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- NCF:** - National Coaching Foundation: Guidance for National Governing Bodies on Child Protection Procedures
- SAF:** - Scottish Athletics Federation – SAFe CHILD – A Child Protection Policy
- ASA:** - Amateur Swimming Association – Child Protection in Swimming
- BG:** - British Gymnastics – Procedures and Guidelines
- Sportscotland** - Child and Vulnerable Adult Protection (Model Policy and Procedures)
- CRBS** - Training and Guidance on Disclosures
- Apex Scotland** - Training and Guidance on Effective Recruitment
- Children 1st** - Training and Guidance on Child Protection Issues

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Child Protection In Gymnastics

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Child Protection Policy

This document encompasses a Child Protection Policy and a Code of Ethics for all members of Scottish Gymnastics

1. Introduction

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

This policy will apply to all children and young people up to the age of 18 as well as vulnerable adults.

Child:

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

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

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

Vulnerable Adults:

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

Is unable to safeguard his/her own welfare or properly manage his/her financial affairs, and is in one or more of the following categories:

A person in need of care and attention by reason of either infirmity or the effects of ageing

A person suffering from an illness or mental disorder

A person substantially handicapped by a disability

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

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

Terminology – For the purposes of this policy, the words children or child refer to children and young adults up to the age of 18.

Key Principles

The key principles that underwrite this policy are:

- All children's welfare is paramount
- All children, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- Clubs and other organisations will be provided with the appropriate documentation and support to ensure they are able to implement the Policy
- Adults working with children are also provided protection and are aware of the best practice so they can be protected from wrongful allegations
- Working in partnership with children and their parents/carers is essential for the protection of the child;

The SGA recognise the statutory responsibility of Local Authority Social Work and Police Departments to ensure the welfare of children and it is committed to complying with Local Area Child Protection Procedures.

GUIDANCE & LEGISLATION

The Scottish Gymnastics Child Protection Policy and supporting procedures are based on the following legislation and guidance:

Legal Framework:

Human Rights Act 1998

Children (Scotland) Act 1995

Rehabilitation of Offenders Act 1974, the Exclusions and Exceptions (Scotland) order 2003

Disclosure Scotland Code of Conduct "Making Scotland Safer" 2002

Disclosure Scotland Code of Conduct "Protecting the Vulnerable by Safer Recruitment" 2002

Criminal Procedure (Scotland) Act 1995

Police Act 1997

Sex Offenders Act 1997

Sexual Offences (amendments) Act 2000

Data Protection Act 1998

Human Rights Act 1998

Protection of Children (Scotland) Act 2003

RESPONSIBILITIES

Scottish Gymnastics strives to ensure that children, young people and vulnerable adults are protected and kept safe from harm whilst participating in gymnastics and trampolining activities. We will endeavor to promote the highest standards of care for participants. For effective implementation of this policy all gymnastics and trampolining providers must work in partnership, each with a role to ensure the protection of the children in their care. The SGA will:

- Provide and implement procedures to safeguard the well being of all participants and protect them from abuse.
- Respect and promote the rights, wishes and feelings of all participants.
- Adopt good practice in recruitment, training and supervision of all employees and volunteers, and provide guidance to parents and carers.
- Require all employees, members and clubs to adopt the Scottish Gymnastics' Child Protection Policy (unless bound by a Local Authority policy) in which case Scottish Gymnastics require a copy for approval.
- Respond to all allegations and concerns, and implement the appropriate disciplinary and appeals procedure.
- Appoint a Disciplinary Panel when necessary
- Provide support/training and guidance to the Child Protection Co-ordinators and Clubs through recognised child protection organisations
- Make decisions on misconduct and inform all appropriate individuals and bodies of their decision
- Facilitate training for Child Protection Co-ordinators
- Keep a list of all disqualified persons from SGA in a secure cabinet in a secure office
- Monitor the policy

ACTIONS TAKEN BY SCOTTISH GYMNASTICS

Scottish Gymnastics has appointed a National Child Protection Officer with a responsibility for Ethics and Child Protection in Scotland. This officer will work closely with the appropriate agencies responsible for Ethics and Child Protection and will represent Scotland on the British Gymnastics Ethics Focus Group.

- Scottish Gymnastics have produced guidelines on "Safe Recruitment" of staff. Please refer to **(appendix 3)**
- Scottish Gymnastics has established a semi-independent Case Management Referral group, which includes representation from Sportscotland / Social Work, to ensure all child protection related incidents are appropriately managed.
- Scottish Gymnastics maintain confidential records of all complaints, concerns and sanctions against clubs and members
- Scottish Gymnastics has complaints and disciplinary procedures in place as per the Association's Constitution.
- Scottish Gymnastics has reviewed their Child Protection policy, initially implemented in 2001.
- Scottish Gymnastics will review the policy in January 2007, also if there are any major legislative, governance or procedural changes prior to this date.

- Health, safety and child protection issues are included within Scottish Gymnastics' coach education programmes.
- Best Practice is extensively promoted, Coaches, officials and clubs are encouraged to follow guidelines set down by the Governing Body.
- Scottish Gymnastics will look at a Club Management Module that, among other issues, will include relevant information on Child Protection and ethical issues for individuals with a club management responsibility.
- Scottish Gymnastics is a Registered Body with CRBS and facilitates a disclosure service on behalf of clubs, coaches and officials to prevent unsuitable people from working within the sport.

MONITORING PROCEDURES

The Scottish Gymnastics' Child Protection policy and procedures will be regularly monitored and a full policy review will take place tri-annually. The policy will also be reviewed in the following circumstances:

- As a result of any changes in legislation
- As a result of any changes in governance of the sport
- Following a procedural review as a result of a significant case

It will be the responsibility of Scottish Gymnastics to monitor the policy by:

- Keeping records of cases brought and their outcomes
- Accepting comments from clubs on the ease of implementation and effect of the policy

Scottish Gymnastics will:

Inform British Gymnastics of any incidents or allegations of poor practice or abuse.

Types of Abuse

All forms of child abuse involve the elements of a power imbalance, exploitation and the absence of true consent, whether they concern acts of commission or acts of omission.

Lord Clyde in his report*¹ suggested that "*abuse is the wrongful application of power by someone in a dominant position*".

There has been growing awareness that the abuse of children can take many forms.

¹ The Report of the Enquiry into the removal of children from Orkney in February 1991

SIGNS OF PHYSICAL & EMOTIONAL CHILD ABUSE

It is important to remember this is not definitive or exhaustive. Any of these signs or behaviours has to be seen in the context of the child's whole situation and in combination with other information related to the child and his/her circumstances.

There can be an overlap between different forms of abuse.

Emotional Abuse

Emotional abuse is the persistent ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued in so far as they meet the needs of another person. It may involve causing children frequently to feel frightened or in danger, or the exploitation of children.

Some level of emotional abuse is present in all types of ill treatment although it may exist alone.

Emotional Abuse in Sport

- Exposing children to humiliating, taunting or aggressive behaviour or tone
- Demeaning children's efforts by continuous negative feedback
- Failure to intervene where a child's self confidence and worth are challenged or undermined

Signs of possible emotional abuse are:

- Low self esteem
- Continual self – depreciation
- Sudden speech disorder
- Significant decline in concentration
- Socio-emotional immaturity
- "Neurotic" behaviour (e.g. rocking, head banging)
- Self-mutilation
- Compulsive stealing
- Extremes of passivity or aggression
- Running away
- indiscriminate friendliness

Neglect

Neglect is the persistent failure to meet a child's basic physical and psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical treatment.

Neglect in Sport

Lack of care, guidance, supervision or protection, which may be caused by:

- Exposing children to unnecessary cold or heat
- Exposing children to unhygienic conditions, lack of food, water or medical care
- Non-intervention in bullying or taunting

Signs of possible physical neglect:

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

NON ORGANIC FAILURE TO THRIVE – Children who significantly fail to reach normal growth and developmental milestones (i.e. physical growth weight, motor, social and intellectual development) where physical and genetic reasons have been medically eliminated and a diagnosis of non-organic failure to thrive has been established. (**Scottish Office 1998, Protecting Children a Shared Responsibility**)

Signs of possible non-organic failure to thrive:

- Significant lack of growth
- Weight loss
- Hair loss
- Poor skin or muscle tone
- Circulatory disorders

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise harming a child.

Fabricated Fictitious Syndrome by Proxy whereby a parent or carer feigns the symptoms of, or deliberately causes, ill health in a child is also child abuse.

Physical Abuse in Sport

Bodily harm caused by lack of care, attention, or knowledge, which may be caused by:

- Over training or dangerous training of athletes
- Over playing an athlete
- Failure to do a risk assessment of physical limits or pre-existing injuries or medical conditions
- Administering, condoning or failure to intervene in drug use

PHYSICAL ABUSE

Signs of possible physical abuse:

- Unexplained injuries or burns, particularly if they are recurrent
- Improbable excuses given to explain injuries

- Refusal to discuss injuries
- Untreated injuries, or delay in reporting them
- Excessive physical punishment
- Arms and legs kept covered in hot weather
- Avoidance of swimming, physical education etc
-
- Fear of returning home
- Aggression towards others
- Running away
- Genuine accidental injuries, which are common - the nature and site of the bruising relative to the child's age is important
- Bleeding and clotting disorders

When considering the possibility of non-accidental injury it is important to remember that the injuries may have occurred for other reasons. Among the most important are:

- Skin disorders, e.g. impetigo
- Rare bone diseases, e.g. brittle bones
- Swelling or dislocation of the eye caused by tumour
- Undiagnosed birth injury, i.e. fracture clavicle
- Mongolian blue spots which occur naturally in Asian, Afro-Caribbean and Mediterranean children

Medical advice must be sought in all cases.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at pornographic material or watching sexual activities, or encouraging children to behave in inappropriate ways.

Sexual Abuse in Sport

- Exposure to sexually explicit inappropriate language, jokes or pornographic material
- Inappropriate touching
- Having any sexual activity or relationship
- Creating opportunities to access children's bodies

SIGNS OF THE SEXUALLY ABUSED CHILD

Not all children are able to tell that they have been sexually assaulted. Changes in a child's behaviour may be a signal that something has happened.

NB: A child who is distressed may have some of these signs, which should alert you to a problem. It is the combination and frequency of these signs that may indicate sexual abuse. Always seek advice. Try to notice all changes in behaviour.

It is important to remember that in sexual assault there may be no physical or behavioural signs.

Signs of Possible Sexual Abuse

BEHAVIOURAL

- Lack of trust in adults or over familiarity with adults
- Fear of a particular individual
- Social isolation – withdrawal or introversion
- Sleep disturbance (nightmares, bed wetting, fear of sleeping alone, needing a night light).
- Running away from home
- Girls taking over the mothering role
- Sudden school problems e.g. falling standards, truancy
- Reluctance or refusal to participate in physical activity or to change cloths for games
- Low self – esteem
- Drug, alcohol or solvent abuse
- Display of sexual knowledge beyond child's years
- Unusual interest in the genitals of people or animals e.g. 'French kissing' or fondling of a parent's genitals
- Fear of bathrooms. Showers, closed doors
- Inappropriate sexual drawings
- Fear of medical examinations
- Developmental regression
- Poor peer relations
- Over sexualised behaviour
- Compulsive masturbation
- Stealing
- Irrational fears
- Psychosomatic factors e.g. recurrent abdominal or headache pain
- Sexual promiscuity

PHYSICAL/MEDICAL

- Sleeping problems, nightmares, and fear of the dark.
- Bruises, scratches, bite marks to the thighs or genital areas
- Anxiety/depression
- Eating disorder, eg anorexia nervosa or bulimia
- Discomfort/difficulty in walking or sitting
- Pregnancy – particularly when reluctant to name father
- Pain on passing urine, recurring urinary tract problem, vaginal infections or genital damage
- Venereal disease/sexually transmitted diseases.
- Soiling or wetting in children who have been trained
- Self mutilation, suicide attempts
- Itching, soreness, discharge, unexplained bleeding from the rectum, vagina or penis

Inappropriate Behaviour

Negative Discrimination (including racism)

Children and vulnerable adults may experience harassment or negative discrimination because of their race or ethnic origin, socio-economic status, culture, age, disability, gender, sexuality or religious beliefs. Although not in itself a category of abuse, it may be necessary for the purposes of the Child and vulnerable Adults Protection Policy and Procedures, for negative discriminatory behaviour to be categorised as emotional abuse.

Note: All organisations working with children and vulnerable adults including those operating where black and ethnic communities are numerically small, should address institutional racism, defined in the McPherson Inquiry report on Stephen Lawrence as:

“The collective failure by an organisation to provide appropriate and professional service to people on account of their race, culture and/or religion”

Bullying

Bullying occurs if someone regardless of age persecutes, intimidates or is sarcastic to another. All forms of bullying, both verbal and physical from other children is also a form of abuse. The lives of many people are made miserable by bullying. Victims of bullying can feel lonely, isolated and deeply unhappy. It can have a devastating effect on a child or vulnerable adult's self-esteem and destroy their self-confidence and concentration. They may become withdrawn and insecure, more cautious and less willing to take any sort of risk. They may feel it is somehow their fault or that there is something wrong with them and at worst, bullying causes depression and/or feelings of worthlessness that lead to suicide. Scottish Gymnastics has developed guidelines for identifying and managing bullying. Please refer to **(appendix 1)**

Abuse of Position of Trust

This guidance is primarily intended to protect young people over the age of sexual consent but, also includes those less than 18 years of age and vulnerable adults where a relationship of trust with an adult exists.

In Scotland young people aged 16 years can legally consent to sexual activity but they may still be relatively immature emotionally. It is essential that those who may be in a position of responsibility and trust recognise this vulnerability and ensure that it is not exploited. There is no simple definition of a vulnerable adult but the position of trust and the vulnerability of adults must not be abused.

The principles and guidance apply irrespective of sexual orientation: neither homosexual nor heterosexual relationships are acceptable in a position of trust.

A Relationship of Trust can be described as one in which one party is in a position of **power** or influence over another by virtue of their position.

A genuine relationship can start between two people within a relationship of trust but the relationship of trust must end before any sexual relationship develops.

Abuse of trust and sexual or other abuse

Any sexual activity, which is not freely consenting, is criminal. The sexual activity covered by abuse of trust may be ostensibly consensual, but rendered unacceptable because of the relative positions of the parties concerned.

There is also the **abuse of trust** - where young people are indoctrinated with attitudes to training, drugs and cheating, or social, political and religious views which are unacceptable, to the young, the community or rules of the sport.

Conduct on abuse of trust

Conduct on sexual activity between individuals in a relationship of trust aims to:

- Protect a young person or vulnerable adult from an unequal and potentially damaging relationship.
- Protect the person in a position of trust by preventing him/her from entering into such a relationship deliberately or accidentally by providing clear and enforceable guidance on what behavior is acceptable.

Guidelines on abuse of trust:

- Any behavior, which might allow a sexual relationship to develop between the person in a position of trust and the individual(s) in their care, must be avoided.
- Any sexual relationship within a relationship of trust is unacceptable so long as the relationship of trust continues.
- All those in an organisation have a duty to raise concerns about behavior by coaches, staff, volunteers, managers and others, which may be harmful to those in their care, without prejudice to their own position.

Use of photography and video recorders - there has been an increase in the misuse of sports photography and video recording within the sporting arena. Scottish Gymnastics has developed guidelines for coaches, officials and parents/guardians. These are not intended to prevent bona fide use of this equipment for family or coaching,

Use Of Digital Images and the internet - with the growth of the internet and digital images, parents need to be aware that web sites such as gymnastic sites that appeal to children can be targeted by undesirable adults in order to gain information on children. Parents are advised to monitor their children whilst they are on the net. Scottish Gymnastics has developed guidelines on the use of internet and web. Please refer to **(appendix 2)**

4. Roles

For effective implementation of this policy all gymnastics and trampolining providers must work in partnership, each with a role to ensure the protection of the children in their care.

The role of the club will be as follows:

- To adhere to the guidelines and procedures contained within this policy
- To appoint a Child Protection Co-ordinator
- To accept that all Office and Committee members have a responsibility in this area and be prepared to respond to any indication of abuse
- To be ready to alter bad practice
- To implement any recommendations of British Gymnastics and Scottish Gymnastics relating to this area
- To maintain confidentiality of the child and the person against whom the allegation has been made.

The role of the Child Protection Co-ordinator within the Club will be as follows:

- To ensure all club helpers/officials/coaches complete, an application, a self declaration and a volunteer reference form **(appendices 3 abc)**
- Ensure all persons working with children and young people at the club are fully aware of what is required of them within the guidelines of the Code of Practice
- Liaise closely with the clubs trainee coaches, ensuring that the agreed procedures for the prevention of risk are followed
- Counsel/advise the club on matters of policy related to Child Protection
- Intimate opportunities for younger coaches to undertake training
- Act as the contact person on matters relating to Child Protection at the club
- To send forms to Scottish Gymnastics if required for a disciplinary hearing
- To receive advice on reports from other club members
- To initiate action, ensuring all appropriate persons have been contacted

The role of Scottish Gymnastics will be as follows:

- To appoint a Disciplinary Panel when necessary
- To provide support/training and guidance to the Child Protection Co-ordinators and Clubs through recognised child protection organisations
- To make decisions on misconduct
- To inform all appropriate individuals and bodies of their decision
- To facilitate training for Child Protection Co-ordinators
- To keep a list of all disqualified persons
- To monitor the policy

Everyone has a responsibility to maintain awareness and openness with regard to child protection issues.

It is acknowledged that taking appropriate action is never easy and the discovery that a member of staff or colleague is, or may be abusing a child will raise concerns and emotional feelings among other colleagues.

These emotions may evolve around feelings of:

- Doubt: Is it true?
- Confusion: What will happen?
What actions should be taken?
What will be the effect?
- Guilt: Should I have known?
Did I miss something?
Did I have any suspicions?
Should I have said something?
- Fear: Will I or others or I be suspected?
- Concerns: What can I do to support all those people who may need support?
How will it affect further relationships or contact with children? Are there systems in place to expose future situations?

There is clearly a need to have support mechanisms for all those involved in or surrounding the issue, including those making the allegation, those who may be being abused and those against whom the allegation is made.

Scottish Gymnastics is primarily concerned with the well being and safety of all its members and participants and Scottish Gymnastics will support anyone who in good faith and where he/she has reasonable grounds for doing so, reports his or her concern that a colleague is, or may be, abusing a child.

5. Responding to Complaints and Alleged or Suspected Incidents

Dealing with child abuse is rarely straightforward. In some cases the disturbed behavior of the child, or an injury, may suggest that the child has been abused. In many situations, however, the signs will not be clear-cut and decisions about what action to take can be difficult

Abuse may become apparent in a number of ways:

- Through observation
- A child may tell you
- A third party may have reported an incident, or may have a strong suspicion
- You may have a suspicion

If an allegation is brought to your attention:

STEP 1 - LISTEN & REASSURE

DO

Stay calm - do not rush into inappropriate action.

Reassure the child - that they are not to blame and confirm that you know how difficult it must be to confide.

Listen - to what the child says and show that you take them seriously.

Keep questions to a minimum - use open ended questions i.e. those where more than a yes/no response is required. The law is very strict and child abuse cases have been dismissed if it appears that the child has been led or words and ideas have been suggested.

Ensure that you clearly understand what the child has said so that you can pass it on to the appropriate agencies.

Consult with the identified child protection person - ensuring that you communicate all the information accurately.

Maintain confidentiality – complete child protection incident form record and sign and date. **(appendix 5)**

DO NOT

Panic.

Make promises you can't keep by Explaining that you may have to tell other people in order to stop what is happening whilst maintaining maximum possible confidentiality.

Make the child repeat the story unnecessarily.

Delay.

STEP 2 - RECORD

If the allegation is **ABUSE**, the following process should be followed:

- Make a full report of any allegations or suspicions on paper
- Give the report to the CPC unless they are involved in the complaint who will then involve the Local Authority Social Work Department or Police immediately if necessary and make a record of this
- The Child Protection Officer of the SGA should also be informed and kept up to date with any local subsequent developments. The President of SGA has the power to appoint a Disciplinary Panel as necessary
- Confidentiality must be maintained

If the allegation relates to **POOR PRACTICE**, the following process should be followed:

- Make a record of the allegations
- The Child Protection Officer of the SGA should be informed so that a Disciplinary Panel can be appointed and an investigation can be carried out as necessary.

Misconduct/Allegation Reports

Record what the child has said, and/or your concerns, legibly and accurately. Details should include:

- The child's name, address and date of birth
- Date and time of the incident(s) and/or nature of allegations
- Your observations e.g. describe the behaviour and emotional state of the child and/or bruising or other injuries
- The child's account, if it can be given, of what has happened
- Any action that you have taken as a result of your concerns, e.g comments made to the child; whether or not the parents/carers have been contacted
- Record whether the person writing the report is expressing their own concerns, or passing on those of someone else
- Sign and date the report
- Keep a copy of the report

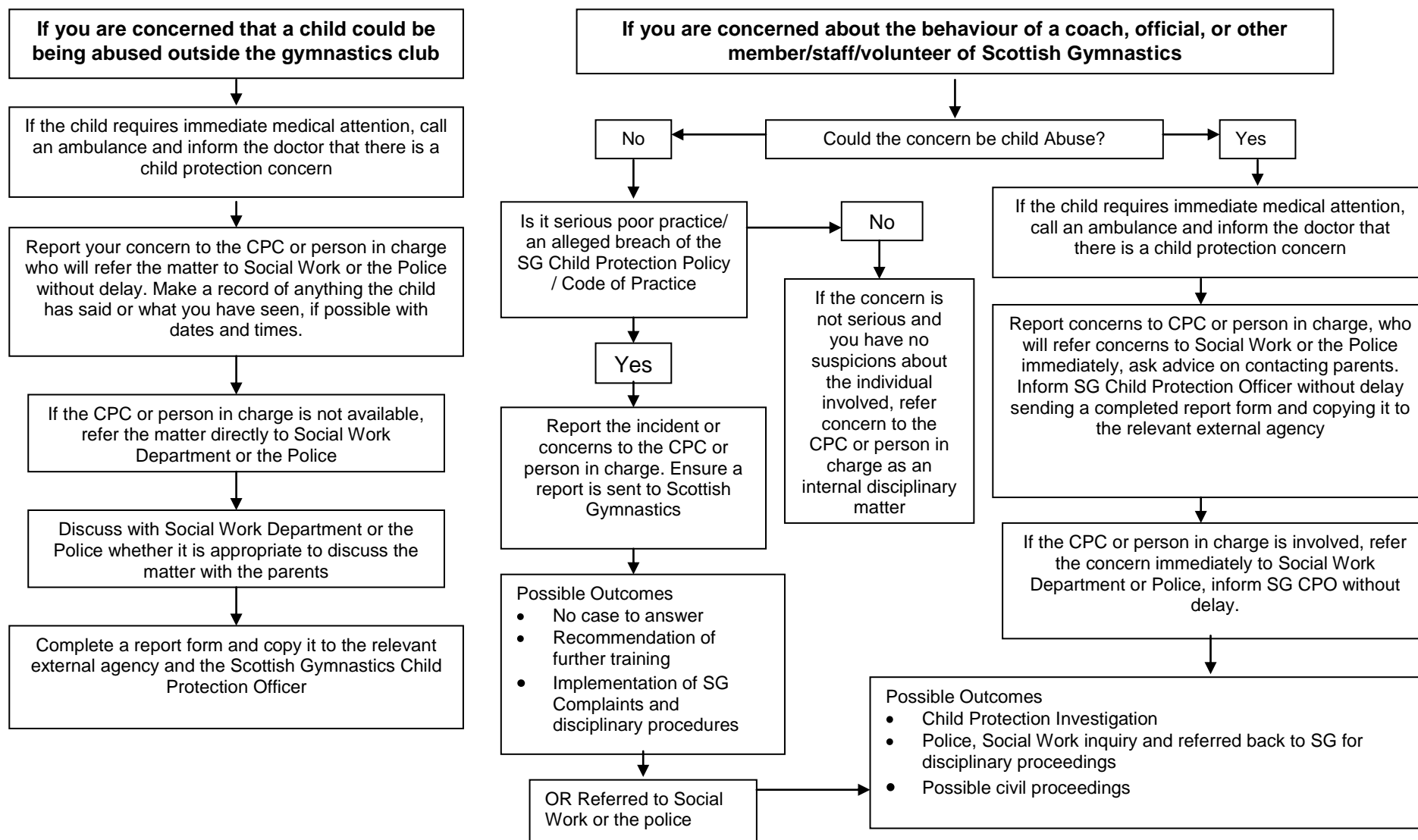
STEP 3 - INVOLVE THE APPROPRIATE PEOPLE

Once you have completed your report you must ensure that the Child Protection Co-ordinator in your Club has been informed so a decision can be made as to the most appropriate action. This person must forward the report to the SGA Child Protection Officer indicating whether further action is required, thus allowing a disciplinary panel to be appointed.

If you are unhappy with the Child Protection Co-ordinator's handling of the incident or the allegations are made specifically against this individual, you should contact the **Person in Charge** immediately and make a record of this. This person might be the Club Chairman, the Head Coach, the Sports Centre Manager, or the Team Manager. The person in charge shall then contact the Social Work and/or the Police immediately. A record of the name, and designation of the official informed, together with the time and date of the call should be kept in case future contact is required. Contact should also be made directly to the CPO of SGA.

A QUICK GUIDE TO PROCEDURES IF YOU SUSPECT ABUSE

This quick guide is designed to advise on the most appropriate action to be taken if you suspect abuse or witness repeated poor practice or breaches of SG Code of Ethics and Conduct. If you are uncertain at any stage, contact SG Head of Ethics & Welfare or NSPCC Helpline on 0800 800 5000. All reports should be made on the SG Child Protection Incident Report Form contained in the C P Policy (appendices).



6. Guidance for Designated Child Protection Co-ordinators

When reports of misconduct or allegations are brought to your attention a decision must be made as to whether the allegation made is abuse, or related to poor practice.

If you are unsure what to do advice can be obtained from Children 1st on 0141 418 5674 or contact your Local Authority Social Services Department.

7. Promoting Good Practice

By promoting good practice throughout the Club and in the wider context of the sport, it is possible to reduce situations for the abuse of children. The Club should have a policy that ensures children are protected and kept safe from harm. Everyone should know what to do if there are concerns about abuse and where the procedures are kept.

The appointment of a Child Protection Co-ordinator is the key in this process and he/she will be encouraged to promote good practice throughout the Club by ensuring everyone is aware of their responsibilities. This role may include leading by example, organising simple training briefings and using leaflets/posters and notices throughout the areas used by the Club.

In addition to the procedures described above it is the Child Protection Co-ordinator's responsibility to ensure that the Clubs get all volunteers to complete the appropriate forms (see **Appendix 3** Safe Recruitment)). The volunteers must be prepared to subject themselves to police vetting. The forms must be sent to SGA in the event of a disciplinary hearing. Clubs should also display Child Protection material highlighting the Children 1st phone number. To assist the Child Protection Co-ordinator in their duties a pack will be provided and training offered on a regular basis.

8. Code of Practice for Coaches and Officials

Adherence to good coaching practices, aligned with open communication with parents and children, should ensure that a safe and enjoyable environment is established and sustained. The duty of care commences from the point of receipt of the child to the point of return to the parent/guardian and the duty of care is non transferable.

Recommended Good Practice

- Always be publicly open when working with children to avoid situations where a coach and an individual child or vulnerable adult cannot be observed.
- There should be at least two responsible adults present at all times (one male one female) during training sessions. The second adult does not have to be a coach.
- Care should be taken when providing manual support (spotting). Recognised/ advised techniques for spotting should be used to avoid inappropriate contact.
- Where possible parents should be responsible for young children in the changing rooms or toilets. If a group of children must be supervised in the changing rooms try to ensure that adults work in pairs to supervise the children.
- Mixed teams of gymnasts should be accompanied by a male and a female member of staff.

- Where residential stays apply increased supervision, care and attention must be adopted.
- Treat all participants equally with respect and dignity.
- Always place the safety and welfare of the participants as the highest priority.
- Behave in an exemplary manner and be a role model for excellent behaviour.
- Keep up to date with your qualifications, knowledge and technical skills.
- Only work within the level of your competence and qualifications.
- Treat all young people equally, with respect and dignity and put their welfare first, before winning.
- Recognise the stage of psychological and physical development of the individual and avoid excessive training or competition.
- Motivate the participants through positive and constructive feedback.
- Create a safe and enjoyable situation.
- Obtain written consent from parents to act as a reasonable parent if the need arises for the administration of emergency first aid.
- Request written consent from parents when young children are required to be transported by coaches or officials.
- If children have to be transported then a male and female member of staff should accompany them.
- Maintain a written report of any incident or injury together with any subsequent treatment and immediately complete an accident report form.

Practice to be avoided:

- Spending excessive amounts of time alone with children away from others
- Taking children to your home where they will be alone with you
- Sharing a room with a child

The above should be **avoided** except in emergencies. If cases arise where these situations are unavoidable they should occur with the full knowledge and consent of someone in charge in the organisation and/or the child's parents, e.g. a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick up a child at the end of a session.

Practice which should never be condoned:

You should never -

- Engage in rough, physical or sexually provocative game
- Allow or engage in any form of inappropriate touching
- Make sexually suggestive remarks to a child or vulnerable adult – even in fun

- Allow children to use inappropriate language unchallenged
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature for a child or vulnerable adult if they can do it for themselves, unless you have been requested to do so by the parents (do so with the utmost discretion)
- Never depart from the premises until you have supervised the safe dispersal of the children (for SG squad sessions a parent/guardians signature must be obtained)
- Abuse your privileged position of power or trust with children or adults
- Cause a participant to lose self esteem by embarrassing, humiliating or undermining the individual
- Have favourites

Safe Practice in Unforeseen Circumstances:

If any of the following incidents should occur, you should report them immediately to another colleague and make a written note of the event, signed and dated. Parents should also be informed of the incident:

- If you accidentally hurt a child
- If a child misinterprets something you have done
- If you have to restrain a child (please note: minimum force must only be used)

It is impossible to establish guidelines for every situation, which may become evident in the sport of gymnastics and trampolining, common sense should be used at all times.

Team Management/Team Travel – implicit within this Policy is the Duty of Care that a Team Manager and/or Club has to its young gymnasts when traveling to events. It is recommended that Clubs travel with a full address list, parental consent forms (which would include contact telephone numbers for all the children/vulnerable and young adults within their team), signed medical consent form and code of conduct forms (where applicable) for each child. The inclusion of special instructions, ie dietary requirements and any allergies is also extremely useful.) This will allow Team Managers to take the necessary action in the event of an emergency. **Also:**

- Ensure all vehicles are correctly insured.
- All reasonable safety measures are taken, e.g. children in the back seat, seatbelts are worn.
- Ensure the correct number of adults to children ratio, note: that increased supervision may be required depending on the group travelling i.e. pre-school or special needs groups.
- Ensure a male and female accompany mixed groups of children or vulnerable adults. These adults should be familiar with and agree to abide by SGA's Child and Vulnerable Adult Protection Policy and Procedures.
- Always plan and prepare a detailed travel timetable and ensure copies are available for other members and parents/guardians.

For those events that require an overnight stay in lodgings/hotels, it is essential that Team Managers take the necessary action to prevent the misuse of alcohol (from hotel mini - bars etc.) and access to adult video/film channels. SGA requires those who are to accompany children on such trips complete a Disclosure Scotland Check. These checks will be conducted for the voluntary and sports sectors through a national clearing agency (Criminal Records Bureau - CRBS) in Scotland and a similar agency in England/Wales.

SG would advise clubs to check with their local Education Authority on team travel and trips as guidelines may vary from area to area.

First Aid and Treatment of Injuries:

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

- Where practicable all parents/guardians of children under 16 should complete a Medical Consent Form before participating in the sport. (appendix 6) Scotland
- All medical forms should be stored in a secure cabinet.
- Medical information should be shared on a need to know basis only i.e. senior coach in charge of a session.
- Senior Coach should be made aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required.
- Where possible, ensure access to medical advice and/or assistance is available.
- Only those with a current, recognised First Aid qualification should respond to any injuries.

- Where possible any course of action should be discussed with the child/vulnerable adult, in language that they understand and their permission sought before any action is taken.
- In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible.
- Parents/guardians or carers must be informed of any injury and any action taken as soon as possible, unless it is in the child's or vulnerable adult's interests and on professional advice not to do so.
- An accident Form must be completed and signed as soon as possible. This should then be kept in a secure cabinet and sent to SG on request. A sample medical form is included please refer to **(appendix 7)**

9. Procedures for the SGA Disciplinary Panel

These are contained within the Scottish Gymnastics Handbook.

11. Re-instatement and Allegations of Previous Abuse

After a period of suspension, person may apply to be reinstated. The panel shall give consideration to a request for reinstatement, but only if in their view there are good grounds for doing so. No individual will automatically be reinstated.

SGA constitution outlines the appeals process.

Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children.

All volunteers must complete a Volunteer Application Form (Appendix 3a) in which there is a self-declaration of previous convictions and any failure to disclose information on this form will also lead to suspension and subsequent inquiry.

12. Responsibilities

The Scottish Gymnastics Association will not accept responsibility for any fees, expenses or other costs incurred by either or any party bringing or defending the action and shall have no liability to award any compensation for harm done or suffering by either party.

Appendix 1

Guidelines for Identifying and Managing Bullying of Children and Vulnerable Adults

In some cases of abuse it may not be an adult abusing a young person. Children and young people may also be responsible for abuse, for example, in the case of bullying. Bullying may be seen as particularly hurtful behavior usually repeated over a period of time, where it is difficult for those bullied to defend themselves. Bullying can take many forms including:

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

Identifying Bullying

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

If a child or vulnerable adult:

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

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

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

Action taken to deal with the bully:

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

Appendix 2

Photographs, Publications & Internet

Scottish Gymnastics aim is to create a fun and safe environment for children, young adults, parents/guardians, coaches and officials to enjoy our sport. We fully expect and encourage action photographs to be taken as these provide fantastic records and memories for families to keep. However, with the increase of gymnastics action photographs appearing in publications and on the internet, we must all take the time to ensure these photographs are suitable for publication. Particular care should be taken to make sure children and vulnerable adults are not portrayed in a demeaning or tasteless manner. The following guidelines should be adhered to:

Internet Sites:

Publications or information on an Internet site i.e. Beebo or similar, must never include personal information that could identify a child or vulnerable adult e.g. home address, e-mail address or telephone number, also written consent must be obtained from the child or vulnerable adult's parents/guardians **before** any images are posted.

If the material is changed from the time of consent, the parents/guardians must be informed and consent provided for the change.

As well as the above guidance, common sense should also be used when deciding which photographs to print:

- Do not use images that appear to focus on the groin area in movements when the legs are in a split position.
- The content of photographs or videos must not depict a child or vulnerable adult in a provocative pose or in a state of partial undress other than when depicting a sporting activity.
- Where relevant, a tracksuit may be more appropriate attire.
- For photographs or videos of groups or teams of children or vulnerable adults, ensure that only the group or team is referred to, not individual members. Credit for achievements is to be restricted to first name e.g. Tracey was Gymnast of the Year 2002.
- All published events involving children or vulnerable adults must be reviewed to ensure the information will not put them at risk. Any publication of specific meetings or child/vulnerable adult events e.g. team coaching sessions, must not be distributed to any individuals other than to those directly concerned.
- Particular care must be taken when publishing photographs, film or videos of children who are considered particularly vulnerable e.g. the subject of a child protection issue or a custody dispute.
- Care is to be taken when publishing photographs, films or videos of children or vulnerable adults with physical, learning and/or communication or language disabilities, as they could be particularly vulnerable to abuse.

All photographs/videos or other media produced at Scottish Gymnastics (SGA) events or competitions remain the property of the SGA. The SGA acknowledges that media produced at its events by parents, coaches or others involved in supporting SGA events/competitions may be used for personal purposes. Any media produced at an SGA event/competition cannot be distributed for commercial purposes without the express permission of the SGA.

Important Note: Any concerns about publications or Internet information should be reported to the Club CPC or to Scottish Gymnastics Head of Ethics and Welfare.

Appendix 2a

Photographing, Videoing and Filming of Children and Vulnerable Adults at events:

The following is required for **(insert name of club)** activities or events where children or vulnerable adults are participating:

- All materials promoting **(insert name of club)** events or activities should state that accredited photographers will be present.
- Consent forms should be obtained from the parent/guardian for photographing, videoing and/or filming of a child or vulnerable adult prior to the event or activity.
- Anyone wishing to use photographic/film/video equipment at a venue must obtain the approval of **(insert name of club)**.
- No unsupervised access or one-to-one sessions should be permitted.
- If the event organiser suspects inappropriate filming or photography, they will request the person to leave the venue and surrender any film relating to the event.
- The requirements above are publicly promoted to ensure all people present at the event or activity understand the procedure and are aware of whom to contact if concerned.

Note: When recruiting a photographer for events such as club championships, the Scottish Gymnastics Safe Recruitment Policy must be followed.

Concerns about Photographers, Video or Film Operators

Any concerns with photographers or video or film operators are to be reported to **(name of club)** Child protection Co-ordinator and when relevant to Scottish Gymnastics Head of Ethics and Welfare and the Police.

Appendix 3 SAFE RECRUITMENT

The vast majority of coaches, officials/helpers are committed, dedicated people who are motivated to work within the sport for commendable reasons. However it is important that all reasonable steps are taken to ensure that unsuitable people or people with an inappropriate motivation are prevented from working with children. The following procedures should be adopted and applied consistently when appointing a coach, helper or official in either a voluntary or paid capacity.

ADVERTISING

When any form of advertising is used to recruit staff or volunteers, the following information should be included: -

- Aims of the club or organisation
- Responsibilities of the role
- Level or experience or qualifications required, particularly if experience of working with children would be considered advantageous
- The club or organisation's open and positive approach to child protection
- The use of criminal records disclosures as part of the recruitment and selection process

PRE-APPLICATION INFORMATION

Anyone who expresses an interest in the job or role should along with the application form, be sent a job description and person specification, which clearly states required qualifications and experience

APPLICATION FORMS (appendix 3a)

All potential staff and volunteers should complete an application form, as well as the self declaration form (appendix 3b sections 1&2), which is designed to elicit information about an applicant's past career - including any gaps in involvement or employment, and any relevant experience, qualifications and training undertaken.

Applicants should be informed that failure to adhere to the relevant codes of ethics and conduct, can result in disciplinary action and possible dismissal/exclusion from the club or organisation

PROCEDURES FOR SHORT-LISTED CANDIDATES

Request in writing, on formal headed paper, confirmation from Scottish Gymnastics, of a coach's qualifications or any known reason for not employing/appointing that person as a coach/official.

Clubs can request a disclosure form from Scottish Gymnastics via the Child Protection Co-ordinator. This should be completed as per guidelines. Enhanced level criminal records disclosures must be obtained for each person who may have regular contact with children or vulnerable adults.

Guidance Note: Please ask yourself - Would that person be able to build a relationship of trust with a child young person or vulnerable adult? If so an enhanced disclosure must be sought.

Under the Protection of Children (Scotland) Act 2003 (POCSA) Scottish Gymnastics recommends that anyone with regular access to children, young people which includes caring for, training, supervising or being in sole charge of children or anyone with a managerial responsibility for individuals in this position, should complete an enhanced disclosure.

INTERVIEWS

Where a position involves regular contact with young people a formal interview should be held according to correct procedures and protocol. At interview you can request any additional information to support the details contained in the application form. Questions relating to information gained in Criminal Convictions Declaration form (**appendix 3b sections 1&2**) will be dealt with by the SG Child Protection Officer.

MAKING THE APPOINTMENT

Once a decision has been made to employ someone or invite someone to take a voluntary role within a club, an offer letter should be sent out. This letter should specify full details and requirements of the position and any probation period if appropriate. The applicant should be informed that the appointment is subject to a satisfactory Enhanced Disclosure.

NB: The candidate will receive their own copy of their disclosure as will Scottish Gymnastics. Clubs should view the candidate's copy of the disclosure prior to confirming appointment. An individual may be allowed to commence their duties but care should be taken to ensure that a senior member of staff is always present.

Following appointment, induction procedures should be conducted, whether the position is paid or voluntary. An induction should include: -

Explanation of Child Protection procedures and other club policies

Formally signing up to codes of ethics and conduct

Clarification of roles, responsibilities and consideration of expectations

Assessment of training needs, which should include attendance at a recognised Child Protection awareness course and other training relevant to the role

MONITORING AND APPRAISAL

All staff and volunteers should be given the opportunity to receive feedback, either through a formal appraisal or more informally through a mentoring situation. Although this is good practice for any voluntary or paid position, appraisals are essential for positions that involve significant contact with young people. Appraisals should be offered at regular intervals, initially at the end of a probation period and thereafter at yearly intervals. An appraisal can help to establish training needs, and address any concerns.

Appendix 3a

Introductory letter to be sent with an application pack

(Insert name, address and telephone number of club)

(Email and website address of Club, if available)

(Date of letter)

(Insert name and address of applicant)

Dear **(insert name of applicant)**

Thank you for your interest in joining our organisation. Enclosed is:

- A Task/Job Description
- An Application Form
- A Self-Declaration Form
- Guidance notes on the Self-Declaration Form
-

Please complete the application form and return it to me. Please also complete the self-declaration form as required, and return it to **(as stated)**, in a sealed envelope. This envelope **will not** be opened unless you are invited to interview. If you are not invited to interview, the envelope will be shredded in accordance with the Data Protection guidelines

Please do contact me if you need more information or have any queries. My telephone number is shown above.

I look forward to hearing from you.

Yours sincerely

Appendix 3a (continued)

(insert name of club) Sample Application Form for Positions Involving Contact with Children and Vulnerable Adults

You have a right of access to information held on you and other rights under the Data Protection Act 1988 (insert name of club) are committed to ensuring that all members in positions that require contact with children or vulnerable adults are suitable to do so. In accordance with (Scottish Gymnastics) Child and Vulnerable Adult Protection Policy, all members whose position requires contact with children and/or vulnerable adults must complete this application form, prior to appointment.

Personal Details

Position Applied for:	
Title	
Name:	
Surname:	
All previous names by which you have been known:	
National Insurance Number:	
Date of Birth:	Place of Birth:
Present Address:	
Post Code (must be completed):	
Email address:	
Previous address (if moved within the previous three years):	
Telephone +	Day: Evening: Mobile:

Current/Previous Clubs

Club Name	Position/Responsibilities	Start and Leaving Date

Relevant experience:
Qualifications:
Sports specific:
Vocational/ interests:
Reason for applying:

Present or Most Recent Employment/Role/Responsibilities

Name of Employer/Managing Organisation:
Job Title:
Dates of Employment (month and year):
Principal Responsibilities:
Reason for Leaving

Referees

Name and address of two people who know you well (and are not related to you) who have first – hand experience of you working with children and who we can contact for a reference, or who have provided you with a reference testimonial:

Name:	Name:
Organisation:	Organisation:
Address:	Address:
Telephone:	Telephone:
Relationship to Applicant:	Relationship to Applicant:

Declaration:

I agree to abide by any Code of Ethics and Conduct which the organisation has in force. I have completed this form accurately and truthfully and to the best of my knowledge

Signature: _____ Date: _____

NB Failure to disclose this information may result in exclusion from the club or organisation

Declaration of Designated Person

I confirm that I have seen identification documents (professional qualifications, coaching certificates/licence, driving licence, passport) relating to this person, and confirm to the best of my ability that these are accurate.

Verified documents: Yes / No* (*delete as applicable)

Signature of child protection co-ordinator, club secretary or other designated officer:

Print name:

Date:

Sample Volunteer Reference Form

(Insert name of club) are committed to ensuring that all members in positions that require contact with children or vulnerable adults are suitable to do so. In accordance with (Scottish Gymnastics) Child and Vulnerable Adult Protection Policy, references are sought for all members whose position requires contact with children and/or vulnerable adults

(Name).....has expressed an interest in becoming a coach/official/team manager/helper (please circle as appropriate) and has given your name as a referee.

If you are happy to complete this reference, all the information contained on the form will remain absolutely confidential, and will only be shared with the applicant's immediate supervisor should they be offered a volunteer position. We would appreciate you being extremely candid in your evaluation of this person.

- 1 How long have you known this person?
- 2 In what capacity?
- 3 What attributes does this person have that would make them a suitable volunteer?
- 4 How would you describe their personality?
- 5 Please rate this person on the following (please tick one box for each)

	Poor	Average	Good	V/Good	Excellent
Responsibility					
Dealing with Children					
Maturity					
Patience					
Self Motivation					
Can Motivate Others					
Commitment					
Energy					
Reliability					
Trustworthiness					

This post involves substantial access to children. As an organisation committed to the welfare and protection of children, we are anxious to know if you have had any reason at all to be concerned about this applicant being in contact with children or young people.

Yes No (Please tick one box) Please return this form marked Private and

Confidential to: (insert name and address of designated officer)

If you have answered Yes we will contact you in confidence; please give a telephone contact number.

Self-Declaration Form

Appendix 3b section 1

(for the use of all employees and members of the Scottish Gymnastics Association)

Name: _____

As required in both the **Scottish (SGA) and British (BGA) Gymnastics Associations** Child and Vulnerable Adults Protection Policy and Procedures this form must be completed for positions that require contact with children and/or vulnerable adults (whether they are paid or voluntary) as well as positions that involve dealing with confidential information.

SGA/BGA (and its member clubs) is committed to the protection of children and vulnerable adults involved in gymnastics and trampolining, and have a duty to ensure the suitability of any individual who works with children and/or vulnerable adults. **To fulfil this responsibility, we ask that you complete this form**

Note: You are advised, under the provisions of the Rehabilitation of Offenders act 1974 exclusions and exceptions (Scotland) order 2003 to declare all convictions including 'spent' convictions.

SGA/BGA will not discriminate unfairly against applicants with a criminal record, cautions, reprimands and final warnings. Having a criminal record will not necessarily bar an applicant from working, whether in a paid or voluntary position, for the Association or its member clubs. The nature of disclosed information and its relevance to the post applied for will be discussed and assessed by following the procedures set in the SGA Safe Recruitment policy. However, should a disclosure certificate detail that the applicant is fully listed on the Disqualified from Working with Children List for having harmed a child or put a child at risk of harm and has been moved away from a post involving children, this person will be disqualified from working in a child care position within the Association (whether paid or voluntary).

Please complete Sections 1 & 2 fully including all relevant details regarding convictions, investigations (if applicable), social work or social department investigations and disciplinary actions, sign and return in the envelope provided

SECTION 1

Part a - Previous Convictions (complete on a separate sheet if necessary)

Do you have any spent or unspent convictions? **Yes / No** (delete as appropriate)

Date:
Court:
Offence(s) originally charged with:
Sentence:
Please give details of the reasons and circumstances that lead to your offence(s):
Please give details of how you completed the sentence imposed (e.g. did you pay your fine as required, what conditions were attached to your probation/community service order, did you comply with the requirements of your order/custodial sentence):

Do you give Scottish Gymnastics permission to contact the above organisations to clarify the information disclosed?

What have you learned from the experience?

Part b- Previous Police Investigation (continue on a separate form if necessary)

Date of investigation:
Police Division involved:
Investigation(s) details:
Please give details of the reasons and circumstances that led to your investigation:
Disposal (if known):

Part C

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:

Have you ever had a disciplinary sanction (from a sports or other organisation’s governing body) relating to inappropriate behavior with children/vulnerable adults or child abuse? **YES / NO** If yes, please provide details:

Are you currently held on any English, Welsh or other equivalent “disqualified from working with children lists”? **YES / NO** If yes, please provide details

Have you ever had any cautions, reprimands final warnings for having harmed or put a child at risk of harm and have been moved away from a post involving children? **YES/NO** If yes please provide details:

Signature:

Date:

To allow Scottish Gymnastics to make an informed decision regarding the suitability of candidates please include as much information as possible.

If you have answered YES to any of the above please also provide the name and address of someone (preferably your present employer) who is not related to you, who we can contact for a reference, or who have provided you with a reference testimonial:

Name:

Address:

Relationship to candidate:

SGA complies with the CRBS code regarding secure storage, handling, use, retention and disposal of disclosures and disclosure information and with its obligation under the data protection act 1988.

Please send this completed and signed form in an envelope marked **Private and Confidential** to:
**Lorna Whyte, Scottish Gymnastics, Airthrey Castle, University of Stirling, Stirling.
FK9 4LA**

Appendix 3b (section 2)

Declaration to be completed by all applicants

I hereby declare and represent that, except for as disclosed above, I have not at any time, whether in the United Kingdom or abroad, been found guilty and sentenced by a court for a criminal offence.

I give my consent to Scottish Gymnastics Association requesting a Disclosure Certificate (if appropriate) and to requesting references for the purpose of verifying the replies given in this declaration, including enquiries of any relevant authority.

I agree to inform Scottish Gymnastics Association if I am convicted of an offence after I take up a post within an SGA Club. I understand that failure to do so may lead to the immediate suspension of my work with children within the SGA Member Clubs and/or the termination of my services.

If I am appointed to a post, I agree to abide by the Associations Code of Conduct and Child Protection Policy and Guidelines.

I agree to abide by the conditions above and certify that the information contained in this form is true and correct to the best of my knowledge and I realise that false information or wilful omissions may lead to the immediate suspension of my work with children or the termination of my services.

Signed: _____ **Date:** _____

Please note that any information you give in this form will be managed according to the organisations Confidentiality Policy.

If you have answered yes to part A, please complete and return Appendix 3b sections 1 & 2 (in a sealed envelope, marked Private and Confidential) to: Lorna Whyte (Head of Ethics & Welfare) at Scottish Gymnastics, Airthrey Castle, University of Stirling. FK9 4LA

Please do not put your completed application form in this envelope. It is important that the forms are kept separate. Your completed self-declaration form will only be seen by those individuals in the association who have a responsibility for recruiting staff and volunteers.

SGA complies with the CRBS code regarding secure storage, handling, use, retention and disposal of disclosures and disclosure information and with its obligation under the Data protection act 1988.

If the replies are no, please complete part C, sign the declaration, and return direct, to the Child Protection Co-ordinator of your Club.

Name:

Address:

Appendix 3 c - Disclosure Advice (for Clubs and SG Panels)

As part of Scottish Gymnastics recruitment police and effective risk reduction procedures it is a requirement that disclosure checks are carried out on staff whether they are voluntary or paid. The vast majority of coaches, officials/helpers are committed, dedicated people who are motivated to work within the sport for commendable reasons. However it is important that all reasonable steps are taken to ensure that unsuitable people or people with an inappropriate motivation are prevented from working with children.

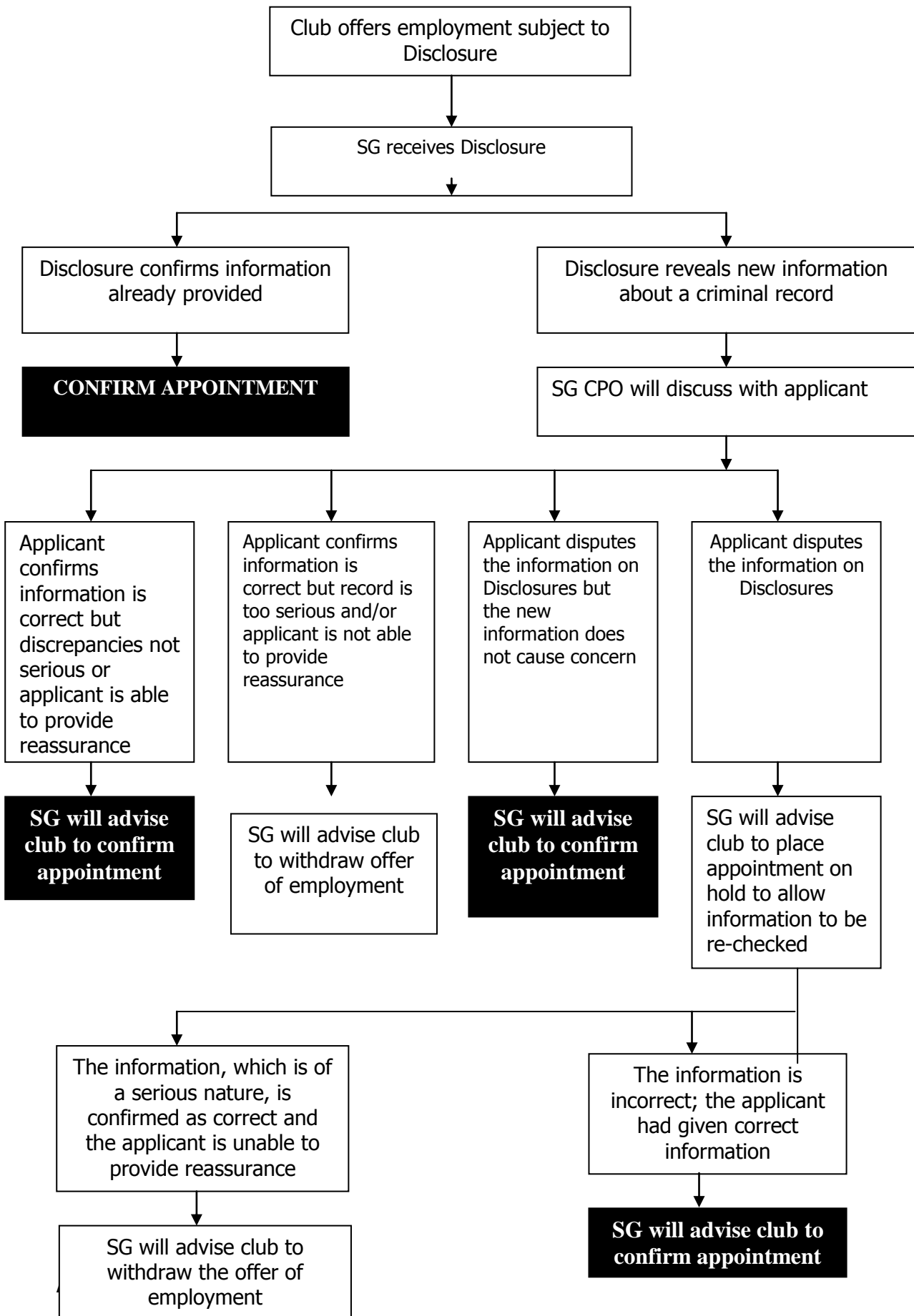
Clubs should request a disclosure form from Scottish Gymnastics via the Child Protection Co-ordinator. This should be completed as per guidelines.

There is now only one level of check - Enhanced. The level of check accessed will be determined by the roles and responsibilities of the Staff member/Volunteer and the criteria set by the Rehabilitations of Offenders Act 1974, the Exclusions and Exceptions (Scotland) Order 2003 and the Police Act 1997 (part v). To help clubs determine which check is appropriate ask yourself: **Would this person be able to build a relationship of trust with a child young person or vulnerable adult? If so an enhanced disclosure must be sought.**

Enhanced Disclosure: Will contain details of both spent and unspent convictions and any cautions (in England/Wales) In addition it will show any information from local police records considered by the Chief Constable to be relevant to the position being sought and which can be disclosed without harming the interests of the prevention or detection of crime. It is entirely up to the Chief Constable to decide what information to disclose, if any, in these circumstances. Such information may include a pending case against the applicant which relates to an offence involving children; or where someone has been acquitted several times of the same offence involving children; or where the applicant is subject to a sex offender or anti-social behaviour order. The Chief Constable may also disclose information to the registered body only i.e. information which will not form part of the actual disclosure. Such information will be sent separately to the registered body (SG) and will be withheld from the applicant in the interests of the prevention or detection of crime. (Scottish Gymnastics will advise the clubs whether or not to engage the volunteer. An Enhanced Disclosure should be requested for those applying for, or be appointed to, the following positions:

Coach, Helper, Official (including Judge), Team Manager

FLOWCHART FOR DEALING WITH DISCLOSURES IN RECRUITMENT PROCESS



INCIDENT RECORD FORM

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.

Your name:
Your position:
Child's name:
Child's address:
Parents/carers names and address:
Child's date of birth (if known):
Date and time of alleged incident:
Your observations:
Record exactly what the child said in their own words and any questions you asked if the situation needed clarified: (Remember , do not lead the child - record actual details. Continue on separate sheet if necessary).

<p>Action taken:</p>
<p>External agencies contacted (date and time)</p>
<p>Police yes / no If yes – which: Name and contact number: Details of advice received:</p>
<p>Social Work Yes/No If yes – which: Name and contact number: Details of advice received:</p>
<p>Other (e.g. Children 1st) Which: Name and contact number: Details of advice received:</p>
<p>Signature: Print name: Date:</p>

NB: A copy of this form should be sent to the Child Protection Team in your local Social Work Department after the telephone report.

Appendix 6

SCOTTISH GYMNASTICS
MEDICAL CONSENT FORM

The following information and consent is requested to ensure health and well being of all SGA gymnasts. The information contained in this form is confidential and will only be used to safe guard and promote the Gymnasts health and well being should the need arise.

Name _____ **Date of Birth** _____

Discipline _____

Address _____

_____ **Postcode** _____

Tel No Home _____ **Mobile** _____

Email Address _____

Emergency Contact Name _____

Relationship to gymnast _____

Emergency Contact Number _____

Name of GP _____ **Tel No** _____

Surgery Address _____

_____ **Postcode** _____

Blood Group (if known) _____

Please provide details of any pre-existing illness or medical condition(s) that may affect your participation as a gymnast:

Illness/Problem: _____

Medication details (Please include exact name of medication and method of administration):

Details of any existing injuries (include when injury occurred and the treatment received):

Details of any allergies, including allergies to medication or food:

Details of any other conditions that we should be made aware of (e.g. dyslexia) or dietary needs

Please give details of any supplements you take (include exact names):

Please give details any immunisations. Include as much detail as possible (what was the immunisation for, where the immunisation was administered, was it part of a series of immunisations):

Immunisation 1 Date: _____ Details: _____

Immunisation 2 Date: _____ Details: _____

Immunisation 3 Date: _____ Details: _____

I (**gymnast, if aged 18 or over**) _____ consent to receiving medical treatment, including anaesthetic, which the medical authorities present consider necessary.

I undertake to inform my club immediately should any of the information contained in this form change.

Gymnast Signature _____

Print Name _____ **Date** _____

(To be completed by the parent/guardian or legal carer for gymnasts under the age of 18)

I _____, consent to _____ receiving medical treatment, including anaesthetic, which the medical authorities present consider necessary.

I undertake to inform my club **immediately** should any of the information contained in this form change.

Signature _____ **Print Name** _____

Relationship to gymnast _____

DATA PROTECTION ADVICE

Detailed below are guidelines for storing, destroying and accessing records and various other forms related to Recruitment and Child Protection.

DOCUMENT	WHERE TO STORE	WHO HAS ACCESS	HOW LONG TO KEEP	HOW TO DISPOSE
Application Form	Secure	Interview panel	6 – 12 months	Shred or burn
References	Secure	Interview panel	Until person leaves	Shred or burn
Incident Reports	Secure	CPC / other professional agencies depending on follow up.	12 months	Shred or burn
Accident Forms	Secure	CPC or SG and possibly insurance company / other investigation authorities.	12 months	Shred or burn
Reply to Permission to Photograph/Video	Secure	CPC or SG depending on Event	6 – 12 months	Shred or burn
Medical Forms	Secure	Team Manager, Head of Delegation, Coach depending on situation	Varies, depending on situation. Seek guidance from SG	Shred or Burn

Please note that in Child Protection issues, all documentation may be required for any criminal investigation.

Definition of: secure - Kept in a locked place with restricted access.

Useful Contacts:

Scottish Gymnastics – Head of Ethics and Welfare

Lorna Whyte
Airthrey Castle
University of Stirling
Stirling FK9 4LA
Tel: 01786 466232 ext 115 or lorna@scottishgymnastics.org
Scottish Gymnastics Help line: [07534084730](tel:07534084730)

CHILDREN 1ST

Child Protection in Sport Service
Learning and Teaching Scotland
Sussex House
61 Sussex street
Glasgow
G41 1DY
Tel: 0141 418 5674 WWW.childprotectioninsport.org.uk or cpinsport@children1st.org.uk
Convention of Scottish Local Authorities

Sylvia Murray
Policy Officer
Rosebery House
Haymarket Terrace
Edinburgh EH12 5XZ
Tel:0131 474 9251
www.cosla.gov.uk

Edinburgh and the Lothian's Child Protection Office

Martin R T Henry
Child Protection Co-ordinator
Shrubhill House
Shrub Place
Edinburgh EH7 4PD
0131 553 8294
martin.henry@edinburgh.gov.uk

ParentLine Scotland
0808 800 2222

NSPCC Child Protection Helpline
0808 800 5000

Childline Scotland
0800 1111

Scottish Criminal Records Office
0870 609 6006

(Your) **Local Social Work Department** (including out of hours contact telephone number)

(Your) **Local Police Contact** telephone number (in an emergency dial 999)