



**ARBROATH FOOTBALL CLUB**

**Policy and Procedures**

**for the Protection of Children and Young People**

**November 2007**

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## 1 POLICY STATEMENT AND AIMS

*Arbroath Football Club is committed to protecting children and young people from harm and abuse.*

All staff, both paid and volunteers, must recognise and accept their responsibilities to develop awareness of the issues which cause children and young people harm and endeavour to safeguard them from abuse by:

- accepting and applying the guidance within this policy
- abiding by the Club's Codes of Conduct
- ensuring that the children and young people who are involved with the Club are aware of this policy and their right to be protected
- sharing concerns about the safety and welfare of children and young people, or disclosures of abuse, with the relevant authorities
- following the procedure for the recruitment and selection of relevant staff
- being part of an effective management and support system for all staff, providing supervision, guidance and training

A Child or Young Person is defined throughout this policy as anyone under 18 years of age.

### **MAIN AIM:**

Every child or young person who is involved with the Club should be able to participate in an enjoyable and safe environment.

To help achieve this aim the Club must provide training for all staff who are involved in the development of young players. They will be advised on how to recognise abuse and what action to take if there is suspicion of abuse or a belief that a child or young person may be at risk of harm.

## 2 CHILDREN AND YOUNG PEOPLE AND THEIR RIGHT TO BE PROTECTED

### The National Vision:

The National Vision for a *Better Scotland* states that all Children and Young People should be:

- SAFE – being protected from abuse, neglect and harm
- NURTURED – living within supportive family settings, with additional assistance or alternative care placements if required
- HEALTHY – attaining high standards of physical and mental health, with access to suitable healthcare and support, which provide safe and healthy lifestyle choices
- ACHIEVING – having access to positive learning environments and opportunities to develop skills, confidence and self esteem
- ACTIVE – having opportunities and encouragement to participate in play and recreation, including sport
- RESPECTED AND RESPONSIBLE – being involved in decisions that affect them and being listened to, and being encouraged to take an active and responsible role in their communities
- INCLUDED – having equal access to services and opportunities, being assisted to overcome the social, educational, physical, environmental and economic barriers that create inequality.

Arbroath **Football Club** is committed to the safety and protection of children and young people, helping to protect them against discrimination, ensuring that they are treated equally, regardless of age, race, gender, culture, religion or sexual orientation.

The Club has a nominated person as their *Children and Young Person's Protection Officer*. This person is available to provide independent advice for children and young people, parents or guardians and staff - on matters covered within this policy. This person can also provide training opportunities for staff on the implementation and relevance of this policy.

## **The Responsibility to Protect Children and Young People**

All staff have a responsibility to act if they have a concern about the safety or welfare of a child or young person. Doing nothing should not be seen as an option. The word 'concerned' is defined as *a suspicion or a belief that a child or young person may be in need of protection*. Responding to a concern may range from taking direct action or alerting someone else within the Club. If a child or young person has been abused, or is being neglected, then there is a responsibility to bring this matter to the attention of the local police and social work department.

### **A General Definition of Child Abuse**

Children may be in need of protection where their basic needs are not being met, in a manner appropriate to their stage of development, and they will be at risk from avoidable acts of commission or omission on the part of their parent(s), sibling(s) or other relative(s), or a carer (i.e. the person(s) while not a parent who has actual custody of a child).

To define an act or omission as abusive, and/or presenting future risk, a number of elements must be taken into account. These include demonstrable or predictable harm to the child which must have been avoidable because of action or inaction by the parent or other carer.

### **Specific Definitions of Abuse**

#### **Physical Abuse**

Actual or attempted physical injury to a child, including the administration of toxic substances, where there is knowledge, or reasonable suspicion, that the injury was inflicted or knowingly not prevented. Physical abuse may be a matter of a single serious incident or a series of minor incidents. Physical injuries encompass bruising, fractures, shaking, scratches, burns or scalds; deliberate poisoning; attempted drowning or smothering; attempted strangulation; factitious illness; or injury, including unreasonable physical chastisement.

#### **Neglect**

This occurs when a child's essential needs are not met and this is likely to cause impairment to physical health and development. Such needs include food, clothing, cleanliness, shelter and warmth. A lack of appropriate care, including deprivation of access to health care, may result in persistent or severe exposure, through negligence, to circumstances which endanger the child. Neglect includes accidents which have occurred when a child has been left unattended or inadequately supervised. It also includes circumstances in which an adult pursues, or allows a child to follow, a lifestyle inappropriate to the child's developmental needs or which jeopardises the child's health.

## **Emotional Abuse**

Failure to provide for the child's basic emotional needs such as to have a severe effect on the behaviour and development of the child. This may include situations where, as a result of persistent inappropriate behaviour by any relevant person, or any person looking after the child, children are rejected, denigrated or scapegoated; inappropriately punished; denied opportunities for exploration, play and socialisation appropriate to their stage of development or encouraged to engage in anti-social behaviour.

It may include circumstances in which the child is likely to be put in a state of terror or extreme anxiety by the use of threats or practices designed to intimidate them. It may include the child being placed in state of terror or extreme anxiety by the behaviour of a person looking after them acting alone or with others, whose behaviour, whilst not directed at the child, nevertheless impacts on the emotional well-being of that child: domestic violence by one adult carer against the other is an example of such behaviour. It may also include isolation from normal social experiences, preventing the child from forming friendships.

## **Sexual Abuse**

Any child may be deemed to have been sexually abused when any person(s), by design or neglect, exploits the child, directly or indirectly, in any activity intended to lead to the sexual arousal or other forms of gratification of that person or any other person(s) including organised networks. This definition holds whether or not there has been genital contact and whether or not the child is said to have initiated, or consented to, the behaviour.

Sexual abuse may include activities such as incest, rape, sodomy or vaginal intercourse with children; lewd and libidinous practices or behaviour towards children; indecent assault of children; taking indecent photographs of children or encouraging children to become prostitutes or witness intercourse or pornographic materials.

Sexual abuse implies sexual exploitation. This is difficult to define, particularly where sexual activity takes place between children or young people below the age of 16. Salient issues are where there has been a lack of consent; where there are inequalities in age, developmental stage, physical strength or size; where there is a power relationship; and, where actual or threatened coercion has been used.

**It is considered unhelpful to provide lists of signs and symptoms of these types of abuse, within the context of this policy, as a decision or diagnosis requires a level of specialist knowledge beyond that which is expected of members of staff with the Club.**

## Specific Examples of Coaching related abuse

In a Sports context *physical abuse* may be deemed to occur where:

- the nature and intensity of training disregards the capacity of the young persons immature and growing body, or predisposes them to physical injury resulting from fatigue, overuse or exhaustion.
- a child or young person is asked to train in unreasonably adverse climatic conditions while unsuitably clothed or on surfaces where they are liable to slip or fall and injure themselves.
- a child or young person is asked to perform physical tasks which are beyond his / her capabilities, such as lifting heavy objects or undertaking a repetitive exercise which causes overuse of their muscles.

*Neglect* can occur when the basic physical and emotional needs of a young person are ignored. This can happen when proper supervision is not provided and they are asked play or train in an unsafe and dangerous environment. Offering or inviting young persons to use any form of drug or external stimuli in order to enhance their performance or disguise the effects of injury is also abusive.

*Emotional abuse* can occur when young players are threatened or frightened by a coach. Bullying a young person, by subjecting them to excessive shouting, belittling or teasing a young person either as part of a group or in an individual setting is unacceptable. In contrast giving young person too much praise and attention for their efforts, being seen as singled out for exceptional rewards or contact is also inadvisable.

Undermining a young players efforts in whatever context or task is a form of emotional abuse. In the case of young players, constantly or overtly criticising their performances, over emphasising the result of a game or consistently failing to appreciate their efforts can lead to stress and a loss of confidence. This type of abuse may also occur where young persons are asked to shoulder responsibilities beyond their years.

## Racism

The SFA has in place an on-going campaign called Show Racism the Red Card, aimed at raising awareness on racism and equal opportunities. The Club accepts that although the ethnic minority communities in Angus are numerically small, it is important to address institutional racism. Children and young people from ethnic minority groups may have experienced harassment, racial discrimination and institutional racism. Although not in itself a category of abuse, racism can be categorised as a form of emotional abuse.

## **Bullying**

Bullying can have a devastating effect on a child or young person's self-esteem. It can lead to withdrawn, insecure and overly cautious behaviour. The Club is committed to creating an atmosphere where bullying is unacceptable and any suspicions or allegations of bullying of a child will be dealt with. It can be difficult to detect because it can happen away from others and victims don't always tell, however certain signs may indicate bullying if a child:

- becomes unhappy about attending training sessions
- is reluctant to go to certain places or work with certain individuals
- has clothing or personal possessions go missing or are damaged
- has unexplained bruising or injuries
- becomes nervous and withdraws from others, especially in the case of those who are normally noisy and loud or a usually quiet person becomes suddenly prone to lashing out at people, either physically or verbally.

All signs or allegations of bullying must be taken seriously, and children must be encouraged to speak out and share their concerns.

### **Tackling the bullying behaviour:**

The person who is bullying should be spoken to, to explain the consequences of this behaviour. An apology from the person bullying to the person who has been bullied should be sought. Both parties parents/guardians should be informed and sanctions can be imposed as necessary, to encourage the bullying behaviour to change. A written record should be kept of all actions taken.

### **Creating Safe Working and Coaching Conditions**

It is the responsibility of all staff to ensure that no child or young person is asked to enter, work or train in unsafe, dangerous or unhealthy environment. Young people must be supervised at all times, and a constant assessment of the conditions and safety of their immediate environment must be made and acted upon. They should not be asked to use hazardous or corrosive chemicals and all such materials must be properly marked and stored. Staff must ensure that no child or young person under their care is subjected to verbal, emotional, physical or sexual abuse in any manner or form. It is the responsibility of staff to inform the *Children and Young Person's Protection Officer* as soon as is practicable if they witnesses or even suspect that abuse has taken place.

### **3 CODE OF CONDUCT FOR STAFF:**

Staff involved with young players should adhere to the following code of conduct -

#### **Do**

- Make sure that at least two coaches are present at home and away matches, as well as training and coaching sessions.
- Treat everyone with respect
- Avoid physical 'horse play' such as tickling or wrestling
- Always be public and open when working with children or young people. Avoid situations where a coach and young player are completely unobserved
- In terms of First Aid always treat players in an open environment and not behind closed doors; to avoid situations where accusations can be made
- If groups have to be supervised in changing rooms coaches must work in pairs
- Encourage children and adults to feel comfortable in pointing out attitudes of behaviour they do not like or are not acceptable.

#### **Don't**

- Spend excessive time alone with a child or invite children to your home
- Take children or young people on car journey's alone, unless in an emergency which should be done with the consent of a parent or a Club official.
- Allow or engage in any inappropriate touching, or make sexually suggestive comments
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Jump to conclusions about others without first checking all the facts
- Allow yourself to be drawn into inappropriate attention seeking behaviour
- Show favouritism to any individual
- Rely on just your good name to protect you
- Believe "it could never happen to me"
- Meet with children outside of organised football.

#### 4 GUIDANCE ON HOW TO DEAL WITH A DISCLOSURE OF ABUSE

Staff who work with children and young people should be aware that in forming trusting relationships with them, they may choose to share an incident or a situation of abuse. Staff should try to be aware of any differences in the behaviour of any child or young person under their supervision. They may appear unusually withdrawn or be acting out of character, or have injuries inconsistent with those which they might reasonably have incurred during training. In all cases children and young people should be encouraged to speak about their concerns. It may be that the child or young person is unhappy with his/her own efforts or lacking in confidence, or it may be related to problems at school or with friends. However, there is always the possibility that they may have other concerns. If a member of staff suspects the latter they should allow the young person to talk about his /her worries, without asking leading questions. Staff should try to support the young person without being judgmental or offering advice on how to resolve the situation.

The impact of disclosing the abuse can be devastating for the child and his/her family but the sooner action is taken the better. The decision to react to allegations of, or suspicions about, abuse can be a difficult one, however staff members are not responsible for determining whether or not abuse has taken place. All information disclosed must be dealt with on a *need to know basis* only, which is what confidentiality means in these type of situations. It is every member of staff's duty to report any abuse disclosed, witnessed, or suspected to the *Children and Young Person's Protection Officer*, or directly to the local Police and Social Work Department if this is more appropriate.

##### **The importance of listening to a child**

Listening to a child or young person is essential to understand what type of abuse has occurred or why he / she is feeling worried. The child may be feeling frightened, confused and vulnerable and will need your help to feel reassured and safe. A child might be feeling guilty and may be blaming him/herself for the abuse. Again reassurance that he/she is not to blame should be given, emphasising that what has been said will be taken seriously and that it might be necessary to involve someone else to ensure that the concern / abuse is dealt with. The child should be allowed to speak freely without any undue interrupting or questioning, although a clear understanding of what he / she is saying should be clarified and an accurate account of what has been seen and heard must be recorded.

### **Sharing concerns with Parents, Guardians or Carers**

An allegation or disclosure of abuse should be shared with the child's parents/guardians/carers. It is essential to talk to them to clarify any initial concerns, unless by doing so would create a greater risk for the child. In these situations any suspicion, allegation or incident of abuse must be reported directly to the Child & Young Person's Protection Officer; or the local Police and Social Work Department, particularly if the child or young person is at immediate risk.

### **Summary of advice for staff**

On receiving information concerning a disclosure of abuse:

- Do not panic
- Do not allow shock or distaste to show
- Do not probe for more information than is offered
- Do not speculate or make assumptions
- Do not make negative comments about the alleged abuser
- Do not approach the alleged abuser
- Do not make promises or agree to keep secrets

## 5 ALLEGATIONS OF ABUSE OR MISCONDUCT AGAINST STAFF

Allegations of abuse against a member of staff can be made in a number of ways:

- A child or young person alleges that abuse has taken place or that they feel unsafe with a member of staff;
- An anonymous allegation is received by the Club;
- A child or young person's appearance, behaviour or statements cause suspicion of abuse or misconduct;
- A child, young person or adult reports an alleged incident of historic abuse; or
- A third party makes an allegation of misconduct or abuse.

An allegation of abuse or misconduct can cause strong feelings of shock or disbelief, however, it is not the responsibility of the staff member to decide whether or not a child or young person has been abused or mistreated. *The child or young person's immediate safety and welfare must always be the main priority.*

A staff member dealing with an allegation should try to stay calm and not rush into any inappropriate action. If the child is aware of the allegation he / she should be reassured that he / she is not to blame and that it is right to tell someone about such concerns. No promises should be made to the child which can't be kept, such as not passing on information about the allegation. A written record of what was seen, heard or told should be made as soon as possible. The Club's Incident Report Form (*APPENDIX C: FORM 1*) should be completed; if the form is not available the following should be noted:

1. The child / young person's name, address and date of birth.
2. Date and time of the alleged incident(s) and/or nature of the allegation(s).
3. Any observations e.g. describe the behaviour and emotional state of the child.
4. Any visible bruising or injuries.
5. The child's account, if appropriate, about what allegedly happened.
6. Any action or advice that you have taken or given.
7. Be clear about whose concerns are being recorded and provide a summary of the basic facts.

All facts must be properly recorded because the allegations may result in legal action. A copy of the report should be stored in a secure place as it may be required by the relevant authorities.

Where the information gives reasonable cause to believe that the alleged abuse has occurred, the Police and Social Work Department must be notified as soon as possible, on the day the information is received. Following advice from the Police, if the decision is made that the staff member against whom the allegation has been made is to be informed, the member of staff should be told that information has been received about an allegation of abuse. As the matter will be subjudice, no details must be given unless advised by the police. Where this occurs the Club will need to decide if the staff member should be suspended whilst an investigation, or an internal review, is carried out. A precautionary suspension is not a form of disciplinary action. Notification of the suspension and the reasons for it should be conveyed in writing to the staff member within three working days of being informed of their suspension.

It is important that any internal review carried out by the Club does not compromise the work of the child protection agencies, or involve questioning a child or young person about the alleged abuse. This will become the responsibility of the child protection agencies once a referral has been made.

#### ***Allegations of Historical Abuse***

Where an allegation of historic abuse is made about a current member of staff, the club should follow above the procedures and report the matter to the Police. This is because other children may still be at risk from this person.

#### ***False or Malicious Allegations***

Where an investigation of abuse has been conducted and is proven to be unfounded, the staff member will receive an account of the circumstances and of any investigatory process. A letter should be issued confirming the outcome and conclusion of the matter. Where, after reviewing the details of the account of the circumstances or the investigation, it is clear that the allegation has been malicious or unfounded, the person may wish to seek legal advice. Arbroath Football Club should take all reasonable steps to support the individual in this matter and in these circumstances the Club reserves the right to discontinue a child's access to the Club.

## 6 THE USE OF A CAMERA OR VIDEO EQUIPMENT

In all circumstances where children or young people are likely to be photographed or filmed it is necessary to obtain permission and the appropriate consent: permission to take or record these images and consent to have these images taken or recorded.

### **PERMISSION TO USE A CAMERA OR VIDEO EQUIPMENT (Appendix C: Form 2)**

Anyone wishing to use photographic or video equipment must obtain permission. Professional photographers or video operators wishing to record an activity or event should seek permission by producing their professional identification and the details to be recorded.

### **CONSENT FROM YOUNG PEOPLE & PARENTS – AGREEING THAT PHOTOGRAPHS OR VIDEO RECORDING CAN BE MADE OR TAKEN (Appendix C: Form 3)**

Young people can give consent to having their photographs taken from 12 years of age, as long as they understand the implications, but consent should also be provided by parents to ensure that both parties legal rights are met.

Consent should be obtained with an explanation of:

- The reason for use of the film or photographs
- Who will have access to the film or photographs
- Where the film or photographs will be stored
- How long the film or photographs will be kept

#### *Storage*

Photographs and videos should be stored in line with the Data Protection Act i.e. all negatives and master copies should be in a secure place and labelled clearly. The video/photographs should not be kept for a longer period than is necessary i.e. the purpose for which they were taken. *Children*

#### *Digital images*

Digital files should be stored on a secure system and deleted when they are no longer required. If the images are to be stored on a fileserver then access should be controlled by a password.

*Publications and on the Internet*

Football websites and publications provide excellent opportunities to broadcast achievements of individuals to the world and to provide a showcase for the activities of young people. It can however, also provide information about children and young people that could put them at risk. The following procedure is to be followed to ensure publications and the Internet do not put children at risk.

- At no time is a publication or Internet site to include personal information that could identify a child e.g. home address, e-mail address, telephone number of a child. Any contact information needs to be directed to Arbroath Football Club.
- Before publishing any information, written consent needs to be obtained from the child parent/guardian. If the material is changed from the time of consent, the parents/guardians must be informed and consent provided for the changes.
- The content of pictures or videos of children must ensure they are not portraying the child or in a demeaning or tasteless manner. Where there are concerns about identifying a child who is to be included, photographs or shots that show children in profile or with their backs to the camera, or with their faces not clearly visible – should be used.
- The content of photographs or videos must not depict a child or in a provocative pose or in a state of partial undress other than when depicting a football activity. Where relevant, a tracksuit may be more appropriate attire.
- For photographs or videos of groups or teams of children ensure that only the group or team is referred to, not individual members.
- All published events involving children will require review to ensure the information will not put children at risk. Any publications of specific meetings or child events e.g. team coaching sessions, are not to be distributed to any individuals other than to those directly concerned.
- Particular care is to be taken in publishing photographs, films or videos of children who are considered particularly susceptible e.g. a child who may be the subject of a child protection case or a matrimonial dispute where it is known.
- Particular care is to be taken in publishing photographs, films or videos of children with physical, learning and/or communication or language disabilities, as they could be particularly susceptible to abuse.

## **7 STAFF RECRUITMENT PROCEDURES AND CHECKS**

These procedures should be undertaken in respect of all applications for either paid or voluntary positions, which involve direct supervision of children or young people within the Club.

- Upon application, potential employees/volunteers should be given a clear and detailed description of the role they are to fulfil. They must be made fully aware of the level of accountability they will be asked to meet, and they must be informed which other member of staff will be responsible for allocating, overseeing and supervising their progress.
- The applicants full name, date of birth, current and recent addresses should be recorded and proof of identification must be provided to ensure that the person is who they claim to be (Driving license etc).
- Record details of previous employment and ask for details of former experience - either paid or voluntary - of working with children or young persons.
- Ask for permission to contact at least two reputable persons (not relatives) who have experience of their contact and work with young people or children and who may be asked to provide written references.
- Ask for details of any conviction for criminal offences against young people and inform the applicant that as part of their application they will have to complete an Enhanced Disclosure Scotland Check.
- Follow up the given references before any appointment is made and be clear about what constitutes acceptable / unacceptable references.
- When contacting such reputable persons, you should state the proposed nature of the applicant's involvement with children and young people at the Club.
- If anything in the reference causes you to doubt the applicant's suitability to work with, or in the vicinity of, children and young people then the referee should be contacted in person to discuss the matter further.
- You should explore all of the applicant's experience of working or contact with young people in an interview situation before an appointment is awarded.
- The appointment of staff should be conditional on the successful completion of a probationary period of three months.
- New staff should be supported and supervised.

## **Policy on the Secure Handling, Use, Storage and Retention of Disclosure Information**

Part V of the Police Act 1997 provides for the issue of criminal conviction certificates, criminal record certificates, and enhanced criminal record certificates. In Scotland certificates are issued by Disclosure Scotland and are classified as *Basic, Standard or Enhanced - Disclosures*. The Act provides a Code of Practice governing the use of all information issued in respect of Standard and Enhanced Disclosures, concerning how to handle, store and dispose of information appropriately.

Arbroath Football Club will at all times comply fully with the Code of Practice regarding the correct handling, holding and destroying Disclosure information. It will also comply fully with the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information.

Disclosure information will only be used for the purpose for which it has been provided. The information provided by an individual for a position with the Club will not be not used or disclosed in a manner incompatible with the purpose. Personal data will only be used with the expressed consent of the individual, who will be notified of any non-obvious use of the data, including further disclosure to a third party, identifying the Data Controller, the purpose for the processing, and any further relevant information.

The Club recognises that it is a criminal offence to disclose Disclosure information to any unauthorised person. It will therefore only pass Disclosure information to those who are authorised to see it in the course of their duties. The Club will not disclose information provided under section 115(8) of the Act, namely information which is not included in the Disclosure, to the applicant.

Disclosure information will be kept securely in a lockable, non-portable storage container and access will be strictly controlled only to authorised individuals who are entitled to see such information in the course of their duties. The Club will not keep Disclosure information for any longer than is required. In general, this will be no longer than six months, to allow for the resolution of any disputes or complaints. Disclosure information will only be retained for longer than this period in exceptional circumstances and in consultation with Disclosure Scotland.

Once the retention period has elapsed, the Club will ensure that Disclosure information is immediately destroyed in a secure manner i.e. by shredding, pulping or burning. The Club will not keep Disclosure information which is awaiting destruction in any insecure receptacle (e.g. a waste bin or confidential waste sack). It will not retain any image or photocopy or any other form of the Disclosure information. It will, however, keep a record of the date of issue of the Disclosure, the name of the subject, the Disclosure type, the position for which the Disclosure was requested, the unique reference number of the Disclosure and details of the recruitment decision taken.

## STEPS TO COACH RECRUITMENT

1. Application Form requested by prospective coach wanting to work with children and young people
2. Application Form and Self Declaration Form sent to prospective coach.
3. Application Form and Self Declaration Form returned to Club Secretary, including two references.
4. Referees contacted by Club Secretary and sent an Employee Referee Form.
5. Completed and satisfactory referee forms returned.
6. Applicant is invited to a face-to-face interview with the Youth Development Manager.
7. If applicant is successful at the interview stage and referee checks are satisfactory, then Disclosure Scotland - Disclosure Application must be completed, signed and returned to the Club Secretary; who will send to Disclosure Scotland.
8. Disclosure check received and satisfactory.
9. Letter sent to new Coach offering employment or coaching opportunities.
10. The new Coach must complete a Personal Details Form and provide two passport photos.
11. After successful completion of each of these stages, the applicant will become a member of the Club's Coaching Staff.
12. The new staff member should be sent a copy of this Policy and should sign it to acknowledge that they have read and accept the advice and guidance within this policy.

**APPENDIX A: RELEVANT LEGISLATION AND GUIDANCE**

**LEGISLATION**

**Children (Scotland) Act 1995**

**[www.opsi.gov.uk/acts/acts1995/Ukpga\\_19950036\\_en\\_1.htm](http://www.opsi.gov.uk/acts/acts1995/Ukpga_19950036_en_1.htm)**

**Protection of Children (Scotland) Act 2003**

**[www.opsi.gov.uk/legislation/scotland/acts2003/20030005.htm](http://www.opsi.gov.uk/legislation/scotland/acts2003/20030005.htm)**

**Vulnerable Witnesses (Scotland) Act 2004**

**[www.opsi.gov.uk/legislation/scotland/acts2004/20040003.htm](http://www.opsi.gov.uk/legislation/scotland/acts2004/20040003.htm)**

**GUIDANCE:**

**Protecting Children – A Shared Responsibility (2000)**

**Guidance for Professionals in Scotland on Child Protection.**

**[www.scotland.gov.uk/library2/doc11/pcsr-00.asp](http://www.scotland.gov.uk/library2/doc11/pcsr-00.asp) ISBN 0-7480-8272-7**

**Protecting children – A Shared Responsibility (1998)**

**Guidance on inter-agency co-operation.**

**[www.scotland.gov.uk/library/documents-w3/pch-00.htm](http://www.scotland.gov.uk/library/documents-w3/pch-00.htm) ISBN 0-11-495908-0**

**National Care Standards – Services to Children and Young People (2002)**

**National standards and explaining what can be expected from care services in Scotland. [www.carecommission.com](http://www.carecommission.com)**

## APPENDIX B: GLOSSARY

**CHILD & YOUNG PERSON** - Under Protection of Children (Scotland) Act 2003 anyone participating in a Club Event or Activity who has not reached their eighteenth birthday shall be considered a child / young person for the purposes of this policy.

**CLUB** – Within this Policy this means Arbroath Football Club

**DISCLOSURE CERTIFICATE** - A document (known as a Disclosure Certificate) which details convictions and/or other relevant information held by the Police and Government Departments. There are 3 levels of Disclosures, namely: Basic, Standard and Enhanced.

**DISCLOSURE SCOTLAND** - organisation with responsibility for issuing Disclosure certificates.

### **LIST – THE DISQUALIFIED FROM WORKING WITH CHILDREN LIST**

A list of persons who are considered to be unsuitable to work with children because they have harmed a child or considered to have placed a child at risk of harm. Individuals who are fully listed will be disqualified from working with children and young people under the age of 18 years. The List is maintained by the Scottish Ministers.

**FULLY LISTED** - A person will be ‘fully listed’ when the Scottish Ministers place his/her name on the List, as being unsuitable to work with children. Those who have been fully listed by the Scottish Ministers will commit a criminal offence if they apply to or work with children.

**HARM** - not only the deliberate infliction of physical or mental harm but also where harm resulted, or might have resulted, from a degree of carelessness or neglect which amounted to misconduct.

**PROTECTIVE SUSPENSION** - A suspension placed on an official who has been the subject of an allegation of abuse or misconduct. This suspension is designed to protect the child and the official concerned and will not be part of the disciplinary procedures.

**PROVISIONAL LISTING** - Provisional listing does not disqualify the individual from working with children and young people in a child care position for the period of time that they are provisionally listed. Disclosure checks for child care positions will show that the person is provisionally on the List. Both the person who is the subject of the referral and any organisation known to be “employing” that person in a child care position (either as a paid or volunteer worker) will be notified of the provisional listing and the outcome of the decision process. Provisional listing will not normally last longer than 6 months.

**APPENDIX C        TEMPLATES OF THE RELEVANT FORMS**

**INDEX OF FORMS:**

**FORM 1                INCIDENT REPORT FORM**

**FORM 2                PERMISSION TO USE A CAMERA OR VIDEO EQUIPMENT**

**FORM 3                CONSENT FORM FOR YOUNG PEOPLE / PARENTS – AGREEING  
THAT PHOTOGRAPHS, IMAGES OR VIDEO RECORDING CAN  
BE MADE OR TAKEN**

<b>FORM 1</b>	<b>ARBROATH FOOTBALL CLUB</b>
<b>INCIDENT REPORT FORM</b>	
<b>Your name:</b>	
<b>Your position within the Club:</b>	
<b>Details of Child / Young Person:</b>	
<b>Name:</b>	<b>Date of Birth:</b>
<b>Address:</b>	
<b>Parents/carers names and address:</b>	
<b>Date / time of alleged incident:</b>	
<b>Your observations:</b>	
<b>Record exactly what Child / Young Person said in their own words and any questions you asked to clarify the situation</b>	
<b>(Continue on separate sheet if necessary)</b>	
<b>Children and Young Person's Protection Officer informed (Date and time):</b>	
<b>External Agency Contacted (Date and time)</b>	

**ARBROATH FOOTBALL CLUB**

**FORM 2: PERMISSION TO USE A CAMERA OR VIDEO EQUIPMENT**

Permission must be obtained in advance of any Event / Activity.

**USE OF ALL PHOTOS, IMAGES AND VIDEOS**

These must be used for the purpose stated in this application and must not be altered in any way without the prior approval in writing of the person(s) photographed or their parents/guardian(s).

Video evidence used for performance analysis and training sessions or at matches must be used solely for this purpose and viewed with the player in question. Internal training use of video evidence must not be given to any outside agency without the express consent of the player and their parent/guardian(s).

**SECTION A – APPLICANT’S DETAILS**

NAME: DESIGNATION:

ADDRESS:

VENUE: DATE(S):

SIGNATURE: DATE:

**SECTION B. FOR OFFICIAL USE ONLY**

APPROVED / REFUSED REASON

DATE: SIGNED:

NAME: DESIGNATION:

.....

**SECTION C. PERMISSION**

Your application has been approved for use as follows:

PURPOSE OF USE:

VENUE:

DATE:

**NOTE:** Proof of identity and this letter of approval must be produced on request when photos or videos are being taken or recorded.

**ARBROATH FOOTBALL CLUB**

**FORM 3: CONSENT FROM YOUNG PEOPLE / PARENTS –  
AGREEING THAT PHOTOGRAPHS OR VIDEO RECORDING  
CAN BE TAKEN OR MADE**

*Permission must be obtained in advance of any Event / Activity.*

**Child / Young Person's Name:**

**Date of birth:**

**Address:**

**Post-code:**

**Parents / Guardians Name:**

**Address:**

**Post-code:**

**Signed:**

**Date:**

**I hereby give permission for the player above to have his photograph taken or be filmed as part of any individual or team photographs / filming and for these photographs / filming to be used in such a manner as deemed appropriate.**

**Please ensure that you understand:**

The reason for use of the film or photographs

Who will have access to the film or photographs

Where the film or photographs will be stored

How long the film or photographs will be kept for

**APPENDIX D:**

**THE CHILDREN AND YOUNG PERSON'S PROTECTION OFFICER**

Arbroath Football Club's Independent – Children and Young Person's Child Protection Officer is:

**Peter Connolly**

**Who can be contacted on: 07752110805**

(Please only make contact if it is an issue concerning the safety and welfare of child or young person who is involved with the Club).

His role and responsibilities include:

- Promoting and updating this Policy.
- Acting as an *Independent Contact* for the Club in matters relating to the protection of children and young persons.
- Providing information and advice on the protection of children and young persons.
- Advising on matters relating to allegations against staff, as detailed in this Policy.