JANUARY 2026

SCHEDULE A

CHILD WELLBEING AND PROTECTION

CHILDREN'S RIGHTS POLICY STATEMENT

NESS-SIDE FC is fully committed to embedding a rights-based approach in Scottish football. We recognise and work within the general principles of the United Nations Convention on the Rights of the Child (UNCRC) for the best interests of the child, non-discrimination, participation as well as survival and development.

For the purposes of this policy a child is recognised as someone under the age of 18 years. This policy applies to all children regardless of age, gender, sexual orientation, disability, race, religion, socio-economic status or family circumstance.

NESS-SIDE FC. will:

- Respect the rights of children as paramount.
- Provide opportunities for every child interested to play football to gain a positive experience.
- Include and involve children in decision making, providing opportunities for children to be heard.
- Promote and implement policies and procedures to safeguard the wellbeing of children and protect them from abuse, ensuring they know what to do and who they can speak to if they need help.
- Promote and implement policies and guidelines to prevent and respond to bullying, ensuring they know what to do and who they can speak to if they need help.
- Require members of staff, volunteers, to adopt and abide by this policy.
- Train, support and supervise its members of staff, volunteers , to adopt best practice in embedding children's rights in Scottish football and promoting, protecting and respecting these rights to children.
- Respond to any concerns raised where a child's rights are being denied in Scottish football.
- Regularly monitor and evaluate the implementation of this policy, these procedures and associated safeguards in developing our child-rights based approach and include children's views in this process.

Review

This policy and associated policies, procedures and safeguards will be regularly reviewed and will include children's participation and feedback on the content and actual experience of implementation as part of the review:

- In accordance with changes in legislation and guidance on children's rights or following any changes within NESS-SIDE FC
- Following any issue or concern raised about children's rights being denied within NESS-SIDE FC

- In all other circumstances, at least every three years.

CHILD PROTECTION POLICY STATEMENT

NESS-SIDE FC is fully committed to promoting, supporting and safeguarding the wellbeing of all children in its care. We recognise the child's rights to protection as provided in Article 19 of the UNCRC: all forms of physical or mental violence, injury and abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse. 'Child protection' means protecting a child from child abuse or neglect, as stated within the National Guidance for Child Protection in Scotland 2014.

For the purposes of this policy a child is recognised as someone under the age of 18 years. This policy applies to all children regardless of age, gender, sexual orientation, disability, race, religion, socio-economic status or family circumstance.

NESS-SIDE FC will:

- Respect the rights of children as paramount.
- Promote the rights and wellbeing of children by providing opportunities for them to take part in football safely.
- Promote and implement appropriate procedures to safeguard the wellbeing of children and protect them from abuse, ensuring they know what to do and who they can speak to if they need help.
- Require members of staff, volunteers, to adopt and abide by this policy and sign up to the Code of Conduct for Safeguarding Children's Wellbeing.
- Safely recruit and select individuals who will be working with children to ensure appropriate measures have been taken and risk assessed when needed.
- Train, support and supervise its members of staff, volunteers, to adopt best practice to safeguard and protect children from abuse and to reduce risks.
- Respond to any allegations of poor practice, misconduct or abuse of children in line with 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, these procedures and associated safeguards and include children's views in this process.

Review

This policy and associated procedures will be regularly reviewed and will include children's participation and feedback on the content and actual experience of implementation as part of the review:

- In accordance with changes in legislation and guidance on the protection and safeguarding of children or following any changes within NESS-SIDE FC
- Following any issue or concern raised about the protection and safeguarding of children within NESS-SIDE FC
- In all other circumstances, at least every three years.

ANTI-BULLYING POLICY STATEMENT

NESS-SIDE FC is fully committed to safeguarding the wellbeing of all children in its care. We understand that children's wellbeing can be seriously impacted by bullying behaviour. NESS-SIDE FC therefore recognises the information provided for children by respect *me,* Scotland's Anti-Bullying Service: 'Bullying is never acceptable; it doesn't make a child better or stronger to get through it and it should never be seen as a normal part of growing up. Bullying is a behaviour that can make a child feel frightened, threatened, left out and hurt. Something only has to happen once to make a child feel worried or scared to go to school or other places they enjoy going'.

For the purposes of this policy a child is recognised as someone under the age of 18 years. This policy applies to all children regardless of age, gender, sexual orientation, disability, race, religion, socio-economic status or family circumstance.

NESS-SIDE FC will:

- Respect the rights of children as paramount.
- Work together to develop positive relationships amongst children and adults which are mutually respectful, responsible and trusting; and promote their emotional health and wellbeing.
- Seek to prevent, reduce and respond effectively to bullying behaviour, through the implementation of this policy and guidelines.
- Require members of staff, volunteers, to adopt and abide by this policy.
- Train, support and supervise its members of staff, volunteers, to adopt best practice to prevent, reduce and respond to bullying.
- Address the needs of children who are bullied as well as those who bully within a framework of respect, responsibility, resolution and support.
- Respond to any concerns raised either in the experiences of children of poor practice/misconduct or abuse caused by an adult's bullying behaviour.
- Highlight bullying based on prejudice and perceived differences, to ensure our practices are effective in dealing with these issues.
- Regularly monitor and evaluate the implementation of this policy and guidelines and include children's views in this process.

Review

This Policy and guidelines will be regularly reviewed and will include children's participation and feedback on the content and actual experience of implementation as part of the review:

- In accordance with changes in guidance on anti-bullying or following any changes within NESS-SIDE FC
- Following any issue or concern raised about bullying within NESS-SIDE FC
- In all other circumstances, at least every three years.

CODE OF CONDUCT FOR SAFEGUARDING CHILDREN'S WELLBEING

This Code of Conduct details the standards and practice required by all members of staff, volunteers, including verbal and non-verbal actions when involved in activities with children and young people. For the purposes of Child Wellbeing and Protection, we include all activities within NESS-SIDE FC with children and young people under the ages of 18 years old.

All concerns about breach of this Code of Conduct will be taken seriously and responded to in line with NESS-SIDE FC

Responding to Concerns about the Conduct of an Adult and/or Disciplinary Procedures.

GOOD CONDUCT

- Make football fun, enjoyable and promote fair play.
- Treat all children equally, with respect, dignity, sensitivity and fairness (Article 2, UNCRC).
- Build balanced relationships based on mutual trust.
- Put the wellbeing and best interests of each child first before winning or achieving performance goals (Article 3, UNCRC).
- Support children to understand their rights in football and the safeguards put in place to protect them.
- Include children in decisions and activities affecting them wherever possible, respecting and taking seriously the views they contribute (Article 12, UNCRC).
- Be an excellent role model including not smoking or drinking alcohol in the company of children.
- Always work in an open environment, wherever possible.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of children.
- Involve parents/carers wherever possible.

PRACTICE TO BE AVOIDED

In the context of your role within NESS-SIDE FC, the following practice should be avoided:

- Having 'favourites' – this could lead to resentment and jealousy by other children and could be misinterpreted by others.
- Spending excessive amounts of time alone with children away from others.
- Excessive training and competition, pushing children against their will and placing undue pressure.
- Entering children's bedrooms on trips away from home, unless in an emergency situation 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.
- Doing things of a personal nature for children that they can do for themselves.

UNACCEPTABLE CONDUCT

In the context of your role within NESS-SIDE FC, the following practices are unacceptable:

- Failing to act on, record or acknowledge allegations or concerns raised by a child.
- Allowing bullying behaviour in any form between children to go on unchallenged.
- Displaying bullying behaviour or making inappropriate comments to a child causing emotional harm.
- Allowing children to swear or use sexualised language unchallenged.
- Engaging in sexually provocative games, including horseplay or touching a child in a sexually suggestive manner.
- Making sexually suggestive comments to a child, even in fun.
- Forming intimate emotional, physical or sexual relationships with children.
- Engaging in rough physical contact.
- Establishing inappropriate contact with children via social media either online or on mobile phones.
- Reducing a child to tears as a form of control.
- Inviting or allowing children to stay with you at your home.
- Sharing a room alone with a child.

Sign-up:

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

I have also read and agree to abide by NESS-SIDE FC Child Wellbeing and Protection in Scottish Football Policies, Procedures and Safeguards.

Name: _____

Signature: _____

Witnessed by: _____

Witness Signature: _____

Date signed: _____

ANTI-BULLYING GUIDELINES

Bullying can take some children's rights away from them. There have been many different definitions and theories about what constitutes bullying, but it's not helpful to define bullying purely in terms of behaviour. Bullying is a mixture of behaviours and impacts, behaviours that can impact on a person's capacity to feel in control of themselves. This is what is termed as their sense of 'agency'. Bullying takes place in the context of relationships; it is behaviour that can make people feel hurt, threatened, frightened and left out, it strips a person of their capacity for agency.

Bullying may be seen as particularly hurtful behaviour where it is difficult for those being bullied to defend themselves. It can be a 'one-off' occurrence or repeated over a period of time, and can take many forms including children being bullied by adults, their peers and in some cases by members of their families. Bullying can be difficult to identify because it often happens away from others and those who are bullied often do not tell anyone. Bullying is not always deliberate.

Bullying behaviours can be:

- Being called names, teased, put down or threatened
- Being hit, tripped, pushed or kicked
- Having belongings taken or damaged
- Being ignored, left out or having rumours spread about you
- Receiving abusive messages, threats or comments on social media sites
- Behaviour which makes people feel like they are not in control of themselves
- Being targeted because of who you are or who you are perceived to be

When talking about bullying, it's never helpful to label children as 'bullies' or 'victims'. Labels can stick for life and can isolate a child, rather than helping them to recover or change their behaviour. It is preferable to talk about someone displaying bullying behaviour rather than label them a 'bully' – behaviour can be changed with help and support.

Support for children involved in bullying behaviour:

- Cultivate an ethos where there's an anti-bullying culture – it is especially important that adults are good role models for children.
- Take all signs and reports of bullying very seriously.
- Encourage all children to speak and share their concerns. Help those being bullied to speak out and tell a coach or adult who can support them. Create an open environment.
- Take all allegations seriously and take action to ensure the child is safe. Speak with those being bullied and those displaying bullying behaviour separately.
- Reassure the child that you can be trusted and will help them, although you can't promise to tell no-one else. Explain what will happen next, and how they are going to be kept informed.
- Keep records of what is said i.e. what happened, by whom and when.
- In cases of online/electronic bullying advise children who are being bullied by text, email or online to retain the communication or to print it out. Be clear that online bullying behaviour will be treated seriously as any other form of bullying behaviour, as it can impact on both the child and football.
- Report any concerns to the Child Protection Welfare Officer and complete a Concern Recording Form as part of the Responding to Concerns about a Child Procedure.

- Talk with the child(ren) who have been displaying bullying behaviour. Explain the situation and try to get them to understand the consequences of their behaviour.
- In some cases it might be worth considering seeking an apology from those involved in bullying behaviour (for example where those on the receiving end wish reconciliation). Apologies are only of real value however, when they are genuine.
- Be sensitive and use good judgement when it comes to informing parents/carers of those whose negative behaviour is impacting on others. Put the child at the centre – will telling the parents/ carers result in more problems for the child? What are the child's views on parents/carers knowing?
- If appropriate, insist on the return of 'borrowed' items.
- Aim to restore positive relationships and only consider imposing consequences as necessary, e.g. exclusion from the team or particular activity until behaviour standards are improved.
- Encourage and support those displaying bullying behaviour to change this behaviour. Ask them to consider the impact their actions are having.
- Keep a written record of action taken.

These guidelines have been informed and developed with support from respect*me*, their publication 'Bullying in Scotland 2014' and the National Approach to Anti-Bullying for Scotland's Children and Young People, Scottish Government 2010. Copyright remains with respectme and we acknowledge all and any material taken from www.respectme.org.uk.

RESPONDING TO CONCERNS ABOUT A CHILD PROCEDURE

Children have the right to say what they think in all matters affecting them and to have their views taken seriously (Article 12, UNCRC). This must be at the forefront of any concerns that are raised about a child. Their views must be considered based on the age and maturity of each child. They also have a right to privacy (Article 16, UNCRC) which is also important to consider when assessing if and at what stage information is shared and who with.

These procedures apply to all members of staff, volunteers, involved in NESS-SIDE FC activities with children under 18 years old.

1. Best interests of the child

NESS-SIDE FC 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 wellbeing of their children.

Where concerns are raised about a child, this will be considered in line with the wellbeing indicators and *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 and the best interests of the child will be considered as to what is the best support for each individual child. Children will be asked who they feel is suitable to be informed and when relevant, consent gained from the child.

Confidentiality will not be maintained if it is assessed that a child is at risk or their wellbeing is being impacted in such a way that their right to be protected becomes more significant. Any incidents which cause concern about the wellbeing of a child should be recorded on the Concern Recording Form and reported to NESS-SIDE FC Protection Welfare Officer as soon as possible. In line with early intervention, the principles of the Children and Young People (Scotland) Act 2014 and the Getting it Right for Every Child approach, appropriate and proportionate information may be shared with the child's Named Person.

2. Information regarding a concern about a child

Members of staff, volunteers may be informed in different ways with regards to details of a concern about a child. This may be a direct disclosure by the child. In this situation follow section 4 in responding to that disclosure. The details may become clear due to the observation of a child, which is perhaps demonstrated in a change in their behaviour, appearance or nature. A third option could be information that is shared from another individual or organisation. A concern or possible abuse of a child may be observed by another child or adult.

Depending on the nature of the concern, observations or information from others, this may not need to be discussed with the child, instead the information recorded then reported. Advice should be sought from the Child Protection Welfare Officer if there is any uncertainty about the appropriate course of action where there are concerns about a child's wellbeing which can be discussed by anonymising the child, therefore maintaining confidentiality if appropriate.

If the Child Protection Welfare Officer is not available and an immediate response is required, the police and social work services must be contacted. 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, actions taken and the response by other agencies. At the earliest opportunity thereafter the Child Protection Welfare Officer should be informed and the child's Named Person notified.

Where NESS-SIDE FC has a service level agreement in place with a local authority, the members of staff based in these local authorities under the Children and Young People (Scotland) Act 2014 have a legal duty to share information with the child's a Named Person.

3. Concerns affecting a child's wellbeing

If a concern about a child is identified that affects one or more of their eight wellbeing indicators (SAFE, HEALTHY, ACTIVE, NURTURED, ACHIEVING, RESPECTED, RESPONSIBLE, INCLUDED), complete Part A of the Concern Recording Form.

When information is being recorded about a child, it is important that the child understands why we are recording their details and gain their consent where possible for further reporting of the concern. If a child recognises that people can help and support, and that this is the purpose of their details being shared, they will be more included and informed of the processes.

Where there is information or details in relation to the conduct an adult affecting a child's wellbeing, this should be recorded in Part B of the Concern Recording Form.

4. Child's right to be protected

Where the concern about a child's wellbeing suggests they are in need of protection, the information must be passed on with or without their consent for the purposes of their protection. Allegations of abuse must always be taken seriously. ***No member of NESS-SIDE FC shall investigate allegations of abuse or decide whether or not a child has been abused.*** 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.

What to Do if a Child Discloses Abuse

4.1 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. What? When? Where? Who?
- 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.

If you are concerned about the *immediate* safety of the child:
Take whatever action is required to ensure the child's immediate safety.
Pass the information immediately to the police and seek their advice.

4.2 Record

Make a written record of the information as soon as possible using the Concern Recording Form completing as much of the form as possible. It is important that we include the contact details of the child's Named Person which will have been collated within their Consent Form – U18 Players.

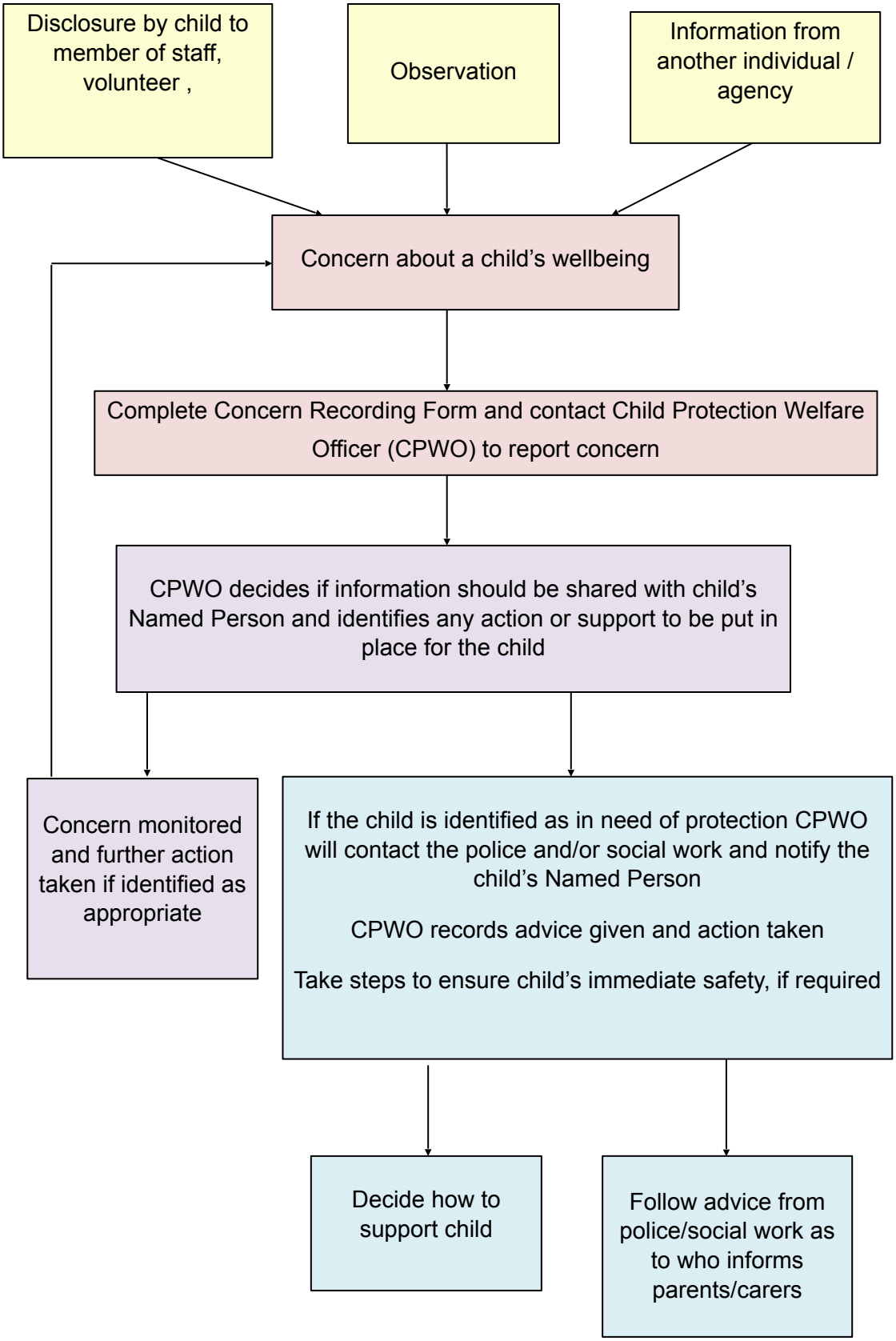
4.3 Report

Contact the Child Protection Welfare Officer on 07894597926 to report the concern then email the completed form to grahame.cooper@actionforchildren.org.uk as soon as possible after completion; do not delay by attempting to obtain information to complete all sections. Please do not keep any electronic, printed or written versions of this form. It is important to maintain confidentiality to delete or shred as soon as the information has been passed on.

4.4 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/social work services or Named Person as to who informs the parents/carers.***

RESPONDING TO CONCERNS ABOUT A CHILD PROCEDURE FLOWCHART



RESPONDING TO CONCERNS ABOUT THE CONDUCT OF AN ADULT PROCEDURE

In all cases where there are concerns about the conduct of an adult towards a child, the best interests and wellbeing of the child will be the paramount consideration. These procedures aim to ensure that all concerns about the conduct of an adult 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 an adult towards children shall keep that information to himself or herself, or attempt to deal with the matter on their own.

At any point in responding to concerns about the conduct of an adult, advice may be sought from the police or social work services.

1. Initial Reporting of Concerns

Any concerns for the wellbeing of a child arising from the conduct of an adult must be reported to NESS-SIDE FC Child Protection Welfare Officer on the day the concern arises, as soon as practically possible.

Where the concern is about the Child Protection Welfare Officer it must be reported to the named Director of the Company. In this situation, they will then take on the role and responsibilities as listed below of the Child Protection Welfare Officer.

2. Recording and Reporting

Concerns must be recorded using the Concern Recording Form as soon as possible. Contact the Child Protection Welfare Officer on 07894597926 to report the concern then email the completed form to grahame.cooper@ness-academy.co.uk as soon as possible after completion; do not delay by attempting to obtain information to complete all sections. Please do not keep any electronic, printed or written versions of this form. It is important to maintain confidentiality to delete or shred as soon as the information has been passed on.

All subsequent actions taken and reasons for decisions shall be recorded (in the order in which they happened). These records should be signed and dated by the Child Protection Welfare Officer. Where NESS-SIDE FC Disciplinary Procedures are invoked for members of staff or volunteers, a written record will be made of all actions and reasons for decision.

3. Establishing the Basic Facts

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

- Conduct an initial assessment of the facts in order to determine the appropriate course of action.
- Consult 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 Welfare Officer will conduct the initial assessment.

The purpose of the initial assessment is to clarify the nature and context of the concerns. It should determine if the adult's conduct was inappropriate behaviour, serious poor practice/misconduct or whether there is reasonable cause to suspect an adult's behaviour and conduct has been criminal. Every situation is unique so guidance cannot be prescriptive.

- Where the established facts support a concern of criminal behaviour, the initial assessment will not form part of the disciplinary investigation.
- 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.
- An initial assessment of the basic facts may require the need to ask a child 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/carer be obtained.

Possible outcomes of initial assessment:

(i) No further action (facts do not substantiate complaint).
(ii) Situation is dealt with under NESS-SIDE FC Disciplinary Procedures for members of staff and volunteers or complaint raised about , with NESS-SIDE FC Compliance Officer.
(iii) Child protection investigation (jointly by police and social work services).
(iv) Criminal investigation (by the police). The results of a criminal investigation may well influence the disciplinary investigation, but not in all cases.
(v) Civil proceedings (by the child/family who raised the concern).

5. Initial Assessment Supports Concerns about Poor Practice and/or Misconduct

The Child Protection Welfare Officer will deal with the concern in line with NESS-SIDE FC Disciplinary Procedures for members of staff and volunteers. With respect to a complaint with be made to NESS-SIDE FC 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:

- They will be made aware of the nature of concern.
- They will be given an opportunity to put forward their case.
- NESS-SIDE FC will act in good faith, ensuring the matter is dealt with impartially and as quickly as possible in the circumstances.

Pending the outcome of any investigation, precautionary suspension will be considered in all cases where there is significant concern about the conduct of a member of staff, volunteer, towards children. Any impact on a child's wellbeing caused by an adult's poor practice and/or misconduct will be passed on to the child's Named Person.

6. Initial Assessment Supports Concerns about Possible Criminal Behaviour

Where the initial assessment of information gives reasonable cause to suspect an adult's behaviour and conduct has been a criminal offence, the Child Protection Welfare Officer will report the concerns to the police as soon as possible on the day the information is received. The Child Protection Welfare Officer will make a written record of the name of 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 will be confirmed in writing by the Child Protection Welfare Officer within 24 hours. A copy of the Concern Recording Form should be provided to the police 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. Any impact on a child's wellbeing caused by an adult's possible criminal behaviour will be passed on to the child's Named Person.

Advice will firstly be obtained from the police about informing the member of staff, volunteer, involved in the concerns. If the advice is to inform them, they will be told that information has been received which may suggest an allegation of abuse or possible criminal offence. 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 member of staff, volunteer,.

NESS-SIDE FC will take all reasonable steps to support a member of staff, volunteer, against whom a concern has been raised.

7. Precautionary Suspension

Suspension is not a form of disciplinary action. The member of staff or volunteer involved may be suspended whilst an investigation is carried out. Suspension will be carried out by the HR & Admin Manager in accordance with NESS-SIDE FC 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 member of staff or volunteer in accordance with NESS-SIDE FC Disciplinary Procedures.

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 Child Protection Welfare Officer 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 or concern raised is false, unfounded or malicious:

- The member of staff, 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 shall be kept confidentially.
- The Child Protection Welfare Officer will take all reasonable steps to support the individual in this situation.
- In these circumstances NESS-SIDE FC will review the child's participation in football. It will be appropriate to have a discussion with the child (with parental/carer permission) in determining their views and opinions.
- 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) NESS-SIDE FC will refer to Disclosure Scotland the case of any member of staff or volunteer who (whether or not in the course of their role with NESS-SIDE FC.) 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. NESS-SIDE FC 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. NESS-SIDE FC has transferred the member of staff or volunteer to a position in NESS-SIDE FC 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.

NESS-SIDE FC will also refer the case of a member of staff or volunteer where information becomes available after the member of staff or volunteer has:

- been dismissed by NESS-SIDE FC,
- resigned, retired or been made redundant,
- been transferred to another position in NESS-SIDE FC which is not regulated work with children; and,
- where NESS-SIDE FC 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.

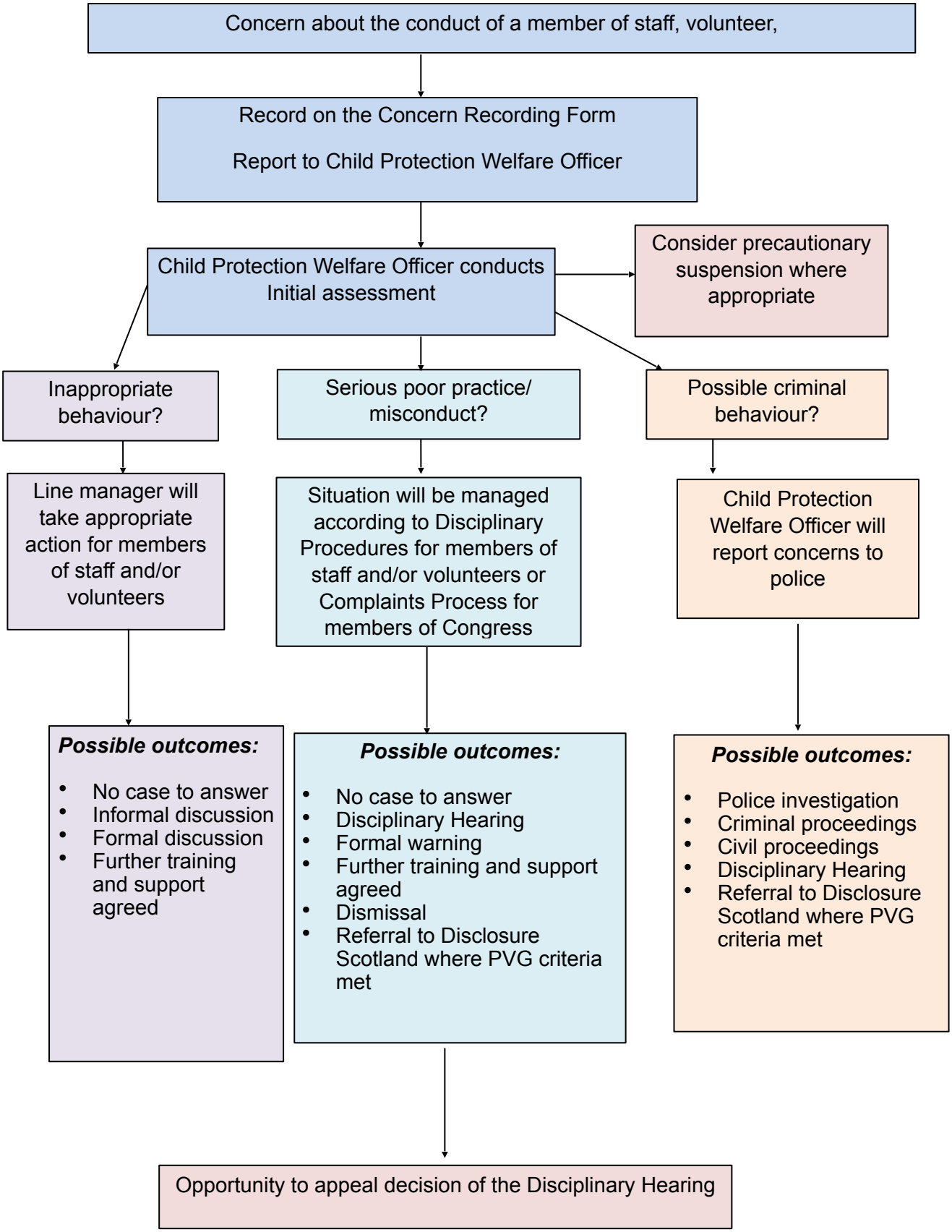
b) If Disclosure Scotland notifies NESS-SIDE FC that a member of staff or volunteer is considered for listing that individual will be suspended as a precaution until the outcome of the case is determined. Precautionary suspension is not a form of disciplinary action and does not involve pre-judgment. In all cases of suspension the best interests and wellbeing of children will be the paramount consideration.

c) If Disclosure Scotland informs NESS-SIDE FC that an individual is barred, that member of staff or volunteer will be removed from regulated work with children immediately in line with the Protection of Vulnerable Groups (Scotland) Act 2007.

12. Media

All media enquiries relating to the conduct of a member of staff, volunteer, will be referred to NESS-SIDE FC named Board Member.

RESPONDING TO CONCERNS ABOUT THE CONDUCT OF AN ADULT PROCEDURE FLOWCHART



REVIEW OF THE MANAGEMENT OF CONCERNS PROCEDURE

1. Planning the review.

Set out the remit, aim and purpose of carrying out the review. The Child Protection Welfare Officer should help identify a person to carry out the review and in some circumstances, this may be appropriate to have an independent person. In this case, confidentiality must be maintained. Agree a timescale and format for completing the review.

2. Establish the facts of the case, a chronology of events and the roles of individuals and organisations involved.

Set out the actual sequence of events to help to understand what happened, when, and who was involved.

3. Identify any issues or key questions relating to the aims of the review.

Having established the sequence of events the reviewer should then be able to answer the questions contained in the specific remit of the review.

If the reviewer considers that a child may still be at risk despite action taken during the case or as a result of NESS-SIDE FC failure to take appropriate action, they should be prepared to act. Any urgent issues should be addressed immediately without waiting for the conclusion of the review.

4. Identify any other relevant points or observations and complete review.

The reviewer may identify issues which are worth exploring further. These may include:

PROCEDURES

- Were the relevant procedures followed?
- If not, is there a reasonable explanation for this?
- Were the timescales appropriate?
- Do the current procedures provide adequate information about what to do in such a situation?
- If appropriate, was a referral made to Disclosure Scotland as required by the Protection of Vulnerable Groups (Scotland) Act 2007?
- CYP 2014 Information Sharing to named person?

PEOPLE

- Were the right people involved?
- Were the views of the child/family obtained?
- Were those involved aware of the procedures?
- Had the people involved been trained on the procedures?
- Where appropriate, were external organisations involved; for example, the police or social work?

OUTCOMES

● Was the outcome appropriate in the case?
● If not, why not?
● Is there a need to take further action in this case; for example, referring the case to police/social work?

RECORDING

● Were records kept?
● Is the quality of the information recorded satisfactory?
● Can the forms be improved?

5. Respond to anything identified within the review.

On completion of the review, any learning, training needs or update to policy and procedures must be addressed and responded to within an agreed timescale. Where appropriate, outcomes of the review should then be shared for wider learning or specific improvements to particular activities.

SAFEGUARDS

The following safeguards are a combination of best practice and guidelines to support children and adults in a range of situations. Their purpose is to minimise risks that have been identified through previous experience and risk assessment. Not every situation can be prepared for, however the following are circumstances which need an informed approach and common sense applied. These include:

BEHAVIOURS:

- Managing Behaviour
- Physical Contact
- Sexual Activity

CHILDREN'S HEALTH:

- First Aid and Treatment of Injuries
- Responding to Allergies

- **CELEBRATION & COMMUNICATION**:
- Safe Use of Images of U18 Players.
- NESS-SIDE FC & Social Media
-
-

PLANNING & ORGANISATION:

- Adult to Child Ratios
- Safe Use of Changing Facilities
- Collection by Parents/Carers
- Transporting Children
- Trips Away from Home

Recognising that circumstances will always be different, these safeguards provide generic advice which can be applied as appropriately considered by the member of staff or volunteer who is responsible at a particular time or in preparation of a specific activity.

BEHAVIOURS

MANAGING BEHAVIOUR

From time to time members of staff and volunteers delivering football to children may be required to deal with a child's behaviour that they find challenging. These guidelines aim to promote good practice which can help support children to manage their own behaviour. They suggest some strategies and sanctions which can be used and also identify unacceptable actions or interventions which must *never* be used by members of staff or volunteers.

These guidelines are based on the following principles:

- The welfare of the child is the paramount consideration.
- A risk assessment should be completed for all activities which take into consideration the needs of all children involved in the activity.
- Children must never be subject to any form of treatment that is harmful, abusive, humiliating or degrading and should always be able to maintain their respect and dignity.
- No member of staff or volunteer should attempt to respond to behaviour by using techniques for which they have not been trained.

Planning Activities

Good coaching practice requires planning sessions around the group as a whole but also involves taking into consideration the needs of each individual player within that group. As part of a risk assessment, coaches should consider whether any members of the group have presented challenges in the past or are likely to present any difficulties in relation to the tasks involved, the other participants or the environment. Where members of staff and volunteers identify any potential risks, strategies to manage those risks should be agreed in advance of the session, event or activity. The risk assessment should also identify the appropriate number of adults required to safely manage and support the session including being able to adequately respond to any behaviour and to safeguard other members of the group and the members of staff and volunteers involved. All those delivering activities to children should receive training on these guidelines and should be supported to address issues of behaviour through regular supervision.

Agreeing Acceptable and Unacceptable Behaviours

Staff, volunteers, children and parents/carers should be involved in developing an agreed statement of what constitutes acceptable and unacceptable behaviour. They should also agree upon the range of options which may be applied in response to unacceptable behaviour (e.g. dropped from the team for one game etc). This can be done at the start of the season, in advance of a trip away from home or as part of a welcome session.

Issues of behaviour and control should regularly be discussed with members of staff, volunteers, parents/ carers and children in the context of rights and responsibilities. It is beneficial to ask children as a group to set out what behaviour they find acceptable and unacceptable within their group or team. It is also helpful to ask them what the consequences of breaking the 'agreement' should be. Experience shows that they

will tend to come up with a sensible and working 'agreement'. If and when such a list is compiled, every member of the group can be asked to sign it, as can new members as they join. It can then be beneficial to have a copy of the 'agreement' visible for reference during the activity.

Managing Behaviour

In dealing with children who display risk-taking or unacceptable behaviours, members of staff and volunteers might consider the following options:

- Time out - from the activity, group or individual work.
- Making up - the act or process of making amends.
- Payback - the act of giving something back.
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour.
- Calming the situation - talking through with the child.
- Increased supervision by members of staff and volunteers.
- Use of individual 'contracts' or agreements for their future or continued participation.
- Consequences e.g. missing an activity.

Adults and children shall never be permitted to use any of the following as a means of managing a child's behaviour:

- Physical punishment or the threat of such.
- The withdrawal of communication with the child.
- Being deprived of food, water or access to changing facilities or toilets.
- Verbal intimidation, ridicule or humiliation.

Members of staff and volunteers should review the needs of any child on whom consequences are frequently imposed. This review should involve the child and parents/carers to ensure an informed decision is made about the child's future or continued participation in the group or team. Whilst it would always be against the wishes of everyone involved in NESS-SIDE FC, ultimately, if a child continues to present a high level of risk or danger to him or herself, or others, he or she may not be able to continue participating.

Physical Interventions

The use of physical interventions should always be avoided unless it is absolutely necessary in order to prevent a child injuring themselves, injuring others or causing serious damage to property. All forms of physical intervention shall form part of a broader approach to the management of behaviour.

Physical contact to prevent something happening should always be the result of conscious decision-making and not a reaction. Before physically intervening, the member of staff or volunteer should ask themselves, 'Is this the only option in order to manage the situation and ensure safety?'

The following must always be considered:

- Contact should be avoided with buttocks, genitals and breasts. Members of staff and volunteers should never behave in a way which could be interpreted as sexual.
- Any form of physical intervention should achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern.
- Members of staff and volunteers should consider the circumstances, the risks associated with employing physical intervention compared with the risks of not employing physical intervention.
- The scale and nature of physical intervention must always be proportionate to the behaviour of the child and the nature of harm/damage they might cause.
- All forms of physical intervention should employ only a reasonable amount of force - the minimum force needed to avert injury to a person or serious damage to property – applied for the shortest period of time.
- Members of staff and volunteers should never employ physical interventions which are deemed to present an unreasonable risk to children or adults.
- Members of staff and volunteers shall never use physical intervention as a form of punishment.

Any physical intervention used should be recorded as soon as possible after the incident by the member of staff and/or volunteers involved using the Concern Recording Form, reported to and passed to the Child Protection Welfare Officer as soon as possible. In terms of wellbeing indicators, safety and any others in relation to the circumstances would be highlighted in terms of their behaviour risking their wellbeing.

A timely debrief for members of staff and volunteers, the child and parents/carers should always take place following an incident where physical intervention has been used. This should include ensuring that the physical and emotional wellbeing of those involved has been addressed and ongoing support offered where necessary. Members of staff and volunteers, children and parents/carers should be given an opportunity to talk about what happened in a calm and safe environment. There should also be a discussion with the child and parents/carers about the child's needs and continued safe participation in the group, team or activity.

PHYSICAL CONTACT

All forms of physical contact should respect and be sensitive to the needs and wishes of the child and should take place in a culture of dignity and respect for all children. Children should be encouraged to express their views on physical contact.

In the first instance, coaching techniques should be delivered by demonstration (either by the coach or a player who can display the technique being taught). Educational instruction should be clearly explained with a description of how it is proposed to handle or have contact with the child before doing so. This should be accompanied by asking if the child is comfortable. Manual support should be provided openly and must always be proportionate to the circumstances.

If it is necessary to help a child with personal tasks e.g. toileting or changing, the child and parents/carers should be encouraged to express a preference regarding the support and should be encouraged to speak out about methods of support with which they are uncomfortable. Members of staff and volunteers should work with parents/carers and children to develop practiced routines for personal care so that parents/carers and children know what to expect. Do not take on the responsibility for tasks for which you are not appropriately trained e.g. manual assistance for a child with a physical disability.

SEXUAL ACTIVITY

Within football, as within other activities, sexual relationships do occur. It is important to address sexual activity both between children and between adults and children.

Sexual activity between children involved in football is prohibited during team events, in facilities and social activities organised by NESS-SIDE FC Inappropriate or criminal sexual behaviour committed by a child may lead to the information being shared with the child's Named Person and may lead to reports being made to external agencies such as the police or social services.

Sexual interactions between adults and children (16+) involved in football raise serious issues given the power imbalance inherent in the relationship. Where a child is of the age of consent, the power of the adult over that child may influence their ability to genuinely consent to sexual activity. A coach or other adult in a position of authority may have significant power or influence over a child's career.

Sexual activity between adults and children (16+) involved in football is prohibited when the adult is in a position of trust or authority (coach, trainer, official) where they have signed the Code of Conduct for Safeguarding Children's Wellbeing. Inappropriate or criminal sexual behaviour committed by an adult will lead to suspension and disciplinary action in accordance with NESS-SIDE FC Disciplinary Procedures, which in the case of criminal behaviour must include contacting the police.

Sexual activity between adults and children under the age of 16 is a criminal act and immediate action must be taken to report it to the police.

CELEBRATION & COMMUNICATION

SAFE USE OF IMAGES OF U18 PLAYERS

Photographs, films and video clips can be used to celebrate achievements, promote activities and keep people updated. Footage is also recorded for performance development and analysis reasons. The aim of these guidelines is not to curb such activity but to ensure that children are protected from those who would seek to take or manipulate photos and video footage in a way that harms children or places them at risk of harm.

- NESS-SIDE FC will take all reasonable steps to promote the safe use of photographing and filming at all events and activities with which it is associated however NESS-SIDE FC has no power to prevent individuals photographing or filming in public places.

- NESS-SIDE FC reserves the right at all times to prohibit the use of photography, film or video at any event or activity with which it is associated and in locations where NESS-SIDE FC has jurisdiction.

PERMISSION

Children and their parents/carers will be informed that the child may, from time to time, be photographed or filmed whilst participating in football. This could be for one of the following reasons:

(i) Video footage for performance development
(ii) Media coverage of an event or achievement
(iii) Promotional purposes e.g. website or publication

• Written consent must be obtained from the child's parents/carers for children under 16 years old before any photography or filming takes place which can be captured on a Consent Form - U18 Players.

- This consent will also be used for any accredited or professional photographers taking and using images of U18 players within NESS-SIDE FC
- Special care must be taken in relation to vulnerable children e.g. child fleeing domestic violence or a child with a disability, and consideration given to whether publication or use of the photographs/film would place the child at risk.

• Young players who have a public profile as a result of their achievements are entitled to the same protection as all other children. In these cases, common sense is required when implementing these guidelines. All decisions should reflect the best interests of the child.

USE OF IMAGES AND INFORMATION

1. **GENERAL:**

• No unsupervised access or one-to-one photography or video sessions will be allowed unless this has been explicitly agreed with the child and their parents/carers.

• All photographic / videoing equipment must be switched off prior to going into changing rooms.

• No photographing or filming will be permitted in changing areas, bathrooms or sleeping areas.

• All images and accompanying information will ensure only appropriate personal details are shared publicly.

• When seeking to create action images try to focus on the activity rather than the individual.

• When seeking celebration images try to take group images rather than individual images.

• Ensure all those featured are appropriately dressed (a minimum of shirt and shorts).

• Images will not be shared with external agencies unless express permission is obtained from the child and their parents/carers.

2. **TAKING OF IMAGES:**

• All players, parents/carers and NESS-SIDE FC members of staff should sign to agree that they will follow and enforce these guidelines.

• During training members of staff will use NESS-SIDE FC equipment only for the purposes to taking photographs or video for player development or performance analysis. There should be no personal use of equipment, including mobile phones by anyone.

• External agencies need permission from NESS-SIDE FC to take any images during the training environment.

• For promotional, marketing or social networking use of images for NESS-SIDE FC publications or online, members of staff will use NESS-SIDE FC equipment only.

• For both safety and safeguarding reasons, players should not use mobile phones, tablets or photographic/ videoing equipment during training or at match/event activities.

• Where images of U18 players are taken, agreement and arrangements can be in place for players and their parents/carers to be given copies but confirm not to upload any of these images or videos to their own or their child's social media or online platforms.

• NESS-SIDE FC may seek publicity to positively promote football, and elite young players receiving endorsements or sponsorship may well welcome positive media coverage on a local, regional or national level. It is important for these players, their parents/carers and media representatives to be clear about appropriate arrangements and ground rules for interviews, filming and photo sessions.

3. **MATCHES / EVENTS:**

• Any photography or videos taken should be restricted to immediate family members for private, non-commercial purposes and not put online on any personal social media or online platforms.
• External agencies need permission from NESS-SIDE FC to take any images during the match/event activities.

4. **STORAGE AND RETENTION OF IMAGES:**

• NESS-SIDE FC will ensure that all negatives, copies of videos and digital photograph files are stored in a secure manner. These will not be kept for any longer than is necessary having regard to the purposes for which they were taken.
• Images, negatives, copies of videos and digital photograph files will be reviewed at the end of each season to identify safe storage to restricted access archives or safe disposal of players' images.

5. **MISUSE OF AN IMAGE:**

• At any time the use of an image or information attached to it appears inappropriate, report the misuse of an image to NESS-SIDE FC Child Protection Welfare Officer using the appropriate Concern Recording Form as part of the Responding to Concerns about a Child Procedure.

CONCERNS

• Anyone behaving in a way which could reasonably be viewed as inappropriate in relation to filming or photographing should be reported to the Child Protection Welfare Officer. They should be approached for an explanation. If a satisfactory explanation is not provided, the circumstances should be reported in line with the Responding to Concerns about the Conduct of an Adult Procedure.
• Where appropriate, concerns should also be reported to the police.

NESS-SIDE FC AND SOCIAL MEDIA

There are various ways in which we can celebrate and communicate using NESS-SIDE FC and social media. Technology advances extremely quickly, meaning ways in which we communicate and receive and absorb information are changing all the time. Depending on the football activity that each child is involved with, NESS-SIDE FC may contact children and their parents/carers via text/email or possibly through social networking sites.

Our website hosts a range of information, photographs and videos which is available for all members of the public. However misuse of NESS-SIDE FC and social media can also put children at considerable risk. There are some adults who seek to harm children have been known to use messaging or areas online to "groom" children.

For children the safeguarding risks of these technologies include:

- inappropriate access to, use or sharing of personal details (e.g. names, email addresses)
- unwanted contact with children by adults with wrongful/questionable intent
- being sent offensive or otherwise inappropriate material
- online bullying
- grooming for sexual abuse
- direct contact and abuse

For adults, risks involved include:

- their communication with children being misinterpreted
- potential investigation (internal or by statutory agencies)
- potential disciplinary action

1. TEXT / EMAIL

Members of staff and volunteers must consider whether it is necessary to communicate with children via text and email. The general principle is that all communications with children should be open, transparent and appropriate. Good practice would include agreeing with children and parents/carers what kind of information will be communicated directly to children by text message. In the first instance parent/carer consent must be obtained for all children under 16 years. Contact should always be made at the phone number/email address the parent/carer has provided on the child's behalf. Parents/carers should be offered the option to be copied in to any messages their child will be sent. Although consent is not legally required for young people aged 16 and 17 years, it is still recommended that parents/carers are informed of the intention to send their child(ren) emails or texts.

The following good practice is therefore required:

- All phone numbers/email addresses of children should be kept secure and confidential.
- The number of people with access to children's details should be kept to a practical minimum.
- Messages should never contain any offensive, abusive or inappropriate language. They should not be open to misinterpretation.

2. INTERNET / WEBSITE

NESS-SIDE FC may post information, photographs and videos on our website which is available to all members of the public. In terms of publishing anything that includes a child, the following good practice should be followed:

Permission

- Written parent/carer consent must be obtained for any child aged under 16 years old before publishing any information, photographs or videos of a child which can be captured on a Consent Form - U18 Players. If the material is changed from the time of consent, the parents/carers must be informed and consent provided for the changes.
- Special care must be taken in relation to vulnerable children e.g. child fleeing domestic violence or a child with a disability, and consideration given to whether publication would place the child at risk.
- Young players who have a public profile as a result of their achievements are entitled to the same protection as all other children. In these cases, common sense is required when implementing these guidelines. All decisions should reflect the best interests of the child.

Use of Images and Information

- Information published on the websites/social networking sites must never include personal information that could identify a child e.g. home address, email address, telephone number of a child. All contact must be directed to NESS-SIDE FC
- Children must never be portrayed in a demeaning, tasteless or a provocative manner. Children should never be portrayed in a state of partial undress.
- Information about specific events or meetings e.g. coaching sessions must not be distributed to any individuals other than to those directly concerned.

Concerns

- Any concerns or enquiries about publications or the website should be reported to the Child Protection Welfare Officer.

3. SOCIAL NETWORKING SITES

Where NESS-SIDE FC allows mutual access to social networking sites:

Permission

- Obtain written permission from parents/carers of under 16s which can be captured on a Consent Form - U18 Players to allow mutual interaction with the organisation profile. Make parents/carers aware of the profile's existence, the site the child will be accessing and the restrictions of use for this preferred site.
- An official agreement should be in place which states that access to members' profiles are used only to pass on relevant information or to answer questions regarding NESS-SIDE FC or football issues.

Concerns

- Informal online "chat" with members around subjects outside football should be immediately discouraged. Private matters or questions should also be discouraged. However, any disclosures should be removed from the site and dealt with in line with Responding to Concerns about a Child Procedure and passed to the Child Protection Welfare Officer.

4. INTERNET FORUMS

There has been an increase in the use and abuse of internet forums to target individuals or to engage contributors in debates which can cause upset and embarrassment to children. Sites should be well monitored and any offending comments removed. A member of staff or volunteer should refrain from being drawn into any debates concerning selection, performance or personalities – even where the subject of the discussion is anonymous. This could be considered a breach of the Code of Conduct for Safeguarding Children's Wellbeing.

5. MOBILE PHONE CAMERAS / VIDEOS

There have already been a number of cases where children have been placed at risk as a result of the ability to discreetly record and transit images through mobile phones. There is also scope for humiliation and embarrassment if films or images are shared on popular websites such as YouTube. The use of mobile phones in this way can be very difficult to monitor.

The guidelines for Safe Use of Images of U18 Players should be observed in relation to the use of mobile phones as cameras/videos. Particular care is required in areas where personal privacy is important e.g. changing rooms, bathrooms and sleeping areas. No photographs or video footage should ever be permitted in such areas of personal privacy.

CHILDREN'S HEALTH

FIRST AID AND THE TREATMENT OF INJURIES

All members of staff and volunteers must ensure:

- Where practicable all parents/carers of children under the age of 16 have completed a Consent Form - U18 Players before their child participates in football.
- There is an accessible and well-resourced first aid kit at the venue.
- They are aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required.
- Only those with a current, recognised First Aid qualification treat injuries. In more serious cases assistance should be obtained from a medically qualified professional as soon as possible.
- A Concern Recording Form should be completed if a child sustains a significant injury along with the details of any treatment given. Common sense should be applied when determining which injuries are significant. The completed form should be passed to the Child Protection Welfare Officer.
- Where possible, access to medical advice and/or assistance is available.
- A child's parents/carers are informed of any injury and action taken as soon as possible.
- The circumstances in which any accidents occur are reviewed to avoid future repetitions.

CHILDREN WITH ALLERGIES

NESS-SIDE FC has a duty to be inclusive and to provide opportunities for children of all abilities and regardless of any medical conditions, disabilities or allergies which they may have. These guidelines focus on how members of staff and volunteers should respond to children with allergies, as they have a responsibility to ensure their wellbeing whilst they are attending their football activity. However, it is equally important that children with medical conditions or allergies are not unnecessarily excluded from taking part in activities with their peers and that reasonable steps are taken to accommodate their individual needs.

Parent/Carer Responsibility

When a child joins a football activity, parents/carers should:

- Ensure they complete the Consent Form - U18 Players accurately **and** also take the time to talk to the member of staff or volunteer about the specific needs of their child and how to address and accommodate these needs.
- Update the member of staff or volunteer of any change in circumstances.
- Consider a medic alert bracelet/watch for their child.
- Check the expiry date of adrenaline injectors and any medication regularly. An out-of-date injector may offer some protection, but this will be limited.
- Ensure if the child has a 'rescue pack' that, if necessary, this is given to the member of staff or volunteer. This may include antihistamines for mild reactions, possibly an inhaler and may have two adrenaline injectors for more serious reactions e.g. anaphylaxis.

NESS-SIDE FC *Responsibility*

Members of staff and volunteers should:

• Ensure the Consent Form - U18 Players for all children attending the football activity are available and up to date together with full details of the child's allergies
• Have a copy of the child's care plan for allergies and individual risk assessment
• Communicate with parent/carer and child directly
• Appropriately share the information (do the right people know?) with others involved in the football activity
• Remember that Consent Form - U18 Players should always be stored confidentially but be accessible to members of staff and volunteers
• Ensure correct storage and administration of medication
• Record incidents or concerns on a Concern Recording Form and pass to the Child Protection Welfare Officer
• Have their mobile phones charged and check they have a signal to allow calls to be made
• Plan for additional supervision e.g. depending on child's allergies and environment

PLANNING & ORGANISATION

ADULT TO CHILD RATIOS

As a general guide, the following ratios are recommended:

Age: 3 and over	1:8
If all children are over 8	1:10

All activities should be planned to involve ***at least*** two adults. The following factors will also be taken into consideration in deciding how many adults are required to safely supervise children:

- The number of children involved in the football activity.
- The age, maturity and experience of the children.
- Whether any of the members of staff, volunteers or children have a learning or physical disability or special requirements.
- Whether any of the children have challenging behaviour.
- The particular hazards associated with the football activity.
- The particular hazards associated with the environment.
- The level of qualification and experience of the members of staff and volunteers.
- The programme of activities.

COLLECTION BY PARENTS/CARERS

On some occasions, parents/carers can be late when picking their child up at the end of a football activity. It is not the responsibility of NESS-SIDE FC to transport children home on behalf of parents/carers who have been delayed.

It is therefore important for the guidelines below to be followed:

- It is clear that while the football activity is running then members of staff and volunteers have a duty of care to the children that are in their charge. This is a principle of good practice.
- When the football activity has finished, obligations that we have under guidance, good practice and legislation still remain. We still have care and control of the child in the absence of a parent/carer or other responsible adult.

1. Make sure that NESS-SIDE FC paperwork or communications:

- Are clear about starting and finishing times of the football activity
- Are clear about the expectations of parents/carers not to drop children off too early and collect children promptly when the football activity finishes
- Ask parents/carers whether they give consent for children to go home unaccompanied (according to their age and stage)
- Have a late collection telephone contact and number on Consent Form - U18 Players.

2. Where possible make sure that there is more than one member of staff or volunteer at the end of the football activity.

3. Members of staff and volunteers will know how to deal with being left alone with a child. Put preventative measures in place (points 1 and 2) and agree simple steps about how the situation should be dealt with if it arises. Although as a general rule we should not put ourselves in the position of being alone with a child there are exceptions and this situation is one of them. Remember the wellbeing and best interests of the child are paramount and have to take precedence, so leaving children alone is not an option.

4. Members of staff and volunteers should have access to a record of the child's address, contact telephone number and an alternative phone number e.g. of a grandparent or other responsible adult. You need this information to contact the adult responsible for the child and ask them to collect the child. If you are unable to contact anyone then you have to make a decision of whether to take the child home yourself (see point 5) or call the police (point 6).

5. If you are left alone with a child then transparency is the key. Keep a record of your actions (use the guidelines in Transporting Children and make sure that you inform the Child Protection Welfare Officer and parents/carers as soon as possible.

6. When all else fails call the police.

SAFE USE OF CHANGING FACILITIES

One of the areas where children are particularly vulnerable at football facilities is the locker / changing / shower room. Limited changing facilities sometimes mean that people of all ages regularly need to change and shower during the same period.

To avoid possible misunderstandings and embarrassing situations, adults need to exercise care when in the changing room at the same time as children. However, bullying can be an issue where children are left unsupervised and a balance should be struck depending on the situation. In general it is better if one adult is not alone to supervise and extra vigilance may also be required if there is public access to the facility. If, in an emergency, a male has to enter a female changing area, or vice versa, another adult of the opposite gender should accompany him or her.

The following guidelines should be followed:

- Wherever possible, adults should avoid changing or showering at the same time as children.
- Parents/carers need to be aware that on occasions, adults and children may need to share a changing facility.

- It is recommended that particular attention is given to the supervision of children aged 10 and under in changing rooms. It is advisable for adults not to be alone with any such child under these circumstances.
- If children are uncomfortable changing or showering in public, no pressure should be placed on them to do so.
- While some activities may be restricted to changing rooms for the purposes of team talks, if at all possible another area should be considered for this. If there are no other options, it is best practice to wait until all children are fully dressed.

TRANSPORTING CHILDREN

Where it is necessary to transport children, the following good practice is required:

1. Where parents/carers make arrangements for the transportation of children to and from the activity, out with the knowledge of NESS-SIDE FC it will be the responsibility of the parents/carers to satisfy themselves about the appropriateness and safety of the arrangements.

2. Where NESS-SIDE FC makes arrangements for the transportation of children the members of staff or volunteers involved will undertake a risk assessment of the transportation required. This will include an assessment of the following areas:

- Ensuring that all vehicles and drivers are correctly insured for the purpose
- Ensuring the driver has a valid and appropriate license for the vehicle being used
- All reasonable safety measures are available e.g. fitted, working seatbelts, booster seats where appropriate
- An appropriate ratio of adults per child
- Ensuring drivers have adequate breaks

Where transport arrangements are being made overseas, members of staff will be aware of the risk assessment and plans in place for transporting the children, then able to inform parents/carers.

3. When transporting children, wherever possible they should be in the back seat of the car for health and safety reasons.

4. Where practicable and planned, written parent/carer consent will be requested or included within the Consent Form - U18 Players if members of staff and volunteers are required to transport children:

- Agree a collection policy with parents/carers which will include a clear and shared understanding of arrangements for collection at the end of a football activity.
- Always tell another member of staff or volunteer that you are transporting a child, give details of the route and the anticipated length of the journey.
- Take all reasonable safety measures e.g. children in the back seat, seatbelts worn.
- Where possible, have another adult accompany you on the journey.
- Call ahead to inform the child's parents/carers that you are giving them a lift and inform them of when you expect to arrive.

TRIPS AWAY FROM HOME (INCLUDING OVERNIGHT STAYS)

1. Designate a Child Wellbeing and Protection Officer for the Trip

Those in charge of the squad will be responsible for the safety and wellbeing of children in their care. It is essential that a member of staff designated as Child Wellbeing and Protection Officer coordinate the arrangements to safeguard the wellbeing of children during the trip. The Child Wellbeing and Protection Officer should ensure all practical arrangements have been addressed and act as the main contact for dealing with any concerns about the safety and wellbeing of children whilst away from home. A detailed itinerary will be prepared and copies provided to the designated contact for NESS-SIDE FC and parents/ carers, including the Child Wellbeing and Protection Officer contact details during the trip.

2. Risk Assessment

Potential areas of risk should be identified at the planning stage through a risk assessment, which should be recorded in writing. Safeguards should be put in place to manage the risks, where appropriate. Risk assessment should be an ongoing process throughout the trip as unexpected situations can happen!

3. Travel Arrangements

Members of staff must ensure there is adequate and relevant insurance cover (including travel and medical insurance). If the trip involves travel overseas, organisers shall ensure they are aware of local procedures for dealing with concerns about the wellbeing of children and are familiar with the details of the emergency services in the location of the visit. Children should be informed of any local customs. For more details see Transporting Children.

4. Adult to Child Ratios

All trips away should be planned to involve at least two adults. The guidelines on Adult to Child Ratios will inform an assessment of the numbers of adults required to safely supervise the squad. Where relevant those involved should be recruited and selected in accordance with the Appointment and Selection of Adults in Regulated Work with Children Procedure. Everyone travelling should be familiar with and agree to abide by NESS-SIDE FC'S Child Wellbeing and Protection in Scottish Football Policies, Procedures and Safeguards.

5. Accommodation

Members of staff should find out as much as possible about the accommodation and the surroundings at the planning stage to help identify all practical issues and allow time to address them in advance, in consultation with children and parents/carers where appropriate. The following is a (non-exhaustive) list of some of the practical things which should be considered in advance about the arrangements for accommodation:

- Location: central and remote locations both present different challenges.
- Accommodation facility: health & safety of building confirmed by owners/providers.
- Sleeping arrangements: these will enable suitable sharing in terms of age and gender and appropriately located members of staff bedrooms for both supervision and ease of access in case of emergency. Parents/carers and children should be consulted in advance about arrangements for sharing where possible and appropriate.
- Appropriate safeguards where the same areas of the accommodation can be accessed by others
- Special access or adaptive aids required by members of staff or children.
- Environmental factors
- Personal safety issues

Exchange Visits / Hosting

Before departure, members of staff should ensure there is a shared understanding of the standards expected during home stays between them, host organisation/families, parents/carers and children themselves. These standards should include arrangements for the supervision of children during the visit. Host families should be appropriately vetted (adults should be PVG Scheme members) where possible or equivalent police checks undertaken and references thoroughly checked. Members of staff, parents/carers and children should all be provided with a copy of emergency contact numbers. Children should be aware of who they should talk to if problems arise during the visit. Daily contact should be made with all children to ensure they are safe and well.

Residential at a Facility / Centre

Members of staff should ensure the facility is appropriately licensed and has adequate and relevant insurance cover in place. The facility should have a policies on Child Wellbeing / Protection and Health & Safety. Adequate security arrangements should be in place and facility staff should have been appropriately vetted. Facility staff involved in the training or instruction of children must be appropriately qualified and trained. Members of staff should ensure there is adequate supervision of the group for the duration of the stay, particularly when the facility is being shared with other groups.

6. Involving Parents/Carers

Where possible, a meeting should be held with parents/carers before departure to share information about the trip, answer their questions and make joint decisions about arrangements where appropriate. A Code of Conduct shall be agreed with children and parents/carers in advance of the trip along with sanctions for unacceptable behaviour. Parents/carers must complete a Consent Form - U18 Players and provide emergency contact details.
In the event of an emergency at home during the trip, parents/carers should be encouraged to make contact with the Child Wellbeing and Protection Officer in the first instance so that arrangements can be put in to place to support the child on hearing any distressing news.

7. During the Trip

Members of staff must ensure arrangements are in place for the supervision and risk assessment of activities during free time. Children shall not be allowed to wander alone in unfamiliar places. Members of staff should have clear roles and responsibilities for the duration of the trip. They must not be over familiar with or fraternise with children during the trip and remember that they are in a position of trust at all times. The use of alcohol and/or drugs or engaging in sexual relationships (between two young people) should not be condoned during the trip, even if the legislation relating to any of these behaviours is more lenient than in Scotland.

Members of staff should maintain an overview of the wellbeing of all children during the trip. This can help to identify issues at an early stage and resolve them as quickly as possible. Children can participate in this process by, for example, taking turns to complete a daily diary about the trip. This can be an overt or discreet way for them to communicate things (both positive and negative) that they want you to know. Children should also know who they can talk to, or speak directly with the Child Wellbeing and Protection Officer if they have any worries or concerns while away from home.

8. After the Trip

Where appropriate, a debrief will take place with all those involved in the trip, including children. This will provide an opportunity to reflect on what went well, not so well and what could have been done differently. Feedback will be used to inform future trips.

CONSENT FORM – U18 PLAYERS

Please complete this form at the start of every season and let us know as soon as possible if any of the details changes. All information will be treated with sensitivity, respect and will only be shared with those who need to know.

Player's Name:_____ Date of Birth: _____

Address:_____

_____

Postcode: _____ Tel No: _____

Emergency Contact Name:_____ Tel No: _____

Relationship to Player: _____

Late Collection Contact:_____ Tel No: _____

Relationship to Player: _____

U18's Named Person:_____ Tel No: _____

Name of GP: _____ Tel No: _____

Address of GP:_____

_____

Postcode:_____

A. GENERAL & MEDICAL INFORMATION

Please complete the following details. If none, please state "none".

1. Does the player have a disability / medical condition that will affect their ability to take part in football? If yes, please give details:_____

_____

2. Does the player take any medication? If yes, please give details:_____

_____

3. Does the player have any existing injuries (include when injury sustained and treatment received)? If yes, please give details:_____

_____

4. Does the player have any allergies, including allergies to medication? If yes, please give details:

_____

_____

5. Is there any other relevant information which you would like us to know about the player? (e.g. access rights, disabilities, etc)_____

_____

B. CONSENT – SHARING INFORMATION WITH U18'S NAMED PERSON

I consent / I do not consent* to NESS-SIDE FC sharing information as deemed appropriate if the player's wellbeing is impacted with their Named Person.

C. CONSENT – MEDICAL TREATMENT

I consent / I do not consent* to the player receiving medical treatment, including anaesthetic, which the medical professionals present consider necessary.

D. CONSENT – TRANSPORTATION OF CHILDREN

I consent / I do not consent* to the player being transported by persons representing NESS-SIDE FC for the purposes of taking part in football.

I understand NESS-SIDE FC will ask any person using a private vehicle to declare that they are properly licensed and insured and, in the case of a person who cannot so declare, will not permit that individual to transport U18 players.

E. CONSENT - PHOTOGRAPHS AND PUBLICATIONS (INCLUDING WEBSITE)

The player may be photographed or filmed when participating in football and this may be published.

I consent / I do not consent* for the player to be involved in photographing / filming and for information about my child to be used for the purposes stated in NESS-SIDE FC Safe Use of Images of U18 Players.

F. CONSENT – CONTACT INFORMATION

NESS-SIDE FC may contact the player from time to time via email, text or social networking site.

I consent / I do not consent* for player to be contacted via email, text or social networking site for the purposes stated in NESS-SIDE FC Safeguards. I do / do not* wish to be copied in to these messages.

G. PARENT/CARER CONSENT – SIGNATURE

- ***i) All U18 players are required to sign the consent below at section H. Young players under 16 years also require a parental/carer consent within this section.***
- *ii) I am aware of NESS-SIDE FC's Code of Conduct for Safeguarding Children's Wellbeing and their Policies and Procedures in Child Wellbeing and Protection.*
- *iii) I undertake to inform NESS-SIDE FC should any of the information contained in this form change.*

Parent / Carer's Signature: _____ Date: _____

(Please state relationship to child if not parent):_____

Print Name:_____ Email: _____

H. CONSENT – U18 PLAYER

I consent / I do not consent* for my image to be taken and used appropriately.

I consent / I do not consent* to be contacted via email, text or social networking site appropriately.

U18's Email:_____ U18's Mob No:_____

U18's Signature: _____ Date:_____

**(delete as appropriate)*