



scottish sports *futures*

Scottish Sports Futures 2022 Child Wellbeing and Protection Policy

In this pack you will find:

- 1) SSF Contact Numbers**
- 2) Local Authority Social work contact numbers**
- 3) Local Authority Social work out of hour's phone numbers**
- 4) Police Family Protection Unit Contact numbers**
- 5) Safeguarding In Sport Team Contact number**
- 6) SSF Child Protection Policy**
- 7) Online Delivery**
- 8) Steps for reporting a concern.**
- 9) Reporting Forms**
 - **SSF Behavioural niggles form**
 - **SSF Child Wellbeing reporting form**
 - **SSF Child Protection Reporting form**
- 10) Incident and Accident Reporting Form**

Please familiarise yourself with the content of the policy document and reporting forms; these and child protection training will be reviewed annually.

1) SSF Contact Numbers

Glasgow Child Wellbeing and Protection Officer Alistair Neil - 07912 760275 Alistair@ssf.org.uk	Area and Programmes Glasgow Shell Twilight sessions Glasgow Chance:2:Be sessions
South West Child Wellbeing and Protection Officer Alan Hendry- 07961230583 Alan@ssf.org.uk	South West Shell Twilight sessions South West Chance:2:Be sessions
East Central Child Wellbeing and Protection Officer Rohanna Irvine- 07568227859 (Interim) Rohanna@ssf.org.uk	East Central Shell Twilight sessions East Central Chance:2:Be sessions
National Child Wellbeing and Protection Officer Sean Brady- 07912760287 Sean@ssf.org.uk	National Programmes All Active:2:Grow sessions All Young leaders ETC

2) Office Hours (9-5pm) Social Work numbers:

Glasgow	0141 287 0555
Fife	03451 551503
North Ayrshire	01294 310300
Stirling	01786 471177

3) Emergency Out of Hours Social Work numbers:

Glasgow	If you need a service out with office hours, you can contact Glasgow and Partners Emergency Social Work Services on 0300 343 1505 .
Fife	If you have an emergency between 5.00pm and 9.00am - Monday to Friday or over the weekend call 03451 550099 .
North Ayrshire	Out of hours service on 0800 328 7758

Stirling	Out of hours service on 01786 470500
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4) Police Family Protection Unit Contact numbers

Glasgow	101 (if a child is at risk of immediate harm: dial 999)
Fife	101 (if a child is at risk of immediate harm: dial 999)
North Ayrshire	101 (if a child is at risk of immediate harm: dial 999)
Stirling	101 (if a child is at risk of immediate harm: dial 999)

5) Safeguarding in Sport Team number:

Glasgow	Between 9-5pm 0141 419 1156 or 07960779987 After 5pm Children 1st Parent line-0800 28 22 33
Fife	Between 9-5pm 0141 419 1156 or 07960779987 After 5pm Children 1st Parent line-0800 28 22 33
North Ayrshire	Between 9-5pm 0141 419 1156 or 07960779987 After 5pm Children 1st Parent line-0800 28 22 33
Stirling	Between 9-5pm 0141 419 1156 or 07960779987 After 5pm Children 1st Parent line-0800 28 22 33

If the child or young person is in immediate danger call the police as they can take a child to a place of safety. Phone 999.



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6) CHILD AND VULNERABLE ADULT PROTECTION POLICY AND CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN AND VULNERABLE ADULTS

Introduction

The Employer – Scottish Sports Futures will:

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

Principles

This Policy and these Procedures are based on the following principles:

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

Code of Conduct

This code of conduct details the types of practice required by all members of The Employer when in contact with children or vulnerable adults. The types of practice are categorised into good practice; practice to be avoided and practice never to be sanctioned. Suspicions or allegations of non-compliance of the Code by a member will be dealt with through the Employer's Disciplinary Procedure for misconduct.

Good Practice and Acceptable Practice

SSF supports and requires the following **good practice** by members when in contact with children and vulnerable adults.

When working with children or vulnerable adults:

- Always work in an open environment e.g. avoid private or unobserved situations and encourage an open environment for activities.
- Treat all children and vulnerable adults equally, with respect and dignity.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Ensure that if any form of manual or physical support is required for a child or vulnerable adult, it is provided openly, the child or vulnerable adult is informed of what is being done and their consent is obtained.
- Deliver educational instruction first verbally; secondly role-modelled; and thirdly, and only if necessary, with hands on - which must be accompanied by telling the child or vulnerable adult where you are putting their hands and why it is necessary and obtaining their consent before any physical contact is made.
- Involve parents, guardians and carers wherever possible.
- Build balanced relationships based on mutual trust that empower children and vulnerable adults to share in the decision making process.
- Recognise the developmental needs and capacity of children and vulnerable adults pushing them against their will or putting undue pressure on them.

First Aid and Treatment of Injuries:

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

- Where practicable all parents/guardians of children under 16 must complete a Medical Consent Form before participating in any activity.

- Be aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required.
- Keep a written record of any injury that occurs, along with the details of any treatment given.
- Where possible, ensure access to medical advice and/or assistance is available.
- Only those with a current, recognised First Aid qualification should respond to any injuries.
- Where possible any course of action should be discussed with the child/vulnerable adult, in language that they understand and their permission sought before any action is taken.
- In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible.
- The child's or vulnerable adult's parents/guardians or carers must be informed of any injury and any action taken as soon as possible, unless it is in the child's or vulnerable adult's interests and on professional advice not to do so.
- A Notification of Accident Form must be completed and signed and passed to the organisation as soon as possible.

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

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

- Where practicable request written parental/guardian consent if members are required to transport children or vulnerable adults.
- Always tell another member that you are transporting a child, give details of the route and the anticipated length of the journey.
- Ensure all vehicles are correctly insured.
- All reasonable safety measures are taken, e.g. children in the back seat, seatbelts are worn.
- Ensure, where possible, a male and female accompany mixed groups of children or vulnerable adults.
- Always plan and prepare a detailed programme of activities and ensure copies are available for other members and parents/guardians.

Practice To Be Avoided

The following practice should be avoided:

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

Practice never to be sanctioned

In the context of your role as employee, coach or volunteer, the following practices should never be sanctioned:

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

7) Online Delivery and Child Protection

Engaging/Working with young people online:

Before online engagement with young people the following good practice must be followed:

Going online

Before doing any online delivery, please ensure you have considered and the following:

- Do the young people have access to the right equipment and broadband capacity? Can they get online?
- What might we need to do/put in place to support young people to get online?
- Do they have a quiet and safe space at home to engage?
- Do they have access to materials (e.g. arts and crafts)? If not, can we provide this?
- What plan have you made for the children and young people where there may be language barriers?
- What happens to the children and young people you are currently supporting who may not wish to engage online or their parents/carers are unwilling to consent?

These are questions to be asking yourself and team before delivering online to young people. We need to consider all the above to ensure we are being inclusive and removing barriers.

Devices:

- Staff must only use SSF laptops and SSF mobile phones for any engagement with young people.
- Staff must not use personal devices.

Staying Safe Online Staff and Young People:

Staff:

- Staff must only use organisational accounts to communicate with young people. Staff responsible for SSF accounts must ensure the privacy settings are set.
- Staff must ensure their personal accounts are sent to 'private' and cannot accept any friend/message requests from young people. If this situation arises please speak with your line manager.
- Staff support young people on how to make their social media accounts private and safe. Please read and share this with all young people.

<https://young.scot/campaigns/national/digiaye>

- ZOOM calls must have a password on them which- no open zoom links. This applies for **any** calls with young people (more information below on this)
- For any workshops/ large group calls we must have a sign-up process to ensure we can track who is taking part.

Moderating Online Engagement:

To ensure we moderate and manage our online delivery please ensure the following is in place:

- Sign up process in place
- Young people understand the aim of the session/online meeting
- Language
- Appropriate behaviour
- If they wish to contribute towards the discussion methods to do this i.e. hands up, reaction feature zoom, chat feature on zoom

Methods of engagement

Facebook

SSF staff please ensure the following:

- Page privacy settings are in place- guidance here <https://www.facebook.com/help/325807937506242>
- Friend requests settings in place so only SSF can approve friend requests.
- If setting up a “closed group” only SSF staff can invite people to the group- ensure settings do not allow anyone to join
- Facebook voice call can be used
- Facebook video calls can be used however the following applies:

Aim to do group video calls with young people so it is not just 1 staff member and 1 young person on a call. However, if staff want to video call 1 young person another staff member **must** be present in the video call.

This requires a staff member to set up a work Facebook.

- If **setting up a group chat**. SSF Coordinators would manage the group chat and add in sessional members of staff:

Sessional members of staff would not become friends with the young person and staff must have their profile private and not accept any friend requests. SSF staff are responsible for communicating this with sessional staff.

- If **setting up a page**. SSF Coordinators would manage the page and add in sessional members of staff:

Sessional members of staff would not become friends with the young person and staff must have their profile private and not accept any friend requests. SSF staff are responsible for communicating this with sessional staff.

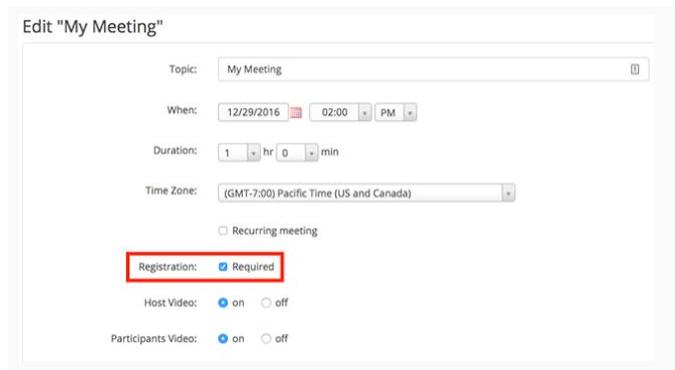
ZOOM:

SSF staff please ensure the following:

- For group workshops/zoom calls/ mingles we must be using the SSF account. This is because it allows us to have a registration sign up process. A registration form/process must be in place to ensure we are tracking who is signing up for any group zoom workshops/sessions.

Guidance on how to do this:

<https://support.zoom.us/hc/en-us/articles/211579443-Registration-for-Meetings>



The screenshot shows the 'Edit "My Meeting"' interface. The 'Registration' setting is highlighted with a red box and is set to 'Required'. Other visible settings include: Topic: My Meeting; When: 12/29/2016 at 02:00 PM; Duration: 1 hr 0 min; Time Zone: (GMT-7:00) Pacific Time (US and Canada); Recurring meeting: unchecked; Host Video: on; Participants Video: on.

- For any zoom calls they must have a password on them which- no open zoom links. This applies for **any** calls with young people

Here is how to do this:

https://support.zoom.us/hc/en-us/articles/360033559832-Meeting-and-Webinar-Passwords-#h_530762f7-e34a-4c55-a929-f16c5386d7be

- If setting up a zoom session/call with young people, the following process should be followed:
 - 1) Information sent out about the session- i.e. aim, time,
 - 2) Information on how to sign up – i.e. the registration link sent
 - 3) Zoom link/password sent 1hr before session to each person who has signed up

Phone

- Only use your work phone
- Reminder to turn work phone off at the end of the working day

Text

- Only use your work phone
- Reminder to turn work phone off at the end of the working day

Methods of communication that are not acceptable

- Young people/participants having coordinator or sessional staff personal mobile number
- Whatsapp (phone numbers not kept private)
- Young people/participants and sessional staff being friends on Facebook
- Any communication via Facebook with a young person where the SSF page is not included in the conversation

8) Steps for reporting a concern

If members of staff have concerns about an incident involving a child or vulnerable adult that seems untoward or unusual, they must report their concerns as soon as possible to the Child Wellbeing and Protection Officer. Parents should also be informed of the incident as soon as possible unless it is not in the child's or vulnerable adult's interests to tell them.

Definitions

Behaviour Niggle

A **behaviour niggle** is when a young person at the session has displayed challenging behaviour which has impacted on them, staff and other young people. As we know behaviour is communication and usually challenging behaviour is a sign that something is going on in that young person's life.

Child Wellbeing concern

Child Wellbeing are concerns which in isolation, do not always meet the threshold for a child protection referral to social work or police but still have an impact on the wellbeing of the child or young person and require attention.

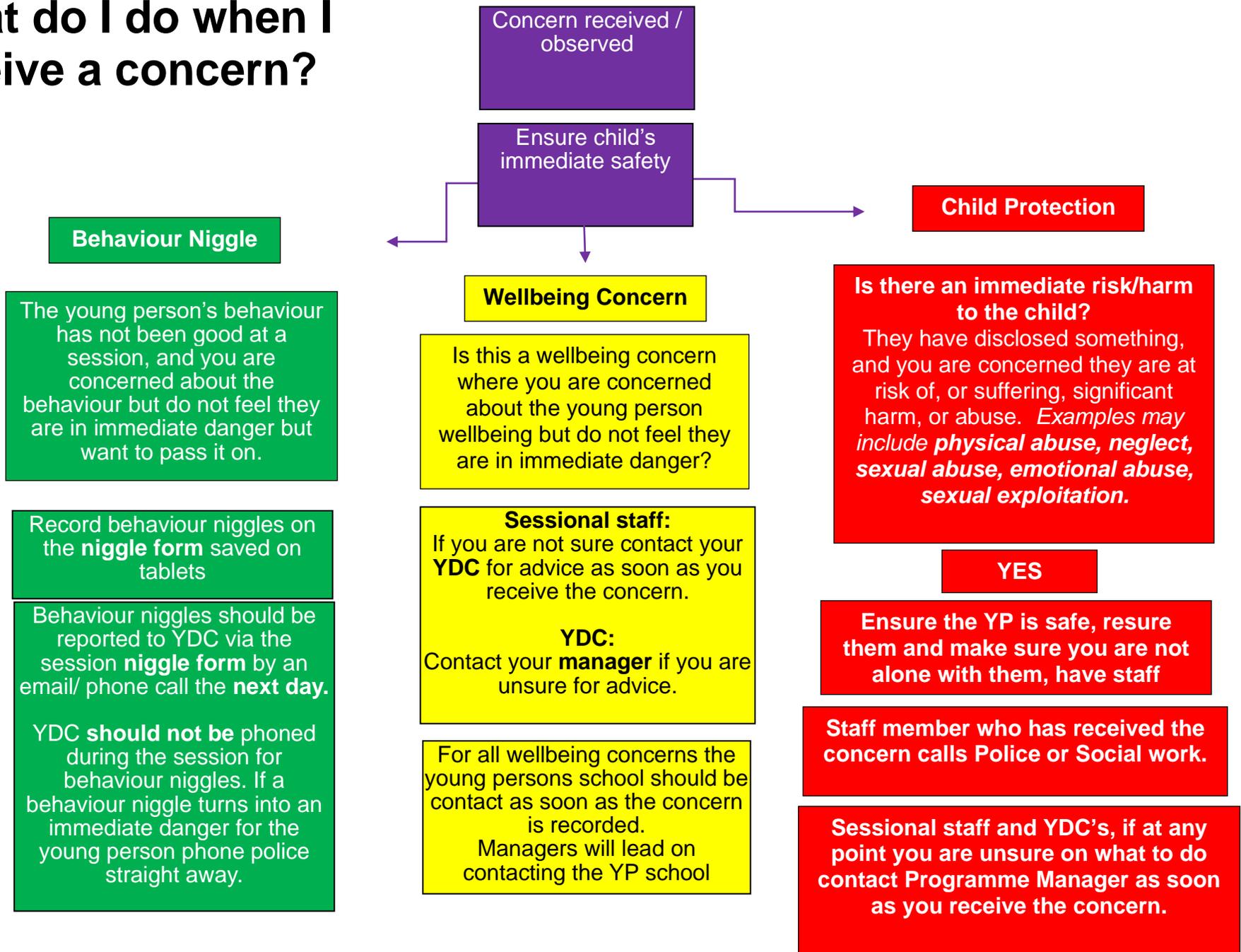
*Examples may include: **bullying, mental health concerns, bereavement, family separation and self-harm.***

Child Protection Concern

Child Protection are concerns for children or young people who are at risk of, or suffering, significant harm or abuse. Child protection matters are reported to police or social work.

*Examples may include **physical abuse, neglect, sexual abuse, radicalisation, emotional abuse, trafficking or sexual exploitation.***

What do I do when I receive a concern?



Behaviour Niggle

The young person's behaviour has not been good at a session, and you are concerned about the behaviour but do not feel they are in immediate danger but want to pass it on.

Record behaviour niggles on the **niggle form** saved on tablets

Behaviour niggles should be reported to YDC via the session **niggle form** by an email/ phone call the **next day**.

YDC **should not be phoned** during the session for behaviour niggles. If a behaviour niggle turns into an immediate danger for the young person phone police straight away.

Concern received / observed

Ensure child's immediate safety

Child Protection

Wellbeing Concern

Is this a wellbeing concern where you are concerned about the young person wellbeing but do not feel they are in immediate danger?

Sessional staff:
If you are not sure contact your **YDC** for advice as soon as you receive the concern.

YDC:
Contact your **manager** if you are unsure for advice.

For all wellbeing concerns the young persons school should be contact as soon as the concern is recorded.
Managers will lead on contacting the YP school

Is there an immediate risk/harm to the child?
They have disclosed something, and you are concerned they are at risk of, or suffering, significant harm, or abuse. *Examples may include **physical abuse, neglect, sexual abuse, emotional abuse, sexual exploitation.***

YES

Ensure the YP is safe, resure them and make sure you are not alone with them, have staff

Staff member who has received the concern calls Police or Social work.

Sessional staff and YDC's, if at any point you are unsure on what to do contact Programme Manager as soon as you receive the concern.

Who do I tell?

SHELL TWILIGHT	SSF CHANCE:2:BE	ACTIVE:2:GROW	SSF FAMILIES	SSF YOUNG LEADERS	EDUCATION THROUGH CASHBACK/WELLBEING WORKSHOPS
North Ayrshire YDC: Chloe Heyburn Manager / CPO: Alan Hendry	North Ayrshire YDC: Chloe Heyburn Manager / CPO: Alan Hendry	All areas YDC: Hana Nassar Manager / CPO: Sean Brady	Glasgow, Cranhill Manager / CPO: Alistair Neil	All areas YDC: Kirsty Strang Manager / CPO: Sean Brady	External Courses: Report to course organisers and let Manager and Child Protection officer know - Sean Brady
Stirling YDC: Chanelle Gallagher Manager / CPO: Interim Rohanna Irvine	Stirling YDC: Chanelle Gallagher Manager / CPO: Interim Rohanna Irvine				
Fife YDC: Paige Boyle Manager / CPO: Interim Rohanna Irvine	Fife YDC: Paige Boyle Manager / CPO: Interim Rohanna Irvine				
Glasgow YDC Govan: Diane Barbour YDC Barrowfield: Ahmed Mumin YDC Dalmarnock: Alistair Neil Manager / CPO: Alistair Neil	Glasgow YDC Govan: Diane Barbour YDC Eastend: Ahmed Mumin Schools: Alistair Neil Manager / CPO: Alistair Neil				

*CPO: Child Protection Officer *YDC: Youth Development Coordinator

Remember

1. **Tell the child, before they begin to disclose information, you will need to pass the information they are giving you on**
2. **If a child tells you something that concerns you:**
 - Do**
 - . stay calm
 - . listen to the child
 - . keep any questions to a minimum
 - . reassure the child that they are right to have told you
 - . tell the child what you're going to do next
 - . record in the child's own words what has been said
 - . act promptly and immediately report to your line manager or designated child protection officer
 - Don't**
 - . ask unnecessary questions. You can clarify what the child is telling you, but do not probe, or push the child to say more than they want to
 - . make any false promises
 - . express shock or anger at what is being said to you
 - . interpret what the child is saying to you just record and report
 - . delay listening to the child or passing on your concerns
 - . carry out an investigation into the allegation
3. **Follow all child protection guidance and make a note of exactly what they have said and pass it on as soon as you can.**
4. **Contact the appropriate Child Wellbeing and Protection officer for advice and guidance.**
5. **If you are in a school pass concern on to the teacher immediately and also let the child protection officer know.**
6. **Always complete the reporting forms included in this document and save on the session tablet and notify the Child Protection Officer, when this has been completed.**

What to do in an emergency?

If you are concerned that a child is at immediate risk of harm, you should contact the police on 999, who will be able to respond. If you are worried that a child is at risk or being harmed, it is important to tell someone. Everyone has a right to be safe.

9) Reporting Forms

SSF Behavioural Niggle Form	<ul style="list-style-type: none">• If you are a staff member and have noticed behaviours niggles language, actions of a young person which is a concern but in isolation, does always not meet the threshold for a child protection referral but still have an impact on the wellbeing of the child or young person complete the SSF Behavioural Niggle Form
SSF Child Wellbeing reporting form	<ul style="list-style-type: none">• If the young person discloses information directly to a staff member which is a concern but in isolation, does not always meet the threshold for a child protection referral but still have an impact on the wellbeing of the child or young person complete the Child Wellbeing reporting form
SSF Child Protection reporting form	<ul style="list-style-type: none">• If a child or young person is at risk of, or suffering, significant harm or abuse to themselves or from others this is child protection matter which must reported to police or social work. If it is unsafe for the child to leave our session/provision you must contact and report to police or social work and complete the Child Protection reporting form.

SSF Behavioural Niggle Form

All staff must complete this section

DATE:

Staff Details:

Your Name:

Your position and contact telephone number:

Organisation Name:

Young Person Details:

Young person name:

Young person address:

Young Person date of birth:

Young Person Contact telephone number:

Parents/guardians/carers Details:

Parents/guardians/carers name:

Parents/guardians/carers address (if different from young person)

Parents/guardians/carers contact telephone number:

Action taken so far:

Action	Date	Advice Given

Information passed to SSF Child Protection Officer

Yes No

Date contacted:

Details of advice received:

Signature:

Print name:

Date:

SSF Child Wellbeing reporting form

All staff must complete this section

DATE:

Staff Details:

Your Name:

Your position and contact telephone number:

Organisation Name:

Young Person Details:

Young person name:

Young person address:

Young Person date of birth:

Young Person Contact telephone number:

Parents/guardians/carers Details:

Parents/guardians/carers name:

Parents/guardians/carers address (if different from young person)

Parents/guardians/carers contact telephone number

SSF Child Wellbeing reporting form

Did the young person disclose information to you which is a cause for wellbeing concerns?

YES

NO

If YES, please complete the information below:

**1) Date of incident/disclosure:
Time:**

2) Record exactly what the child said and what you said. Remember, do not lead the child - record actual details. Continue on separate sheet if necessary)

Action taken so far:

Action	Date	Advice Given

Information passed to SSF Child Protection Officer

Yes No

If yes - details of:

Date contacted:

Details of advice received:

Signature:

Print name:

Date:

SSF Child Protection reporting form

All staff must complete this section

DATE:

Staff Details:

Your Name:

Your position and contact telephone number:

Organisation Name:

Young Person Details:

Young person name:

Young person address:

Young Person date of birth:

Young Person Contact telephone number:

Parents/guardians/carers Details:

Parents/guardians/carers name:

Parents/guardians/carers address (if different from young person)

Parents/guardians/carers contact telephone number:

SSF Child Protection reporting form

1) Date of incident/concern arose:
Time:

2) Detail what happened below:

3) Was the child/vulnerable adult asked about the incident?: **Yes** **No**
If so record exactly what the child said and what you said. Remember, do not lead the child - record actual details. Continue on separate sheet if necessary)

External agencies contacted (date & time)

Social Services: Yes **No**

If yes - details of:

Name and contact number:

Date contacted:

Details of advice received:

Police: Yes **No**

If yes - details of:

Name and contact number:

Date contacted:

Details of advice received:

Information passed to SSF Child Protection Officer

Yes No

If yes - details of:

Date contacted:

Details of advice received:

Signature:

Print name:

Date:

N.B. a copy of this form should be sent to Social Services / local police / Scottish Sports Futures after the telephone report. Remember to maintain confidentiality on a need to know basis - do not discuss this incident with anyone other than those who need to know.



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INCIDENT/ ACCIDENT REPORT FORM

Name of person in charge of session:

Site where incident/accident took place:

Date of incident/accident:

Time of incident/accident:

Name of injured person:

Address of injured person:

Nature of incident/accident and extent of injury:

Give details of how and precisely where the incident/accident took place.

Describe what activity was taking place, eg training game, getting changed, etc.

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

Were any of the following contacted:

Police: Yes No

Ambulance: Yes No

Parent/carer: Yes No

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

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

SIGNED:

DATE:

NAME:

Please pass this to the relevant programme manager.