

NORTH BERWICK COLTS



PLAYER PROTECTION POLICY

1. INTRODUCTION
2. POLICY AND OBJECTIVES
3. PROTECTION OF CHILDREN FROM ABUSE
4. STORAGE OF DOCUMENTS
5. APPLICATION BY EX-OFFENDERS
6. ISSUE FOLLOWING DISCLOSURE
7. GOOD PRACTICE/CODE OF CONDUCT
8. GOOD PRACTICE/CODE OF CONDUCT FOR NORMAL ACTIVITIES
9. GOOD PRACTICE/CODE OF CONDUCT FOR CLUB OUTINGS
10. GOOD PRACTICE/CODE OF CONDUCT FOR OVERNIGHT STAYS
11. RESPONSIBILITIES
12. PROVISION OF ASSURANCE TO PARENTS/GUARDIANS
13. MEDICATION (PARENT CONSENT FORMS)

1. INTRODUCTION

In order to safeguard the welfare of the children and young people in their charge, North Berwick Colts will consider the issues raised by each of the following statements of principle and take action which they deem to be appropriate in the light of their circumstances and structures, and the nature of their activities.

Doing nothing is not an option.

1. Adopt a policy statement on safeguarding the welfare of children.
2. Plan/organise the work of the club so as to minimise situations where the abuse of children could occur.
3. Introduce a system whereby children may talk with an independent person.
4. Apply the agreed procedures for protecting children to all coach/organisers.
5. Give all coaches and organisers clear roles.
6. Use supervision as a means of protecting children.
7. Gain a degree of background knowledge from a person who has experience of the coach working with children.
8. Issue guidelines on how to deal with the disclosure or suspicion of abuse.

2. POLICY AND OBJECTIVES

Policy:

North Berwick Colts exist to promote a safe environment for the enjoyment of football for children.

Objectives:

- To ensure that the Club has done all that is reasonable to achieve the well-being and safety of children (under the age of 18 years) who are supervised and /or coached by adults
- To provide reassurance to parents and guardians that the Club has taken all reasonable steps to look after their child/children.
- To provide an environment in which those adults involved with the supervision and /or coaching of children gain the confidence of the Club and parents/guardians regarding their suitability

The Policy covers three main areas:

1. The protection of the child from any form of abuse
2. The awareness and administration of an individual child's medication, where appropriate
3. Obligations placed upon coaches and the committee of the club by the POLICE ACT 1997, PART V and the PROTECTION OF CHILDREN (SCOTLAND) ACT 2003

The club is keen to ensure compliance with the guidance issued by Volunteer Development Scotland and the Scottish Youth Football Association and will endeavour to meet these exacting standards where we are able.

3. PROTECTION OF CHILDREN FROM ABUSE

The Club will take the following measures to ensure that adults who are to be entrusted with the supervision and/or coaching of children are of good character.

Adult coaches or those having regular contact with children will be requested to agree to a criminal record check via Volunteer Development Scotland (VDS) or the Scottish Youth Football Association (SYFA). (This is the normal and accepted current route for criminal records checks by voluntary organisations. The VDS has an established Clearing House for these requests, which operates in conjunction with the Scottish Criminal Records Office. With effect from April 2002, this agency is also the central point for requesting enhanced checks under Part V of the Police (Scotland) Act).

(The cost of basic checks for voluntary organisations who are registered will be borne by the Scottish Government)

A designated player protection officer will manage this system. Any disputes regarding failure to provide accurate detail as described above shall be considered by the Player Protection Officer, the Chair of the Committee and the Secretary of the Committee.

No individual who has not been checked through the above system shall have unaccompanied access to any child during club events. However, where a coach requires, on an occasional basis, that a parent assist with the coaching then the parent can undertake coaching duties. This individual may assist on no more than three occasions prior to being required to submit an application for vetting as described above.

4. STORAGE OF DOCUMENTS

The Player Protection Officer will maintain a database of those who have been nominated by each age group head coach. Thereafter, copies of the application forms and any resulting documentation and risk assessment will be kept securely by the Player Protection Officer. The Player Protection Officer will not disclose any private information to any person other than those listed above.

- North Berwick Colts Football Club will ensure that all staff with access to disclosure information are aware of this policy and have received relevant training and support.
- North Berwick Colts Football Club undertake to make a copy of this policy available to any applicant for a post with the North Berwick Colts Football Club that requires a disclosure.

In accordance with the Scottish Executive Code of Practice, for registered persons and other recipients of Disclosure Information, the North Berwick Colts Football Club will ensure the following practice.

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

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

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

Where additional disclosure information is provided to the North Berwick Colts Football Club and not to the disclosure applicant, the North Berwick Colts Football Club will not disclose this

information to the applicant, but will inform them of the fact that additional information has been provided, should this information affect the recruitment decision.

Disclosure information will be stored in a locked non-portable container, for a maximum of 6 months. Only those authorised to see this information in the course of their duties will have access to this container. Those individuals will be the Child Protection Officer, Chair of the Club and secretary of the Club, when sitting as a Child Protection review committee.

Disclosure information will be destroyed by shredding.

No image or photocopy of the disclosure information will be made, however the following details will be retained:-

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

5. APPLICATION BY EX-OFFENDERS

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

We will only request a Standard or Enhanced disclosure where it is necessary and relevant to the position sought.

Where a position requires a disclosure we will make this clear on the application form, job advert and any other information provided about the post.

At interview we will ensure that open and measured discussions can take place on the subject of offences. Failure to reveal information at interview that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

At interview or when receiving a disclosure which shows a conviction, we will take into consideration:-

- Whether the conviction is relevant to the position being offered
- The seriousness of the offence revealed.
- The length of time since the offence took place
- Whether the applicant has a pattern of offending behaviour
- Whether the applicant's circumstances have changed since offending took place.

We will ensure that all our staff involved in the recruitment process are aware of this policy.

We undertake to make a copy of this policy available to any applicant for a post with North Berwick Colts Football Club that requires a disclosure.

6. ISSUE FOLLOWING DISCLOSURE

If an application form submitted to VDS or SYFA is returned to the Player Protection Officer with disclosed information the Player Protection Officer will undertake a risk assessment and thereafter consult with the Chair and secretary of the club to decide if the information gives rise to concerns regarding the individual. Thereafter the Player protection Officer will inform the applicant of the outcome of the risk assessment discussion.

Any appeal will be made to the Chair of the club and will be considered by the full committee of the club prior to any final decision being made.

7. GOOD PRACTICE/CODE OF CONDUCT

By the introduction of good practice throughout the NORTH BERWICK COLTS it is possible to reduce the risk of child abuse taking place.

8. GOOD PRACTICE/CODE OF CONDUCT FOR NORMAL ACTIVITIES

All North Berwick Colts Officials 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 players where physical assistance is absolutely necessary. Always be open and honest with parents
- make sure that any allegations or suspicions of abuse are recorded and reported to the Player Protection Officer in the first instance and in all cases to the Police
- report all incidents of inappropriate language or behaviour by any player or official to the Chair of the Committee
- where possible a trained first aider/physiotherapist with a fully stocked first aid kit on hand during club activities
- be punctual for all football activities
- encourage players to arrive for games ready for action
- must always wait until all players 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 Player Protection Officer and submit a written record of said incidents or concerns

All North Berwick Colts Officials must not:

- engage in rough, physical or sexually provocative games including horseplay
- touch a player or official 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 players or officials even as a joke
- do things of a personal nature for a child that a child can do for itself such as going to the toilet or changing clothes. If assisting a player in the toilet, the official must never enter the toilet cubical with any player
- be present whilst players are showering and changing unless it is necessary in the interests of health and safety or the players are particularly young or vulnerable. In these circumstances it would be best practice to have at least two officials present and, if appropriate, to leave the door open. Officials must always wait until all players have left the changing room before showering and changing.
- meet with players away from organised club activities without a parent or other club official being involved
- spend too much unnecessary time alone with a player
- make arrangements to meet a player in their home
- if necessary to take a player to their home he/she must be accompanied by a minimum of two officials
- allow players to be unsupervised during club activities without the consent of the official in charge
- allow an official to take any club activities on his/her own
- allow a player to travel alone with a club official in his/her car irrespective of the length or duration of the journey. If possible make sure your pick up or drop off points are with at least two players. If under exceptional circumstances a single player has to be transported, make sure the official involved has permission from the player's parents and that they advise another club official
- allow players to touch officials or other players in an inappropriate place or manner. Any such incidents must be reported to another club official and the player involved informed that this behaviour is unacceptable
- allow allegations made by a player 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 players or officials to refer to another club member's religion, gender, disability or sexuality in a derogatory manner
- allow players or officials to be under the influence of alcohol or any banned substances

9. GOOD PRACTICE/CODE OF CONDUCT FOR CLUB OUTINGS

All North Berwick Colts Officials must:

- make sure all outings are planned with health and safety of uppermost importance
- inform all parents timeously of the times of departure, pick up points, time of return, drop off points and emergency telephone contact numbers
- make sure all players and parents timeously complete and return a consent form
- make sure all outings are properly supervised

10. GOOD PRACTICE/CODE OF CONDUCT FOR OVERNIGHT STAYS

All North Berwick Colts Officials 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 players and parents timeously complete and return a consent form
- make sure all overnight stays are properly supervised
- make all players aware of the availability of telephones to contact home

All North Berwick Colts Officials must not:

- share a room with a child
- allow a player to visit any adult's room unless under emergency circumstances, in such circumstances the room door should be left open if it is appropriate to do so
- allow officials to check players' rooms unaccompanied. A minimum of 2 officials are required
- allow officials to enter a player's room unless in the interests of health and safety or in an emergency, in such circumstances the room door should be left open if it is appropriate to do so
- allow officials to supervise or have any responsibility for players while under the influence of alcohol or any banned substances

11. RESPONSIBILITIES

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

The role of the player's parent / guardian is as follows:

- All parents / guardians must take all measures necessary to ensure that they are satisfied with the club and the club's officials that their child proposes to join.
- All parents / guardians must sign the relevant NORTH BERWICK COLTS registration 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 club protection officer is and their contact details.
- Only parents / guardians who are officials of the club and have regular and/or unsupervised contact with the clubs' players will be vetted

12. PROVISION OF ASSURANCE TO PARENTS/GUARDIANS

The Club will appoint a player protection officer to oversee all matters concerning child protection and vetting.

The officer will be named on the Player Protection Policy.

The Player Protection Officer is: Craig Naylor

A copy of the Player Protection Policy will be publicised on the North Berwick Colts web-site.

13. MEDICATION (PARENT CONSENT FORMS)

The head coach for each age group shall be responsible for issuing and collating a registration and medical consent forms for each child that takes part in club activities.

