

Ayrshire Tigers Powerchair Football Club



Safeguarding Policy

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1. INTRODUCTION

Ayrshire Tigers Powerchair Football Club hereby known as “the Club” is committed to ensuring every player in the Club who takes part in powerchair football should be able to participate in an enjoyable and safe environment. The Club’s players consist of children and protected adults. All the Club’s players have some form of physical disability i.e. spina bifida, muscular dystrophy with some players also having some form of learning disability.

The Club will promote inclusion and safe practice has a responsibility to protect all players from harm, poor practice, exploitation, bullying and abuse. The Club is for all, promoting diversity, treating everyone equally regardless of their background, age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity. Everyone has the right to protection from all forms of harm and abuse and the Club is committed to achieving this through the implementation of this policy.

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

Everyone has a duty of care towards all players and to help to protect them from abuse. It is hoped that this policy and the supporting procedures will help create a safe environment in the Club and minimise risk for everyone involved in powerchair football at the Club. This policy will give all staff/volunteers and players a clear idea of the Club’s values and the expected standards to be upheld at all times. In addition, it provides the Club with guidelines for the protection of its players.

Adopting best practice by everyone will help to safeguard our players from potential abuse as well as adults in positions of responsibility from potential false allegations of abuse. The Club is committed to the protection of all its players through the implementation of this policy and the supporting procedures.

The Club is fully committed to a rights-based approach within the sport of powerchair football. To that end we recognise and implement the general principles of the UN Convention on Human Rights and the UN Convention on the Rights of a Person with Disabilities. The Club’s policies, procedures and safeguards meet the standards of the International Safeguards for Children in Sport and also comply with Sport Scotland’s Minimum Operating Requirements for Safeguarding Children in Scottish Sport. The Club’s Safeguarding Policy also takes into account principles from the Adult Support (Scotland) Act 2007. The Club’s coaches, officials and volunteers will work together to embrace difference and diversity and respect the rights of all persons within the sport.

Our Vision

Our players flourish because we put their safety, wellbeing, rights and enjoyment at the heart of the club.

Our Mission

Our players are the priority. We lead with confidence taking responsibility to create a culture of safety and wellbeing. We empower our players through active promotion of their rights.

DEFINITIONS

Definition of the Safeguarding Policy

The Club's Safeguarding Policy includes the following parts:

- Introduction – Overarching Aim, Definitions, Everyone's Responsibility and Wellbeing in Scottish Powerchair Football
- Policy Statements
- Code of Conduct
- Procedures – Appointment and Selection, Responding to Concerns and Case Review; and
- Safeguards

Herein all the documents listed above will be referred to as the 'Safeguarding Policy' or 'this policy'.

Definition of a Child

Article 1 of the United Nations Convention on the Rights of the Child states that everyone under 18 has the rights set out in the Convention. Within the Children and Young People (Scotland) Act 2014, a child is defined as anyone who has not reached the age of 18.

For the purpose of this policy "children" or "child" refers to any persons under the age of 18.

This policy applies to all our players regardless of age, gender, sexual orientation, disability, race, religion, nationality, socio-economic status or family circumstance.

Definition of Abuse

Abuse is the act or omission that harms a child or protected adult.

An individual may abuse a child or protected adult directly, or may indirectly be responsible for abuse because they fail to prevent another person from harming that child or protected adult or their inaction leads to harm or risk of harm. Abuse can be physical, emotional, sexual or by neglect. Abuse can take place in person or online. Although typically thought of as when an adult is mistreating a child, children and can also be perpetrators of abuse against other children and adults or children can be perpetrators of abuse against protected adults.

Definition of an Adult

For the purpose of this policy an "adult" is any individual aged 18 and over or any individual under the age of 18 years old but who is in a 'position of trust'.

Definition of a Protected Adult

The Protection of Protected Groups (Scotland) Act 2007 defines a person aged 16 years or over as being a protected adult if they receive one, or all of the following:

- Accommodation and nursing or personal care in a care home.
- Personal care, nursing, or support to live independently in their own home.
- Health or social care services.
- Services provided by an establishment catering for a person with a learning disability.
- If person is attending a discrete sports session/club/event.

And the player has one, or a combination of the following:

- A substantial learning or physical disability.
- A reduction in physical or mental capacity due to advanced age, illness or injury.

A person is also considered to be protected if they are either:

- Dependent on others in performing or assisting himself / herself in the performance of basic physical functions, or their ability to communicate with those providing services, or to communicate with others is severely impaired.
- Are unable to safeguard their own well-being, property, rights or other interests.

Definition of Safeguarding

Safeguarding is taking action to ensure that all children and protected adults are safe from harm when involved in powerchair football. It means proactively doing everything possible to minimise risk and prevent abuse of children or protected adults.

Definition of Child and Protected Adult Protection

Child and protected adult protection refers to the actions in response to a specific concern for a child or protected adult who is at risk or suffering from abuse or their safety is compromised.

How is Safeguarding Adults Different to Safeguarding Children?

If you've been involved with safeguarding children a lot of your skills, knowledge and best practice will be transferable.

For both adults and children safeguarding is about creating safer environments and responding quickly and effectively to any concerns. It's also about making sure power isn't abused.

However there are also some important differences which include:

- Some forms of abuse, signs and indicators.
- The importance of choice and decision making by the adult.
- The rights of adults to make unwise choices.
- The importance of involving the adult in safeguarding plans and actions.
- Laws, guidance and powerchair football regulations.

Why Safeguards are Needed

If your organisation is providing open age disability football it is strongly recommended that you adopt a policy and some simple procedures.

This will help you:

- Safeguard children and protected adults.
- Reassure children, adults, their family, carers and others that your club or league is safe.
- Ensure people can recognise and report safeguarding concerns.
- Safeguard volunteers and staff by giving some guidance on best practice.
- Protect your organisation by providing a safer environment.

What if the Adult Does Not Want a Referral Made?

The Police and medical services will follow their own procedures if they are called as will adult services. Club volunteers and staff should not keep the possibility of poor practice or abuse to themselves and must pass it on together with the adult's wishes and views.

1.1. Everyone's Responsibility

We all have a role and responsibility to promote, support and safeguard children's and protected adult's wellbeing in Scottish Powerchair Football.

The Club will:

- Respect and promote the rights of the players for whom they are responsible.
- Accept the moral and legal responsibility to provide a duty of care for players for whom they are responsible, and implement procedures to safeguard their well-being and protect them from all forms of abuse.
- Promote the health and welfare of players by providing opportunities to participate in powerchair football safely.
- Recruit, train, support and supervise its staff/volunteers to adopt best practice to safeguard and protect players for whom they are responsible from abuse and to minimise risk to themselves.
- Require staff and volunteers to adopt and abide by this policy and supporting procedures.
- Respond to any allegations of abuse in line with these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Review and evaluate this policy and supporting procedures on a regular basis.

To ensure we can respond to situations when a player needs help or support, we must firstly understand their rights and the meaning of wellbeing. Secondly, we must recognise a number of risks that exist for children and protected adults in powerchair football and therefore put in place a range of safeguards that minimise these risks. These are managed and promoted by people within particular roles who receive specific training for their level of responsibility. It is necessary for this understanding and the appropriate processes to be in place if ever a player's wellbeing or need for protection is identified as a concern. The Club can then respond and support any player who needs help, and inform the relevant agencies and organisations when appropriate.

Everyone has the responsibility to recognise the concern, to ensure the child or protected adult is safe if they are at risk of immediate harm, and to report the concern to the club. Thereafter, the Safeguarding Officer will respond appropriately in line with the club's Responding to Concerns Procedures.

These policies, procedures and safeguards, as well as training will give us the confidence and support needed to fulfil our role and responsibility to keep players within the sport safe.

No matter your role or involvement in Scottish Powerchair Football, you have a responsibility to safeguard, promote, support and protect the wellbeing of all players involved in the sport.

If you have any concerns about the wellbeing of a player or the conduct of any adult then you must report the matter to the club and/or the Scottish Para-Football Secretary at Secretary@scottishparafootball.co.uk or you can also contact the Scottish Powerchair Football Association's (SPFA) Safeguarding Officer.

Full information on how to record and report a concern can be found in the Responding to Concerns Procedure.

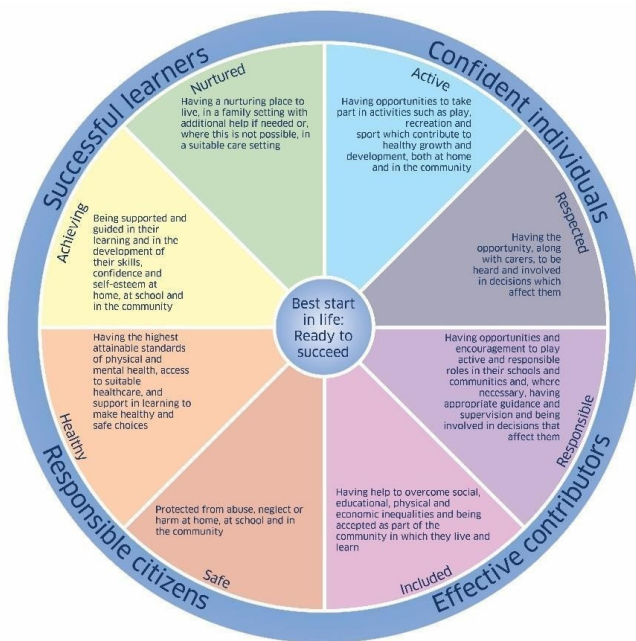
1.2. Wellbeing in Powerchair Football

Safeguarding players is of paramount importance in Scottish Powerchair Football. The Club and the SPFA is dedicated to providing safe and secure powerchair football opportunities for all players in Scotland, with wellbeing and protection central to everything we do as a club.

Powerchair football can contribute in many different ways to a player’s positive wellbeing including the health benefits of being active, the achievements they can make in gaining new skills and their experiences of being included and respected as part of a team. Supporting and promoting a player’s wellbeing at all times includes forming positive relationships, understanding their circumstances and responding appropriately to any concerns about their wellbeing. To ensure we can respond when a player needs help or support, we must firstly understand their rights and the meaning of wellbeing. Secondly, we must recognise and acknowledge the risks that exist for children and protected adults in football and put in place a range of safeguards that minimise these risks. Leadership is essential to ensure that these safeguards are managed and promoted, and this will be done by volunteers and members of staff within particular roles at the Club. However, everyone must understand the risks associated for children and protected adults, and the appropriate processes which are in place should a player’s wellbeing be at risk or they are in need for protection.

Getting it Right for Every Child

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



By having a universal language and understanding for all people that work with children, collectively we can contribute to promoting, supporting and safeguarding a child’s wellbeing whether they are in educational, health, community or sporting setting. It is essential that in Scottish Para-Football we understand these wellbeing indicators and if we are ever worried that something is impacting a child’s wellbeing, we know who to share that with. As part of the ‘**Children and Young People (Scotland) Act 2014**’, the concept of wellbeing and the GIRFEC approach is now enshrined in law.

This Act also identifies a Named Person for every child as the point of contact to share any concerns about wellbeing, ensuring an informed and early intervention if needed. We will therefore gather these details for each child participating in football to support our contribution to share relevant information with their Named Person.

Protected Adults Wellbeing

It is important to recognise what we mean by protected adults wellbeing. Adults have the right to protection from all forms of harm and abuse but it is more complex than child protection because everyone has a right to choose how they live free from intervention by others. The first step is to talk to the person and tell them what you are concerned about. If you don’t feel the protected adult is safe, or able to keep themselves safe it might be time to talk to someone else.

The Adult Support and Protection (Scotland) Act 2007 introduced new provisions intended to protect those adults who are unable to safeguard their own interests, such as those affected by disability, mental disorder, illness or physical or mental infirmity, and who are at risk of harm or self-harm, including neglect. The main difference between protection of adults and children is that the legislation for adults promotes a balance between the individual's right to self-determination and intervention by agencies. The Club considers that our role is to identify any concerns about harm to a protected adult and report it to professionals who will make a decision about this balance between rights and intervention.

These policies, procedures and safeguards introduce a rights-based process of ensuring all players are safe when they play powerchair football. This begins with understanding and promoting their rights, raising awareness of children's and protected adult's wellbeing and recognising what needs to be done and the requirement to act on this when a child or protected adult needs help or support.

Ultimately this will contribute to better and safer experiences for children or protected adults playing powerchair football within the Club. Regardless of age, gender, ability, ethnicity, location or their ambition to play, the goal is to ensure the consistency of a positive experience for every player in the Club.

Our policies, procedures and safeguards meet the standards of the International Safeguards for Children in Sport and also comply with sportscotland's Minimum Operating Requirements for Safeguarding Children in Scottish Sport and complies with the Scottish Football Association's (SPFA) and Scottish Para-Football guidance.

2. POLICY STATEMENTS

2.1. Player's Rights

The protection and wellbeing of our players which include disabled children and protected adults must be a priority for everyone working or volunteering at the Club including spectators.

The Club is fully committed to embedding a rights-based approach in Powerchair Football. We recognise and work within the general principles of the United Nations Convention on the Rights of the Child (UNCRC) for the best interests of the child, non-discrimination, participation as well as survival and development. For the purposes of this policy a child is recognised as someone under the age of 18 years.

The Club also recognises and works within the general principles of the Protection of Protected Groups (Scotland) Act 2007 which defines a person aged 16 years or over as being a protected adult if they receive one, or all of the following:

- Accommodation and nursing or personal care in a care home.
- Personal care, nursing, or support to live independently in their own home.
- Health or social care services.
- Services provided by an establishment catering for a person with a learning disability.
- If person is attending a discrete sports session/club/event.

And the player has one, or a combination of the following:

- A substantial learning or physical disability.
- A reduction in physical or mental capacity due to advanced age, illness or injury.

A person is also considered to be protected if they are either:

- Dependent on others in performing or assisting himself / herself in the performance of basic physical functions, or Their ability to communicate with those providing services, or to communicate with others is severely impaired.
- Are unable to safeguard their own well-being, property, rights or other interests.

This policy applies to all players at the Club regardless of age, gender, sexual orientation, disability, race, religion, socio-economic status or family circumstance.

The Club will:

- Respect the rights of players as paramount.
- Provide opportunities for every player interested in playing powerchair football to gain a positive experience.
- Include and involve players in decision making, providing opportunities for everyone to be heard.
- Promote and implement policies and procedures to safeguard the wellbeing of all players and protect them from abuse, ensuring they know what to do and who they can speak to if they need help.
- Promote and implement policies and guidelines to prevent and respond to bullying, ensuring they know what to do and who they can speak to if they need help.
- Volunteers and members of staff to adopt and abide by this policy.

- Train, support and supervise its volunteers and members of staff to adopt best practice in embedding player's rights in Scottish Powerchair Football and promoting, protecting and respecting these rights to all players at the club.
- Respond to any concerns raised where a player's rights are being denied in Scottish Powerchair Football.
- Regularly monitor and evaluate the implementation of this policy, these procedures and associated safeguards in developing our players rights based approach and include player's views in this process.

Review

This policy and associated policies, procedures and safeguards will be regularly reviewed and will include player's participation and feedback on the content and actual experience of implementation as part of the review:

- In accordance with changes in legislation and guidance on children's or protected adult's rights or following any changes within the Club.
- Following any issue or concern raised about a player's rights being denied within the Club.
- In all other circumstances, at least every three years.

Ayrshire Tigers Powerchair Football Club SCIO abides by the Scottish Para-Football Child and Protected Adult Wellbeing and Protection Policies and the SFA's Child Wellbeing and Protection Policy

2.2. Player Well-Being and Protection

The Club is fully committed to safeguarding the welfare and rights of all of its players in its care which include children and protected adults. The Club recognises its responsibility to take all reasonable steps to promote safe practice and protect all players from harm, abuse and exploitation. All the Club's players have some form of physical disability i.e. spina bifida, muscular dystrophy with some players also having some form of learning disability.

The Club actively promotes the creation of a positive, safe and supportive environment. The protection and wellbeing of our players must be a priority for everyone working or volunteering at the Club including spectators.

Safeguarding is a term that is typically used in the UK to denote measures to protect the well-being and human rights of children (under 18 years old) and protected adults from abuse, harm and neglect.

We recognise that:

- The welfare of the child (up to the age of 18 years) and the protected adult is paramount;
- All players, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse;
- Working in partnership with players and their families is essential in promoting and embedding this policy.

The purpose of the Club's Safeguarding Policy and procedures is to:

- Promote and prioritise the safety and wellbeing of all players which includes both children and protected adults;
- Provide staff and volunteers with appropriate training to recognise, identify and respond to safeguarding concerns relating to all players at the Club;
- Ensure that appropriate action is taken in the event of incidents or concerns and that support is provided to those who raise or disclose the concern and it is dealt with confidentially;
- Prevent the employment or engagement of unsuitable individuals by adopting rigorous recruitment and vetting procedures.

2.2.1. Children at Risk

We recognise the child's rights to protection as provided in Article 19 of the UNCRC: all forms of physical or mental violence, injury and abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse. 'Child protection' means protecting a child from child abuse or neglect, as stated within the National Guidance for Child Protection in Scotland 2014.

For the purposes of this policy a child is recognised as someone under the age of 18 years. This policy applies to all children regardless of age, gender, sexual orientation, disability, race, religion, socio-economic status or family circumstance.

2.2.2. Protected Adults at Risk

The Protection of Protected Groups (Scotland) Act 2007 defines a person aged 16 years or over as being a protected adult if they receive one, or all of the following:

- Accommodation and nursing or personal care in a care home
- Personal care, nursing, or support to live independently in their own home
- Health or social care services
- Services provided by an establishment catering for a person with a learning disability
- If person is attending a discrete sports session/club/event

And the player has one, or a combination of the following:

- A substantial learning or physical disability
- A reduction in physical or mental capacity due to advanced age, illness or injury

A person is also considered to be protected if they are either:

- Dependent on others in performing or assisting himself / herself in the performance of basic physical functions, or their ability to communicate with those providing services, or to communicate with others is severely impaired
- Are unable to safeguard their own well-being, property, rights or other interests.

The Adult Support and Protection (Scotland) Act 2007 defines ‘adults at risk’ as being adults who:

- Are unable to safeguard their own well-being, property, rights or other interests,
- Are at risk of harm, and
- Because they are affected by disability, mental disorder, illness or physical or mental infirmity, and are therefore more likely to being harmed than adults who are not so affected.

An adult is at risk of harm if:

- another person's conduct is causing (or is likely to cause) the adult to be harmed, or;
- the adult is engaging (or is likely to engage) in conduct which causes (or is likely to cause) harm.

It is important to point out that here are also some important differences between safeguarding children and protected adults. The differences include:

- Some forms of abuse, signs and indicators;
- The importance of choice and decision making by the adult
- The rights of adults to make unwise choices
- The importance of involving the adult in safeguarding plans and actions;
- Laws, guidance and powerchair football regulations.

The Club will:

- Ensure the welfare of players is the primary concern.
- Respect and promote the rights of all player's for whom they are responsible.
- Accept the moral and legal responsibility to provide a duty of care for all players for whom they are responsible, and implement appropriate procedures to safeguard their well-being and protect them from all forms of abuse.
- Promote the health and welfare of all players by providing opportunities to participate in powerchair football safely.
- Safely recruit, train, support and supervise its staff/volunteers to adopt best practice to safeguard and protect all players for whom they are responsible from abuse and to minimise risk to themselves.
- Require members of staff and volunteers, to adopt and abide by this policy and sign up to the Code of Conduct for Safeguarding Player's Wellbeing.
- Respond to any allegations of abuse in line with these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Regularly monitor and evaluate the implementation of this policy, these procedures and associated safeguards and include player's views in this process.
- Review and evaluate this policy and supporting procedures on a regular basis.

- Ensure all players, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.
- Ensure all incidents of alleged poor practice and abuse will be taken seriously and responded to swiftly and appropriately.
- Confidentiality is upheld and personal data is processed in accordance with the requirements of the Data Protection Act 1998 and the Human Rights Act 1998.

The Club has appointed a dedicated Safeguarding Officer who is responsible for ensuring and advising on the implementation of a 'Safeguarding Policy' across the Club. The Safeguarding Officer will arrange staff training for staff/volunteers engaged in 'regulated work' with children and protected adults.

These policies, procedures and safeguards comply with sportscotland minimum operating requirements for Safeguarding in Scottish Sport. This includes measures to protect the well-being and human rights of children (under 18 years old) and protected/vulnerable adults from abuse, harm and neglect.

Review

This policy and associated procedures will be regularly reviewed and will include all players participation and feedback on the content and actual experience of implementation as part of the review:

- In accordance with changes in legislation and guidance on the protection and safeguarding of children or protected adults or following any changes within the Club.
- Following any issue or concern raised about the protection and safeguarding of any player within the Club.

In all other circumstances, at least every three years.

Ayrshire Tigers Powerchair Football Club SCIO abides by the Scottish Para-Football Child and Protected Adult Wellbeing and Protection Policies and the SFA's Child Wellbeing and Protection Policy.

2.3. Anti-Bullying

The protection and wellbeing of our players which include disabled children and protected adults must be a priority for everyone working or volunteering at the club including spectators.

The club is fully committed to safeguarding the wellbeing of all players in its care. We understand that a player's wellbeing can be seriously impacted by bullying behaviour. The club therefore recognises the information provided for children and protected adults by respectme, Scotland's Anti-Bullying Service:

'Bullying is never acceptable; it doesn't make a child or protected adult better or stronger to get through it and it should never be seen as a normal part of growing up. Bullying is a behaviour that can make someone feel frightened, threatened, left out and hurt. Something only has to happen once to make a child or protected adult feel worried or scared to go to school or other places they enjoy going.'

This policy applies to all our players regardless of age, gender, sexual orientation, disability, race, religion, socio-economic status or family circumstance.

The Club will:

- Respect the rights of children and protected adults as paramount.
- Work together to develop positive relationships amongst the Club's players which are mutually respectful, responsible and trusting; and promote their emotional health and wellbeing.
- Seek to prevent, reduce and respond effectively to bullying behaviour, through the implementation of this policy and guidelines.
- Require all volunteers and members of staff to adopt and abide by this policy.
- Train, support and supervise its volunteers and members of staff to adopt best practice to prevent, reduce and respond to bullying.
- Address the needs of players who are bullied as well as those who bully within a framework of respect, responsibility, resolution and support.
- Respond to any concerns raised either in the experiences of players of poor practice/misconduct or abuse caused by an adult or child's bullying behaviour.
- Highlight bullying based on prejudice and perceived differences, to ensure our practices are effective in dealing with these issues.
- Regularly monitor and evaluate the implementation of this policy and guidelines and include player's views in this process.

Review

This Policy and guidelines will be regularly reviewed and will include player's participation and feedback on the content and actual experience of implementation as part of the review:

- In accordance with changes in guidance on anti-bullying or following any changes within the Club policy
- Following any issue or concern raised about bullying within the Club.
- In all other circumstances, at least every three years.

Ayrshire Tigers Powerchair Football Club SCIO abides by the SFA Child Well-Being and Protection in Scottish Football Anti-Bullying Policy and Guidelines.

3. CODE OF CONDUCT FOR SAFEGUARDING PLAYERS WELL-BEING

As a Club we have a responsibility to promote high standards of behaviour in the game as required by Scottish Para-Football and the SPFA. As a coach, club official or volunteer you will be required to observe the following code of conduct in everything you do. All coaches, club officials and volunteers at the Club will be asked to sign up to the following standards, outlining the behaviours, expectations and requirements of everyone at the Club working or volunteering with children and/or protected adults.

For the purposes of this code of conduct, a child is recognised as someone under the age of 18 years.

A protected adult is defined by The Protection of Protected Groups (Scotland) Act 2007 as a person aged 16 years or over who receives one, or all of the following:

- Accommodation and nursing or personal care in a care home
- Personal care, nursing, or support to live independently in their own home
- Health or social care services
- Services provided by an establishment catering for a person with a learning disability
- If person is attending a discrete sports session/club/event

And in consequence of one, or a combination of the following:

- A substantial learning or physical disability
- A reduction in physical or mental capacity due to advanced age, illness or injury

A person is also considered to be protected if they are either:

- Dependent on others in performing or assisting himself / herself in the performance of basic physical functions, or their ability to communicate with those providing services, or to communicate with others is severely impaired.
- Unable to safeguard their own well-being, property, rights or other interests.

Creating an environment where all players are respected, their rights are promoted and they are supported to have fun, learn and develop in a safe environment is essential to inspire them to love the game.

To achieve this goal the Club expects its members of staff and volunteers to embody the Wellbeing and Protection Values – Inclusive, Empowering, Approachable and Accountable - to create a positive environment and by displaying exemplary behaviour and implementing practices that make the sport a safe, fun and positive experience for all players involved.

All concerns about a breach of this Code of Conduct will be taken seriously and responded to in line with the Club's procedures for Responding to the Concerns about the Conduct of an Adult and/or the Club's Disciplinary Procedures.

GOOD CONDUCT

The Club supports and requires the following good practice with all its players:

- Make powerchair football a fun and enjoyable experience where everyone is involved.
- Always show respect to everyone involved in the game.
- Build balanced relationships based on mutual trust.
- Support all players to understand their rights in powerchair football and the safeguards put in place to protect them.
- Include players in decisions and activities affecting them wherever possible, respecting and taking seriously the views they contribute.
- Encourage players to be respectful to everyone involved in the game.
- Be an excellent role model including not smoking or drinking alcohol in the company of children.
- Always work in an open environment, wherever possible.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of all players.
- Involve parents/carers wherever possible.
- Gracious in victory and defeat.
- Be a positive role model by leading with enthusiasm and encouragement and never engaging in, or tolerating, offensive, insulting or abusive behaviour whether in person or online.
- Challenging and reporting behaviour that does not meet the standards expected.
- Always listen to and act upon any concerns raised by a player.
- Be proud of being part of the same 'team' and encourage others to be proud of their achievements.
- Be a positive role model by:
 - ◆ leading with enthusiasm and encouragement.
 - ◆ never engaging in, or tolerating offensive, insulting or abusive behavior.
 - ◆ being gracious in victory and defeat.
 - ◆ Challenge and, where appropriate, report behaviour that does not meet the standards expected.
- Treat all players equally with respect, dignity, honesty, sensitivity and fairness.
- Promote the best interest of the player and put their wellbeing before winning or achieving performance goals.
- Promote and protect the rights of all players and ensure they are all aware of their rights.
- Praise the players that demonstrate commitment, positive attitude and good behavior.
- Consult with players allowing them the chance to be heard by having a 'door open' approach.
- Always listen to and act upon any concerns raised by a player.
- Allow players the right of being involved in decisions affecting them.

Medical Consent, injuries and applying first aid:

- All players and parents/guardians of children under 16 must complete the Player Registration Form/Consent Form before participating in any club activity or event.
- If a child or protected adult requires first aid or any form of medical attention whilst in your care, then the following guidance must be followed:
- All volunteers/staff should endeavour to be aware of any existing medical conditions and/or pre-existing injuries and any treatment required.
- Only those with a current, recognised First Aid qualification should respond to any injuries – check SFA Quality Mark guidelines for required First-Aid qualification.
- Where possible any course of action should be discussed with the player, in language which they understand, and their permission should be sought before any action is taken.
- In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible.
- The player's parents/guardians or carers must be informed of any injury and any action taken as soon as possible.
- A Concern Recording Form must be completed and signed and passed to the Safeguarding Officer as soon as possible.

Transporting of Players:

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

PRACTICE TO BE AVOIDED

In the context of your role within the Ayrshire Tigers PFC, the following practices should be avoided:

- Having 'favourites' – this could lead to resentment and jealousy by other players and could be misinterpreted by others.
- Spending excessive amounts of time alone with players away from others.
- Excessive training and competition, pushing players against their will and placing undue pressure.
- Entering player's bedrooms on trips away from home, unless in an emergency situation 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.
- Doing things of a personal nature for any player that they can do for themselves.

UNACCEPTABLE CONDUCT

In the context of your role within the Club, the following practices are unacceptable:

- Failing to act on, record or acknowledge allegations or concerns raised by a player.
- Allowing bullying behaviour in any form between players to go on unchallenged.
- Displaying bullying behaviour or making inappropriate comments to a player causing emotional harm.
- Allowing players to swear or use sexualised language unchallenged.
- Engaging in sexually provocative games, including horseplay or touching a player in a sexually suggestive manner.
- Making sexually suggestive comments to a player, even in fun.
- Forming intimate emotional, physical or sexual relationships with players.
- Engaging in rough physical contact.
- Establishing inappropriate contact with players via social media either online or on mobile phones.
- Reducing a player to tears as a form of control.
- Inviting or allowing players to stay with you at your home.
- Sharing a room alone with a player.

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

Reporting

It is very important if any of the following incidents should occur that they are reported on the day to the Safeguarding Officer and the Concern Recording Form is completed. Parents should also be informed of the incident. It is expected that staff/volunteers etc will apply judgement and common sense when reporting an incident for example, in any of the following circumstances:

- If you accidentally hurt a player.
- If a player seems distressed in any manner.
- If a player misunderstands or misinterprets something you have done that has serious implications.
- If a player appears to be sexually aroused by your actions.
- If a player inviting or allowing players to stay with you at your home.
- If a player needs to be restrained.

Staff Understanding

I understand that if I do not follow the code, any/all of the following actions may be taken by the Club:

- Required to meet with the Safeguarding Officer.
- Required to meet with a Club Official.
- Monitored by another Coach or Club Official.
- Required to attend an SFA education course.
- Suspended by the Club from attending matches and training.
- Require to leave or have my position terminated by the Club.
- Details of my conduct passed by the club to the SPFA or SFA which could result in my position at the Club or within Scottish Powerchair Football being reviewed.

4. RISKS TO PLAYERS WELLBEING

The protection and wellbeing of our players which include disabled children and protected adults must be a priority for everyone working or volunteering at the Club including spectators.

The role of risk assessments within Scottish Para-Football in relation to promoting, supporting and safeguarding a player's wellbeing lies with the Club and the Scottish Powerchair Football Association.

While there are numerous risks, these are assessed and acted on in different ways. It is important however to highlight some areas in particular to improve knowledge and understanding of why some risks exist and why some groups may be more protected, though these examples are not exclusive.

For players involved in powerchair football there may be risks associated with their involvement whether it be injury, the despair of their team losing, or exposure to poor practice or abusive behaviour. It is essential that those working or volunteering within the sport are alert to the associated risks and take steps to prevent, minimise or respond to the risks.

4.1. Risks to Children's Wellbeing in Powerchair Football

The protection and wellbeing of all children involved in Scottish Powerchair Football must be a priority for everyone working, volunteering or participating in the game, including spectators. For children involved in the sport there may be risks associated with their involvement whether it be injury, the despair of their team losing, or exposure to poor practice or abusive behaviour. It is essential that those working or volunteering with children are alert to the associated risks and take steps to prevent, minimise or respond to the risks.

In addition to recognising risks to all children, it is important to understand that some children may be more protected to particular risks associated with taking part in the sport. These groups include: those with disabilities, those from black and ethnic communities and those in elite football.

4.1.1. Increased vulnerability

The SPFA is committed to ensuring the safety of all children taking part in powerchair football across all levels of the game. Children who have additional care needs or who come from a minority ethnic group may face a range of additional challenges. Members of staff and volunteers will be encouraged and supported to challenge, and address any behaviour or attitudes which compromise a child's wellbeing, or acts as a deterrent to the participation of some children.

4.1.2. Children who are deaf and disabled

In line with Article 23 of the United Nations Convention on the Rights of the Child (UNCRC), a child with a disability "should enjoy a full and decent life, in conditions which ensure dignity, promote self-reliance and facilitate the child's active participation in the community".

Children who have a disability have the same needs as other children, but may also have additional needs associated with their disability. For example, additional steps may be needed to promote their wellbeing or they may be at an increased risk of abuse due to their vulnerability. Research has shown that children with a mental or physical disability are more likely to be abused than non-disabled children.

Children who are deaf, disabled or have a learning disability can be additionally protected because they may:

- Depend on a number of people for care and handling, some of which can be intimate care.
- Depend on the abuser for their involvement in sport.
- Fear disclosing abuse.
- The signs of abuse can be misinterpreted as a symptom of the disability.
- Have a reduced capacity to resist either verbally or physically.
- Have significant communication differences — this may include very limited verbal communication, the use of sign language or other forms of non-verbal communication.
- Lack access to peers to discover what acceptable behaviour is or to understand the inappropriateness of actions.
- Not be believed due to negative attitudes towards children with disabilities or possible failure to recognise the impact of abuse on children with disabilities.

4.1.3. Children from black and ethnic communities

The UNCRC sets out the general principle of non-discrimination and that children should be protected from all forms of discrimination. It also states that children have the right to learn and use the language, customs and religion of their family, whether or not these are shared by the majority of people in the country where they live. Unfortunately within wider society and football, discriminatory behaviour still exists therefore children from black and ethnic communities are additionally protected because they may:

- Experience racism and racist attitudes.
- Experience people in authority ignoring or not responding to racist abuse or comments.
- Experience no action being taken by others for fear of upsetting cultural norms.
- Be afraid of further abuse if they challenge others.
- Want to fit in and not make a fuss.
- Be using or learning English as a second language.

4.1.4. Children in elite powerchair football

For many children it is their dream to play powerchair football at elite level namely the national team. When they have the talent, skill and dedication to realise this dream they will pursue it. Unfortunately this can lead to a number of increased risks for children involved in powerchair football at this elite level. For example, rivalry among their peers, inappropriate or detrimental relationships with their peers, pressure from their family, friends and the wider public, or, in some cases, exploitation by a trusted adult who can, or who they perceive can, help them 'achieve' this dream.

Research by Celia H. Brackenridge in 2010 highlighted the following about the risk to children at an elite level:

- The greatest risk of emotional and sexual abuse occurs among the highest ranked athletes.
- Poor practice, emotional abuse and bullying are probably more prevalent in sport than sexual abuse.
- Athletes perpetrate more sexual harassment on their peers than coaches.
- Athlete-athlete bullying is widespread.
- Coach perpetrators are often very highly qualified and very highly respected which acts as a mask for their poor practice and abuse.

4.2. Risk to Protected Adults Wellbeing in Scottish Powerchair Football

The role of risks assessment within Scottish Powerchair Football in relation to promoting, supporting and safeguarding a protected adult's wellbeing lies with the Club as well as the SPFA. While there are numerous risks, these are assessed and acted on in different ways. It is important however to highlight some areas in particular to improve knowledge and understanding of why some risks exist and why some groups may be more protected, though these examples are not exclusive.

In respect of adults, the areas include: recruitment, relationships and positions of trust and grooming.

4.2.1. Recruitment

The risks in recruitment are around suitability of people working with protected adults. To ensure that we recruit individuals safely into Scottish Powerchair Football the 'Appointment and Selection of Adults in Regulated Work with Protected Adults Procedure' needs to be in place and implemented.

4.2.2. Protection of Protected Groups (Scotland) Act 2007

All organisations have a legal responsibility to ensure that any individual who will be in regulated work with protected adults is not listed on the barred list, which bars them from working with protected adults. Regulated work with protected adults includes, caring from protected adults, teaching, instructing, training or supervising protected adults; being in sole charge of protected adults, having unsupervised access to protected adults and being a host parent.

Therefore, in addition to the legal requirements through the PVG scheme membership the Club asks for references, and undertakes inductions and provides further training opportunities for its positions. This helps to identify and support the appropriate people to work with protected adults. The Club will continue safeguarding checks through annual completion of self-declaration forms and three-yearly updates on PVG scheme membership during their involvement within Scottish Powerchair Football.

4.2.3. Types of Abuse

TYPE OF ABUSE	IN FOOTBALL WE MIGHT SEE...
Self-neglect –not looking after own personal hygiene, health or surroundings or hoarding. This happens away from football but we might see signs in football.	Poor personal hygiene, need for dental care or glasses. Dirty playing kit.
Domestic abuse - including psychological, physical, sexual, financial and emotional abuse. It also includes so called 'honour' based violence. This happens away from football but we might see signs in football	Someone who is withdrawn, fearful or anxious when a carer or partner or family member comes to collect them. Bruising, grip marks or other signs of physical harm. An adult might report this happening or describe an incident or give unlikely explanations for injuries.
Discriminatory abuse – difference or perceived difference particularly with respect to race, gender or disability or any of the other protected characteristics of the Equality Act. This might happen in football.	Behaviours such as harassing of a club member because they are or are perceived to be transgender or jokes about a player's disability or use of discriminatory language on or off line. An adult might describe this happening elsewhere in their lives whilst at football.
Organisational Abuse – including neglect and poor care practice within an institution or specific care setting or their own home or at football.	A club or team persistently fail to meet player's needs for example allowing players to be injured or ill due to lack of care. In a care home this might be rigid rules with no individual choices and a player might report they don't like –for example- having to go to bed at a certain time. An adult might talk about this at football.

Organisational Abuse – including neglect and poor care practice within an institution or specific care setting or their own home or at football.	A club or team persistently fail to meet player's needs for example allowing players to be injured or ill due to lack of care. In a care home this might be rigid rules with no individual choices and a player might report they don't like –for example- having to go to bed at a certain time. An adult might talk about this at football.
Physical Abuse – includes hitting, slapping, pushing, kicking, and misuse of medication, restraint or inappropriate sanctions. This might happen in football or elsewhere.	Regular over training, refusing breaks or intentionally hitting or kicking a player or punishing a player. We might also see bruising to arms or face, repeated injuries, fearfulness, anxiety or fear An adult talk about this at football.
Sexual Abuse – adults with care and support needs can consent to sexual activity but can still be abused. This includes rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure.	A coach or manager demands sexually explicit pictures from a learning disabled adult they are training. A player may comment on behaviours they don't like from other adults. Their behaviour may become disturbed or overly sexual. Adults can be sexually exploited as well as children so be aware of strangers collecting people, alcohol abuse and fearfulness.
Financial or Material Abuse – including theft, fraud, internet scamming or coercion in relation to an adult's financial affairs or arrangements.	A club member demanding a player buys them a ticket for a game or insisting they buy everyone rounds of drinks and takeaways they can't afford and don't want . A player might not be able to afford subs or new kit, appear to be hungry or report being unable to pay rent. An adult might express concern about their money.
Neglect - including ignoring medical or physical care needs, failure to provide access to appropriate health social care or educational services, the withholding medication, food or heating.	A player who's medical conditions are untreated or who is needing glasses or hearing aids, who is always hungry or complains that their home is always cold or they can't have a shower at home after football. A coach could be neglecting a player if they don't pay attention to drinks, rest and weather.
Emotional or Psychological Abuse – this could include threats of harm or abandonment, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.	A manager threatening a player with physical harm or persistently blaming them for poor performance or sending harassing messages after a game. Players could report that this is happening to them elsewhere or become distressed, depressed or self-harming
Modern Slavery –slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force. individuals into a life of abuse, servitude and inhumane treatment.	It's unlikely to be seen in football as in modern slavery the person is unlikely to be allowed to play powerchair football. Any concerns should be reported.

In Powerchair Football we might also see:

- Bullying – for example mocking, singling out for criticism, isolation from the team. Cyber Bullying – using technology to bully and humiliate people.
- Mate Crime - is when protected people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual.
- Radicalisation - The aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade protected individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media.

SAFEGUARDING IN SCOTTISH POWERCHAIR FOOTBALL

5. PROCEDURES

5.1. Recruitment of Volunteers and Staff

The Club will take all reasonable steps to ensure that its staff and volunteers working with children and protected adults in powerchair football have been recruited appropriately and that the individuals work in a way that reflects the Wellbeing and Protection Values – Inclusive, Approachable, Empowering and Accountable.

As part of this process, we aim to select the best possible candidate for the role. For those working in a role which is regulated work with children and protected adults, the Club will fulfil its legal duty under the Protection of Protected Groups (Scotland) Act 2007 to ensure that individuals who are barred from regulated work with children and protected adults are not engaged (either paid or unpaid) in regulated work with our players.

The following procedure will be completed for all staff and volunteers who will be working in a role which requires them to be in contact with children and protected adults.

5.1.1. Appointment and Selection Procedure

Pre-application Information

Individuals who are applying for a position with the Club will be provided with pre-application information for the positions available to applicants and will include:

- A role description outlining the roles, qualification required and responsibilities of the position.
- An application form.

Application Form

Applicants will be requested to complete an application form. The purpose of the application form is to obtain relevant details for the position and referee contact details.

Review Applications and Interview

The club will review application forms and consider applicants for interview. Successful applicants will be invited to interview. Interviews will then be carried out.

Offer of Position

Once a decision has been made to offer appointment, the applicant will be notified either in writing or verbally. The applicant will be given details of the position, any special requirements and any obligations e.g. agreement to the Safeguarding Policy, the probationary period and responsibilities of the role.

The applicant will be sent a Basic Disclosure form to complete and return, unless the role involves regulated work with the club in which case they will require to also be a member of the PVG Scheme.

5.1.2. References

References will be sought for all staff and volunteers who by virtue of their role will be working with children and protected adults within the club.

Two references will always 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 and protected adults. References from relatives will not be accepted. If the applicant has no experience of working with children or protected adults, specific training requirements may be agreed before their appointment commences.

5.1.3. Membership of PVG Scheme

The club must be registered with Disclosure Scotland or Volunteer Scotland Disclosure Services. All staff and/or volunteers who will be carrying out regulated work with players within the club must be a member of the PVG Scheme for regulated work with children or protected adults. A person in a regulated work position is, for example a coach or volunteer working with the players. A PVG Scheme Membership form will be sent out for any successful applicant to complete and return to the Club for processing.

Applicants must also make a self-declaration of any relevant convictions or investigations. PVG Scheme Records will be updated every 3 years. The Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015 requires prospective employees to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1 'Offences which must always be disclosed'.

However, applicants are not required to disclose spent convictions for offences included in schedule B1 'Offences which are to be disclosed subject to rules' until such time as they are included in a higher level disclosure issued by Disclosure Scotland.

Should the Club receive any information via the self-declaration form and/or PVG scheme record that needs risk assessed, this will be carried out by the Club's Board of Trustees possibly in conjunction with the SPFA and/or Scottish Para Football.

The Club's Board of Trustees will consist of at least three committee members, including the Player Wellbeing and Protection Officer, Secretary and Chair. This risk assessment considers any criminal convictions or other information that would be considered relevant to the role. The decision is either unanimous or by majority. The outcome of the decision with the Board of Trustees then contributes to the final decision of the applicant's appointment.

This process will also be required to be done for Scottish Para-Football as they need to have their own copies of PVG forms for their own registration. All para-football clubs must do this. This will mean should a safeguarding issue ever come up at the Club then Scottish Para-Football can provide support in dealing with the issue but more importantly block any offenders from taking part in any part of the sport.

An applicant's appointment will only be confirmed when:

- Two references have been received, checked and accepted;
- Self-declaration form has been returned and approved; and

- Fair processing form has been signed
- Complete player wellbeing protection training
- Sign up to the code of conduct for safeguarding players wellbeing annually
- PVG Scheme Record/Scheme Record Update has been received and accepted.

All existing volunteers and staff carrying out regulated work with children and protected adults will be required to:

- Complete self-declaration form annually
- Complete a satisfactory PVG scheme record every 3 years
- Sign fair processing notice form annually
- Sign up to the code of conduct for safeguarding annually
- Complete wellbeing protection training annually

5.1.4. Introduction and Training

Staff and volunteers will receive an induction. This process should include clarification of the expectation, roles and responsibilities of the position and identify any training needs.

Newly appointed staff and volunteers should complete recommended training over an agreed period. This training will include an introduction to the Safeguarding Policy. Further training, where the role works directly with players, is then provided.

5.1.5. Probation

Newly appointed members of staff will complete a 3 month probationary period.

5.1.6. Review of ongoing suitability

All members of staff and volunteers will have a performance review on a regular basis. Performance reviews should include an evaluation of progress and identification of training needs.

All individuals in regulated work for the club will require to complete a self-declaration form on an annual basis. They will also need to apply for a Scheme Record Update every three years. This ensures we are continually risk assessing members of staff and volunteers to keep children and protected adults safe.

5.1.7. New vetting information

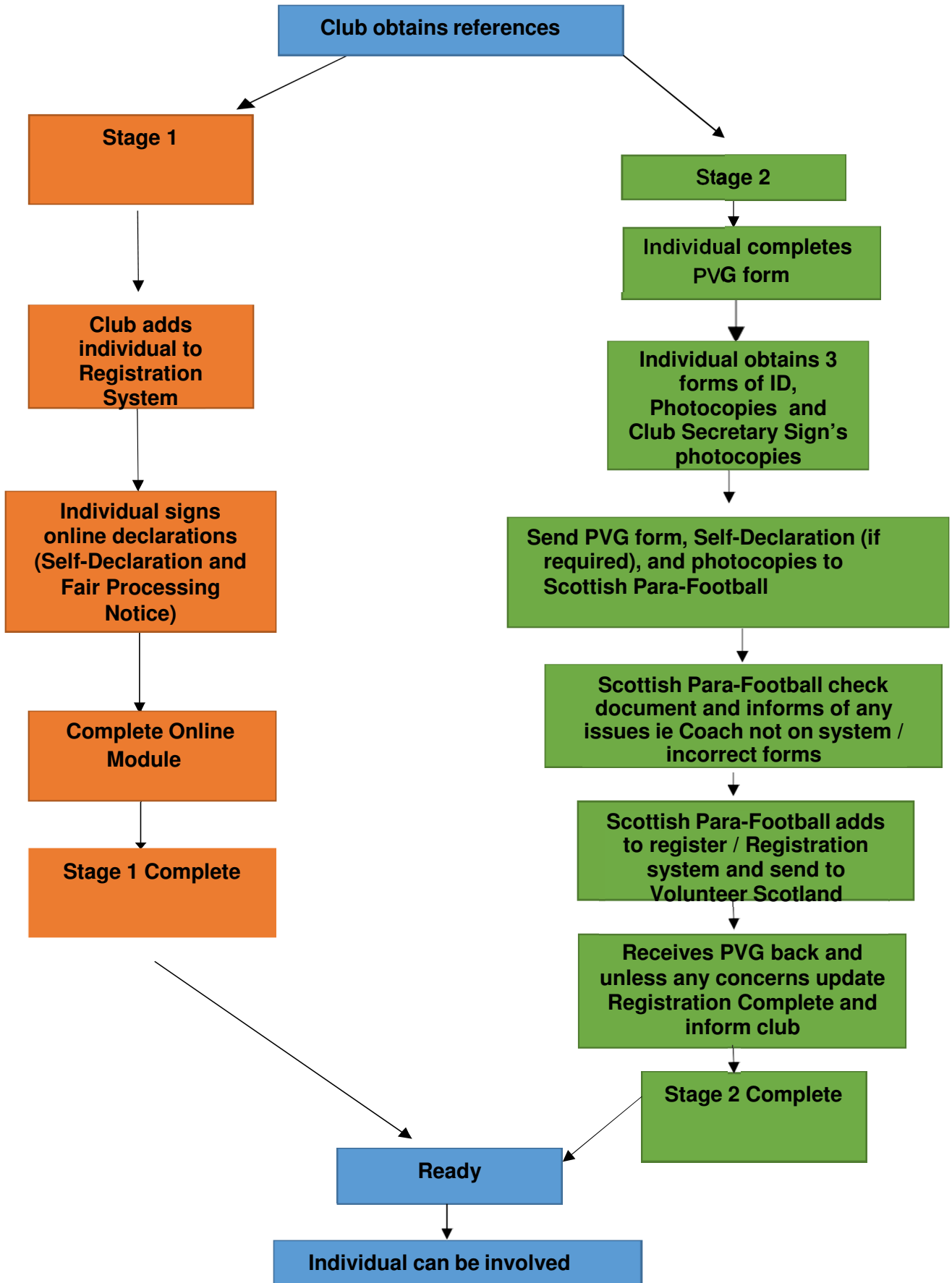
If new vetting information becomes available through a self-declaration form or PVG scheme record updates, this will be considered through a risk assessment by the Club, possibly in conjunction with Scottish Para-Football's Safeguarding Panel. Should any risk be identified, it will then be necessary to follow Responding to Concerns Procedure.

5.1.8. Consideration for Children's List or Barred Individuals

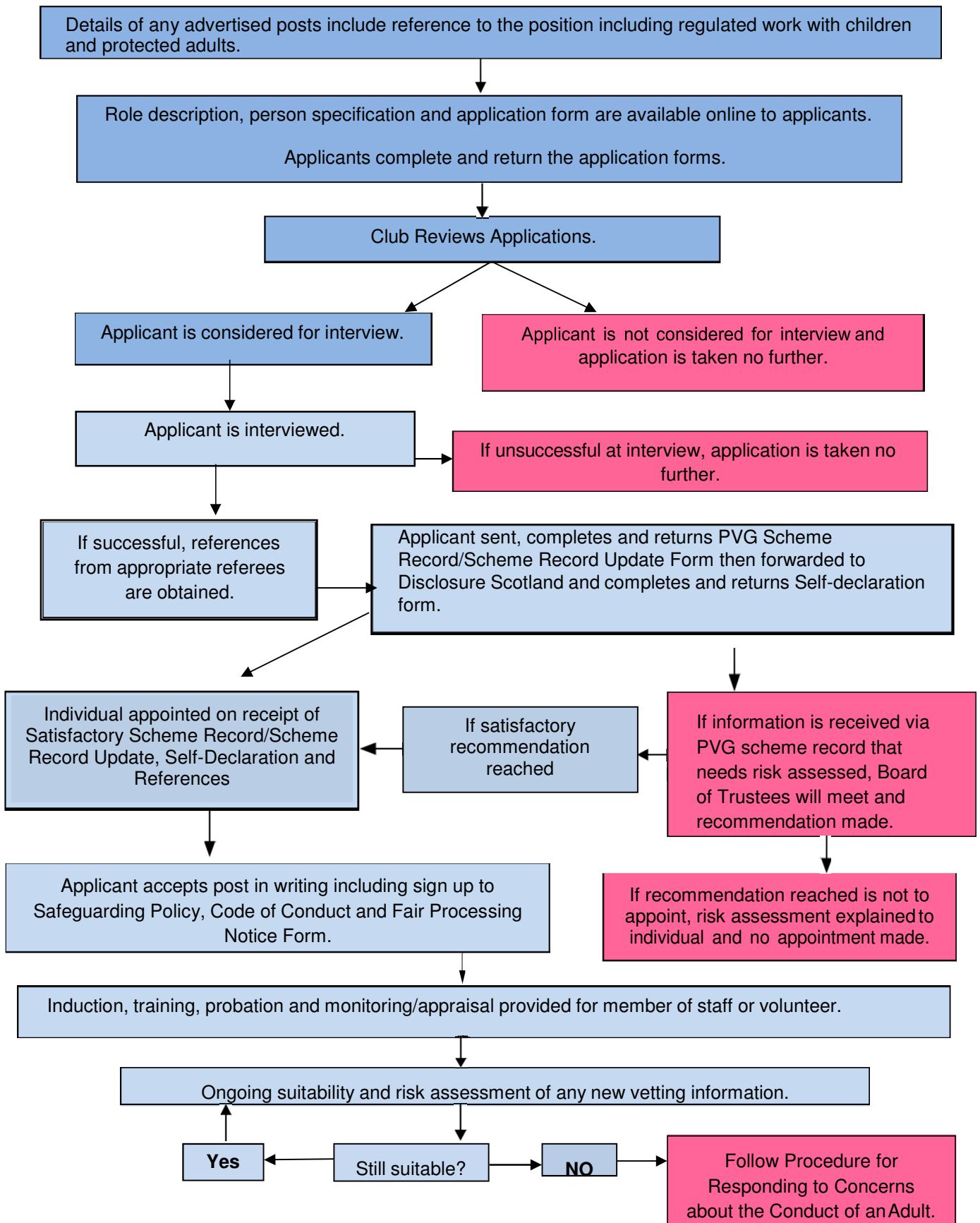
If Disclosure Scotland notify the Club that a member of staff or volunteer is being considered for listing, that individual will be suspended as a precaution, or not contracted in regulated work with the club until the outcome of the case is determined. Suspension is not a form of disciplinary action and does not involve pre- judgment. In all cases of suspension, the best interests of the player will be the primary consideration.

If Disclosure Scotland inform the club that an individual is barred, that member of staff or volunteer will be removed from regulated work with children or protected adults immediately in line with the Protection of Protected Groups (Scotland) Act 2007 section 5 duties for organisations.

PARA-FOOTBALL PVG PROCESS



APPOINTMENT AND SELECTION OF ADULTS IN REGULATED WORK WITH CHILDREN AND PROTECTED ADULTS – PROCEDURE FLOWCHART



5.2. Responding to Concerns/Incident Reporting

It is very important that if any of the following incidents occur they are reported by the receiving member of staff to the Club's Safeguarding Officer on the same day. A Concern Recording Form/Incident Record Form will be completed in every case. In addition the Safeguarding Officer should be informed that the incident has occurred. The completion and progression of this form should not be delayed even if sections of the form are incomplete. Parents should also be informed of the incident. It is expected that staff/volunteers will apply judgement and common sense when reporting an incident, for example in any of the following circumstances:

- If you accidentally hurt a child or protected adult.
- If a child or protected adult seems distressed in any manner.
- If a child or protected adult misunderstands or misinterprets something you have done that has serious implications.
- If a child or protected adult needs to be restrained.

5.2.1. Allegations of Abuse

The Club has no right to investigate allegations of a player being abused or decide whether or not a player or has been abused. Allegations of abuse must always be taken seriously. False allegations are very rare. If a player says or indicates they are being abused or information is obtained which gives concern that a player is being abused, the information must be responded to on the same day. In all instances of suspected abuse the Club's Safeguarding Officer must be consulted.

Examples of Abuse in sport are:

- Emotional Abuse - Acting in a way which is detrimental to the player's self-esteem.
- Physical Abuse - Over training or dangerous training of players.
- Neglect - Exposing a player to risk of injury through the use of unsafe equipment.
- Sexual Abuse - Exposure to sexually explicit and inappropriate behaviour, language or jokes.

If the Club's Safeguarding Officer is unavailable or an immediate response is required, the police and social services must be consulted for advice. They have a statutory responsibility for the protection of children and protected adults and they may already hold other concerning information about the child or protected adult. A Concern Recording Form will need to be completed and passed to the relevant authorities.

If you are concerned about the immediate safety of the player take whatever action is required to ensure the player is protected from further harm. In the absence of the Safeguarding Officer pass the information immediately to the police and seek their advice.

5.2.2. Protecting yourself from allegations of abuse:

Don't put yourself in a compromising situation e.g.:

- Alone in a vehicle with a vulnerable child or protected adult.
- Alone or with others in changing rooms, toilet facilities or showers used by children/protected adults.
- In circumstances where there can be suggestions of improper conduct.
- Where there is improper conversation or discussion of a personal nature.
- Where a child may be exposed to swearing or the use of obscenities.

5.3. Procedure for Responding to Concerns About a Player

In all cases where there are concerns about a player (child or protected adult) and/or the conduct of an adult which affects, or may affect, a player, the best interests and wellbeing of the player will be the paramount consideration.

The purpose of this Procedure is to safeguard and protect players involved in Scottish Powerchair Football and to respond appropriately to any concerns ensuring they are dealt with in a timely, appropriate and proportionate manner. Following a set of published procedures when dealing with concerns helps:

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

No member of staff or volunteer in receipt of information that causes concern about a player or the conduct of an adult shall keep that information to themselves, or attempt to deal with the matter on their own. Instead in all cases this procedure must be followed regardless of whether the concerns arise through the adult or child or player's involvement in powerchair football or from outside of powerchair football.

Children have the right to say what they think in all matters affecting them and to have their views taken seriously (Article 12, UNCRC). This must be at the forefront of any concerns that are raised about a child. Their views must be considered based on the age and maturity of each child. They also have a right to privacy (Article 16, UNCRC) which is also important to consider when assessing if and at what stage information is shared and who with.

If you are concerned about the immediate safety of a player:

1. Take whatever action is required to ensure the player's immediate safety.
2. Pass the information immediately to the police and seek their advice.
3. Report the concern to the Club or the SPFA, advising that the matter has been reported to the police.

At any time if you have a concern about the wellbeing of a player, or think you may have a concern, you can contact the Scottish Para-Football Secretary for advice and support at secretary@scottishparafootball.co.uk.

5.3.1. Everyone's Responsibility

A concern may range from mild verbal bullying to physical or sexual abuse and occur either through powerchair football or outside of it, for example in the player's home. All concerns will be investigated by the Club, the SPFA or Scottish Para-Football. If a coach or volunteer has a concern it is not their responsibility to investigate but it is their responsibility to:

- Reassure the person making the report that they have done the right thing in raising the concern.
- Listen openly without judgement.
- Record anything that is said.
- Report the concern to the Club, the SPFA or Scottish Para-Football.
- If there is a concern about the immediate safety of the player, take the necessary steps to ensure their safety and contact the police.

Everyone has a responsibility to recognise a concern and to record the concern either on the Concern Recording Form or in email format, and report the concern to the Club, the SPFA or Scottish Para-Football.

5.3.2. Recognise

Coaches or volunteers may become aware of a concern in different ways. For example:

- Directly from the player.
- Observation of the concern, such as a change in the behaviour, appearance, or nature of the player, or the conduct of an adult.
- Information that is shared from another individual or organisation e.g. an incident observed by another player, or adult and reported to them.

All concerns must be reported to the Club, the SPFA or Scottish Para-Football on the day the concern arises, or as soon as practically possible thereafter.

These procedures apply to all club members, coaches or volunteers involved in the Club's activities with our players.

1. Best Interests of the Player

The Club is committed to working in partnership with parents/carers whenever there are concerns about a player who may be a child or protected adult. Parents/carers have the primary responsibility for the safety and wellbeing of their children.

Where concerns are raised about a child or protected adult, this will be considered in line with the wellbeing indicators and may be discussed with parents/carers. For example, if a player seems withdrawn, he/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement. Common sense is advised in these situations and the best interests of the player will be considered as to what is the best support for each individual player. Players will be asked who they feel is suitable to be informed and when relevant, consent gained from the player.

Confidentiality will not be maintained if it is assessed that a player is at risk or their wellbeing is being impacted in such a way that their right to be protected becomes more significant. Any incidents which cause concern about the wellbeing of a player should be recorded on the Concern Recording Form and reported to the Club Safeguarding Officer as soon as possible.

In line with early intervention, the principles of the Children and Young People (Scotland) Act 2014 and the Getting it Right for Every Child approach, appropriate and proportionate information may be shared with the child's Named Person.

2. Information Regarding a Concern About a Player

Club volunteers or members of staff may be informed in different ways with regards to details of a concern about a player. The details may become clear due to the observation of a player, which is perhaps demonstrated in a change in their behaviour, appearance or nature. A third option could be information that is shared from another individual or organisation. A concern or possible abuse of a player may be observed by another player, a volunteer or a coach etc.

Depending on the nature of the concern, observations or information from others, this may not need to be discussed with the player, instead the information recorded then reported. Advice should be sought from the Safeguarding Officer if there is any uncertainty about the appropriate course of action where there are concerns about a player's wellbeing which can be discussed by anonymising the player, therefore maintaining confidentiality if appropriate.

If the Safeguarding Officer is not available and an immediate response is required, the police and social work

services must be contacted. They have a statutory responsibility for the protection of a player (child or protected adult) and they may already hold other concerning information about the player. Record any advice given, actions taken and the response by other agencies. At the earliest opportunity thereafter the Safeguarding Officer should be informed and in the case of a child the Named Person should be notified.

Where the Club has a service level agreement in place with a local authority, the members of staff based in these local authorities under the Children and Young People (Scotland) Act 2014 have a legal duty to share information with the child's Named Person.

3. Concerns Affecting a Player's Wellbeing

If a concern about a child or protected adult is identified that affects one or more of the eight wellbeing indicators (SAFE, HEALTHY, ACTIVE, NURTURED, ACHIEVING, RESPECTED, RESPONSIBLE, INCLUDED), complete Part A of the Concern Recording Form.

When information is being recorded about a player, it is important that the player understands why we are recording their details and gain their consent where possible for further reporting of the concern. If a player recognises that people can help and support, and that this is the purpose of their details being shared, they will be more included and informed of the processes.

Where there is information or details in relation to the conduct of an adult affecting a child or protected adult's wellbeing, this should be recorded in Part B of the appropriate Concern Recording Form.

4. Player's Right to be Protected

Where the concern about a player's wellbeing suggests they are in need of protection, the information must be passed on with or without their consent for the purposes of their protection. Allegations of abuse must always be taken seriously.

No member of the Club, including coaches and volunteers, shall investigate allegations of abuse or decide whether or not a player has been abused.

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

A. RESPOND

- React calmly so as not to frighten the player.
- Listen to the player and take what they say seriously. Do not show disbelief.
- Reassure the player they are not to blame and were right to tell someone.
- Be aware of interpreting what a player says, especially if they have learning or physical disabilities which affect their ability to communicate or English is not their first language.
- Do not assume that the experience was bad or painful - it may have been neutral or even pleasurable.
- Avoid projecting your own reactions onto the players.
- 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. What? When? Where? Who?
- Do not introduce personal information from either your own experiences or those of other players.

B. AVOID:

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

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.

C. RECORD

Make a written record of the information as soon as possible using the Concern Recording Form completing as much of the form as possible. It is important that we include the contact details of the child's Named Person or the protected adult's alternate contact which will have been collated within the appropriate consent form.

Make a written record of the information as possible using the Concern Recording Form completing as much of the form as possible. It is important that we include the contact details of the player's alternate contact which will have been collated within their Consent Form.

D. REPORT

Contact the Club Safeguarding Officer to report the concern then email the completed form to info@ayrshiretigers.co.uk as soon as possible after completion; do not delay by attempting to obtain information to complete all sections. The Club Safeguarding Officer will email the Concern Recording Form to the SPFA and/or Scottish Para-Football. Please do not keep any electronic, printed or written versions of this form. It is important to maintain confidentiality to delete or shred as soon as the information has been passed on. If a player is at risk of immediate harm/danger, contact Police or Social Care immediately.

E. 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 Safeguarding Officer or the police/social work services or Named Person as to who informs the parents/carers.

F. KEEPING THE PLAYER INFORMED

Alongside the increased need to recognise the importance of safeguarding adults as well as children, there has also been a cultural shift towards making safeguarding personal within processes. What this means in practice is that protected adults should be more involved in the processes revolving around their wellbeing and that their views, wishes, feelings and beliefs must be taken into account when decisions are made.

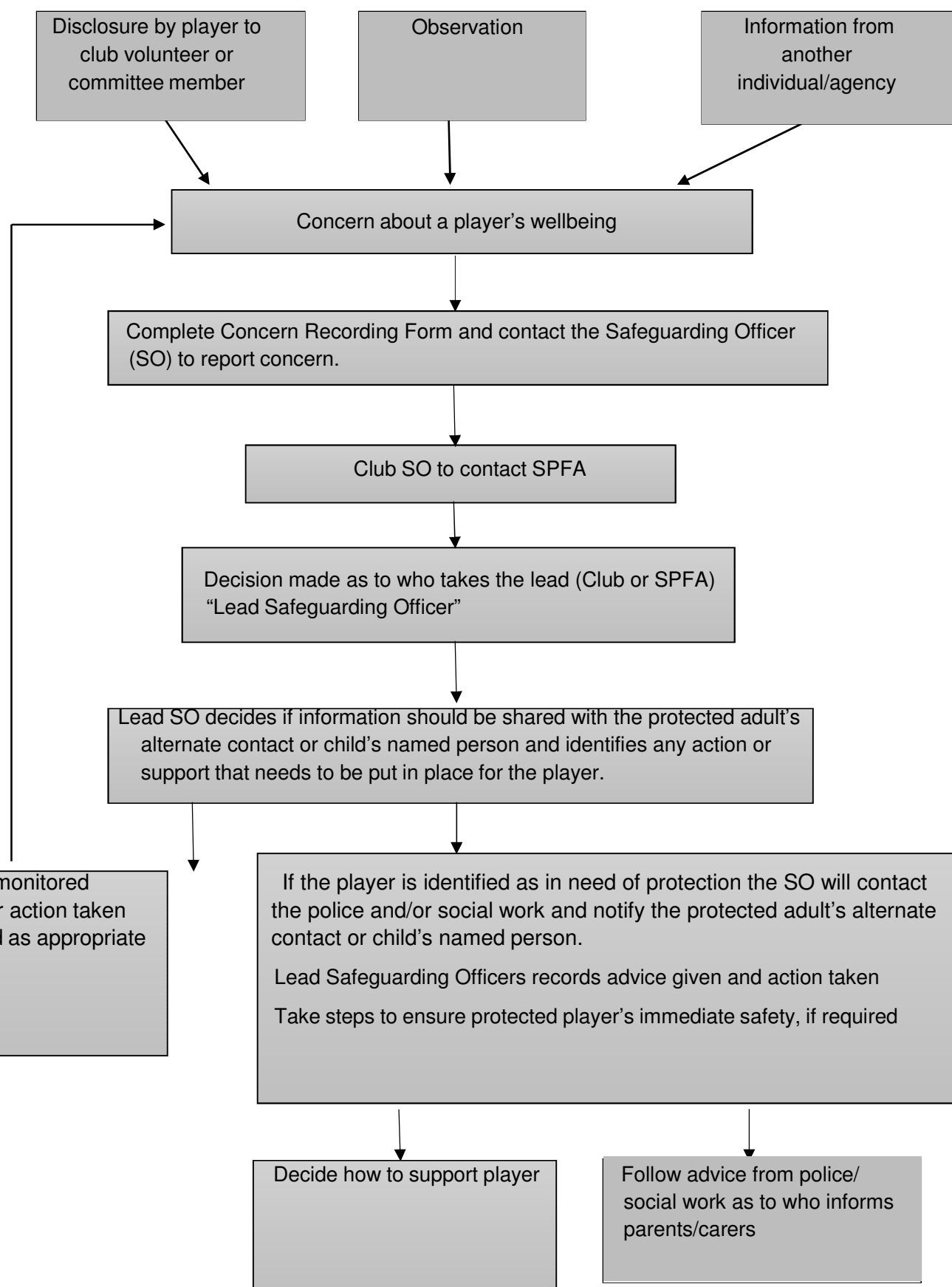
A protected adult's ability to be involved in the process and understand it may be affected by things like learning disability, dementia, mental health needs, acquired brain injury, and physical ill health. Staff and volunteers can assist a protected adult in understanding the process and decisions being made by taking the following 5 steps:

Assume that people are able to make decisions. If you have concerns about a protected adult's level of understanding, you should check this with them.

- Give people as much support as they need to make decisions. You may be involved in this – you might need to think about the way you communicate or provide information, and you may be asked your opinion. People have the right to make unwise decisions. The important thing is that they understand the implications. If they understand the implications, consider how risks might be minimised.
- If someone is not able to make a decision, then the person helping them must only make decisions in their “best interests”. This means that the decision must be what is best for the person, not for anyone else. If someone was making a decision on your behalf, you would want it to reflect the decision you would make if you were able to.
- Find the least restrictive way of doing what needs to be done.

Procedure for Responding to Concerns About a Player Flowchart

(Remember if the player is a protected adult involve them throughout the process wherever possible).



5.4. Responding to Concerns About the Conduct of an Adult Procedure

In all cases where there are concerns about the conduct of an adult towards a player, the best interests and wellbeing of the player will be the paramount consideration. These procedures aim to ensure that all concerns about the conduct of an adult are dealt with in a timely, appropriate and proportionate manner.

No member of staff, volunteer or coach in receipt of information that causes concern about the conduct of an adult towards players shall keep that information to himself or herself, or attempt to deal with the matter on their own.

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

1. Initial Reporting of Concerns

Any concerns for the wellbeing of a player arising from the conduct of an adult must be reported to the club Safeguarding Officer on the day the concern arises, as soon as practically possible. Where the concern is about the Safeguarding Officer it must be reported to the Board of Trustees.

2. Recording and Reporting

Concerns must be recorded using the Concern Recording Form as soon as possible. Contact the club Safeguarding Officer to report the concern then email the completed form to info@ayrshiretigers.co.uk as soon as possible after completion; do not delay by attempting to obtain information to complete all sections. Please do not keep any electronic, printed or written versions of this form. It is important to maintain confidentiality to delete or shred as soon as the information has been passed on.

All subsequent actions taken and reasons for decisions shall be recorded (in the order in which they happened). These records should be signed and dated by the Safeguarding Officer. Where Disciplinary Procedures are invoked for members of staff, coaches or volunteers, a written record will be made of all actions and reasons for decision.

3. Establishing the Basic Facts

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

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

4. Conducting the Initial Assessment

The club Safeguarding Officer will conduct the initial assessment.

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

Where the established facts support a concern of criminal behaviour, the initial assessment will not form part of the disciplinary investigation.

Subject to the nature and seriousness of the situation, if it is not clear at this stage whether a criminal offence may have been committed, the member of staff or volunteer may be approached as part of the information gathering process.

Where the nature and seriousness of the information suggests that a criminal offence may have been committed, or that to assess the facts may jeopardise evidence, advice will be sought from the police before the volunteer or member of staff is approached.

An initial assessment of the basic facts may require the need to ask a child some basic, open-ended, non-leading questions solely with a view to clarifying the basic facts. It may also be necessary to ask similar basic questions of other children or protected adults, or also other appropriate individuals.

Interviewing players about possible abuse and criminal offences is the sole remit of specially trained police officers and social workers. Questioning of players by those conducting an initial assessment should always be avoided as far as possible. If it is necessary to speak to the player in order to clarify the basic facts, best practice suggests that consent from the parent/carer be obtained where necessary.

Possible outcomes of initial assessment:

- (i) No further action (facts do not substantiate complaint).
- (ii) Situation is dealt with under the appropriate SPFA Disciplinary Procedures for members of staff and volunteers.
- (iii) Protected Adult or 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 player/family who raised the concern).

5. Initial Assessment Supports Concerns about Poor Practice and/or Misconduct

The club Safeguarding Officer will deal with the concern in line with SPFA Disciplinary Procedures for members of staff and volunteers. In the event of an investigation into the conduct of a member or volunteer all actions will be informed by the principles of natural justice:

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

Pending the outcome of any investigation, precautionary suspension will be considered in all cases where there is significant concern about the conduct of a member of staff, or volunteer towards children. Any impact on a child's wellbeing caused by an adult's poor practice and/or misconduct will be passed on to the child's Named Person.

6. Initial Assessment Supports Concerns about Possible Criminal Behaviour

Where the initial assessment of information gives reasonable cause to suspect an adult's behaviour and conduct has been a criminal offence, the Safeguarding Officer will report the concerns to the police as soon as possible on the day the information is received. The Safeguarding Officer will make a written record of the name of 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 will be confirmed in writing by the Safeguarding Officer within 24 hours. A copy of the Concern Recording Form should be provided to the police on request. Appropriate steps will be taken to ensure the safety of the players who may be at risk. The parents/carers of the players involved will be informed as soon as possible following advice from the police. Any impact on a child's wellbeing caused by an adult's possible criminal behaviour will be passed on to the child's Named Person.

Advice will firstly be obtained from the police about informing the member of staff, or volunteer involved in the concerns. If the advice is to inform them, they will be told that information has been received which may suggest an allegation of abuse or possible criminal offence. As the matter will be *sub judice* (i.e. underjudicial 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 member of staff, or volunteer.

The Club and the SPFA will take all reasonable steps to support a member of staff or volunteer against whom a concern has been raised.

7. Precautionary Suspension

Suspension is not a form of disciplinary action. The member or volunteer involved may be suspended whilst an investigation is carried out. Suspension will be carried out by the Club and/or SPFA in accordance with their 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 stop 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 member of staff or volunteer in accordance with the Club and/or SPFA Disciplinary Procedures.

8. Disciplinary Investigation

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

9. False or Malicious Allegations

Where an investigation establishes an allegation or concern raised is false, unfounded or malicious:

- The member of staff or volunteer involved will receive an account of the circumstances and/or investigation and a letter confirming the conclusion of the matter. They may wish to seek legal advice.
- All records pertaining to the circumstances and investigation shall be kept confidentially.
- The Safeguarding Officer will take all reasonable steps to support the individual in this situation.
- In these circumstances the SPFA and/or Scottish Para-Football will review the player's participation in powerchair football. It will be appropriate to have a discussion with the player (with parental/carer permission) in determining their views and opinions.
- 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 or protected adult by someone who is still currently working with children or protected adults. These procedures will be followed in the event of an allegation of historical abuse.

11. Protection of Protected Groups (Scotland) Act 2007

The Club, SPFA and/or Scottish Para-Football will refer to Disclosure Scotland the case of any member of staff or volunteer who (whether or not in the course of their role with the Club) has:

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

AND as a result:

1. The SPFA and Scottish Para-Football has dismissed the member of staff or volunteer from any club duties.
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 Club has transferred the member of staff or volunteer to a position in the Club which is not regulated work with protected adults or children.
4. The member of staff or volunteer would have been dismissed or considered for dismissal where employment or volunteer role was not due to end at the expiry of a fixed term contract; or
5. The member of staff or volunteer would have been dismissed or considered for dismissal had the contract not expired.