

# Carnoustie Rugby

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## CHILD PROTECTION POLICY AND PROCEDURES



# Carnoustie Rugby

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# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES

### CHILD PROTECTION POLICY



**Carnoustie Rugby** is fully committed to safeguarding the welfare of all children in its care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation. For the purposes of this policy and associated procedures a child is someone under the age of 18 years.

Staff and volunteers will work together to embrace difference and diversity and respect the rights of children and young people.

The policy is based on the following principles:

- The welfare of children is the primary concern.
- All children, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm and abuse.
- Child protection is everyone's responsibility.
- The right to express views on all matters which affect them, should they wish to do so.
- Organisations shall work in partnership together with children and parents/carers to promote the welfare, health and development of children.

**Carnoustie Rugby will:**

- Promote the health and welfare of children by providing opportunities to take part in **rugby** safely.
- Respect and promote the rights, wishes and feelings of children.
- Promote and implement appropriate procedures to safeguard the well-being of children and protect them from abuse.
- Recruit, train, support and supervise its staff, members and volunteers to adopt best practice to safeguard and protect children from abuse and to reduce risk to themselves.
- Require staff, members and volunteers to adopt and abide by this Child Protection Policy and these procedures.
- Respond to any allegations of misconduct or abuse of children in line with this Policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Observe guidelines issued by local Child Protection Committees for the protection of children.
- Regularly monitor and evaluate the implementation of this Policy and these procedures.

# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES CHILD PROTECTION POLICY



### Review

This Policy and these Procedures will be regularly reviewed:

- In accordance with changes in legislation and guidance on the protection of children or following any changes within **Scottish Rugby**;
- Following any issues or concerns raised about the protection of children within **Scottish Rugby**; and
- In all other circumstances, at least every three years.

*Jonathan Christie*

**Director of Junior and Golden Oldie Rugby**

# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES

### CONTACTS



#### Key Contacts

In line with its obligations under the Scottish Rugby Participation agreement a child protection officer (CPO) has been appointed to co-ordinate child protection and welfare on behalf of Carnoustie Rugby and to provide a main point of contact for staff and volunteers, parents and children in need of support, advice or training or if they need to report a concern.

#### Carnoustie Rugby Child Protection Officer

Mandy Bruce  
Carnoustie Rugby  
Child Protection Officer  
07960 540248  
[mandy1bruce@hotmail.co.uk](mailto:mandy1bruce@hotmail.co.uk)

Although matters relating to the welfare of children at Carnoustie Rugby should ordinarily be referred in the first instance to the club CPO the Scottish Rugby Lead officer for Child Protection and Welfare may also be contacted for support and advice on any child protection matter by any CPO, child, parent, staff member or volunteer at any time.

Situations where the immediate safety of a child and/or children is a concern should be reported without delay to the appropriate statutory agency – the local police and/or social services child protection team.

#### Other Contacts

Richard McGhee  
Scottish Rugby  
Lead officer Child Protection and Welfare  
Scottish Rugby, BT Murrayfield, Edinburgh, EH12 5PJ  
Tel: 0131 346 5000  
DL: 0131 346 5029  
Mob: 07764 178961  
[Richard.mcghee@sru.org.uk](mailto:Richard.mcghee@sru.org.uk)

Scottish Rugby acts as the umbrella body for the purposes of processing applications for the disclosure check of volunteers working with children at rugby clubs in Scotland. Accordingly a PVG administrator has been appointed to process applications for club volunteers and to advise and support Club Child Protection officers on matters relating to the PVG scheme.

Kathleen E Munroe  
Scottish Rugby  
Governance Administrator  
Scottish Rugby, BT Murrayfield Stadium, Edinburgh, EH12 5PJ  
Tel: 0131 346 5000  
DL: +44 (0)131 346 5102  
Mob: 07753 898994  
[kathleen.munroe@sru.org.uk](mailto:kathleen.munroe@sru.org.uk)

# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES RISK ASSESSMENT



### Introduction

In order to provide opportunities for children to participate safely and to implement appropriate procedures to safeguard their wellbeing, we must be aware of the areas of risk and adequately assess these risks. This will:

- Make sure children are safe;
- Protect staff and volunteers;
- Make sure we comply with legislation;
- Reduce or remove liability; and
- Give our sport a good reputation.

### What Does the Law State?

The United Nations Convention on the Rights of the Child states that all children have the right to be protected from harm, abuse and exploitation at all times. Section 5 of the Children (Scotland) Act 1995 states that if you are 16 or over and have children in your care or control, then you must do what is reasonable in all circumstances to safeguard their health, welfare and development.

### What Does All This Mean in Practice?

When children are taking part in our activities we have a responsibility to make sure they are safe from harm. We fulfil this duty by:

1. Accepting we have this duty;
2. Agreeing policies, procedures and practices which tell us what action we need to take in order to keep children safe from harm;
3. Telling all relevant persons about safe practices; for example, through training;
4. Putting them into PRACTICE; and
5. Ensuring they are being followed and reviewing them.

We can't be expected to eliminate every possible risk. Rugby is a contact sport and we don't want to wrap children in cotton wool or have so many procedures and so much paperwork that staff and volunteers are prevented from carrying out their roles, or worse, put off altogether.

Risk assessments of youth rugby should allow us to focus on the things which are important. By doing what is 'reasonable', we will give people the confidence to know they are following good practice, and, therefore looking after themselves too. A sample risk assessment is included within Appendix Three.

# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES CODE OF CONDUCT FOR SAFEGUARDING CHILDREN



### Introduction

**Scottish Rugby** supports and requires all members to observe the following standards of practice, including verbal and non-verbal actions when involved in activities with young players under the age of 18 years.

All concerns about breach of this Code of Conduct will be taken seriously and responded to in line with **Scottish Rugby** Disciplinary Procedure and/or Procedure for Responding to Concerns.

This code of conduct is linked to the overarching Rugby Code of Conduct, which clubs sign up to as part of the annual Participation Agreement. It is also linked to the organisation's staff performance management systems and disciplinary policies.

### Good Practice

#### Club

- Implement suitable and robust recruitment for volunteers and staff to work with children;
- Appoint suitably trained coaches and managers;
- Ensure there is a clear way for children and parents to raise any concerns;
- Appoint a child protection officer;
- Adopt and implement a child protection policy; and

- Involve parents/carers wherever possible.

#### All

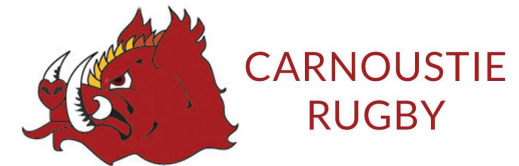
- Make rugby fun, enjoyable and promote fair play principals;
- Place value on the efforts and achievements of all players involved, including those on other teams;
- Treat all players equally, with respect, dignity and fairness; and
- Give enthusiastic and constructive feedback rather than negative criticism.

#### Coaches

- Follow Scottish Rugby age grade policies and Are You Ready to Play Rugby guidelines
- Properly supervise children during rugby activity
- Put the welfare and development of each player first before winning or achieving team performance goals.
- Build balanced relationships based on mutual trust and respect
- Include players in decision-making process wherever possible and appropriate.
- Work in an open environment, wherever possible.
- Be an excellent role model
- Recognise the developmental needs and capacity of young players; and
- Follow medical advice and protocols relating to injury prevention and management.

# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES CODE OF CONDUCT FOR SAFEGUARDING CHILDREN



### Practice to be avoided

#### Coaches

- Too much emphasis on the team winning over the enjoyment and development of the young players involved (Note: the balance of winning v player development will be different at different ages and levels of performance but should be in line with the relevant LTPD principles);
- Excessive training and competition, pushing young players against their will and putting undue pressure on them;
- Involving adults in practical demonstrations of contact rugby techniques including:
  - Coaches holding tackle pads and bags for drills for young players
- Spending inappropriate and unnecessary amounts of time working with children alone in private or unobserved situations;
- One to one coaching sessions should only take place with parental consent and ideally with a chaperone and/or in a public place.
- One to one sessions for medical treatment are sometimes necessary for purposes of confidentiality.

### General

- Failing to follow SRU guidelines and recommendations on best Practice;
- Having 'favourites';
- Arranging to transport a child alone in your car, without prior consent from the child's parents;
- Smoking or drinking alcohol in the company of children;
- Entering player's bedrooms on trips away, unless in an emergency or in the interest of health and safety;
  - If it is necessary to enter rooms, knock and say that you are coming in.
  - The door should remain open, if appropriate; and
- Where possible, doing things of a personal nature for children that they can do for themselves.



# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES CODE OF CONDUCT FOR SAFEGUARDING CHILDREN



### Unacceptable practice

#### Coaches

- Deliberately threatening, insulting, humiliating or embarrassing a player as a form of control and/or 'motivation';
- Reducing a player to tears as a form of control;
- Engaging in rough or physical contact, including tackling a young player;
- Swearing at young players or allowing players to do the same unchallenged;
- Use sexualised language and/or allowing young players to do the same unchallenged;
- Condoning or promoting excessive rivalry between players, teams and/or clubs on or off the pitch;
- Shouting abusive or derogatory comments from the touchline at players or match officials;

#### General

- Inviting or allowing young players to stay at your home;
- Sharing a room alone with a young player;
- Getting changed and/or showered in the same facilities at the same time as young players;

- Forming intimate emotional, physical or sexual relationships with young players
- Allowing or engaging in sexual behaviour
  - this includes suggestive comments and provocative jokes and games
- Allowing or encouraging young players to smoke, take drugs or drink alcohol
- Failing to follow SRU policies on safety for young players
  - AYRTPR policies
  - Injury reporting procedures
- Allowing allegations made by a player to go unchallenged, unrecorded or not acted upon.

### Sign-up:

**I have read and agree to abide by this Code of Conduct**

**I have also read and agree to abide by the *Scottish Rugby's* Child Protection Policy, Procedures and Guidelines.**

Name of staff member/volunteer:

Date signed:

# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES RECOMMENDED TRAINING AND WORKSHOPS



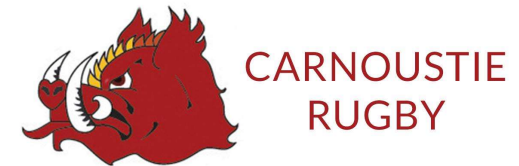
Any adult who regularly works with children in sport may be the person that a child chooses to tell about abuse. It is vital that adults know how to respond and how to share information with those who can help and local training opportunities are available to build the confidence and knowledge of those working in youth rugby:

Name of Training	Format/Content	Suitable for	Notes
Internal SRU workshop	1-2 hour briefing on SR policy and procedures. Sharing of real-life scenarios.	All staff involved in delivery of youth rugby programmes. Child Protection Officers.	Contact SRU Lead officer Child Protection and Welfare.
Safeguarding & Protecting Children, sportscoach UK workshop (SPC)	A 3-hour workshop raising basic awareness of issues of child protection in sport.	Suitable for coaches and volunteers who may come into contact with children.	Available locally and through Children 1st
Safeguarding & Protecting Children 2, sportscoach UK workshop (SPC 2)	3 hours builds on knowledge gained on the 'Safeguarding & Protecting Children' workshop (SPC).	Coaches working with children.	Available locally and through Children 1st
In Safe Hands	3 hour workshop on putting child protection policies into Practice.	Club child protection officers. Age grade team managers.	Contact Children 1st
Supporting Clubs	1 day workshop for those who provide support to sports clubs.	Club DOs, Managers of programmes for young people.	Contact Children 1 <sup>st</sup>
Identifying and managing risk	3 hours for those with the responsibility for assessing risk for young people.	Managers of programmes for young people. Team managers.	Contact Children 1 <sup>st</sup>
Disciplinary Procedures, CHILDREN 1 <sup>ST</sup> workshop	1 day workshop	Anyone who will have responsibility in managing disciplinary processes when challenging the conduct of a member or staff or volunteer.	Contact Children 1 <sup>st</sup>
Reviewing of the Management of Child Protection Concerns, CHILDREN 1 <sup>ST</sup> workshop	1 day workshop	Lead officer for Child Protection and Welfare.	Contact Children 1 <sup>st</sup>
Participation of Children and Young People, CHILDREN 1 <sup>ST</sup> workshop	A 3-hour workshop is for anyone who has a role in developing participative practices with children and young people	Lead Officer Child Protection and Welfare.	Contact Children 1st

# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES

### RECRUITMENT AND SELECTION



Carnoustie Rugby uses an effective 'recruitment and selection' procedure to make sure new staff/volunteers have been carefully considered and vetted to do regulated work with children. These processes are overseen by Mandy Bruce.

Organisations have a legal and moral duty to ensure that adults who work with children are 'suitable' to do so. A well-run recruitment process is all part of an organisation's commitment to putting the welfare of children first. A robust process also prevents those who are barred from regulated work with children from doing so.

The following roles are accepted by CRBS as falling within the category of 'regulated work':

- Youth Rugby Coach;
- Youth Rugby Manager;
- Child Protection Officer – Advising Children;
- Youth Rugby Physio/Medic;
- Youth Coaching Supervisor;
- Regional Development Manager;
- Club Development Officers;
- Regional Academy Coach;
- Head of Player Development;
- Education Manager;

- Head of Coaching Development; and
- National Child Protection/Welfare Manager - Contact with Children.

Carnoustie Rugby will take all reasonable steps to ensure unsuitable people are prevented from undertaking regulated work with children in rugby. Further, we recognise that we have a legal duty under the Protection of Vulnerable Groups (Scotland) Act 2007 to ensure that individuals who are barred from regulated work with children are not engaged (either paid or unpaid) in regulated work with children.

#### 1. Advertising

All forms of advertising used to recruit and select staff/volunteers for regulated work with children will include the following:

Details of Carnoustie Rugby's stance on child protection. A statement that the position applied for is regulated work with children and will require PVG Scheme membership.

#### 2. Pre-application Information

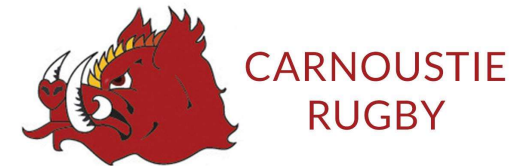
Pre-application information for these positions will be sent to applicants and will include:

[Self-declaration form](#) and [PVG Scheme Q&A guidance notes](#).

Evidence of qualifications will always be verified.

# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES RECRUITMENT AND SELECTION



### 3. Application and Self-Declaration Form

All applicants will be requested to complete a [self-declaration form](#). The application form will include referee contact details. The self-declaration form, which shall include information on any past criminal behaviour, records or investigations, shall be requested in a separate sealed envelope and will not be opened until the applicant is selected for an interview. This form will only be seen by those directly involved in the selection process. If the applicant is not selected the form will be destroyed.

### 4. Review Applications

Carnoustie Rugby will review application forms and consider applicants for interview. Self-declaration forms of those deemed suitable for interview will then be opened and considered. If the applicant is no longer an interview candidate, the self-declaration form must be destroyed. Successful applicants will be invited to interview.

### 5. Interview

Interviews will be carried out for all OFFICIAL/PAID positions which are regulated work with children.

### 6. Offer of Position

Once a decision has been made and an offer of appointment accepted the applicant's appointment will only be confirmed when:

- Satisfactory references have been received and checked;
- A satisfactory Scheme Record/Scheme Record.

### 7. References

[References](#) will always be requested and thoroughly checked. Where possible at least one of these references will be from an employer or a voluntary organisation where the position required working with children. References from relatives will not be accepted. If the applicant has no experience of working with children, specific training requirements will be agreed before their appointment commences.

### 8. Membership of the PVG Scheme

Individuals carrying out regulated work with children on behalf of Carnoustie Rugby must be members of the PVG Scheme. **We** will require the successful applicant to submit a Scheme Record/Scheme Record Update application which will be returned to and processed by **the club Child Protection Officer**.

# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES

### RECRUITMENT AND SELECTION



Scottish Rugby is registered with CRBS and acts as an umbrella body for clubs wishing to check applicants for regulated work with children as volunteers. A successful applicant will be required to submit a Scheme Record/Scheme Record Update application which will be returned processed by the PVG administrator. Scheme record certificates are returned to the Lead Officer for Child Protection and Welfare and any relevant areas for concern will be shared with the Club CPO and an action plan agreed.

It remains the responsibility of the organisation making the appointment to take the final decision on whether to proceed with the appointment.

#### **Overseas Applicants**

Applicants from overseas being appointed to regulated work with children are required to join the PVG Scheme.

Applicants from overseas will be asked to provide a police check from their relevant country where possible. Where this is not possible, or in addition to the police check, the following information, where relevant to the position, may be requested:

- A statement from the governing body in the country of origin of the applicant and/or the country from which they are transferring in regard to their participation and suitability for the position.
- A statement from the international federation of the sport in regard to their participation and suitability for the position.

#### **9. Induction**

After the applicant accepts post, the induction process will include the following: Clarification, agreement and signing up to the Child Protection Policy and procedures, including the Code of Conduct.

#### **10. Training**

Newly appointed staff/volunteers in regulated work with children should complete recommended training over an agreed period. See 'recommended training'.

#### **11. Monitoring and Performance Appraisal**

All staff in positions of regulated work with children should be monitored and their performance appraised. This will provide an opportunity to evaluate progress, set new goals, identify training needs and address any concerns of poor practice.

#### **12. New vetting information on PVG Scheme Records**

If new vetting information becomes available, either through retrospective checks of existing members of staff/volunteers or an ongoing suitability process, it is important to consider this information alongside a newly completed self-declaration form to assess any risks.

Should any risk be identified, it will then be necessary to follow the club's Responding to Concerns procedures about the Conduct of a Member of Staff/Volunteers and/or Disciplinary Procedures.

# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES RECRUITMENT AND SELECTION



### 13. Consideration for Children's List or Barred Individuals

If Disclosure Scotland inform **Scottish Rugby** that an individual is barred, that member of staff/volunteer will be removed by the club from regulated work with children immediately in line with the Protection of Vulnerable Groups (Scotland) Act 2007 duties for organisations.

If Disclosure Scotland notify **Scottish Rugby** that a member of staff/volunteer is considered for listing that individual will be suspended by the club as a precaution until the outcome of the case is determined. Remember that suspension is not a form of disciplinary action and does not involve pre-judgment. In all cases of suspension the welfare of children will be the paramount concern.

### 14. PVG Scheme Member leaves *Scottish Rugby*

Carnoustie Rugby will update Scottish Rugby of PVG Scheme members who are no longer in regulated work with children on behalf of the organisation. Should a member of staff/volunteer not be in contact with Carnoustie Rugby for up to three months, Scottish Rugby should be notified that the individual is no longer in regulated work with children within the club.

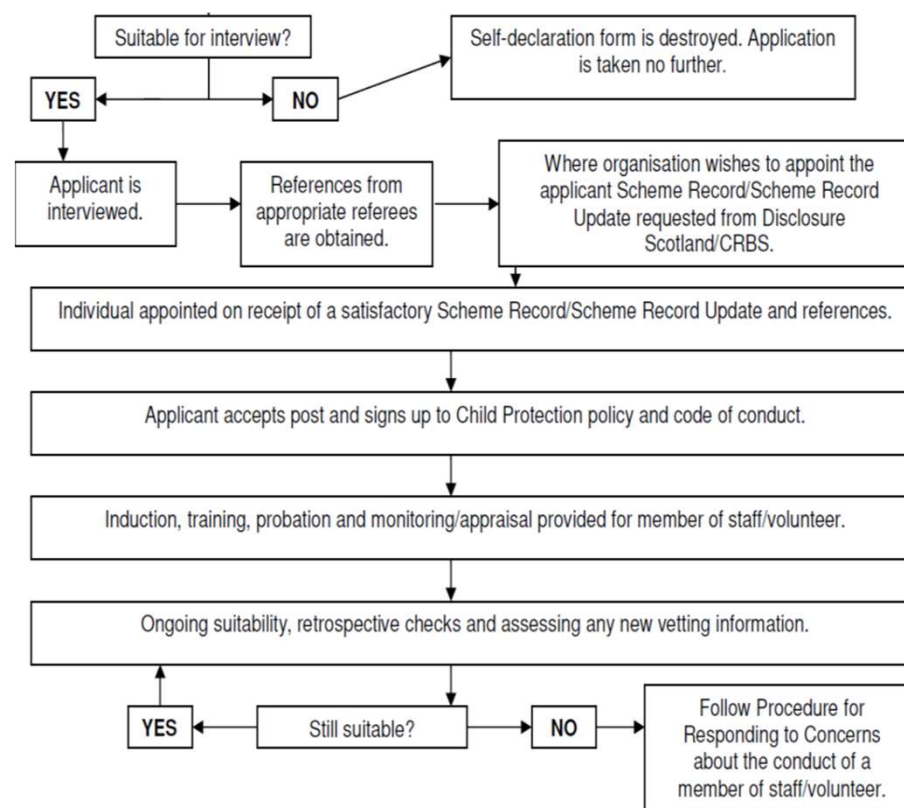
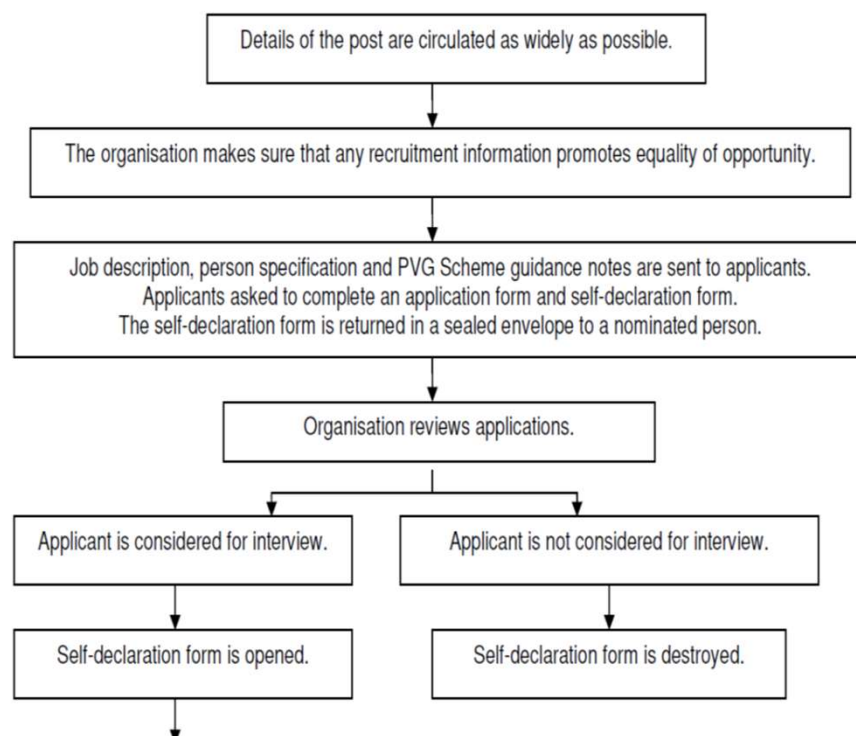
# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES RECRUITMENT AND SELECTION



CARNOUSTIE  
RUGBY

### PROCEDURE FOR RECRUITMENT AND SELECTION OF STAFF/VOLUNTEERS IN REGULATED WORK WITH CHILDREN FLOWCHART



# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES PROCEDURE FOR RESPONDING TO CONCERNS



### Introduction

Set procedures ensure that everyone is clear on what action to take in the event of suspected abuse or inappropriate behaviour. It gives staff and volunteers clear, important steps to follow; ensuring action is taken quickly and in the best interests of the child.

### Procedures:

These procedures apply to all staff/volunteers involved in Carnoustie Rugby.

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

**Carnoustie Rugby** is committed to working in partnership with parents/carers whenever there are concerns about a child. Parents/carers have the primary responsibility for the safety and well-being of their children.

Where the concern does not involve the possibility of abuse, worries may be discussed with parents/carers. For example, if a child seems withdrawn, he/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement. Common sense is advised in these situations.

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

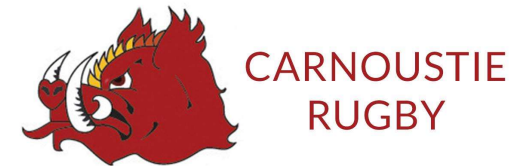
Advice should be sought from **Scottish Rugby Lead Officer for Child Protection and Welfare** if there is any uncertainty about the appropriate course of action where there are concerns about the general welfare of a child.



# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES

### PROCEDURE FOR RESPONDING TO CONCERNS



#### 2. Concerns about the Abuse of a Child

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

***No club staff member or volunteer shall investigate allegations of abuse or decide whether or not a child has been abused.***

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

##### **2a Respond**

- React calmly so as not to frighten the child;
- Listen to the child and take what they say seriously. Do not show disbelief;
- Reassure the child they are not to blame and were right to tell someone;
- Be aware of interpreting what a child says, especially if they have learning or physical disabilities which affect their ability to communicate or English is not their first language;
- Do not assume that the experience was bad or painful - it may have been neutral or even pleasurable;
- Avoid projecting your own reactions onto the child;

- Avoid asking any questions. If necessary only ask enough questions to gain basic information to establish the *possibility* that abuse may have occurred. Only use open-ended, non-leading questions e.g. Who? Where? When?; and
- Do not introduce personal information from either your own experiences or those of other children.

##### **Avoid:**

- Panicking.
- Showing shock or distaste.
- Probing for more information than is offered.
- Speculating or making assumptions.
- Making negative comments about the person against whom the allegation has been made.
- Approaching the individual against whom the allegation has been made.
- Making promises or agreeing to keep secrets and giving a guarantee of confidentiality.

##### **Observation/Information from an individual or agency**

A concern or possible abuse of a child may be observed by another child or adult and information can come from an individual or another agency/organisation.

# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES PROCEDURE FOR RESPONDING TO CONCERNS



Where there is uncertainty about what to do with the information, directly from a child's disclosure or from someone else, **Scottish Rugby Lead Officer for Child Protection and Welfare** must firstly be consulted for advice on the appropriate course of action.

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

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

- Take whatever action is required to ensure the child's immediate safety; and
- Pass the information immediately to the police and seek their advice.

### 2b Record

Make a written record of the information as soon as possible using the Significant Incident Form, completing as much of the form as possible. The following information will help the police and social workers decide what action to take next:

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

# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES PROCEDURE FOR RESPONDING TO CONCERNS



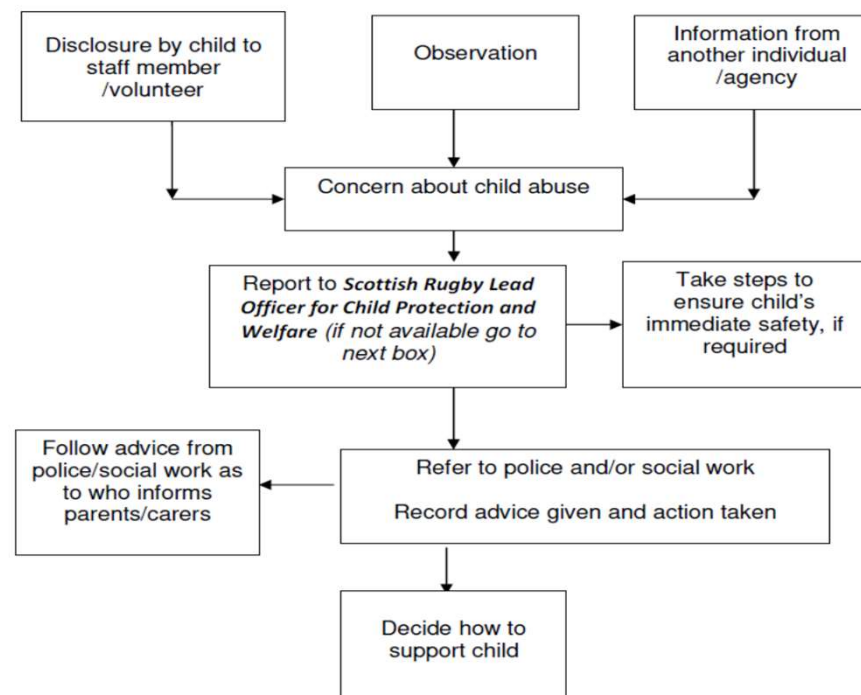
CARNOUSTIE  
RUGBY

If completing the form electronically, do not save copies to the hard drive, disk or pen drive. Print a copy, sign and date and then delete immediately. Pass the record to social work services or the police and to the **Scottish Rugby Lead Officer for Child Protection and Welfare** that day.

### 2c Sharing Concerns with Parents/Carers

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

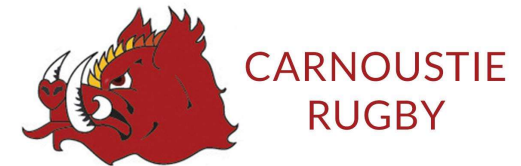
RESPONDING TO CONCERNS FLOWCHART



# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES

### PROCEDURE FOR RESPONDING TO CONCERNS



#### Concerns about the Conduct of a Member of Staff/Volunteer

This section of the procedure should be read in conjunction with Carnoustie Rugby's Disciplinary Procedure. The following section details the procedure to be followed where the concern is about the conduct of a member of staff/volunteer.

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

In the event of an investigation into the conduct of a member of staff/volunteer all actions will be informed by the principles of natural justice:

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

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

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

#### 1 Initial Reporting of Concerns

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

Where the concern is about the Club Child Protection Officer it should be reported to the **Scottish Rugby Lead Officer for Child Protection and Welfare**.

# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES

### PROCEDURE FOR RESPONDING TO CONCERNS



#### **2 Recording**

Concerns must be recorded using the [\*Significant Incident Form\*](#) as soon as possible. Reporting the concerns should **not** be delayed by gathering information to complete the form or until a written record has been made.

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

#### **3 Establishing the Basic Facts**

Once the concerns have been reported, the line Club Child Protection Officer will:

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

#### **4 Conducting the Initial Assessment**

The Child Protection Officer will conduct the initial assessment and may approach Scottish Rugby Lead Officer for Child Protection and Welfare and/or Children 1<sup>st</sup> at this point for advice and support.

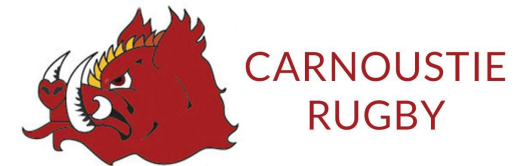
The purpose of the initial assessment is to clarify the nature and context of the concerns. It should determine whether there is reasonable cause to suspect or believe that a child has been abused/ harmed or is at risk of abuse or harm. Every situation is unique so guidance cannot be prescriptive.

- Where the established facts support a concern about possible breaches of the club code of conduct/abuse, the initial assessment will not form part of the disciplinary investigation. Scottish Rugby should be notified at this point;
- Subject to the nature and seriousness of the situation, if it is not clear at this stage whether a criminal offence may have been committed, the member of staff/volunteer *may* be approached as part of the information gathering process;
- Where the nature and seriousness of the information suggests that a criminal offence *may* have been committed, or that to assess the facts may jeopardise evidence, *advice will be sought from the police before the member of staff/ volunteer is approached*;

# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES

### PROCEDURE FOR RESPONDING TO CONCERNS



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

Possible outcomes of initial assessment:

- No further action (facts do not substantiate complaint).
- Situation is dealt with under **[CLUB and/or Scottish Rugby]** Disciplinary Procedures.
- Child protection investigation (jointly by police and social work services).
- Criminal investigation (by the police).
- The results of a criminal investigation may well influence the disciplinary investigation, but not in all cases.
- Civil proceedings (by the child/family who alleged abuse).

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

The Club Management Committee and the Child Protection Officer will deal with the situation in line with Carnoustie Rugby Performance Management /Disciplinary Procedures.

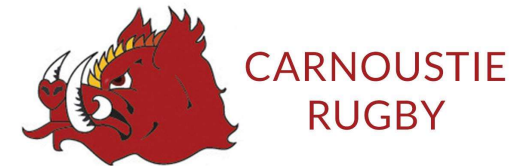
Pending the outcome of any investigation conducted under Performance Management Procedures or Disciplinary Procedures, precautionary suspension will be considered in all cases where there is significant concern about the conduct of a member of staff/volunteer towards children. The welfare of children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

Where the circumstances meet the referral criteria set out in the Protection of Vulnerable Groups (Scotland) Act 2007, *the club* must notify Scottish Rugby **who will assist with the fulfilment of the club's legal duty** to make a referral to Disclosure Scotland .

# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES

### PROCEDURE FOR RESPONDING TO CONCERNS



#### **6 Initial assessment supports concerns about possible child abuse**

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

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

Referrals to the police/social work services will be confirmed in writing by the Club Child Protection Officer within 24 hours. A copy of the [Significant Incident Form](#) will be provided to the police/ social work services on request.

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

Advice will firstly be obtained from the police/social work services about informing the staff member or volunteer involved in the concerns. If the advice is to inform the staff member or volunteer, they will be told that information has been received which may suggest an allegation of abuse. As the matter will be *sub judice* (i.e. under judicial consideration) no details will be given unless advised by the police.

All actions will ensure the best evidence is preserved for any criminal proceedings while at the same time safeguarding the rights of the employee or volunteer.

Carnoustie Rugby will take all reasonable steps to support a member of staff/volunteer against whom an allegation of abuse has been made.

#### **7 Precautionary Suspension**

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

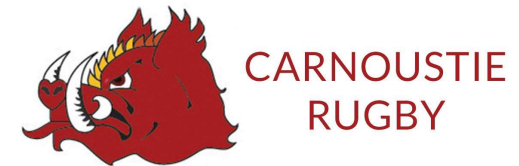
Suspension will be carried out in accordance with **the club's** Disciplinary Procedures. At the suspension interview the member of staff or volunteer will be informed of the reason for suspension (within the confines of sharing information) and given the opportunity to make a statement – which will be recorded – should they wish to do so.

Notification of the suspension and the reasons will be conveyed in writing to the staff member or volunteer in accordance with the club's Disciplinary Procedures.

# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES

### PROCEDURE FOR RESPONDING TO CONCERNS



#### **8 Disciplinary Investigation**

An ongoing criminal investigation does not necessarily rule out disciplinary action. However, any action taken must not jeopardise the criminal investigation. Advice must be taken from the police on this. Sufficient information should be available to enable the club CPO and Management Committee to make a decision whether to go ahead with disciplinary action.

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

In exceptional circumstances where an investigation establishes an allegation is false, unfounded or malicious:

- The staff member or volunteer involved will receive an account of the circumstances and/or investigation and a letter confirming the conclusion of the matter. They may wish to seek legal advice;
- All records pertaining to the circumstances and investigation should be kept in accordance with **the club** Policy on the Secure Storage of Information;
- The club will take all reasonable steps to support the individual in this situation;
- In these circumstances Scottish Rugby will review the child's participation in rugby. It may be appropriate to have a discussion with the child (with parental/carer permission); and
- Data collected for the investigation will be destroyed in accordance with the requirements of the Data Protection Act 1998.

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

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

#### **11 Protection of Vulnerable Groups (Scotland) Act 2007**

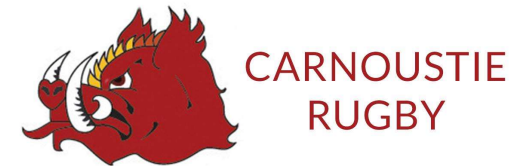
**a)** The club, in partnership with Scottish Rugby will refer to Disclosure Scotland the case of any member of staff/volunteer who (whether or not in the course of their role within the organisation) has:

- Harmed a child;
- Placed a child at risk of harm;
- Engaged in inappropriate conduct involving pornography;
- Engaged in inappropriate conduct of a sexual nature involving a child; or
- Given inappropriate medical treatment to a child.



# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES PROCEDURE FOR RESPONDING TO CONCERNS



**AND** as a result:

1. The club has dismissed the member of staff or volunteer.
2. The member of staff or volunteer would have been dismissed as a result of the incident had they not resigned, retired or been made redundant.
3. The club has transferred the member of staff/volunteer to a position in Scottish Rugby which is not regulated work with children.
4. The member of staff or volunteer would have been dismissed or considered for dismissal where employment or volunteer role was not due to end at the expiry of a fixed term contract; or,
5. The member of staff or volunteer would have been dismissed or considered for dismissal had the contract not expired.

The club will also refer the case of a staff member or volunteer where information becomes available after the member of staff or volunteer has:

- Been dismissed by the club
- Resigned, retired or been made redundant,
- Been transferred to another position in the club which is not regulated work with children; and,
- Where the club receives information that a member of staff or volunteer who holds a position of regulated work has been listed on the Children's List, the member of staff or volunteer will be removed from the regulated work with children post.

**b)** If Disclosure Scotland notify the club (via Scottish Rugby) that a member of staff/volunteer is considered for listing that individual will be suspended as a precaution until the outcome of the case is determined. Remember that suspension is not a form of disciplinary action and does not involve pre-judgment. In all cases of suspension the welfare of children will be the paramount concern.

**c)** If Disclosure Scotland inform the club (via Scottish Rugby) that an individual is barred, that member of staff/volunteer will be removed from regulated work with children immediately in line with the Protection of Vulnerable Groups (Scotland) Act 2007.

### **12 Media**

Scottish Rugby will provide support any member club with the handling of media enquiries related to any child protection matter. All media enquiries relating to the conduct of a member of staff or volunteer may be referred to **Scottish Rugby** Director of Communications and Public Affairs

Dominic McKay

Tel: +44 (0)131 346 5126

Mob: +44 (0)7812 419150

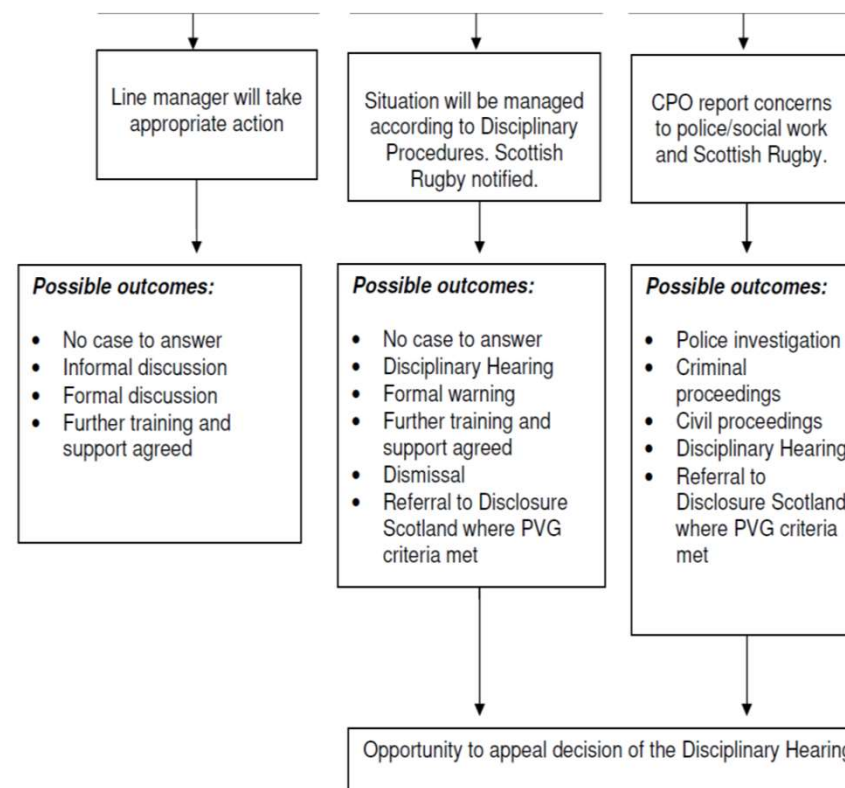
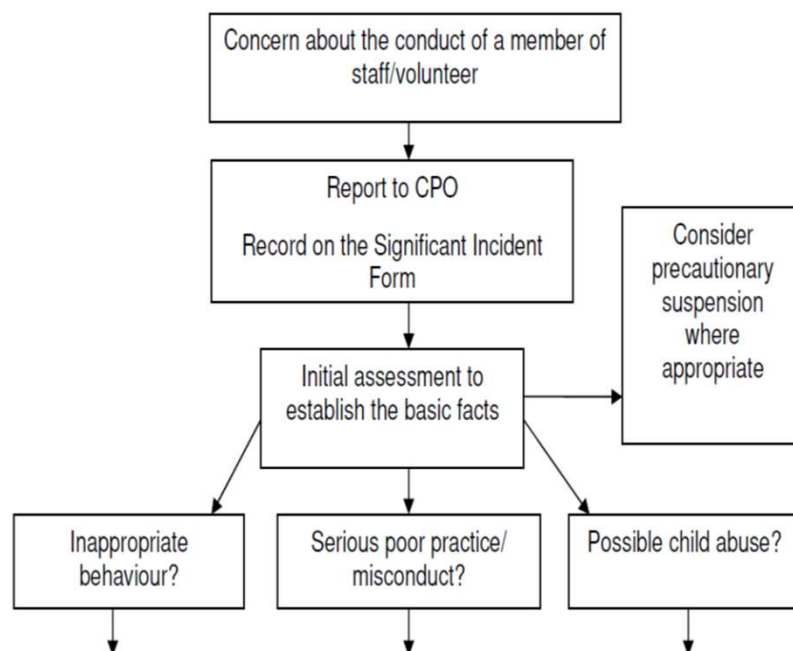
# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES PROCEDURE FOR RESPONDING TO CONCERNS



**CARNOUSTIE  
RUGBY**

### RESPONDING TO CONCERNS ABOUT THE CONDUCT OF A MEMBER OF STAFF/VOLUNTEER FLOWCHART



# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES

## DISCIPLINARY PROCEDURES FOR STAFF AND VOLUNTEERS



CARNOUSTIE  
RUGBY

Carnoustie Rugby encourages high standards of behaviour and action will be taken when members of staff/volunteers breach the code of conduct in line with club Disciplinary Procedures.

### ***Why is this important?***

Sports organisations should encourage high standards of behaviour and action should be taken when members of staff/volunteers breach the code of conduct. A disciplinary procedure allows inappropriate behaviour to be addressed fairly and consistently. Child protection within an organisation is greatly enhanced by having a good disciplinary procedure.

### **Disciplinary Procedures**

#### **1. Principles**

- a) This procedure is designed to establish the facts quickly and to deal with disciplinary issues consistently.
- b) No disciplinary action will be taken until a matter has been fully investigated.
- c) The member of staff/volunteer involved may be suspended from their role while an investigation is carried out. Suspension is not a form of disciplinary action. A decision to suspend will be made by **[role title]**. Notification of the suspension and the reasons will be conveyed in writing to the member of staff/volunteer.

- d) At every stage of the formal disciplinary procedure the member of staff/volunteer will have the opportunity to state his/her case at a disciplinary hearing. If so wished he/she will have the opportunity to be represented or accompanied at the hearings by a third party e.g. a friend or colleague or a trade union representative, (where applicable);
- e) The member of staff/volunteer has the right to appeal against any disciplinary action; and
- f) The disciplinary procedure may be implemented at Stage 1, 2 or 3 if the member of staff/volunteer's alleged misconduct warrants such action.

#### **2. The Procedure**

##### **2.1 Initial Assessment/Stage**

The purpose of the initial assessment is to clarify the nature and context of the concern. It should determine whether there is reasonable cause to suspect or believe that a child has been abused or harmed, or is at risk of abuse or harm. It will involve asking some basic questions of appropriate individuals with the sole purpose of clarifying the basic facts.

# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES

### DISCIPLINARY PROCEDURES FOR STAFF AND VOLUNTEERS



If the nature of the concern suggests a criminal offence has occurred, or that a child may have been abused, then advice must be sought from the police before speaking to child witnesses or to the member of staff/volunteer at the centre of the allegation.

The possible outcomes of the initial assessment are:

1. No further action (facts do not substantiate complaint).
2. Situation is dealt with under formal disciplinary procedures (by sports organisation).
3. Child protection investigation (jointly by the police or social work services).
4. Criminal investigation (by the police).

Where a member of staff/volunteer fails to meet the required standard of behaviour and the shortfall is of a minor nature, the *[role title]* may decide to speak to the member of staff/volunteer on an informal basis to avoid the need for formal disciplinary action. The *[role title]* will also advise the member of staff/volunteer of the need to achieve and maintain the standards required. The *[role title]* may inform the member of staff/volunteer that failure to achieve the required standards will result in a formal disciplinary hearing, which may result in disciplinary action.

Facts of the conversation should be noted and confirmed in writing to the member of staff/volunteer so there is clarity about what has to be achieved.

Following the initial assessment a period of precautionary suspension may be helpful or necessary while a concern is being further investigated.

#### 2.2 Precautionary Suspension

Precautionary suspension may be considered in the following circumstances:

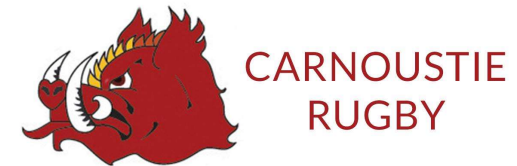
- If the police or social work services advise suspension
- If the allegation made against the member of staff/volunteer was ultimately to be proved, then there would be a significant concern about the conduct of that member of staff/volunteer towards children or other adults
- If the member of staff/volunteer's attendance or involvement in the club could compromise the investigation
- If Disclosure Scotland notify **[Scottish Rugby]** that an individual is being considered for the Children's List.

Suspension is not a form of disciplinary action and does not involve pre-judgment. It should only be considered in the above circumstances.

In all cases of suspension the welfare of children will be the paramount concern.

# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES DISCIPLINARY PROCEDURES FOR STAFF AND VOLUNTEERS



### 2.3 Formal Disciplinary Procedure

- Stage 1 – First warning

If conduct is unsatisfactory, the member of staff/volunteer will be given a written warning. Such warnings will be recorded. The warning will expire after [6 months] of satisfactory conduct. A final written warning may be considered if there is no sustained satisfactory improvement or change.

- Stage 2 – Final written warning

If the offence is serious, or there is no improvement in standards, or if a further offence of a similar kind occurs, a final written warning will be given. The written warning will expire after [12 months]. Action at Stage 3 will be taken if there is no sustained satisfactory improvement or change.

- Stage 3 – Dismissal or Action Short of Dismissal

If the conduct has failed to improve, the member of staff/volunteer may suffer demotion, disciplinary transfer, or dismissal.

### Gross misconduct

If, after investigation, it is confirmed that a member of staff/volunteer has committed an offence of the following nature (the list is not exhaustive), the normal consequence will be dismissal without notice or payment in lieu of notice:

theft, damage to property, fraud, incapacity for work due to being under the influence of alcohol or illegal drugs, physical violence, bullying, abuse of a child and gross insubordination; and

Following advice from the police, cases that also involve a criminal investigation will not preclude disciplinary action being taken.. This is provided sufficient information is available to enable the **club** to make a decision and that to do so does not jeopardize the criminal investigation. Any decision to dismiss will be taken by the club only after full investigation.

### 3. Appeals

A member of staff/volunteer who wishes to appeal against any disciplinary decision must do so to [role title/appeal panel] within seven working days of the disciplinary decision being made known to them.

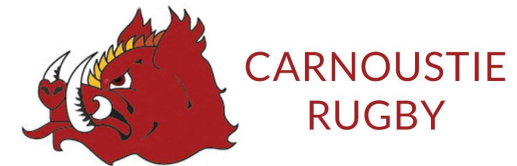
The member of staff/volunteer should provide a written statement of the appeal, indicating the grounds for the appeal together with such accompanying documents as they feel appropriate.

The appeal will be heard by [role title/appeal panel] and a decision on the case made as impartially as possible.

The [role title/appeal committee] will notify the member of staff/volunteer of the decision in writing as expeditiously as possible. The decision of [role title/appeal committee] is final and there is no right of appeal.

# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES DISCIPLINARY PROCEDURES FOR STAFF AND VOLUNTEERS



### 4. Referrals to the Children's List

Where a club takes disciplinary action to remove a member of staff/volunteer from regulated work as a result of harmful behaviour towards a child, then they have a duty to refer the member of staff/volunteer to Disclosure Scotland so that consideration can be given to whether that individual should be barred from any kind of regulated work with children. Without this duty there would be no way of preventing individuals moving undetected to other organisations where they may continue to pose a risk.

The Protection of Vulnerable Groups (Scotland) Act 2007 stipulates that organisations must refer to Disclosure Scotland the case of any member of staff/volunteer who (whether or not in the course of their role within the organisation) has:

- Harmed a child;
- Placed a child at risk of harm;
- Engaged in inappropriate conduct involving pornography;
- Engaged in inappropriate conduct of a sexual nature involving a child; or
- Given inappropriate medical treatment to a child.

**AND** as a result:

1. The club has dismissed the member of staff/volunteer.
2. The member of staff/volunteer would have been dismissed as a result of the incident had they not resigned, retired or been made redundant.
3. **The club** has transferred the member of staff/volunteer to a position which is not regulated work with children.
4. The member of staff/volunteer would have been dismissed or considered for dismissal where employment or volunteer role was not due to end at the expiry of a fixed term contract; or,
5. The member of staff/volunteer would have been dismissed or considered for dismissal had the contract not expired.

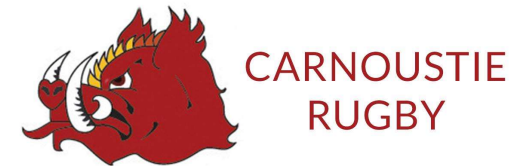
**The club** will also refer the case of a member of staff/volunteer where information becomes available after the member of staff/volunteer has:

- Been dismissed
- Resigned, retired or been made redundant
- Been transferred to another position in which is not regulated work with children; and,

where **the club** receives information that a member of staff/volunteer who holds a position of regulated work has been listed on the Children's List, the member of staff/volunteer will be removed from the regulated work with children post.

# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES DISCIPLINARY PROCEDURES FOR STAFF AND VOLUNTEERS



### **Special Considerations – Speaking to Children During the Investigative Process or as Part of a Disciplinary Hearing**

In establishing the facts of any concern or complaint, it may be necessary to speak to a child or children who were involved in the alleged incident.

In some circumstances, it would not be appropriate for the person conducting the investigation to speak to a child involved in the incident. In particular, if the nature of the concerns suggests a criminal offence has occurred or that a child may have been abused, then it is the job of specially trained and competent police officers and social workers to interview the child.

If there is any doubt as to whether it is okay to speak to a child, advice will be sought from the police or social work services.

In cases where the nature of the complaint or concern is such that the police or social work services are not involved, careful consideration should still be given before approaching children to give information as part of the initial investigation process or as part of a disciplinary hearing.

To minimise distress or anxiety for the child, the following will be considered:

- The age, gender and background of the child i.e. will they require an interpreter?;
- Whether the child has any learning or physical disability which might affect their ability to communicate with others;

- The child's emotional state;
- Timing and location of interview, bearing in mind the child's daily routines;
- What you will do if the child becomes upset;
- Obtaining consent from the parents/ carer; and
- Any other information which may be relevant.

Parties should decide whether it is absolutely necessary for the child to be involved in a disciplinary hearing. If the child is to be involved consideration should be given to the following:

- Allowing the child to be accompanied by a relative or other responsible adult (preferably someone who is not involved in the case);
- The environment or room layout - how intimidating it could appear to a child;
- The number of people present - try to ensure only those who need to be there are present whilst the child gives evidence;
- The age of the child;
- The nature of the evidence the child may be giving;
- The nature of the relationship between the child and the subject of the hearing;
- The tone and style of questioning i.e. clear, non-threatening with sufficient opportunity for the child to consider the questions and answer them.

These considerations should be balanced against the need to ensure a fair hearing.

# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES

### REVIEWING CONCERNS PROCEDURE



There will be something to learn from every incident, so the club will review the management of all significant incidents to ensure that the organisation is doing its utmost to protect children. The CPO will conduct the review, either as part of an annual review of Child Protection procedures, or on a case by case basis as appropriate and will involve other members of staff, outside agencies as necessary.

The review will seek to answer the following:

<p><b>PROCEDURES</b></p> <ul style="list-style-type: none"> <li>♦ Were the relevant procedures followed?</li> <li>♦ If not, is there a reasonable explanation for this?</li> <li>♦ Were the timescales appropriate?</li> <li>♦ Do the current procedures provide adequate information about what to do in such a situation?</li> <li>♦ If appropriate, was a referral made to Disclosure Scotland as required by the Protection of Vulnerable Groups (Scotland) Act 2007?</li> </ul>	<p><b>PEOPLE</b></p> <ul style="list-style-type: none"> <li>♦ Were the right people involved?</li> <li>♦ Were the views of the child/family obtained?</li> <li>♦ Were those involved aware of the procedures?</li> <li>♦ Had the people involved been trained on the procedures?</li> <li>♦ Where appropriate, were external organisations involved; for example, the police or governing body of sport?</li> </ul>
<p><b>OUTCOMES</b></p> <ul style="list-style-type: none"> <li>♦ Was the outcome appropriate in the case?</li> <li>♦ If not, why not?</li> <li>♦ Is there a need to take further action in this case; for example, referring the case to police/social work?</li> </ul>	<p><b>RECORDING</b></p> <ul style="list-style-type: none"> <li>♦ Were records kept?</li> <li>♦ Is the quality of the information recorded satisfactory?</li> <li>♦ Can the forms be improved?</li> </ul>



# Carnoustie Rugby

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CHILD PROTECTION POLICY AND PROCEDURES

APPENDIX ONE – UNDERSTANDING OF ABUSE

# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES APPENDIX ONE – UNDERSTANDING OF ABUSE



### **Carnoustie Rugby's – Understanding of Abuse**

Abuse to children or vulnerable young people is described under the following headings:

#### **Neglect**

The persistent or severe neglect of a child or young person, whether wilful or unintentional, which results in serious impairment to physical health and development. For example:

Exposing a child to extreme weather conditions e.g. heat and cold;

Failing to seek medical attention for injuries;

Exposing a child to risk of injury through the use of unsafe equipment;

Exposing a child to a hazardous environment without a proper risk assessment of the activity;

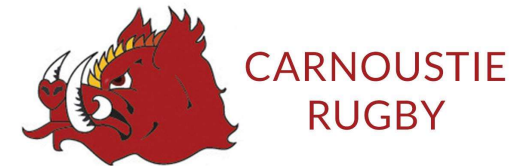
Failing to provide adequate nutrition and water;

Signs which **may** raise concerns about physical neglect include:

- Constant hunger;
- Poor personal hygiene and/or poor state of clothing;
- Constant tiredness;
- Frequent lateness or unexplained non-attendance (particularly at school);
- Untreated medical problems;
- Low self-esteem;
- Poor peer relationships; and
- Stealing.

# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES APPENDIX ONE – UNDERSTANDING OF ABUSE



### Physical Injury

Actual or attempted physical injury to a child or young person where there is definite knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented. For example:

- Deliverately hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise harming a child;

Signs which **may** raise concerns about physical abuse include:

- Refusal to discuss injuries;
- Aggression towards others;
- Improbable excuses given to explain injuries;
- Fear of parents being approached for an explanation;
- Running away;
- Untreated injuries;
- Excessive physical punishment;

- Avoiding activities due to injuries or possibility of injuries being discovered

- Unexplained injuries, particularly if recurrent;

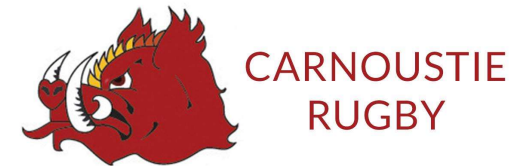
### Emotional Abuse

The adverse effect on the behaviour and emotional development of a child or young person, caused by failure to provide for their basic emotional needs. For example:

- Persistent failure to show any respect to a child (e.g. continually ignoring a child);
- Constantly humiliating a child by telling them they are useless;
- Continually being aggressive towards a child, making them feel frightened;
- Acting in a way which is detrimental to the child's self-esteem (e.g name calling, sarcasm, constant criticism);

# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES APPENDIX ONE – UNDERSTANDING OF ABUSE



Signs which **may** raise concerns about emotional abuse include

- Low self-esteem;
- Significant decline in concentration;
- Running away;
- Indiscriminate friendliness and neediness;
- Extremes of passivity or aggression; and
- Self-harm or mutilation.

### **Sexual Abuse**

Any child or young person below the age of 18 may be deemed to have been sexually abused when any person, by design or neglect, exploits the child or young person 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 including organised networks. This includes forcing or enticing a child to take part in sexual activities whether or not they are aware of or consent to what is happening. Sexual abuse may involve physical contact, and non-contact acts such as forcing children to look at or be involved in the production of pornographic material, to watch sexual activities or encouraging them to behave in sexually inappropriate ways. For example:

- Exposure to sexually inappropriate language or jokes;
- Showing a child pornographic material or using a child to produce such material; and
- Inappropriate touching.

The following signs **may** raise concerns about sexual abuse:

- Lack of trust in adults or over familiarity with adults, fear of a particular adult;
- Social isolation - being withdrawn or introverted, poor peer relationship;
- Sleep disturbance (nightmares, bedwetting, fear of sleeping alone);
- Running away from home;
- Drug, alcohol or solvent abuse; and
- Display of sexual knowledge beyond the child's age.

# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES APPENDIX ONE – UNDERSTANDING OF ABUSE



### **Other abusive behaviour towards children and young people**

Staff, volunteers and committee members should also be aware of other, perhaps less obvious, forms of abuse. These may be dismissed by perpetrators as 'just fun' or 'having a laugh' with young people but can have a serious impact and cannot be allowed or go unchallenged:

- Bullying of any form, including name calling or constant criticism;
- 'Picking on' a young person because of their family background, manner of dress or physical characteristic;
- Racism or sectarianism if any form;
- Favouritism and exclusion - all young people should be equally supported and encouraged; and
- Abusive language or gestures.

# Carnoustie Rugby

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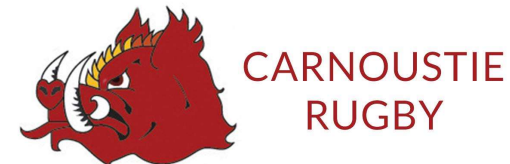
CHILD PROTECTION POLICY AND PROCEDURES

APPENDIX TWO – ROLE PROFILE OF CHILD PROTECTION OFFICER

# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES

### APPENDIX TWO – ROLE PROFILE OF CHILD PROTECTION OFFICER



#### **Responsibilities:**

Implement the Scottish Rugby/Club child protection policy and procedures;

Implement and administer the disclosure checking of volunteers undertaking regulated work on behalf of the club through the PVG scheme in partnership with Scottish Rugby;

Encourage good practice by promoting and championing the child protection policy and procedures;

Monitor and review the child protection policy and procedures to ensure they remain current and fit for purpose;

Regularly report to Management/Committee / Board.

Raise awareness of the Club Child Protection Officer role to parents/carers, adults and children involved in the club;

Challenge behaviour which breaches the Code of Conduct;

Keep abreast of developments in the field of child protection by liaising with the SGB Child Protection Officer, attending relevant training or events and subscribing to the safeguard in sport newsletter;

Organise/signpost appropriate training for all adults working/volunteering with children in the club;

Establish and maintain contact with local statutory agencies including the police and social services;

Respond appropriately to disclosures or concerns which relate to the well-being of a child;

Maintain confidential records of reported cases and action taken; and

Where required liaise with Scottish Rugby Lead Officer for Child Protection and Welfare and/or statutory agencies and ensure they have access to all necessary information.

#### **Person Specification:**

The ability to build relationships with club members, parents/carers, children and the Scottish Rugby Lead Officer for Child Protection and Welfare;

An interest in the well-being and safeguarding of children and child protection matters;

A willingness to challenge opinion, where necessary, and to drive the child protection agenda;

Strong listening skills and the ability to deal with sensitive situations with integrity;

The confidence and good judgement to manage situations relating to the poor conduct/behaviour of others towards a child.

#### **Skills/Experience:**

- Attend relevant training to fulfil the role of Club Child Protection Officer; and
- Experience of working with children.

# Carnoustie Rugby

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CHILD PROTECTION POLICY AND PROCEDURES

APPENDIX THREE – SAMPLE RISK ASSESSMENT



# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES

### APPENDIX THREE – SAMPLE RISK ASSESSMENT



<b>CLUB Youth Section:</b> <b>Date:</b> ..... <b>Summary:</b> ..... children attending ..... sessions of rugby coaching delivered at Carnoustie Rugby by volunteer coaches, including away trips and some overnight stays/tours. <b>Lead Officers:</b> .....					
1. What are the hazards?	2. Who might be harmed?	3a) Evaluate the hazard	3b) What are you already doing?	3c) What further action is necessary?	4. How will you put the assessment into action?
List the hazards	List who might be harmed	High: could occur quite easily. Medium: could occur sometimes Low: unlikely, but conceivable	What is already in place to reduce the likelihood of harm or to make any harm less serious	Compare what you are already doing with good practice & policy. If there is a difference, list what needs to be done.	Priorities. Deal with hazards that are high-risk and have serious consequences first. By Whom, when, progress
Failure to follow guidelines on reporting concerns.	Children may be harmed due to mishandling or non-reporting of concerns.	H	Adults asked to read/become aware of child protection policy and procedures.	Education through internal briefings and external training.	Club Child Protection Officer arranges training dates for staff/volunteers.
Age grade policies not followed / enforced fully.	Children could be harmed due to mismatch of physical abilities/maturity.	H	Are You Ready To Play Rugby guidance issued and followed.	Continuing emphasis and visibility of AYRTPR.	AYRTPR guidance documents – Age Grade Law variations and regulations - distributed.
Injury	Children.	H	Good Practice re: injury prevention and management. Serious injury reporting procedures.	All coaches and referees Rugby Ready and minimum standards for pitchside safety followed.	Liaise with Rugby Ready administrator to ensure all relevant volunteers trained.
Failure to follow code of conduct and/or best Practice guidelines.	Children due to poor Practice. Reputation of the club and sport.	H	Codes of Conduct issued and signed up to by volunteers.		
5. Review Date:			Signed:		

# Carnoustie Rugby

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CHILD PROTECTION POLICY AND PROCEDURES

APPENDIX FOUR – SIGNIFICANT INCIDENT FORM

# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES APPENDIX FOUR – SIGNIFICANT INCIDENT FORM



This form must be completed as soon as possible after receiving information that causes concern about the welfare or protection of a child. The form must be passed to **Club Child Protection Officer/Scottish Rugby Lead Officer for Child Protection** as soon as possible after completion; do not delay by attempting to obtain information to complete all sections.

- ✓ Complete Part A of this form if the concerns relate to the general welfare of a child.
- ✓ Complete Parts A and B if the concerns relate to possible child abuse.

### PART A WHERE THERE ARE CONCERNS ABOUT GENERAL WELFARE OF A CHILD

#### 1. Child's Details

<b>Name:</b>	<b>Date of Birth:</b>
<b>Address:</b>	<b>Tel No:</b>
<b>Postcode:</b>	
<b>Preferred Language:</b>	<b>Is an interpreter required? YES / NO</b>
<b>Any Additional Needs?</b>	

#### 2. Details of Person Recording Concerns

<b>Name:</b>	<b>Position/Role:</b>
<b>Address:</b>	<b>Tel No:</b>
<b>Postcode:</b>	

#### 3. Details of Incident giving rise to Concerns (including date, time, location, nature of concern, who, what, where, when, why)

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# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES APPENDIX FOUR – SIGNIFICANT INCIDENT FORM



### 4. Details of any witnesses

(including names, addresses and telephone contacts)

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### 5. Details of injuries

(including all injuries sustained, location of injury and action taken)

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### PART B WHERE THERE ARE CONCERNS ABOUT POSSIBLE CHILD ABUSE

### 6. Details of person about whom there is a concern

<b>Name:</b>	<b>Relationship to Child:</b>
<b>Address:</b>	<b>Tel No:</b>
<b>Postcode:</b>	

### 7. Details of concerns

(including date, time, location, nature of concern, who, what, where, when, why  
Continue on a separate sheet if necessary)

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# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES APPENDIX FOUR – SIGNIFICANT INCIDENT FORM



### 8. Details of any action taken

### 9. Details of agencies contacted

(including date, time, name of person contacted and advice received)

### 10. Have the child's parents/carers been informed? YES/NO (delete as appropriate)

If yes, record details / If no please state why not:

### 11. Child's views on situation (if expressed). Where possible, please use the child's own words.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

# Carnoustie Rugby

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CHILD PROTECTION POLICY AND PROCEDURES

APPENDIX FIVE – DISCIPLINARY PROCEDURE TEMPLATE LETTERS

# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES

### APPENDIX FIVE – DISCIPLINARY PROCEDURES TEMPLATE LETTERS



CARNOUSTIE  
RUGBY

#### Notice of Precautionary Suspension – Template Letter

Date \_\_\_\_

Dear \_\_\_\_

I am writing to tell you that you that following the suspension interview/notification of your consideration for listing to the Children's List<sup>+</sup>, you will now be suspended for \_\_\_\_ duration of time/until outcome is determined if you are barred from regulated work with children\*.

This is in response to \_\_\_\_.

You will next be informed of any disciplinary action that will follow the investigation period.

Yours

Signed \_\_\_\_  
[Role Title]

#### Notice of Disciplinary Hearing – Template Letter

Date \_\_\_\_

Dear \_\_\_\_

I am writing to tell you that you are required to attend a disciplinary hearing on \_\_\_\_ at \_\_\_\_ am/pm which is to be held in \_\_\_\_.

At this meeting the question of disciplinary action against you, in accordance with the Carnoustie Rugby Disciplinary Procedure, will be considered with regard to:

*Description of incident e.g. "An incident which took place on [date] between yourself on the one hand and x on the other when it was alleged that you..."*

Please find enclosed the following available evidence: *e.g. written witness statements where available.*

You will have the opportunity at the hearing to respond to the incidents as described and to the enclosed evidence.

You are entitled, if you wish to be accompanied by a colleague or trade union representative. If you are unable to attend this meeting, please contact [insert name] on [insert number], as a matter of urgency to arrange an alternative date. You are required to take all reasonable steps to attend the meeting. Failure to attend without good reason could result in the meeting being held, and a decision being taken, in your absence.

Yours Signed \_\_\_\_

[Role Title] **Enclosed:** [Disciplinary Procedure](#)

# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES

### APPENDIX FIVE – DISCIPLINARY PROCEDURES TEMPLATE LETTERS



#### Notice of Written Warning or Final Written Warning – Template Letter

Date \_\_\_\_

Dear \_\_\_\_

You attended a disciplinary hearing on \_\_\_\_ I am writing to confirm the decision taken that you be given a *[written warning/final written warning]* under the *[first/second]* stage of the **[Scottish Rugby]** Disciplinary Procedure.

This warning will be recorded but will be disregarded for disciplinary purposes after a period of *[6 months/12 months]*, provided your conduct improves.

a) The nature of the unsatisfactory conduct or performance was: *[insert]*

b) The conduct or performance improvement expected is: *[insert]*

c) The timescale within which the improvement is required is: *[insert]*

d) The likely consequence of further misconduct or insufficient improvement is: *[insert]*

You have the right of appeal against this decision. Please submit your appeal in writing to \_\_\_\_ within *[x working]* days of receiving this disciplinary decision.

Yours

Signed \_\_\_\_  
*[Role Title]*

#### Notice of Dismissal or Action Short of Dismissal – Template Letter

Date \_\_\_\_

Dear \_\_\_\_

You attended a disciplinary hearing on \_\_\_\_ I am writing to confirm the decision taken that you be *[dismissed/demoted/transferred]* under the final stage of the **[Scottish Rugby]** Disciplinary Procedure.

The reasons for your *[dismissal/demotion/transfer]* are:

This will take effect from *[insert date]*.

You have the right of appeal against this decision. Please submit your appeal in writing to *[role title]* within *[x working]* days of receiving this disciplinary decision.

Yours

Signed \_\_\_\_  
*[Role Title]*



# Carnoustie Rugby

## CHILD PROTECTION POLICY AND PROCEDURES

### APPENDIX FIVE – DISCIPLINARY PROCEDURES TEMPLATE LETTERS



#### Notice of Appeal Hearing Against Disciplinary Action – Template Letter

Date \_\_\_\_

Dear \_\_\_\_

You have appealed against the [*written warning/final written warning*] confirmed to you in writing on \_\_\_\_.

Your appeal will be heard by \_\_\_\_ in \_\_\_\_ on \_\_\_\_ at \_\_\_\_.

You are entitled to be accompanied by a colleague or trade union representative.

The decision of this appeal hearing is final and there is no further right of review.

Yours

Signed \_\_\_\_  
[Role Title]

#### Notice of Result of Appeal Hearing Against Disciplinary Action – Template Letter

Date \_\_\_\_

Dear \_\_\_\_

You appealed against the decision of the disciplinary hearing that you be [*dismissed/subject to disciplinary action*].

The appeal hearing was held on \_\_\_\_.

I am now writing to confirm the decision taken by [*name of manager who conducted the appeal hearing*], namely that the decision to \_\_\_\_ [*stands/is revoked*].

*Specify if no disciplinary action is being taken or what the new disciplinary action is.*

You have now exercised your right of appeal under the [**Scottish Rugby**] Disciplinary Procedure and this decision is final.

Yours sincerely,

Signed \_\_\_\_  
[Role Title]