



## **LIVINGSTON FOOTBALL CLUB**

("the Club")

## **CHILDREN'S WELLBEING POLICY**

## **ACKNOWLEDGEMENTS**

The policies, procedures and safeguards were developed with the expert advice of the Scottish Football Association and their document 'Children's Wellbeing in Scottish Football'.

The content was also supported and agreed by.

- John J. Ward Director/CEO, Livingston FC
- James Dunn, Children's Wellbeing & Safeguarding Officer, Livingston fc
- Alyson Evans, Child Protection and Safeguarding Manager, Scottish Football Association

## **PURPOSE AND APPLICATION OF THE POLICY**

Livingston Football Club (the Club) seeks to ensure the safety and well-being of all children and young people who engage in activities with the Club. The purpose of this statement is to explain briefly and clearly the basic principles of safeguarding children.

To support this, the following policy and procedures document has been produced and recognises all recent and relevant legislation and regulations at the date of publication. The Club will also ensure compliance with the current Independent Safeguarding Authority, the SFA, as well as Disclosure Scotland – Protection of Vulnerable Groups Scheme (PVG) checks.

This Policy is for use throughout the Club and is to be observed by all those involved in regulated work with children and young people whether in paid employment with the Club or on a voluntary basis. The application of this policy and procedures is mandatory. All the requirements are compulsory and are to be applied as indicated by the appropriate persons in all cases where there are any suspected instances of abuse or poor practice.

It is through the application of the policy and procedures that the Club will seek to develop a positive and proactive welfare programme to enable all children and young people to participate in an enjoyable and safe environment. This equally applies to the safety and security of those working with and responsible for the activities involving children and young people.

All employees and volunteers must make themselves aware of the Club's Children's Wellbeing Policy and Procedures and the associated training. The designated person responsible for safeguarding of children is James Dunn.

The Club fully acknowledges and accepts its responsibility for the safety and wellbeing of children and young people, who engage in any way in any activity carried out with the Club. Their welfare is of paramount importance. It is the duty of all adults working at the Club to safeguard the welfare of children and young people by creating an environment that protects them from harm.

Activities are taken to include any activity whether football related or not with the Club's authority and permission.

Activities included under the remit of this policy include.

- Training
- Community Sports
- Match Day Ball Attendants/Mascots
- All other activities associated with Livingston Football Club in which children are engaged.

In addition to this document all staff involved with children – 'Children's Wellbeing in Scottish Football' - in order to ensure that practice is up to date and accurate. Moreover, we aim to provide our young players with a voice by providing the opportunity for our youngsters to share their opinions and be heard.

## FOREWARD ON CHILDREN'S WELLBEING

by John J. Ward, Chief Executive Officer

At Livingston Football Club, the wellbeing and the best interests of the children are held with the utmost importance. We understand the concerns parents and guardians may have with regard to the potential dangers which children face on a day-to-day basis in modern society. Our Children's Wellbeing Policy will ensure that every effort is made, in cooperation with parents and guardians, employees and competent designated safeguarding personnel, to ensure that children are protected to the best of our ability whilst in the care of the Club. The Club will strive to get it right for every child, and ensure it follows the correct recruitment procedures when selecting the workforce put in place to work with children. The Club will also ensure that competent, trained personnel are available if a child does need help and support; that it is dealt with in the appropriate professional manner with the sensitivity and support being offered to the child. By implementing a streamlined approach to planning, assessment, open communication and decision-making procedures, will ensure children receive the right help at the right time. Ultimately, it is about all stakeholders working together.

We want to ensure that children across the spectrum at Livingston Football Club enjoy the activities at the Club and feel safe and supported in the environment that they are in. Football is a sport designed for escapism, making dreams reality and bringing joy to children.

The policies, procedures and safeguards therefore begin this **rights-based** process of ensuring children and young people are safe when they play football. This begins with understanding and promoting their rights, raising awareness of children's wellbeing and recognising what needs to be done and the requirement to act on this when a child needs help or support.

Ultimately this will contribute to better experiences for children playing football regardless of age, gender, ability, ethnicity, location or their ambition to play. The goal is to ensure the consistency of a positive experience for every child.

**John Ward.**  
**CEO**

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## 1. INTRODUCTION

**OVERARCHING AIM**

To embed a rights-based approach in developing children’s wellbeing at Livingston Football Club	
<b>PRINCIPLES</b>	
AVAILABILITY	Regardless of what level a child is playing football at <b>LIVINGSTON FOOTBALL CLUB</b> , we will work to ensure that their involvement in our game is considered using the Getting it Right for Every Child (GIRFEC) approach.
ACCESSIBILITY	Safeguarding practices and implementation of policy and procedures in child protection will ensure playing environments are safe and activity is appropriate to their age and stage of development.
ACCEPTABILITY	All children are respected and supported to have fun, gain enjoyment, learn and develop their football skills and better understand their wider wellbeing.
PARTICIPATION	Children’s views will be encouraged, sought after, and used to improve practice.
EQUALITY AND NON-DISCRIMINATION	Respectful behaviours will be encouraged and demonstrated by staff and discriminatory behaviours challenged by developing learning and understanding in equality and children’s rights.
ACCOUNTABILITY	LIVINGSTON FOOTBALL CLUB are committed to measure, monitor and evaluate developments and progress in implementing policy and procedures in children’s wellbeing.
CAPACITY DEVELOPMENT	Training and resources will support staff engaged with children in football to understand their roles and responsibilities in wellbeing, safeguarding and protecting children.
<b>OUTCOMES</b>	
CHILDREN	<ul style="list-style-type: none"> <li>- Increased promotion, support and safeguarding of wellbeing as a result of participation in football</li> <li>- Increased understanding of their rights in relation to football</li> </ul>
ALL ADULTS ENGAGED WITH CHILDREN IN SCOTTISH FOOTBALL	<ul style="list-style-type: none"> <li>- Increased understanding of children’s rights and what it means to take a rights-based approach</li> <li>- Increased communication and improved relationships with children in football.</li> </ul>

**EVERYONE’S RESPONSIBILITY** We all have a role and responsibility to promote, support and safeguard children’s wellbeing in Scottish football. Ensuring a child’s wellbeing at all times, includes celebrating when things have gone well, understanding a child’s circumstances and forming positive relationships. Football can contribute in many different ways to a child’s positive wellbeing considering the health benefits of being active, the achievements they make in gaining new skills as well as their experiences in being included and respected as part of a team.

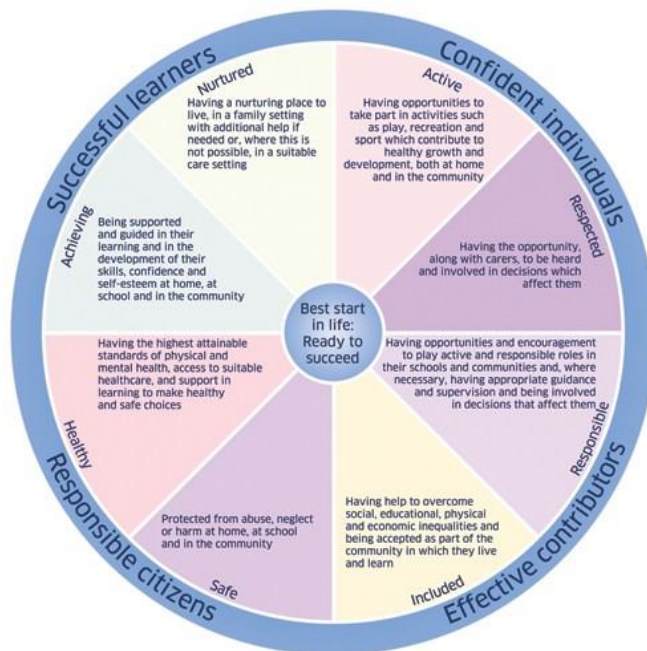
To ensure we can respond to situations when a child needs help or support, we must firstly understand their rights and the meaning of wellbeing. Secondly, we must recognise a number of

risks that exist for children in football and therefore put in place a range of safeguards that minimise these risks. These are managed and promoted by people within particular roles who receive specific training for their level of responsibility. It is necessary for this understanding and the appropriate processes to be in place if ever a child’s wellbeing or need for protection is identified as a concern. Livingston Football Club can then respond and support any child who needs help, informing the relevant agencies and organisations when appropriate.

These policies, procedures and safeguards, as well as training will give us the confidence and support needed to fulfil our role and responsibility to keep children safe in football.

**CHILDREN’S WELLBEING IN SCOTLAND** It is important to recognise what we mean by children’s wellbeing. As part of Scotland’s national approach to ‘Getting it Right for Every Child’ (GIRFEC), the wellbeing wheel demonstrates the eight indicators that are believed to be essential for a child’s overall wellbeing.

By having a universal language and understanding for all people that work with children, collectively we can contribute to promoting, supporting and safeguarding a child’s wellbeing whether they are in an educational, health, community or sporting setting. It is essential that our people at the Club understand these wellbeing indicators and if we are ever worried that something is impacting a child’s wellbeing, we know who to share that with. As part of the ‘Children and Young People (Scotland) Act 2014’, the concept of wellbeing and the GIRFEC approach is now enshrined in law.



## 2. POLICY STATEMENTS



## 2.1 CHILDREN'S RIGHTS POLICY STATEMENT

Livingston Football Club (the Club) is fully committed to promoting, supporting and safeguarding the wellbeing of all children in its care. We understand our responsibilities in relation to child protection, anti-bullying and embedding a rights-based approach at all levels within our club.

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

Livingston Football Club FC will:

- Respect the rights of children as paramount.
- Provide opportunities for every child at the club to gain a positive experience.
- Include and involve children in decision making, providing opportunities for children to be heard.
- Promote and implement policies and procedures to safeguard the wellbeing of children and protect them from abuse, ensuring they know what to do and who they can speak to if they need help.
- Train, support and supervise its members of staff and volunteers in abiding by this policy
- Respond to any concerns raised in regards to poor practice, misconduct or abuse, denial of child's rights in line with procedures.
- *Require members of staff and volunteers to adopt and abide by this policy and sign up to the Code of Conduct for Safeguarding Children's Wellbeing.*
- Safely recruit and select individuals who will be working with children to ensure appropriate measures have been taken and risk assessed when needed.
- Promote the rights and wellbeing of children by providing opportunities for them to take part in football safely.
- Observe guidelines issued by local Child Protection Committees for the protection of children
- Work together to develop positive relationships amongst children and adults which are mutually respectful, responsible and trusting; and promote their emotional health and wellbeing.
- Address the needs of children who are bullied as well as those who bully within a framework of respect, responsibility, resolution and support.

## Review

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

- In accordance with changes in legislation and guidance on the protection and safeguarding of children or following any changes within Livingston Football Club.
- Following any issue or concern raised about children's rights within Livingston Football Club .
- In all other circumstances, at least every three years.

## 2.2 CHILD PROTECTION POLICY STATEMENT

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

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

Livingston Football Club will:

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

- Observe guidelines issued by local Child Protection Committees for the protection of children.
- Regularly monitor and evaluate the implementation of this policy, these procedures and associated safeguards and include children's views in this process.

## Review

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

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

## 2.3 ANTI-BULLYING POLICY STATEMENT

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

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

Livingston Football Club will:

- Respect the rights of children as paramount.
- Work together to develop positive relationships amongst children and adults which are mutually respectful, responsible and trusting; and promote their emotional health and wellbeing.
- Seek to prevent, reduce and respond effectively to bullying behaviour, through the implementation of this policy and guidelines.
- Require members of staff, volunteers and members of the Congress to adopt and abide by this policy.

- Train, support and supervise its members of staff, volunteers and members of the Congress to adopt best practice to prevent, reduce and respond to bullying.
- Address the needs of children who are bullied as well as those who bully within a framework of respect, responsibility, resolution and support.
- Respond to any concerns raised either in the experiences of children of poor practice/misconduct or abuse caused by an adult's bullying behaviour.
- Highlight bullying based on prejudice and perceived differences, to ensure our practices are effective in dealing with these issues.
- Regularly monitor and evaluate the implementation of this policy and guidelines and include children's views in this process.

## **Review**

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

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

## **3. Code of Conduct for Safeguarding Children's Wellbeing**

This Code of Conduct details the standards and practice required by staff and volunteers at Livingston Football Club and includes verbal and non-verbal actions when involved in activities with children and young people. For the purposes of Children's Wellbeing, we include all activities within the Club with children and young people under the ages of 18 years old.

All concerns about breach of this Code of Conduct will be taken seriously and responded to in line with the Club procedures for Responding to Concerns about the Conduct of an Adult and / or Disciplinary Procedures.

### **GOOD CONDUCT**

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

- Recognise the developmental needs and capacity of children.
- Involve parents / carers wherever possible.

**PRACTICE TO BE AVOIDED** In the context of your role with the Club, the following practice should be avoided:

- Having ‘favourites’ – this could lead to resentment and jealousy by other children and could be misinterpreted by others.
- Spending excessive amounts of time alone with children away from others.
- Excessive training and competition, pushing children against their will and placing undue pressure.
- Entering children’s bedrooms on trips away from home, unless in an emergency situation or in the interest of health and safety. If it is necessary to enter rooms, knock and say that you are coming in. The door should remain open, if appropriate.
- Doing things of a personal nature for children that they can do for themselves.

**UNACCEPTABLE CONDUCT** In the context of your role with the Club, the following practices are unacceptable:

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

**SIGN-UP** I have read and agree to abide by this Code of Conduct. I have also read and agree to abide by the Livingston Football Club’s Child Wellbeing and Protection Policies, Procedures and Safeguards.

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

Signature: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

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

## 4. RISKS TO CHILDREN'S WELLBEING IN SCOTTISH FOOTBALL

The role of risk assessment within Livingston Football Club in relation to promoting, supporting and safeguarding a child's wellbeing lies with the Head of Safeguarding. This is completed on an annual basis and risks identified from the relevant policies, procedures and safeguards, as well as training provision. While there are numerous risks, these are assessed and acted on in different ways. It is important however to highlight some areas in particular to improve knowledge and understanding of why some risks exist and why some groups may be more vulnerable, though these examples are not exclusive.

In respect of adults, the areas include: recruitment, relationships & positions of trust and grooming.

In respect of children, the groups include: those with disabilities, those from black & ethnic communities and those in performance football.

### 4.1 RECRUITMENT

The risks in recruitment are around the suitability of people working with children. To ensure that we recruit individuals safely, the 'Procedure in the Recruitment and Selection of Members of Staff or Volunteers in Regulated Work with Children' exists and is implemented.

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

*All organisations have a legal responsibility to ensure that any individual who will be in regulated work with children is not listed on the Children's List, which bars them from working with children. Regulated work with children includes: caring for children; teaching, instructing, training or supervising children; being in sole charge of children; having unsupervised access to children; and being a host parent.\**

Therefore, in addition to the legal requirements through PVG scheme membership, the Club will gain references, carry out inductions and provide further training opportunities. This helps to identify and support the appropriate people to work with our young players. We also continue safeguarding checks through annual completion of self-declaration forms and three-yearly updates on PVG scheme membership during employment and involvement with Livingston Football Club

### 4.2 RELATIONSHIPS & POSITION OF TRUST

The power and influence a colleague, member of staff or volunteer has over someone they are coaching or looking after in football cannot be underestimated. If there is an additional competitive aspect to the activity and the older person is responsible for the young person's success or failure, then the dependency of the younger member upon the older will be increased. It is therefore vital for everyone to recognise the responsibility they must exercise in ensuring that they do not abuse their position of trust.

Genuine relationships do occur, however no intimate relationship should begin whilst the member of staff or volunteer is in a position of trust. **The Club** acknowledges that intimate relationships between teenagers take place and often no harm comes from them. However, it is also acknowledged that children who suffer abuse can do so at the hands of other children. It must be understood that the notion of 'relationships of trust' applies as much to young people who have taken on a leadership role as it does to adults involved in football.

#### ***Sexual Offences (Scotland) Act 2009***

*Introduced an offence of abuse of trust applicable to “positions of trust” which involve looking after children and young people who are in full time education, detained under a court order, looked after in a hospital/ children’s home or other establishment providing social care or in foster care.\**

While coaching is currently not included within this legislation, the principle applies within all positions of trust within Scottish football. Within the Code of Conduct for Safeguarding Children’s Wellbeing, the section on Unacceptable Conduct includes ‘Forming intimate emotional, physical or sexual relationships with children’ which applies to all children and young people under 18 years old. Any breach of the Code of Conduct will result in disciplinary action.

### **4.3 UNDERSTANDING GROOMING**

The majority of adults involved in coaching children participate with the main aim of providing a fun, positive experience for those with whom they work. However, others (though a minority) may use this as a way of gaining access to children for inappropriate reasons such as sexual abuse.

In order to gain access to children, those who commit offences often first earn the trust of people surrounding the child. This may include representatives of the Scottish FA, clubs, coaches and volunteers, parents and carers and other children. This process is referred to as ‘grooming.’

Those who commit offences often portray themselves as caring and trustworthy individuals so they are freely entrusted with the care of children. Once they have gained access to children, they befriend them in order to break down any pre-existing barriers. As soon as a trusting friendship has been established, they manipulate and control children into gratifying their sexual needs.

#### ***Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005***

*Addresses the predatory behaviour of those who “groom” children, with the aim of abusing them, by introducing an offence of “grooming”.\**

Therefore any member of staff or volunteer must report any suspicions or allegations of grooming to the Head of Safeguarding using the Concern Recording Form. **(See Annex 1)**

\* All references and information provided on legislation listed above has been taken from ‘10 Steps to Safeguard Children in Sport’ published online by the Safeguarding in Sport Service: <https://www.children1st.org.uk/help-for-families/safeguarding-in-sport/10-steps-to-safeguard-children-in-sport/>

### **4.4 CHILDREN WITH DISABILITIES**

In line with Article 23, a child with a disability has the right to live a full and decent life in conditions that promote dignity, independence and an active role in the community. ‘Disabled children are 3.4 times more likely to be abused than non-disabled children (Sullivan and Knutson 2000). Research has shown that children with communication impairments, behavioural disorders, learning disabilities and sensory impairments are particularly vulnerable’. (Stalker et al, 2010)\*

Children with disabilities might be additionally vulnerable because they may:

- Depend on a number of people for care and handling, some of which can be intimate care
- Depend on the abuser for their involvement in sport
- Fear disclosing abuse or the signs of abuse can be misinterpreted as a symptom of the disability
- Have a reduced capacity to resist either verbally or physically

- Have significant communication differences - this may include very limited verbal communication or they may use sign language or other forms of non-verbal communication
- Lack a wide network of friends who support and protect them
- Lack access to peers to discover what is acceptable behaviour or unable to understand the inappropriateness of actions
- Not be believed due to negative attitudes towards children with disabilities or possible failure to recognise the impact of abuse on children with disabilities

#### **4.5 CHILDREN FROM BLACK & ETHNIC COMMUNITIES**

As a general principle of the UNCRC of non-discrimination (Article 2) and stated in Article 30 'Every child has the right to learn and use the language, customs and religion of their family whether or not these are shared by the majority of the people in the country where they live'; these rights should apply. However, within wider society and football, discriminatory behaviour still exists therefore children from black and ethnic communities are additionally vulnerable because they may be:

- Experiencing racism and racist attitudes
- Experiencing racism being ignored by people in authority
- Afraid of further abuse if they challenge others
- Subjected to myths, e.g. all people of a particular culture are good with or hit their children
- Wanting to fit in and not make a fuss
- Using or learning English as a second language

#### **4.6 CHILDREN IN PERFORMANCE FOOTBALL**

A number of areas below highlight our need to protect and safeguard children from abuse and bullying at a performance level as found by Brackenridge in 2010\*\*:

- The greatest risk of emotional and sexual abuse occurs among the highest ranked athletes
- Poor practice, emotional abuse and bullying are probably more prevalent in sport than sexual abuse
- Athletes perpetrate more sexual harassment on their peers than do coaches
- Athlete-athlete bullying is also widespread
- Coach perpetrators are often very highly qualified and very highly respected which acts as a mask for their misdemeanours

\* Stalker et al (2010) 'Child protection and the needs and rights of disabled children and young people: A Scoping Report', University of Strathclyde

\*\* Brackenridge, C.H. (2010) 'Myths and evidence – learning from our journey', keynote address to the conference 'How Safe is Your Sport' held at the Excel Sports Centre, Coventry on 25 Feb, hosted by the Coventry Sports Foundation and the NSPCC Child Protection in Sport Unit.

Available at <http://bura.brunel.ac.uk/handle/2438/4177>

### **5. ANTI-BULLYING GUIDELINES**

There have been many different definitions and theories about what constitutes bullying, but it is not helpful to define bullying purely in terms of behaviour. Bullying is a mixture of behaviours that can impact on a person's capacity to feel in control of themselves.

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.

## 5.1 Examples of bullying behaviour

Bullying behaviours can be:

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

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

## 5.2 Support for children involved in bullying behaviour:

- Cultivate an ethos where there's an anti-bullying culture – it is especially important that adults are good role models for children.
- Take all signs and reports of bullying very seriously.
- Encourage all children to speak and share their concerns.
- Take all allegations seriously and take action to ensure the child is safe. Speak with those being bullied and those displaying bullying behaviour separately.
- Reassure the child that you can be trusted and will help them, although you can't promise to tell no-one else. Explain what will happen next, and how they are going to be kept informed.
- Keep records of what is said i.e. what happened, by whom and when.
- In cases of online/electronic bullying advise children who are being bullied by text, email or online to retain the communication or to print it out. Be clear that online bullying behaviour will be treated seriously as any other form of bullying behaviour.
- Report any concerns to the Children's Wellbeing and Safeguarding Officer. They will inform the child's named person.
- Be sensitive and use good judgement when it comes to informing parents/carers of those whose negative behaviour is impacting on others. Put the child at the centre – will telling the parents/carers result in more problems for the child? What are the child's views on parents/carers knowing?
- Aim to restore positive relationships and encourage reconciliation where appropriate.
- Encourage and support those displaying bullying behaviour to change this behaviour. Ask them to consider the impact their actions are having.
- Keep a written record of action taken.

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

## **6. PROCEDURES**

### **6.1 RESPONDING TO CONCERNS ABOUT A CHILD**

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

These procedures apply to all members of staff and volunteers involved in Club activities with children under 18 years old.

#### **6.1.1 Best interests of the child**

The Club is committed to working in partnership with parents/carers whenever there are concerns about a child. Parents/carers have the primary responsibility for the safety and wellbeing of their children.

Where concerns are raised about a child, this will be considered in line with the wellbeing indicators and *may* be discussed with parents/carers. For example, if a child seems withdrawn, he/she may have experienced an upset in the family, such as a parental separation, divorce or bereavement. Common sense is advised in these situations and the best interests of the child will be considered as to what is the best support for each individual child. Children will be asked who they feel is suitable to be informed and when relevant, consent gained from the child.

Confidentiality will not be maintained if it is assessed that a child is at risk or their wellbeing is being impacted in such a way that their right to be protected becomes more significant. Any incidents which cause concern about the wellbeing of a child should be recorded and reported to the Children's Wellbeing and Safeguarding Officer. They will inform the child's Named Person as soon as possible if applicable. This procedure is in line with early intervention, the principles of the Children and Young People (Scotland) Act 2014 and the Getting it Right for Every Child approach (GIRFEC).

#### **6.1.2 Information regarding a concern about a child**

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

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

If the Manager of Child Wellbeing and Safeguarding is not available and an immediate response is required, the police and social work services must be contacted. They have a statutory responsibility for the protection of children and they may already hold other concerning information about the child. Record any advice given, actions taken and the response by other agencies. At the earliest opportunity thereafter, the Manager of Child Wellbeing/ Safeguarding should be informed and the

child's Named Person notified.

### 6.1.3 Concerns affecting a child's wellbeing

If a concern about a child is identified that affects one or more of their eight wellbeing indicators (SAFE, HEALTHY, ACTIVE, NURTURED, ACHIEVING, RESPECTED, RESPONSIBLE, INCLUDED), complete Part A of the Concern Recording Form (electronic copies found on the Livingston Football Club website)

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

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

### 6.1.4 Child's right to be protected

Where the concern about a child's wellbeing suggests they are in need of protection, the information must be passed on with or without their consent for the purposes of their protection. Allegations of abuse must always be taken seriously. ***No member of the Club shall investigate allegations of abuse or decide whether or not a child has been abused.*** False allegations are very rare. If a child says or indicates they are being abused or information is obtained which gives concern that a child is being abused, the information must be responded to on the same day in line with the following procedure.

### 6.1.5 What to Do if a Child Discloses Abuse

#### ***Respond***

- React calmly so as not to frighten the child.
- Listen to the child and take what they say seriously. Do not show disbelief.
- Reassure the child they are not to blame and were right to tell someone.
- Be aware of interpreting what a child says, especially if they have learning or physical disabilities which affect their ability to communicate or English is not their first language.
- Do not assume that the experience was bad or painful - it may have been neutral or even pleasurable.
- Avoid projecting your own reactions onto the child.
- Avoid asking any questions. If necessary only ask enough questions to gain basic information to establish the *possibility* that abuse may have occurred. Only use open-ended, non-leading questions e.g. What? When? Where? Who?
- Do not introduce personal information from either your own experiences or those of other children.

#### **Avoid:**

- Panicking.
- Showing shock or distaste.
- Probing for more information than is offered.
- Speculating or making assumptions.
- Making negative comments about the person against whom the allegation has been made.
- Approaching the individual against whom the allegation has been made.

- Making promises or agreeing to keep secrets and giving a guarantee of confidentiality.

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

Take whatever action is required to ensure the child's immediate safety.

Pass the information immediately to the police and seek their advice.

***Record***

Make a written record of the information as soon as possible using the Concern Recording Form completing as much of the form as possible.

***Report***

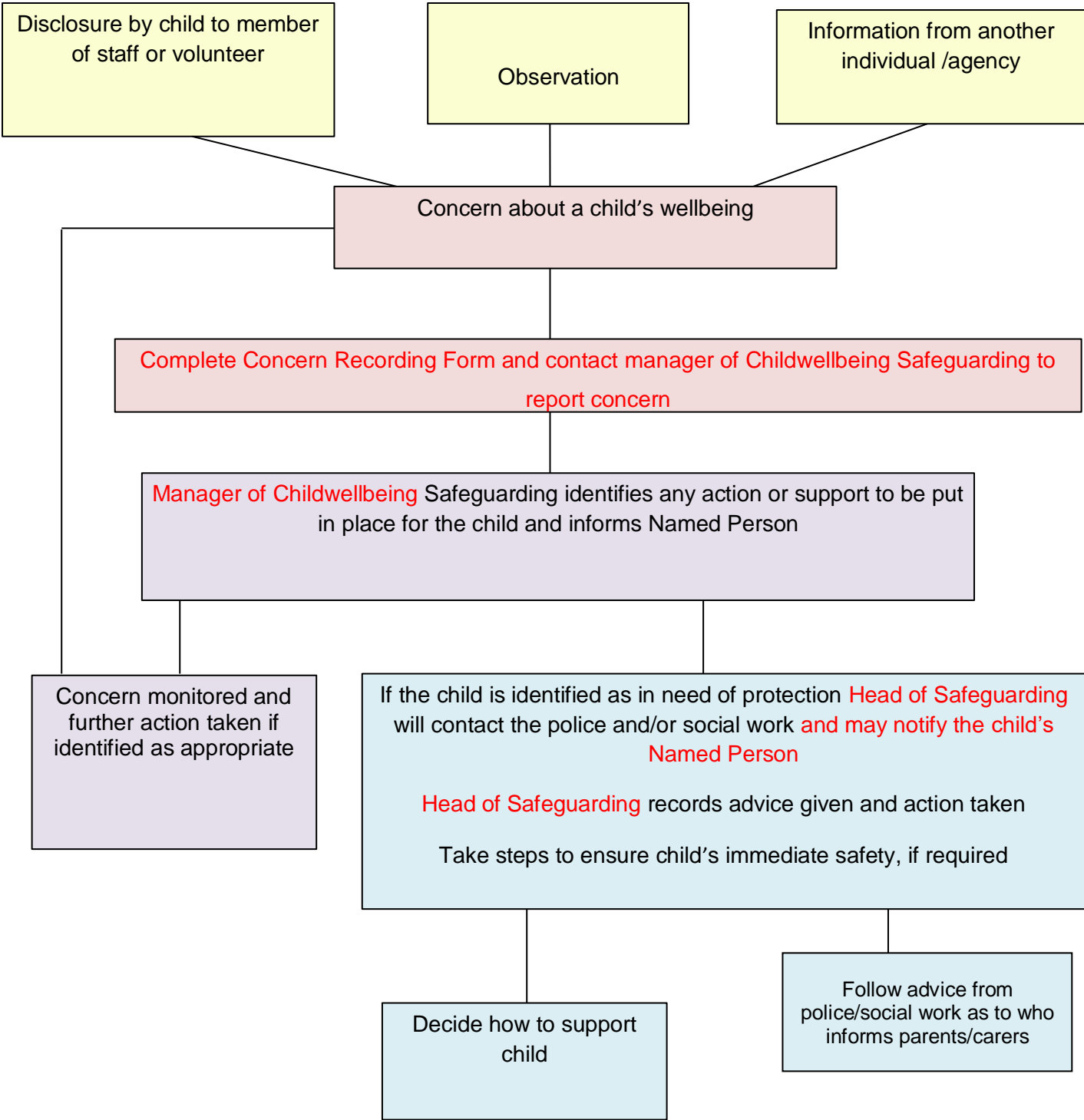
Contact the Child Wellbeing Manager James Dunn [hoy@livingstonfc.co.uk](mailto:hoy@livingstonfc.co.uk), 01506 4173000 as soon as possible and email [hoy@livingstonfc.co.uk](mailto:hoy@livingstonfc.co.uk) the completed form. They will pass all concerns where appropriate onto the child's Named Person. Please do not keep any electronic, printed or written versions of this form. It is important to maintain confidentiality to delete or shred as soon as the information has been passed on.

***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 Children's Wellbeing and Safeguarding Officer, police/social work services and the Named Person as to who informs the parents/carers***

# PROCEDURE FOR RESPONDING TO CONCERNS ABOUT A CHILD

## FLOWCHART



## **6.2 RESPONDING TO CONCERNS ABOUT THE CONDUCT OF AN ADULT**

In all cases where there are concerns about the conduct of an adult towards a child, the best interests and wellbeing of the child will be the paramount consideration. These procedures aim to ensure that all concerns about the conduct of an adult are dealt with in a timely, appropriate and proportionate manner. No member of staff or volunteer at Livingston Football Club, in receipt of information that causes concern about the conduct of an adult towards children shall keep that information to himself or herself, or attempt to deal with the matter on their own.

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

### **6.2.1 Initial Reporting of Concerns**

Any concerns for the wellbeing of a child arising from the conduct of an adult must be reported to the Child Wellbeing Manager or Community Manager on the day the concern arises, as soon as practically possible.

Where the concern is about the Manager of Child Wellbeing/ Safeguarding it must be reported to the Director. In this situation, they will then take on the role and responsibilities as listed below of the Head of Safeguarding.

### **6.2.2 Recording and Reporting**

Concerns must be recorded using the Concern Recording Form (Annex 1) (electronic copies also found on Club website) as soon as possible. Contact the Child Wellbeing Manager James Dunn 015064173000 to report the concern then email the completed form to [hoy@livingstonfc.co.uk](mailto:hoy@livingstonfc.co.uk) as soon as possible after completion; do not delay by attempting to obtain information to complete all sections. Please do not keep any electronic, printed or written versions of this form. It is important to maintain confidentiality to delete or shred as soon as the information has been passed on.

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

### **6.2.3 Establishing the Facts**

Once the concerns have been reported, the Manager of Child Wellbeing Safeguarding will:

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

### **6.2.4 Conducting the initial Assessment**

Manager of Child Wellbeing / Safeguarding will conduct the initial assessment.

The purpose of the initial assessment is to clarify the nature and context of the concerns. It should determine if the adult's conduct was inappropriate behaviour, serious poor practice/misconduct or

whether there is reasonable cause to suspect an adult's behaviour and conduct has been criminal. Every situation is unique so guidance cannot be prescriptive.

- Where the established facts support a concern of criminal behaviour, the initial assessment will not form part of the disciplinary investigation.
- Subject to the nature and seriousness of the situation, if it is not clear at this stage whether a criminal offence may have been committed, the member of staff or volunteer or individual *may* be approached as part of the information gathering process.
- Where the nature and seriousness of the information suggests that a criminal offence *may* have been committed, or that to assess the facts may jeopardise evidence, advice will be sought from the police before the member of staff or volunteer or individual is approached.
- An initial assessment of the basic facts may require the need to ask a child some basic, open-ended, non-leading questions *solely with a view to clarifying the basic facts*. It may also be necessary to ask similar basic questions of other children, or other appropriate individuals.
- Interviewing children about possible abuse and criminal offences is the sole remit of specially trained police officers and social workers. Questioning of children by those conducting an initial assessment should always be avoided as far as possible. If it is necessary to speak to the child in order to clarify the basic facts, best practice suggests that consent from the parent/carer be obtained.

Possible outcomes of initial assessment:

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

### **6.2.5 Initial Assessment Supports Concerns about Poor Practice and/or Misconduct**

The Manager of Child Wellbeing Safeguarding will deal with the concern in line with Livingston Football Club's Disciplinary Procedures for members of staff and volunteers. In the event of an investigation into the conduct of a member of staff or volunteer, all actions will be informed by the principles of natural justice:

- They will be made aware of the nature of concern
- They will be given an opportunity to put forward their case
- Livingston Football Club's will act in good faith, ensuring the matter is dealt with impartially and as quickly as possible in the circumstances

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

### **6.2.6 Initial Assessment Supports Concerns about Possible Criminal Behaviour**

Where the initial assessment of information gives reasonable cause to suspect an adult's behaviour and conduct has been a criminal offence, the Head of Safeguarding will report the concerns to the police as soon as possible on the day the information is received. The Head of Safeguarding will

make a written record of the name of the police officer to whom the concerns were passed together with the time and date of the call, in case any follow up is required.

Referrals to the police will be confirmed in writing by the **Manager of Childwellbeing** Safeguarding within 24 hours. A copy of the Concern Recording Form should be provided to the police on request. Appropriate steps will be taken to ensure the safety of the child(ren) or who may be at risk. The parents/carers of the child(ren) involved will be informed as soon as possible following advice from the police. Any impact on a child's wellbeing caused by an adult's possible criminal behaviour will be passed on to the child's Named Person.

Advice will firstly be obtained from the police about informing the member of staff or volunteer involved in the concerns. If the advice is to inform them, they will be told that information has been received which may suggest an allegation of abuse or possible criminal offence. As the matter will be *sub judice* (i.e. under judicial consideration) no details will be given unless advised by the police. All actions will ensure the best evidence is preserved for any criminal proceedings while at the same time safeguarding the rights of the member of staff or volunteer.

**The Club** will take all reasonable steps to support a member of staff or volunteer against whom a concern has been raised.

### **6.2.7 Precautionary Suspension**

Suspension is not a form of disciplinary action. The member of staff or volunteer involved may be suspended whilst an investigation is carried out. Suspension will be carried out by the board in accordance with the Livingston Football Club's Procedures. At the suspension interview the member of staff or volunteer will be informed of the reason for suspension (within the confines of sharing information) and given the opportunity to make a statement – which will be recorded – should they wish to do so.

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

### **6.2.8 Disciplinary Investigation**

An ongoing criminal investigation does not necessarily rule out disciplinary action. However, any action taken must not jeopardise the criminal investigation. Advice must be taken from the police on this. Sufficient information should be available to enable the Manager of Child Wellbeing Safeguarding and the board to make a decision whether to go ahead with disciplinary action.

### **6.2.9 False or Malicious Allegations**

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

- The member of staff or volunteer involved will receive an account of the circumstances and/or investigation and a letter confirming the conclusion of the matter. They may wish to seek legal advice.
- All records pertaining to the circumstances and investigation shall be kept confidentially.
- The Manager of Child Wellbeing Safeguarding will take all reasonable steps to support the individual in this situation.
- In these circumstances the Club will review the child's participation in football. It will be appropriate to have a discussion with the child (with parental/carer permission) in determining their views and opinions.
- Data collected for the investigation will be destroyed in accordance with the requirements of the Data Protection Act 1998.



### 6.2.10 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.

### 6.2.11 Protection of Vulnerable Groups (Scotland) Act 2007

- c) The Club will refer to Disclosure Scotland the case of any member of staff or volunteer who (whether or not in the course of their role with the Club) has:
- harmed a child
  - placed a child at risk of harm
  - engaged in inappropriate conduct involving pornography
  - engaged in inappropriate conduct of a sexual nature involving a child, or
  - given inappropriate medical treatment to a child.

**AND** as a result:

1. The Club has dismissed the member of staff 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 or volunteer to a position in the Club 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 member of staff or volunteer where information becomes available after the member of staff or volunteer has:

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

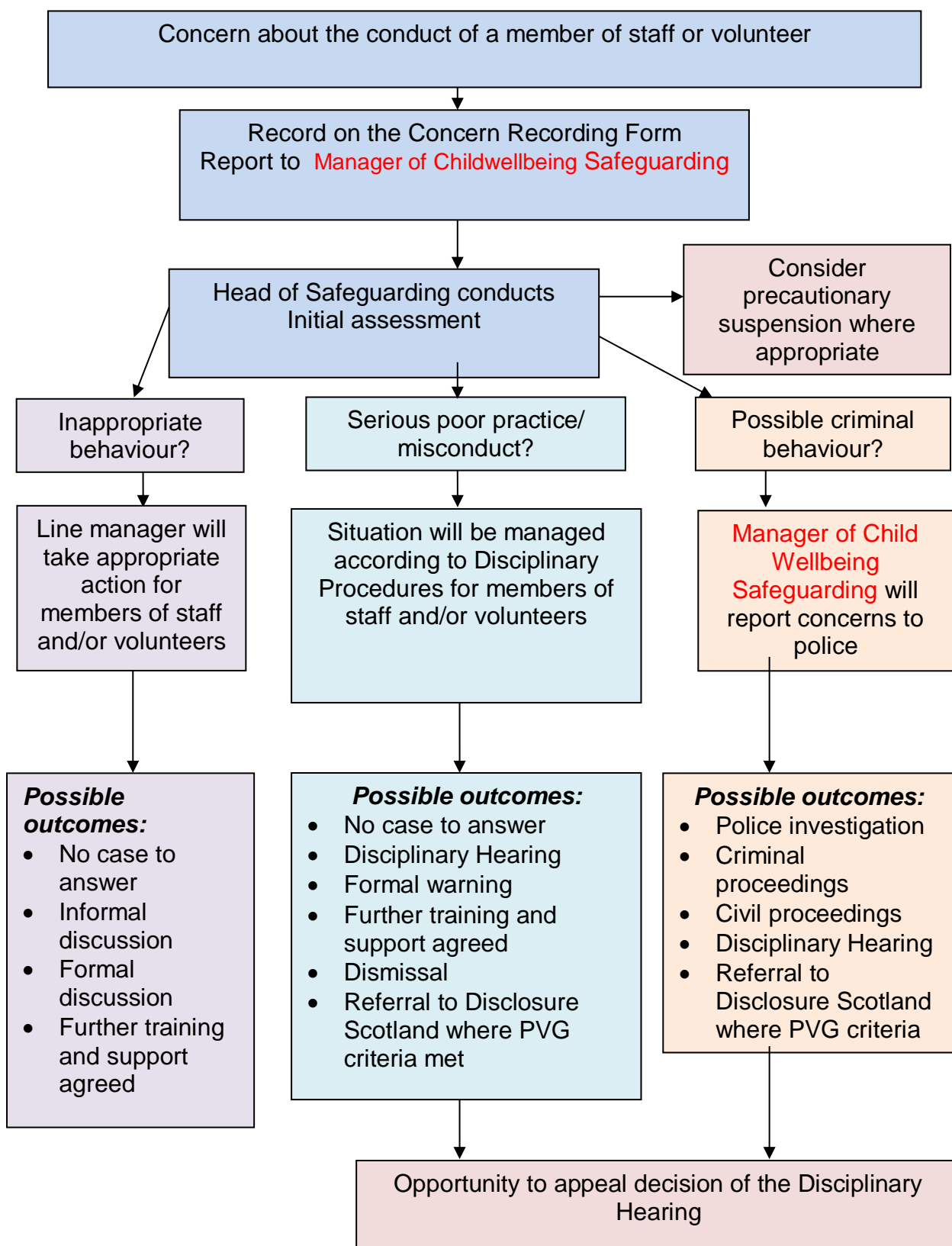
**b)** If Disclosure Scotland notifies the Club that a member of staff or volunteer is being considered for listing that individual will be suspended from regulated work as a precaution until the outcome of the case is determined. Precautionary suspension is not a form of disciplinary action and does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

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

#### **6.2.12 Media**

All media enquiries relating to the conduct of a member of staff or volunteer will be referred to the Club Head of Communications.

# RESPONDING TO CONCERNS ABOUT THE CONDUCT OF AN ADULT PROCEDURE FLOWCHART



# REVIEW OF THE MANAGEMENT OF CONCERNS PROCEDURE

Providing a safe and positive environment for everyone involved is a vital aspect of any club's operations. The Club takes its responsibilities very seriously in this regard, and in particular where children are present at any club-led activities. **The Club** is committed to reviewing the management of concerns procedure to ensure the Club is maintaining the best practice across the board and has a robust children's wellbeing policy.

The **Manager of Child Wellbeing Safeguarding** may refer any concerns raised in the management of child protection issues to the Board of Livingston Football Club and in 48 hours. This is to ensure there is a thorough audit and investigation into the management of concerns procedure. The Board may request an external party to review the management of concerns procedure from time to time.

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

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

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

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

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

## 3. Identify any other relevant points or observations and complete review.

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

### PROCEDURES

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

### OUTCOMES

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

### PEOPLE

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

### RECORDING

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

## 4. Respond to anything identified within the review.

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

## 8. SAFEGUARDS

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

### BEHAVIOURS:

- Managing Behaviour
- Physical Contact
- Sexual Activity

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

### CELEBRATION & COMMUNICATION:

- Photographs, Film and Video
- ICT & Social Media

### CHILDREN'S HEALTH:

- First Aid and Treatment of Injuries
- Responding to Allergies

### PLANNING & ORGANISATION:

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

## **8.1 BEHAVIOURS**

### **8.1.1 Managing Behaviour**

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

These guidelines are based on the following principles:

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

### **8.1.2 Planning Activities**

Good coaching practice requires planning sessions around the group as a whole but also involves taking into consideration the needs of each individual player within that group. As part of a risk assessment, coaches should consider whether any members of the group have presented challenges in the past or are likely to present any difficulties in relation to the tasks involved, the other participants or the environment.

Where members of staff and volunteers identify any potential risks, strategies to manage those risks should be agreed in advance of the session, event or activity. The risk assessment should also identify the appropriate number of adults required to safely manage and support the session including being able to adequately respond to any behaviour and to safeguard other members of the group and the members of staff and volunteers involved.

All those delivering activities to children should receive training on these guidelines and should be supported to address issues of behaviour through regular supervision.

### **8.1.3 Agreeing Acceptable and Unacceptable Behaviours**

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

Issues of behaviour and control should regularly be discussed with members of staff, volunteers, parents/carers and children in the context of rights and responsibilities. It is beneficial to ask children as a group to set out what behaviour they find acceptable and unacceptable within their group or team. It is also helpful to ask them what the consequences of breaking the 'agreement' should be. Experience shows that they will tend to come up with a sensible and working 'agreement'. If and when such a list is compiled, every member of the group can be asked to sign it, as can new members as they join. It can then be beneficial to have a copy of the 'agreement' visible for reference during the activity.

### **8.1.4 Managing Behaviour**

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

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

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

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

Members of staff and volunteers should review the needs of any child on whom consequences are frequently imposed. This review should involve the child and parents/carers to ensure an informed decision is made about the child's future or continued participation in the group or team. Whilst it would always be against the wishes of everyone involved at Livingston Football 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 not be able to continue participating.

### **8.1.5 Physical Interventions**

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

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

The following must always be considered:

- Contact should be avoided with buttocks, genitals and breasts. Members of staff and volunteers should never behave in a way which could be interpreted as sexual.
- Any form of physical intervention should achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern.
- Members of staff and volunteers should consider the circumstances, the risks associated with employing physical intervention compared with the risks of not employing physical intervention.
- The scale and nature of physical intervention must always be proportionate to the behaviour of the child and the nature of harm/damage they might cause.

- All forms of physical intervention should employ only a reasonable amount of force - the minimum force needed to avert injury to a person or serious damage to property – applied for the shortest period of time.
- Members of staff and volunteers should never employ physical interventions which are deemed to present an unreasonable risk to children or adults.
- Members of staff and volunteers shall never use physical intervention as a form of punishment.

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

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

## **8.2 Physical Contact**

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

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

If it is necessary to help a child with personal tasks e.g. toileting or changing, the child and parents/carers should be encouraged to express a preference regarding the support and should be encouraged to speak out about methods of support with which they are uncomfortable. Members of staff and volunteers should work with parents/carers and children to develop practiced routines for personal care so that parents/carers and children know what to expect.

Do not take on the responsibility for tasks for which you are not appropriately trained e.g. manual assistance for a child with a physical disability.

## **8.3 Sexual Activity**

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

**8.3.1 Sexual activity between children involved in football** is prohibited during team events, in facilities and social activities organised by the Livingston Football Club. Inappropriate or criminal sexual behaviour committed by a child may lead to the information being shared with the child’s Named Person (if applicable) and may lead to reports being made to external agencies such as the police or social services.



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

**8.3.3 Sexual activity between adults and children (16+) involved in football** is prohibited when the adult is in a position of trust or authority (coach, trainer, official). Inappropriate or criminal sexual behaviour committed by an adult will lead to suspension and disciplinary action in accordance with Livingston Football Club Disciplinary Procedures, which in the case of criminal behaviour must include contacting the police.

**8.3.4 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.

## **8.4 CELEBRATION & COMMUNICATION**

### **8.4.1 Safe Use of Images of U18 Players**

#### **Photographs, Film and Video**

Photographs, films and video clips can be used to celebrate achievements, promote activities and keep people updated. Footage is also recorded for performance development and analysis reasons. The aim of these guidelines is to ensure that children are protected from those who would seek to take or manipulate photos and video footage in a way that harms children or places them at risk of harm.

- prohibits the use of photography, film or video at any event or activity with which it is associated unless prior consent has been approved by the Club.

### **8.4.2 Permission**

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

- (i) Video footage for performance development.
  - (ii) Media coverage of an event or achievement.
  - (iii) Promotional purposes e.g. website or publication.
- Written consent must be obtained from the child's parents/carers for children under 16 years old before any photography or filming takes place which will be captured on a Consent Form -U18 Players (Annex 3)
  - This consent will also be used for any accredited or professional photographers taking and using images of U18 players within the Club.
  - Special care must be taken in relation to vulnerable children e.g. child fleeing domestic violence or a child with a disability, and consideration given to whether publication or use of the pictures/film would place the child at risk.
  - Young players who have a public profile as a result of their achievements are entitled to the same protection as all other children. In these cases, common sense is required when implementing these guidelines. All decisions should reflect the best interests of the child.

### **8.4.3 Use of Images and Information**

#### **General:**

- No unsupervised access or one-to-one photography or video sessions will be allowed unless this has been explicitly agreed with the child and their parents/carers.
- All photographic / videoing equipment must be switched off prior to going into changing rooms.
- No photographing or filming will be permitted in changing areas, bathrooms or sleeping areas.
- All images and accompanying information will ensure only appropriate personal details are shared publicly.
- When seeking to create action images try to focus on the activity rather than the individual.
- When seeking celebration images try to take group images rather than individual images.
- Ensure all those featured are appropriately dressed (a minimum of shirt and shorts).
- Images will not be shared with external agencies unless express permission is obtained from the child and their parents/carers.

#### **TAKING OF IMAGES:**

- All players, parents/carers and Club members of staff should sign to agree that they will follow and enforce these guidelines.
- During training members of staff will use Club equipment only for the purposes to taking photographs or video for player development or performance analysis. There should be no personal use of equipment, including mobile phones by anyone.
- External agencies need permission from the Club to take any images during the training environment.
- For promotional, marketing or social networking use of images for Club publications or online, members of staff will use Club equipment only.
- For both safety and safeguarding reasons, players should not use mobile phones, tablets or photographic/videoing equipment during training or at match/event activities.
- Where images of U18 players are taken, agreement and arrangements can be in place for players and their parents/carers to be given copies but confirm not to upload any of these images or videos to their own or their child's social media or online platforms.
- The Club may seek publicity to positively promote football, and elite young players receiving endorsements or sponsorship may well welcome positive media coverage on a local, regional or national level. It is important for these players, their parents/carers and media representatives to be clear about appropriate arrangements and ground rules for interviews, filming and photo sessions.

#### **MATCHES / EVENTS:**

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

#### **8.4.4 STORAGE AND RETENTION OF IMAGES:**

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

#### **8.4.5 MISUSE OF AN IMAGE:**

At any time, the use of an image or information attached to it appears inappropriate, report the misuse of an image to the **Club Manager of Child Wellbeing Safeguarding** using the appropriate Concern Recording Form as part of the Responding to Concerns about a Child Procedure.

#### **8.4.6 CONCERNS**

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

#### **8.4.7 SCHOOLS AND COMMUNITY GROUPS**

Through community engagement programmes, opportunities may arise from time to time for pictures or videos to be taken to help promote work, good practice, news or success within schools or community groups we visit. Normally we do not have written consent to take pictures or videos of young people, therefore Livingston Football Club staff and volunteers should not undertake this practice or post on social **media** channels unless prior written consent is received from the school or group and sent to the Manager. Should schools/groups choose to take their own pictures/videos and post them to social media, then sharing would normally be permitted.

### **8.5 INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) AND SOCIAL MEDIA**

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

Our website hosts a range of information, photographs and videos which is available for all members of the public. However misuse of ICT and social media can also put children at considerable risk. As identified within Risks to Children's Wellbeing there are some adults who seek to harm children have been known to use messaging or areas online to "groom" children.

#### **8.5.1 For children the safeguarding risks of these technologies include:**

- inappropriate access to, use or sharing of personal details (e.g. names, email addresses)
- unwanted contact with children by adults with wrongful/questionable intent

- being sent offensive or otherwise inappropriate material
- online bullying
- grooming for sexual abuse
- direct contact and abuse

### **8.5.2 For adults, risks involved include:**

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

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

### **The following good practice is therefore required:**

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

## **INTERNET / WEBSITE**

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

### **Permission**

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

### **Use of Images and Information**

- Information published on the websites/social networking sites must never include personal information that could identify a child e.g. home address, email address, telephone number of a child. All contact must be directed to Livingston Football Club .

- Children must never be portrayed in a demeaning, tasteless or a provocative manner. Children should never be portrayed in a state of partial undress.
- Information about specific events or meetings e.g. coaching sessions must not be distributed to any individuals other than to those directly concerned.

### Concerns

- Any concerns or enquiries about publications or the website should be reported to the Head of Safeguarding.

## 8.5.3 SOCIAL NETWORKING SITES

Where Livingston Football Club allows mutual access to social networking sites:

### Permission

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

### Concerns

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

## 8.5.4 INTERNET FORUMS

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

## 8.5.5 MOBILE PHONE CAMERAS / VIDEOS

There have already been a number of cases where children have been placed at risk as a result of the ability to discreetly record and 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 guidelines for Safe Use of Images of U18 Players should be observed in relation to the use of mobile phones as cameras/videos. Particular care is required in areas where personal privacy is

important e.g. changing rooms, bathrooms and sleeping areas. No photographs or video footage should ever be permitted in such areas of personal privacy.

## **8.6 CHILDREN'S HEALTH**

### **8.6.1 First Aid and The Treatment of Injuries**

All members of staff and volunteers must ensure:

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

### **8.6.2 Children with Allergies**

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

### **8.6.3 Parent/Carer Responsibility**

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

- Ensure they complete the Partnership with Parents/Carers Form (Annex 2) accurately **and** also take the time to talk to the member of staff or volunteer about the specific needs of their child and how to address and accommodate these needs.
- Update the member of staff or volunteer of any change in circumstances.
- Consider a medic alert bracelet/watch for their child.
- Check the expiry date of adrenaline injectors and any medication regularly. An out-of-date injector may offer some protection, but this will be limited.
- Ensure if the child has a 'rescue pack' that, if necessary, this is given to the member of staff or volunteer. This may include antihistamines for mild reactions, possibly an inhaler and may have two adrenaline injectors for more serious reactions e.g. anaphylaxis.

### **8.6.4 LIVINGSTON Football Club FC Responsibility**

Members of staff and volunteers should:

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

## 8.7 PLANNING & ORGANISATION

### 8.7.1 Adult to Child Ratio

As a *general guide*, the following ratios are recommended:

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

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

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

### 8.7.2 Collection by Parents/Carers

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

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

- It is clear that while the football activity is running then members of staff and volunteers have a duty of care to the children that are in their charge. This is a principle of good practice.
  - When the football activity has finished, obligations that we have under guidance, good practice and legislation still remain. We still have care and control of the child in the absence of a parent/carer or other responsible adult.
- a. Make sure that Livingston Football Club paperwork and communications:
    - Are clear about starting and finishing times of the football activity
    - Are clear about the expectations of parents/carers not to drop children off too early and collect children promptly when the football activity finishes
    - Have a late collection telephone contact and number on Partnership with Parents/Carers Form.
  - b. Where possible make sure there is one member of staff or volunteer at the end of the football activity.
  - c. Members of staff and volunteers will know how to deal with being left alone with a child. Put preventative measures in place (points a. and b.) and agree simple steps about how the situation should be dealt with if it arises. Although as a general rule we should not put ourselves in the position of being alone with a child there are exceptions and this situation is one of them. Remember the wellbeing and best interests of the child are paramount and have to take precedence, so leaving children alone is not an option.
  - d. Members of staff and volunteers should have access to a record of the child's address, contact telephone number and an alternative phone number e.g. of a grandparent or other responsible adult. You need this information to contact the adult responsible for the child and ask them to collect the child. If you are unable to contact anyone then you have to make a decision of whether to take the child home yourself (see point e.) or call the police (point f.).
  - e. If you are left alone with a child then transparency is the key. Keep a record of your actions (use the guidelines in Transporting Children and make sure that you inform the Head of Safeguarding and parents/carers as soon as possible.
  - f. When all else fails call the police.

### **8.7.3 Safe Use of Changing Facilities**

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

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

The following guidelines should be followed:

- Wherever possible, adults should avoid changing or showering at the same time as children.



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

#### **8.7.4 Visits to the Toilet (Community Department)**

Children can be vulnerable when visiting a toilet area. Children may have to leave a training session to use the toilet facilities which may be located in a different part of the training facility. Responsible adults should adopt a common-sense approach when there is a requirement for one or more children to visit the toilet. In general, it is better if one adult is not alone to supervise and extra vigilance may be required if there is public access to the facility. In addition, adults should also endeavour to ensure that coach to child ratios maintain a safe sporting environment should one or more adults need to leave the activity session.

The following guidelines should be followed:

- The risk assessment for the activity should take into account the need for toilet visits and document the challenges and required adaptations in relation to the specific facility.
- Adults should avoid being left one on one with children during toilet trips.
- If the parent/carer is on site, they can be requested to supervise their son/daughter to the toilet.
- Designated toilet trips should be allocated at the start and the end of the activity session. Allocated toilet breaks should be available throughout the activity session allowing for planned toilet trips.
- In the event that children require toilet trips out with the designated breaks, responsible adults should accompany the children with the purpose of avoiding one to one contact as much as possible.
- In the event of an emergency responsible adults would provide help when required to ensure the children are the priority and treatment is provided.

### **8.8 Transporting Children**

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

8.8.1 Where parents/carers make arrangements for the transportation of children to and from the activity, out with the knowledge of Livingston Football Club it will be the responsibility of the parents/carers to satisfy themselves about the appropriateness and safety of the arrangements.

8.8.2 Where Livingston Football Club makes arrangements for the transportation of children the members of staff or volunteers involved will undertake a risk assessment of the transportation required. This will include an assessment of the following areas:

- Ensuring that all vehicles and drivers are correctly insured for the purpose
- Ensuring the driver has a valid and appropriate license for the vehicle being used

- All reasonable safety measures are available e.g. fitted, working seatbelts, booster seats where appropriate
- An appropriate ratio of adults per child
- Ensuring drivers have adequate breaks

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

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

8.8.4 Where practicable and planned, written parent/carer consent will be requested or included within the Partnership with Parents/Carers Form if members of staff and volunteers are required to transport children:

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

## **8.9 Trips Away from Home (Including Overnight Stays)**

### **8.9.1 Designate a Child Wellbeing and Protection Officer for the trip**

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

If there is an emergency during the trip, the CWPO will contact the Manager of Child Wellbeing Safeguarding, the board who will provide support for the CWPO and the staff and/or volunteers and ensure that the relevant parents/carers are contacted if necessary.

### **8.9.2 Risk Assessment**

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

### **8.9.3 Travel Arrangements**

Members of staff must ensure there is adequate and relevant insurance cover (including travel and medical insurance). If the trip involves travel overseas, organisers shall ensure

they are aware of local procedures for dealing with concerns about the wellbeing of children and are familiar with the details of the emergency services in the location of the visit. Children should be informed of any local customs. (For more details see [Transporting Children](#).)

#### **8.9.4 Adult to Child Ratios**

All trips away should be planned to involve at least two adults. The guidelines on [Adult to Child Ratios](#) will inform an assessment of the numbers of adults required to safely supervise the squad. Where relevant those involved should be recruited and selected in accordance with the [Procedure for Recruitment and Selection of Members of Staff or Volunteers in Regulated Work with Children](#). Everyone travelling should be familiar with and agree to abide by Children's Wellbeing at Livingston Football Club Policies, Procedures and Safeguards.

#### **8.9.5 Accommodation**

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

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

#### ***Exchange Visits/Hosting***

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

#### ***Residential at a Facility/Centre***

Members of staff should ensure the facility is appropriately licensed and has adequate and relevant insurance cover in place. The facility should have a policy on Child Protection and Health & Safety. Adequate security arrangements should be in place and facility staff should have been appropriately vetted. Facility staff involved in the training or instruction of children

must be appropriately qualified and trained. Members of staff should ensure there is adequate supervision of the group for the duration of the stay, particularly when the facility is being shared with other groups.

#### **8.9.6 Involving Parents/Carers**

Where possible, a meeting should be held with parents/carers before departure to share information about the trip, answer their questions and make joint decisions about arrangements where appropriate. A Code of Conduct shall be agreed with children and parents/carers in advance of the trip along with sanctions for unacceptable behaviour. Parents/carers must complete a Partnership with Parents/Carers Form and provide emergency contact details.

In the event of an emergency at home during the trip, parents/carers should be encouraged to make contact with the Manager of Child Wellbeing Safeguarding in the first instance so that arrangements can be put in to place to support the child on hearing any distressing news.

#### **8.9.7 During the Trip**

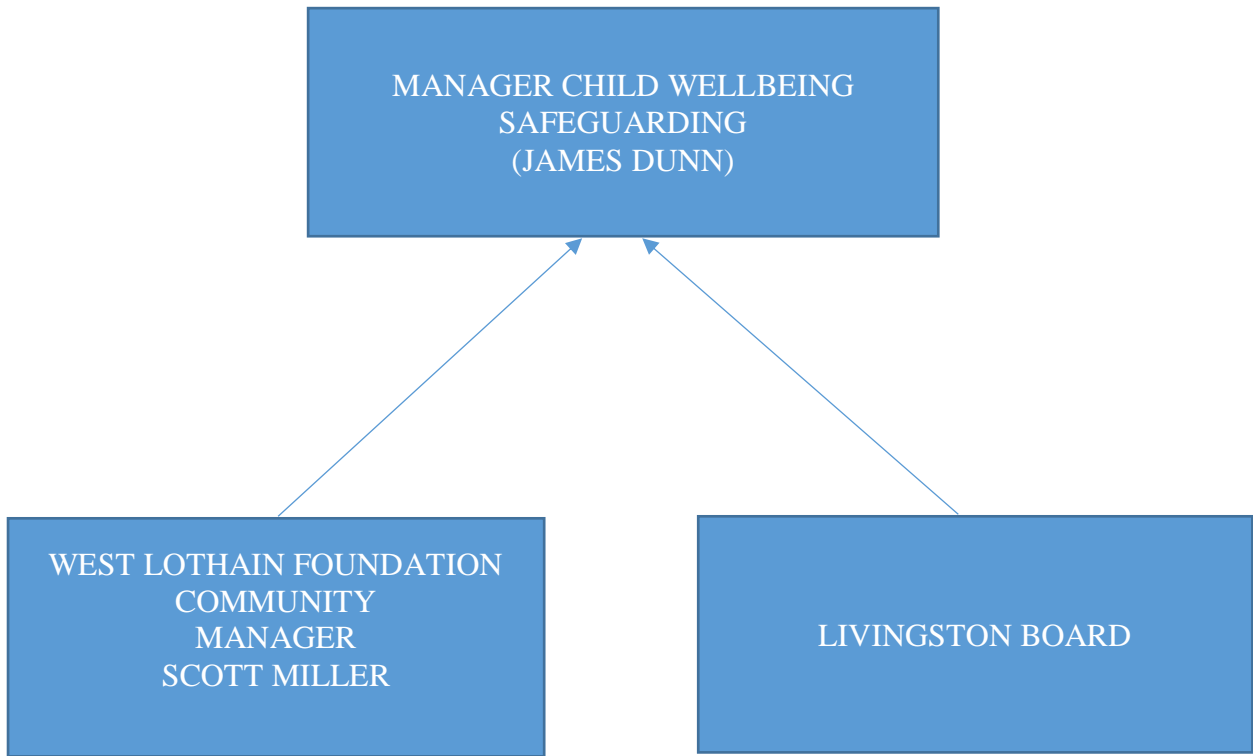
Members of staff must ensure arrangements are in place for the supervision and risk assessment of activities during free time. Children shall not be allowed to wander alone in unfamiliar places. Members of staff should have clear roles and responsibilities for the duration of the trip. They must not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

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

#### **8.9.8 After the Trip**

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

### **ORGANOGRAM**



**Children's Wellbeing Contacts at Livingston Football Club**

<u>NAME</u>	<u>ROLE</u>	<u>EMAIL/WEBSITE</u>	<u>NUMBER</u>
JAMES DUNN	MANAGER OF CHILD WELLBEING	<a href="mailto:hoy@livingstonfc.co.uk">hoy@livingstonfc.co.uk</a>	01506417000
BRIAN EWING	BOARD	<a href="mailto:BRIAN.EWING@LIVINGSTONFC.CO.UK">BRIAN.EWING@LIVINGSTONFC.CO.UK</a>	07768537410
ALAN SCOTT	BOARD	<a href="mailto:ALANJSCOTT63@GMAIL.COM">ALANJSCOTT63@GMAIL.COM</a>	
ALYSON EVANS	CHILD PROTECTION AND SAFEGUARDING MANAGER (SFA)	<a href="mailto:childrenswellbeing@scottishfa.co.uk">childrenswellbeing@scottishfa.co.uk</a>	01416166133
POLICE	FORCE COMMUNICATIONS CENTRE FOR SERIOUS ALLEGATIONS	<a href="http://www.scotland.police.uk">www.scotland.police.uk</a> <a href="mailto:SCDNCAIUEast@scotland.pnn.police.uk">SCDNCAIUEast@scotland.pnn.police.uk</a>	101
CITY OF EDINBURGH COUNCIL	CHILDREN AND FAMILIES SOCIAL CARE DIRECT	<a href="http://www.edinburgh.gov.uk">www.edinburgh.gov.uk</a>	01312002327
WEST LOTHIAN COUNCIL	WEST LOTHIAN HEALTH & SOCIAL CARE PARTNERSHIP	<a href="http://www.westlothianhchcp.org.uk">www.westlothianhchcp.org.uk</a>	01506281028
MIDLOTHIAN COUNCIL	MIDLOTHIAN COUNCIL CHILDREN'S SERVICES	<a href="http://www.midlothian.gov.uk">www.midlothian.gov.uk</a>	01312713413
FIFE COUNCIL	CHILD PROTECTION IN FIFE	<a href="http://www.fifechildprotection.org.uk">www.fifechildprotection.org.uk</a>	03451551503
FALKIRK COUNCIL	FALKIRK COUNCIL CHILD PROTECTION	<a href="http://www.falkirk.gov.uk">www.falkirk.gov.uk</a>	01324506070



## Annex 1

### CONCERN RECORDING FORM

This form must be completed as soon as possible after receiving information that causes a concern. Please forward the completed form by email to the child wellbeing manager James dunn

hoy@LIVINGSTONFC.CO.UK). If it is an emergency child protection incident then please contact the . To maintain confidentiality, please do not keep any electronic, printed or written versions of this form.

Complete Part A where the concern relates to the wellbeing of a child and/or Part B where the concern relates to the conduct of an adult. Finally, provide your contact information in Part C. Part D will be completed by the child wellbeing manager .

**PART A - Concerns about the wellbeing of a child**

**1. CHILD'S DETAILS**

Name  DOB

Address

Post Code  Tel No

Child's Named Person

Named Person contact details

Additional information

**2. DETAILS OF SITUATION GIVING RISE TO CONCERN** (Including date, time, location, nature of concern etc – continue on a separate sheet if necessary)

**3. DETAILS OF ANY WITNESSES/OTHER PEOPLE INVOLVED**

(Including names, addresses and telephone contacts)

**4. DETAILS OF ANY INJURIES OCCURRED**

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

**5. CHILD'S VIEWS ON SITUATION (IF EXPRESSED)**

(Where possible please use child's own words)

**6. HAVE THE CHILD'S PARENTS/CARERS BEEN INFORMED? YES/NO (Include details)**

**Part B -Concerns about the conduct of an adult**

**7. DETAILS OF ADULT YOU ARE CONCERNED ABOUT**

Name  Position/role

Address



Post Code

Tel No

Relationship to Child

**8. DETAILS OF SITUATION GIVING RISE TO CONCERN**

(Including date, time, location, nature of concern etc – continue on a separate sheet if necessary)

**9. HAVE THE CHILD'S PARENTS/CARERS BEEN INFORMED?**

YES/NO (Include details)

**PART C -Your contact information**

**1. DETAILS OF PERSON RECORDING CONCERNS**

Name

Position/role

Address

Post Code

Tel No

Signed

Date

**PART D – FAO child wellbeing manager**

**1. DETAILS OF AGENCIES CONTACTED** (including date, time, name of person contacted and advice received)

**2. ACTION TAKEN AS A RESULT OF CONCERN**

Name

Position role

Date passed to child wellbeing manager.  
Action required



**Annex 2**

**Livingston Football Club  
Parent/Carer Consent Form**

Child's Full Name	
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<b>D.O.B</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Parent/Carer contact number</b>	
<b>Parent/Carer e-mail</b>	
<b>Child's Named Person / Location *</b>	

<b>Medical details / conditions (if applicable)</b>	
<b>Sharing Information with child's named person (Delete as appropriate)</b>	<b>I consent / I do not consent</b> to Livingston Football Club sharing information as deemed appropriate if my child's wellbeing is impacted with their named person.
<b>Photographs and Publications</b> Your child may be photographed or filmed when participating in the football session and this may be published. <b>(Delete as appropriate)</b>	<b>I consent / I do not consent</b> for my child to be involved in the photos / filming.
<b>Transportation of children</b> I understand Livingston Football Club will ensure 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.	<b>I consent / I do not consent*</b> to my child being transported by persons representing the Club for the purposes of taking part in football.

<b>Parent /carer signature</b>	
<b>Print Name</b>	
<b>Date</b>	

**\* Child's named person: pre-school (health worker), primary school (head teacher) and secondary school (deputy head or guidance teacher) – Part of Livingston Football Club child well-being policy**



### **Annex 3**

### **CONSENT FORM – U18 PLAYERS**

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

Player's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Tel No: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Tel No: \_\_\_\_\_

Relationship to Player: \_\_\_\_\_

Late Collection Contact: \_\_\_\_\_

Tel No: \_\_\_\_\_

Relationship to Player: \_\_\_\_\_

U18's Named Person: \_\_\_\_\_

Tel No: \_\_\_\_\_

Name of GP: \_\_\_\_\_

Tel No: \_\_\_\_\_

Address of GP: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

**A. GENERAL & MEDICAL INFORMATION**

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

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

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

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

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

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

**B. CONSENT – SHARING INFORMATION WITH U18’S NAMED PERSON**

I consent / I do not consent\* to Livingston Football Club sharing information as deemed appropriate if the player’s wellbeing is impacted with their Named Person.

**C. CONSENT – MEDICAL TREATMENT**

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

**D. CONSENT – TRANSPORTATION OF CHILDREN**

I consent / I do not consent\* to the player being transported by persons representing Livingston Football Club for the purposes of taking part in football.

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

**E. CONSENT - PHOTOGRAPHS AND PUBLICATIONS (INCLUDING WEBSITE)**

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

I consent / I do not consent\* for the player to be involved in photographing / filming and for information about my child to be used for the purposes stated in Livingston Football Club Safe Use of Images of U18 Players.

**F. CONSENT – CONTACT INFORMATION**

The Scottish FA may contact the player from time to time via email, text or social networking site.

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

**G. PARENT/CARER CONSENT – SIGNATURE**

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

Parent / Carer’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Please state relationship to child if not parent): \_\_\_\_\_

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

**H. CONSENT – U18 PLAYER**

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

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

U18's Email: \_\_\_\_\_

U18's Mob No: \_\_\_\_\_

U18's Signature: \_\_\_\_\_

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

*\*(delete as appropriate)*

