

# Clydebank Aikido Club

## Child Protection Procedures

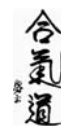


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### 1.00 Recruitment of Ex Offenders

**1.01** The purpose of this policy is to ensure consistent and fair practices are implemented for the recruitment of volunteers who have a criminal record to paid/unpaid child care and Adults at Risk positions within **Clydebank Aikido Club**.

**Clydebank Aikido Club** undertakes to treat all applicants for positions within the organisation fairly and not to discriminate unfairly against the subject of a disclosure on the basis of conviction or other information revealed.

Having a criminal record will not necessarily de-bar an individual from volunteering in child care/adults at risk positions within this organisation. Only convictions or conviction information that is deemed relevant to the position applied for will result in an applicant not being granted the position.

This organisation implements a fair recruitment policy that ensures individuals have the opportunity to disclose any convictions or conviction information in a way that allows for a clear risk assessment to be carried out that will determine whether or not the conviction or conviction information is relevant to the position applied for.

**1.02** To ensure the correct candidate is appointed and to enable **Clydebank Aikido Club** to determine the relevance of any convictions or conviction information to positions applied for **Clydebank Aikido Club** will use the following recruitment tools:

- a) Application Form
- b) Self-Declaration Form ([see appendix 1](#))
- c) References
- d) Interviews
- e) Disclosure Certificate

As part of **Clydebank Aikido Club** recruitment policy we request the appropriate level of Disclosure certificate at the final part of the recruitment stage, when a position has been offered.

This level will be Enhanced Disclosure since the position to be filled will be deemed to be an exempted post. An exempted post is one, which is detailed in the Exclusions and Exceptions (Scotland) Order 2003 ([see appendix 2](#)).

Under the Rehabilitation of Offenders Act 1974, ex-offenders have the right not to reveal spent convictions. However, additional legislation (the Exclusions and Exceptions (Scotland) Act 2003) allows for employers to ask for an applicant to detail their full criminal record history.

One of the positions listed in the Exclusions and Exceptions (Scotland) Order 2003 is a child care position. The definition of a child care position is defined in Schedule 2 of the Protection of Children (Scotland) Act 2003 (PoCSA).

#### **Applications for Child Care and Adults at Risk Positions**

Where a position requires an Enhanced disclosure we make this clear on the application form, self-declaration form and any other information provided about the post.

All applicants are required to complete an application form, self-declaration form, interview and give details of 2 referees (where possible).

Self-Declaration Forms:

Self-Declaration Forms will be viewed by the Interview Panel/Lead Signatory/Additional Signatory/Committee\* before interview to determine the relevance of any disclosed information to the position applied for.

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When assessing the relevance of any convictions or conviction information the Interview Panel/Lead Signatory/Additional Signatory/Committee\* will look at the following information:

- Whether the conviction is relevant to the position being offered
- The seriousness of the offence revealed.
- The length of time since the offence took place.
- Whether the applicant has a pattern of offending behaviour.
- Whether the applicant's circumstances have changed since offending took place.
- How the individual completed their sentence to move forward and stop the offending behaviour.

Should the Interview Panel/Lead Signatory/Additional Signatory/Committee\* decide that the information is relevant to the post the applicant will be deemed to have been unsuccessful and this information will be fed back to the applicant by letter.

For applicants who have disclosed convictions or conviction information that is not deemed to be relevant to the post an interview will take place.

At interview we will ensure that open, measured and relevant discussions can take place on the subject of any disclosed offences.

Failure to reveal information on the Self-Declaration Form or at interview that is directly relevant to the position sought will lead to the withdrawal of the offer of unpaid work.

The appropriate level of Disclosure certificate will be accessed once the applicant has successfully completed the interview and the unpaid position has been offered.

- 1.03** Should the returned Disclosure certificate disclose more offences, more serious offences or relevant non-conviction information than previously disclosed by the applicant this could lead to the withdrawal of offer of employment/volunteer post.

This will be a decision for the Interview Panel/Lead Signatory/Additional Signatory/Committee to make.

However should the Disclosure certificate for a Child Care position reveal that the applicant is Fully Listed on the Disqualified from Working with Children's List under no circumstances will the applicant be offered or entitled to volunteer in a child care position for **Clydebank Aikido Club**.

All Disclosure Certificates accessed for successful applicants will be stored for a maximum of 6 months by **Richard Thomson / Derek Thomson** as per our **Clydebank Aikido Club** policy on storage, handling and retention policy.

- Delete as appropriate

Self-Declaration Form ([see appendix 1](#))

Exclusions and Exceptions (Scotland) Order 2003 ([see appendix 2](#)).

## 2.00 Secure Handling, Use, Storage and Retention of Disclosure Information

- 2.01** In accordance with the Scottish Executive Code of Practice, for registered persons and other recipients of Disclosure Information, the **Clydebank Aikido Club** will ensure the following practice:

Disclosures will only be requested when necessary and relevant to a particular post and the information provided on a disclosure certificate will only be used for recruitment purposes.

The **Clydebank Aikido Club** will ensure that an individual's consent is given before seeking a disclosure, and will seek their consent before using disclosure information for any purpose other than recruitment.

Disclosure information will only be shared with those authorised to see it in the course of their duties.

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Where additional disclosure information is provided to the **Clydebank Aikido Club** and not to the disclosure applicant, the **Clydebank Aikido Club** will not disclose this information to the applicant, but can inform them, if asked that additional information has been provided, should this information affect the recruitment decision, not actual details of the additional information or where it was resourced.

Disclosure information will be stored in a locked non-portable container, for a maximum of 90 days. Only those authorised to see this information in the course of their duties will have access to this container.

Disclosure information will be destroyed by shredding.

No image or photocopy of the Disclosure information may be retained. Recipients of Disclosure information may, however, keep a record of the following:

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

The **Clydebank Aikido Club** will ensure that all staff with access to disclosure information are aware of this policy and have received relevant training and support.

The **Clydebank Aikido Club** undertakes to make a copy of this policy available to any applicant for a post with the **Clydebank Aikido Club** that requires a disclosure.

### 3.00 Protecting People at Risk

The **Clydebank Aikido Club** aims to ensure that any vulnerable people, whether children, young people or adults at risk, are protected and kept safe from harm while they are with volunteers in this organisation. In order to achieve this we will ensure our volunteers are carefully selected, screened, trained and supervised.

#### **Selection**

All promoted students to our organisation will complete an application form.

Short listed applicants will be asked to attend interview once they have successfully completed the governing body British National Martial Arts required Health & Safety, Coaching, Instructing & Child Protection nationally accredited modules.

Short listed applicants will be asked to provide references where possible and these will always be taken up prior to confirmation of an appointment.

#### **Screening**

Where relevant to the post, the successful applicant will be asked to agree to an appropriate disclosure. Disclosures will be requested prior to the applicant taking up post.

#### **Training**

The successful applicant will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure.

Relevant training and support will be provided on an ongoing basis, and will cover information about their role, and opportunities for practicing skills needed for the work.

Training on specific areas such as health & safety procedures, identifying and reporting abuse, and confidentiality will be given as a priority to volunteers, and will be regularly reviewed.

#### **Supervision**

All volunteers will have a designated supervisor who will provide regular feedback and support.

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Every volunteer will attend an annual review, where their performance, skills, motivation and expectations will be discussed. Annual reviews will be minuted and copies made available to the volunteer.

The **Clydebank Aikido Club** will ensure that all volunteers involved in recruitment, training and supervision, are aware of this policy and have received appropriate training and support to ensure it full implementation.

### 4.00 Child Protection Policy

**Clydebank Aikido Club** is fully committed to promoting children's rights, notably their right to be protected from harm, abuse and exploitation and to be involved in any decisions that directly affect them.

**Clydebank Aikido Club** has a duty of care to implement effective policies and procedures for safeguarding the welfare of children and young people. In order to achieve this we will ensure our volunteers are carefully selected, screened, trained and supervised. Furthermore we will endeavour to keep up-to-date with national developments relating to the care and protection of children and young people.

#### 4.01 **Clydebank Aikido Club** will:

Develop best practice in relation to the recruitment/promotion of all volunteers. This will include:

- Ensuring all candidate volunteers complete an application form. ([please refer to the PoCSA training pack pg 102](#))
- Ensuring all successful candidates provide a suitable reference where possible to do so. ([please refer to the PoCSA training pack pg 114](#))
- Ensuring all successful candidates complete a self declaration form. ([please refer to Appendix 1](#))
- Ensuring all successful candidates complete the correct level of Disclosure Certificate check.
- Ensuring all volunteers appointed to a child care position ([as defined in schedule 2 of PoCSA](#)) are checked against the Disqualified from Working with Children's List
- Ensure all newly appointed candidates complete the agreed probationary period on commencement of their role.

#### 4.02 Provide opportunities for all volunteers through the provision of induction training for all successful candidates, which will give an overview of the organisation's purpose, values, structure and services. This will include the following:

- Details of the structure of the organisation
- Details of the organisations aims and objectives
- An assessment of training and development requirements
- Details of the roles and responsibilities of volunteers within the organisation
- Details and clarification of the expectations, roles and responsibilities of the newly appointed candidate/senior student.

Clarification, agreement and signing up to the organisations child protection policy and procedures.

#### 4.03 Ensure that all volunteers understand their responsibility to work to the standards and procedures detailed in the organisation's Code of Conduct, Child Protection Procedures and Safe in Care – Clydebank Aikido Club Partnership with Parents Procedures by:

- Ensuring all volunteers receive training, information and a copy of the organisations Code of Conduct (these will be constantly reviewed against Sportscotland's website – child protection policy).
- Ensuring all volunteers receive training, information and a copy of the organisations Child Protection Procedures.
- Ensuring all volunteers receive training, information and a copy of the organisations Safe in Care – Clydebank Aikido Club Partnership with Parents Procedures.

Ensuring all volunteers are given details of the organisation's Child Protection Officer(s) contact details and role within the organisation.



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**4.04** Ensure that all volunteers understand their obligations to report care or protection concerns about a child/young person, to the organisations designated child protection person for child protection by providing training and guidance on:

- Types of abuse and a summary of signs and indicators
- Procedures for responding to concerns about abuse/neglect
- Procedures and practice for responding and listening to disclosure of abuse (please refer to Sportscotland's website – child protection policy)
- Details of why organisations have a responsibility to refer child protection concerns to the statutory child protection agencies (i.e. Police and or Social Work)
- Details of who within the organisation volunteers should report care and protection concerns
- Details of the protection of volunteers who report care and protection concerns
- Details of the referral process to child protection agencies via the organisations nominated child protection candidate

Details of the organisations responsibility to refer candidates to Scottish Ministers when a candidate has harmed a child or placed a child at risk of harm and been removed from their position within the organisation.

### ***Initial Reporting of Concerns***

Any concerns for the welfare of a child arising from the conduct of a member of staff must be reported to the **Clydebank Aikido Club** Child Protection Officer on the day the concern arises, as soon as practically possible.

Where the concern is about the line manager or the Child Protection Officer it must be reported to the Chief Instructor or any other Senior Instructor.

(Refer to Sections 6, 7, 8 and 9 for **Procedure for Responding to Concerns**)

**4.05** Ensure that all procedures relating to the conduct of volunteers are implemented in a consistent and equitable manner by:

- Conducting a consistent recruitment procedure
- Providing training and guidance to all volunteers on the range of policies and procedures that must be adhered to within the organisation for the Care and Protection of Children
- Providing training and information to all volunteers on the organisations disciplinary procedures
- Ensuring all candidates receive information on the relevant legislation that the organisation must adhere to, for example the Protection of Children (Scotland) Act 2003).

**4.06** Provide opportunities for all volunteers to develop their skills and knowledge by providing information, guidance and training by:

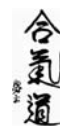
- Providing access to the organisations policies and procedures;
- Providing links to organisations who can provide information; Volunteer Development Scotland, CRBS, Citizens Advice, Sportscotland & similar governing bodies;
- Providing relevant training and support on the volunteers initial and future roles within the organisation;
- Providing relevant training and support on specific areas such as Health and Safety and confidentiality;
- Providing volunteers with a designated supervisor who will provide regular feedback and support.

Ensuring volunteers attend an annual review, where their performance, skills, motivation and expectations will be discussed. Annual reviews will be minuted and copies made available to the volunteer.

**4.07** Ensure that children and young people are enabled to express their ideas and views on a wide range of issues and will have access to the organisations policies and procedures including the Code of Conduct and Complaints procedure

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- 4.08** Ensure that parents/carers are encouraged to be involved in the work of the organisation and, when requested, have access to all policies and procedures

### 5.00 Child Protection Officer Training & Disciplinary Procedures

- 5.01** The Child Protection officer should be trained in 'In Safe hands – Child Protection Officer training'. Appointed officers or newly appointed officers will undertake the training at the earliest opportunity in conjunction with the Local Authorities Sports Development Unit training programme for volunteers.

Subsequent refresher courses will be attended in accordance with the Sports Development Units or other appropriate governing body guidelines / recommendations.

- 5.02** The **Clydebank Aikido Club** disciplinary procedures set out in **Section 5** of the **Constitution** will be applied in responding to concerns. The timeframes set by the club may be superseded where appropriate in the event of an investigation from an external authority. The club will act accordingly on the report or investigation findings of any external authority.

### 6.00 Procedure for Responding to Concerns

#### 6.01 Concerns about the General Welfare of a Child (***NOT involving concerns about child abuse***)

These procedures apply to all volunteers involved in the **Clydebank Aikido Club**.

The **Clydebank Aikido Club** is committed to working in partnership with parents whenever there are concerns about a child. Parents have the primary responsibility for the safety and well being of their children.

In most situations, not involving the possibility of the abuse of a child, concerns should be discussed with parents. For example, if a child seems withdrawn, he/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement. Common sense is advised in these situations.

Any significant, untoward or unusual incidents which cause concern about the welfare of a child should be recorded on the Significant Incident Form (**Appendix 6**) and reported to the **Clydebank Aikido Club** Child Protection Officer as soon as possible. Parents should also be informed of the circumstances as soon as possible.

Advice should be sought from the **Clydebank Aikido Club** Child Protection Officer if there is any uncertainty about the appropriate course of action where there are concerns about the general welfare of a child.

#### 6.02 What to Do if a Child Tells You about Abuse

***No member of the Clydebank Aikido Club shall investigate allegations of abuse or decide whether or not a child has been abused.***

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

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### 6.02a Respond

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

#### 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.

Where there is uncertainty about what to do with the information, **Clydebank Aikido Club** Child Protection Officer must firstly be consulted for advice on the appropriate course of action.

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

**If you are concerned about the *immediate* safety of the child:**

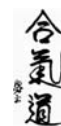
**Take whatever action is required to ensure the child's immediate safety.**

**Pass the information immediately to the police and seek their advice.**



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### 6.02b Record

Make a written record of the information as soon as possible: ([Appendix 6: Significant Incident Form and / or Child Protection Referral Form](#)), completing as much of the form as possible. The following information will help the police and social workers decide what action to take next:

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

If completing the form electronically, do not save copies to the hard drive. Print a copy, sign and date and then delete immediately. Pass the record to social work services or the police and to the **Clydebank Aikido Club** Child Protection Officer that day.

### 6.02c Sharing Concerns with Parents

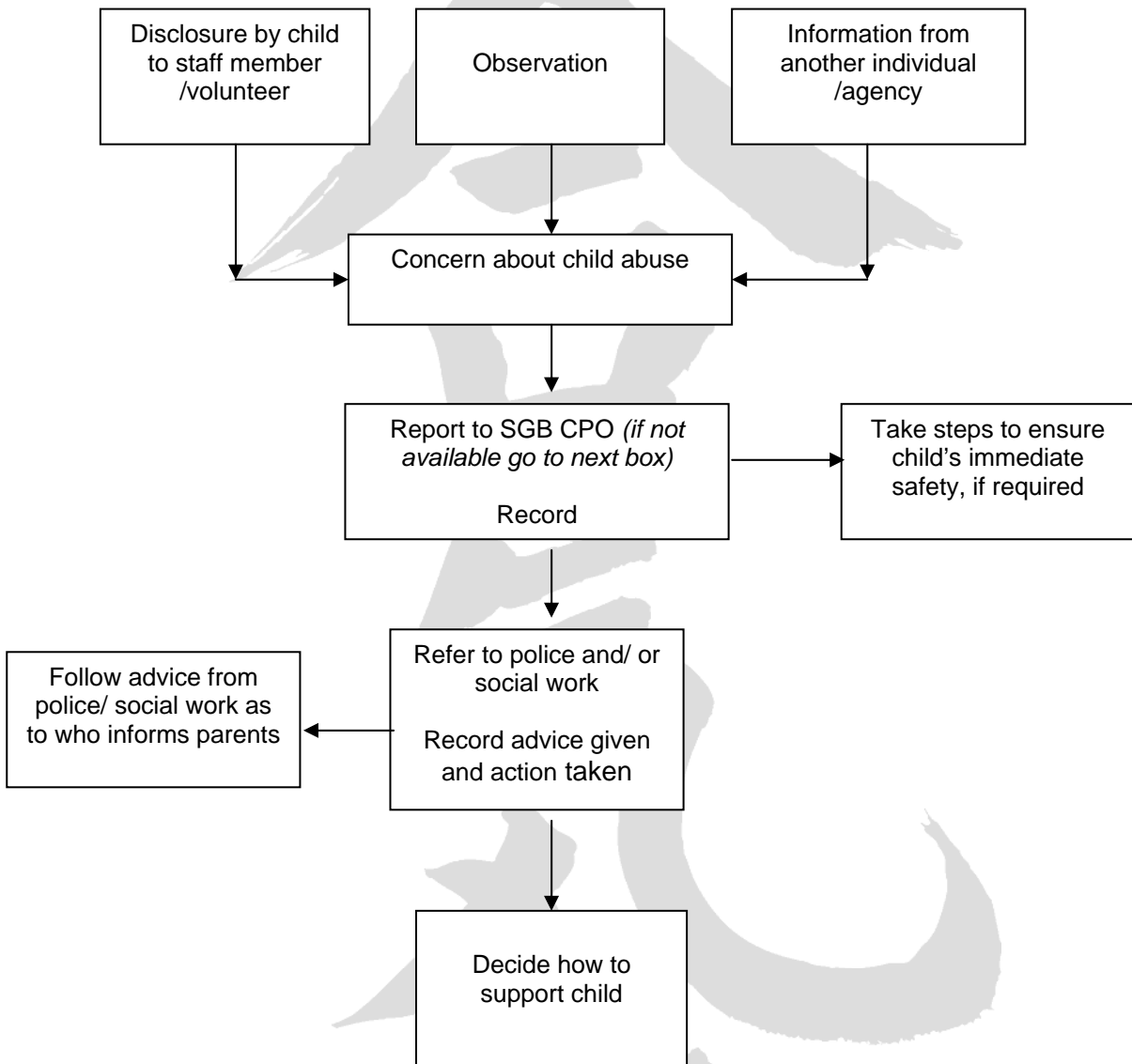
Where there are concerns that the parent(s) may be responsible for or have knowledge of the abuse, sharing concerns with the parent(s) may place the child at further risk. ***In such cases advice must always firstly be sought from the police or social work services as to who informs the parents.***

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### RESPONDING TO CONCERNS ABOUT CHILD ABUSE



**Please refer to section 9 for Useful Contact Numbers.**

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### 7.00 Procedure for Responding to Concerns About the Conduct of A Volunteer

#### 7.01 Concerns about the Conduct of a Member of Volunteer:

This section of the procedures should be read in conjunction with **Clydebank Aikido Club** Complaints and Disciplinary Procedures. 'What to do if a Child tells you about Abuse', applies whether the information is about a member of staff or someone not connected in any way with the sport. The following section details the procedure to be followed where the concern is about a member of staff.

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

#### 7.02 In the event of an investigation in to the conduct of a member of staff all actions will be informed by the principles of natural justice:

- Volunteers will be made aware of the nature of concern or complaint.
- Where the concern is about possible child abuse, advice will firstly be taken from the police as to what can be said to the volunteer.
- A volunteer will be given an opportunity to put forward their case.
- **Clydebank Aikido Club** will act in good faith, ensure the matter is dealt with impartially and as quickly as possible in the circumstances.

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

***At any point in the management of concerns about the conduct of a volunteer, advice may be sought from the police or social work services.***

#### 7.02a Initial Reporting of Concerns

Any concerns for the welfare of a child arising from the conduct of a volunteer must be reported to the **Clydebank Aikido Club** Child Protection Officer on the day the concern arises, as soon as practically possible.

Where the concern is about an Assistant Instructor or the Child Protection Officer it must be reported to the Class Instructor.

#### 7.02b Recording

Concerns must be recorded using [Appendix 6: Significant Incident Form](#) and / or [Child Protection Referral Form](#) as soon as possible. Reporting the concerns to the **Clydebank Aikido Club** Child Protection Officer should **not** be delayed by gathering information to complete the form or until a written record has been made.

All subsequent actions taken and reasons for decisions shall be contemporaneously recorded on the Significant Incident Form, signed and dated by the **Clydebank Aikido Club** Child Protection Officer or the person appointed to manage the response to the concerns. Where Performance Management Procedures/ Disciplinary Procedures are invoked, a written record will be made of all actions and reasons for decision. Guidance on the storage, sharing and retention of such records is contained in the relevant procedure.

#### 7.02c Establishing the Basic Facts

Once the concerns have been reported, the **Clydebank Aikido Club** Child Protection Officer will:

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

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### 7.02d Conducting the Initial Assessment

The **Clydebank Aikido Club** Child Protection 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 whether there is reasonable cause to suspect or believe that a child has been abused/harmed or is at risk of abuse or harm. Every situation is unique so guidance cannot be prescriptive.

- Where the established facts support a concern about possible abuse, 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 *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 member of staff is approached.*

- An initial assessment of the basic facts may require the need to ask a child(ren) some basic, open-ended, non-leading questions *solely with a view to clarifying the basic facts.* It may also be necessary to ask similar basic questions of other children, or other appropriate individuals.
- Interviewing children about possible abuse and criminal offences is the sole remit of specially trained police officers and social workers. Questioning of children by those conducting an initial assessment should always be avoided as far as possible. If it is necessary to speak to the child in order to clarify the basic facts best practice suggests that consent from the parent be obtained.

Possible outcomes of initial assessment:

- (i) No further action (facts do not substantiate complaint).
- (ii) Situation is dealt with under procedures to manage poor practice; and/or,
- (iii) Disciplinary investigation (by the **Clydebank Aikido Club**).
- (iv) Child protection investigation (jointly by police and social work services).
- (v) Criminal investigation (by the police).  
The results of a criminal investigation may well influence the disciplinary investigation, but not in all cases.
- (vi) Civil proceedings (by the child/family who alleged abuse).

### 7.02e Initial assessment supports concerns about poor practice and/or misconduct (but not possible child abuse)

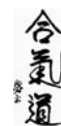
The **Clydebank Aikido Club** Child Protection Officer will deal with the situation in line with **Clydebank Aikido Club** Performance Management Procedures and/or Disciplinary Procedures.

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

Where the circumstances meet the referral criteria set out in the Protection of Children (Scotland) Act 2003 section 4.11, **Clydebank Aikido Club** has a duty to make a referral to Scottish Ministers (see section 4.11).

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### **7.02f Initial assessment supports concerns about possible child abuse**

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

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

Referrals to the police/social work services will be confirmed in writing by the **Clydebank Aikido Club** Child Protection Officer within 24 hours. A copy of the Significant Incident Form should be provided to the police/ social work services on request.

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

Advice will firstly be obtained from the police/social work services about informing the volunteer involved about the concerns. If the advice is to inform the volunteer, they will be told that information has been received which may suggest an allegation of abuse. As the matter will be *sub judice* 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 volunteer.

**Clydebank Aikido Club** will take all reasonable steps to support a volunteer against whom an allegation of abuse has been made.

### **7.02g Precautionary Suspension**

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

Suspension will be carried out in accordance with **Clydebank Aikido Club** Disciplinary Procedures. At the suspension interview the volunteer will be informed of the reason for suspension (within the confines of sharing information) and given the opportunity to make a statement should they wish to do so.

Notification of the suspension and the reasons will be conveyed in writing to the volunteer in accordance with **Clydebank Aikido Club** Disciplinary Procedures.

### **7.02h Disciplinary Investigation**

Following advice from the police, cases that also involve a criminal investigation, will not preclude disciplinary action being taken provided sufficient information is available to enable the **Clydebank Aikido Club** Child Protection Officer to make a decision and that to do so does not jeopardise the criminal investigation.

### **7.02i False or Malicious Allegations**

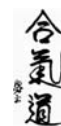
In the very exceptional circumstances that an investigation establishes an allegation is false, unfounded or malicious:

- The 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 will be destroyed.
- The **Clydebank Aikido Club** Child Protection Officer will take all reasonable steps to support the individual in this situation.
- In these circumstances **Clydebank Aikido Club** will review the child's participation in **Aikido**.
- Data collected for the investigation will be destroyed in accordance with the requirements of the Data Protection Act 1998.



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### 7.02j *Historical Allegations of Abuse*

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

### 7.02k *Protection of Children (Scotland) Act 2003*

**Clydebank Aikido Club** will refer to Scottish Ministers the cases of any volunteer who has (whether or not in the course of their role within the **Clydebank Aikido Club**) harmed a child or placed a child at risk of harm **AND** as a result:

1. **Clydebank Aikido Club** has dismissed the volunteer.
2. The volunteer would have been dismissed as a result of the incident had they not resigned, retired or been made redundant.
3. **Clydebank Aikido Club** has transferred the volunteer to a position in **Clydebank Aikido Club** which is not a child care position.
4. The volunteer would have been dismissed or considered for dismissal where service was not due to end at the expiry of a fixed term contract; or,  
The volunteer would have been dismissed or considered for dismissal had the contract not expired.
5. **Clydebank Aikido Club** will also refer the case of a volunteer where information become available after the volunteer has:
  - been dismissed by **Clydebank Aikido Club**,
  - resigned, retired or been made redundant,
  - been transferred to another position in **Clydebank Aikido Club** which is not a child care position; and,

**Clydebank Aikido Club** form the opinion (on the basis of the information) that they would have dismissed or considered dismissing the volunteer on such grounds, had the information been available at the time of resignation/ redundancy/ retirement/ transfer.

Where **Clydebank Aikido Club** receives information that a volunteer who holds a child care position has been fully listed on the Disqualified from Working with Children List, the staff member will be removed from the child care position.

### 7.02l *Media*

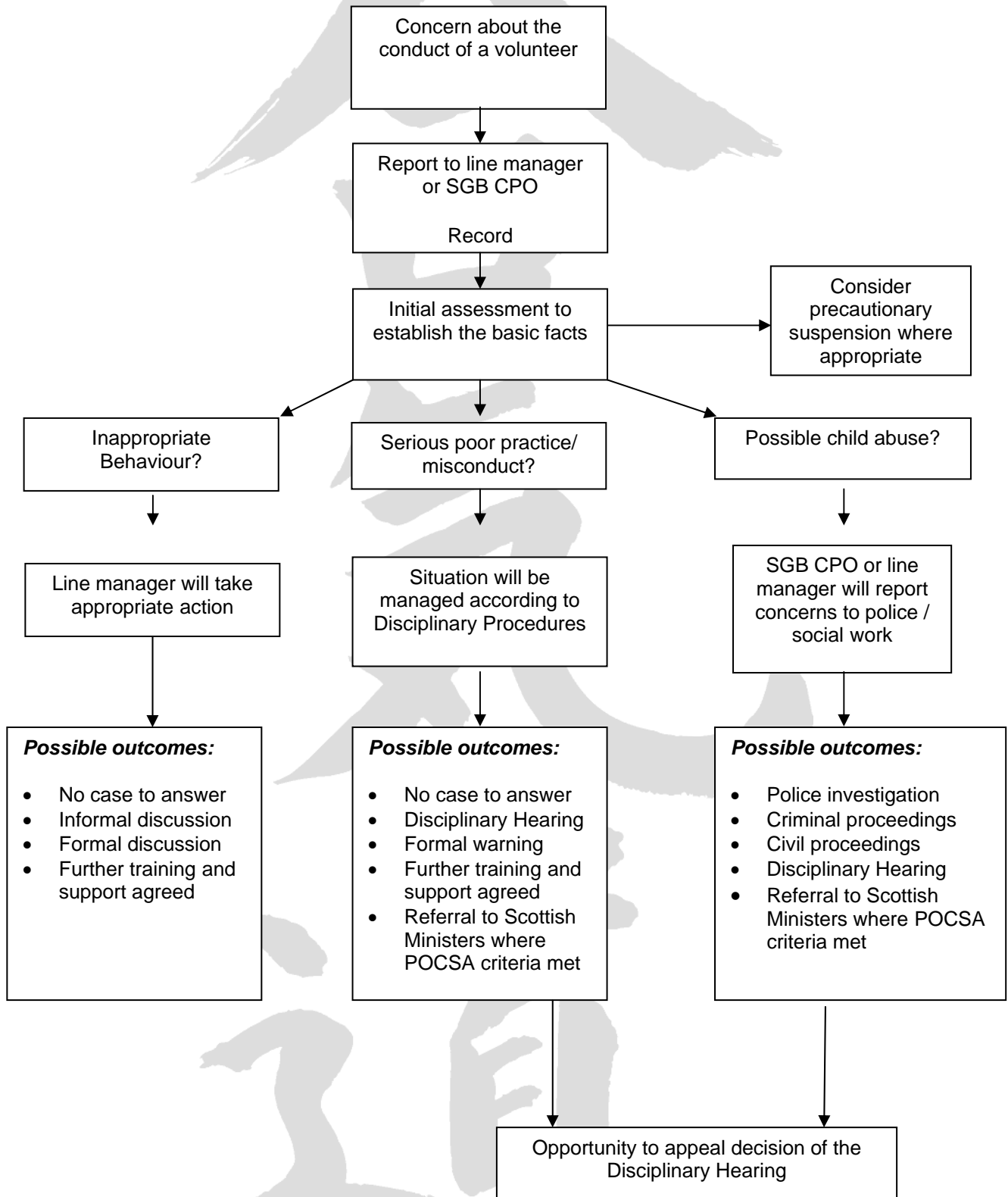
All media enquiries relating to the conduct of a member of staff will be referred to **Clydebank Aikido Club** President/ Committee Members and/or the Child Protection Officer.

# Clydebank Aikido Club

## Child Protection Procedures



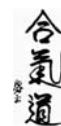
### RESPONDING TO CONCERNS ABOUT THE CONDUCT OF A VOLUNTEER



**Please refer to section 9 for Useful Contact Numbers.**

# Clydebank Aikido Club

## Child Protection Procedures



### 8.00 Review Of The Management Of Concerns

**8.01** In the event of the management of a concern being applied, **Clydebank Aikido Club** will review all related procedures and policies on the conclusion of the event.

Advice may also be sought from external authorities/bodies on the clubs execution of its duties and the effectiveness of the policies.

Any additional training of volunteers and/or policy amendments highlighted through the review process will be addressed accordingly to an agreed time frame.

This will ensure that the club is operating to the best of its abilities in the public domain & in partnership with external authorities/bodies at all times.

### 9.00 Useful Contact Numbers

#### Clydebank Aikido Club Child Protection Officer

**Derek Thomson** 07788 918 710



#### Social work

**Clydebank SWD** 0141 562 8800  
Dumbarton/Vale of Leven SWD 01389 608080  
SW Standby Out of Hours 0800 811505



#### Police

**Clydebank Police Office** 0141 532 3300  
Dumbarton Police Office 01389 822 000  
Alexandria Police Office 01389 823 000



### 10.00 Safe In Care Guidelines

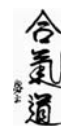
#### 10.01 First Aid And The Treatment Of Injuries:

All appointed volunteers must ensure:

- Where practicable all parents of children under 18 have completed a Partnership with Parents form before their child participates in **Aikido**. ([Appendix 3a Safe In Care Partnership](#)).
- There is an accessible and well-resourced first aid kit at the venue.
- They are aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required.
- Only those with a current, recognised First Aid qualification treat injuries. In more serious cases assistance should be obtained from a medically qualified professional as soon as possible.
- An Incident Accident Report Form is completed if a child sustains a significant injury along with the details of any treatment given. Common sense should be applied when determining which injuries are significant. ([Appendix 3b Incident Accident Report Form](#)).
- Where possible, access to medical advice and/or assistance is available.
- A child's parents are informed of any injury and action taken as soon as possible.
- The circumstances in which any accidents occur are reviewed to avoid future repetitions.

# Clydebank Aikido Club

## Child Protection Procedures



### 10.02 Managing Challenging Behaviour:

Volunteers who deliver activities to children may, from time to time, require to deal with a child's challenging behaviour.

These guidelines are based on the following principles:

- The welfare of the child is the paramount consideration.
- A risk assessment should be completed for all activities which take in to consideration the needs of the all children involved in the activity.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading and should always be able to maintain their respect and dignity.
- No member of staff should attempt to respond to challenging behaviour by using techniques for which they have not been trained.

#### ***Planning Activities***

Good coaching practice requires planning sessions around the group as a whole but also involves taking into consideration the needs of each individual athlete within that group. As part of a risk assessment, coaches should consider whether any members of the group have presented in the past or are likely to present any difficulties in relation to either, the tasks involved, the other participants or the environment.

Where volunteers identify any potential risks, strategies to manage those risks should be agreed in advance of the session, event or activity. The risk assessment should also identify the appropriate number of adults required to safely manage and support the session including being able to adequately respond to any challenging behaviour and to safeguard other members of the group and the staff/volunteers involved.

All those delivering activities to children should receive training on these guidelines and should be supported to address issues of challenging behaviour through regular supervision.

#### ***Agreeing Acceptable and Unacceptable Behaviours***

Staff, volunteers, children and parents should be involved in developing an agreed statement of what constitutes acceptable and unacceptable behaviour and the range of sanctions which may be applied in response to unacceptable behaviour. This can be done at the start of the season, in advance of a trip away from home or as part of a welcome session at a residential camp.

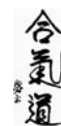
#### ***Managing Challenging Behaviour***

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

- Time out- from the activity, group or individual work.
- Reparation- the act or process of making amends.
- Restitution- the act of giving something back.
- Behavioural reinforcement- rewards for good behaviour, consequences for negative behaviour.
- De-escalation of the situation- talking through with the child.
- Increased supervision by staff/volunteers.
- Use of individual 'contracts' or agreements for their future or continued participation.
- Sanctions or consequences e.g. missing an outing.

# Clydebank Aikido Club

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Adults and children shall never be permitted to use any of the following as a means of managing a child's behaviour:

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

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

### 10.03 Physical Interventions:

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

Physical contact to prevent something happening should always be the result of conscious decision-making and not a reaction. Before physically intervening, the volunteer should ask themselves, 'Is this the only option in order to manage the situation and ensure safety?'

*The following must always be considered:*

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

Any physical intervention used should be recorded as soon as possible after the incident by the volunteers involved using the Significant Incident Form ([Appendix 6: Significant Incident Form and / or Child Protection Referral Form](#)) and passed to the Child Protection Officer as soon as possible.

A timely debrief for volunteers, the child and parents should always take place following an incident where physical intervention has been used. This should include ensuring that the physical and emotional well-being of those involved has been addressed and ongoing support offered where necessary. Volunteers, children and parents should be given an opportunity to talk about what happened in a calm and safe environment.

*There should also be a discussion with the child and parents about the child's needs and continued safe participation in the group or activity.*



# Clydebank Aikido Club

## Child Protection Procedures



### 10.04 Transporting Children:

Where it is necessary to transport children, the following good practice is required:

- Where parents make arrangements for the transportation of children to and from the activity, *out with* the knowledge of **Clydebank Aikido Club** it will be the responsibility of the parents to satisfy themselves about the appropriateness and safety of the arrangements.
- Where **Clydebank Aikido Club** makes arrangements for the transportation of children the members of volunteers involved will undertake a risk assessment of the transportation required. This will include an assessment of the following areas:
  - Ensuring that all vehicles are correctly insured for the purpose.
  - Ensuring the driver has a valid and appropriate license for the vehicle being used.
  - All reasonable safety measures are available i.e. fitted, working seatbelts.
  - An appropriate ratio of adults per child.
  - Ensuring drivers have adequate breaks.
- When transporting children, wherever possible they should be in the back seat of the car for health and safety reasons.
- Where practicable and planned, written parental consent will be requested if volunteers are required to transport children.

To safeguard the volunteer the following good practice is required:

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

### 10.05 Trips Away From Home (Involving Overnight Stays):

#### **A. Designate a Child Protection Officer for the Trip**

Those in charge of the group will be responsible for the safety and well being of children in their care. It is recommended that one of the group leaders co-ordinates the arrangements to safeguard the safety and welfare of children during the trip. The Child Protection Officer should ensure all practical arrangements have been addressed and act as the main contact for dealing with any concerns about the safety and welfare of children whilst away from home.

A detailed itinerary will be prepared and copies provided to the designated contact for **Clydebank Aikido Club** and parents.

#### **B. Risk Assessment**

Potential area of risk should be identified at the planning stage through a risk assessment, which is legally required, and which should be recorded in writing. Safeguards should be put in place to manage the risks, where appropriate. Risk assessment should be an on-going process throughout the trip as groups can often find themselves in unexpected situations despite the best laid plans!

#### **C. Travel Arrangements**

Organisers must ensure there is adequate and relevant insurance cover (including travel and medical insurance). If the trip involves travel abroad, organisers shall ensure they are aware of local procedures for dealing with concerns about the welfare of children and are familiar with the details of the emergency services in the location of the visit.

- Children should be informed of local custom regulations

# Clydebank Aikido Club

## Child Protection Procedures



### **D. Adult to Child Ratios**

All trips away should be planned to involve *at least* two adults, preferably one male and one female where possible. The guidelines on adult to child ratios ([Clydebank Aikido Club Code of Conduct: 4.06](#)) will inform an assessment of the numbers of adults required to safely supervise the group.

Those involved should be recruited and selected in accordance with the procedure for recruiting child care positions.

Group leaders should be familiar with and agree to abide by **Clydebank Aikido Club** Child Protection Policy, procedures and Code of Conduct.

### **E. Accommodation**

Organisers should find out as much as possible about the accommodation and the surroundings at the planning stage. *Where possible*, an initial visit to the venue/ accommodation should take place to help those organising the trip identify all practical issues and allow time to address them in advance, in consultation with children and parents where appropriate.

The following is a (non-exhaustive) list of some of the practical things which should be considered in advance about the arrangements for accommodation:

- Location: central and remote locations both present different challenges.
- Sleeping arrangements. These will enable suitable sharing in terms of age and gender and appropriately located staff/volunteer bedrooms for both supervision and ease of access in case of emergency. Parents and children should be consulted in advance about arrangements for sharing where possible and appropriate.
- Appropriate safeguards where others have access to the sleeping quarters.
- Special access or adaptive aids required by group leaders or children.
- Environmental factors.
- Personal safety issues.

### ***Exchange Visits/ Hosting***

Before departure, organisers should ensure there is a shared understanding of the standards expected during home stays between them, host organisation/ families, parents and children themselves. These standards should include arrangements for the supervision of children during the visit.

Host families should be appropriately Disclosure Scotland Checked where possible or equivalent police checks undertaken and references thoroughly checked. Organisers, parents and children should all be provided with a copy of emergency contact numbers.

Children should be aware of who they should talk to if problems arise during the visit. Daily contact should be made with all children to ensure they are safe and well.

### ***Residential at a Facility/Centre***

Organisers should ensure the facility is appropriately licensed and has adequate and relevant insurance cover in place. The facility should have a policy on the protection of children and Health and Safety. Adequate security arrangements should be in place and facility staff should have been Disclosure Scotland checked where appropriate. Facility staff involved in the training or instruction of children must be appropriately qualified and trained.

Organisers should ensure there is adequate supervision of the group for the duration of the stay, particularly when the facility is being shared with other groups.

# Clydebank Aikido Club

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### F. Involving Parents

Where possible, a meeting should be held with parents before departure to share information about the trip, answer their questions and make joint decisions about arrangements where appropriate. A Code of Conduct shall be agreed with children and parents in advance of the trip along with sanctions for unacceptable behaviour.

Parents must complete a Safe in Care - Partnership with Parents Form ([Appendix 3a Safe In Care Partnership](#)) and provide emergency contact details.

In the event of an emergency at home during the trip, parents should be encouraged to make contact with the group leaders in the first instance so that arrangements can be put in to place to support the child on hearing any distressing news.

### G. During the Trip

Organisers must ensure arrangements are in place for the supervision and risk assessment of activities during free time. Children shall not be allowed to wander alone in unfamiliar places.

Group leaders should have clear roles and responsibilities for the duration of the trip. They must not be over familiar with or fraternise with children during the trip and remember that they are in a position of trust at all times. The use of alcohol and/ or drugs or engaging in sexual relationships (between two young people) should not be condoned during the trip, even if the legislation relating to any of these behaviours is more lenient than in Scotland.

Group leaders should maintain an overview of the well being of all children during the trip. This can help to identify issues at an early stage and resolve them as quickly as possible. Children can participate in this process by, for example, taking turns to complete a daily diary about the trip. This can be an overt or discreet way for them to communicate things (both positive and negative) that they want you to know.

### H. After the Trip

Where appropriate, a debrief will take place with all those involved in the trip, including children. This will provide an opportunity to reflect on what went well, not so well and what could have been done differently. Feedback will be used to inform future trips.

## 10.06 Information and Communications Technology (ICT):

### A PHOTOGRAPHS, FILM and VIDEO

#### **Scope**

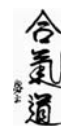
- **Clydebank Aikido Club** will take all reasonable steps to promote the safe use of photographing and filming at all events and activities with which it is associated. However, **Clydebank Aikido Club** has no power to prevent individuals photographing or filming in public places.
- **Clydebank Aikido Club** reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated.

#### **Notification**

- Parents and children will be informed they may, from time to time, be photographed or filmed whilst participating in **Aikido**. This could be for one of the following reasons:
  - (i) Video footage for performance development.
  - (ii) Media coverage of an event or achievement.
  - (iii) Promotional purposes e.g. website or publication.
- Materials promoting events will state, where possible, photography and filming will take place.
- Those who have sought and obtained permission to photograph or film will be formally identifiable e.g. a badge or sticker will be issued, after production of the letter of approval and identification ([Appendix 3c Camera And Video Equipment Use Request Form](#))
- Information about what to do if concerned about photographing and filming will be available at all events.
- Registration of intention to photograph will be required on the day. This enables tracking of

# Clydebank Aikido Club

## Child Protection Procedures



the equipment and operator should concerns arise in the future.

### **Permission**

- Parents will be offered the opportunity to withhold their permission to photographing and filming. In the absence of any expressed objection, parental agreement will be assumed.
- Where appropriate, children will be asked their views. Where a child is able to provide an informed view, this will be taken into consideration by **Clydebank Aikido Club**.
- **Clydebank Aikido Club** will do everything reasonable in the individual circumstances to give effect to the wishes of parents and children. All actions by **Clydebank Aikido Club** will be based on the best interests of the child.

### **Use of Images and Information**

- No unsupervised access or one-to-one sessions will be allowed unless this has been explicitly agreed with the child and parent.
- No photographing or filming will be permitted in changing areas.
- All images and accompanying information will comply with **Clydebank Aikido Club** Safe in Care Guidelines, where this is within the control of **Clydebank Aikido Club**.
- **Clydebank Aikido Club** will ensure that all negatives, copies of videos and digital photograph files are stored in a secure place. These will not be kept for any longer than is necessary having regard to the purposes for which they were taken.
- Images will not be shared with external agencies unless express permission is obtained from the child and parent.

### **Concerns**

- Anyone behaving in a way which could reasonably be construed as inappropriate in relation to filming or photographing should be reported to the person in charge on the day. They should be approached for an explanation. If a satisfactory explanation is not provided, the circumstances should be reported to the person in charge on the day or **Clydebank Aikido Club** Child Protection Officer.
- Where appropriate concerns should also be reported to the police.

## **B INTERNET**

### **Permission**

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

### **Use of Images and Information**

- Information published on the websites must never include personal information that could identify a child e.g. home address, e-mail address, telephone number of a child. All contact must be directed to **Clydebank Aikido Club**. Credit for achievements by a child should be restricted to first names e.g. Tracey was Player of the Year 2002.
- Children must never be portrayed in a demeaning, tasteless or a provocative manner. Children should never be portrayed in a state of partial undress, other than when depicting an action shot within the context of the sport. Attire such as tracksuits or t-shirts may be more appropriate.
- Information about specific events or meetings e.g. coaching sessions must not be distributed to any individuals other than to those directly concerned.

# Clydebank Aikido Club

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### Concerns

- Any concerns or enquiries about publications or the internet should be reported to **Clydebank Aikido Club** Child Protection Officer.

### C MOBILE PHONES

Short Message Service (SMS) messaging is a quick and easy way to communicate with others and is a popular and often preferred means of communication with children. Volunteers must be aware that intimidating, bullying or even abusive messages can be discreetly sent by text. Information sent in this way, even where well-meaning, could be misinterpreted.

Further, the risks presented by developments in modern technology are becoming increasingly recognised. Adults who seek to harm children have been known to use text messaging and internet chat rooms to “groom” children. This area is now specifically addressed by the Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005.

#### C.1 TEXTING

Volunteers must consider whether it is necessary and appropriate to hold the mobile phone numbers of children. The general principle is that all communications with children should be open, transparent and appropriate to the nature of the relationship.

In the first instance contact should always be made at the phone number the parent has provided on the child's behalf. Good practice would include agreeing with children and parents what kind of information will be communicated directly to children by text message. This information should only be “need to know” information such as the last minute cancellation of a training session.

The following good practice is also required:

- the mobile phone numbers of children will be carefully stored (in accordance with data protection principles) and access will only be provided to those who need access for a legitimate reason.
- Volunteers must never engage in personal or sensitive communications with children via text message.
- all concerns about the inappropriate use of text messaging will be dealt with in line with **Clydebank Aikido Club** Complaints Policy, Performance Management, Disciplinary Procedure and/or Procedure for Responding to Concerns about Child Abuse.

#### C.2 CAMERAS/ VIDEOS

There have already been a number of cases where children have been placed at risk as a result of the ability to discreetly record and transmit images through mobile phones. The use of mobile phones in this way can be very difficult to monitor.

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

All concerns about the inappropriate use of mobile phones to record photographs or video footage will be dealt with in line with **Clydebank Aikido Club** Complaints Policy, Performance Management, Disciplinary Procedure and/or Procedure for Responding to Concerns about Child Abuse. This may include the concerns being reported to the police.

<u>Rev</u>	<u>Description</u>	<u>Date</u>
01	- 2.01 Retention of Disclosure information revised from a maximum of 6 months to 90 days.	08/03/08
02	- Section 5, 6, 7, 8, 9 & 10 added.	16/08/08