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ELGIN CITY FOOTBALL CLUB
CHILD PROTECTION POLICY



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1. INTRODUCTION

Elgin City Football Club is based at Borough Briggs Stadium in Elgin. The club is involved in a wide range of activities during its business, many of which involve children. This policy aims to ensure that all children participate in a safe environment whilst at Elgin City. It is incumbent on the club to provide a safe environment for all participants and safety must be provided from neglect, verbal and physical abuse, sexual and emotional abuse and bullying.

Provision for all concerned at the club should be free from abuse regardless of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status. By the implementation of good practice and this policy, we hope to provide a safe, caring environment for individuals to flourish.

2. ABBREVIATIONS:

FIFA Federation of International Football Associations.

SFA Scottish Football Association.

VDS Volunteer Development Scotland is the umbrella group to which volunteer groups register to enable vetting checks to be carried out by Disclosure Scotland.

CAS Club Academy Scotland

DEFINITIONS:

CHILD

Under cover of the Children (Scotland) Act 1995 and Protection of Children (Scotland) Act 2003 anyone participating or employed under the jurisdiction of the club who has not reached their eighteenth birthday shall be considered a child for the purposes of this policy.

CHILD ABUSE

Child abuse is used to describe ways in which children are harmed.

CHILD PROTECTION CO-ORDINATOR

An officer appointed by the club to formulate policy and monitor practice in relation to child protection issues.

CLUB

Elgin City Football Club.

LEGISLATION

Club policy relates to the Protection of Children (Scotland Act) 2003, the Children (Scotland) Act 1995, the Police Act 1977, the Data Protection Act 1998, and any other related and current legislation.

DESIGNATED POSTS

Designated posts are those where the job description causes the post holder to be in contact with children. Examples of such posts at Elgin City FC would be:

Youth and Community Coaches and Officials	Youth Scouts
Medical Staff	Security Staff
Mascot and Bellboy/girl Supervisors	Welfare Staff

DISCLOSURE SCOTLAND

Disclosure Scotland is the body set up to carry out vetting checks on behalf of the Scottish Criminal Record Office.

STAFF

Any person who acts on behalf of the club.

OUTINGS

Instances where activities take place away from their normal base at Elgin City FC.

PARENT

Mother, father or legal guardian.

NON-ACCREDITED ADULTS

Adults who are not present at club activities through being staff of the club or parents of participants.

SELF DISCLOSURE

The process of informing the club as employer or potential employer of information concerning their background which would be relevant to their working with children.

3. POLICY STATEMENT

ELGIN CITY FC ARE FULLY COMMITTED TO PROVIDING EVERY CHILD AND MEMBER OF STAFF WITH A SAFE ENVIRONMENT.

POLICY PRINCIPLES

The key principles of this policy are as follows:

All children have:

- The right to a safe environment.
- The right to protection against physical abuse.
- The right to protection against verbal abuse.
- The right to protection against emotional abuse.
- The right to protection against sexual abuse.
- The right to protection against bullying.
- The right to protection against neglect.

- The right to express opinions and to have those opinions considered in all matters that concern their wellbeing.
- The right that all actions concerning the child should be in his/her best interests.
- The right to have all suspicions and allegations taken seriously and actioned as appropriate.

Elgin City FC shall:

- Support the implementation of this policy.
- Ensure that the policy is reviewed on a regular basis.
- Appoint a Child Protection Co-coordinator
- Establish a Child Protection Panel

4. POLICY GUIDELINES

By the introduction of good practice throughout Elgin City FC it is possible to reduce the risk of child abuse taking place.

A) *GUIDELINES FOR NORMAL ACTIVITIES*

ALL STAFF MUST

- treat all young people with respect, dignity and take notice of their reactions to your tone of voice and manner. If giving criticism do so in a positive and constructive manner
- always seek the consent of parents and young people where physical assistance is necessary. Always be open and honest with parents
- make sure that any allegations or suspicions are recorded and acted upon
- report all incidents of abuse, inappropriate language or behavior by any person have a trained first aider and/or physiotherapist with a fully stocked first aid kit on hand during all club activities
- be punctual for all activities
- always wait until all children have left the changing room before showering and changing.
- have a minimum of two club officials in attendance during all club activities
- report all incidents or concerns to the relevant Child Protection Co-ordinator and submit a written record of said incidents or concerns

ALL STAFF MUST NOT

- engage in rough, physical or sexually provocative games including horseplay
- touch a child or member of staff in an intrusive or sexual manner
- allow the use of or engage in foul, abusive or insulting language or sarcasm
- allow bullying to take place
- allow sexually suggestive comments to be made by any person even as a joke
- do things of a personal nature for a child that a child can do for itself. If assisting a child in the toilet, staff must never enter the toilet cubical

- be present whilst children are showering and changing unless it is necessary in the interests of health and safety or the children are particularly young or vulnerable. In these circumstances, it would be best practice to have at least two staff present and, if appropriate, to leave the door open.
- meet with children away from organized club activities without a parent or other club official being involved
- spend time alone with a child
- decide to meet a child in their home (if necessary to take a child to their home he/she must be accompanied by a minimum of two officials)
- shower or change with children - always wait until all children have left the changing room
- allow children to be unsupervised during club activities
- take any club activities on his/her own
- allow a child to travel alone with a member of staff in his/her car irrespective of the length or duration of the journey. Make sure your pick up or drop off points are with at least two children. If under emergency circumstances (i.e. accident) a single child must be transported, make sure the member of staff involved has permission from the child's parents and that they advise another member of staff
- allow children to touch members of staff or other children in an inappropriate place or manner. Any such incidents must be reported to another member of staff and the child involved informed that this behavior is unacceptable
- allow allegations made by a child to go unreported. If there is an attempt to cover up you may be implicated by your silence.
- place themselves in a vulnerable situation
- allow children or members of staff to refer to another person's religion, gender, disability or sexuality in a derogatory manner
- allow children or staff to be under the influence of alcohol or any banned substances

B) *GUIDELINES FOR OUTINGS*

Implement all points listed at 4A plus

ALL STAFF MUST

- make sure all outings are planned with health and safety of uppermost importance
- inform all parents timeously in writing of the times of departure, pick up points, time of return, drop off points and emergency telephone contact numbers
- make sure all children and parents have timeously completed and returned a consent form
- make sure all outings are properly supervised e.g. a ratio of one staff to eight children
- make sure all outings are properly supervised

C) *GUIDELINES FOR OVERNIGHT STAYS*

- Implement all points listed at 4A and 4B plus

ALL STAFF MUST

- make sure all overnight stays are planned with health and safety of uppermost importance
- inform all parents timeously in writing of the date and time of departure, pick up points, date and time of return, drop off points and emergency contact details make sure all children and parents have timeously completed and returned a consent form
- make sure all overnight stays are properly supervised e.g. a minimum of two adults and a ratio of one official to eight children
- make all children aware of the availability of telephones to contact home

ALL STAFF MUST NOT

- share a room with a child
- allow a child to visit any adult's room
- check children's rooms unaccompanied - a minimum of two members of staff are required
- allow staff to enter a child's room unless in the interests of health and safety or in an emergency, and in such circumstances the room door should be left open if it is appropriate to do so
- allow staff to supervise or have any responsibility for children while under the influence of alcohol or any banned substances

5. RESPONSIBILITIES

To ensure the safety of all children, all concerned must function as a unit with defined roles

The role of the child's parent is as follows:

- All parents / guardians must take all measures necessary to ensure that they are satisfied with the club and staff that their child proposes to participate with.
- All parents / guardians must sign the relevant consent form.
- All parents / guardians must ensure that their children are safely transported to and from all club activities. This is the parents' responsibility.
- All parents / guardians must know who the Child Protection Coordinator is and their contact details.

The role of staff is as follows:

- All staff who have regular and/or unsupervised contact with children must complete a Disclosure Scotland Vetting Form and submit it to the club.
- All staff who know that they have criminal convictions or any relevant information to disclose **must** disclose this information to the club. If those concerned do not submit a Self-Disclosure they will be subject to disciplinary procedure, as will anyone who submits a Self-Disclosure and provides false information and/or omits information.
- Candidates for designated posts will be asked to complete a Child Protection Self Declaration Form prior to interview.
- All staff must be fully conversant with club Child Protection Policies.
- All staff must protect all children from all forms of abuse.

- All staff have a duty to report any allegations or concerns about other adults /staff.
- All staff must display high standards in respect of behavior and appearance. They should project an image of health, cleanliness and efficiency in respect of the function for which they have responsibility.
- All staff must promote the FIFA initiative on Fair Play.
- All coaching staff should attempt to have coaching qualifications appropriate to the ability of children they are coaching.
- Any member of staff in a designated post who is convicted of an offence whilst employed by the club must inform the club. Should the offence be deemed by the Child Protection Panel as compromising the staff member's position appropriate action will be taken to reconcile this situation.

The role of the club is as follows:

- The club will appoint a Child Protection Co-ordinator for protection issues. All club staff, players and players' parents to be advised of the official responsible for Child Protection within the club plus his/her contact details.
- The club will ensure that they carry out relevant checks on ALL staff working with children before they are confirmed in post.
- The club will ensure that the 'Child Protection Recruitment Policy' is observed.
- The club must make sure all staff are fully conversant with the Child Protection Policy.
- The club must protect all children and staff from all forms of abuse.
- The club must accept that all staff must report concerns in respect of any suspected abuse.
- The club is committed to eradicating bad practice.
- The club will implement all proposals or amendments in respect of child protection policies.
- In cases of reported abuse, maintain total confidentiality. Information must only be shared on a need to know basis i.e. with people who need to know to ensure the child's health, welfare and development.

The role of the Child Protection Co-ordinator is as follows:

- To ensure all staff working with children are identified and Disclosure Scotland checked.
- To ensure all completed information that must be retained is stored in a completely safe and confidential manner. It is a criminal offence to disclose any information to any third party. The only exception is the reporting of abuse to either the Social Work Department or the Police.
- To ensure that all forms are completed properly for designated staff and sent to Disclosure Scotland.
- To receive and advise on reported incidents.
- To initiate action ensuring all appropriate persons have been contacted.
- To report any alleged incidents of abuse.
- In cases of reported abuse, maintain total confidentiality. Information must only be shared on a need to know basis i.e. with people who need to know to ensure the child's health, welfare and development.

- To ensure all relevant parties are informed of any decisions taken by the Child Protection Panel.
- To keep records, in a totally safe and secure environment, of all staff about whom allegations are / have been made.
- To hold an annual review of this policy although it may be reviewed as circumstances dictate

The role of the Child Protection Panel is as follows:

- To make decisions in relation to this policy.
- To keep records, in a totally safe and secure environment, of all staff about whom allegations are / have been made.
- To maintain a list, in a totally safe and secure environment, of all persons found unsuitable.

6. IDENTIFYING ABUSE

Most people who look after children do not pose a risk to them. Those who do pose a risk will seek entry to organizations that allow them access to and have power or authority over children. Sadly, some adults are very skilled at making friends with children with the intention of harming them. This situation can arise anywhere – in the family, at school, at a football club or during other children’s group activities. In fact, in most cases children are abused in the family home or by a close family friend.

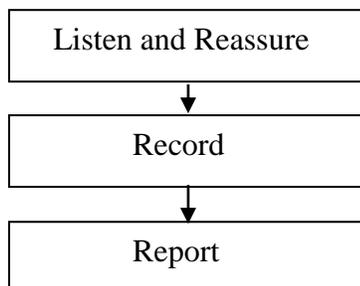
There are many different forms of abuse and they are detailed in Appendix F.

7. RESPONDING TO CONCERNS

Incidents of abuse may become known in several ways:

- Reported abuse or suspicion of abuse by the child
- Reported abuse or suspicion of abuse by a third party
- You may have witnessed an incident or have suspicion about an incident

There are three actions that must be taken when dealing with alleged complaints of abuse:



Action 1 - Listen and Reassure

ALL STAFF MUST

- If possible, not act without seeking help from the club's Child Protection Co-ordinator.
- Stay calm – do not rush into inappropriate action
- Reassure the child – that he/she is not to blame and tell them that it was right to tell someone about their worries.
- Most importantly – listen attentively and show that you take them seriously.
- Make notes of what the child says and record all dates and times keeping conversation to the minimum required. Do attempt to establish the basic facts using open-ended non-leading questions making a clear distinction between what is fact, opinion or hearsay.
- The Child Protection Co-ordinator may seek advice from the Police.
- Seek advice from the Child Protection Co-ordinator but do not inform any other person about what has happened. By informing a suspect this may further endanger the child.
- Not worry that you may be making things worse by reporting your concerns. Few things are worse than allowing a child to be further abused. Many children are devastated by the experience of abuse and in the most serious cases may be seriously harmed or have their life threatened.

STAFF MUST NOT

- Panic
- Make promises you cannot keep
- Make the child repeat the story – only take initial details
- Delay
- Take sole responsibility for further action

Action 2 – Record

- A Child Protection Incident Report Form (Form B) must be completed.
- It is important that all facts are properly recorded because if the allegations are proved it may result in legal action.
- Keep a copy of the report in a secure and confidential manner to refer to if required by the authorities.

Action 3 – Report

- After action 1 and action 2 have been completed you must submit the report **without delay** to the following:
- The club's Child Protection Co-ordinator
- If you are unhappy with the actions of your Child Protection Co-ordinator you should report the matter directly to the Chairman.

8. USEFUL CONTACTS

Child Protection Co-ordinator -

ChildLine Scotland

0800 1111 (free)

ChildLine
Freepost 1111
London
N1 QBR

Children 1st

0141 342 4870
www.children1st.org.uk

Kidscape

0171 730 3300

National Drug Helpline

0800 77 66 00

Parent line

01702 559 900

Parent line Scotland

0808 800 2222

Police

Local number via Directory Enquiries

Social Services

Local number via Directory Enquiries

Scotland against Drugs

0141 331 6150

The Samaritans

0345 909 090
or ask the operator to connect dial 100

APPENDIX A – CHILD PROTECTION RECRUITMENT AND POST-RECRUITMENT POLICY

1. Availability

This written policy on recruitment will be made available to all applicants on request at the outset of the recruitment process.

2. Equal Opportunities

Elgin City FC is committed to equality of opportunity, and has an established policy to this end.

The club will ensure that no applicant or member of staff is subject to less favourable treatment on the grounds of gender, marital status, race colour, nationality, ethnic or national origins, age, sexual orientation, responsibilities for dependants, physical or mental disability, or offending background, or is disadvantaged by any condition which cannot be shown to be relevant to performance.

Elgin City FC actively promotes equality of opportunity for all with the right mix of talent, skills and potential, and welcomes applications from a wide range of candidates, including those with criminal records. The selection of candidates will be based on skills, qualifications and experience.

3. Applicants for Posts

Elgin City FC will encourage all those seeking posts to provide details of any criminal record at an early stage in the application process.

It is guaranteed that this information will only be seen by those who need to see it as part of the application process.

In line with the Rehabilitation of Offenders Act 1974, Elgin City FC will only ask about convictions which are defined as "unspent" in terms of that Act, unless the nature of the position is such that we are entitled to ask questions about an individual's entire criminal record (Exemptions from the 1974 Act).

Elgin City FC undertakes to ensure an open and measured discussion about any offences or other matters that might be considered relevant to the applicant. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of a post.

Elgin City FC will wherever possible undertake to discuss any matter revealed in a Disclosure with the subject of that Disclosure before withdrawing a conditional offer of a post.

We will ensure that all those at Elgin City FC who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to employment of ex-offenders (e.g. the Rehabilitation of Offenders Act 1974).

We undertake to make every subject of a Disclosure aware of the existence of the Child Protection Policy, and to make a copy available on request.

FOR DESIGNATED POSTS, A CRIMINAL RECORD OR DISCLOSURE LISTING MAY DEBAR.

4. Recruitment Procedure for external and internal applicants

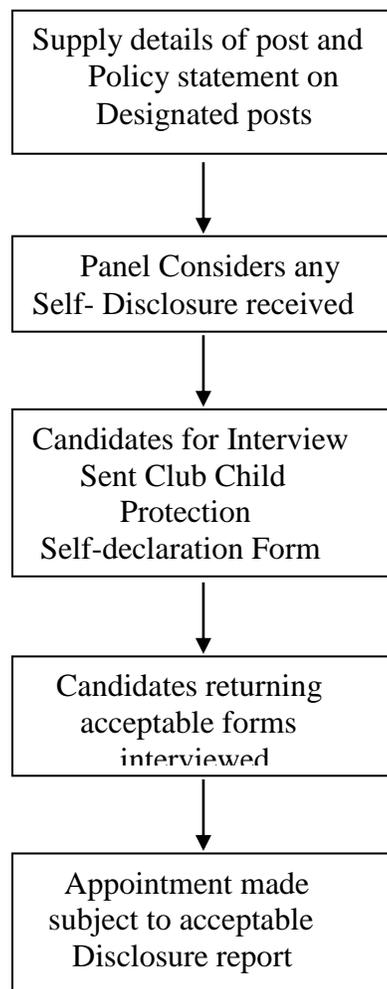
Where a Disclosure is deemed necessary for a post or position, all application forms, job adverts, careers literature, website, and any other appropriate literature will contain a statement that a Disclosure will be requested in the event of the individual being offered the position and that a satisfactory Disclosure report must be received before they commence working in the post.

When details of a vacancy are given to a prospective applicant, they will be advised in the following terms:

‘Elgin City FC operates a Child Protection Policy which is strictly adhered to. It is also, by the nature of its business, exempt from certain provisions of the Rehabilitation of Offenders Act 1974. Applicants are advised, at the time of application, to give details of any convictions even if considered ‘spent’. This submission will be kept in the strictest confidence. Please contact the club if you require guidance on this. Failure to disclose relevant information, which comes to light at a later stage, will be considered by the Panel and dealt with accordingly.

Those selected for interview for designated posts will be asked to complete a Club Child Protection Self Declaration Form (Form A), which must be returned prior to interview. Failure to do so will be deemed to be a withdrawal from the selection process.

Successful applicants for designated posts will then be required to undergo Disclosure. An offer of employment will not be confirmed until a satisfactory Disclosure Report has been received. Disclosure Reports from previous employment will not be acceptable as an alternative to the club’s own procedure.’



5. Updating Disclosure reports

Where Disclosure reports have been required, these will be updated on a three-yearly basis.

APPENDIX B – CHILD PROTECTION CODE OF CONDUCT FOR ELGIN CITY FC STAFF

The following are **common sense** examples of how to create a positive culture and climate within the club:

Good practice means:

- Be totally conversant with and abide by all Elgin City FC Protection Policies.
- Be totally conversant with and abide by national guidelines
- Always work in an open environment (e.g. avoiding private or unobserved situations) and encouraging an open environment (e.g. no secrets). Wherever possible doing things within earshot and vision of others.
- Treat all young people equally: with respect and dignity and putting their welfare first, before winning.
- Play sports fun, enjoyable and promoting fair play.
- Ensure that if any form of manual/physical support is required, it should be provided openly and according to guidelines.
- Where educational instruction is necessary it should be verbal, then role-modelled and if *hands on* are necessary you should tell the child where you are putting your hands and why.
- Involve parents/carers wherever possible.
- During all mixed activities, a male and female member of staff should always accompany them.
- Ensure that at tournaments or residential trips, adults should not enter children's rooms or invite children into their rooms unless there are exceptional circumstances.
- Be an excellent role model – this includes not smoking or drinking alcohol in the company of young people.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of young people – avoid excessive training or competition and do not push them against their will.
- Request written parental consent if any official is required to transport children in their cars or minibuses
- Follow Elgin City FC Guidelines for use of photographic filming equipment.

Practice to be avoided:

- Spending time alone with children away from others.
- Taking children to your home where they will be alone with you.
- Sharing a room with a child.

The above should be avoided except in **emergencies**. If situations arise where these are unavoidable, they should only occur with the full knowledge and consent of someone in charge in the organisation and / or the child's parents e.g. a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session.

Practice never to be sanctioned:

- Engaging in rough, physical or sexually provocative games, including horseplay.
- Allowing or engaging in any form of inappropriate touching.
- Allowing children to use inappropriate language unchallenged.
- Making sexually suggestive comments to a child, even in fun.
- Reducing a child to tears particularly as a form of **control**.
- Allowing allegations made by a child to go unrecorded or not acted upon.
- Doing things of a personal nature for children or disabled adults that they can do for themselves.
- Having favourites.

Safe practice in unforeseen circumstances:

If any of the following incidents should occur, you should report them immediately to the Child Protection Co-ordinator and make a written note of the event, signed and dated, to the Child Protection Co-ordinator. Parents should also be informed of the incident:

- If you accidentally hurt a child.
- If a child misinterprets something you have done.
- If you must restrain a child (please note: minimum force must only be used and a record should be kept).
- If a child is left with no transport home or a parent fails to collect them.

APPENDIX C – CHILD PROTECTION PANEL PROCEDURES

GUIDELINES FOR ADMINISTRATION OF A CHILD PROTECTION PANEL

1. The Child Protection Panel has responsibility for all Child Protection matters at Elgin City FC, and will meet to discuss policy, and to consider matters raised by Disclosure reports and changes in staff circumstance affecting designated posts, and reports of alleged abuse. It will also investigate any incidents and actions which may be considered liable to bring Elgin City FC into disrepute re. Child Protection.
2. The number of members to serve on the Child Protection Panel will be three.
3. The Child Protection Panel must fully implement the Procedures of Elgin City FC. They will make decisions based on the best available current practice.
4. The Child Protection Panel must not deal with any matters that are known to be the subject of Police involvement. Cases should be suspended until the Police Authorities have resolved the matter.
5. The Child Protection Panel must when citing any individual to a meeting specify the reason for the meeting and supply them with all appropriate paperwork to be used in evidence.
6. The Child Protection Panel must prepare minutes for each meeting. The minute will record all cases dealt with but will only contain details of the following:
 - The date, venue and time of the Meeting
 - The names of all Panel Members present and apologies
 - The names of all Panel Members who declare an interest and retire from the meeting
 - Any individual cited to the meeting
 - The names of any person who accompanies a party to the meeting
 - The decision arrived at by the Panel
8. The Child Protection Panel must inform all persons in writing of the Panel's decision.
9. The Child Protection Panel must not deal with any individual unless they have first been properly cited in accordance with these guidelines.

GUIDELINES FOR ADMINISTRATION OF CHILD PROTECTION PROCEDURES FOR ALL CASES OF ALLEGED ABUSE REPORTED TO ELGIN CITY FC.

1. The Child Protection Officer receives a report of alleged abuse. If the report is given verbally, the report must be transferred to a Child Protection Incident Record Form.
2. Where the Child Protection Co-ordinator has reasonable cause to suspect or believe that abuse has occurred the Police and/or Social Work Department must be notified as soon as possible on the day the report is received and confirmed in writing within two working days. No communication in respect of action taken will be reported to the person/s making any allegations.
3. Appropriate steps must be taken to ensure the health and safety of the child who may be at risk.
4. If the matter is referred to the Police no details will be given unless the Child Protection Co-ordinator is advised to do so by the Police.
5. A precautionary suspension may be imposed while the club, Police or Social Work Department investigates the allegation. Any precautionary suspension may be given verbally but will be confirmed in writing and sent by recorded delivery or registered post. A precautionary suspension is put in place to protect all parties involved.
6. The individual alleged to have committed abuse will be given the opportunity to give a statement.
 - i. If the matter is considered inappropriate for Police investigation the Child Protection coordinator will raise the alleged bad practice with the person involved

7. If after investigation it is deemed no abuse has taken place and the incident is merely inappropriate behavior or bad practice the person involved will be cited to appear before the Child Protection Panel and dealt with as appropriate.
8. If after investigation it is deemed abuse has taken place the Child Protection Panel must not deal with any disciplinary matters arising that are known to be the subject of Police involvement. Cases will be suspended until all Police and Legal Authorities have concluded their business.
9. After any investigation, the precautionary suspension will either be lifted or the matter will be referred to the club. The action to be taken will be confirmed in writing.

1. INDIVIDUALS CALLED TO APPEAR BEFORE THE CHILD PROTECTION PANEL.

Although these procedures should be applied where applicable it should be appreciated that cases should be dealt with through the discretion of the Panel considering a case.

1. The club will confirm in writing to any individual that they are being called to appear before the Child Protection Panel. They will be advised: -
 - i. of the reason for their citation.
 - ii. of the date, time and place of the Panel meeting
 - iii. that they have the right to appear and make representations
2. A copy of any report(s) submitted about the case will only be issued on advice from the Police or Social Work Department. If approved by the Police or Social Work Department, reports will be sent to the individual at their previously notified address, and the individual will be given the opportunity to respond in writing prior to the meeting. All written responses will be made available to all Panel members and any other person who has been cited to the meeting. All letters must be lodged not less than one day prior to the date of the meeting. No individual will be allowed to refer to any item of correspondence that has not been submitted in this fashion.
3. In the event of an individual failing to attend a meeting, their case may be dealt with by the Panel in their absence, taking into consideration all the evidence available.
4. The Panel may require witnesses to attend any such hearing.
5. The decision of the Panel will normally be intimated to the individual at the meeting but may in certain circumstances not be so intimated. In either case, the decision will be confirmed by the club, in writing, to the individual at the previously notified address.

IN ALL CASES THE CLUB'S DISCIPLINARY PROCEDURES WILL BE APPROPRIATELY APPLIED

APPENDIX D – SECURE HANDLING OF INFORMATION

General Principles

Elgin City FC complies fully with the Code of Practice, issued by Scottish Ministers, regarding the correct handling, holding and destroying Disclosure information provided by Disclosure Scotland under Part V of the Police Act 1997, for the purposes of assessing applicants' suitability for positions of trust. It also complies fully with the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters. This policy is available to anyone who wishes to see it on request

Usage

Elgin City FC will use Disclosure information only for the purpose for which it has been provided. The information provided by an individual for a position within the club is not used or disclosed in a manner incompatible with the purpose.

The club will process personal data only with the express consent of the individual.

The club will notify the individual of any non-obvious use of the data.

Handling

Elgin City FC recognises that, under section 124 of the Police Act 1997, it is a criminal offence to disclose Disclosure information to any unauthorised person.

The club will, therefore, only pass Disclosure information to those who are authorised to see it during 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.

Access and Storage

Elgin City FC will not keep Disclosure information on an individual's personnel file. Disclosure information will be kept securely, in lockable, non-portable storage containers. Access to storage units is strictly controlled to authorised and named individuals, who are entitled to see such information during their duties.

Retention

The club will not keep Disclosures or Disclosure information for any longer than is required after a membership, recruitment or any other relevant decision has been taken. In general, this is no longer than six months. This is 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.

The same conditions relating to secure storage and access will apply during any such period.

Disposal

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 that is awaiting destruction in any insecure receptacle (e.g. a waste bin or confidential waste sack).

The club will not retain any image or photocopy or any other form of the Disclosure information.

The club 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.

APPENDIX E - Guidelines for Use of Photographic Filming Equipment at Sporting Venues

Photographs and Filming

There is evidence that some people have used sporting venues as an opportunity to take inappropriate photographs or film footage of children. It is advisable that Elgin City FC adheres to appropriate guidelines.

Accreditation:

Anyone wishing to use photographic/film/video equipment during any activity must firstly obtain accreditation from the club department organising the event. Ideally, they should request this at least one working day before the activity. This will require proof of identification to be produced and registration of the photographers' details. Form C should be used for this purpose and on approval the photographer should be issued with the normal dated club visitors' badge indicating this status. A record should be kept of a photographer, film or video operator's name and address and organisation. Professionals' identification details should be checked with the issuing authority prior to the activity.

Public information: the specific details concerning photographic/video and filming equipment should, where possible, be published prominently in activity programmes and must be announced over the public-address system prior to the start of the event.

The recommended wording is:

'In line with the recommendation in Elgin City FC's Protection Policies, the organisers of this event request that any person wishing to engage in any video, zoom or close range photography should register their details with the organiser in advance and staff at the spectator entry point before carrying out any such photography. The promoter reserves the right of entry to this activity and reserves the right to decline entry to any person unable to meet or abide by the promoter's conditions.'

If you have concerns: if you are concerned about any photography taking place at an event, contact the organizer or Child Protection Co-ordinator and discuss it with them. If appropriate the person about whom there are concerns should be asked to leave and the facility managers should be informed.

Videoing as a coaching aid: There is no intention to prevent coaches from using video equipment as a legitimate coaching aid. However, appropriate consents should be obtained for the purposes of making a training video using the appropriate form whether for a one-off event or seasonal activities. Participants and their parents/carers should be aware that this is part of the coaching programme and care should be taken in the storing of such films.

Protecting Children on the Internet and magazines

Sport websites and magazines provide football clubs with excellent opportunities to broadcast their achievements to the world and use it to make contacts and provide a showcase for the activities of young players. They may be used as an information resource to allow publishing and distributing information as a replacement or supplement for paper. They also give easy access for people who wish to contact the club. A football website or magazine without pictures of players would appear very dry and seem unrealistic. If, however, children are identified, without appropriate safeguards being in place, and contacted by outsiders, and should the player be abused, the club may be held responsible for placing the child in potential danger.

It is essential that anyone creating a website or magazine follows a few simple guidelines designed to ensure the personal safety of children:

At no time should any child's personal information, home address, e-mail address or phone number appear. Any contact information should be the club's e-mail address, postal address or phone number.

For a child under 16 years, written permission should be obtained from a child's parent/guardian before publishing his/her photograph in the media concerned.

Children over 16 are outside the scope of this policy and can give permission themselves for photographs. However, given that the parental responsibility (Section 1 of the Children (Scotland) Act 1995) to advise and guide their child pertains until the child is 18 (if the child is not married), children and young people should be advised to discuss material to be published with parents in the first instance, before reaching a decision.

Pictures should not be used which clearly show where the young people come from (easily read group nametags on team strips etc). The content of pictures should be considered for good taste.

Meeting places and times. Don't publish information without thinking about what you are doing.

Training Events. Whilst you may want to publicise dates and locations of future events, do not go into too much detail if you feel that young people might be put at risk because constant supervision might be difficult.

The Child Protection Co-ordinator or organiser should take care always to ensure that publication of any photographs or personal details do not place children at risk. Material relating to individual children and young people should always be within a sport organisation context. Credit for children's achievements should be given as team or forename e.g. *Stephen was Player of the Year*

Vulnerable Children

Care should be taken where it is known that the child is potentially vulnerable e.g. the child has been the subject of a child protection issue or custody dispute.

It would also be important to take care in publishing photographs of children with a physical, learning and/or communication/language disability, as they could be particularly vulnerable.

Parental Consent Form

The organizer must obtain the consent of the participant's parents before allowing photography to take place and to assist please use Form C – Parental Consent Form.

APPENDIX F – FORMS OF ABUSE

Sexual abuse

Please Note: It is very important to note that abuse can occur even if the child is not aware of or even consents to what is happening.

Children can be sexually abused in the following ways:

- physical sex acts
- showing children pornographic books, videos or internet downloads
- asking children to take part in making videos or taking pornographic photographs
- telling stories or jokes of a sexually explicit nature
- any person exposing themselves in front of children

What to look for:

- Adults who do not implement the Child Protection Policies e.g. befriending children in one to one situations, ignore allegations of abuse or do not report allegations made
- Pain, itching, bruising or bleeding in genital area
- Stomach pains
- Discomfort when walking or running
- Unexplained sources of money
- Inappropriate drawings, language or behavior
- Aggressive, withdrawn behavior or fear of one person

Physical abuse

Physical abuse can be in the form of injuries sustained through hitting, shaking, squeezing, biting or burning. These can occur in all club sectors.

Particularly in football situations, physical abuse may also be deemed to occur if the nature and intensity of training exceeds the capacity of the child's body or causes injury due to fatigue or overuse. The use of alcohol or banned substances to enhance performance must also be treated as abuse. It is a fact that in football generally the more naturally gifted players are asked to train and play more matches than others less gifted. To help prevent injuries and encourage players to practice the number of games played by any player must be carefully monitored.

What to look for in all sectors:

- Unexplained or untreated injuries
- Injuries on unlikely parts of the body
- Cigarette burns, bites, belt marks and scalds
- Fear of parents being contacted, going home or receiving medical advice
- Flinching when touched
- Refusal to discuss injury
- Covering arms and legs

Neglect

Neglect occurs where adults:

- Fail to meet a child's basic physical needs e.g. food, warmth and clothing
- Regularly leave children alone and unsupervised
- Fail or refuse to give children love, affection or attention
- Neglect might also occur during organized activities if children are placed in an unsafe environment, are exposed to extreme weather conditions or are at risk from being injured

What to look for:

- Poor personal hygiene
- Constantly hungry
- Inappropriate clothing or dress
- Constantly tired
- Lonely with no friends
- Underweight
- No parental support or interest (where parents rarely take responsibility for their own child)
- Disheveled appearance
- Where arrangements for children are continually changed

Emotional abuse

This form of abuse includes:

- Persistent lack of care
- Shouting at children
- Use of foul, abusive or insulting language towards children
- Taunting children
- Bullying

What to look for:

- Children appearing with damaged or missing clothes, without money they should have
- Children appearing with scratches and bruises
- Activities appear to be suffering for no obvious reason
- The child decides to change normal patterns
- The child is reluctant to go to activities or regularly complains of feeling unwell
- The child seems different – more emotional, easily upset or made angry
- Over protection which can lead to poor social skills
- Emotional abuse may include situations where parents, staff or organizers subject players to constant criticism, bullying or unrealistic pressures to perform to high expectations

What to look for:

- Over reaction to mistakes
- Sudden speech disorders
- Extremes of emotions
- Self mutilation

Bullying

Bullying can mean different things including actions which some adults may dismiss as trivial or unimportant. It is estimated that as many as one in four children of primary school age and one in ten children of secondary school age are bullied.

Bullying can best be described as:

- Being called names
- Being teased
- Being pushed, pulled, punched or kicked
- Being hit or attacked
- Having possessions taken
- Being ignored or left out
- Being forced to hand over money
- Being attacked because of religion, gender, color or sexual orientation



CLUB CHILD PROTECTION SELF DECLARATION FORM

(for completion by applicants to designated posts)

Elgin City Football Club is committed to the welfare and protection of children and has a duty to ensure the suitability of any individual who works with children. To fulfil this duty, we would ask that you complete the following information.

I hereby declare and represent that, save as disclosed below, I have not at any time either in the United Kingdom or abroad, been found guilty or been convicted by a court of any offence, nor bound over, placed on probation or a deferred sentence, or discharged either conditionally or absolutely in relation to such offences. I also declare that I am not, to my knowledge, nor have been, the subject of an investigation in relation to any offences save as disclosed below.

NOTE: You are advised the club is exempted from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions) order 1975 as amended by the Rehabilitation of Offenders Act 1974 (Exceptions Amendment) Order 1986 you should declare all convictions including 'spent' convictions.

If YES, please supply details of any criminal convictions including cautions, deferred sentences, absolute discharges, bind over, probation orders and investigations:

Previous Offences

Date	Offence	Penalty / Disposal

Previous Police Investigations (Reported to the Procurator Fiscal)

Date	Offence	Disposal

Are you a person known to any Social Work Department / Social Services Department as being an actual or potential risk to children?

Please circle **YES** **NO**

If YES, please supply details:

Have you had a disciplinary sanction (from a sports or other organisation's governing body) relating to inappropriate behaviour with children / child abuse?

Please circle **YES** **NO**

If YES, please supply details:

IMPORTANT

I hereby give my consent to Elgin City FC to carry out a check with Disclosure Scotland (if deemed necessary) and to take up references for verifying the replies given in this declaration, including enquiries of any relevant authority. I also understand that failure to disclose in full matters as required in this declaration will result in immediate suspension of my work with children in the Organisation and the likelihood of the termination of my services.

Signed by the applicant:

Date:

Print name:

This form should be returned marked Private and Confidential DIRECT to the club.



CHILD PROTECTION INCIDENT RECORD FORM

This form must be completed as soon as possible after receiving information that may suggest that a child is at risk or there are concerns regarding possible abuse of a child, and sent to the Child Protection Co-ordinator.

1. Details of person making report

Name	
Position	
Contact telephone No.	
Address	Post Code:

2. Details of child

Name	
Age	
Contact telephone No.	
Address	Post Code:
Name of parent / guardian or carers	
Address of parent / guardian or carers	

3. Details of person about whom there is concern

Name	
Position	
Date of Birth	
Address	Post Code:

4. If you are reporting this alleged incident on behalf of someone else, please provide details of that person

Name	
Position	
Contact telephone No.	
Address	Post Code:
Date person reported alleged incident	
Any other information that was supplied from this person about the alleged incident (Continue separate sheet if required)	

5. Details of the alleged incident

Date of alleged incident	
Time	
Place	
Name and address of any witness	
Name and address of any further witness Continue a separate piece of paper if required	

<p>Describe in detail any visible injuries / bruises and any concerns about the child's behaviour. If it helps use diagrams to describe the injury. (Continue separate sheet if required)</p>	
---	--

<p>Was the child asked what happened YES NO</p>

<p>If YES, record all questions asked and the child's response using his/her own words. (Continue separate sheet if required)</p>	
---	--

6. Details of contact with parents / guardians / carers.
Note advice must be sought from the police.

<p>Have the parents / guardians / carers been advised YES NO</p>
--

<p>If YES, by whom</p>

7. Details of action taken

<p>Detail what action, if any, has been taken, by you, following receipt of this information. (Continue separate sheet if required)</p>	
---	--

8. Details of external agencies contacted (Police)

Police station contacted	
Police officer and badge No.	
Contact telephone No.	
Advice received	

9. Other information

<p>Record any other information you have about this matter. (Continue separate sheet if required)</p>	
---	--

Signature

Print Name

Date



PARENTAL CONSENT FORM

I, being the Parent / Guardian of

..... D.O.B. hereby give my consent for him/her to participate in any authorised Elgin City FC activities.

I also give permission to the relevant official of Elgin City FC to make such emergency decisions as necessary about the treatment of any medical condition or injury received during any activity until such times as I can be contacted. I authorise them to sign any medical documents necessary for the emergency treatment of the player should the need arise and I am unable to be contacted immediately. (Anaesthetics etc.)

Medical History of my child (this will be kept confidential and only shown to medical staff should the need arise)

.....

Child's Doctor..... **Surgery Tel No**

.....

Allergies / Dietary requirements.....

.....

Medicines the player will require taking with them:

PLAYERS SHOULD GIVE TWO SUPPLIES OF EACH MEDICINE TO THE ORGANISER BEFORE EVENTS

Photography — I give my permission for my child to have his/her photograph taken as part of any individual or team photographs and for these photographs to be used and reproduced by Elgin City FC in such a manner as they deem appropriate. Usage will be in line with any guidelines within the Elgin City FC Child and Official Protection Policy or policy of the Scottish Football Association.

SIGNED PARENT / GUARDIAN.....

Alternative Emergency telephone numbers should there be no reply at home.

Contact name.....Contact Number (include STD Code)

SIGNED
PARENT/GUARDIAN.....

Print Name

Address

..... Tel No Mobile No



PHOTOGRAPHER ACCREDITATION REQUEST FORM

Name of Applicant:

Address:

Phone no.:

Designation and/or business:

Details of activity accreditation sought for:

Location:

Date and time:

Signed:

Accreditation approved / withheld (delete as applicable)

Name of official:

Position:

Signed:

Date:

APPENDIX 4

Code of Conduct for Under 19 Players ("the Code of Conduct")

Name of Club.....("the Club").

Address of Club.....
.....

Name of Player.....("the Player")

Date of Birth of Player.....

Address of Player.....
.....

Prior to signing this Code of Conduct and Registering the Player, full discussion has taken place and agreement has been reached between the Club, the Player and, for Players aged under 16 years, the Player's parents/guardians as to the educational, technical and match programme to be provided by the Club.

The Player has the potential to become a footballer at the highest level in Scotland and will be Registered as a Player by the Club.

Both the Player and, for Players aged under 16 years, the Player's parents/guardians understand that the Club is committed to the Player's wellbeing, future development and realisation of potential, but that the level of achievement ultimately reached cannot be guaranteed.

In Registering the Player, the Club, the Player and the Player's parents/guardians if appropriate agree to the following Code of Conduct.

The Club agrees to provide

- A safe environment in which the Player can learn and develop without fear of abuse
- Medical screening, monitoring and support for the Player
- A structured football learning programme, appropriate to the age, ability and growth of the Player
- Participation in football matches arranged or approved by the Company and/or Scottish FA
- Trained, screened and qualified coaching and other staff and facilities as determined by the Rules and / or the Scottish FA Youth Initiative Regulations from time to time
- Guidelines to the Player, and if appropriate his parents/guardians, on the best ways for him / them to contribute to the Player's football and personal development