

Kirkliston & South Queensferry Football Club



Child Protection Policy & Procedures Guide

Creating a Safe Environment in Football for Children and Vulnerable Adults



Introduction

Football can and does have a very powerful and positive influence on people – especially young people and vulnerable adults. Not only can it provide opportunities for enjoyment and achievement, it can also develop valuable qualities and skills such as self-esteem, leadership and teamwork. These positive effects can only take place if football is in the right hands – in the hands of those who place the welfare of all young people and vulnerable adults first and adopt practices that support, protect and empower them. The reality is that abuse does take place in football and in some cases coaches and other trusted adults in football have been convicted of abuse against children and vulnerable adults.

Everyone has a duty of care towards children and vulnerable adults to help to protect them from abuse. It is hoped that this Policy and the supporting procedures will help create a safe environment in our football club and minimise risk for everyone involved in football at the Club. It offers all volunteers and players a clear position of **Kirkliston & South Queensferry Football club** and the expected standards to be upheld at all times. In addition, it provides the Club with Guidelines for the protection of children and vulnerable adults.

Adopting best practice by everyone will help to safeguard children and vulnerable adults from potential abuse as well as adults in positions of responsibility from potential false allegations of abuse. **Kirkliston & South Queensferry Football Club** is committed to the protection of children and vulnerable adults through the implementation of this policy and the supporting procedures.

Child Protection Officer – Liz King

Child Liason Officers – Jenny Wells & Stephen Aitchison



Child & Vulnerable Adult Protection Policy

Responsibilities

Kirkliston and South Queensferry Football Club will:

- Respect and promote the rights of children and vulnerable adults for whom they are responsible.
- Accept the moral and legal responsibility to provide a duty of care for children and vulnerable adults for whom they are responsible, and implement procedures to safeguard their well-being and protect them from all forms of abuse.
- Promote the health and welfare of children and vulnerable adults by providing opportunities to participate in football safely.
- Recruit, train, support and supervise its staff/volunteers to adopt best practice to safeguard and protect children and vulnerable adults for whom they are responsible from abuse and to minimise risk to themselves.
- Require staff to adopt and abide by this Child & Vulnerable Adult Protection Policy and supporting Procedures.
- Respond to any allegations of abuse in line with these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Review and evaluate this policy and supporting procedures on a regular basis.

Principles

The welfare of children and vulnerable adults is everyone's responsibility, particularly when it comes to protecting them from abuse. Children and vulnerable adults have a lot to gain from football. Their natural sense of fun and spontaneity can blossom in positive football organisations. They provide an excellent opportunity for them to learn new skills, become more confident and maximise their own unique potential. This policy and the supporting procedures are based on the following principles:

- The welfare of children and vulnerable adults is the primary concern.
- All children and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.
- It is everyone's responsibility to report any concerns of abuse and the responsibility of the Social Work Department and the Police to conduct, where appropriate, a conjoint interview. The role of the Social Work Department is to carry out a risk assessment and it is for the Police to determine whether a criminal offence has occurred.
- All incidents of alleged poor practice and abuse will be taken seriously and responded to swiftly and appropriately.



- Confidentiality is upheld and personal data is processed in accordance with the requirements of the Data Protection Act 1998 and the Human Rights Act 1998.
- The use of illegal drugs or illegal behaviours will not be condoned by KSQFC and any concerns should be reported to CPO or CLO.

Legal Framework

This Policy and supporting Procedures are defined and informed by the following legislation and guidance:

- Rehabilitation of Offenders Act 1974
- Rehabilitation of Offenders Act 1974 (Exceptions Order) 1975
- UN Convention of the Rights of the Child 1992
- The Children (Scotland) Act 1995
- The Criminal Procedure (Scotland) Act 1995
- Protecting Children *A Code of Practice for Voluntary Organisations in Scotland Working with Children and Young People* 1995
- The Sex Offenders Act 1997
- The Police Act 1997
- The Human Rights Act 1998
- The Data Protection Act 1998
- The Scottish Office Protecting Children – *A Shared Responsibility: Guidance on inter-agency co-operation* 1998
- Sexual Offences (Amendments) Act, 2000
- Adults with Incapacity (Scotland) Act 2000
- Disclosure Scotland Code of Conduct *Making Scotland Safer* (2002)
- Disclosure Scotland Code of Conduct *Protecting the Vulnerable by Safer Recruitment* (2002)

Staff with Specific Child & Vulnerable Adult Protection Responsibilities

In accordance with the SFA Quality Mark guidelines, the club will appoint a Child protection officer. The job description of which can be viewed the Recruitment document

Code of Conduct for the Protection of Children & Vulnerable Adults

The Code of Conduct details the Standards and practice required by all volunteers, staff and members of **Kirkliston & South Queensferry Football Club** when in contact with children and vulnerable adults. These are categorised into good practice; practice to be avoided; practice never to be sanctioned; and safe practice in unforeseen circumstances. If there is a



suspicion or allegation of non-compliance by a volunteer or club member with this Code the volunteer or club member will be dealt with through the **Kirkliston & South Queensferry Football Club** Disciplinary Procedures or the *Procedure for Managing Allegations of Abuse of a Child or Vulnerable Adult against a Volunteer or Member of the Club*.

Kirkliston & South Queensferry Football Club supports and requires the following good practice with children and vulnerable adults: For programmes involving children or vulnerable adults:

- Make football fun, enjoyable and promote fair play.
- Always work in an open-environment e.g. avoid private or unobserved situations and encourage an open environment for activities.
- Treat all children and vulnerable adults equally, with respect and dignity.
- Put the welfare of each child or vulnerable adult first before winning or achieving goals.
- Be an excellent role model including not smoking or drinking alcohol in the company of children or vulnerable adults.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Ensure that if any form of manual or physical support is required for a child or vulnerable adult, it is provided openly and the child or vulnerable adult is informed of what is being done.
- For educational instruction, the instruction is to be delivered firstly verbally; secondly role-modelled; and thirdly, and only if necessary, with hands on - which must be accompanied by telling the child or vulnerable adult where you are putting your hands and why. If it is known prior to a programme that hands on assistance will be required, the parent/guardian's consent must be obtained before they participate in the programme.
- Maintain a safe and appropriate distance from children and vulnerable adults e.g. do not have an intimate relationship.
- Build balanced relationships based on mutual trust that empowers children to share in the decision-making process.
- Involve parents and carers wherever appropriate.
- Recognise the developmental needs and capacity of children and vulnerable adults, avoid excessive training or competition and either pushing them against their will or putting undue pressure on them.

Practice to be avoided

The following practice should be avoided. If situations arise where these situations are unavoidable, they should only occur with the full knowledge and consent of a line manager and/or the child or vulnerable adult's parents/guardians e.g. a child sustains an injury and needs to go to hospital or a parent/guardian fails to pick up a child at the end of a session.



- Avoid having 'favourites' – this could lead to resentment and jealousy by other children or vulnerable adults and could be a cause for false allegations.
- Avoid spending excessive amounts of time alone with children away from others.
- Ensure that if children or vulnerable adults are taken away adults avoid entering children's rooms unless in emergency situations or a health and safety issue arises.
- Avoid taking children to your home.

Practice never to be sanctioned

- Never engage in rough, physical or sexually provocative games, including horseplay.
- Never allow or engage in any form of inappropriate touching.
- Never make sexually suggestive comments to a child, even in fun.
- Never reduce a child to tears as a form of control.
- Never allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Never invite or allow children to stay with you at your home unsupervised.
- Never do things of a personal nature for children and vulnerable adults that they can do for themselves.

Important Note: It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are very young or vulnerable. These tasks should only be carried out with the full understanding and consent of their parents/guardians involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child or vulnerable adult to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

Transporting of children or vulnerable adults:

Request permission if volunteers/staff are required to transport young people in their cars or minibuses.

Ensure all vehicles are insured.

Whilst acknowledging that same gender abuse can occur, ensure *where possible*, if a mixed group of children or vulnerable adults are taken away, the group has a male and female member of staff accompanying them.

All reasonable safety measures are taken e.g. children in the back seat, seatbelts.