



GLASGOW LIONS SAFEGUARDING POLICY 2013

Glasgow Lions Touch Rugby Club Safeguarding Policy

Safeguarding Statement

Glasgow Lions recognise the values and principles laid down in UN Convention on the Rights of the Child, the Children's Charter and Getting It Right for Every Child (GIRFEC) and will work in accordance with the guidance provided by the nationally recognised Safeguarding in Sport team and will ensure that the welfare of the child and vulnerable adult is always paramount.

1. Safeguarding Policy

Glasgow Lions Touch Rugby Club acknowledges its responsibility to safeguard the welfare of every child, young person and vulnerable adult who has been entrusted to its care and is committed to working to provide a safe environment for all of its members.

This policy recognises and builds on the legal and statutory definitions of a child and vulnerable adult;

A child or young person is anyone under the age of 18 involved in any club football activity. We subscribe to the STA Child Protection Policy and endorse and accept the Policy Statement contained in that document.

A Vulnerable Adult is a person who is or may be in need of services by reason of mental or other disability, age or illness and who is, or may be, unable to care for him/herself, or unable to protect him/herself against significant harm or exploitation. Main forms of abuse include physical, sexual, financial, psychological, neglect and discrimination. We subscribe to the STA Vulnerable Adult Policy and endorse and accept the Policy Statement contained in that document.

2. Principles

The key principles of the Glasgow Lions Safeguarding Policy are that:

- The child's welfare is, and must always be, the paramount consideration
- All children, young people and vulnerable adults have a right to be protected from abuse regardless of their age, ethnic origin, gender, special needs, disability, class or social background, religion, sexual orientation, marital status, colour or political persuasion.
- All suspicions and allegations of abuse or poor practice will be taken seriously and responded to swiftly and appropriately
- Child protection is everyone's responsibility (It's everyone's job to make sure I'm alright, Scottish Executive, 2002)
- Children and vulnerable adults have the right to express views on all matters which affect them should they wish to do so.
- Glasgow Lions Touch Rugby Club will work in partnership together with children, vulnerable adults, parents and carers in order to promote the welfare, health and development of children and vulnerable adults.

- Glasgow Lions Touch Rugby Club accept the moral and legal responsibility to implement procedures to provide a duty of care for young people and vulnerable adults safeguarding their wellbeing and protect them from abuse;
- Young players and vulnerable adults have a right to expect appropriate management, support, personal and social development with regard to their involvement in the game of Touch Rugby
- It is the responsibility of the child protection experts and agencies to determine whether or not abuse has taken place but it is everyone's responsibility to report any concerns.

3. A Safe environment

We acknowledge that every child or young person who plays or participates in Touch Rugby should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse. This is the responsibility of every adult involved in our club.

We acknowledge that every vulnerable adult who plays or participates in Touch Rugby should be able to take part in an enjoyable and safe environment and be protected from poor practice and abuse. This is the responsibility of every person involved in our club.

4. Application

The Touch Rugby Club has a role to play in safeguarding the welfare of all children and young people and vulnerable adults by protecting them from physical, sexual or emotional harm and from neglect or bullying. It is noted and accepted that the STA Child Protection Policy, Vulnerable Adults Policy and related regulations applies to everybody in Touch Rugby whether in a paid or voluntary capacity. This means whether you are a volunteer, match official, helper, coach, club official or medical staff.

5. Endorsement of Governing Body

We endorse and adopt the STA's Child Protection Policy on recruiting volunteers and staff and will follow the recruitment procedures as set out in that policy and summarised below:

- Develop a job description or role profile
- As a minimum meet and chat with applicants and where possible conduct interviews before appointing
- Request and follow up two references before appointing
- Apply for a Enhanced Disclosure Scotland check

All current Glasgow Lions Touch Rugby club members with direct access to children, young people and vulnerable adults will be required to become members of the PVG Scheme and if and when required have a Scheme Record Update as per the legal requirements to do so.

It is accepted that Glasgow Lions Touch Rugby Club aims to prevent people with a history of relevant and significant offending from having contact with children, young people or vulnerable adults and prevent them having the opportunity to influence policies

or practice with children or young people. This is to prevent direct sexual or physical harm to children or young people or vulnerable adults and to minimise the risk of grooming within Touch Rugby.

Glasgow Lions will recruit, recommend appropriate training and supervise its volunteers so as to adopt best practice to safeguard and protect young people and vulnerable adults from abuse, and themselves against false allegations;

6. Role of the Club Safeguarding Officers [Appendix 1]

Glasgow Lions Touch Rugby Club has appointed 2 Safeguarding Officers in line the requirements of the Safeguarding in Sport recommendations. The Safeguarding Officers will take part in training as defined in the nationally recognised Safeguarding Education and Training programmes. The Safeguarding Officer is the first point of contact for all club members and parents/carers regarding concerns for the welfare of any child or young person or vulnerable adult. The Safeguarding Officer(s) will be familiar with the procedures for referring any concerns and will play a proactive role in increasing an awareness of poor practice and abuse amongst club members.

7. Responding to Concerns Procedures [Appendix 3]

Glasgow Lions Touch Rugby Club will ensure that all concerns about volunteers are dealt with in a timely, appropriate and proportionate manner. No volunteer in receipt of information that causes concern about the conduct of a volunteer towards children and/or vulnerable adults shall keep that information to himself or herself, or attempt to deal with the matter on their own. All volunteers will respect and abide by the procedures laid down to respond to concerns.

In the event of an investigation into the conduct of a volunteer all actions will be informed by the principles of natural justice.

In all cases where there are concerns about the conduct of a volunteer towards children and/or vulnerable adults the welfare of the child and/or vulnerable adult will be paramount.

8. Complaint handling & disciplinary procedures [Appendix 4]

Glasgow Lions has a fair complaints handling and disciplinary system with clear sanctions to deal with any misconduct at club level and acknowledges the possibility of potential sanctions which may be applied by the Governing Body [the STA] in more serious circumstances. All prospective members will be informed of these codes.

9. Anti-Bullying [Appendix 5]

We acknowledge and endorse our Anti-Bullying Policy. Bullying of any kind is not acceptable at our club. If bullying does occur, all players or parents/carers should be able to tell and to know that bullying will be dealt with promptly. Incidents need to be reported to the Safeguarding Officer and in the case of serious bullying or adult on child bullying to the STA Child Protection team.

10. Code of Conduct [Appendix 6]

The Glasgow Lions Code of Conduct for coaches, players, officials, parents/carers, officials and coaches has been implemented by Glasgow Lions Touch Club. The Club has a fair disciplinary system and clear sanctions to deal with any misconduct at club level and acknowledges the possibility of potential sanctions which may be applied by the Governing Body [the STA] in more serious circumstances. All prospective members will be informed of these codes.

11. Information, Communications and ICT Social Media Policy [Appendix 7]

Glasgow Lions will ensure that all communications between adults and young people are conducted in accordance with the principles laid down in the Glasgow Lions Safe in Care Guidelines.

12. Minimum ratios [Appendix 8]

Minimum ratios of coaches to children/vulnerable adults will be 1: 8 [see Coaching Ratios Policy].

There will be a minimum number of 2 coaches at all sessions.

13. Review and Evaluation

Glasgow Lions Touch Rugby Club will monitor and review the Safeguarding Policy annually to ensure it meets all relevant legal requirements and following any issues and concerns raised about the protection of children and/or vulnerable adults.

14. Further advice on Child Protection and Safeguarding matters can be obtained from: [also see Appendix 9]

Safeguarding in Sport Service: <http://www.children1st.org.uk/services/87/safeguarding-in-sport> by email at safeguardinginsport@children1st.org.uk in writing at Safeguarding in Sport, CHILDREN 1ST, Sussex House, 61 Sussex Street, Kinning Park, Glasgow, G41 1DY or by telephone: 0141 418 5674, Fax 0141 418 5671,

Glasgow Child Protection Committee at <http://www.glasgowchildprotection.org.uk/> or by phone 0141 420 5665

Social Work: 0141 420 5500 and Out of Hours Standby Service: 0800811505

Police: 0141 532 3000

Scottish Reporters Office: 03002001437

NSPCC Child Line: 08001111

The NSPCC Child Protection 24 hour Helpline for adults concerned about a child: 0808 800 5000

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The STA Safeguarding Team on [insert contact number] or by emailing {insert email] or by writing to the [insert address]

15. Confidentiality

Confidentiality will be upheld in line with the Data Protection Act 1998 and the Human Rights Act 2000

16. Appendices

- Job Description for Safeguarding Officers (Appendix 1)
- Recruitment and selection policy (Appendix 2)
- Responding to concerns procedures & templates (Incident referral forms) (Appendix 3)
- Complaints Procedure (Appendix 3)
- Incident Report Form (as part of complaint handling and responding to concerns at App 3)
- Disciplinary Procedure (Appendix 4)
- Anti-Bullying Policy (Appendix 5)
- Code of Conduct (Appendix 6)
- Information, Communications and ICT Social Media Policy and Guidance (Appendix 7)
- Coaching Ratios Policy (Appendix 8)
- Membership (Youth) (Appendix 9)
- Medical Information Sheet (Appendix 9)
- Accident report form (Appendix 10)
- Changing Room Policy (Appendix 11)
- Photographic and DVD registration & permission to use form (Appendix 12)
- Transportation Policy and Parents/Carers Collection Policy (Appendix 13)
- Risk assessment template (Appendix 14)
- Glasgow Lions Safe in Care Guidelines, U18s as Volunteers; collection by parents/carers; administering first aid; sexual activity; (Appendix 15)
- Contacts and further information (Appendix 16)
- Review and monitoring of the Safeguarding Statement

Signed on behalf of the Club by Chairperson

Name _____

Date _____

Signature _____

Signed on behalf of the Club safeguarding Officers

Name _____ Name _____

Date _____ Date _____

Signature _____ Signature _____

Appendix 1

Glasgow Lions Touch Rugby Safeguarding Officer (Child and Vulnerable Adult)

JOB TITLE: Club Safeguarding Officer

RESPONSIBLE TO: The Club Committee

MAIN ROLE: To create and maintain a safe working environment for all.

SKILLS and BEHAVIOURS REQUIRED:

- Approachable with friendly manner
- Good listener
- Well organised
- Motivated
- Prepared to pass on concerns to professional agencies when necessary
- Act with discretion.
- Act with sensitivity.
- Act with tact and diplomacy.
- Apply attention to detail.
- Communicate (Spoken & Written).

MAIN DUTIES - JOINT RESPONSIBILITY:

- 1) Understand the NGB child protection procedures, rules and regulations.
- 2) Ensure that the child protection procedures and protection of vulnerable adult procedures are understood and adhered to by all members.
- 3) Act as the first point of contact for anyone witnessing or being subjected discrimination
- 4) Establish and maintain the complaints and disciplinary procedures (with Chair)
- 5) Attend the requisite training (renewable every three years).
- 6) Ensure all Club volunteers involved in regulated work are fully checked through the PVG Scheme, are recruited following the appropriate procedure and undertake the relevant training.
- 7) Keep up-to-date with policy changes through Children1st for Sport and update the Club Safeguarding policy accordingly
- 8) Be familiar with current child protection legislation and legislation pertaining to vulnerable adults and implement within Glasgow Lions Touch Rugby Club.
- 9) In the event of a complaint being made ensure that the complaints procedures are met and see the procedures through to the final decision.

Mandatory Training

1. Safeguarding & Protecting Children.
2. In Safe Hands

Have Knowledge of:

- The STA Ethics & Equality policy.
- The STA Safeguarding Policy.
- Child protection legislation
- The PVG Process

TIME COMMITMENT _____

SIGNATURES: Safeguarding Officer. _____
Date _____
Chairperson _____
Date _____

Appendix 2

Glasgow Lions Touch Rugby Club Recruitment and Selection Procedures

Glasgow Lions uses an effective 'recruitment and selection' procedure to make sure new staff/volunteers have been carefully considered and vetted to do regulated work with children. These processes are overseen by the Club Recruitment Committee.

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

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

1. Youth Touch Coach
2. Youth Touch Manager
3. Safeguarding Officer
4. Youth Touch First Aider
5. Youth Coaching Supervisor
6. Youth Club Development Officers
7. Head of Coaching

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

1. Advertising

All forms of advertising used to recruit and select staff/volunteers for regulated work with children will include details of **Glasgow Lions** stance on child protection: a statement that the position applied for is regulated work with children and will require PVG Scheme membership.

2. Pre-application Information

Pre-application information for these positions will be sent to applicants and will include ***Self-declaration form and PVG Scheme Q&A guidance notes.***

3. Application and Self-Declaration Form

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

4. Review Applications

Glasgow Lions Touch Rugby Recruitment Committee will review application forms and consider applicants for interview/selection. Self-declaration forms of those deemed suitable for interview will then be opened and considered. If the applicant is no longer a candidate, the self-declaration form must be destroyed. Successful applicants will be invited to interview.

5. Interview

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

6. Offer of Position

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

1. satisfactory references have been received and checked
2. a satisfactory Scheme Record/Scheme Record Update has been received.

7. References

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

8. Membership of the PVG Scheme

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

Sports Council Glasgow is registered with the CRBS and acts as an intermediary for clubs wishing to check applicants for regulated work with children as volunteers. A

successful applicant will be required to submit a Scheme Record/Scheme Record Update application which will be returned processed by the PVG administrator at the Club and Sports Council Glasgow. Scheme record certificates are returned to Sports Council Glasgow and forwarded to the Safeguarding Officer (and PVG Administrator) at Glasgow and any relevant areas for concern will be shared with the Club Safeguarding Officer and Recruitment Committee and an action plan agreed if necessary.

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

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

Overseas Applicants

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

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

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

9. Induction

After the applicant accepts post, the induction process will include the following clarification, agreement and signing up to the Safeguarding Policy and procedures, including the Code of Conduct.

10. Training

Newly appointed staff/volunteers in regulated work with children should complete recommended training over an agreed period. This will include the Safeguarding and Protecting training as well as other relevant recommended training offered by Glasgow Life.

12. Monitoring and Performance Appraisal

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

14. New vetting information on PVG Scheme Records

If new vetting information becomes available on-going suitability process, it is important to consider this information alongside a newly completed self-declaration form to assess any risks.

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

15. Consideration for Children's List or Barred Individuals

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

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

16. PVG Scheme Member leaves **Glasgow Lions**

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

GLASGOW LIONS RECRUITMENT FORM

Confidential

Position applied or

PERSONAL DETAILS

Surname:
First name(s):.....
Address:.....
.....
.....
Postcode:.....
Telephone number(s):.....
Email address:

CURRENT/MOST RECENT EMPLOYMENT

Employer:.....
Position:.....
Dates of employment:.....
Duties of employment:.....
.....
.....

PREVIOUS EMPLOYMENT

Employer:.....
Position:.....
Dates of employment:.....

Duties of employment:.....

QUALIFICATIONS

Academic/school (not essential for those applying to voluntary posts to complete)
.....
.....
.....

Coaching Qualifications/Experience
.....
.....
.....
.....
.....

PREVIOUS EXPERIENCE

Previous experience of working with young children and vulnerable adults in a voluntary or professional capacity:

.....
.....
.....
.....
.....

Reason for applying:.....
.....
.....

.....
.....

DATA PROTECTION NOTICE

I declare that the information provided on this form is, to the best of my knowledge correct, true and complete. By signing this form you are providing your explicit consent to Glasgow Lions Touch Rugby Club processing personal data in connection with all matters relating to your application for employment/appointment. Details contained on this form will be limited to those only directly involved in the selection process. All records relating to recruitment are retained by Adrian O’Sullivan (Chair) and Jenny Johnstone (Safeguarding Officer) in order to fulfil legal responsibilities under Data Protection Legislation.

I agree to abide by the Glasgow Lions Touch Rugby Club Code of Conduct.

Signed:.....

Date:.....

PLEASE NOTE APPLICANTS MUST ALSO COMPLETE a PVG Scheme Record Check or Scheme Update and complete a self-declaration form

IT IS POLICY OF GLASGOW LIONS THAT TWO RFERENCES FROM SUCCESSFUL CANDIDATES MAYBE REQUESTED AND OBTAINED

d) Has any other organisation(s) supported you to work through any of the above issues

e) What have you learned from the experience?

Section 2: Non-conviction relevant information:

Relevant non-conviction information (including any police information)

a) Please provide details of investigations, reasons and circumstances that led to your investigation(s) and disposal if known.

b) Are you, or have you ever been, known to any Social Work Department/Social Services Department as an actual or potential risk to children? YES/NO

If yes, please provide details

Section 3 – Protection of Vulnerable Groups (Scotland) Act 2007

Before signing the declaration below, please read the following notes on the Protection of Vulnerable Groups (Scotland) Act 2007 (PVG Act):

1. Section 34 of the PVG Act makes it an offence for an individual to do, or to seek or agree to do any regulated work (paid or unpaid) from which the individual is barred.

2. Section 35 of the same act makes it an offence for an organisation to offer regulated work (paid or unpaid) to an individual barred from that work.
3. A person is barred from regulated work with children if they are:
 - The subject of an automatic listing (under section 14 of the PVG Act).
 - Included in the PVG Children's List (and, by default, the Independent Safeguarding Authority Children's List which covers the rest of the UK) under section 15 of the PVG Act.
4. Under section 12 of the PVG Act an individual can be 'considered for listing' as information on their suitability to work with children is assessed.

*I confirm that I am not barred from regulated work with children as set out in sections 14 and 15 of the PVG Act, nor am I under 'consideration for listing' as set out in section 12 of the same Act.

OR

*I am under 'consideration for listing'
*(delete as appropriate)

Declaration (I certify that all information contained in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to dismissal).

I understand that deliberately giving false information can result in prosecution.

Signature: _____

Date:

NOTE: The information given in this form will be treated in the strictest confidence. Please seal this form in the addressed envelope provided and return prior to your interview.

Appendix 3

Glasgow Lions Touch Rugby Club -Procedure for Responding to Concerns

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

Procedures:

These procedures apply to all staff/volunteers involved in Glasgow Lions Touch Rugby Club

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

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

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

Any significant, untoward or unusual incidents which cause concern about the welfare of a child/children should be recorded on the Significant Incident Form and reported to the Club Safeguarding Officer as soon as possible.

Parents/carers should also be informed of the circumstances as soon as possible.

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

2. Concerns about the Abuse of a Child

What to Do if a Child Tells You about Abuse

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

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

2a Respond

1. React calmly so as not to frighten the child.
2. Listen to the child and take what they say seriously. Do not show disbelief.
3. Reassure the child they are not to blame and were right to tell someone.
4. 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.
5. Do not assume that the experience was bad or painful - it may have been neutral or even pleasurable.
6. Avoid projecting your own reactions onto the child.
7. 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?
8. Do not introduce personal information from either your own experiences or those of other children.

Avoid:

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

Observation/Information from an individual or agency

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

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

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

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

2b Record

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

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

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

2c Sharing Concerns with Parents/Carers

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

Appendix 3

GLASGOW LIONS TOUCH RUGBY CLUB - RESPONDING TO CONCERNS ABOUT THE CONDUCT OF A MEMBER OF STAFF/VOLUNTEER

Concerns about the Conduct of a Member of Staff/Volunteer

This section of the procedure should be read in conjunction with [CLUB NAME] Disciplinary Procedure*. The following section details the procedure to be followed where the concern is about the conduct of a member of staff/volunteer.

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

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

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

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

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

1 Initial Reporting of Concerns

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

Where the concern is about the Club Safeguarding Officer it should be reported to the STA Lead Officer for Child Protection and Welfare.

2 Recording

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

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

3 Establishing the Basic Facts

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

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

4 Conducting the Initial Assessment

The Safeguarding Officer will conduct the initial assessment and may approach STA Lead Officer for Child Protection and Welfare and/or Children 1st at this point for advice and support.

The purpose of the initial assessment is to clarify the nature and context of the concerns. It should determine whether there is reasonable cause to suspect or

believe that a child has been abused/ harmed or is at risk of abuse or harm. Every situation is unique so guidance cannot be prescriptive.

- a. Where the established facts support a concern about possible breaches of the club code of conduct/abuse, the initial assessment will not form part of the disciplinary investigation. STA should be notified at this point.
- b. 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.
- c. 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.
- d. An initial assessment of the basic facts may require the need to ask a child(ren) some basic, open-ended, non-leading questions solely with a view to clarifying the basic facts. It may also be necessary to ask similar basic questions of other children, or other appropriate individuals.
- e. Interviewing children about possible abuse and criminal offences is the sole remit of specially trained police officers and social workers. Questioning of children by those conducting an initial assessment should always be avoided as far as possible. If it is necessary to speak to the child in order to clarify the basic facts, best practice suggests that consent from the parent be obtained.

Possible outcomes of initial assessment:

- (i) No further action (facts do not substantiate complaint).
- (ii) Situation is dealt with under [CLUB and/or STA] Disciplinary Procedures.
- (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 alleged abuse).

5 Where the initial assessment supports concerns about poor practice and/or misconduct (but not possible child abuse)

The Club Management Committee and the Safeguarding Officer will deal with the situation in line with Glasgow Lions Disciplinary Procedures.

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

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

6 Where initial assessment supports concerns about possible child abuse

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

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

Referrals to the police/social work services will be confirmed in writing by the Club Safeguarding Officer within 24 hours. A copy of the Incident Form will be provided to the police/ social work services on request.

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

Advice will firstly be obtained from the police/social work services about informing the staff member or volunteer involved in the concerns. If the advice is to inform the staff member or volunteer, they will be told that information has been

received which may suggest an allegation of abuse. As the matter will be sub judice (i.e. under judicial consideration) no details will be given unless advised by the police. All actions will ensure the best evidence is preserved for any criminal proceedings while at the same time safeguarding the rights of the employee or volunteer.

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

7 Precautionary suspension

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

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

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

8 Disciplinary Investigation

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

9 False or Malicious Allegations

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

- a. The staff member or volunteer involved will receive an account of the circumstances and/or investigation and a letter confirming the conclusion of the matter. They may wish to seek legal advice.
- b. All records pertaining to the circumstances and investigation should be kept in accordance with the club Policy on the Secure Storage of Information.

- c. The club will take all reasonable steps to support the individual in this situation.
- d. In these circumstances STA will review the child's participation in rugby. It may be appropriate to have a discussion with the child (with parental/carer permission).
- e. Data collected for the investigation will be destroyed in accordance with the requirements of the Data Protection Act 1998.

10 Historical Allegations of Abuse

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

11 Protection of Vulnerable Groups (Scotland) Act 2007

- a) The club, in partnership with the STA/Sports Council Glasgow will refer to Disclosure Scotland the case of any member of staff/volunteer who (whether or not in the course of their role within the organisation) has:
- a. harmed a child
 - b. placed a child at risk of harm
 - c. engaged in inappropriate conduct involving pornography
 - d. engaged in inappropriate conduct of a sexual nature involving a child, or
 - e. given inappropriate medical treatment to a child.

AND as a result:

1. The club has dismissed the member of staff or volunteer.
2. The member of staff or volunteer would have been dismissed as a result of the incident had they not resigned, retired or been made redundant.
3. The club has transferred the member of staff/volunteer to a position in the STA which is not regulated work with children.

4. The member of staff or volunteer would have been dismissed or considered for dismissal where employment or volunteer role was not due to end at the expiry of a fixed term contract; or,

5. The member of staff or volunteer would have been dismissed or considered for dismissal had the contract not expired.

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

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

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

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

GLASGOW LIONS TOUCH RUGBY CLUB INCIDENT REFERRAL FORM

Your name:.....

Your position:.....

Child's name:.....

Child's address:.....

.....

Child's date of birth:.....

Child's disability (if any):.....

Child's ethnic origin (please state)

Parents/Guardians names and address:.....

.....

Any specific needs of the child:

Is an interpreter required?

Yes

No

Date and time of any incident:

.....

Your observations:

.....

.....

.....

.....

Exactly what the child said and what you said (Remember, do not lead the child – record actual details. Continue on separate sheet if necessary):

.....
.....
.....
.....
.....

Action taken so far:

.....
.....
.....

External agencies contact (date & time):

Police: YES / NO

If YES – which:

Names and contact number :

Details of advice received;

.....
.....

Social Services: YES / NO

If YES – which:

Name and contact number:

Details of advice received:

.....
.....

Touch Rugby (STA) : YES / NO

If Yes – Name and contact number:

Details of advice received:

.....

.....

Local Authority: YES / NO

If YES – which:

Name and contact number :

Details of advice received:

.....

.....

Other: (e.g. NSPCC)

Which:

Name and contact number:

Details of advice received:

.....

.....

Signature:

Print name:.....

Date:.....

Remember to maintain confidentiality on a need to know basis – only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.

Appendix 4

Glasgow Lions Disciplinary Procedures for Volunteers

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

Why is this important?

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

DISCIPLINARY PROCEDURE

1. PRINCIPLES

- a) This procedure is designed to establish the facts quickly and to deal with disciplinary issues consistently.
- b) No disciplinary action will be taken until a matter has been fully investigated
- c) The member of staff/volunteer involved may be suspended from their role while an investigation is carried out. Suspension is not a form of disciplinary action. A decision to suspend will be made by **the Disciplinary Committee**. Notification of the suspension and the reasons will be conveyed in writing to the member of staff/volunteer.
- d) At every stage of the formal disciplinary procedure the member of staff/volunteer will have the opportunity to state his/her case at a disciplinary hearing. If so wished he/she will have the opportunity to be represented or accompanied at the hearings by a third party e.g. a friend or colleague, (where applicable).
- e) The member of staff/volunteer has the right to appeal against any disciplinary action.
- f) The disciplinary procedure may be implemented at Stage 1, 2 or 3 if the member of staff/volunteer's alleged misconduct warrants such action.

2. THE PROCEDURE

2.1 Initial Assessment/Stage

The purpose of the initial assessment is to clarify the nature and context of the concern. It should determine whether there is reasonable cause to suspect or believe that a child

has been abused or harmed, or is at risk of abuse or harm. It will involve asking some basic questions of appropriate individuals with the sole purpose of clarifying the basic facts.

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

The possible outcomes of the initial assessment are:

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

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

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

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

2.2 Precautionary Suspension

Precautionary suspension may be considered in the following circumstances:

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

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

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

2.3 Formal Disciplinary Procedure

Stage 1 – First warning

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

Stage 2 – Final written warning

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

Stage 3 – Dismissal or Action Short of Dismissal

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

Gross misconduct

If, after investigation, it is confirmed that a member of staff/volunteer has committed an offence of the following nature (the list is not exhaustive), the normal consequence will be dismissal without notice or payment in lieu of notice: - theft, damage to property, fraud, incapacity for work due to being under the influence of alcohol or illegal drugs, physical violence, bullying, abuse of a child and gross insubordination.

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

3. APPEALS

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

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

The appeal will be heard by *[the appeal panel convened by the Chairperson]* and a decision on the case made as impartially as possible.

The *[the appeal panel convened by the Chairperson]* will notify the member of staff/volunteer of the decision in writing as expeditiously as possible. The decision of *[the appeal panel convened by the Chairperson]* is final and there is no right of appeal.

4. REFERRALS TO THE CHILDREN'S LIST

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

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

1. harmed a child
2. placed a child at risk of harm
3. engaged in inappropriate conduct involving pornography
4. engaged in inappropriate conduct of a sexual nature involving a child, or
5. given inappropriate medical treatment to a child.

AND as a result:

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

Glasgow Lions will also refer the case of a member of staff/volunteer where information becomes available after the member of staff/volunteer has: been dismissed resigned, retired or been made redundant or been transferred to another position in which is not

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

SPECIAL CONSIDERATIONS - SPEAKING TO CHILDREN DURING THE INVESTIGATIVE PROCESS OR AS PART OF A DISCIPLINARY HEARING

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

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

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

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

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

1. The age, gender and background of the child i.e. will they require an interpreter?
2. Whether the child has any learning or physical disability which might affect their ability to communicate with others
3. The child's emotional state
4. Timing and location of interview, bearing in mind the child's daily routines
5. What you will do if the child becomes upset
6. Obtaining consent from the parents/ carer
7. Any other information which may be relevant.

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

1. Allowing the child to be accompanied by a relative or other responsible adult (preferably someone who is not involved in the case)

2. The environment or room layout - how intimidating it could appear to a child
3. The number of people present - try to ensure only those who need to be there are present whilst the child gives evidence
4. The age of the child
5. The nature of the evidence the child may be giving
6. The nature of the relationship between the child and the subject of the hearing
7. The tone and style of questioning i.e. clear, non-threatening with sufficient opportunity for the child to consider the questions and answer them.

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

NOTICE OF PRECAUTIONARY SUSPENSION - TEMPLATE

Date _____

Dear _____

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

This is in response to _____.

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

Yours

Signed _____

[Role Title]

NOTICE OF DISCIPLINARY HEARING - TEMPLATE

Date _____

Dear _____

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

At this meeting the question of disciplinary action against you, in accordance with the [organisation's name] Disciplinary Procedure, will be considered with regard to:
Description of incident e.g. "An incident which took place on [date] between yourself on the one hand and x on the other when it was alleged that you..."

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

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

You are entitled, if you wish to be accompanied by a colleague or trade union representative.

If you are unable to attend this meeting, please contact [insert name] on [insert number], as a matter of urgency to arrange an alternative date.

You are required to take all reasonable steps to attend the meeting. Failure to attend without good reason could result in the meeting being held, and a decision being taken, in your absence.

Yours

Signed _____
[Role Title]

Enclosed:
Disciplinary Procedure

NOTICE OF WRITTEN WARNING OR FINAL WRITTEN WARNING - TEMPLATE

Date _____

Dear _____

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

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

- a) The nature of the unsatisfactory conduct or performance was: [*insert*]
- b) The conduct or performance improvement expected is: [*insert*]
- c) The timescale within which the improvement is required is: [*insert*]
- d) The likely consequence of further misconduct or insufficient improvement is: [*insert*]

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

Yours

Signed _____

[*Role Title*]

NOTICE OF DISMISSAL OR ACTION SHORT OF DISMISSAL - TEMPLATE

Date _____

Dear _____

You attended a disciplinary hearing on _____. I am writing to confirm the decision taken that you be [*dismissed/demoted/transferred*] under the final stage of the **[Glasgow Lions/STA]** Disciplinary Procedure.

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

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

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

Yours

Signed _____

[*Role Title*]

NOTICE OF APPEAL HEARING AGAINST DISCIPLINARY ACTION - TEMPLATE

Date _____

Dear _____

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

Your appeal will be heard by _____ in _____ on _____ at _____.

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

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

Yours

Signed _____

[*Role Title*]

**NOTICE OF RESULT OF APPEAL HEARING AGAINST DISCIPLINARY ACTION -
TEMPLATE**

Date _____

Dear _____

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

The appeal hearing was held on _____.

I am now writing to confirm the decision taken by [*name of manager who conducted the
appeal hearing*], namely that the decision to _____ [*stands/is revoked*].
Specify if no disciplinary action is being taken or what the new disciplinary action is.

You have now exercised your right of appeal under the **Glasgow Lions/STA**
Disciplinary Procedure and this decision is final.

Yours sincerely,

Signed _____

[*Role Title*]

Appendix 5

Glasgow Lions Touch Rugby Club Anti Bullying Policy

See: respectme at <http://www.respectme.org.uk/>

Bullying of any kind is unacceptable at our club. Glasgow Lions is a TELLING club. This means that anyone who knows that bullying is happening is expected to tell the Club Safeguarding Officer or any committee member.

Glasgow Lions are committed:

- to providing a caring, friendly and safe environment for all of our members so they can participate in Touch Rugby in a relaxed and secure atmosphere.
- to ensure that if bullying does occur, all club members, parents, volunteers and coaches should be able to tell
- to ensure that all incidents of bullying will be dealt with promptly and effectively.

Signed on behalf of the Club by

Chairperson

Name

Date

PREVENTING AND RESPONDING TO BULLYING BEHAVIOUR

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.

Examples of Bullying

- Physical e.g. theft, hitting, kicking (in some cases, this might constitute an assault).
- Verbal (including teasing) e.g. 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.
- Cyber bullying e.g. sending insulting messages via text or emails; posting images or upsetting information on social networking sites or forums etc.
- Using abusive or insulting behaviour in a manner which causes alarm or distress.
- Prejudiced based – singling out children who are perceived as different due to, e.g. race, gender, sexual orientation, disability, children who are asylum seekers, looked after children, young carers and so on.
- Having belongings stolen or damaged.
- Being targeted because of who the child is or who they are perceived to be.
- 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

When talking about bullying, it's never helpful to label children and young people 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.

Action to help children and young people on the receiving end of bullying behaviour:

Glasgow Lions will:

- Cultivate an ethos where there's an anti-bullying culture – it is especially important that adults are good role models for children and young people.

- Encourage all children to speak and share their concerns. Help those being bullied to speak out and tell the person in charge or someone in authority. Create an open environment.
- Take all allegations very seriously and take action to ensure the young person is safe.
- Speak with those being bullied and those displaying bullying behaviour separately.
- Reassure the young person that you can be trusted and will help them, although you can't promise to tell no-one else.
- Keep records of what is said i.e. what happened, by whom and when.
- In cases of cyber bullying advise young people who are being bullied by text, email etc. to retain the communication or to print it out.
- Report any concerns to the person in charge at the organisation where the bullying is occurring.
- Support for children and young people involved in bullying behaviour:
- Talk with the young person (or people), 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 young person?
- If appropriate, insist on the return of 'borrowed' items and compensation for the person/people being bullied.
- Impose consequences as necessary, e.g. exclusion from the team until behaviour standards are improved. Sport offers good opportunities for this.
- 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.

Glasgow Lions do not underestimate the importance of the behaviour of adults as they are role models for children and young people. We will ensure that all incidents of bullying are appropriately investigated.

Glasgow Lions recognise that each case is unique and requires an individual response to the individual situation.

Glasgow Lions will also recognise and use the resources of respectme at www.respectme.org.uk, ChildLine and ParentLine Scotland

CODE OF CONDUCT FOR SAFEGUARDING CHILDREN IN RUGBY

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

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

This code of conduct is linked to the overarching Glasgow Lions Touch Rugby Code of Conduct and the Coaches Code of Conduct. It is also linked to the organisation's staff performance management systems and disciplinary policies.

GOOD PRACTICE

CLUB

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

ALL

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

COACHES

- Properly supervise children during the Touch rugby activity
- Put the welfare and development of each player first before winning or achieving team performance goals.
- Build balanced relationships based on mutual trust and respect
- Include players in the decision-making process wherever possible and appropriate.
- Work in an open environment, wherever possible.
- Be an excellent role model
- Recognise the developmental needs and capacity of young players ensuring that the play at age and ability appropriate levels
- Follow medical advice and protocols relating to injury prevention and management

PRACTICE TO BE AVOIDED

COACHES

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

GENERAL

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

UNACCEPTABLE PRACTICE

COACHING

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

GENERAL

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

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

Sign-up:

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

I have also read and agree to abide by the STA's and Glasgow Lions Safeguarding Policy, Procedures and Guidelines.

Name of staff member/volunteer:

Date signed:



Glasgow Lions Code of Conduct

GENERAL PRINCIPLES

Glasgow Lion Touch Rugby Club will take positive action to ensure that high standards of behaviour are maintained at all times within the Club. This Code of Conduct sets out the standards of which it expects from its players, coaches, spectators, parents, administrators, volunteers and match officials. Touch Rugby is an inclusive sport and Glasgow Lions are committed to the principles of equal opportunities and will not tolerate any form of discrimination.

All members of the club will agree to:

- Discourage all instances of unsporting behaviour
- Respect the rights, dignity and worth of every person regardless of their age, ethnic origin, gender, special needs, including learning and physical disabilities, class or social background, religious beliefs, sexual orientation, marital status, pregnancy, colour or political persuasion.
- Safeguard the wellbeing of children (those under 18) and protect them from abuse and poor practice.

Breaches of this code of conduct may result in []

PLAYER

- Respect all good play from your own team and the opposition
- Shake hands with and thank the opposition players and officials after the game whatever the result

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- Observe the laws of the game and always respect the match official's decision.
- Never engage in disrespectful behaviour of any sort including swearing, obscene gestures, offensive remarks, taunting or other actions that are demeaning to other players, officials or supporters. Treat others as you would like to be treated.
- Care for and respect the facilities and equipment made available to you during training and competition.
- Safeguard your health
- Recognise that many officials, coaches and match officials are volunteers who give up their time to provide their services. Treat them with the utmost respect. Remember, without them you do not have a game.

Player Name:

Signed:

Date:

COACH

- Abide by the Coaches Code of Conduct
- Discourage foul play and/or unsporting behaviour by players.
- Maximise participation and enjoyment for all players regardless of ability
- Treat all players as equals, regardless of their talent.
- Ensure that all sick and injured players are given appropriate attention and do not play without them seeking advice of a doctor. Always ensure that the health, safety and welfare of the players is paramount.
- Encourage players to respect and accept the judgement of the Match Officials.
- Maintain appropriate, professional relationships with players at all times.
- As coach, conduct yourself at all times and in all situations, in a manner, that demonstrates leadership, respect for the game of Touch Rugby and respect for all those that are involved in the game – the players, officials, the fans, the parents, the referees and the media.

Coach Name:

Signed:

Date:

PARENT/SPECTATOR

- Do not force an unwilling child to participate in sport.
- Remember that children participate in Touch Rugby for their own enjoyment, not yours!
- Respect the match official's decisions
- Encourage players to play by the rules and to respect opposition players and officials.
- Respect all players involved in a game and respect their efforts.
- Participate in positive cheering that encourages all the players in the team

Parent/Spectator Name:

Signed:

Date:

VOLUNTEER AND ADMINISTRATOR

- Ensure that the club is managed and that all activities are supervised by appropriately qualified staff recruited through the appropriate process and selection checks.
- Ensure that all staff understand and adhere to the Code of Conduct.
- Ensure that all equipment and facilities meet safety standards.
- Encourage all participants to remember that sport is enjoyed for its own sake

Volunteer/Administrator Name:

Signed:

Date:

Children and young people should agree to:

- I agree to give 100% effort at all times.
- I agree to encourage my team mates who make mistakes.
- I agree not to argue with the referee.
- I agree to listen to the coach.
- I agree to play as a team.
- I agree to welcome all new players, from all backgrounds, whether or not they have played before.
- I agree to treat everyone with RESPECT.
- I agree not to take part in any bullying.

Children/Young person name:

Signed:

Date:

Appendix 7

INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) AND SOCIAL MEDIA

Technology advances extremely quickly, meaning ways in which we communicate and receive and absorb information are changing all the time. This provides a great opportunity for organisations to promote their activities and communicate easily with members. But it can also put children and young people at considerable risk, which is why safeguards must be put in place.

Glasgow Lions will ensure the following guidelines should be met:

- Where possible, try to ensure that no one is excluded, e.g. young people who may not have access to a mobile phone/internet etc.;
- Written permission is sought from parents/carers for all children under 16 years;
- The need for the technology is clearly identified and its use is specific;
- It is the organisation who is communicating information – one-to-one interaction is strongly discouraged and safeguards should be in place and settings adjusted to prevent this happening;
- Children and young people should be briefed about the introduction of the technology. They should also be given information on how to keep themselves safe and who to report any concerns to
- All concerns about the inappropriate use of technology will be dealt with in line with the club's Information Technology policy and/or Procedure for Responding to Concerns about a Child/Concerns About the Conduct of a Member of Staff or Volunteer. This may include the concerns being reported to the police.

Further advice is available from the Child Exploitation and Online Protection Centre (CEOP) (see useful contacts).

1. COMMUNICATIONS TECHNOLOGY

There are significant benefits to setting up social networking sites. Not only is it cheap, it's one of the most direct forms of communication with young people. However, there are risks. Adults who seek to harm children have been known to use messaging to "groom" children. This area is now specifically addressed by the Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005.

For children and young people, 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 by peers;
- 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.

1.2 TEXT/EMAIL

All Glasgow Lions Staff/volunteers will 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. This information should only be “need to know” information such as the last minute cancellation of a training session.

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 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 between 16 and 18 it is still recommended that parents are informed of the intention to send their child(ren) emails or texts. It is also good practice to obtain the consent of the 16 to 18-year-old.

The following good practice is also required of all Staff/Volunteers:

- All phone numbers/email addresses of children and young people should be recorded and kept securely in a locked cabinet or password-protected electronic file or database;
- The number of people with access to children and young people’s details should be kept to a practical minimum. A record should be kept of their numbers/addresses (preferably by the programme’s designated Safeguarding Officer);
- Messages should never contain any offensive, abusive or inappropriate language. They should not be open to misinterpretation;
- The organisation should be clear that messages should be sent only to communicate details of meeting points, training, match details, competition results etc. The same message should be sent to every member of the group/team. One-to-one messaging arrangements between coaches/volunteers and children should be strongly discouraged.

1.3 INTERNET

The internet brings with it an opportunity for organisations to extend their community profile, advertise and communicate easily with their members. Sometimes this is done via social networking sites such as Facebook and Twitter. Thought should be given to content, tone and how sites or social networking sites and pages will be monitored. In terms of publishing information and pictures the following good practice should be noted:

Permission

- Written parent/carer consent must be obtained for all children aged under 16 before publishing any information or pictures of a child. 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 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/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 the Governing Body. Credit for achievements by a child should be restricted to first names e.g. Tracey was Player of the Year 2002.
- 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 internet should be reported to the Safeguarding Officer.

1.4 SOCIAL NETWORKING SITES

The following is recommended if the organisation decides to allow mutual access between it and its members (including children):

Permission

- Obtain written permission from parents/carers of under 16s 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 organisation or sport issues. This agreement should also be incorporated into the Club Rules or Code of Conduct.
- Set up a club profile rather than staff/volunteer profiles. This avoids access from members to individual's profiles.
- Keep the club profile on "private" - allowing only members access to it (the organisation can monitor this and accept or decline requests to join).
- Concerns
- Informal online "chat" with members around subjects outside the sport/activity 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/Concerns About the Conduct of a Member of Staff/Volunteer.

1.5 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 and young people. Sites should be well monitored and any offending comments removed. A coach, 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 or poor practice.

1.6 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 transmit 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 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.

Appendix 8

Glasgow Lions Touch Rugby Club Coaching Ratios Policy

As best practice Glasgow Lions Touch Rugby Club will adopt the following coaching ratios.

The ideal coaching ratio for working with children is one coach for every 8-12 players. One coach to 16 players is acceptable, but larger ratios mean you are in danger of losing control.

Equally, if there is an accident or an incident to a young person or member of staff, Glasgow Lions will ensure that there are enough members of staff remaining to supervise the group.

As a guide, the following ratios are recommended in the National Care Standards: Early Education and Childcare up to the age of 16 (Scottish Executive, 2005)

Age 3 or over 1:8

If all children are over 8 1:10

A risk assessment will be carried out for all activities.

All activities will be planned to involve **at least** two adults, preferably one male and one female.

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 activity
- The age, maturity and experience of the children
- Whether any of the group leaders or children has a learning or physical disability or special requirements
- Whether any of the children have challenging behaviour
- The particular hazards associated with the activity
- The particular hazards associated with the environment
- The level of qualification and experience of the leaders
- The programme of activities

This document also applies to vulnerable adults.

Appendix 9

**GLASGOW LIONS TOUCH RUGBY CLUB - PARENTAL
CONSENT FOR TOUCH RUGBY ACTIVITIES
(Registration Form)**

PERSONAL DETAILS OF CHILD/VULNERABLE ADULT

Child's Surname

Child's First names

Child's address:.....
.....

Date of Birth

Male or Female

School

Name of Parent/Guardian completing this form

Surname

First names

Relationship to child/vulnerable adult

Child's disability (if any):.....

Child's ethnic origin:

White	British	Irish	
Mixed	White & Black Caribbean	White & Black African	White &
	Asian		
Asian or Asian British	Indian	Pakistani	Bangladeshi
Black or Black British Caribbean			
Chinese			

Other (please state)

Details of Touch Rugby Activity

1. Details Touch Rugby activity:

From:

Date/Time/Season:

To

Date/Time/Season:

I agree to (name of child).....
taking part in this activity. I agree to’s participation in the activities
described. I acknowledge the need for to behave
responsibly.

2. Medical Information about your child

Any conditions requiring medical treatment, including medication? YES / NO

If YES, please give brief details:

.....
.....
.....
.....

Please outline any special dietary requirements of your child and the type of pain/flu
relief medication your child may be given if necessary.

.....
.....
.....

Is your son/daughter allergic to any medication? YES / NO

If YES, please give specify:

.....

Are there any other conditions that you think we need to be aware of? (i.e. injury)

.....
.....

3. Declaration

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the Insurance cover provided.

Emergency contact:

Contact telephone number (inc. national codes):

Work:

Work mobile:

Home:

Home mobile:

Address:

.....
.....
.....

Signed:

Date.....

Full name
(caps).....

(Please state relationship to child if not parent)

C. CONSENT – TRANSPORTATION OF CHILDREN

I consent / I do not consent (delete as appropriate) to my child being transported by persons representing [Glasgow Lions Touch Rugby] individual members or affiliated clubs for the purposes of taking part in [sport].

I understand [Glasgow Lions Touch Rugby] 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 children.

D. CONSENT - PHOTOGRAPHS AND PUBLICATIONS (INCLUDING WEBSITE)

Your child may be photographed or filmed when participating in rugby.

I consent / I do not consent (delete as appropriate) for my child to be involved in photographing/filming and for information about my child to be used for the purposes stated in Glasgow Lions Touch Rugby Guidelines.

E. CONSENT – CONTACT INFORMATION

Glasgow Lions Touch Rugby may contact your child from time to time via email, text or social networking site.

I consent / I do not consent (delete as appropriate) for my child to be contacted via email, text or social networking site for the purposes stated in Glasgow Lions Touch Rugby Safe Guidelines. I do / do not (delete as appropriate) wish to be copied in to these messages.

F. CONSENT – SIGNATURE

1. I am aware of the Safe in Care Guidelines for rugby and agree to work in partnership with Glasgow Lions Touch Rugby to promote my child's safe participation in rugby.
2. I am aware of Glasgow Lions Touch Rugby Code of Conduct and Child Protection Policy and Procedures.
3. I undertake to inform Glasgow Lions Touch Rugby should any of the information contained in this form change.

Parent/Carer's Signature: Date:
(Please state relationship to child if not parent)

THIS FORM OR COPY MUST BE TAKEN BY THE PERSON IN CHARGE TO THE ACTIVITY.

A COPY WILL BE RETAINED BY THE CLUB

Appendix 10

GLASGOW TOUCH RUGBY ACCIDENT REPORT FORM

NAME OF CLUB:

.....

DETAILS OF INCIDENT

1. Site where incident/accident took place:

.....

2. Name of person in charge of session/competition:

3. Name of injured person:

4. Address of injured person:

.....

.....

5. Date and time of incident/accident:

6. Nature of incident accident:

7. Give details of how and precisely where the incident/accident took place.
Describe what activity was taken place, e.g. training game, getting changed, etc.

.....

.....

.....

ACTION TAKEN

8. Give full details of the action taken including any first aid treatment and the name(s) of the first aider(s)

.....

.....

.....

9. Where any of the following contacted:

Police: YES / NO

Ambulance: YES / NO

Parent: YES / NO

10. What happened to the injured person following the incident/accident? (eg went home, went to hospital, carried on with session)

.....
.....
.....

11. All of the above facts are a true accurate record of the incident/accident.

Signed:

Date:

Name:

This form should be retained by the club and submitted to the STA on request.

3. Declaration

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present. I understand the extent and limitations of the insurance cover provided.

Emergency contact:

.....

Contact telephone number (inc. national codes):

Work:

Work mobile

Home:

Home mobile:

Address:

.....

.....

.....

Alternative emergency contact:

Contact telephone number (inc. national codes):

Work:

Work mobile:

Home:

Home mobile:

Address:

.....

.....

.....

Appendix 11

GLASGOW LIONS TOUCH RUGBY CLUB CHANGING ROOM POLICY

1. Players should be supervised at all times in the changing rooms by two (2) members of staff who have current PVG SCHEME RECORD CHECKS.
2. Adult staff (e.g. coaches, physios, match officials, other volunteers) should not change or shower at the same time using the same facility as players.
3. If you are involved in a mixed gender team, separate facilities should be made available for each gender and each group should be supervised by staff of the same gender.
4. Volunteers should not offer to do tasks of a personal nature which a young person could do for themselves unless requested to do so by a parent/guardian, although, please note that some young people may need assistance with tying laces, etc.
5. Parents do not have an automatic right to be present in the changing room.
6. If a young person is uncomfortable changing or showering in public no pressure should be placed on them to do so. Encourage them to do this at home.
7. If your club has players with disabilities involve them and their carers in deciding how they should be assisted and ensure they are able to consent to the assistance that is offered.
8. Any staff, medical or otherwise, of the opposite gender to the team, for example, a female physio working with a male team, must not be present in the changing rooms whilst players are getting showered or changed.
9. No photographic equipment should be allowed in the changing room environment. This includes cameras, video cameras, mobile phones with photographic capabilities etc.

Appendix 12

**GLASGOW LIONS TOUCH RUGBY Photographic Event
Registration Form**

This form should be completed by anyone taking photographs or recording footage at an Event (e.g. this includes all forms of media - photographs, video or camera recording).

Details of Event (including date, time and location)

Please state reasons for taking photographs and recording footage

Please state how it will be used and where.

Personal Details

Name: _____

Address: _____

 Tel: _____ Email: _____
--

I wish to take photographs or record images at this event. I agree to abide by the event organiser's guidelines and confirm that the photographs or recorded images will only be used appropriately.

Signature:.....

Date:.....

I agree to abide by the STA's Child Protection Policy and the Glasgow Lions Touch Rugby Club Safeguarding Policy

Please complete this registration form and return to the event organiser.

<p>Authorisation to be completed by Club</p> Name: Position in the Club: Date: Signature:

GLASGOW LIONS TOUCH RUGBY CLUB

Photograph and Recorded Images Usage Form

For the Use of Photographs and Recorded Images

This Section to be completed by the Club:

Name of Club:

This section of the form should be completed by the club and then signed by the legal guardian (usually parent/carer) of a young person, together with the young person. It provides permission for images of the young person to be used. Please note that if you have more than one child under the age of 18 registered with the club you will need to complete a separate form for each young person.

The Club recognises the need to ensure the welfare and safety of all young people in Touch Rugby. As part of our commitment to ensure the safety of young people we will not permit photographs, video or other images of young people to be taken or used without the consent of the parents/carers and the young person.

The Club will follow the guidance for the use of images of young people, a copy of which is in the Glasgow Lions Safeguarding Policy and Implementation Procedures.

The Club will take all steps to ensure these images are used solely for the purposes they are intended which is the promotion and celebration of the activities of the Club and its members.

If you become aware that these images are being used inappropriately you should inform Glasgow Lions Touch Rugby Club immediately.

The information will be available on the website http://_____

for the season 200..../200.... after which it will be removed.

Signed on behalf of the Club:

Name:.....

Position:.....

Date:.....

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If at any time either the parent/carer of the young person wishes the data to be removed from the website, seven day's notice must be given to the Secretary after which the data will be removed.

For the Use of Photographs and Recorded Images

This section to be completed by the Parent/Carer and the young person:

I _____ (insert parent/carer full name) consent to _____ Club, _____ photographing _____ or videoing _____ (name of child/young person) under the stated rules and conditions and I confirm that I am legally entitled to give consent.

I also confirm that _____ (name of child/young person) is not under a court order.

Signed: _____

Date: _____

I _____ (name of child/young person) consent to _____ Club photographing or videoing my involvement in Touch Rugby under the stated rules and conditions.

Signed: _____

Date: _____

Please return this form to:

Secretary at Glasgow Lions Touch Rugby Club

If at any time either the parent/carer of the young person wishes the data to be removed from the website, seven days notice must be given to the secretary after which the data will be removed.

Appendix 13

Transportation Policy and Parents/Carers Collection Policy

Where it is necessary to transport children, the following good practice is required and will be observed by Glasgow Lions:

1. Where parents/carers make arrangements for the transportation of children to and from the activity, *out with* the knowledge of Glasgow Lions it will be the responsibility of the parents/carers to satisfy themselves about the appropriateness and safety of the arrangements.
2. Where Glasgow Lions 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:
3. Ensure that all vehicles and drivers are correctly insured for the purpose.
4. Ensure the driver has a valid and appropriate license for the vehicle being used.
5. Ensure that all reasonable safety measures are available e.g. fitted, working seatbelts, booster seats where appropriate.
6. Ensure an appropriate ratio of adults per child.
7. Ensure drivers have adequate breaks.
8. Ensure that when transporting children, wherever possible they should be in the back seat of the car for health and safety reasons.
9. Ensure that where practicable and planned, written parent/carer consent will be requested if staff/volunteers are required to transport children.

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

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

Collection Policy

On some occasions, parents/carers can be late when picking their child up at the end of a session. It is not the responsibility of **Glasgow Lions** 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 club/session/training is running then leaders and coaches have a duty of care to the children that are in their charge. This is a principle of good practice and one, which we all should sign up to.
- When the session 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.
- To help avoid this situation occurring in the first place, here are some points to consider:

1. Make sure that **Glasgow Lions** literature, application forms and consent forms;
 - Are clear about starting and finishing times of sessions.
 - Are clear about the expectations of parents/carers not to drop children off too early and collect children promptly when sessions finish.
 - 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 *Registration Form*.
2. Where possible make sure that there is more than one adult/leader to lock up at the end of a session.
3. Discuss and rehearse with members of staff/volunteers how to deal with being left alone with a child. Put preventative measures in place (points 1 and 2) and draw up simple guidelines 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 welfare of the child has to take precedence, so leaving children alone is not an option.
4. That you 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 above in Transporting Children re; good practice to safeguard member of staff/volunteer) and make sure that you inform Glasgow Lions Safeguarding Officer and parents/carers as soon as possible.
6. When all else fails call the police.

Appendix 14: Risk Assessment and Health and Safety Checks for Training Sessions
 Use this template for all training sessions to ensure checks & risk assessments have been carried out:

Coach Responsible for Session		Date	
Venue (full address with postcode)			
Location of nearest Telephone/mobile			
Location of first aid kit			
Emergency contact details			
Role	Name	Location	Tel.No.
Emergency Evacuation Procedures			
Go through list and tick when checked			Tick ✓
All equipment is safe and appropriate			
Playing area has been checked for all potential and actual hazards			
Register has been maintained and completed			
Players experience has been established			
Participants clothing, footwear, glasses and jewellery have been checked			
All health and safety procedures, rules of facility/venue and session, hazards and emergency procedures have been explained to players			
HAZARDS IDENTIFIED WHEN COACHING			
State any hazards – location, description, level of risk, action taken and how resolved			

Appendix 15

Glasgow Lions - In Safe Care Guidelines

MANAGING CHALLENGING BEHAVIOUR

Staff/volunteers delivering activities to children may, from time to time be required to deal with a child's challenging behaviour.

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 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 should attempt to respond to challenging 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 athlete within that group. As part of a risk assessment, coaches should consider whether any members of the group have been challenging in the past or are likely to present any difficulties in relation to the tasks involved, the other participants or the environment.

Where staff/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 challenging behaviour and to safeguard other members of the group and the staff/volunteers involved.

All those delivering activities to children should receive training on these guidelines and should be supported to address issues of challenging 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 at a residential camp.

Issues of behaviour and control should regularly be discussed with 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/team. It is also helpful to ask them what the consequences of breaking these rules should be. Experience shows that they will tend to come up with a sensible and working set of 'rules'. 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 'rules' visible for reference during the activity.

Managing Challenging Behaviour

In dealing with children who display risk-taking or challenging behaviours, 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 staff/volunteers.
- Use of individual 'contracts' or agreements for their future or continued participation.
- Consequences e.g. missing an outing.

Adults and children shall never be permitted to use the 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.

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 activity. Whilst it would always be against the wishes of everyone involved at the club, ultimately, if a child continues to present a high level of risk or danger to him or herself, or others, he or she may have to be barred from activity in the sport.

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 challenging 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. Staff/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.
- Staff/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 young person and the nature of harm/ damage they might cause.
- 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.
- Staff/volunteers should never employ physical interventions which are deemed to present an unreasonable risk to children or staff/volunteers.
- Staff/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 staff/volunteers involved using the Significant Incident Form and passed to the Safeguarding Officer as soon as possible.

A timely debrief for staff/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 well-being of those involved has been addressed and on-going support offered where necessary. Staff/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 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 an athlete 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.

Touch Rugby whilst being deemed a non-contact sport does involve the touching of another person and allows for mixed gender teams. In general, large mismatches in ability and physical stature should be avoided and common sense exercised when supervising matches and training. Adults and children should not take part in contact training or matches together, even for the purposes of demonstration.

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. Staff/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. coaching contact rugby techniques, or providing manual assistance for a child with a physical disability.

FIRST AID AND THE TREATMENT OF INJURIES

All staff/volunteers must ensure:

- Where practicable all parents/carers of children under the age of 16 have completed a Partnership with Parents/Carers Form before their child participates in rugby.
- There is a responsible adult with access to a working telephone for the purpose of calling emergency services and who has access to the address and emergency access information for the venue.
- 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.
- A Serious injury report form is 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.
- 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.

SEXUAL ACTIVITY

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

Sexual activity between children/young people involved in sport should be prohibited during team events, in sports facilities and social activities organised by the club. Inappropriate or criminal sexual behaviour committed by a young person may/will lead to disciplinary action in accordance with the club Disciplinary Procedure and reports being made to external agencies such as the police or social services.

Sexual interactions between adults and young people (16+) involved in sport raise serious issues given the power imbalance inherent in the relationship. Where a young person is of the age of consent the power of the adult over that young person 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 young person's career.

Sexual activity between adults and young people (16+) involved in the same sport should be prohibited when the adult is in a position of trust or authority (coach, trainer, official).

Inappropriate or criminal sexual behaviour committed by an adult should lead to suspension and disciplinary action in accordance with Glasgow Lions Touch Rugby Disciplinary Procedures, which in the case of criminal action 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.

VOLUNTEERS AGED 18 OR UNDER

There is no legal barrier to anyone aged 18 or under becoming a coach or volunteer with children or young people. If their remit falls into that of regulated work as per the Protection of Vulnerable Groups (Scotland) Act 2007 then they should be subject to the same recruitment and selection procedures as other volunteers, including Scheme Record/Scheme Record Update (note that there is no lower age limit with regards to PVG Scheme Membership).

Anyone under 16 is defined as a child (under the Children (Scotland) Act 1995), and it is not recommended that they take up regulated work with children.

They can, however, be encouraged to help out and should be supervised by a more senior qualified coach or volunteer who has been appropriately vetted. In turn, the organisation has a responsibility to support the supervising coach.

Remember that young coaches or volunteers may come under different pressures (e.g. lack of respect from peers, closeness in age could lead to possible relationship) so regular supervision, training and extra support is recommended.

It is important that adult to child ratios are reassessed as a young volunteer may not be experienced/capable of overseeing a group of children and young people.

Appendix 16

Glasgow Touch Rugby Club: Contacts and Further Information

CHILDREN 1ST

83 Whitehouse Loan

Edinburgh

EH9 1AT

0131 446 2300

www.children1st.org.uk

ChildLine Scotland 0800 1111

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

Respectme at <http://www.respectme.org.uk/>

Scottish Disability Sport 0131 317 1130

www.scottishdisabilitysport.com

Central Registered Body in Scotland General Helpline: 08700 100 450

Overseas Helpline: 01786 849 777

www.crbs.org.uk

Disclosure Scotland 0870 609 6006

www.disclosurescotland.co.uk

Scottish Executive www.scotland.gov.uk/childprotection

Commissioner for Children and Young People www.cypcommissioner.org

Volunteer Development Scotland 01786 479 593

www.vds.org.uk

Websites:

Children1st: <http://www.children1st.org.uk/>

Safeguarding in Sport: <http://www.childprotectioninsport.org.uk/>

Child Protection Services in Glasgow:

http://www.glasgow.gov.uk/en/Residents/Care_Support/Families_Children/ChildProtection/

Glasgow Child Protection Committee: <http://www.glasgowchildprotection.org.uk/>

Glasgow Sports Council: <http://www.sportscouncilglasgow.co.uk>

Provides details of CRBS Disclosure Checking Service

Events Page including courses: <http://www.sportscouncilglasgow.co.uk/events.asp>

National Child Protection Helpline:

http://www.infoscotland.com/childprotection/CCC_FirstPage.jsp and their leaflet at <http://www.infoscotland.com/childprotection/files/B50092-ChildandYoungLFLT-1.pdf>

SportScotland - help for clubs website includes template documents on the following:

Child Protection

<http://www.helpforclubs.org.uk/TopicNavigation/Child+protection/>

Coaching

<http://www.helpforclubs.org.uk/TopicNavigation/Coaching/>

Equity

<http://www.helpforclubs.org.uk/TopicNavigation/Equity/>

Funding

<http://www.helpforclubs.org.uk/TopicNavigation/Funding/>

Volunteers

<http://www.helpforclubs.org.uk/TopicNavigation/Volunteers/>

Juniors

<http://www.helpforclubs.org.uk/TopicNavigation/Juniors/>

Review and Monitoring Statement

Glasgow Lions Touch Rugby Club will monitor and review the Safeguarding Policy annually to ensure it meets all relevant legal requirements and following any issues and concerns raised about the protection of children and/or vulnerable adults. This will be done in consultation with the Glasgow Lions Committee and Glasgow Lions generally.

Add our contact details:

Acknowledgements: Glasgow Lions has drawn heavily on the Children's 10 Steps Documentation and best practice models in other organisations, most notably, the Rugby Football League, Scotland Rugby Union and Scottish Hockey.