

S C O T T I S H *swimming*  
everyone can swim!

# CHILD PROTECTION POLICY

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## Child Protection Policy

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# Child Protection Policy

This document encompasses a Child Protection Policy for all members of Scottish Swimming.

## 1. Introduction

This document is Scottish Swimming's National Child Protection Policy. It provides current best practice, guidelines and sample forms for our clubs and partners. The Club Child Protection Information Pack which Club Child Protection Officers have supports this policy. Best practice has been sought from Child Protection in Sport Unit, **sportscotland**, Disclosure Scotland, and other Scottish Sports Governing Bodies.

It is the policy of Scottish Swimming to ensure that every child, young person or vulnerable adult who takes part in the sports of swimming, diving, synchronised swimming and water polo should be able to participate in an enjoyable and safe environment. In addition they should be protected from neglect, bullying, physical, emotional and sexual abuse. Any actions and comments made whilst dealing with young people should always be well considered and should never give rise to misinterpretation.

## 2. Definitions

### Child:

A child is defined as anyone less than 16 years of age.

16 to 18 year olds: Young people aged 16 to 18 years are sometimes classified as children in Scotland. In terms of the Children (Scotland) Act 1995, a 16 to 18 year old will be regarded as a child if he/she are subject to a supervision requirement through a Children's Hearing.

For the purposes of Part V of the Police Act 1997 a child is defined as anyone under the age of 18 years.

### Vulnerable Adults:

The term Vulnerable Adult refers to any person aged 16 or over whom for the time being:

- Is unable to safeguard his/her own welfare or properly manage his/her financial affairs,  
**and**
- Is in one or more of the following categories:
  - A person in need of care and attention by reason of either infirmity or the effects of ageing
  - A person suffering from an illness or mental disorder
  - A person substantially handicapped by a disability

Vulnerable Adults may be in need of health or social support services and may be unable either to take care of themselves or and to protect themselves from harm or exploitation.

A number of studies suggest that children and vulnerable adults are at increased risk of abuse. Various factors contribute to this such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves, or adequately communicate that abuse has occurred.

**NB: This policy will apply to all children and young people as well as vulnerable adults. For the purposes of this policy, the words children or child refers to ALL athletes under care and supervision.**

## 3. Responsibilities

Scottish Swimming 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.

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

This document outlines Scottish Swimming's commitment to protecting children.

### **Key Principles:**

- The child's welfare is the first consideration.
- 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.
- Children have 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 to promote the welfare, health and development of children.

### **Scottish Swimming will:**

- Promote the health and welfare of children by providing opportunities for them to take part in aquatics 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.

### **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 Swimming.
- Following any issues or concerns raised about the protection of children within Scottish Swimming.
- In all other circumstances bi-annually.

Scottish Swimming will monitor the policy by:

- Keeping records of cases brought and their outcomes.
- Accepting comments from clubs on the ease of implementation and effect of the policy.
- Internal reviews with the facilitation of Children 1<sup>st</sup>.

## **4. Actions Taken by Scottish Swimming**

- Scottish Swimming has produced guidelines on "Safe Recruitment" of staff. Please refer to (**appendix 1**)
- Scottish Swimming maintains confidential records of all complaints, concerns and sanctions against clubs and members.
- Scottish Swimming has complaints and disciplinary procedures in place as per the Association's Constitution.

- Scottish Swimming has reviewed their Child Protection policy, initially implemented in 2002.
- Child protection issues are included within Scottish Swimming's coach education programmes.
- Best Practice is extensively promoted, clubs, coaches and officials are encouraged to follow guidelines set down by the Governing Body.
- Scottish Swimming is a Registered Body with Central Registered Body in Scotland, and facilitates a disclosure service on behalf of clubs, coaches and officials to prevent unsuitable people from working within the sport.

## 5. Child Abuse: Types of Abuse & Identifying Abuse in Sport

In Scotland child abuse is defined as follows:

*'Children may be in need of protection where their basic needs are not being met, in a manner appropriate to their age and stage of development, and they will be at risk through avoidable acts of commission or omission on the part of their parent(s), sibling(s) or other relative(s), or a carer (i.e. the person while not a parent who has actual custody of the child).'<sup>1</sup>*

This definition includes placing children at risk through something a person has done to them or something a person is failing to do for them. For those working in the field of child care and protection the definition gets broken down further into categories of abuse, namely;

- |                     |  |                        |
|---------------------|--|------------------------|
| (i) Emotional Abuse | (ii) Physical Injury                           | (iii) Physical Neglect |
| (iv) Sexual Abuse   | (v) Non-organic Failure to Thrive <sup>2</sup> |                        |

These categories are not mutually exclusive, for example, a child experiencing physical abuse is undoubtedly experiencing emotional abuse as well. The following definitions of the different types of child abuse are taken from *Protecting Children- A Shared Responsibility, Guidance on Inter-agency co-operation* (Scottish Office, 1998).

### Identifying Child Abuse

Although the physical and behavioural signs listed may be symptomatic of abuse, they may not always be an indicator and, conversely, children experiencing abuse may not demonstrate any of these signs.

Child abuse is often difficult to recognise. It is not the responsibility of anyone involved in sport to decide whether or not a child has been abused. This is the role of trained professionals. We all however, have a duty to act on any concerns about abuse.

### Children and Young People with a Learning or Physical Disability

Research<sup>3</sup> tells us that children and young people who have a learning or physical disability are more vulnerable to abuse. This is because:

- they are often dependent on a number of people for care and handling, some of which can be of an intimate nature
- they may be unable to understand the inappropriateness of the actions or communicate to others that something is wrong
- signs of abuse can be misinterpreted as a symptom of the disability

<sup>1</sup> Protecting Children- A Shared Responsibility. A Guidance on Interagency Co-operation (The Scottish Office, 1998)

<sup>2</sup> Children who significantly fail to reach normal growth and developmental milestones where physical and genetic reasons have been medically eliminated and a diagnosis of non-organic failure to thrive has been established.

<sup>3</sup> "It doesn't happen to disabled children" Child protection and Disabled Children, NSPCC (2003)

- like other children they are fearful of the consequences of disclosing abuse
- of attitudes and assumptions that children with disabilities are not abused
- they may be unable to resist abuse due to physical impairment
- of negative attitudes towards children with disabilities
- of possible failures to recognise the impact of abuse on children with disabilities

Particular care should be taken by all staff and volunteers when working with children affected by disability.

## 5.1 Emotional Abuse

*“failure to provide for a child’s basic emotional needs such as to have a severe effect on the behaviour and development of the child”*

This could include making a child feel worthless or unloved, inadequate or not valued; inappropriate expectations being imposed on children for their age or stage of development; the corruption or exploitation of a child, or causing them frequently to feel frightened or in danger; persistent exposure to domestic abuse; failing to provide a child with love, care and affection.

### Examples of Emotional Abuse in Sport

- 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.

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

- low self-esteem
- running away
- extremes of passivity or aggression
- significant decline in concentration
- indiscriminate friendliness and neediness
- self-harm or mutilation

## 5.2 Physical Injury

*“actual or attempted physical injury to a child, including the administration of toxic substances, where there is knowledge or reasonable suspicion, that the injury was inflicted or knowingly not prevented”.*

This could include deliberately hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise harming a child. Physical injury may also occur where someone knowingly fails to take action to protect a child from physical harm.

Most children sustain accidental cuts and bruises throughout childhood. These are likely to occur in parts of the body like elbows, shins and knees. An important indicator of physical abuse is where the bruises or injuries are unexplained or the explanation does not fit the injury or the injury appears on parts of the body where accidental injuries are unlikely e.g. on the cheeks or thighs. The age of the child must also be considered. It is possible that some injuries may have occurred for other reasons e.g. skin disorders, rare bone diseases.

Physical injury may also be caused when a parent feigns the symptoms of or deliberately causes ill health to a child whom they are looking after. This is known as *Fabricated Fictitious Syndrome by Proxy*. A parent may do this because they need or enjoy the attention they receive through having a sick child.

### Examples of Physical Abuse in Sport

Bodily harm that may be caused by:

- over training or dangerous training of athletes
- over playing an athlete

- failing to do a risk assessment of physical limits or pre-existing medical conditions
- administering, condoning or failure to intervene in drug use

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

- refusal to discuss injuries
- improbable excuses given to explain injuries
- running away
- excessive physical punishment
- avoiding activities due to injuries or possibility of injuries being discovered
- aggression towards others
- fear of parents being approached for an explanation
- untreated injuries
- unexplained injuries, particularly if recurrent

### 5.3 Physical Neglect

*"This occurs where a child's essential needs are not met and this is likely to cause impairment to physical health and development. Such needs include food, clothing, cleanliness, shelter and warmth. A lack of appropriate care, including deprivation of access to health care, may result in persistent or severe exposure, through negligence, to circumstances which endanger the child".*

As well as being the result of a deliberate act, neglect can also be caused through the omission or the failure to act or protect e.g. the failure to obtain medical attention for a child.

#### Examples of Physical Neglect in Sport

- 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
- constant tiredness
- untreated medical problems
- poor peer relationships
- poor personal hygiene and/or poor state of clothing
- frequent lateness or unexplained non-attendance (particularly at school)
- low self-esteem
- stealing

### 5.4 Sexual Abuse

*"Any child may be deemed to have been sexually abused when any person(s), by design or neglect, exploits the child, directly or indirectly, in any activity intended to lead to the sexual arousal or other forms of gratification of that person or other person(s) including organised networks. This definition holds whether or not there has been genital contact and whether or not the child is said to have initiated or consented to, the behaviour".*

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. Some of the aforementioned activities can occur through the internet.

Boys and girls are sexually abused by males and females, including persons to whom they are and are not related and by other young people. This includes people from all walks of life.

Some children may never be able to tell someone they have been sexually abused. Changes in a child's behaviour *may* be a sign something has happened. In some cases there may be no physical or behavioural signs to suggest that a child has been sexually abused.

### Examples of Sexual Abuse in Sport

- exposure to sexually explicit inappropriate language or jokes
- showing a child pornographic material or using a child to produce such material
- inappropriate touching
- sexual intercourse and/or sexual activity with a child under 16

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

- lack of trust in adults or over familiarity with adults, fear of a particular adult
- sleep disturbance (nightmares, bed-wetting, fear of sleeping alone)
- girls taking over the mothering role
- reluctance or refusal to participate in physical activity or to change clothes for games
- drug, alcohol or solvent abuse
- sexual promiscuity, over-sexualised behaviour, compulsive masturbation
- unusual interest in the genitals of adults, children or animals
- bruises, scratches, bite marks to the thighs or genital areas
- discomfort/difficulty in walking or sitting
- urinary tract problems, vaginal infections or genital damage
- stained underwear, soiling or wetting
- fear of bathrooms, showers, closed doors
- having irrational fears
- psychosomatic factors e.g. recurrent abdominal or headache pain
- social isolation – being withdrawn or introverted, poor peer relationship
- running away from home
- school problems e.g. falling standards, truancy
- low self-esteem
- display of sexual knowledge beyond the child's age
- eating disorders
- anxiety, depression, self-harm/mutilation, suicide attempts
- pregnancy
- fear of medical examinations
- genital odour, venereal /sexually transmitted diseases
- itchiness, soreness, discharge, unexplained bleeding from the rectum, vagina or penis
- abnormal sexual drawings
- developmental regression/acting younger than their age
- "Grooming" including over the internet.

### Non Organic Failure to Thrive

Children who significantly fail to reach normal growth and developmental milestones (i.e. physical growth weight, motor, social and intellectual development) where physical and genetic reasons have been medically eliminated and a diagnosis of non-organic failure to thrive has been established.

Signs of **possible** non-organic failure to thrive:

- significant lack of growth
- weight loss
- hair loss
- poor skin or muscle tone
- circulatory disorders

## 6 Bullying

Bullying may be seen as particularly hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves. It 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 a significant issue for children and has been the main reason for calls to Child Line for the last eight consecutive years.

### Examples of Bullying in Sport

- physical e.g. theft, hitting, kicking (in some cases, this might constitute an assault)
- verbal (including teasing) e.g. racist or sectarian remarks, spreading rumours, threats, or name-calling, ridicule or humiliation
- emotional e.g. isolating a child from the activities or social acceptance of the peer group
- harassment e.g. using abusive or insulting behaviour in a manner intended to cause alarm or distress

Signs which **may** raise concerns about bullying include:

- hesitation or reluctance to attend training or activity
- often last one picked for a team or group activity for no apparent reason, or being picked on when they think your back is turned
- reluctance to go to certain places or work with a certain individual
- clothing or personal possessions go missing or get damaged
- bruising or other injuries
- 'losing' pocket money repeatedly
- becoming nervous and withdrawn
- suddenly prone to lashing out at people, either physically or verbally, when normally quiet

Recommended guidelines for managing bullying see **appendix 2**.

## 7 Racism & Harassment

### Racism

Children from British minority ethnic communities (and their parents) may have experience harassment, racial discrimination, and institutional racism. Although not formally recognised as a form of child abuse, racism can be emotionally harmful to children. Some racist acts also involve acts of physical violence towards individuals or groups.

All organisations working with children, including those where British minority ethnic communities are numerically small, should address institutional racism.

### Harassment

An essential characteristic of harassment or negative discrimination because of their race or ethnic origin, socio-economic status, culture, age, disability, gender, sexuality or religious beliefs. This can have detrimental effect on a child.

## 8 Roles

### Role of the Club

- To adhere to the guidelines and procedures contained within this policy
- To adopt the Club Child Protection Policy (**see appendix 3**)
- To appoint a Child Protection Officer in accordance with SASA requirements for club affiliation
- To implement any recommendations of Scottish Swimming
- To maintain confidentiality of any alleged child protection issues that arise
- To accept that all Office and Committee members have a responsibility in this area and be prepared to respond to any indication of abuse

### Role of the Club Child Protection Officer

- To ensure all persons working with children and young people at the club are fully aware of what is required of them within the protocols of the Policy / Code of Good Practice
- To conduct the administrative work associated with processing of information on volunteers / staff (Disclosure Scotland Applications, Self Declarations **see appendix 4**)
- To liaise closely with Club volunteers / staff ensuring that agreed procedures for the prevention of risk are followed
- To counsel / advise the Club on matters of policy relating to Child Protection
- To advise / circulate details of opportunities for volunteers / staff to undertake training
- To act as the contact person on matters relating to Child Protection at the Club

### Role of Scottish Swimming

- To provide support / training and guidance to the Child Protection Officers and Clubs
- To assist in the recruitment of volunteers / staff by processing Disclosure Applications and Self Declaration forms
- To 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
- To actively work jointly with partners through joint planning, training and monitoring of their arrangements of the protection of children
- To regularly monitor and evaluate the implementation of this Policy and these procedures

## 9 Communications Technology

The aim of these guidelines is to ensure that children are protected from the misuse of opportunities to take or manipulate film and video footage in a way that harms children or places them at risk of harm. They are not to prevent bona fide persons from recording footage for performance development reasons or the recording of achievements.

Some sports take place in areas where organisers have little or no control over the environment such as an open river or areas to which the public have general rights of access e.g. the open countryside. In these circumstances, organisers should take all reasonable steps to promote the safe use of photographing and filming and to respond to any concerns raised.

### 9.1 Photographs & Video

#### *Scope*

- Scottish Swimming 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, Scottish Swimming has no power to prevent individuals photographing or filming in public places.
- Scottish Swimming 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.
- Scottish Swimming has produced a Photographic & Video Equipment Policy for Clubs to adopt (**see appendix 5**).

### *Notification*

- Parents and children will be informed they may, from time to time, be photographed or filmed whilst participating in an aquatic discipline. 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
- Materials promoting events will state, where possible, photography and filming will take place.
- Those who have sought and obtained permission to photograph or film will be formally identifiable e.g. a badge or sticker will be issued, after production of the letter of approval and identification (see **appendix 6** for permission forms).
- Information about what to do if concerned about photographing and filming will be available at all events.
- Registration of intention to photograph will be required on the day. This enables tracking of the equipment and operator should concerns arise in the future.

### *Permission*

- Parents will be offered the opportunity to withhold their permission to photographing and filming. In the absence of any expressed objection, parental agreement will be assumed.
- Where appropriate, children will be asked their views.
- Scottish Swimming will do everything reasonable in the individual circumstances to give effect to the wishes of parents and children. All actions by Scottish Swimming will be based on the best interests of the child.

### *Use of Images and Information*

- No unsupervised access or one-to-one sessions will be allowed unless this has been explicitly agreed with the child and parent.
- No photographing or filming will be permitted in changing areas.
- All images and accompanying information will comply with Scottish Swimming Safe in Care Guidelines, where this is within the control of Scottish Swimming.
- Scottish Swimming will ensure that all negatives, copies of videos and digital photograph files are stored in a secure place. These will not be kept for any longer than is necessary having regard to the purposes for which they were taken.
- Images will not be shared with external agencies unless express permission is obtained from the child and parent.

### *Concerns*

- Anyone behaving in a way which could reasonably be construed as inappropriate in relation to filming or photographing should be reported to the person in charge on the day. They should be approached for an explanation. If a satisfactory explanation is not provided, the circumstances should be reported to the person in charge on the day or Child Protection Officer.
- Where appropriate concerns should also be reported to the police.

## **9.2 Internet**

### *Permission*

- Consent must be obtained from the child and / or parent before publishing any information about a child. If the material is changed from the time of consent, the parents 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 athletes 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 must never include personal information that could identify a child e.g. home address, e-mail address, telephone number of a child.
- Children must never be portrayed in a demeaning, tasteless or a provocative manner.
- Children should never be portrayed in a state of partial undress, other than when depicting an action shot within the context of the sport. Attire such as tracksuits or t-shirts may be more appropriate.

#### *Concerns*

- Any concerns or enquiries about publications or the internet should be reported to Scottish Swimming.

### **9.3 Mobile Phones**

Short Message Service (SMS) messaging is a quick and easy way to communicate with others and is a popular and often preferred means of communication with children. Staff and volunteers must be aware that intimidating, bullying or even abusive messages can be discreetly sent by text. Information sent in this way, even where well-meaning, could be misinterpreted.

Further, the risks presented by developments in modern technology are becoming increasingly recognised. Adults who seek to harm children have been known to use text messaging and internet chat rooms to “groom” children. This area is now specifically addressed by the Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005.

#### **Texting**

Staff / volunteers must consider whether it is necessary and appropriate to hold the mobile phone numbers of children. The general principle is that all communications with children should be open, transparent and appropriate to the nature of the relationship.

In the first instance contact should always be made at the phone number the parent has provided on the child’s behalf. Good practice would include agreeing with children and parents what kind of information will be communicated directly to children by text message. This information should only be “need to know” information such as the last minute cancellation of a training session.

The following good practice is also required:

- the mobile phone numbers of children will be carefully stored (in accordance with data protection principles, see **appendix 7** for advice) and access will only be provided to those who need access for a legitimate reason.
- staff/volunteers must never engage in personal or sensitive communications with children via text message.
- all concerns about the inappropriate use of text messaging will be dealt with in line with Scottish Swimming Complaints Policy, Disciplinary Procedure and/or Procedure for Responding to Concerns about Child Abuse.

#### **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 transmit images through mobile phones. The use of mobile phones in this way can be very difficult to monitor.

The Procedure for the use of Photographs, Film and Video 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 quarters. No photographs or video footage should ever be permitted in such areas of personal privacy.

All concerns about the inappropriate use of mobile phones to record photographs or video footage will be dealt with in line with Scottish Swimming Complaints Policy, Disciplinary Procedure and/or Procedure for Responding to Concerns about Child Abuse. This may include the concerns being reported to the police.

## **10 Responding to Alleged or Suspected Incidents**

### **10.1 Why it is important to respond to concerns**

It takes considerable courage for a child or adult to disclose abuse. Disclosures need to be handled very carefully and sensitively to avoid causing further distress to the child.

All concerns must be responded to in a way that ensures that a child receives appropriate help and support and to ensure that appropriate action is taken against those who pose a risk to children and to protect not only the child involved but all other children.

Robust procedures for responding to concerns will:

- help to avoid those receiving information from engaging in judgements.
- reassure those who report concerns that an appropriate course of action will ensue.
- support those charged with managing concerns by providing them with a step-by-step process to follow.
- safeguard the rights of those against whom complaints or allegations have been made.

***It is not the job of anyone in Scottish Swimming to decide whether or not a child has been abused. It is however, everyone's responsibility to report concerns***

### **Confidentiality**

The following is taken from Sharing Information About Children at Risk: A Guide to Good Practice (Scottish Executive, 2003).

Information provided to organisations should remain confidential unless permission has been given to share the information by the individual concerned or the safety of that person or another person may be at risk.

If there is a reasonable concern that a child may be at risk of significant harm, this will always override a professional or organisational requirement to keep information confidential. It is good practice to inform parents and children about the kind of situations which may lead to them having to share information with other agencies.

### **10.2 Procedures for Responding to Concerns About a Child**

These procedures apply to all staff and volunteers involved in Scottish Swimming (see **appendix 8** for Flowchart).

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

Scottish Swimming is committed to working in partnership with parents whenever there are concerns about a child. Parents have the primary responsibility for the safety and well being of their children.

In most situations, not involving the possibility of the abuse of a child, concerns should be discussed with parents. 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 should be recorded on the Incident Record Form (see **appendix 9**) and reported to Scottish Swimming as soon as possible. Parents should also be informed of the circumstances as soon as possible.

Advice should be sought from Scottish Swimming if there is any uncertainty about the appropriate course of action where there are concerns about the general welfare of a child.

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

***No member of Scottish Swimming 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?
- 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.

Where there is uncertainty about what to do with the information, Scottish Swimming must firstly be consulted for advice on the appropriate course of action.

If Scottish Swimming 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.

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 Incident Record 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 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*.
- The child's views on the situation.

If completing the form electronically, do not save copies to the hard drive or floppy disk. Print a copy, sign and date and then delete immediately. Pass the record to social work services or the police and to the Scottish Swimming that day.

### **2c Sharing Concerns with Parents**

Where there are concerns that the parent(s) may be responsible for or have knowledge of the abuse, sharing concerns with the parent(s) 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.***

## **11 Code of Practice**

Adherence to good coaching practices, aligned with open communication with parents and children, should ensure that a safe and enjoyable environment is established and sustained. The duty of care commences from the point of receipt of the child to the point of return to the parent / guardian and the duty of care is not transferable (see **appendix 10** for Code of Conduct).

## **12 Team Travel**

### **12.1 Transporting Children**

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

- Where parents make arrangements for the transportation of children to and from the activity, *out with* the knowledge of Scottish Swimming / Club it will be the responsibility of the parents to satisfy themselves about the appropriateness and safety of the arrangements.
- Where Scottish Swimming / Club makes arrangements for the transportation of children the members of staff / volunteers involved will undertake a risk assessment of the transportation required. This will include an assessment of the following areas:
  - Ensuring that all vehicles 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 i.e. fitted, working seatbelts.
  - An appropriate ratio of adults per child.
  - Ensuring drivers have adequate breaks.
- Where practicable and planned, written parental consent will be requested if staff/ volunteers are required to transport children.
- When travelling by bus – a minimum of 1 supervisor per deck, and at least 2 supervisors is recommended – preferably one male and one female for mixed teams.

To safeguard the member of staff / volunteer the following good practice is required:

- Agree a collection policy with parents which will include a clear and shared understanding of arrangements for collection at the end of a session.
- Always tell another member 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 that you are giving them a lift and inform them when you expect to arrive.

## **12.1 Trips Away From Home (Involving Overnight Stays)**

### **1. *Designate a Child Protection Officer for the Trip***

Those in charge of the group will be responsible for the safety and well being of children in their care. It is recommended that one of the Team staff co-ordinates the arrangements to safeguard the safety and welfare of children during the trip. The Child 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 welfare of children whilst away from home.

A detailed itinerary will be prepared and copies provided to the designated contact for Scottish Swimming / Club and parents.

### **2. *Risk Assessment***

Potential area of risk should be identified at the planning stage through a risk assessment, which is legally required, and which should be recorded in writing. Safeguards should be put in place to manage the risks, where appropriate. Risk assessment should be an on-going process throughout the trip as groups can often find themselves in unexpected situations despite the best laid plans!

### **3. *Travel Arrangements***

See page 16 Guidelines on Transporting Children. Organisers must ensure there is adequate and relevant insurance cover (including travel and medical insurance). If the trip involves travel abroad, organisers shall ensure they are aware of local procedures for dealing with concerns about the welfare of children and are familiar with the details of the emergency services in the location of the visit.

Children should be informed of local custom regulations.

### **4. *Adult to Child Ratios***

All trips away should be planned to have a minimum ratio of 1 adult : 10 children for over 11's, however a minimum of two people (one male and one female where possible) is preferred.

Those involved should be recruited and selected in accordance with the procedure for recruiting child care positions.

Team Managers should be familiar with and agree to abide by Scottish Swimming's Child Protection Policy, procedures and Code of Conduct.

### **5. *Accommodation***

Organisers should find out as much as possible about the accommodation and the surroundings at the planning stage. *Where possible*, an initial visit to the venue/ accommodation should take place to help those organising the trip identify all practical issues and allow time to address them in advance, in consultation with children and parents 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.
- Sleeping arrangements. These will enable suitable sharing in terms of age and gender and appropriately located staff / volunteer bedrooms for both supervision and ease of access in case of emergency. Parents and children should be consulted in advance about arrangements for sharing where possible and appropriate.
- Appropriate safeguards where others have access to the sleeping quarters.
- Special access or adaptive aids required by group leaders or children.
- Environmental factors.
- Personal safety issues.

#### *Exchange Visits / Hosting*

Before departure, organisers should ensure there is a shared understanding of the standards expected during home stays between them, host organisation / families, parents and children themselves. These standards should include arrangements for the supervision of children during the visit.

Host families should be appropriately Disclosure Scotland Checked where possible or equivalent police checks undertaken and references thoroughly checked. Organisers, parents 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*

Organisers should ensure the facility is appropriately licensed and has adequate and relevant insurance cover in place. The facility should have a policy on the protection of children and Health and Safety. Adequate security arrangements should be in place and facility staff should have been Disclosure Scotland checked where appropriate. Facility staff involved in the training or instruction of children must be appropriately qualified and trained.

Organisers 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***

Where possible, a meeting should be held with parents 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 in advance of the trip along with sanctions for unacceptable behaviour.

Written parental consent will be requested by Scottish Swimming / Club.

In the event of an emergency at home during the trip, parents should be encouraged to make contact with the Team Manager 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***

Organisers 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. Team Managers 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.

Team Managers should maintain an overview of the well being 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.

### **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.

## **13 First Aid**

If a child requires first aid or any form of medical attention whilst in your care, the following good practice should be followed:

- Where practicable all parents / guardians of children under 16 should complete a Medical Consent Form before participating in the sport.
- All medical forms should be stored in a secure cabinet.
- Medical information should be shared on a need to know basis only i.e. senior coach in charge of a session.
- Senior Coach should be made aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required.
- Where possible, ensure access to medical advice and/or assistance is available.
- Only those with a current, recognised First Aid qualification should respond to any injuries.
- Where possible, any course of action should be discussed with the child, in language they understand and their permission sought before any action is taken.
- In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible.
- Parents / guardians or carers must be informed of any injury and any action taken as soon as possible, unless it is in the child's interests and on professional advice not to do so.
- An accident form must be completed and signed as soon as possible. This should then be kept in a secure cabinet and sent to Scottish Swimming / Club on request. A sample medical consent form is included please refer to **appendix 11**.

# **APPENDICES**

## **RECRUITMENT AND SELECTION POLICY FOR CLUB COACHES AND OFFICIALS GENERAL INFORMATION**

All swimming clubs have a variety of helpers who assist with the overall running of the Club. Whilst it is vital to keep the issues of Child Protection in proportion, Scottish Swimming would like every Club to adopt some basic procedures that will help safeguard all concerned.

### **THE RECRUITMENT AND SELECTION OF VOLUNTEERS, COACHES & STAFF**

Abusers of children tend to gravitate to situations where little vetting or checking takes place. It is impossible to know who could abuse children. Therefore it is important that all reasonable steps are taken to ensure unsuitable people are prevented from working with children.

It is also important that standard procedures are used, whether people are paid or unpaid, part-time or full-time.

For all helpers working within the Club who have regular contact with young people the following action demonstrates good practice (shown here in no particular order):

#### **(i) SELF DECLARATION**

The completion of a self-declaration form which shows past involvement in sport, details of referees, and disclosure of criminal convictions and investigations. A simple self-declaration form is provided in this pack (see "**SELF DECLARATION FORM**"). The self declaration form should be completed by both existing and new members of your club. Once completed the forms are sent direct to Ashley Howard at Scottish Swimming marked Private and Confidential. Scottish Swimming will then check the form, take up references and will inform you of any concerns and the final outcome. Scottish Swimming will then retain the form in a secure storage area in accordance with the secure handling policy (Doc 1.3).

#### **(ii) DISCLOSURE SCOTLAND**

An Enhanced Disclosure Application will be made for all **Child Care positions** involved in your club. Application forms are available from Scottish Swimming, who will also receive the results of all Disclosure Applications and make judgement on each applicant's suitability to work with children – based on the information presented and from other parts of the recruitment process. Clubs are overall responsible to establish the suitability of candidates based on a full recruitment procedure however this is fully supported by Scottish Swimming. These checks are FREE to volunteers, and £20.00 for paid positions.

#### **(iii) REFEREES**

The provision of the names and addresses of at least two people (not relatives) who have known the applicant for at least 2 years and who are able to comment **confidentially** on the person's previous work with children and any former involvement in sport. Scottish Swimming will take up references of new recruits looking to join your club and upon satisfactory return will authorise you to proceed with the next stage of the recruitment and selection process.

#### **(iv) INTERVIEWS**

Simple, informal interviews to assess the applicant and attempt to verify all information given can be held for voluntary posts. Employment Law governs recruitment processes for paid positions.

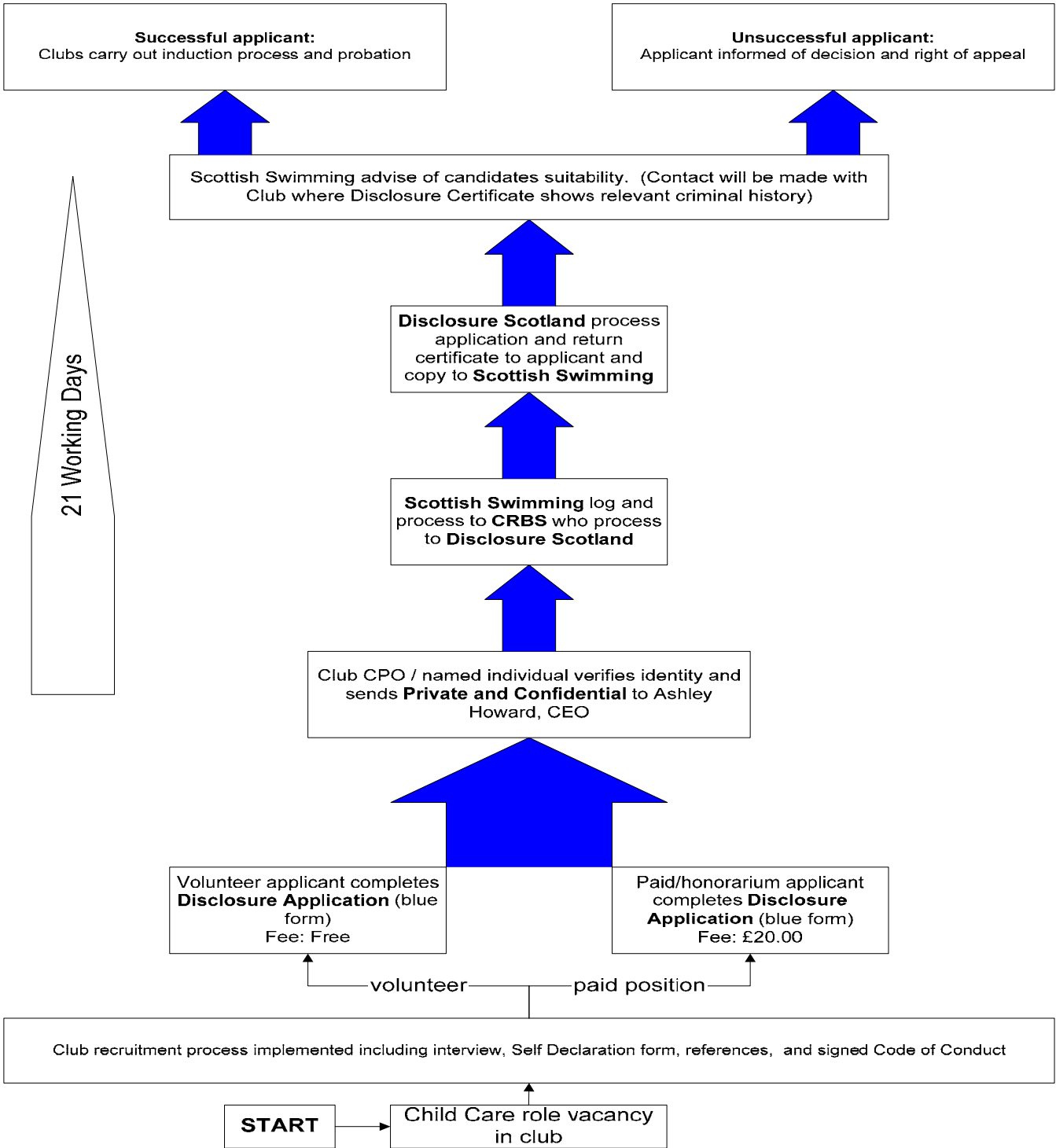
#### **(v) INDUCTION**

An induction procedure for all new starts is recommended. New starts will then be made aware of the relevant club policies and able to sign appropriate Codes of Conduct and membership requirements. A period of probation is advisable.

Probation can also be used if you implement all areas of the recruitment process and are awaiting the results of a Disclosure Application.

**All helpers must become members of Scottish Swimming under the rules and regulations of the Constitution.**

# Club Recruitment - Staff and Volunteers (Child Care roles) Recruitment Flow Chart.



# RECRUITMENT AND SELECTION POLICY FOR SCOTTISH SWIMMING EMPLOYEES

## RECRUITMENT PROCESS

The process for recruiting Scottish Swimming employees is as follows:

1. Scottish Swimming hopes for a 3 month written notice of intent to leave from any Management post, CEO or Chair.
2. Scottish Swimming aims to hire the replacement for these posts with a 2 week–1 month handover period.
3. The recruitment committee consists of:
  - For the CEO – the Chair, the President, Vice President and a member of **sportscotland**.
  - For the Chair – the President, Vice President, a Council Member and a member of **sportscotland** with guidance from the CEO (subject to change pending the outcome of the Structure Review Project).
  - For the Management Team - the CEO, Director of Operations, a member of the Board of Directors if appropriate, and a member of **sportscotland**.
  - For technical posts – As for the management team including the National Coach.
4. The Director of Operations leads on the recruitment process for all posts.  
**Our recruitment pack consists of:**
  - Job Advert
  - Job description
  - Person specification
  - Supporting information
  - Staff structure
  - Application form and equal opportunities form
  - Scottish Swimming Corporate Plan 2006 - 2012
  - The current Scottish Swimming Annual Report
5. Advertising for the above posts is developed by the Marketing & Communications Manager (signed off by line manager) and appears in national press / specialist press / national and sport related websites including Scottish Swimming, British Swimming, UK Sport, SIS, **sportscotland** and Leisure Scotland.
6. All applications are reviewed against the person spec and job description with scoring being conducted and an overview sheet being collected at the end of each interview.
7. Interviews will be limited to circa 5 candidates, depending on the number of suitable applicants.
8. The appropriate recruitment committees will have final say over the appointments.
9. Verification of candidate credentials and employer's references will be carried out by the Director of Operations. For management positions, a meeting with at least one of the references is recommended.
10. Once a suitable recruit is selected, a disclosure check is considered and offered where appropriate.

11. A draft contract and offer letter are prepared by the Director of Operations. The CEO and Finance Manager sign off on the paperwork before presented to the potential postholder, and all final signatures are withheld until a disclosure check, if required, is conducted. Contracts are all set from the 1<sup>st</sup> of November to run to the end of the Scottish Swimming financial year at the 31<sup>st</sup> of October.
12. Notification of the new appointment is drafted by the line manager is made via email to Board, Council and Professional Staff. A general email is also sent out in the club mailing to update the membership.
13. A Press release drafted by the Marketing & Communications Manager is issued to all SASA Partners and issued to sports editors if appropriate.

The Director of Operations leads on the creation of an induction programme with the support of the line manager and the new staff member is offered a 3 month catch up to discuss any issues prior to the ½ year review.

## GUIDELINES FOR IDENTIFYING AND MANAGING BULLYING

Bullying may be seen as particularly hurtful behavior usually repeated over a period of time, where it is difficult for those bullied to defend themselves. Bullying can take many forms including:

- Physical e.g. hitting, kicking, theft
- Verbal (including teasing) e.g. racist remarks, personal remarks, spreading rumors, threats or name-calling
- Emotional e.g. isolating a child or vulnerable adult from the activities or social acceptance of the peer group
- Harassment e.g. using abusive or insulting behavior in a manner intended to cause alarm or distress.
- Children and vulnerable adults may be bullied by adults, their peers and in some cases by their families.

### Identifying Bullying

Bullying can be difficult to pick up because it often happens away from others and victims do not tend to tell. However you can watch for signs that may indicate the presence of bullying. The following lists common bully victim behavior.

If a child or vulnerable adult:

- Hesitates to come to training sessions
- Is often the last one picked for a team or group activity for no apparent reason, or gets picked on when the other children think your back is turned.
- Is reluctant to go to certain places or work with a certain individual.
- Has clothing or personal possessions go missing or become damaged.
- Has bruising or some other injury.
- Keeps 'losing' their pocket money.
- Is quite nervous, withdraws from everybody else and becomes quiet and shy, especially in the case of those who are normally noisy and loud.
- Becomes suddenly prone to lashing out at people, either physically or verbally when they are usually quiet.

### Action to Help the Victim(s) and Prevent Bullying:

- Take all signs of bullying very seriously.
- Encourage all children to speak and share their concerns. Help the victim(s) to speak out and tell the Coach in charge or the Club Child Protection Co-ordinator (someone in authority). Create an open environment.
- Take all allegations seriously and take action to ensure the victim is safe. Speak with the victim and the bully (bullies) separately.
- Reassure the victim(s) that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said i.e. what happened, by whom and when.
- Report any concerns to Scottish Gymnastics Child Protection Officer.

### Action taken to deal with the bully:

- Talk with the bully (bullies), explain the situation and try to get the bully (bullies) to understand the consequences of their behavior.
- Seek an apology from the bully to the victim(s).
- Inform the bully's parents/guardians.
- If appropriate, insist on the return of 'borrowed' items and that the bully (bullies) compensates the victim.
- Impose sanctions as necessary.
- Encourage and support the bully(bullies) to change behaviour
- Keep a written record of action taken.

### Appendix 3

## CLUB CHILD PROTECTION POLICY STATEMENT

We, the Club, believe that Good Practice at \_\_\_\_\_ Club is as follows;

1. The welfare of children is everyone's responsibility, particularly when it comes to protecting children from abuse. Everyone in swimming – administrator, Club official, coach, parent, friend, children themselves, everyone – can help. Children and young people have a lot to gain from swimming. Their natural sense of fun and spontaneity can blossom in positive sporting environments. Swimming provides an excellent opportunity for children to learn new skills, become more confident and maximise their own unique potential. The Club will place the needs of the child first and winning and competition second.
2. The underlying principles with respect to Child Protection are that:
  - The child's welfare is the first consideration.
  - All children, regardless of age, any disability they have, gender, racial origin, religious belief and sexual identity have a right to be protected from abuse.
  - Children and young people must be treated with integrity and respect.
  - Children and young peoples' programmes and competitions will be relevant to their ages and stages of development.
3. We are committed to following the current Scottish Swimming's Child Protection guidelines. All our volunteers / staff are members of Scottish Swimming.
4. The Club:
  - aims to create an enjoyable environment, where young people have the right to be safe, secure and free from threat,
  - acknowledges that young people have the right to be treated with respect and for their concerns to be listened to and acted upon,
  - will aim to ensure that junior members have specific programmes designated for them, with adequate supervision,
  - is committed to ensuring that all helpers, whatever their role, complete a Club Registration Form, sign a Code of Conduct and complete Disclosure Application (if in a childcare / adult at risk role) and a Self Declaration Form in relation to Child Protection,
  - provides clear, comprehensive, easily understood procedures for dealing with
    - allegations of abuse
    - requests for help and support on a confidential basis,
  - is committed to an equitable recruitment selection policy for coaches,
  - will always emphasise fair play.

5. Our Child Protection Officer is:

The person's name is \_\_\_\_\_

And the contact telephone number is \_\_\_\_\_

PRIVATE AND CONFIDENTIAL
-----------------------------

\_\_\_\_\_ Club

## SELF DECLARATION FORM

Please read this form in full before completing

You have a right of access to information held on you and other rights under The Data Protection Act 1998.

### Part A

Title:	First Name:	Surname:
Address:		
Postcode (must be completed):		
Telephone number(s): Day: _____ Evening: _____ Mobile: _____		
E-mail address:		
Any previous names by which you may have been known, including maiden name(s):		

#### DATE OF BIRTH

D	D	M	M	Y	Y

#### SEX (please tick)

M		F	
---	--	---	--

Have you commenced your position with this Club? Please tick YES  NO

Current Clubs (include subject Club first)

Club Name	Position	Start Date
	Coach <input type="checkbox"/> Team manager <input type="checkbox"/> Volunteer <input type="checkbox"/> Other <input type="checkbox"/> *	
	Coach <input type="checkbox"/> Team manager <input type="checkbox"/> Volunteer <input type="checkbox"/> Other <input type="checkbox"/> *	
	Coach <input type="checkbox"/> Team manager <input type="checkbox"/> Volunteer <input type="checkbox"/> Other <input type="checkbox"/> *	

\*Please tick as appropriate

Previous Sports Clubs (ESSENTIAL – PLEASE COMPLETE FULLY)

Club	Start Date	Finishing Date

Continued...

# SELF DECLARATION FORM

## Page 2

Note: Referees should not be related to applicant

### Details of Referee 1

Name:			
Relationship to Applicant:			
Organisation:			
Address:			
Telephone Nos:	Day:	Evening:	Mobile:
Email address:			

### Details of Referee 2

Name:			
Relationship to Applicant:			
Organisation:			
Address:			
Telephone Nos:	Day:	Evening:	Mobile:
Email address:			

Signature of Club Child Protection Officer, club secretary or other designated officer:

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

Print name: \_\_\_\_\_

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

Continued...

# SELF DECLARATION FORM

## Page 3

### Part B

Self-Declaration Form (for completion by the individual named in Part A)

\_\_\_\_\_ (insert name of club) is committed to the welfare and protection of children and has a duty to ensure the suitability of any individual who works with children. To fulfil this duty we would ask that you complete the following information having read the following notes.

I hereby declare and represent that, save as disclosed below, I have not at any time either in the United Kingdom or abroad, been found guilty or been convicted by a court of any offence concerning children under the age of sixteen years (eighteen years in the rest of the United Kingdom), nor bound over, placed on probation or a deferred sentence, or discharged either conditionally or absolutely in relation to such offences.

I also declare that I am not, to my knowledge, or have been, subject of an investigation in relation to such offences save as disclosed below.

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

**Please note that whilst not all convictions will debar you from working with children / vulnerable adults, you must declare any offences or investigations as shown below.**

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

#### Previous Offences

Date	Offence	Penalty / Disposal

#### Previous POLICE Investigations

Date	Offence	Penalty / Disposal

Continued...

# SELF DECLARATION FORM

## Page 4

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

Please tick                      YES                         NO  

If YES, please supply details:

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

Please tick                      YES                         NO  

If YES, please supply details:

### IMPORTANT

I hereby give my consent to the \_\_\_\_\_ (name of club) to carry out a police check through Scottish Swimming / Disclosure Scotland and to take up references for the purpose of verifying the replies given in this declaration, including enquiries of any relevant authority. I also understand that failure to disclose in full matters as required in this declaration will result in immediate suspension of my work with children in the Club and the likelihood of the termination of my services.

Signed by the applicant in Part A: \_\_\_\_\_

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

*Print name:* \_\_\_\_\_

**This form should be returned marked Private and Confidential DIRECT to:**

Name: Ashley Howard, Chief Executive

Address: Scottish Swimming  
National Swimming Academy  
University of Stirling  
STIRLING  
FK9 4LA

Telephone: (01786) 466520

## **POLICY FOR USE OF PHOTOGRAPHIC & VIDEO EQUIPMENT**

### **\_\_\_\_\_ CLUB**

#### **INFORMATION FOR SWIMMERS AND GUARDIAN(S) ON THE USE OF CAMERAS AND VIDEO EQUIPMENT (INCLUDING MOBILE PHONES)**

The use of visual evidence of performance, e.g. stroke technique, in training and competition, is an important tool for coaching swimming.

\_\_\_\_\_ Club will sometimes use videos and/or cameras during training sessions and competitions for coaches and swimmers to analyse stroke technique and performance. Video evidence of this nature is for internal club use only and shall not be shown to any external agency without the express consent of both the athlete and their guardian(s).

We will take photographs for appropriate media coverage including newspapers or websites from time to time with the consent of both the athlete and their guardian(s). Any club personnel using video or camera equipment will be aware of and agree to abide by this policy and have permission from the Club Committee for use at named occasions.

External agencies are required to apply for permission and will be made aware of and agree to abide by this policy before permission for use is granted.

#### **PERMISSION**

Permission for use must be obtained before attending training / competitions (see REQUEST FOR PERMISSION TO USE CAMERA AND VIDEO EQUIPMENT application form). In order to be granted permission, you must agree to abide by the following policy.

#### **THE POLICY**

All material must be used for the purpose stated on the application and must not be altered in any way without the prior approval in writing of the person(s) photographed or their guardian(s).

#### **VIDEOS**

Video evidence used for stroke technique and performance analysis in club training sessions or at competitions must be used solely for this purpose and viewed with consent of the athlete in question. Video evidence gathered by the club will not be given to any outside agency without the express consent of the athlete and their guardian(s).

#### **PHOTOGRAPHS**

We would request that the swimmer's modesty is protected at all times. To this end, swimmers should only be photographed in swimwear during action or staged shots.

**APPLICATION FORMS for permission to photograph or video are available from:**

**Name:** \_\_\_\_\_ **Tel number:** \_\_\_\_\_

**Please note that it is the camera user's own responsibility to be aware of facility Normal Operating Procedures.  
Permission from the club does not necessarily infer permission from facility owners / operators.**

APPLICATION NUMBER \_\_\_\_\_

# REQUEST FOR PERMISSION TO USE CAMERA & VIDEO EQUIPMENT

## INTERNAL CLUB USE

The form must be filled in by individuals who would like permission to use camera or video equipment for the purpose of analysis of performance.

**SECTION A TO BE COMPLETED BY APPLICANT.**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**DESIGNATION:** \_\_\_\_\_

**PURPOSE OF USE (tick):** COMPETITION  TRAINING

**VENUE:** \_\_\_\_\_

**DATE(S):** \_\_\_\_\_

**EQUIPMENT TYPE:** \_\_\_\_\_

**MODEL:** \_\_\_\_\_

**SERIAL NO:** \_\_\_\_\_

**DECLARATION** I declare that the pictures/film(s) produced by the equipment stated above will not be altered in any way, without prior approval in writing of the person(s) photographed. I understand that the swimmers modesty must be ensured at all times, and that I will only use pictures/films for the purpose stated above. I have read and agree to abide by the guidelines set out in the **POLICY FOR USE OF PHOTOGRAPHIC & VIDEO EQUIPMENT.**

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

-----  
**SECTION B. FOR OFFICIAL USE ONLY**

**APPROVED**  **REFUSED**

**DATE:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**DESIGNATION:** \_\_\_\_\_

**REASON FOR REFUSAL:** \_\_\_\_\_

**Now complete "Notification to Applicant" form, duplicate and store.**



APPLICATION  
NUMBER \_\_\_\_\_

# REQUEST FOR PERMISSION TO USE CAMERA & VIDEO EQUIPMENT

## NOTIFICATION TO APPLICANT

(tick) INTERNAL      ρ                      EXTERNAL      ρ

Your application has been approved for use as follows:

PURPOSE OF USE: \_\_\_\_\_  
VENUE: \_\_\_\_\_  
DATE: \_\_\_\_\_  
EQUIPMENT: \_\_\_\_\_  
MODEL: \_\_\_\_\_

OFFICIAL SIGNATURE: \_\_\_\_\_

NOTE: Proof of identity and this letter of approval must be produced on request when equipment is to be used.

-----

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APPLICATION  
NUMBER \_\_\_\_\_

# REQUEST FOR PERMISSION TO USE CAMERA & VIDEO EQUIPMENT

## NOTIFICATION TO APPLICANT

(tick) INTERNAL      ρ                      EXTERNAL      ρ

Your application has been refused for use as follows:

PURPOSE OF USE: \_\_\_\_\_  
VENUE: \_\_\_\_\_  
DATE: \_\_\_\_\_  
EQUIPMENT: \_\_\_\_\_  
MODEL: \_\_\_\_\_

OFFICIAL SIGNATURE: \_\_\_\_\_

REASON FOR REFUSAL:

Appendix 7

## DATA PROTECTION ADVICE

Listed below are the recommendations for storing, destroying and accessing records and various other forms related to Child Protection.

DOCUMENT	WHERE TO STORE	WHO HAS ACCESS	HOW LONG TO KEEP	HOW TO DISPOSE
<b>References</b>	Secure	SASA	1 year	Shred or burn
<b>Application Form</b>	Secure	Interview panel	Until person leaves	Shred or burn
<b>Self Declaration Form</b>	Secure	SASA, CPO – CPO to send forms to SASA once received.	If anything is declared: Until 1 year after person leaves. No declarations; Destroy immediately, keep note of date received and that nothing was declared.	Shred or burn
<b>Incident Reports</b>	Secure	CPO / other professional agencies depending on follow up.	12 months	Shred or burn
<b>Accident Forms</b>	Secure	CPO or PRESIDENT and possibly insurance company / other investigation authorities.	12 months	Shred or burn
<b>Permission to use Camera / Video Forms</b>	Secure	CPO	12 months	Shred or burn
<b>Reply to Permission to use Video / Camera Forms</b>	Secure	CPO	12 months	Shred or burn

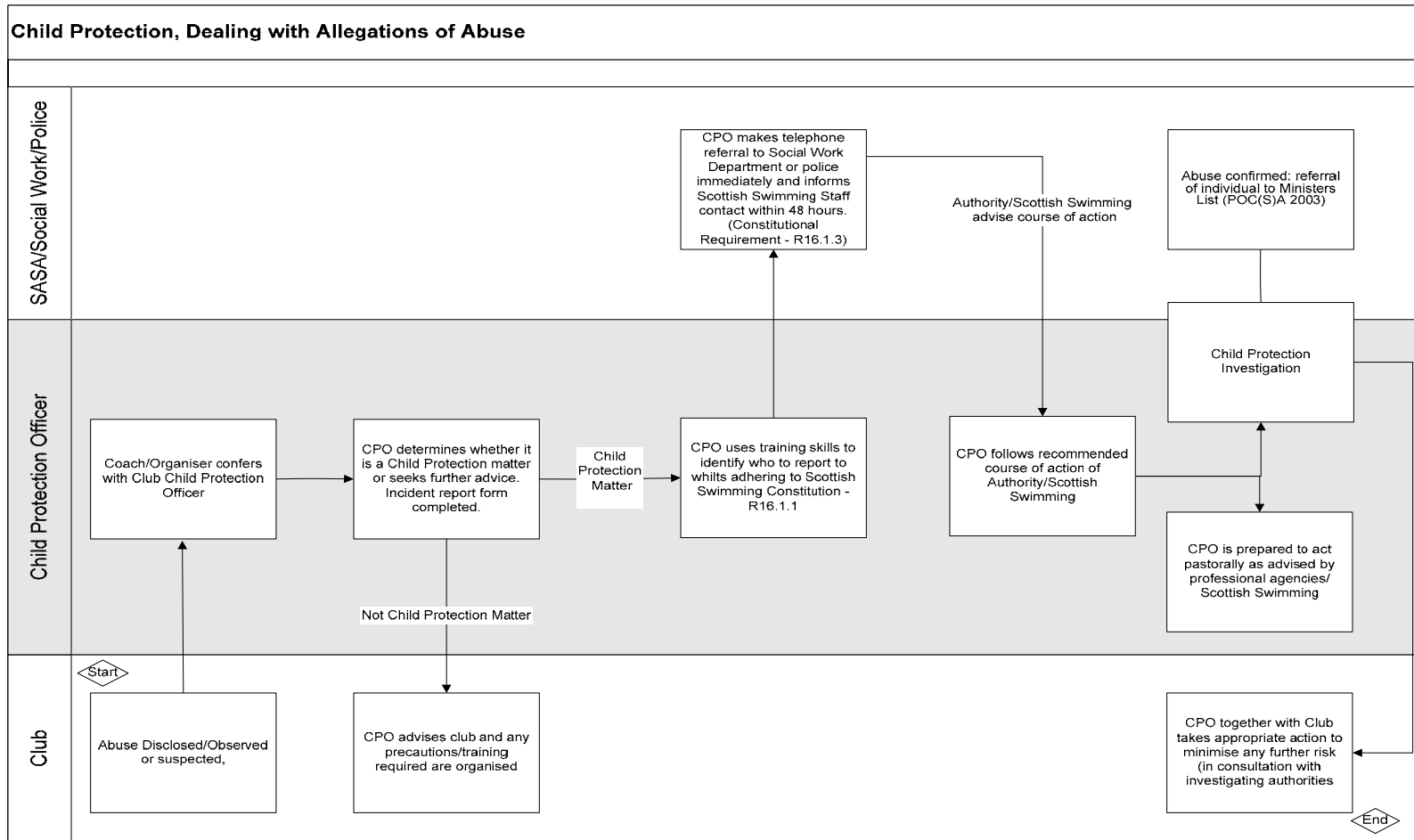
**Please note that all documentation may be required for any criminal investigation.**

**DEFINITION: secure**

Kept in a locked place with restricted access. If at CPO's home, can be stored in, for example, a locked desk drawer or attic. If in a general office, documents must be in a locked filing cabinet with no other key holders.

Appendix 8

# CHILD PROTECTION, DEALING WITH ALLEGATIONS OF ABUSE FLOWCHART



**Appendix 9**

**INCIDENT RECORD FORM  
for issues of a Child Protection nature**

Your name:
Your position:
Child's name:
Child's address:
Parents / carers names and address:
Child's date of birth:
Any special requirements: (e.g. learning disability / 1 <sup>st</sup> language not English)
Your observations:
Exactly what the child said (write in child's words) and what you said: (remember, do not lead the child – record actual details. Continue on separate sheet if necessary)
Action taken so far and when:

External agencies contacted (date and time):	
<b>Police</b>  Yes / No?	If yes - Details of: Name and contact number: Details of advice received:
<b>Social Services</b>  Yes / No?	If yes - Details of: Name and contact number: Details of advice received:
<b>Scottish Swimming</b>  Yes / No?	If yes - Details of: Name and contact number: Details of advice received:
<b>Local Authority</b>  Yes / No?	If yes - Details of: Name and contact number: Details of advice received:
<b>Other (eg NSPCC)</b>  Yes / No?	If yes - Details of: Name and contact number: Details of advice received:
Signature:	
Print name:	
Date:	

**N.B. a copy of this form should be sent to Social Services after the telephone report.**

**Remember to maintain confidentiality on a *need to know* basis – do not discuss this incident with anyone other than those who need to know.**

See DATA PROTECTION ADVICE for storage implications.

## INCIDENT RECORD FORM

## COACHES CODE OF CONDUCT

A responsible sports coach helps the development of individuals through improving their performance. This is achieved by:

- Identifying and meeting the needs of individuals.
- Improving performance through a progressive programme of safe, guided practice, measured performance and / or competition.
- Creating an environment in which individuals are motivated to maintain participation and improve performance.

**Coaches should comply with the principles of good ethical practice listed below.**

- Coaches must abide by the Scottish Swimming and Club Child Protection Policies, and be a member of Scottish Swimming.
- Coaches must respect the rights, dignity and worth of every person and treat everyone equally within the context of their sport.
- Coaches must place the well-being and safety of the performer above the development of performance. They should follow all guidelines laid down by the sports governing body and hold appropriate insurance cover.
- Coaches must develop an appropriate working relationship with performers (especially children), based on mutual trust and respect. Coaches must not exert undue influence to obtain personal benefit or reward. In particular, coaches must not use their position to establish or pursue a sexual or improper relationship with an athlete or someone close to them.
- Coaches must encourage and guide performers to accept responsibility for their own behaviour and performance.
- Coaches should hold relevant, recommended, up to date and nationally recognised governing body coaching qualifications.
- Coaches must ensure the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the individual.
- Coaches should, at the outset, clarify with performers (and where appropriate with their parents) exactly what is expected of them and what performers are entitled to expect from their coach. A contract may sometimes be appropriate.
- Coaches should co-operate fully with other specialists (e.g. other coaches, officials, sport scientists, doctors, physiotherapists) in the best interests of the performer.
- Coaches should always promote the positive aspects of their sport (e.g. fair play) and never condone rule violations or the use of prohibited substances.
- Coaches must consistently display high standards of behaviour and appearance.

**I agree to abide by the above principles.**

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

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

**MEDICAL CONSENT FORM**

**Athlete Details**

Surname:	Forename:
Address:	
Postcode:	
Date of Birth:	
Doctor's Name:	
Doctor's Address:	

**MEDICAL INFORMATION**

1. Do you have any dietary requirements / food allergies? YES/NO  
If YES, give additional information.

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2. Do you have any medical conditions requiring medical treatment, please include allergies and medication? YES/NO  
If YES, please state

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3. Do you have health insurance (for travel abroad)? YES/NO  
If YES, please state (i.e. EHIC / Private insurance)

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===== PLEASE SIGN EITHER DECLARATION =====

**FOR ATHLETES 16 YEARS OF AGE AND OVER** - If I require medical care during the meet / camp and if, in the opinion of the doctor dealing with the case, medical or surgical treatment is required, then I hereby give to the leader(s) of the tour group permission to sanction such treatment if contact cannot be made with either of the 2 people mentioned in the emergency contact section.

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

**FOR ATHLETES UNDER THE AGE OF 16** - If my daughter / son should require medical care during the meet / camp and if, in the opinion of the doctor dealing with the case, medical or surgical treatment is required, then I hereby give to the leader(s) of the tour group permission to sanction such treatment IF ANY OF THE AFOREMENTIONED PERSONS CANNOT BE CONTACTED AT THE TIME TO GIVE THE NECESSARY PERMISSION.

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parental / Guardian Details**

Surname:	Forename:
Address:	
Postcode:	
Contact Phone Numbers:	
Home:	Mobile:
Work:	

**Alternative Emergency Contact**

Surname:	Forename:
Address:	
Postcode:	
Contact Phone Numbers:	
Home:	Mobile:
Work:	

## Useful Contacts:

### **Child Protection in Sport Service**

CHILDREN 1<sup>ST</sup>  
61 Sussex Street,  
Glasgow,  
G41 1DY  
0141 418 5674  
[www.childprotectioninsport.org.uk](http://www.childprotectioninsport.org.uk)

### **sportscotland**

Caledonia House  
South Gyle,  
Edinburgh  
EH12 9DQ  
0131 317 7200  
[www.sportscotland.org.uk](http://www.sportscotland.org.uk)

### **Help For Clubs**

[www.helpforclubs.org.uk](http://www.helpforclubs.org.uk)

### **CHILDREN 1<sup>ST</sup>**

83 Whitehouse Loan  
Edinburgh  
EH9 1AT  
0131 446 2300  
[www.children1st.org.uk](http://www.children1st.org.uk)

### **ChildLine Scotland**

0800 1111  
[www.childlinescotland.org.uk](http://www.childlinescotland.org.uk)

### **ParentLine Scotland**

0808 800 2222

### **Child Protection in Sport Unit** (NSPCC- covers England, Wales and Northern Ireland)

0116 234 7278  
[www.thecpsu.org.uk](http://www.thecpsu.org.uk)

### **Scottish Disability Sport**

0131 317 1130  
[www.scottishdisabilitysport.com](http://www.scottishdisabilitysport.com)

### **Central Registered Body in Scotland**

General Helpline: 08700 100 450  
Overseas Helpline: 01786 849 777  
[www.crbs.org.uk](http://www.crbs.org.uk)

### **Disclosure Scotland**

0870 609 6006  
[www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)

### **Scottish Executive**

[www.scotland.gov.uk/childprotection](http://www.scotland.gov.uk/childprotection)

### **Commissioner for Children and Young People**

[www.cypcommissioner.org](http://www.cypcommissioner.org)

### **Volunteer Development Scotland**

01786 479 593  
[www.vds.org.uk](http://www.vds.org.uk)