



# Child Protection Policy

December 2008

## Disclaimer

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# **Ayrshire Sportsability Children and Young People Protection Policy**

## **Responsibilities**

Ayrshire Sportsability will

- Promote the health and welfare of children and young people with disabilities by providing opportunities for them to take part in various sports safely.
- Respect and promote the rights, wishes and feelings of children and young people.
- Promote and implement appropriate procedures to safeguard the well being of children and protect them from abuse.
- Recruit, train, support and supervise its staff members and volunteers to adopt best practice to safeguard, protect and report alleged abuse children from abuse and to reduce risk to themselves.
- Require members to adopt and abide by this child protection policy and these procedures.
- Respond to any allegations of misconduct or abuse of children in line with this policy and these procedures as well as implementing, where appropriate, the relevant disciplinary and appeals procedures.
- Review and monitor the implementation of this policy and these procedures on a regular basis.

## **Principles**

Ayrshire Sportsability is fully committed to safeguarding the welfare of children in its care. It recognises the responsibility to promote safe practice and to protect children from harm, abuse and exploitation. Members will work together to embrace difference and diversity and respect the rights of children and young people.

These guidelines are based on the following procedures:

- The welfare of children and young people is the primary concern.
- All children, whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and or sexual identity have the right to protection from all forms of harm and abuse.
- Child protection is everyone's responsibility.
- Children have the right to express views on all matters which affect them, should they wish to do so.

## **Review**

This policy and these procedures will be regularly monitored and reviewed.

- In accordance with legislation and guidance on the protection of children and vulnerable adults or any changes within Ayrshire Sportsability.
- Following any issues or concerns raised about the protection of children and young people within Ayrshire Sportsability.
- In all other circumstances, at least annually.

## **Why Protecting children is important**

There are many reasons why governing bodies need to address, plan and implement the protection of children and young people. It :

- Will help to ensure the governing body and member clubs fulfil legal and moral obligations for the care and protection of children.
- Sends a positive message to children, parents, members and volunteers about the value placed on children and their participation in our sport.
- Sends a positive message to members and volunteers that we will support and guide them when they work with children and put safeguards in place to minimise risk to all.
- Sets the standards and expectations for everyone participating and/or involved working in the sport and provides a benchmark against which behaviour and practice can be measured and challenged.
- Builds a legacy for the future of sport.
- Reduces the risk of successful legal action against the charity by ensuring all legal duties have been fulfilled and that all reasonable steps have been taken to safeguard and promote the health, welfare and development of children.

### **Roles and Responsibilities in Child Protection**

Ayrshire Sportsability will:

- Ensure there are policies, procedures, systems, structures, resources and personnel in place to promote the welfare and protection of children taking part in our sports.
- Work actively jointly with parents and other agencies through joint planning, training and implementation of their arrangements for the protection of children.
- Ensure that there are quality assurance mechanisms in place to monitor, review and evaluate arrangements for the protection of children.

The Child Protection Officer for Ayrshire Sportsability will:

- Appropriately trained and supported by Ayrshire Sportsability.
- Implement and promote Ayrshire Sportsability Child Protection Policy and Procedures.
- Will lead on the effective implementation of policy and procedures throughout the sport.
- Regularly report to the Management Committee.
- Communicate with children and young people
- Act as a main contact within Ayrshire Sportsability for the protection of children.
- Provide information and advice on the protection of children within the boundaries of the remit.
- Support and raise awareness of the protection of children.
- Communicate with members on issues of child protection.
- Keep abreast of developments and understand the latest information on data protection, confidentiality and other legal issues that impact on the protection of children.
- Encourage good practice and support of procedures to protect children.
- Establish and maintain contact with local statutory agencies including the police and social work services.

- Maintain confidential records of reported cases, action taken, liaise with the statutory agencies and ensure they have access to all the necessary information.
- Organise training for members and support
- Regularly monitor and review the Ayrshire Sportsability Child protection policy and procedures
- Ensure there are mechanisms in place for quality assurance.

### **Procedure for the recruitment and selection of staff and volunteers.**

Ayrshire Sportsability will take all reasonable steps to ensure unsuitable people are prevented from working, or volunteering with children. We have a legal duty to ensure that individuals who are fully listed on the 'Disqualified from Working with Children List (DWCL) are not engaged with (either paid or unpaid) in child care positions within Ayrshire Sportsability.

This recruitment and selection procedure has two functions. It:

1. Provides Ayrshire Sportsability with an opportunity to assess the suitability of the individual to work/volunteer with children.
2. Provides the prospective employee with an opportunity to assess the organisation and the opportunities or volunteer.

The following procedures will be completed for all childcare positions in the organisation (as defined in terms of schedule 2 of POCSA 2005).

#### 1. Advertising

- The aims of Ayrshire Sportsability and, where appropriate, details of the particular programme involved.
- The responsibilities of the role.
- The level of the experience or qualifications required
- Details of Ayrshire Sportsability open and positive stance on child protection.
- A statement that the position applied for is a child care position and requires a Disclosure Certificate Check which will be requested before the appointment is confirmed and after the applicant has been offered the position.

#### 2. Pre application Information

Pre-application information for childcare positions will be sent to applicants and will include:

- A description of the position including roles and responsibilities,
- A candidate specification (eg stating qualifications or experience of working with children required)
- Application and self-declaration forms and guidance notes.
- Information on Ayrshire Sportsability and related topics.

Evidence of qualifications will always be verified.

### 3. Application and Self declaration form

All applicants will be requested to complete an application form. The purpose of this is to obtain from the applicant relevant details for the position, including information on past criminal behaviour, records or investigations. The self declaration form shall be requested in a separate sealed envelope and will not be opened until the applicant is selected for an interview. If the applicant is not selected the form will be destroyed.

### 4. References

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

### 5. Interview

Interviews will be carried out for all childcare positions. Where appropriate eg the recruitment of a volunteer will involve a discussion with the prospective volunteer.

### 6. Offer of Position

Once a decision has been made to appoint, an offer letter will be sent to the applicant including the details of the position, any special requirements and the obligations eg probationary period and responsibilities of the role. The offer must be formally accepted and agreed to in writing. A volunteer agreement will be completed for voluntary positions.

### 7. Disclosure Scotland Certificates.

Prior to appointment an Enhanced Disclosure Check and/or equivalent check will be completed by any future employee/volunteer of the charity. The applicants appointment will only be confirmed when a satisfactory Enhanced? References? Disclosure check has been returned to the Chair/Coordinator.

In the case of student support received from Colleges/Universities we will draw up a joint working agreement which will clearly state that any student attending one of our events to volunteer must be covered by a recent Enhanced Disclosure Scotland Check within guidelines set out by their own college/university.

### Overseas applicants

Applicants from overseas being appointed to childcare positions are required to complete an Enhanced Disclosure Check.

Applicants will also be required to provide a police check from their relevant country. Where this is not possible the following information will be requested:

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

## 8. Induction

The induction process will include the following:

- An assessment of training, individual aims, needs and aspirations.
- Clarification, agreement and signing up to the Child Protection Policy and procedures, including the code of conduct.
- Clarification of the expectations, roles and responsibilities of the position.

## 9. Training

Newly appointed staff/volunteers will complete the following training over an agreed period.

- Protecting children
- Working effectively with children (including presentations skills, developing child friendly resources and activities).
- Any other identified training needs.

## 10. Probation

If required newly appointed staff/volunteers will complete an agreed period of probation on commencement of their role.

## 11. Monitoring and Performance appraisal

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

All volunteers in childcare positions will be supervised.

## 12. Retention of Staff and Volunteers

Ayrshire Sportsability recognises the contribution of all staff and volunteers to achieving the aims of Ayrshire Sportsability and will ensure that measures are in place to support the retention of staff and volunteers.

## Guidance

It is recommended that the process outlined for recruitment and selection be completed for all positions that require contact with children and vulnerable adults.

The degree of formality required for each part of the recruitment procedure will depend on the position in question.

Information about previous convictions disclosed on the self-declaration form may benefit from clarification or additional information through discussion at interview. Obtaining more information will help assess the risk this person may pose to the organisation. If a decision is made to appoint the person based on all the information gathered, it is recommended that the person be placed on a probationary period at least until the Disclosure Scotland check is completed. A Disclosure Scotland check will enable clarification of the information that you have already obtained from the applicant.

Information and guidance on Disclosure Scotland Checks can be obtained from Disclosure Scotland or the Central Registered Body for Scotland directly.  
[www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk) or [www.vds.org.uk](http://www.vds.org.uk)

| Documents for Reference:

Appendix A: example application form  
Appendix B: Example References form  
Appendix C: Example of Self-Declaration form  
Appendix D: Guidance on Self Declaration form  
Appendix E: Guidance on completing Self-Declaration form  
Appendix F: Guidance on Disclosure Scotland Checks  
Manual handling – appropriate training staff/volunteer  
Proportionate to the circumstances



## **Code of Conduct for the Protection of Children**

The code of conduct details types of practice by all members of Ayrshire Sportsability when in contact with children.

### **Good Practice**

Ayrshire Sportsability supports and requires the following good practice by members

- Make sport fun, enjoyable and promote fair play
- Treat all children equally with respect, dignity and fairness
- Put the welfare of each child first before winning or achieving performance goals.
- Be an excellent role model including not smoking or drinking or swearing in the company of children
- Give enthusiastic feedback rather than negative criticism
- If any manual or physical support is required for a child that the child is informed beforehand of why it is necessary – agreement of child/parent.
- Deliver educational instruction firstly verbally, secondly role-modelled and thirdly and only if necessary hands on.
- Involve parents, guardians and carers wherever possible.
- Build balanced relationships based on mutual trust – decision making
- Open environment – everyone knows what's happening

### **Practice to be avoided**

In the context of your role within Ayrshire Sportsability the following practice should be avoided:

- Avoid having favourites
- Avoid spending excessive amounts of time alone with children
- Avoid taking children to your home
- Avoid, where possible, doing things of a personal nature for children that they can do for themselves.
- Practice never to be sanctioned (p26 of SGB guide)

### **Reporting**

If members have concerns about an incident involving a child that seems untoward or unusual they must report their concerns as soon as possible. Parents should also be informed of the incident as soon as possible unless it is not in the Childs interests to tell them.

Report, record and inform if:

- You accidentally hurt a child or vulnerable adult
- If a child or vulnerable adult seems distressed in any manner
- If a child misunderstands or misinterprets something you have said or done
- If a child appears to be sexually aroused by your actions
- If a child needs to be restrained

Codes of Conduct

1. Physical care (high level of physical handling)
2. First aid
3. managing challenge behaviour – especially connected to disability/mental health
4. transportation/trips away
5. photography – discuss context/environment
6. data protection policy
  - mobile phones
  - text messaging

## Appendixes

Appendix G – Notification of accident

Appendix H – Notification of incident form

## Identifying and Managing Bullying

To ensure that Ayrshire Sportsability maintains a policy where bullying of children is unacceptable and to help members manage bullying issues, guidelines for identifying bullying have been developed. – where can you access this?

Any suspicion or allegations of bullying of a child against a member will be addressed – how?/disciplinary? What about child/child bullying.

## Photographing, videoing and filming of children and vulnerable adults

What is the policy? – insert statement

There is evidence that some people have used sporting venues and activities as an opportunity to take inappropriate photographs or film footage of children. The following is required:

- Where appropriate all materials promoting Ayrshire Sportsability events shall state that accredited photograph will be present. – and how images will be used
- Where possible consent from the parent/guardian for photographing, videoing or filming children will be obtained prior to the activity.
- Anyone wishing to use photographic/film/video equipment must obtain prior approval from Ayrshire Sportsability. This is done by giving the name of the person taking the photographs to the coordinator before the event
- An activity or event specific identification badge/sticker must be provided and clearly displayed at all times by any photographer.
- No unsupervised access or one-to-one sessions are to be permitted.
- Ayrshire Sportsability reserves the right at all times to prohibit the use of photography, film or video at any time.
- **Concerns about photographers, video or film operators**

Any concerns with photographers are to be reported to Ayrshire Sportsability.

## Children in publications on the internet

The following procedure must be followed to ensure Ayrshire Sportsability publications and information on the internet do not place children at risk.

- Information on the internet site should never contain personal information – is this practical/conflicts with other bullet points.
- Before publishing any information about a child, written consent must be obtained from the child's parent or guardian
- The content of photographs or videos must not depict a child in a provocative pose or in a state of partial undress other than when depicting a sporting activity
- For photographs or videos of groups or teams of children only ensure that the whole team is referred to not individual players. Credit for achievements by a child are to be restricted to first names only
- Do the children have access to the internet at any of your activities? If so need a code of conduct for use/access
- All published events are to be reviewed to ensure that the information will not put children at risk.
- Particular care must be taken in publishing photographs of children who are considered vulnerable eg subject of a custody dispute
- Particular care is to be taken in publishing photographs of children with physical learning or language disabilities as they could be vulnerable to abuse.

Appendix I – Consent form for use of photographs, film or video recordings of children

Appendix J – Application to photograph form

## **Responding to Concerns**

Information received about or from a child may fall into one of the following categories

- 1 Suspicion or allegation of misconduct against a member of Ayrshire Sportsability
- 2 Suspicion or allegation of abuse against a member of Ayrshire Sportsability
- 3 Suspicion or allegation of inappropriate behaviour against someone who is not a member
- 4 Suspicion or allegation of abuse against someone who is not a member

If unclear about the nature of the information advice must be sought from Ayrshire Sportsability or police/Social work department. It is not the responsibility of anyone from Ayrshire Sportsability to decide whether or not a child has been abused, however it is everyone's responsibility to report concerns.

It is very important that Ayrshire Sportsability members understand what is meant by the term 'abuse'. The different types of abuse are: Emotional, Neglect, Physical abuse, sexual abuse, negative discrimination (including racism) and bullying. – where would they access this information?

## **How to listen to a disclosure**

It is important to listen carefully to the information a child discloses. When listening to a disclosure the following good practice is required:

- React calmly so as not to frighten the child
- Listen to the child
- Do not show disbelief
- Tell the child he/she is not to blame and they were right to tell
- Take what the child says seriously, recognising the difficulties inherent in interpreting what a child says, especially if they have a speech disability.
- Do not assume that the experience was bad or painful – it may have been neutral or even pleasurable. Always avoid projecting your own reactions onto the child or vulnerable adult.
- If you need to clarify, keep questions to the absolute minimum
- If you need to clarify use open ended, non-leading questions.
- Do not introduce personal information from your own experiences
- Reassure the child

Actions to avoid when receiving a disclosure:

- Avoid panic
- Avoid showing shock or distaste
- Avoid probing for more information
- Avoid speculating or making assumptions
- Avoid making negative comments about the person against whom the allegation is being made
- Avoid approaching the individual against the allegation has been made
- Avoid making promises or agreeing to keep secrets
- Avoid giving a guarantee of confidentiality

### **Responding to a suspicion or allegation of inappropriate behaviour or misconduct against someone who is not a member of Ayrshire Sportsability**

If the disclosure is about an incident that occurred during an Ayrshire Sportsability event or activity:

- Listen to the child
- Acknowledge the information received
- Pass the information to both chair/coordinator of the activity and if appropriate the parents/guardians/carers of the child police? Allegation may involve family member – seek advice from social work prior to discussing/sharing
- Make a full written record of the disclosure on the day you receive it
- Sign and date the record then pass it to Ayrshire Sportsability

Remember: Listen, Respond, Report and Record

### **Responding to a suspicion or allegation of inappropriate behaviour or misconduct against a member of Ayrshire Sportsability**

- Listen to the child
- Acknowledge the information received
- Make a full written record of the disclosure on the day you receive it
- Sign and date the record

## **Establishing the Basic facts**

Ayrshire Sportsability must clarify the basic facts to establish whether there is a reasonable cause to suspect or believe that misconduct has occurred. If the basic facts support a suspicion or allegation of misconduct by a member the matter will be dealt with in accordance with the Ayrshire Sportsability procedures. – define which type of procedures.

## **Actions for Ayrshire Sportsability when concerns are reported**

Before taking any action we must seek advice from the Police or Social Work Department. The Chair/Coordinator must clarify the basic facts to establish whether there is reasonable cause to suspect or believe that abuse has occurred,

Ayrshire Sportsability will refer the suspicion/allegation to the Social Work Department as soon as possible that day. A record should be made of the name and designation of the Social Work Department member of staff or the Police Officer. Following advice from the social work department/police the parent/guardian of the child should be contacted. A referral form should be filled out as soon as possible and handed to the police within 24 hours.

## **Possible Outcomes:**

Where the enquiry reveals that there is reasonable cause to suspect abuse there will be an investigation. This could be

- A disciplinary investigation
- A child protection investigation
- A criminal investigation

Following advice from the Police, disciplinary action may be taken in cases where a criminal investigation is ongoing provided sufficient information is available to enable a decision to be made and doing so does not jeopardise the criminal investigation,

Managing the member against whom the allegations have been made

Following advice from the Police, if the decision has been made to inform the person of the allegation, the member should be told an allegation has been made which suggests abuse. It is essential to preserve evidence for any criminal proceedings while at the same time safeguarding the rights of the member.

## **Suspension**

Suspension is not a form of disciplinary action. The member may be suspended whilst an investigation is carried out. At the suspension interview the member will be informed of the reason suspension is taking place and given the opportunity to give a statement should he/she wish. Notification of the suspension will be conveyed in writing.

## **Managing False or Malicious allegations**

If after the investigation the allegation is found to be false the member will receive an account of the circumstances and/or investigation and a letter confirming the conclusion of the matter, the member involved may wish to seek legal advice. All records pertaining to the circumstances will be destroyed.

## **Sharing concerns with parents, guardians or carers.**

### **Where it is not abuse**

There is always a commitment to work in partnership with parents/guardians/carers where there are concerns about a child/vulnerable adult. Therefore not involving the possibility of the abuse of a child it would be important to talk to parents/guardians/carers to help clarify any initial concerns. For example if a child seems withdrawn, he/she may have experienced an upset in the family. Common sense is advised in these situations however advice should be sought if there is any uncertainty about the appropriate course of action.

### **Allegations of abuse**

There are circumstances in which a child or vulnerable adult might be placed at even greater risk if concerns are shared eg where a parent/guardian/carer may be responsible for the abuse or not be able to respond to the situation appropriately. In all cases of alleged abuse, advice and guidance must first be sought from the local social work department or the police as to who to contact the parents.

Appendix K – Legal framework

## **Appendix A**



### **Ayrshire Sportsability Application form for positions involving contact with Children and young people.**

You have the right of access to information held on you and other rights under the Data Protection Act 1988.

Ayrshire Sportsability is committed to ensuring that all members in positions that require contact with children or vulnerable adults are suitable to do so. In accordance with Ayrshire Sportsability's Children and Young People Protection

Policy, all members whose position requires contact with children and/or vulnerable adults must complete this application form prior to appointment.

Personal Details

\*Title: \_\_\_\_\_

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

\*Surname: \_\_\_\_\_

\*All previous names by which you have been known: \_\_\_\_\_

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

\*Post Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Please note items marked with \* must be completed.

Current/Previous Clubs

Club Name leaving date	Position/Responsibilities	Start and
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	

Present or most recent employment/role/responsibilities

Name of Employer/Managing Organisation:

\_\_\_\_\_

Job Title: \_\_\_\_\_

Dates of employment (month and year): \_\_\_\_\_

Principal Responsibilities: \_\_\_\_\_

Reasons for leaving: \_\_\_\_\_

Qualifications and previous experience of working with children or vulnerable adults (please include name of organisation, responsibilities/duties, length of time involved and reasons for leaving)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Referees

Please provide details of 2 referees. At least one should have knowledge of your previous work with children and/or vulnerable adults. These individuals may be contacted for the purposes of verifying the information contained in this form.

Name:

Name:

Organisation:

Organisation

Address:

Address:

Telephone

Telephone

Relationship to applicant:

Relationship to applicant:

Additional Information

Please provide details of relevant experience, principal achievements, personal skills and qualities, voluntary work and explain how you might use them in this post. (Use a separate sheet if necessary)

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Note re disclosure check

I am aware that in accordance with the Data Protection Act 1998, information provided on this application form will be stored for the purposes of processing the data for recruitment and monitoring the recruitment process. If appointed I am aware that this information will be stored for the purposes of enabling relevant organisation procedures.

I have completed this form accurately and truthfully and to the best of my knowledge.

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

Date:

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Declaration of Designated Person



I confirm that I have seen the following identification documents relating to (insert name of applicant)

I confirm to the best of my ability that the identification documents are accurate.

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

Print

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

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

## Appendix B

### Ayrshire Sportsability Reference Form



Ayrshire Sportsability is committed to ensuring that all members in positions that require contact with children or vulnerable adults are suitable to do so. In accordance with Ayrshire Sportsability's Child Protection Policy, references are sought for all members whose position requires contact with children.

#### Details of Referee

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

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

Organisation: \_\_\_\_\_

Telephone: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

(Name of applicant) has expressed an interest in working with Ayrshire Sportsability and has given your name as a referee. This post involves substantial access to children and young people. As an organisation committed to the welfare and protection of children and young people we are anxious to know if there is any reason at all to be concerned about this applicant being in contact with children and young people?

Yes/No Delete as appropriate.

If you have answered yes we will contact you in confidence.

All the information on this form will be treated confidentially and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the applicant's suitability for the position and the immediate supervisor should they be offered a position.

We would appreciate an accurate evaluation of this person.

How long have you known this person? \_\_\_\_\_

In what capacity? \_\_\_\_\_

What attributes does this person have that would make them suited to work with children and young people?

\_\_\_\_\_

\_\_\_\_\_

Please rate this person on the following (please tick one)

	Unsatisfactory	Satisfactory	Good	Excellent
Attendance				
Responsibility				
Maturity				
Self Motivation				
Can motivate others				
Commitment				
Ability to work as a team				
Energy				
Trustworthiness				
Reliability				

Other Relevant Information

Please use this space to provide any other information about the applicant which you consider is relevant to the position applied for (continue on a separate sheet if necessary)

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To be completed by the referee

I declare that all the information contained in this form is accurate and truthful to the best of my knowledge.

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

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

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

Please return this form in an envelope marked 'Private and Confidential' to:

(Insert name of Child Protection Officer)

Ayrshire Sportsability  
 Eglinton House  
 Ailsa Hospital  
 Ayr  
 KA6 6AB

## Appendix C

### Ayrshire Sportsability Self-Declaration Form



As required in Ayrshire Sportsability's Child Protection Policy and procedures this form must be completed by all members for positions that require contact with children and young people.

Ayrshire Sportsability is committed to the protection of children and young people involved in sport and have a duty to ensure the suitability of any individual who works with children. To fulfil this responsibility, we ask that you complete this form having read the guidance notes attached.

Please note that you are advised, under the provisions of the Rehabilitation of offenders act 1974 (exceptions) order 1975 as amended by the Rehabilitation of Offenders Act 1974 (exceptions amendment) Order 1986, to declare all convictions including 'spent' convictions.

Should you be appointed for the position applied for you will also be required to provide a Standard/Enhanced disclosure under the terms of the Police Act 1977 (Part V).

- For positions that require a Standard check: If selected for an interview you will be required to disclose all convictions (spent and unspent).
- For positions that require an Enhanced check: If selected for an interview you will be required to disclose all convictions (spent and unspent), cautions, warnings and any other non-conviction relevant information.

Ayrshire Sportsability undertakes to treat all applicants for positions within Ayrshire Sportsability equally and to process and make decisions on disclosed information in a fair manner.

Please complete sections 1 and 2 fully including all relevant details regarding convictions, investigations (if applicable), social work or social department investigations and disciplinary action.

Section 1

Part A

Previous Convictions (to be completed for positions requiring Standard or Enhanced Checks)

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

Court: \_\_\_\_\_

Offence(s) originally charged with: \_\_\_\_\_

Sentence: \_\_\_\_\_  
Please give details of the reasons and circumstances that lead to your offence(s):

Please give details of how you completed the sentence imposed (eg did you pay your fine as required, what conditions were attached to your probation/community service order, did you comply with the requirements of your order/custodial sentence):

Do you give Ayrshire Sportsability permission to contact the above organisations to clarify the information disclosed?

What have you learned from the experience?

### Part B

You must complete this section if the position applied for requires an Enhanced Check.

#### Previous Police Investigations

Date of Investigation: \_\_\_\_\_

Police Division involved: \_\_\_\_\_

Investigation(s) details: \_\_\_\_\_

Please give details of the reasons and circumstances that led to your investigation:

\_\_\_\_\_

Disposal: \_\_\_\_\_

\_\_\_\_\_

Are you, or have you ever been known to any Social Work Department/Social Services Department as an actual or potential risk to children: Yes/No

If yes, please provide details:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Part C

Have you ever had a disciplinary sanction (from a sports or other organisations governing body) relating to inappropriate behaviour with children/vulnerable adults or child abuse? Yes/No

If yes, please provide details:

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Section 2

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

I give my consent to Ayrshire Sportsability carrying out a check with Disclosure Scotland and to take up references for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority.

I agree to advise Ayrshire Sportsability should I be convicted of an offence after the commencement of my employment with Ayrshire Sportsability and failure to do so may lead to the immediate suspension of my work with children in Ayrshire Sportsability and the termination of my services and in certain cases, membership.

I agree to abide by Ayrshire Sportsability's Code of Practice for the Protection of Children and young people.

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

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

Note: the information contained in this form will be managed in accordance with the terms of the Data Protection Act 1998.

## Appendix D



### **Ayrshire Sportsability Guidance Notes for completing Self Declaration Form.**

Ayrshire Sportsability is committed to the protection of children and young people involved in sport and have a duty to ensure the suitability of any individual who works with children and young people. The information provided in the Self-Declaration form, in addition to the other recruitment and selection procedures detailed in Ayrshire Sportsability's child and vulnerable adult policy and procedures, will enable an informed decision to be made about an individual's suitability to work with children and/or vulnerable adults.

Who must complete the Self-Declaration Form?

This form must be completed by all applicants for positions:

- Listed in the Rehabilitation of Offenders Act 1974 (ROA)(Exceptions) Order 1975 ie positions by which an employer is entitled to ask an exempted question. These positions include occupations with duties that involve regular contact with children and young people (under the age of 18).

- Which involve regular contact with and caring for, training, supervising or being in sole charge of children and young people.

What happens if I do not wish to complete a Self-Declaration form?

In accordance with Ayrshire Sportsability's child protection policy and procedures, all applicants for the above types of post must complete a Self-Declaration form. Anyone unwilling to do so must not be employed in a position that requires regular or unsupervised contact with children and vulnerable adults.

Why must I give information about previous convictions?

The law states that for certain types of employment applicants are required to disclose information about their background to help determine whether they are suitable for the post. Jobs that involve working with children and young people fall into this category.

What information do I have to put on the Self-Declaration form?

This depends on the type of post you are applying for. The job description provided with the application form tells you what kind of post this is.

If the post involves regular contact with children and young people:

1. Complete Part A and C only and sign the form at Section 2. Give details of all offences of which you have been convicted by a court both in the UK and abroad

regardless of when the conviction(s) occurred (this means you should include both spent and unspent convictions).

If you are applying for a post that requires regularly caring for, training, supervising or being in sole charge of children or young people:

1. Complete part A, Part B and sign the form at section 2. Give details of all offences of which you have been convicted both in the UK and abroad, regardless of when the conviction (s) occurred. Give details of any cautions, charges or warnings issued by the police (this is called 'non-conviction relevant information')

You must also provide identification so that the personal details you provide can be verified.



## Appendix E

### Guidance on Disclosure Scotland Checks



Who gets to read the Self-Declaration form?

The self-declaration form should be sent to Ayrshire Sportsability in a sealed envelope. If you are not chosen for interview, the envelope will be returned to you, unopened, for you to dispose of.

The envelope will be opened if you are being considered for interview. If you are selected for interview and you have recorded previous convictions or other relevant information, you will be given the opportunity to discuss this at the interview.

What happens to the self-declaration form after a decision has been made on my application?

If you are unsuccessful the self-declaration form will be returned to you for you to dispose of.

If you are successful, police checks will then be carried out. The self-declaration form and the police checks can be retained until a decision has been made on your application. Usually it will not be held any longer than six months.

## Appendix F

### Guidance on Disclosure Scotland Checks



Recent changes in the laws have enhanced the ways in which employers and organisations can take steps to ensure that people who work with children and vulnerable adults are suitable for such positions. The following provides answers to commonly asked questions.

Do I have to employ people with previous convictions?

The Rehabilitations of offenders Act 1974 provides that after a certain amount of time, a conviction will be regarded as being 'spent'. This means that in certain circumstances, a potential employee does not have to declare this conviction. It is illegal to discriminate against someone on the grounds of a spent conviction.

Exceptions on this rule

For certain kinds of employment, a prospective employer can ask you to declare all spent and unspent convictions. These are known as 'exempted' and are listed in the Rehabilitation of Offenders Act 1974 (ROA)(Exceptions) Order 1975. This includes nurses, teachers, firearms dealers, solicitors, positions which involve contact with children including 'childcare' positions, the elderly and vulnerable adults.

How can I ask people about their previous convictions?

For positions that involve contact with children and vulnerable adults, applicants should be made aware that such positions are exempted ie they will be asked to declare all convictions. As part of your recruitment and selection procedures all members should complete an application form and a self-declaration form. The self-declaration form provides an opportunity to declare convictions and is confidential. The interview process enables you to identify the person you wish to appoint. At this point you should apply for a Disclosure Scotland Check. This will verify or otherwise the information contained in the self-declaration form.

How can I get access to criminal records information?

Part V of the Police Act 1997 changed procedures for checking criminal records. Organisations can apply for criminal records information to Disclosure Scotland. Disclosure Scotland began operating as part of the Scottish Criminal Records Office in Scotland on 29<sup>th</sup> April 2002.

To access a Disclosure Scotland Check, organisations must firstly register with Disclosure Scotland. Each Registered Body will have to pay a fee of £150 to register with an additional £20 per named person for countersigning applications for a Disclosure Certificate.

It is recommended that the organisation considers and makes a decision on who pays for all Disclosure applications.

Unpaid volunteers in the voluntary sector can access free Disclosures through Central Registered Body for Scotland (CRBS) run by Volunteer Development Scotland.

## Types of Disclosure Certificates

### 1 Basic Disclosure

A Basic disclosure is issued to the individual applicant only and is available to anyone on the payment of the appropriate fee. This provides information about current (unspent) convictions only. It does not contain any other information contained in the criminal records.

### 2 Standard Disclosure

Standard Disclosures are only for exempted positions. This includes positions that involve regular contact with children and young people and vulnerable adults.

Standard Disclosures can only be applied for through a Registered Body and the Lead or Counter signatory of the Registered Body must countersign all applications.

A copy of the Standard Disclosure Certificate will be sent to both the applicant and the relevant Registered body. The standard Disclosure Certificate contains information about both spent and unspent convictions.

### 3 Enhanced Disclosures

Enhanced Disclosures are only available for exempted positions and those that involve a greater degree of contact with children or vulnerable adults. This includes those who regularly care for, train, supervise or are left in sole charge of children, young people and vulnerable adults.

Enhanced Disclosures can only be obtained through a Registered body and the Lead or Counter signatory must sign the application form.

A copy of the enhanced disclosure certificate will be sent to both the applicant and the Registered Body. The Enhanced Disclosure reveals details of all spent and unspent convictions and may also include non-conviction information held locally by the police, where this is considered relevant to the post or voluntary work sought.

### Is more than one Disclosure required?

For people who work in more than one different area eg club and local authority, it is possible that more than one check will be required. At present there is no guidance or rule and each employer must decide whether another check is necessary. A certificate issued for one post may not be appropriate for another. Only applicants have the right to show their Disclosure Certificate to whomever they choose.

What happens to the Disclosure Certificate?

Disclosure Scotland recommends the Disclosure Certificate be destroyed after a decision on recruitment has been reached. They must not be kept any longer than 6 months.

What if the information on the certificate is incorrect?

Disclosure Scotland has provided an appeals procedure to challenge the accuracy of the information on the certificate.

**Appendix G**

**Notification of Accident Form**



Staff/Student/Visitor  
must be answered

All questions

To \_\_\_\_\_ Group \_\_\_\_\_  
From \_\_\_\_\_ Date \_\_\_\_\_

**A**  
Complete for accident to staff/committee members

Name of injured person \_\_\_\_\_  
Date of accident \_\_\_\_\_  
Time of accident \_\_\_\_\_  
Date reported \_\_\_\_\_  
Time reported \_\_\_\_\_  
Time injured person actually stopped work on day of accident \_\_\_\_\_  
Time injured person re-commenced work on day of accident \_\_\_\_\_

**B**  
Complete for Student/Visitor/participant

Name of injured person \_\_\_\_\_  
Home address \_\_\_\_\_  
Reason for visit \_\_\_\_\_  
Date of Accident \_\_\_\_\_ Time of accident \_\_\_\_\_  
Date reported \_\_\_\_\_ Time reported \_\_\_\_\_

**C**  
Complete for all accidents

Nature and extent of injuries where known

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How did it happen?

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\_\_\_\_\_  
\_\_\_\_\_  
Where did the accident occur? \_\_\_\_\_

Was the accident caused by faulty equipment? \_\_\_\_\_

If yes please explain

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was the accident caused by fault of any person? \_\_\_\_\_

If yes

Name if Known \_\_\_\_\_

Nature of fault \_\_\_\_\_

Please explain

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did injured person report to First Aid post? Yes/No

Please explain \_\_\_\_\_

Have you obtained a statement from each witness? Yes/No

If yes please attach

Signatures

Person completing the form \_\_\_\_\_

Chair/representative \_\_\_\_\_

Date \_\_\_\_\_

**Appendix H (cross reference to appendix L)**

**Ayrshire Sportsability Notification of Incident Form**



This form must be completed where members are concerned about an incident involving a child. This form must be completed as soon as possible after the incident.

Details of person making report

Name \_\_\_\_\_  
Position \_\_\_\_\_  
Contact telephone number \_\_\_\_\_

Details of child

Name \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
School \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone number \_\_\_\_\_  
Name and address of guardian/parent/carer  
\_\_\_\_\_

If you are reporting concerns on behalf of someone else, please provide details of that person

Name \_\_\_\_\_  
Position \_\_\_\_\_  
Address \_\_\_\_\_  
Contact number \_\_\_\_\_  
Date this person advised you of their concerns  
\_\_\_\_\_

Date of incident/concern arose \_\_\_\_\_  
Time \_\_\_\_\_  
Place \_\_\_\_\_

Names and addresses of other people who may have information

\_\_\_\_\_  
\_\_\_\_\_

Describe in detail what happened

\_\_\_\_\_  
\_\_\_\_\_

Describe in detail visible injuries/bruises and concerning behaviour of the child.

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Was the child/vulnerable adult asked about the incident Yes/No

If yes record exactly what the child said in their own words

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Details of action taken

Detail what action if any has been taken following receipt of this information

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Record any other information you may have about this matter

Signature \_\_\_\_\_  
Print name \_\_\_\_\_  
Date \_\_\_\_\_



## Appendix I



### **Ayrshire Sportsability Consent form for the use of photographs, film or video recordings**

Ayrshire Sportsability is committed to the protection of children and vulnerable adults involved in sport.

In accordance with our Child Protection Policy where possible we will not permit photographs, film, video or other images of children to be taken or used without the consent of the child and their parents/guardians.

Ayrshire Sportsability will take all reasonable measures to ensure these images are used solely for the purposes for which they are intended. If you become aware these images are being used inappropriately you should inform Ayrshire Sportsability.

We will reserve the right at all times to prohibit the use of photography, film or video at any activity with which it is associated.

#### Child

I \_\_\_\_\_ (Child's Name) consent to photographing, filming or videoing my involvement in \_\_\_\_\_ (details of event)

Signature \_\_\_\_\_ Print name \_\_\_\_\_

Date \_\_\_\_\_

#### Parent/guardian/carer

I \_\_\_\_\_ (parent/guardian/carer) consent to Ayrshire Sportsability photographing, filming or videoing \_\_\_\_\_ (child's name) involvement in \_\_\_\_\_ (details of event)

Signature \_\_\_\_\_ Print name \_\_\_\_\_

Relationship to child \_\_\_\_\_ Date \_\_\_\_\_

## Appendix J



### **Ayrshire Sportsability application to photograph, film or video a sporting event or activity involving children**

Ayrshire Sportsability is committed to the protection of children involved in sport.

The purpose for this application form is to ensure that anyone wishing to photograph, film or video a sporting event or activity where children are participating

1. Secure the permission of the Chair/Coordinator
2. Commit the applicant to comply with Ayrshire Sportsability guidance on images.
3. Allows children and their parents/guardians to provide informed consent.

The application form must be completed and submitted to the address below no later than 5 days before the event/activity.

#### Details of applicant

Name \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_

#### Event

If you are applying on behalf of a company or other organisation please provide the following details:

Name of Company/organisation \_\_\_\_\_  
Contact name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_

In addition please complete answers to the following:

- What do you intend to use the photographs for?
- Where will the photographs, film or video footage be published?
- When will this happen?
- How will the photograph, film or video be processed?
- How will the equipment be used?
- Who will have access to the photographs, film or video footage?
- Where will the photographs, film or video be stored?
- How long will the photograph, film or video be kept?

I have read, understood and agree to comply with Ayrshire Sportsability's guidance for the use of photographs, film video or other images of children.

I agree to comply with any conditions or restrictions on the taking and use of photographs, film or video deemed appropriate by Ayrshire Sportsability.

I understand and accept that any failure to comply with the aforementioned Policy and procedures may prevent future permission being granted and that any practices

which are considered to place children at risk may be reported to the Police and/or Social Work Department

I accept that all times Ayrshire Sportsability reserves the right to prohibit the use of photography, film and/or video at any event or activity with which it is associated.

Signature of applicant \_\_\_\_\_ Print Name

\_\_\_\_\_  
Signature of company/organisation \_\_\_\_\_ Print Name

\_\_\_\_\_  
Position in organisation \_\_\_\_\_ Date

This form must be returned with photographic evidence of your identification e.g. copy of your driving licence or passport.

The image will not be altered without prior permission from the person concerned (via the event organiser)

## Appendix K

### Legal Framework



The Ayrshire Sportsability child protection policy is based on the following legislation and guidance:

Children (Scotland) Act 1995

Human Rights Act 1998

Rehabilitation of Offenders Act 1974

Rehabilitation of Offenders Act (Exclusion and Exceptions Order) (Scotland) 2003

Criminal Procedure (Scotland) Act 1995

Protecting Children 'A Code of Practice for Voluntary Organisations in Scotland working with children and young people' 1995

Sex offenders Act 1997

Sexual Offences (Amendments) Act 2000

Data Protection Act 1998

Police Act 1997

Disclosure Scotland Code of Conduct 'Making Scotland Safer' 2002

Disclosure Scotland Code of Conduct 'Protecting the vulnerable by safer recruitment' 2002

Protecting children – A Shared Responsibility; Guidance on inter-agency co-operation The Scottish Office 1998

UN Convention of the Rights of the Child 1992

## Appendix L

### Ayrshire Sportsability Referral form



This form must be completed as soon as possible after receiving information that causes suspicion or an allegation of the abuse of a child or a vulnerable adult. This must be passed to Ayrshire Sportsability, the Social Work Department and the police as soon as possible after completing. Confidentiality must be maintained at all times.

#### Details of person making report

Name \_\_\_\_\_  
Position \_\_\_\_\_ Contact number \_\_\_\_\_  
\_\_\_\_\_

#### Details of child

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Address \_\_\_\_\_

Contact number \_\_\_\_\_  
Name/address of parents/guardians \_\_\_\_\_  
\_\_\_\_\_

#### Details of person about whom there is concern

Name \_\_\_\_\_ Position \_\_\_\_\_  
\_\_\_\_\_

Date of Birth \_\_\_\_\_  
Address \_\_\_\_\_

Relationship to child \_\_\_\_\_

If you are reporting this alleged incident on behalf of someone else, please provide details of that person

Name \_\_\_\_\_ Position \_\_\_\_\_  
Address \_\_\_\_\_

Contact Telephone number \_\_\_\_\_  
Date this person advised you of alleged incident \_\_\_\_\_

Record here the information you were given from this person about the alleged incident

#### Details of the alleged incident

Date of alleged incident \_\_\_\_\_ Time \_\_\_\_\_

Place \_\_\_\_\_

Names and addresses of witnesses:

Describe in detail what happened:

Describe in detail visible injuries/bruises and concerning behaviour of the child of any (use diagrams if this helps)

Was the child asked what happened Yes/No

If yes, record exactly what the child said in their own words:

Details of action taken

Detail what action if any has been taken following receipt of this information

**Only after seeking advice from Police/Social Work Department**, were the child's parents/carers contacted?

Details of external agencies contacted

Police Station contacted \_\_\_\_\_ Name and contact number

Advice received  
\_\_\_\_\_

Social work Department \_\_\_\_\_ Name and Contact number

Advice received  
\_\_\_\_\_

—

Other:

Name of organisation \_\_\_\_\_ Name and Contact number

Advice received

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—

Other information

Record any other information you have about this matter (it is important that all information is passed on even that which you think it is not important or helpful)

Signature \_\_\_\_\_ Print name

\_\_\_\_\_   
Date \_\_\_\_\_

Where a referral has been made to the Police and Social Work Department a copy of this form must be sent to them as soon as possible.

## Appendix P

### Useful Addresses and Websites



Ayrshire Sportsability  
Eglinton House  
Ailsa Hospital  
Ayr  
KA6 6AB  
Tel: 01292 513637

South Ayrshire Council  
Wellington Square  
Ayr  
Tel 0845 601 2020

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

East Ayrshire Council  
Council Headquarters  
London Road  
Kilmarnock  
Tel 01563 576000

Children 1<sup>st</sup>  
Child Protection in Sport Service  
Sussex House  
61 Sussex Street  
Glasgow  
G41 1DY  
Tel 0141 418 5674  
[www.childprotectioninsport.org.uk](http://www.childprotectioninsport.org.uk)

Childline Scotland  
08001111  
[www.childlinescotland.org.uk](http://www.childlinescotland.org.uk)

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

Strathclyde Police Headquarters  
173 Pitt Street  
Glasgow  
G2 4JS  
Tel 0141 532 2000



North Ayrshire Council  
Cunninghame House  
Irvine  
KA12 8EE  
Tel 0845 603 0590

Disclosure Scotland  
PO Box 250  
Glasgow  
G51 1YU