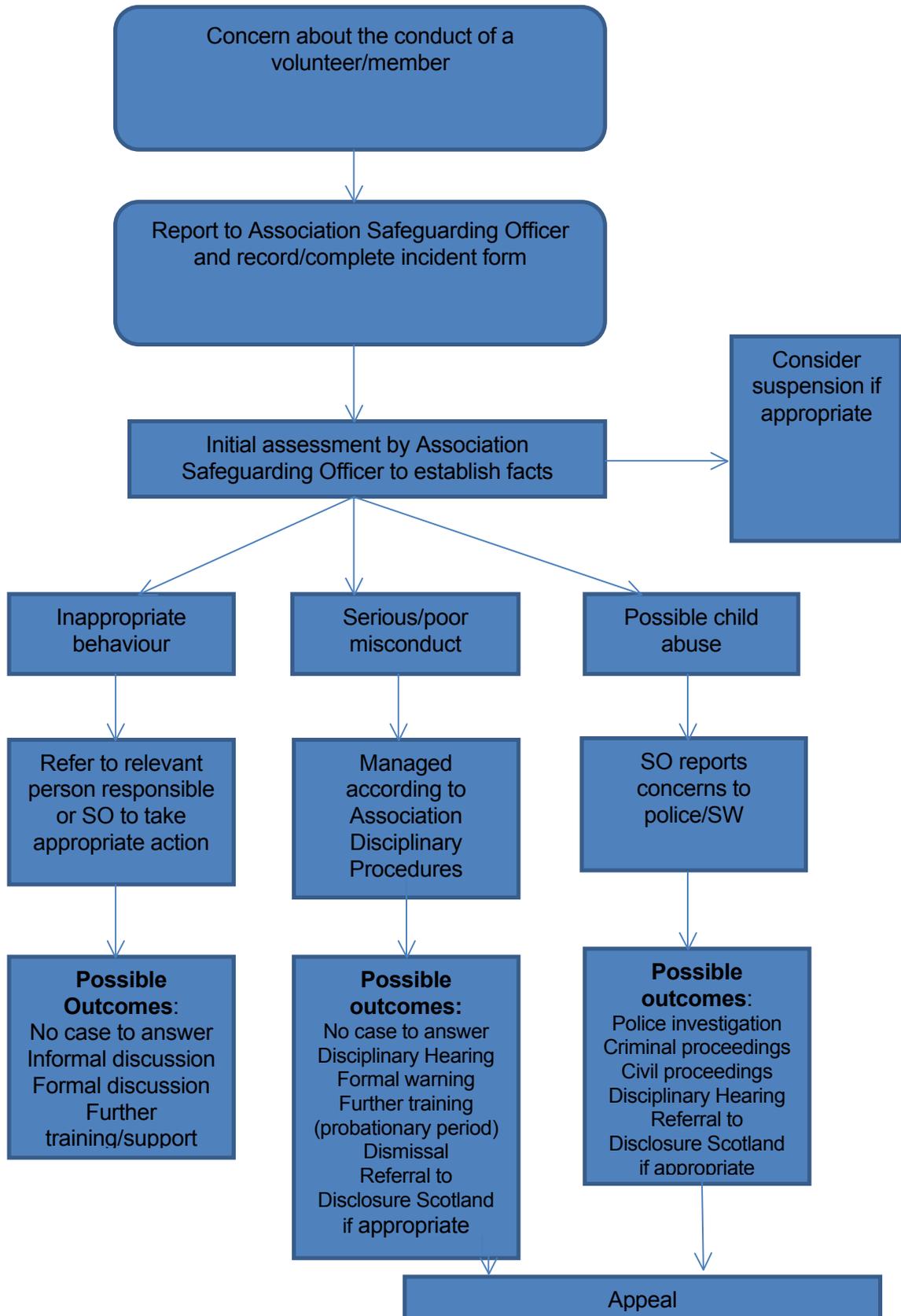
The Association will also refer the case of a staff member or volunteer where information becomes available after the member of staff or volunteer has:

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

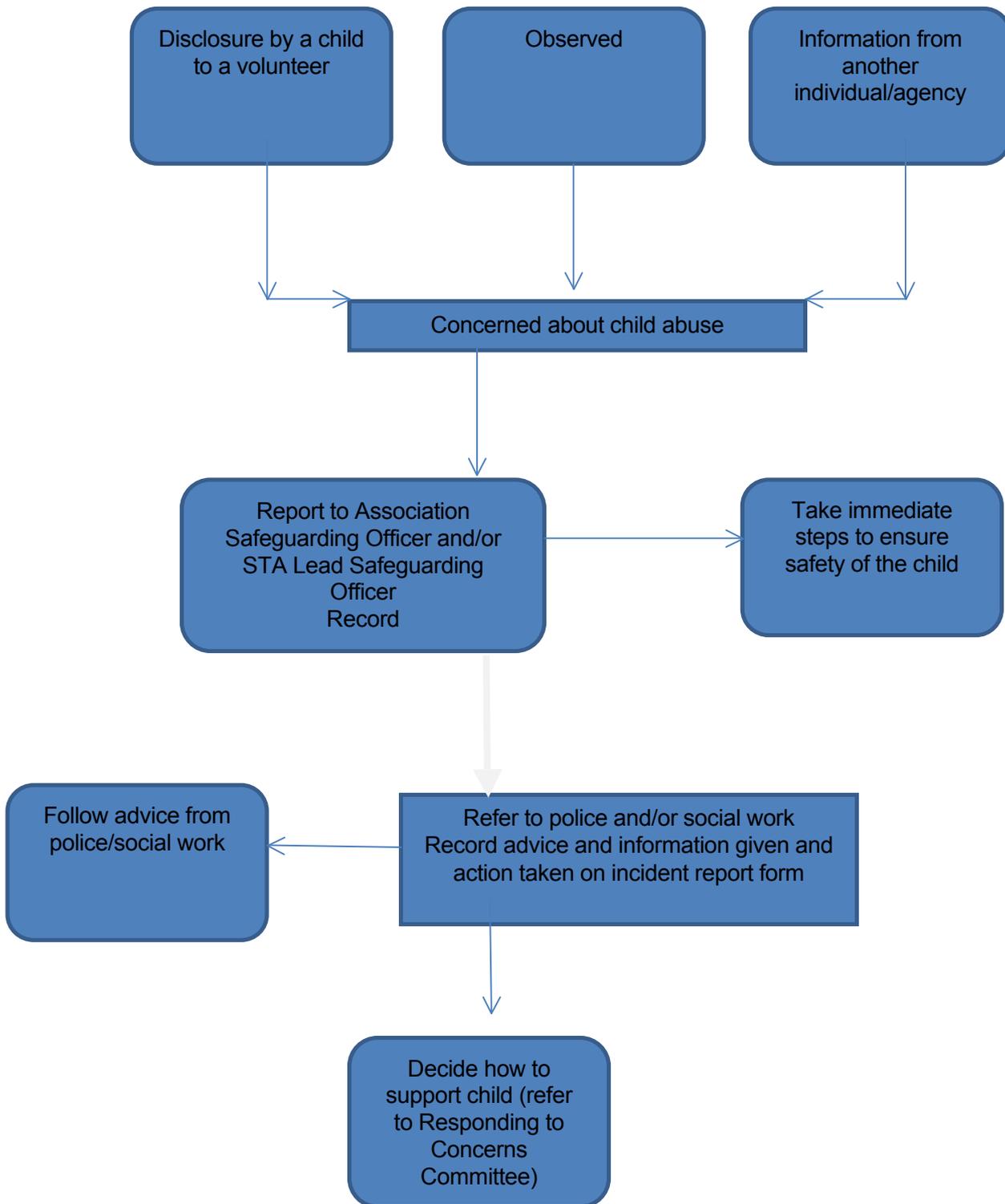
b) If Disclosure Scotland notify the Sports Council Glasgow that a member of staff/volunteer is considered for listing that individual will be suspended as a precaution until the outcome of the case is determined. Remember that suspension is not a form of disciplinary action and does not involve pre-judgment.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

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

Responding to Concerns about the Conduct of a Member or a Volunteer



Disclosure, Observation or Reporting of Child Abuse



GLASGOW TOUCH ASSOCIATION SIGNIFICANT INCIDENT REFERRAL FORM

PART A: General Incident

DETAILS OF PERSON RECORDING INCIDENT

Name:	Address:
Role/Position:	Tel:

CHILD'S DETAILS

Name:	Date of birth:
Address	Tel No:
Specific needs:	Interpreter required (Yes/No)
Parents name:	

DETAILS OF INCIDENT GIVING RISE TO CONCERNS

(Date and time of any incident, location, nature of concern, who, where, what and why)

--

DETAILS OF ANY WITNESSES

(including names/addresses and contact details)

--

DETAILS OF ALL INJURIES

(all injuries, location and action taken)

--

PART B: Where there are concerns about child abuse

DETAILS OF PERSON FOR WHOM THERE IS A CONCERN

Name:	Date of birth:
Address	Tel No:
Specific needs:	Interpreter required (Yes/No)
Parents name:	

DETAILS OF INCIDENT GIVING RISE TO CONCERNS

(Date and time of any incident, location, nature of concern, who, where, what and why)

DETAILS OF ANY ACTION TAKEN

DETAILS OF EXTERNAL AGENCIES CONTACTED (date & time, person spoke to and advice received) Example: Police, Social Services, Local Authority, Other (e.g. NSPCC, CHILDREN 1ST)

HAVE THE CHILD'S PARENTS/CARERS BEEN INFORMED? YES/NO (Delete as appropriate). If yes, record details. If no, say why not

CHILD'S VIEWS ON THE SITUATION (in their own words and if expressed to you)

--

Signed:	Position:
Print Name:	Date:

Ensure the Safeguarding Officer is informed and this form is passed to them asap.

**Remember to maintain confidentiality on a need to know basis – only if it will protect the child.
Do not discuss this incident with anyone other than those who need to know.**

If a child is in immediate danger or needs urgent medical treatment phone 999

Glasgow Touch Association Disciplinary Procedures for Volunteers

Glasgow Touch Association encourages high standards of behaviour and action will be taken when members of staff/volunteers breach the code of conduct in line with Association Disciplinary Procedures.

Why is this important?

Sports organisations should encourage high standards of behaviour and action should be taken when members of staff/volunteers breach the code of conduct. A disciplinary procedure allows inappropriate behaviour to be addressed fairly and consistently. Child protection within an organisation is greatly enhanced by having a good disciplinary procedure.

DISCIPLINARY PROCEDURE

1. PRINCIPLES

- a) This procedure is designed to establish the facts quickly and to deal with disciplinary issues consistently.
- b) No disciplinary action will be taken until a matter has been fully investigated
- c) The member of staff/volunteer involved may be suspended from their role while an investigation is carried out. Suspension is not a form of disciplinary action. A decision to suspend will be made by **the Disciplinary Committee**. Notification of the suspension and the reasons will be conveyed in writing to the member of staff/volunteer.
- d) At every stage of the formal disciplinary procedure the member of staff/volunteer will have the opportunity to state his/her case at a disciplinary hearing. If so wished he/she will have the opportunity to be represented or accompanied at the hearings by a third party e.g. a friend or colleague, (where applicable).
- e) The member of staff/volunteer has the right to appeal against any disciplinary action.
- f) The disciplinary procedure may be implemented at Stage 1, 2 or 3 if the member of staff/volunteer's alleged misconduct warrants such action.

2. THE PROCEDURE

2.1 Initial Assessment/Stage

The purpose of the initial assessment is to clarify the nature and context of the concern. It should determine whether there is reasonable cause to suspect or believe that a child has been abused or harmed, or is at risk of abuse or harm. It will involve asking some basic questions of appropriate individuals with the sole purpose of clarifying the basic facts.

If the nature of the concern suggests a criminal offence has occurred, or that a child may have been abused, then advice must be sought from the police before speaking to child witnesses or to the member of staff/volunteer at the centre of the allegation.

The possible outcomes of the initial assessment are:

- 1. No further action (facts do not substantiate complaint).

2. Situation is dealt with under formal disciplinary procedures (by sports organisation).
3. Child protection investigation (jointly by the police or social work services).
4. Criminal investigation (by the police).

Where a member of staff/volunteer fails to meet the required standard of behaviour and the shortfall is of a minor nature, the President or Safeguarding Officer may decide to speak to the member of staff/volunteer on an informal basis to avoid the need for formal disciplinary action. The Safeguarding Officer will also advise the member of staff/volunteer of the need to achieve and maintain the standards required. The Safeguarding Officer may inform the member of staff/volunteer that failure to achieve the required standards will result in a formal disciplinary hearing, which may result in disciplinary action.

Facts of the conversation should be noted and confirmed in writing to the member of staff/volunteer so there is clarity about what has to be achieved.

Following the initial assessment a period of precautionary suspension may be helpful or necessary while a concern is being further investigated.

2.2 Precautionary Suspension

Precautionary suspension may be considered in the following circumstances:

1. if the police or social work services advise suspension
2. if the allegation made against the member of staff/volunteer was ultimately to be proved, then there would be a significant concern about the conduct of that member of staff/volunteer towards children or other adults
3. if the member of staff/volunteer's attendance or involvement in Glasgow Touch Association could compromise the investigation
4. *[if Disclosure Scotland notify **Glasgow Touch Association via the Sports Council Glasgow** that an individual is being considered for the Children's List.]*

Suspension is not a form of disciplinary action and does not involve pre-judgment.. It should only be considered in the above circumstances.

In all cases of suspension the wellbeing of children will be the paramount concern.

2.3 Formal Disciplinary Procedure

Stage 1 – First warning

If conduct is unsatisfactory, the member of staff/volunteer will be given a written warning. Such warnings will be recorded. The warning will expire after [6 months] of satisfactory conduct. A final written warning may be considered if there is no sustained satisfactory improvement or change.

Stage 2 – Final written warning

If the offence is serious, or there is no improvement in standards, or if a further offence of a similar kind occurs, a final written warning will be given. The written warning will expire after [12 months]. Action at Stage 3 will be taken if there is no sustained satisfactory improvement or change.

Stage 3 – Dismissal or Action Short of Dismissal

If the conduct has failed to improve, the member of staff/volunteer may suffer demotion, disciplinary transfer, or dismissal.

Gross misconduct

If, after investigation, it is confirmed that a member of staff/volunteer has committed an offence of the following nature (the list is not exhaustive), the normal consequence will be dismissal without notice or payment in lieu of notice: - theft, damage to property, fraud, incapacity for work due to being under the influence of alcohol or illegal drugs, physical violence, bullying, abuse of a child and gross insubordination.

Following advice from the police, cases that also involve a criminal investigation will not preclude disciplinary action being taken. This is provided sufficient information is available to enable Glasgow Touch Association to make a decision and that to do so does not jeopardize the criminal investigation. Any decision to dismiss will be taken by Glasgow Touch Association only after full investigation.

3. APPEALS

A member of staff/volunteer who wishes to appeal against any disciplinary decision must do so to *[the President]* within seven working days of the disciplinary decision being made known to them.

The member of staff/volunteer should provide a written statement of the appeal, indicating the grounds for the appeal together with such accompanying documents as they feel appropriate.

The appeal will be heard by *[the appeal panel convened by the President]* and a decision on the case made as impartially as possible.

The *[the appeal panel convened by the President]* will notify the member of staff/volunteer of the decision in writing as expeditiously as possible. The decision of *[the appeal panel convened by the President]* is final and there is no right of appeal.

4. REFERRALS TO THE CHILDREN'S LIST

Where a Association takes disciplinary action to remove a member of staff/volunteer from regulated work as a result of harmful behaviour towards a child, then they have a 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. Without this duty there would be no way of preventing individuals moving undetected to other organisations where they may continue to pose a risk.

The Protection of Vulnerable Groups (Scotland) Act 2007 stipulates that organisations must refer to Disclosure Scotland the case of any member of staff/volunteer who (whether or not in the course of their role within the organisation) has:

1. harmed a child
2. placed a child at risk of harm
3. engaged in inappropriate conduct involving pornography
4. engaged in inappropriate conduct of a sexual nature involving a child, or
5. given inappropriate medical treatment to a child.

AND as a result:

1. Glasgow Touch Association has dismissed the member of staff/volunteer.
2. The member of staff/volunteer would have been dismissed as a result of the incident had they not resigned, retired or been made redundant.
3. Glasgow Touch Association has transferred the member of staff/volunteer to a position which is not regulated work with children.

4. The member of staff/volunteer would have been dismissed or considered for dismissal where employment or volunteer role was not due to end at the expiry of a fixed term contract; or,
5. The member of staff/volunteer would have been dismissed or considered for dismissal had the contract not expired.

Glasgow Touch Association will also refer the case of a member of staff/volunteer where information becomes available after the member of staff/volunteer has: been dismissed resigned, retired or been made redundant or been transferred to another position in which is not regulated work with children; and, where **Glasgow Touch Association** receives information that a member of staff/volunteer who holds a position of regulated work has been listed on the Children's List, the member of staff/volunteer will be removed from the regulated work with children post.

SPECIAL CONSIDERATIONS - SPEAKING TO CHILDREN DURING THE INVESTIGATIVE PROCESS OR AS PART OF A DISCIPLINARY HEARING

In establishing the facts of any concern or complaint, it may be necessary to speak to a child or children who were involved in the alleged incident.

In some circumstances, it would not be appropriate for the person conducting the investigation to speak to a child involved in the incident. In particular, 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.

If there is any doubt as to whether it is okay to speak to a child, advice will be sought from the police or social work services.

In cases where the nature of the complaint or concern is such that the police or social work services are not involved, careful consideration should still be given before approaching children to give information as part of the initial investigation process or as part of a disciplinary hearing.

To minimise distress or anxiety for the child, the following will be considered:

1. The age, gender and background of the child i.e. will they require an interpreter?
2. Whether the child has any learning or physical disability which might affect their ability to communicate with others
3. The child's emotional state
4. Timing and location of interview, bearing in mind the child's daily routines
5. What you will do if the child becomes upset
6. Obtaining consent from the parents/ carer
7. Any other information which may be relevant.

Parties should decide whether it is absolutely necessary for the child to be involved in a disciplinary hearing. If the child is to be involved consideration should be given to the following:

1. Allowing the child to be accompanied by a relative or other responsible adult (preferably someone who is not involved in the case)
2. The environment or room layout - how intimidating it could appear to a child

3. The number of people present - try to ensure only those who need to be there are present whilst the child gives evidence
4. The age of the child
5. The nature of the evidence the child may be giving
6. The nature of the relationship between the child and the subject of the hearing
7. The tone and style of questioning i.e. clear, non-threatening with sufficient opportunity for the child to consider the questions and answer them.

These considerations should be balanced against the need to ensure a fair hearing

NOTICE OF PRECAUTIONARY SUSPENSION - TEMPLATE

Date _____

Dear _____

I am writing to tell you that you that following the suspension interview/notification of your consideration for listing to the Children’s List*, you will now be suspended for _____ duration of time/until outcome is determined if you are barred from regulated work with children*.

This is in response to _____.

You will next be informed of any disciplinary action that will follow the investigation period.

Yours

Signed _____

[Role Title]

NOTICE OF DISCIPLINARY HEARING - TEMPLATE

Date _____

Dear _____

I am writing to tell you that you are required to attend a disciplinary hearing on _____ at _____ am/pm which is to be held in _____.

At this meeting the question of disciplinary action against you, in accordance with the [organisation's name] Disciplinary Procedure, will be considered with regard to:

Description of incident e.g. "An incident which took place on [date] between yourself on the one hand and x on the other when it was alleged that you..."

Please find enclosed the following available evidence: *e.g. written witness statements where available.*

You will have the opportunity at the hearing to respond to the incidents as described and to the enclosed evidence.

You are entitled, if you wish to be accompanied by a colleague or trade union representative.

If you are unable to attend this meeting, please contact [insert name] on [insert number], as a matter of urgency to arrange an alternative date.

You are required to take all reasonable steps to attend the meeting. Failure to attend without good reason could result in the meeting being held, and a decision being taken, in your absence.

Yours

Signed _____
[Role Title]

Enclosed:
Disciplinary Procedure

NOTICE OF WRITTEN WARNING OR FINAL WRITTEN WARNING - TEMPLATE

Date _____

Dear _____

You attended a disciplinary hearing on _____ I am writing to confirm the decision taken that you be given a [*written warning/final written warning*] under the [*first/second*] stage of the **[Glasgow Touch Association/STA]** Disciplinary Procedure.

This warning will be recorded but will be disregarded for disciplinary purposes after a period of [*6 months/12 months*], provided your conduct improves.

- a) The nature of the unsatisfactory conduct or performance was: [*insert*]
- b) The conduct or performance improvement expected is: [*insert*]
- c) The timescale within which the improvement is required is: [*insert*]
- d) The likely consequence of further misconduct or insufficient improvement is: [*insert*]

You have the right of appeal against this decision. Please submit your appeal in writing to _____ within [*x working*] days of receiving this disciplinary decision.

Yours

Signed _____

[*Role Title*]

NOTICE OF DISMISSAL OR ACTION SHORT OF DISMISSAL - TEMPLATE

Date _____

Dear _____

You attended a disciplinary hearing on _____ I am writing to confirm the decision taken that you be [dismissed/demoted/transferred] under the final stage of the **[Glasgow Touch Association/STA]** Disciplinary Procedure.

The reasons for your [dismissal/demotion/transfer] are:

This will take effect from [insert date].

You have the right of appeal against this decision. Please submit your appeal in writing to [role title] within [x working] days of receiving this disciplinary decision.

Yours

Signed _____
[Role Title]

NOTICE OF APPEAL HEARING AGAINST DISCIPLINARY ACTION - TEMPLATE

Date _____

Dear _____

You have appealed against the [*written warning/final written warning*] confirmed to you in writing on _____.

Your appeal will be heard by _____ in _____ on _____ at _____.

You are entitled to be accompanied by a colleague or trade union representative.

The decision of this appeal hearing is final and there is no further right of review.

Yours

Signed _____

[*Role Title*]

NOTICE OF RESULT OF APPEAL HEARING AGAINST DISCIPLINARY ACTION - TEMPLATE

Date _____

Dear _____

You appealed against the decision of the disciplinary hearing that you be [*dismissed/subject to disciplinary action*].

The appeal hearing was held on _____.

I am now writing to confirm the decision taken by [*name of manager who conducted the appeal hearing*], namely that the decision to _____ [*stands/is revoked*].

Specify if no disciplinary action is being taken or what the new disciplinary action is.

You have now exercised your right of appeal under the **Glasgow Touch Association/STA** Disciplinary Procedure and this decision is final.

Yours sincerely,

Signed _____

[*Role Title*]

GUIDELINES: MANAGING COMMON REACTIONS IN A DISCIPLINARY HEARING

A disciplinary hearing involves having a difficult conversation and this can generate a mixture of feelings for both the person leading the hearing and the member of staff/volunteer at the centre of it.

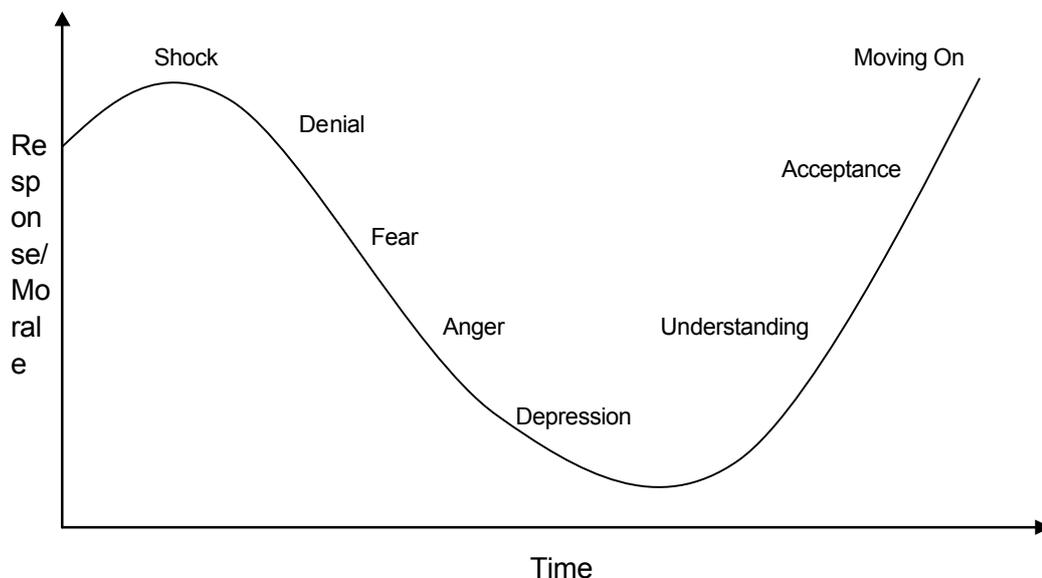
For the person leading the hearing these concerns often centre around managing the response from the member of staff/volunteer and the impact it will have on your relationship with them, or their peer group.

It is important to acknowledge these feelings and to use any available support. This might involve speaking with someone who you know has led a disciplinary process before or seeking guidance from your governing body.

As part of the preparation for managing a disciplinary procedure it can be helpful to consider the member of staff/volunteer at the centre and their possible reactions.

Below is a model that describes the stages that an individual is likely to go through when faced with a change in their lives. Indeed, the organisation's staff/volunteers can go through the same cycle.

It can be applied when considering the stages a member of staff/volunteer may go through when an allegation has been made against them. Though just a model it can be a useful prompt to consider where a member of staff/volunteer might be in the change process. This can help you consider what type of reactions you may be faced with during the course of the disciplinary hearing.



The Change Curve by Kubler Ross .

Here are some of the more typical reactions and some suggestions of how to manage them.

Person who argues

- Always expect some disagreement.
- Listen carefully and paraphrase to demonstrate you understand their point of view. Reiterate the why and what of the decisions that have been made.
- Don't make false promises.
- If you don't know the answer – say that you don't and that you will go and investigate.
- Remember that this person is probably in the denial stage of the change curve.

Person who loses their temper

- Stay calm, listen and hear the person out.

- Acknowledge their emotion and try to understand what is making them angry.
- Calmly restate your points and involve him/her in reaching a shared understanding.
- Focus on those things that are in the person's control.
- "I can see you have strong feelings about this news. If you continue to feel that the decision is unfair there is an appeals procedure that you can follow."
- Any use of shouting or personal insults should lead you to end the discussion.

Non-responder

- Use the silence. Give the person plenty of time to formulate a response.
- Listen.
- Ask open questions to encourage them to talk.
- Ask what they are feeling/thinking.
- Check their understanding of what has been said.

Person who cries

- Allow some time for the emotion.
- Make sure you have tissues.
- Offer them time to visit the bathroom.
- Demonstrate empathy.
- Focus on the immediate next steps.
- I can see that you are upset. What is your main concern at the moment?

Persecuted person

- Focus on the objectivity and transparency of the process.
- Avoid offering your personal opinions.
- Avoid engaging in discussion on performance of other colleagues.

Glasgow Touch Association Anti Bullying Policy

See: respectme at <http://www.respectme.org.uk/>

Bullying of any kind is unacceptable at our Association. Glasgow Touch Association is a TELLING Association. This means that any adult (for children as long as they tell a trusted adult who suspects that bullying is happening) is expected to tell the Association Safeguarding Officer or any committee member.

Glasgow Touch Association are committed:

- to providing a caring, friendly and safe environment for all of our members so they can participate in Touch Rugby in a relaxed and secure atmosphere.
- to ensure that if bullying does occur, all Association members, parents, volunteers and coaches should be able to tell
- to ensure that all incidents of bullying will be dealt with promptly and effectively.

Signed on behalf of the Association by

President

Name

Date

PREVENTING AND RESPONDING TO BULLYING BEHAVIOUR

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

Examples of Bullying

- Physical e.g. theft, hitting, kicking (in some cases, this might constitute an assault).
- Verbal (including teasing) e.g. spreading rumours, threats or name-calling, ridicule or humiliation.
- Emotional e.g. isolating a child from the activities or social acceptance of the peer group.
- Cyber bullying e.g. sending insulting messages via text or emails; posting images or upsetting information on social networking sites or forums etc.
- Using abusive or insulting behaviour in a manner which causes alarm or distress.
- Prejudiced based – singling out children who are perceived as different due to, e.g. race, gender, sexual orientation, disability, children who are asylum seekers, looked after children, young carers and so on.
- Having belongings stolen or damaged.
- Being targeted because of who the child is or who they are perceived to be.
- Signs which may raise concerns about bullying include:
 - hesitation or reluctance to attend training or activity
 - often last one picked for a team or group activity for no apparent reason, or being picked on when they think your back is turned
 - reluctance to go to certain places or work with a certain individual
 - clothing or personal possessions go missing or get damaged
 - bruising or other injuries
 - 'losing' pocket money repeatedly
 - becoming nervous and withdrawn
 - suddenly prone to lashing out at people, either physically or verbally, when normally quiet

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

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

Glasgow Touch Association will:

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

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

Glasgow Touch Association do not underestimate the importance of the behaviour of adults as they are role models for children and young people. We will ensure that all incidents of bullying are appropriately investigated.

Glasgow Touch Association recognise that each case is unique and requires an individual response to the individual situation.

Glasgow Touch Association will also recognise and use the resources of respectme at www.respectme.org.uk, ChildLine and ParentLine Scotland

COACHES CODE OF CONDUCT FOR SAFEGUARDING CHILDREN IN TOUCH RUGBY

Glasgow Touch Rugby supports and requires all members to observe the following standards of practice, including verbal and non-verbal actions when involved in activities with young players under the age of 18years.

All concerns about breach of this Code of Conduct will be taken seriously and responded to in line with the Glasgow Touch Rugby Disciplinary Procedure and/or Procedure for Responding to Concerns.

This code of conduct is linked to the overarching Glasgow Touch Rugby Code of Conduct and the Coaches Code of Conduct. It is also linked to the organisation's staff performance management systems and disciplinary policies.

GOOD PRACTICE

ASSOCIATION

- Create a positive and safe environment for children participating at the Association
- Implement suitable and robust recruitment for volunteers and staff to work with children
- Appoint suitably trained coaches and managers
- Ensure there is a clear way for children, parents, volunteers and staff to raise any concerns
- Appoint a child protection officer
- Adopt and implement a child protection policy
- Involve parents/carers and children wherever possible

ALL

- Make rugby fun, enjoyable and promote fair play principals
- Place value on the efforts and achievements of all players involved, including those on other teams
- Treat all players equally, with respect, dignity and fairness.
- Give enthusiastic and constructive feedback rather than negative criticism.

COACHES

- Properly supervise children during the Touch rugby activity
- Put the wellbeing and development of each player first before winning or achieving team performance goals.
- Build balanced relationships based on mutual trust and respect
- Include players in the decision-making process wherever possible and appropriate.
- Work in an open environment, wherever possible.
- Be an excellent role model
- Recognise the developmental needs and capacity of young players ensuring that they play at age and ability appropriate levels
- Follow medical advice and protocols relating to injury prevention and management

PRACTICE TO BE AVOIDED

COACHES

- Too much emphasis on the team winning over the enjoyment and development of the young players involved (Note: the balance of winning v player development will be different at different ages and levels of performance but should be in line with the relevant LTPD principles)
- Excessive training and competition, pushing young players against their will and putting undue pressure on them.
- Involving adults in practical demonstrations of contact rugby techniques including:
 - Coaches holding tackle pads and bags for drills for young players is this from a safeguarding perspective or a health and safety perspective? How practical/necessary is this in relation to showing proper technique?

- Spending inappropriate and unnecessary amounts of time working with children alone in private or unobserved situations
 - One to one coaching sessions should only take place with parental consent and with the full knowledge of relevant individuals at the Association, ideally with a chaperone and/or in a public place.
 - One to one sessions for medical treatment are sometimes necessary for purposes of confidentiality.

GENERAL

- Failing to follow STA guidelines and recommendations on best practise
- Having 'favourites'
- Arranging to transport a child alone in your car, without prior consent from the child's parents
- Smoking or drinking alcohol in the company of children
- Entering player's bedrooms on trips away, unless in an emergency or in the interest of health and safety.
 - If it is necessary to enter rooms, knock and say that you are coming in.
 - The door should remain open, if appropriate.
- Where possible, doing things of a personal nature for children that they can do for themselves.

UNACCEPTABLE PRACTICE

COACHING

- Deliberately threatening, insulting, humiliating or embarrassing a player as a form of control and/or 'motivation'
- Reducing a player to tears as a form of control
- Engaging in rough or physical contact, including a forceful touch of a young player
- Swearing at young players or allowing players to do the same unchallenged
- Use sexualised language and/or allowing young players to do the same unchallenged
- Condoning or promoting excessive rivalry between players, teams and/or Associations on or off the pitch
- Shouting abusive or derogatory comments from the touchline at players or match officials

GENERAL

- Inviting or allowing young players to stay at your home
- Sharing a room alone with a young player
- Getting changed and/or showered in the same facilities at the same time as young players
- Forming intimate emotional, physical or sexual relationships with young players
- Allowing or engaging in sexual behaviour this includes suggestive comments and provocative jokes and games
- Allowing or encouraging young players to smoke, take drugs or drink alcohol
- Failing to follow:
 - STA policies on safety for young players
 - Injury reporting procedures
- Allowing allegations made by a player to go unchallenged, unrecorded or not acted upon.

Sign-up:

I have read and agree to abide by this Code of Conduct

I have also read and agree to abide by the STA's and Glasgow Touch Association Safeguarding Policy, Procedures and Guidelines.

Name of staff member/volunteer:

Date signed:

Glasgow Touch Association Code of Conduct... 'For All'

GENERAL PRINCIPLES

Glasgow Touch Association will take positive action to ensure that high standards of behaviour are maintained at all times within the Association. This Code of Conduct sets out the standards of which it expects from its players, coaches, spectators, parents, administrators, volunteers and match officials. Touch Rugby is an inclusive sport and Glasgow Touch Association is committed to the principles of equal opportunities and will not tolerate any form of discrimination.

All members of the Association will agree to:

- Discourage all instances of unsporting behaviour
- Respect the rights, dignity and worth of every person regardless of their age, ethnic origin, gender, special needs, including learning and physical disabilities, class or social background, religious beliefs, sexual orientation, marital status, pregnancy, colour or political persuasion.
- Safeguard the wellbeing of children (those under 18) and protect them from abuse and poor practice.

Breaches of this code of conduct may result in disciplinary action.

PLAYER

- Respect all good play from your own team and the opposition
- Shake hands with and thank the opposition players and officials after the game whatever the result
- Observe the laws of the game and always respect the match official's decision.
- Never engage in disrespectful behaviour of any sort including swearing, obscene gestures, offensive remarks, taunting or other actions that are demeaning to other players, officials or supporters. Treat others as you would like to be treated.
- Care for and respect the facilities and equipment made available to you during training and competition.
- Safeguard your health
- Recognise that many officials, coaches and match officials are volunteers who give up their time to provide their services. Treat them with the utmost respect. Remember, without them you do not have a game.

Player Name:

Signed:

Date:

COACH

- Abide by the Coaches Code of Conduct
- Discourage foul play and/or unsporting behaviour by players.
- Maximise participation and enjoyment for all players regardless of ability

- Treat all players as equals, regardless of their talent.
- Ensure that all sick and injured players are given appropriate attention and do not play without them seeking advice of a doctor. Always ensure that the health, safety and wellbeing of the players is paramount.
- Encourage players to respect and accept the judgement of the Match Officials.
- Maintain appropriate, professional relationships with players at all times.
- As coach, conduct yourself at all times and in all situations, in a manner, that demonstrates leadership, respect for the game of Touch Rugby and respect for all those that are involved in the game – the players, officials, the fans, the parents, the referees.

Coach Name:

Signed:

Date:

PARENT/SPECTATOR

- Do not force an unwilling child to participate in sport.
- Remember that children participate in Touch Rugby for their own enjoyment, not yours!
- Respect the match official's decisions
- Encourage players to play by the rules and to respect opposition players and officials.
- Respect all players involved in a game and respect their efforts.
- Participate in positive cheering that encourages all the players in the team

Parent/Spectator Name:

Signed:

Date:

ALL VOLUNTEERS AND ADMINISTRATORS HAVE A RESPONSIBILITY TO

- Ensure that the Association is managed and that all activities are supervised by appropriately qualified staff recruited through the appropriate process and selection checks.
- Ensure that all staff understand and adhere to the Code of Conduct.
- Ensure that all equipment and facilities meet safety standards.
- Encourage all participants to remember that sport is enjoyed for its own sake

Volunteer/Administrator Name:

Signed:

Date:

Children and young people should agree to:

- I agree to give 100% effort at all times.
- I agree to encourage my team mates who make mistakes.
- I agree not to argue with the referee.
- I agree to listen to the coach.
- I agree to play as a team.
- I agree to welcome all new players, from all backgrounds, whether or not they have played before.
- I agree to treat everyone with respect.
- I agree not to take part in any bullying.

Children/Young person name:

Signed:

Date:

INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) AND SOCIAL MEDIA (NOTE FROM SAFEGUARDING AND SPORT TEAM – ‘we are in the process of updating our 10 Steps document including the ICT information – should add to the section though as opposed to omitting elements of it)

Technology advances extremely quickly, meaning ways in which we communicate and receive and absorb information are changing all the time. This provides a great opportunity for organisations 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.

Glasgow Touch Association will ensure the following guidelines should be met:

- Where possible, try to ensure that no one is excluded, e.g. young people who may not have access to a mobile phone/internet etc.;
- Written permission is sought from parents/carers for all children under 16 years;
- The need for the technology is clearly identified and its use is specific;
- It is the organisation who is communicating information – one-to-one interaction is strongly discouraged and safeguards should be in place and settings adjusted to prevent this happening;
- Children and young people should be briefed about the introduction of the technology. They should also be given information on how to keep themselves safe and who to report any concerns to
- All concerns about the inappropriate use of technology will be dealt with in line with the Association’s Information Technology policy and/or Procedure for Responding to Concerns about a Child/Concerns about the Conduct of a Member of Staff or Volunteer. This may include the concerns being reported to the police.

Further advice is available from the Child Exploitation and Online Protection Centre (CEOP) (see useful contacts).

1. COMMUNICATIONS TECHNOLOGY

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

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

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

For adults, risks involved include:

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

1.2 TEXT/EMAIL

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

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

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

The following good practice is also required of all Staff/Volunteers:

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

1.3 INTERNET

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

Permission

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

Use of Images and Information

- Information published on the websites/social networking sites must never include personal information that could identify a child e.g. home address, email address, telephone number of a child. All contact must be directed to the Governing Body. Credit for achievements by a child should be restricted to first names e.g. Tracey was Player of the Year 2002.
- Children must never be portrayed in a demeaning, tasteless or a provocative manner. Children should never be portrayed in a state of partial undress
- Information about specific events or meetings e.g. coaching sessions must not be distributed to any individuals other than to those directly concerned.

Concerns

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

1.4 SOCIAL NETWORKING SITES

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

Permission

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

Concerns

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

1.5 INTERNET FORUMS

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

1.6 MOBILE PHONE CAMERAS/VIDEOS

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

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

Glasgow Touch Association Coaching Ratios Policy

As best practice Glasgow Touch Association will adopt the following coaching ratios.

The ideal coaching ratio for working with children is one coach for every 8-12 players. One coach to 16 players is acceptable, but larger ratios mean you are in danger of losing control.

Equally, if there is an accident or an incident to a young person or member of staff, Glasgow Touch Association will ensure that there are enough members of staff remaining to supervise the group.

As a guide, the following ratios are recommended in the National Care Standards: Early Education and Childcare up to the age of 16 (Scottish Executive, 2005)

Age 3 or over 1:8

If all children are over 8 1:10

A risk assessment will be carried out for all activities.

All activities will be planned to involve **at least** two adults, preferably one male and one female.

The following factors will also be taken into consideration in deciding how many adults are required to safely supervise children:

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

This document also applies to adults at risk of harm.

GLASGOW TOUCH ASSOCIATION - PARENTAL CONSENT FOR TOUCH RUGBY ACTIVITIES (Registration Form)

PERSONAL DETAILS OF CHILD/VULNERABLE ADULT

Child's Surname				
Child's First names				
Child's address:.....				
.....				
Date of Birth				
Male or Female				
School				
Name of Parent/Guardian completing this form				
Surname				
First names				
Relationship to child/vulnerable adult				
Child's disability (if any):.....				
Child's ethnic origin:				
White	British	Irish		
Mixed	White & Black Caribbean	White & Black African	White &	
Asian				
Asian or Asian British	Indian	Pakistani	Bangladeshi	
Black or Black British Caribbean				
Chinese				
Other (please state)				

Details of Touch Rugby Activity

1. Details Touch Rugby activity:
From:
Date/Time/Season:

To

Date/Time/Season:

I agree to (name of child).....
taking part in this activity. I agree to’s participation in the activities described. I
acknowledge the need for to behave responsibly.

2. Medical Information about your child

Any conditions requiring medical treatment, including medication? YES / NO

If YES, please give brief details:

.....
.....
.....
.....

Please outline any special dietary requirements of your child

.....
.....
.....

Please outline the type of pain/flu relief medication your child may be given if necessary.

.....
.....
.....

Is your son/daughter allergic to any medication? YES / NO

If YES, please give specify:

.....

Are there any other conditions that you think we need to be aware of? (i.e. injury/disabilities/allergies)

.....
.....

3. Declaration

I agree to my son/daughter receiving appropriate medication as instructed by you and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by any qualified medical authorities present. I understand the extent and limitations of the Insurance cover provided**.

Emergency contact:

Contact telephone number (inc. national codes):

Work:

Work mobile:

Home:

Home mobile:

Address:

.....

.....

.....

Signed:

Date.....

Full name (caps).....

(Please state relationship to child if not parent)

C. CONSENT – TRANSPORTATION OF CHILDREN

I consent / I do not consent (delete as appropriate) to my child being transported by persons representing [Glasgow Touch Rugby] individual members or affiliated Associations for the purposes of taking part in [sport].

I understand [Glasgow Touch Rugby] 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 Touch Rugby activities. 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 for the purposes stated in Glasgow Touch Rugby Guidelines.

E. CONSENT – CONTACT INFORMATION

Glasgow Touch Rugby 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 for the purposes stated in Glasgow Touch Rugby Safe Guidelines. I do / do not (delete as appropriate) wish to be copied in to these messages.

F. CONSENT – SIGNATURE

1. I am aware of the Safe in Care Guidelines for Touch rugby and agree to work in partnership with Glasgow Touch Rugby to promote my child's safe participation in rugby.
2. I am aware of Glasgow Touch Rugby Code of Conduct and Child Protection Policy and Procedures.
3. I undertake to inform Glasgow Touch Rugby should any of the information contained in this form change.

**** Insurance cover. The Association has Public Liability insurance for general training sessions and games that the youth players may take part in. Any other specific events will be made known to you and you will be asked to provide consent to your child attending and participating in those events. Details of how the particular event will be organised along with details of insurance cover arranged for the events will be explained to you.**

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

THIS FORM OR COPY MUST BE TAKEN BY THE PERSON IN CHARGE TO THE ACTIVITY.

A COPY WILL BE RETAINED BY THE ASSOCIATION and securely stored.

GLASGOW TOUCH ASSOCIATION ACCIDENT REPORT FORM

NAME OF TEAM/CLUB:

DETAILS OF INCIDENT

1. Site where incident/accident took place:

.....

2. Name of person in charge of session/competition:

3. Name of injured person:

4. Address of injured person:

.....

.....

5. Date and time of incident/accident:

6. Nature of incident accident:

7. Give details of how and precisely where the incident/accident took place. Describe what activity was taken place, e.g. training game, getting changed, etc.

.....

.....

.....

ACTION TAKEN

8. Give full details of the action taken including any first aid treatment and the name(s) of the first aider(s)

.....

.....

.....

9. Where any of the following contacted:

Police: YES / NO

Ambulance: YES / NO

Parent: YES / NO

10. What happened to the injured person following the incident/accident? (eg went home, went to hospital, carried on with session)

.....
.....
.....

11. All of the above facts are a true accurate record of the incident/accident.

Signed:

Date:

Name:

This form should be retained by the Association and submitted to the STA on request.

3. Declaration (re medical treatment)

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

Emergency contact:

Contact telephone number (inc. national codes):

Work:

Work mobile

Home:

Home mobile:

Address:

.....
.....
.....

Alternative emergency contact:

Contact telephone number (inc. national codes):

Work:

Work mobile:

Home:

Home mobile:

Address:

.....

GLASGOW TOUCH ASSOCIATION CHANGING ROOM POLICY

1. Players under the age of 10 should be supervised at all times in the changing rooms by two (2) members of staff who have current PVG SCHEME RECORD CHECK. For age groups 10 and above a risk assessment will be undertaken to identify whether supervision in the changing room is required.
2. Adult staff (e.g. coaches, physios, match officials, other volunteers) should not change or shower at the same time using the same facility as players.
3. If you are involved in a mixed gender team, separate facilities should be made available for each gender and each group should be supervised by staff of the same gender.
4. Volunteers should not offer to do tasks of a personal nature which a young person could do for themselves unless requested to do so by a parent/guardian, although, please note that some young people may need assistance with tying laces, etc.
5. Parents do not have an automatic right to be present in the changing room.
6. If a young person is uncomfortable changing or showering in public no pressure should be placed on them to do so. Encourage them to do this at home.
7. If your Association has players with disabilities involve them and their carers in deciding how they should be assisted and ensure they are able to consent to the assistance that is offered.
8. Any staff, medical or otherwise, of the opposite gender to the team, for example, a female physio working with a male team, must not be present in the changing rooms whilst players are getting showered or changed.
9. No photographic equipment should be allowed in the changing room environment. This includes cameras, video cameras, mobile phones with photographic capabilities etc.
10. As it is a common occurrence to hold team talks within changing rooms, I think a policy on this would be helpful – we recommend that if it is possible, to hold these elsewhere. Where it is not possible, to wait until all children are fully dressed first.

GLASGOW TOUCH ASSOCIATION Photographic Event Registration Form

This form should be completed by anyone taking photographs or recording footage at an Event (e.g. this includes all forms of media - photographs, video or camera recording).

Details of Event (including date, time and location)

Please state reasons for taking photographs and recording footage

Please state how it will be used and where.

Personal Details

Name: _____

Address: _____

Tel: _____
Email: _____

I wish to take photographs or record images at this event. I agree to abide by the event organiser's guidelines and confirm that the photographs or recorded images will only be used appropriately and for the purposes stated above.

Signature:.....

Date:.....

I agree to abide by the STA's Child Protection Policy and the Glasgow Touch Association Safeguarding Policy

Please complete this registration form and return to the event organiser.

Authorisation to be completed by Association
Name:
Position in the Association:
Date:
Signature:

GLASGOW TOUCH ASSOCIATION

Photograph and Recorded Images Usage Form

For the Use of Photographs and Recorded Images

This Section to be completed by the Team/Club:

Name of Team/Club:

This section of the form should be completed by the Team/Club and then signed by the legal guardian (usually parent/carer) of a young person, together with the young person. It provides permission for images of the young person to be used. Please note that if you have more than one child under the age of 18 registered with the Association you will need to complete a separate form for each young person.

The Association recognises the need to ensure the wellbeing and safety of all young people in Touch Rugby. As part of our commitment to ensure the safety of young people we will not permit photographs, video or other images of young people to be taken or used without the consent of the parents/carers and the young person.

The Association will follow the guidance for the use of images of young people, a copy of which is in the Glasgow Touch Association Safeguarding Policy and Implementation Procedures.

The Association will take all steps to ensure these images are used solely for the purposes they are intended which is the promotion and celebration of the activities of the Association and its members.

If you become aware that these images are being used inappropriately you should inform Glasgow Touch Association immediately.

The information will be available on the website http://_____

for the season 201.../201... after which it will be removed.

Signed on behalf of the Team/Club:

Name:.....

Position:.....

Date:.....

If at any time either the parent/carer of the child/young person themselves wishes the data to be removed from the website, seven day's notice must be given to the Secretary after which the data will be removed.

For the Use of Photographs and Recorded Images

This section to be completed by the Parent/Carer and the young person:

I _____(insert parent/carer full name) consent to _____Team/Club, _____photographing _____or videoing_____ (name of child/young person) under the stated rules and conditions and I confirm that I am legally entitled to give consent.

I also confirm that _____(name of child/young person) is not under a court order.

Signed: _____

Date: _____

I _____(name of child/young person) consent to _____ Team/Club photographing or videoing my involvement in Touch Rugby under the stated rules and conditions.

Signed: _____

Date: _____

Please return this form to:

Secretary at Glasgow Touch Association

If at any time either the parent/carer of the young person wishes the data to be removed from the website, seven days notice must be given to the secretary after which the data will be removed.

Transportation Policy and Parents/Carers Collection Policy

Where it is necessary to transport children, the following good practice is required and will be observed by Glasgow Touch Association:

1. Where parents/carers make arrangements for the transportation of children to and from the activity, *out with* the knowledge of Glasgow Touch Association it will be the responsibility of the parents/carers to satisfy themselves about the appropriateness and safety of the arrangements.
2. Where Glasgow Touch Association makes arrangements for the transportation of children the members of staff/volunteers involved will undertake a risk assessment of the transportation required. This will include an assessment of the following areas:
Ensure that all vehicles and drivers are correctly insured for the purpose.
3. Ensure the driver has a valid and appropriate license for the vehicle being used.
4. Ensure that all reasonable safety measures are available e.g. fitted, working seatbelts, booster seats where appropriate.
5. Ensure an appropriate ratio of adults per child.
6. Ensure drivers have adequate breaks.
7. Ensure that when transporting children, wherever possible they should be in the back seat of the car for health and safety reasons.
8. Ensure that where practicable and planned, written parent/carer consent will be requested if staff/volunteers are required to transport children.

To safeguard the member of staff/volunteer the following good practice is required:

1. Agree a collection policy with parents/carers which will include a clear and shared understanding of arrangements for collection at the end of a session.
2. Always tell another member of staff/volunteer that you are transporting a child, give details of the route and the anticipated length of the journey.
3. Take all reasonable safety measures e.g. children in the back seat, seatbelts worn.
4. Where possible, have another adult accompany you on the journey.
5. Call ahead to inform the child's parents/carers that you are giving them a lift and inform them when you expect to arrive.

Collection Policy

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 **Glasgow Touch Association** 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 Association/session/training is running then leaders and coaches have a duty of care to the children that are in their charge. This is a principle of good practice and one, which we all should sign up to.
- When the session has finished, obligations that we have under guidance, good practice and legislation still remain. We still have care and control of the child in the absence of a parent/carer or other responsible adult.
- To help avoid this situation occurring in the first place, here are some points to consider:

1. Make sure that **Glasgow Touch Association** literature, application forms and consent forms;
 - 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).
 - Have a late collection telephone contact and number on *Registration Form*.
2. Where possible make sure that there is more than one adult/leader to lock up at the end of a session.
3. Discuss and rehearse with members of staff/volunteers how to deal with being left alone with a child. Put preventative measures in place (points 1 and 2) and draw up simple guidelines about how the situation should be dealt with if it arises. Although as a general rule we should not put ourselves in the position of being alone with a child there are exceptions and this situation is one of them. Remember the wellbeing of the child has to take precedence, so leaving children alone is not an option.
4. That you have access to a record of the child's address, contact telephone number and an alternative phone number e.g. of a grandparent or other responsible adult. You need this information to contact the adult responsible for the child and ask them to collect the child. If you are unable to contact anyone then you have to make a decision of whether to take the child home yourself (see point 5) or call the police (point 6)
5. If you are left alone with a child then transparency is the key. Keep a record of your actions (use the guidelines above in Transporting Children re; good practice to safeguard member of staff/volunteer) and make sure that you inform Glasgow Touch Association Safeguarding Officer and parents/carers as soon as possible.
6. When all else fails call the police.

GUIDELINES - IDENTIFYING AND MANAGING RISK

WHAT IS RISK ASSESSMENT?

A risk assessment is simply a careful examination of what, in the context of your activities, could cause harm to other people, so that you can identify and decide whether you have taken enough precautions or should do more to prevent harm.

Why Bother?

The child protection policy states that opportunities will be provided for children to participate safely and that appropriate procedures will be implemented to safeguard their wellbeing. To do this effectively, your organisation must first be aware of the areas of risk and be able to adequately assess these risks. Thus you will be:

- making sure children are safe
- protecting your staff and volunteers
- making sure you comply with legislation
- reducing or removing liability
- giving your sport a good reputation.

What Does the Law State?

The United Nations Convention on the Rights of the Child states that all children have the right to be protected from harm, abuse and exploitation at all times. Section 5 of the Children (Scotland) Act 1995 states that if you are 16 or over and have children in your care or control, then you must do what is reasonable in all circumstances to safeguard their health, welfare and development.

What Does All This Mean in Practice?

Put simply, when children are taking part in our activities we have a responsibility to make sure they are safe from harm. We fulfil this duty by:

1. Accepting we have this duty.
2. Agreeing policies, procedures and practices which tell us what action we need to take in order to keep children safe from harm.
3. Telling all relevant persons about safe practices; for example, through training.
4. Putting them into PRACTICE.
5. Ensuring they are being followed and reviewing them.

We can't be expected to eliminate every possible risk. We don't want to wrap children in cotton wool or have so many procedures and so much paperwork that staff and volunteers are prevented from carrying out their roles, or worse, put off altogether.

A risk assessment should be a benefit to your organisation by allowing you to focus on the things which are important. By doing what is 'reasonable', you will give people the confidence to know they are following good practice, and, therefore looking after themselves too. This guide will help you to identify what is reasonable.

SOME HELPFUL DEFINITIONS

HAZARD	Any situation or any practice which might cause harm.
HARM	Includes harm which is not physical. A child may be harmed in a number of ways; for example, emotional, physical and/or sexual abuse, neglect, intentional/inappropriate restraint, harassment or bullying, carelessness which amounts to neglect or failure to attend to essential health and safety requirements.
RISK	The chance that someone could be harmed, and an indication of how serious the harm might be.