

# **Disability Sport Fife (SCIO)**



## **Safeguarding Children, Young People and Adults at Risk Policies and Procedures**

Updated and Approved by  
DSF (SCIO) Board of Charity Trustees March 2021

# Contents

---

1.0	<b>Introduction</b> .....	4
	<b>Disability Sport Fife (SCIO) – Providing Safe and Secure Environments</b> .....	4
2.0	<b>Definitions of a Child and Adult at Risk</b> .....	5
2.1	<b>Child</b> .....	5
2.2	<b>Adult at Risk</b> .....	5
3.0	<b>Glossary of Terms</b> .....	7
4.0	<b>Promoting Good Practice for Working with Children, Young People and Adults at Risk</b> .....	8
5.0	<b>Key Contacts for the Protection of Children, Young People and Adults at Risk</b> .....	10
5.1	<b>DSF (SCIO) Lead Officer for the Protection of Children, Young People and Adults at Risk</b> .....	10
5.2	<b>Disability Sport Fife (SCIO) Contact Details</b> .....	11
6.0	<b>Recognising and Reporting Suspected or Actual Abuse</b> .....	12
6.1	<b>DSF(SCIO) Anti-Bullying Policy</b> .....	12
6.2	<b>Procedure in an DSF(SCIO) Controlled Environment</b> .....	15
6.3	<b>Procedure in a Non-DSF(SCIO) Controlled Environment</b> .....	16
6.4	<b>DSF(SCIO) Incident Record Form</b> .....	19
7.0	<b>Types of Abuse</b> .....	22
7.1	<b>Physical Abuse</b> .....	22
	Physical Injury in Sport .....	22
	Signs of Possible Physical Abuse .....	23
7.2	<b>Neglect</b> .....	23
	Neglect in Sport.....	23
	Signs of possible Physical Neglect .....	24
7.3	<b>Sexual Abuse</b> .....	24
	Signs of possible Sexual Abuse.....	25
7.4	<b>Emotional Abuse</b> .....	26
	Emotional Abuse in Sport .....	26
7.5	<b>Negative Discrimination</b> .....	26
7.6	<b>Identifying and Managing Bullying</b> .....	26
8.0	<b>Protecting Protected Groups (Scotland) Act 2007 (PVG Scheme)</b> .....	29
8.1	<b>Background</b> .....	29
8.2	<b>Eligibility to Join the Scheme</b> .....	29
9.0	<b>Volunteer Policy</b> .....	30
10.0	<b>Recruitment of Ex-offenders Policy</b> .....	31
11.0	<b>Data Protection Advice</b> .....	32
12.0	<b>Completing the DSF(SCIO) Self-declaration Form</b> .....	33

12.1	Self-declaration Form.....	34
12.2	Employee/Coach/Leader Application Form .....	36
12.3	Standard Reference Letter.....	39
12.4	Reference Form .....	40
<b>13.0</b>	<b>Protection of Protected Groups Checking Procedures.....</b>	<b>41</b>
13.1	Recruitment of Staff & Volunteers – Disclosure Application .....	42
<b>14.0</b>	<b>Codes of Conduct.....</b>	<b>43</b>
14.1	Disability Sport Fife (SCIO) - Athlete/Coaches/Volunteer Code of Conduct .....	44
14.2	Parents Code of Conduct .....	48
14.3	Code of Conduct for Board of Charity Trustees.....	49
14.4	Duties of a Team Manager.....	52
<b>15.0</b>	<b>Guidance on Changing Room Management/Chaperoning.....</b>	<b>53</b>
<b>16.0</b>	<b>Guidelines for Transporting Children, Young People and Adults at Risk.....</b>	<b>55</b>
<b>17.0</b>	<b>DFS/SDS Disciplinary Procedures &amp; Guidelines .....</b>	<b>56</b>
17.1	Disciplinary Procedures .....	56
17.2	Complaints.....	56
17.3	Action .....	56
17.4	Possible Outcomes .....	57
17.5	Delegation.....	57
17.6	Appeals Procedure.....	58
17.7	Arbitration.....	59
17.8	Jurisdiction.....	59
17.9	Responding to a Complaint at Branch or National Level.....	59
17.10	Responding to a complaint at Branch and National level flowchart.....	61
<b>18.0</b>	<b>DSF(SCIO)/SDS Disciplinary Procedures &amp; Guidelines .....</b>	<b>62</b>
18.1	Dealing with a Disciplinary Issue at Branch or National Level.....	62
18.2	Dealing with a disciplinary Issue at Branch and National Level Flowchart .....	64
<b>19.0</b>	<b>Policy for use of photographic and video equipment .....</b>	<b>65</b>
19.1	Permission .....	65
19.2	The Policy .....	65
19.3	Videos.....	65
19.4	Photographs .....	65
	Registration forms for Permission to Photograph or Video are available from: .....	65
<b>20.0</b>	<b>DSF(SCIO) Consent form for photograph publication .....</b>	<b>67</b>
20.1	Consent Form.....	68
	<b>Appendix A – Child/Adult at Risk Protection Procedures (staff, coaches &amp; volunteers) .....</b>	<b>69</b>
	<b>Appendix B – Child/Adult at Risk Protection Procedures (Participants).....</b>	<b>71</b>
	<b>Appendix C - SHANARRI Wheel.....</b>	<b>73</b>

<b>Appendix D – Safeguarding Training Criteria .....</b>	<b>74</b>
<b>21.0      Disability Sport Fife (SCIO) Contact Details.....</b>	<b>76</b>

# 1.0 Introduction

---

## Disability Sport Fife (SCIO) – Providing Safe and Secure Environments

Sport can have a very positive influence on the life of an participants with disabilities. Sport can offer traditionally excluded communities' opportunities to participate, compete and achieve success in stimulating environments. Sport is fun and enjoyable and through sport essential life skills such as independence, social interaction, improved self-esteem, teamwork, leadership and confidence can be developed.

This process will only be successful and positive if the well-being of the participants is the number one priority. Those in responsible positions as volunteers, leaders or coaches must adopt practices and follow procedures that are supportive, empowering, protective and motivate the participants to give their best.

DSF(SCIO) is the co-ordinating body for physical activity and sport for children, athletes and players with disabilities of all ages and abilities in Fife. DSF(SCIO) is fully committed to safeguarding the welfare of, and providing safe and secure settings for all children, athletes, players, coaches, volunteers, officials, and spectators to enjoy sport.

## 2.0 Definitions of a Child and Adult at Risk

---

### 2.1 Child

The DSF(SCIO) Safeguarding Policy for Children takes into consideration the National Guidance for Child Protection in Scotland 2014, the principles of “getting it right for every child” (GIRFEC) and the principles of the SHANARRI Wheel (see Appendix C). DSF(SCIO) recognises our responsibility to promote safe practice and to protect children and young people from harm, poor practice, exploitation, and abuse. DSF(SCIO) is fully committed to a rights-based approach and therefore recognises and implements the general principles of the UN Convention on the Rights of the Child (UNCRC).

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

#### **Definition – “Child”**

**The Children and Young People (Scotland) Act 2014** – a child is defined as anyone who has not reached the age of 18.

DSF(SCIO) recognises anyone under 18 as a child. For the purposes of this policy, “children”, “child”, and “young person” refer to persons up to the age of 18.

### 2.2 Adult at Risk

#### **Definition – “Adult”**

A person aged 16 years or above, however anyone aged under 18 years old will be covered under “child” as well.

#### **Definition of an “Adult at Risk”**

**The Adult Support and Protection (Scotland) Act 2007** defines an adult at risk as someone who cannot safeguard themselves, their wellbeing, their property right; is at risk of harm and is experiencing:

- A disability
- A mental disorder
- Illness
- Physical or mental infirmity

An adult is at risk of harm if:

- The conduct of another person is causing (or likely to be causing) the adult to be harmed.
- The adult themselves engages in conduct that is causing (or likely to cause) self-harm.

The term “adult at risk” replaces the previously used terms of “adult at risk” and “vulnerable adult”. A disabled/older person is not necessarily an adult at risk, and an adult at risk may not have an impairment.

The vulnerability of an adult at risk is related to how able they are to make and exercise their own informed choices free from duress, pressure, or undue influence of any sort, and to protect themselves from abuse, neglect, and exploitation. It is not a given that being in one of the above categories an adult is automatically considered to be at risk. This policy shall only take effect when an adult at risk is participating in any action covered under the jurisdiction of DSF(SCIO).

## 3.0 Glossary of Terms

<b>Disability Sport Fife DSF (SCIO)</b>	The coordinating body of physical activity and sport for children, young people and adults with disabilities in Fife.
<b>Scottish Disability Sport (SDS)</b>	The National Governing Body of sport for children, athletes and players with disabilities in Scotland.
<b>Child</b>	Scots law dictates this to be a person under 16. For the purposes of DSF(SCIO) Policies – “child” will cover ALL athletes under your care or supervision whatever their ability, disability, age, gender, sexual identity or ethnicity, including adults at risk.
<b>Youth</b>	Generally referred to meaning under 18 by other agencies, in this case to be taken as for “child”.
<b>Athlete or Player</b>	A person joining training in care of coach / sports leader.
<b>Coach</b>	Specifically employed or volunteering as a coach with direct responsibility for athletes or players.
<b>Sports Leader</b>	To be applied to all helpers, teachers, and coaches, whether qualified, unqualified, paid, or voluntary.
<b>Child Protection</b>	Our “Duty of Care” to all within our sport and all that this involves in terms of training, communication, and process development.
<b>Disclosure</b>	The term to be applied to all reporting and allegations of concern or abuse.
<b>Regular</b>	As a guideline, regular contact is considered to be more than three times per year. However, we would recommend that all staff needs are planned for and added into the recruitment process.

The above terms are used in the **Scottish Disability Sport Safeguarding Children, Young People and Adult at Risk Policies and Procedures**.

### NOTE:

Safeguarding in Sport is a partnership between CHILDREN 1ST and **sportscotland**. Like DSF(SCIO), these organisations believe that all children and young people have the right to be protected from abuse and harm. Safeguarding in Sport supports sporting organisations to keep children and young people safe [safeguardinginsport@children1st.org.uk](mailto:safeguardinginsport@children1st.org.uk)

## 4.0 Promoting Good Practice for Working with Children, Young People and Adults at Risk

---

Although policies and procedures for the protection of children, young people and adults at risk are necessary, it is important to put them into perspective and not be intimidated by the information. The best way to comply with new legislation and procedures is to use common sense. DSF(SCIO) supports and requires the following good practice by members when in contact with children, young people and adults at risk. By demonstrating exemplary behaviour all paid and voluntary personnel can protect themselves from false allegations whilst securing a safe and enjoyable environment for all those involved.

**When working with children, young people and adults at risk these good practice guidelines are recommended to minimise the risk of abuse:**

- Sport should be fun, enjoyable and promote fair play
- Always work in an open environment, e.g., avoid private, unobserved situations and secrets
- Treat all children, young people and adults at risk with equal respect and dignity.
- Put the well-being of all children, young people and adults at risk first before winning or achieving performance goals.
- Be an excellent role model including no smoking and drinking alcohol in the company of children, young people, and adults at risk.
- Offer enthusiastic and constructive feedback rather than negative criticism
- Ensure if any form of manual or physical support is required for a child, young person or adult at risk, it is provided openly, the athlete is informed of what is being done and their consent is obtained.
- Deliver educational instruction first verbally; secondly by demonstration; and thirdly, only if necessary, with hands-on – which must be accompanied by telling the child, young person, or adult at risk where you are putting your hands and why this is necessary and obtaining their consent.
- Involve parents, guardians, carers, and significant others wherever possible.
- Build balanced relationships based on mutual trust that empower athletes to share in the decision-making process
- Maintain a professional relationship with athletes, e.g., it is not appropriate to have an intimate relationship with a child, young person or adult at risk, or to share a room with them unless the specific care needs of the individual athlete dictate otherwise.
- Recognise the developmental needs and capacity of children, young people or adults at risk and avoid excessive training or competition and either pushing them against their will or putting undue pressure on them

- Be aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required
- Keep a written record of any injury that occurs, along with the details of any treatment given
- Where possible, ensure access to medical advice and/or assistance is available

## 5.0 Key Contacts for the Protection of Children, Young People and Adults at Risk

---

Everyone involved with DSF(SCIO) has a responsibility to ensure that all children, young people, and adults at risk involved in programmes and activities do so within a safe and secure environment.

DSF(SCIO) has identified specific individuals who have particular roles to help ensure that appropriate policies and procedures are in place to prevent and where necessary deal with any concerns or incidents relating to the protection of young people or adults at risk.

**If you have any questions or queries in relation to the policies and procedures of DSF(SCIO), please contact one of the following individuals:**

**OVERALL RESPONSIBILITY for ensuring the protection of children, young people and adults at risk.**

The members of the DSF(SCIO) Board of Charity Trustees has the overall responsibility of ensuring that the protection of children, young people and adults at risk is a key priority for the Association and that the appropriate work is carried out to ensure this implemented. The Board operates at a strategic level with other organisations to ensure that appropriate policies are being developed and implemented within the Association.

The DSF(SCIO) Board of Charity Trustees has the responsibility to work with DSF(SCIO) coaches, volunteers, athletes, and key partners to implement appropriate policies and procedures to protect all those involved in DSF(SCIO). The Board of Charity Trustees work closely with SDS to develop and implement the appropriate policies, procedures, and training support for DSF(SCIO) members.

### 5.1 DSF (SCIO) Lead Officer for the Protection of Children, Young People and Adults at Risk

The **DSF(SCIO) Lead Officer** for the Protection of Children, Young People and Protected Adults is **Richard Brickley**. The DSF(SCIO) Lead Officer has the responsibility to liaise with appropriate personnel and organisations to ensure the most appropriate response to any incidents or concerns. If you have any concerns or would like to report a specific incident about the protection of children, young people, and adults at risk, please contact the DSF(SCIO) Chairman, Richard Brickley to discuss the issue in private and ensure confidentiality.

<b>Name:</b>	<b>Richard Brickley, OBE, MBE, DSF(SCIO) Chairman</b>
<b>Mobile Number:</b>	<b>07904 371 160</b>
<b>E-mail:</b>	<b>rcbatcromlix@aol.com</b>

## 5.2 Disability Sport Fife (SCIO) Contact Details

If you have any concerns or would like to discuss a specific issue relating to the Safeguarding Policies and Procedures of DSF(SCIO) feel free to contact.

<b>Name:</b>	<b>Richard Brickley, OBE, MBE, DSF(SCIO) Chairman</b>
<b>Mobile Number:</b>	<b>07904 371 160</b>
<b>E-mail:</b>	<b>rcbatcromlix@aol.com</b>

The Chairman of DSF(SCIO), in conjunction with Board of Charity Trustees is responsible for overseeing the introduction and approval of policies and procedures for DSF(SCIO) and ensuring that the Board operates in an equitable manner.

## 6.0 Recognising and Reporting Suspected or Actual Abuse

---

### 6.1 DSF(SCIO) Anti-Bullying Policy

#### Overview

Disability Sport Fife (SCIO) believes that every individual has the right to experience sport in a safe environment free from abuse and bullying.

This policy takes into consideration the Scottish Government funded anti-bullying policy: respect me, Scotland's Anti-Bullying Service, managed in partnership with SAMH (Scottish Association for Mental Health), and LGBT Youth Scotland. For more information go to:

<https://www.gov.scot/publications/respect-national-approach-anti-bullying-scotlands-children-young-people/pages/2/>

#### Statement of intent

Everyone has the right to participate in sport and leisure activities in an environment and culture where they feel respected, encouraged, and safe from harm. Bullying is an issue which can arise within the sports environment and can breach these rights. As such, this policy has been implemented because DSF(SCIO) is committed to providing a caring, friendly, and safe environment for all to participate in sport in a relaxed and secure atmosphere. Bullying of any kind is unacceptable and will not be tolerated. If bullying does occur, we want individuals to know who to tell in DSF(SCIO) and know that incidents will be dealt with promptly, effectively, and compassionately. This means that anyone who knows that bullying is happening understands why they need to tell the nominated DSF(SCIO) representative at the time or report the matter to the DSF(SCIO) Chairman, Richard Brickley at [rcbatcromlix@aol.com](mailto:rcbatcromlix@aol.com) or on 03451 555 555 Ext 444 989.

#### Objectives of the Policy

This policy is to make the approach taken by DSF(SCIO) towards bullying clear so;

- Everyone understands what bullying is.
- Everyone knows what the DSF(SCIO) policy is on bullying and knows what to do if it arises and/or is reported.
- Everyone is assured that DSF(SCIO) takes bullying seriously and has an understanding that they will be supported when bullying is reported. All complaints will be dealt with seriously, promptly and with confidentiality; and
- It is clear to all that DSF(SCIO) will not tolerate bullying.

#### What do we mean by environments?

For the purpose of this policy an environment refers to the conditions (both physical and rules) set for controlling any sporting activity taking place. In this policy and context, a DSF(SCIO) controlled environment means any occasion where the conditions are set and controlled by DSF(SCIO) and, therefore, it is within the control of DSF(SCIO) to change the conditions if necessary. A non-DSF(SCIO) controlled environment refers to any occasion where

DSF(SCIO) may be represented or have individual DSF(SCIO) members, athletes, coaches, or volunteers involved but the conditions are set by a third party, e.g., partner organisations.

### What Is Harassment and Bullying?

Harassment is unwanted or offensive conduct related to one of the following grounds (which are known as 'protected characteristics'):

- Sex
- Sexual Orientation
- Marriage and civil partnership
- Pregnancy and maternity
- Age
- Gender reassignment
- Race
- Disability
- Religion or belief

Where the conduct affects an individual's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. This can include unwelcome physical, verbal or non-verbal conduct. Such behaviour is unacceptable:

- Where it is unwanted, unreasonable, or offensive to the recipient
- Where it is used as the basis for an employment decision
- Where it creates an intimidating, hostile, degrading, humiliating or offensive working environment

Harassment often (but not exclusively) targets a protected characteristic of the victim. A person may also be harassed because of their relationship with someone else (through association) or because of others' perception of them.

### Bullying

Bullying can be defined as aggressive, offensive, abusive, intimidating, malicious or insulting behaviour which makes (or intends to make) the recipient feel hurt, upset, threatened, humiliated or vulnerable, undermines their self-confidence and causes them to suffer stress. Bullying can arise from a one-off incident or may happen repeatedly. Some examples of bullying are;

- Emotional – being unfriendly, excluding, tormenting (e.g., threatening gestures).
- Physical – pushing, kicking, hitting, punching or any use of violence.
- Prejudice based bullying.
- Verbal – name-calling, sarcasm, spreading rumours, teasing and/or,
- Cyber – all areas of social media misuse, including abuse by text messaging and calls, misuse of camera and video technologies.

### Awareness

DSF(SCIO) hopes to avoid incidents of bullying and has taken steps to outline in its code of conduct and policies what is acceptable and proper behaviour. All staff, athletes, coaches, volunteers, significant others, and parents are given the opportunity to review these documents and agree to abide by the conduct set out within them, including this Anti-Bullying Policy. All these documents will be available on the DSF(SCIO) website.

In an DSF(SCIO) controlled environment, DSF(SCIO) will appoint an individual as the named contact (First Responder) for reporting all incidents of welfare concern, including bullying. Where appropriate, this individual will attempt to manage and resolve the situation at the time.

Should it not be possible to report the concern to the DSF(SCIO) appointed individual at the time any concerns can be reported directly to the DSF(SCIO) Chairman. Regardless of when the situation is resolved, all concerns will be reported to the DSF(SCIO) Chairman for the purposes of maintaining a record. If anyone has a concern about welfare, including bullying, then please report this to DSF(SCIO) Chairman, Richard Brickley at [rcbatcromlix@aol.com](mailto:rcbatcromlix@aol.com) or on 03451 555 555 Ext 444 989

## 6.2 Procedure in an DSF(SCIO) Controlled Environment

As with all matters relating to welfare and conduct in an DSF(SCIO) controlled environment, the DSF(SCIO) Procedure for Complaints, Concerns, Grievances, Disciplinary and Appeals can be found in detail within the DSF(SCIO) Safeguarding Children, Young People and Adults at Risk Policies and Procedures documents. Therefore, handling of any bullying incident shall be dealt with as follows;



In cases where welfare concerns, including bullying, involve individuals under 18 years of age, parents or guardians will be made aware of the incident and involved in the investigations and disciplinary process. Also, as outlined in the DSF(SCIO) Procedure for Complaints, Concerns, Grievances, Disciplinary and Appeals, if the concerns are sufficient and it is deemed appropriate, Police Scotland will also be consulted and involved.

### 6.3 Procedure in a Non-DSF(SCIO) Controlled Environment

As with all matters relating to welfare and conduct, the DSF(SCIO) Procedures for Complaints, Concerns, Grievances, Disciplinary and Appeals shall be followed. This means the handling of any bullying incident shall be dealt with as follows:

- Accessing a confidential contact – for non-DSF(SCIO) controlled environments, there will not be a DSF(SCIO) nominated individual available so please contact DSF(SCIO) Chairman at [rcbatcromlix@aol.com](mailto:rcbatcromlix@aol.com) or 03451 555 555 Ext 444 989. Depending on the circumstances DSF(SCIO) may nominate an individual closer to you as a confidential contact for you to speak to and help resolve the situation.
- Informal stage, i.e., this can be a series of conversations, including mediation, to address behavioural concerns with the relevant parties. This can be facilitated by DSF(SCIO) or by the body responsible for the occasion, depending on what is deemed appropriate by the DSF(SCIO) Chairman; and
- Formal stage, i.e., an investigation, managed by the DSF(SCIO) Chairman, to report on findings and agree the actions that need to be taken to address any behavioural concerns and reduce the chance of repeated incidents. In non-DSF(SCIO) controlled environments, actions available to DSF(SCIO) relating to the environment will be limited.

In cases where bullying involves individuals under 18 years of age, parents or guardians will be made aware of the incident and involved in the investigation and disciplinary process and as outlined in the DSF(SCIO) Procedures for Complaints, Concerns, Grievances, Disciplinary and Appeals, if the concerns are sufficient and it is deemed appropriate, Police Scotland will also be consulted and involved.

#### Taking Action

As outlined earlier, the DSF(SCIO) Procedures for Complaints, Concerns, Grievances, Disciplinary and Appeals outlines the process to be followed and the type of action available. When deemed appropriate by the nominated DSF(SCIO) representative, action will be taken to address matters in the following order:

- Preventative measures to reduce the risk of that individual suffering from any further bullying (these may be limited in the non-DSF(SCIO) controlled environments); then
- Action to address the conduct of the individual(s) displaying bullying behaviour.

#### Preventative Measures

Preventative measures shall be viewed with regards to:

- Immediate changes – these can include a change of process, room sharing for a squad session, etc; and
- Long-term changes – taking note of any incidents and, where practicable, putting in place plans to reduce the risk of future bullying at the club, event, or squad session.

## Action

When addressing the conduct of the individual(s) displaying bullying behaviour, the following is a non-exhaustive list providing examples of actions that could be taken to help prevent, or react to, incidents of bullying.

- Holding a reconciliation meeting between parties at an appropriate time.
- For those under the age of 18, the parent of the child displaying bullying behaviour, or the bullied individual can be asked to attend events, club or squad sessions, if they are able to do so, and if appropriate.
- Supporting those displaying bullying behaviour to change their behaviour.
- Holding a session with the squad or event attendees to review what is and is not appropriate behaviour (only applicable in a DSF(SCIO) controlled environment).
- Working to improve procedures and processes for managing/responding to concerns.
- Further/increased monitoring to ensure repeated bullying behaviour does not take place.
- The individual(s) displaying bullying behaviour receives a verbal warning.
- The individual(s) displaying bullying behaviour receives a written warning.
- The individual(s) displaying bullying behaviour receives a final written warning.
- The individual(s) displaying bullying behaviour is withdrawn from the club, event or squad session.
- The individual(s) displaying bullying behaviour is suspended from taking part in DSF(SCIO) events of sessions for a period.

When deciding on what action to take, those involved in the decision will be informed if any individual displaying bullying behaviours in this incident has had previous incidents relating to their conduct, including the nature and action taken at the time, to help determine what action should be taken on this occasion.

Where appropriate, coaches, volunteers or club officials involved with any of the individuals, will be made aware of any incidents and action taken to help with the monitoring and management of any behaviour.

## Written Records

For matters where the procedure does not proceed beyond the informal stage, the following summary information will be collected by the DSF(SCIO) Chairman and the DSF(SCIO) Lead Safeguarding contact;

- Summary of incident, including names of those involved
- Summary of informal investigation process to corroborate information; and
- Summary of what action, changes and which people/bodies were informed and when, if any.

For matters advancing to the formal stage, more detailed information on the incident and subsequent action taken will be captured in the report produced by the investigator and the minutes from the group tasked with reviewing the evidence and agreeing on the action to be taken.

Any information collected from the informal or formal stage will be kept confidential, stored securely and indefinitely, only to be used when the individual(s) involved have been deemed to have been displaying undesirable conduct on a future occasion or as part of a police investigation.

### **Further Advice**

For further advice or to discuss any concerns please contact DSF(SCIO) Lead Safeguarding Officer Richard Brickley at [rcbatcromlix@aol.com](mailto:rcbatcromlix@aol.com) or 07904 371 160.

## 6.4 DSF(SCIO) Incident Record Form

### DISABILITY SPORT FIFE (SCIO)

#### Incident Record Form

**Private & Confidential**

**Name of Branch or Club:** \_\_\_\_\_

This form is to be used to record an occurrence, or allegation of abuse. Please complete all relevant sections carefully and accurately.

**Remember to maintain confidentiality. Do not discuss the incident with anyone, other than the Lead Officer for the Protection of Children, Young People and Adults at Risk or the appropriate external agencies.**

Your Name:	
Your Position:	
Athlete's Name:	
Athlete's Address:	
Parent/Guardian's Names:	
Parent/Guardian's Address:	
Athlete's Date of Birth	
Date & Time of alleged incident:	
Record exactly what the child/young person/adult at risk said and what you said/asked to clarify the situation. <b>Remember</b> , do not influence or lead the athlete's account – record actual details. (Use a separate sheet and attach if necessary.)	
Your Observations:	

Action taken to date and when:

**External Agencies Contacted**

<b><u>Social Work</u></b> Yes / No	If Yes, which location? _____
Date:	Name of officer you spoke to: _____
Time:	Contact Number: _____

Details of advice received:

<b><u>Police</u></b> Yes / No	If Yes, which location? _____
Date:	Name of officer you spoke to: _____
Time:	Contact Number: _____

Details of advice received:

<b><u>Scottish Disability Sport</u></b> Yes / No	If Yes, which location? _____
Date:	Name of officer you spoke to: _____
Time:	Contact Number: _____



Details of advice received:	
<u>Other (e.g., Children 1<sup>st</sup>)</u> Yes / No  Date:  Time:	Organisation: _____  Name of officer you spoke to: _____  Contact Number: _____
Details of advice received:	
Signed: _____ Date: _____ Print Name: _____  Please provide your contact numbers in case any of the above authorities need to contact you for clarification.  Home: _____ Work: _____ Mobile: _____	

**NB:** A copy of this form should be given to the DSF(SCIO) Lead Officer for the Protection of Children, Young People and Adults at Risk as soon as the relevant sections have been completed.

## 7.0 Types of Abuse

---

National Policy and Guidance for statutory agencies in the UK generally refer to six categories of abuse. These are:

- Physical Abuse
- Psychological Abuse
- Financial Abuse
- Neglect
- Sexual Abuse
- Emotional Abuse

In addition to the categories as listed above, DSF(SCIO) also recognises that discrimination and bullying can have severe and adverse effects on children, young people, or adults at risk. In its commitment to protect children, young people, or protected adults from **all** potentially harmful behaviour, DSF(SCIO) will deal with any discrimination and bullying under these procedures.

Recognising child abuse is not easy and it is not a DSF(SCIO) member's responsibility to decide whether a child or young person has been abused. It is their responsibility to pass on any concerns and for the Police and Social Work Services to investigate the concerns.

The descriptions and lists below are not definitive or exhaustive. They are designed to help members of DSF(SCIO) to be more alert to the signs of possible abuse.

DSF(SCIO) members should remember that in relation to abuse, an assessment of reasonableness should always be applied. This refers to any possible allegations against members as well as members considering what action to take when they have concerns. For example: if, to a reasonable person, a child requires medical attention and no-one secures it within a reasonable time, then an allegation of neglect may be valid.

### 7.1 Physical Abuse

Physical abuse may involve the actual or attempted physical injury to a child or young person. Physical abuse may also be caused when a parent or carer feigns symptoms of, or deliberately causes, ill health to the child they are looking after.

Physical abuse may be a deliberate act or may result from a failure of somebody to do something, or from a failure by someone to fulfil his or her duty to protect a child.

#### Physical Injury in Sport

This may include bodily harm caused by a lack of care, attention or knowledge that may be caused by:

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

## Signs of Possible Physical Abuse

Most children will sustain cuts and bruises throughout childhood. These are likely to occur in bony parts of the body like elbows, shins, and knees. In most cases, injuries or bruising will be genuinely accidental. An important indicator of physical abuse is where the bruises or injuries are unexplained, or the explanation does not fit the injury, or the injury appears on a part of the body where accidental injuries are unlikely. The age/maturity of the individual must also be considered. Signs of possible physical abuse include:

- Unexplained injuries or burns, particularly if they are recurrent
- Improbable explanations or excuses given to explain injuries
- Refusal to discuss injuries
- Fear of parents being approached for an explanation
- Fear of returning home
- Untreated injuries, or delays in reporting them or in seeking medical attention
- Excessive physical punishment to themselves
- Arms and legs kept covered in hot weather
- Avoidance of activity where legs, arms etc. will be visible;
- Aggression towards others / acceptance of physical aggression as a normal way of life
- Running away

When considering the possibility of non-accidental injury, it is important to remember that injuries may have occurred for other reasons, e.g., skin disorders, rare bone diseases.

## 7.2 Neglect

Neglect is the persistent failure to meet the basic needs of an individual. It may involve a parent or carer failing to provide adequate food, shelter, warmth, clothing, or cleanliness. It may also include leaving a child or adult at risk at home unattended, exposure to conditions where they may be caused unnecessary suffering or injury, or the failure to ensure that appropriate medical care or treatment is received.

### Neglect in Sport

This could include the lack of care, guidance, supervision or protection that may be caused by:

- Exposure to unnecessary cold or heat
- Exposure to unhygienic conditions, lack of food, water or medical care
- Non-intervention in bullying or taunting
- Training for too long without sufficient re-hydration and rest breaks
- Leaving children or young people unsupervised for any period of time
- Inability to implement sufficient warm-up before strenuous activity – increasing risk of injury

Neglect, as well as being the result of a deliberate act can also be caused through the omission or the failure to act or protect.

## Signs of possible Physical Neglect

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Poor state of clothing
- Frequent lateness (that sometimes includes explanations of the individual having to get him/herself up in the morning, fed and out to school/training)
- Untreated medical problems.
- Low self esteem
- Poor peer relationships.
- Stealing

## 7.3 Sexual Abuse

Sexual Abuse involves forcing or enticing a child, young person, or adult at risk to take part in sexual activities whether or not they are aware of, or consent to, what is happening. The activities may involve physical contact, including penetrative or non-penetrative sexual acts. The activities may also involve non-contact activities such as forcing children or young people to look at pornographic material or be involved in the production of pornographic material, to watch sexual activities, or encouraging them to behave in sexually inappropriate ways.

Child prostitution is sexual abuse. Many young people believe that they have chosen to prostitute and that they are in control of what they do. The reality is that many are in great danger and are being exploited by adults.

Boys and girls can be sexually abused by males and/or females, including persons to whom they are not related and by other young people. This includes people from all walks of life. Many adults who sexually abuse children do have ongoing 'normal' adult sexual relationships.

### Sexual Abuse in Sport

This could include contact and non-contact activities and may be caused by:

- Exposure to sexually explicit inappropriate language, jokes, or pornographic material
- Inappropriate touching
- Engaging in any sexual activity or relationship
- Creating opportunities to inappropriately observe the bodies of children and young people

Not all children, young people or adults at risk are able to tell that they have been sexually abused. Either they may not be able to tell or they may not know that they have been victims of abuse. Abusive adults who are very skilled in grooming children for abuse will behave in such a way that the child is unaware that they are being set-up for abuse or, in some cases, are being abused.

Changes in an individual's behaviour may be the signal that something has happened. It is important to note however, that there may be no physical or behavioural signs to suggest that a child, young person, or adults at risk has been sexually abused.

## Signs of possible Sexual Abuse

### Behavioural Signs

- Lack of trust in adults
- Over familiarity with adults
- Fear of a particular adult, or adults
- Developmental regression (begins to behave like a much younger child)
- Social isolation - withdrawn or introverted (especially if this is a change from normal)
- Running away from home
- Sudden school problems, e.g., falling standards, truancy
- Reluctance or refusal to participate in normal coaching/training/games, or to change clothes in the company of others
- Low self-esteem
- Drug, alcohol, or solvent misuse
- Fear of bathrooms, showers, closed doors, etc.
- Fear of medical examinations
- Poor peer relationships
- Stealing
- Irrational fears
- Eating disorders
- Psychosomatic factors, e.g., recurrent abdominal or headache pain
- Sexual promiscuity
- Over sexualised behaviour
- Display of sexual knowledge beyond the child's age
- Unusual interest in the genitals of adults, children or animals
- Sexually explicit drawings
- Compulsive masturbation

### Physical or Medical signs

- Bruises, scratches, bite marks to the thighs or genital areas
- Anxiety, depression
- Eating disorder, e.g., anorexia nervosa or bulimia
- Discomfort/difficulty in walking or sitting
- Pregnancy - particularly when reluctant to name the father
- Pain on passing urine, recurring urinary tract problem, vaginal infections, or genital damage.
- Venereal disease/sexually transmitted diseases
- Soiling or wetting in children who have been trained
- Itchiness, soreness, discharge, unexplained bleeding from the rectum, vagina or penis
- Stained underwear
- Unusual genital odour
- Self-mutilation, suicide attempts

## 7.4 Emotional Abuse

Emotional Abuse is the persistent emotional ill treatment of a child, young person or adult at risk such as to cause severe and adverse effects on their emotional development. It may involve conveying that they are worthless, unloved, useless, inadequate, or not valued.

It may feature age or developmentally inappropriate expectations being imposed. It may also involve causing the individual to feel frequently frightened or in danger, such as when they must live in a home where there is domestic violence or aggression. It may involve the corruption or exploitation.

### Emotional Abuse in Sport

This may include the persistent failure to show respect, build self-esteem and confidence that may be caused by:

- Exposure to humiliating or aggressive behaviour or tone
- Demeaning efforts by continuous negative feedback
- Failure to intervene where self-confidence and worth are being challenged or undermined

## 7.5 Negative Discrimination

Children, young people, or adults at risk may experience harassment or negative discrimination because of their race, ethnic origin, socio-economic status, culture, age, disability, gender, sexuality or religious beliefs. Although not in itself a category of abuse, DSF(SCIO) will treat such behaviour as potentially emotionally abusive. These procedures therefore apply.

## 7.6 Identifying and Managing Bullying

The lives of many people are made miserable by bullying. Victims of bullying can feel lonely, isolated, and deeply unhappy. It can have a devastating effect on a child or young person's self-esteem and destroy their self-confidence and concentration. They may become withdrawn and insecure, more cautious, and less willing to take any sort of risk. They may feel it is somehow their fault or that there is something wrong with them and, at worst, cause depression or feelings of worthlessness that can lead to suicide.

To ensure DSF(SCIO) creates an atmosphere where bullying of children and young people is unacceptable and to help manage bullying issues, the following guidelines have been developed.

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

- Physical, e.g., hitting or stealing belongings.

- Verbal (including teasing), e.g., racist remarks, spreading rumours, threats, or name-calling.
- Emotional, e.g., isolating a person from the activities or social acceptance of the group.
- Harassment, e.g., using abusive or insulting behaviour in a manner intended to cause alarm or distress.

Children and young people may be bullied by adults, their peers and in some cases by their families.

### Identifying Bullying

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

- Hesitates to come to training/coaching sessions or other group activities.
- Is often/repeatedly the last one to be picked for a team for no apparent reason.
- Is reluctant to go to certain places or join in with certain people.
- Has clothing or personal possessions that go missing or are damaged.
- Keeps “losing” their pocket money.
- Is quite nervous, withdraws from other people and becomes quiet and shy, especially if they have previously been quite an outgoing person.
- A usually quiet person suddenly becomes prone to lashing out at people, either physically or verbally.

These signs should make the responsible adult think and begin to ask questions and assess what may be happening.

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

- Tell everyone, at the outset, that bullying will not be accepted in the group/team.
- Take all signs of bullying seriously.
- Encourage all children and young people to speak and share their concerns. Help the victims(s) speak out and tell the person in charge or someone in authority.
- Talk with the bully(ies), explain the situation, and try to get the bully(ies) to understand the consequences of their behaviour.

- Take all allegations seriously and act to ensure the victim is safe. Speak with the victim(s) and bully(ies) separately.
- Reassure the victim(s) that you can be trusted and will help them, although you cannot promise not to tell other people about the bullying.
- Keep records of what is said, i.e., what happened, by whom and when.
- Report any concerns to the DSF(SCIO) Lead Officer for the Protection of Children, Young People and Adults at Risk.

#### Action Towards the Bully(ies)

- Seek an apology from the bully to the victim(s).
- Inform the bully's parents/guardians.
- Impose appropriate sanctions, as necessary.
- Encourage and support the bully(ies) to change behaviour.
- Keep a written record of action taken.

Any suspicions or allegations of bullying of a child or young person raised will be addressed as outlined in Section 6.0 of the DSF(SCIO) Safeguarding Children, Young People and Adults at Risk Policies and Procedures.

## 8.0 Protecting Protected Groups (Scotland) Act 2007 (PVG Scheme)

---

Everyone who is intending regulated work with DSF(SCIO) is required to join the PVG Scheme.

### 8.1 Background

- The Protecting Protected Groups Scheme (“The PVG Scheme”) was introduced by the Scottish Government in 2011.
- This law applies to organisations and groups across the statutory, voluntary, and private sectors that provide services and activities for children, young people and/or adults at risk. This includes SDS Branches, associated sports clubs, and sports organisations.
- For SDS Branches, associated sports clubs, and sports organisations the PVG Scheme will relate to work with children and young people and involve work with adults at risk.

### 8.2 Eligibility to Join the Scheme

- People doing certain types of work in Scotland, to be known as regulated work, with children, young people and/or adults at risk can apply to join the PVG Scheme e.g., sports coaches.
- On first application for membership to the Scheme, checks will be carried out by Disclosure Scotland. Unless these checks uncover information, which makes the applicant unsuitable to work with one or both of the above groups the applicant will become a Scheme Member.
- It will be an offence for someone who is barred from regulated work to do or seek to do that type of regulated work. It will be an offence for an organisation to employ an individual in regulated work if they are barred. Hence the need for scheme membership as part of the recruitment process.

Further guidance and information is available from a variety of sources including:

- Scottish Government’s PVG website: <http://www.infoscotland.com/pvgscheme>
- CRBS PVG Scheme Help Service: 0870 609 6006 (ask for the PVG Help Service).
- PVG guidance document: [http://www.disclosurescotland.co.uk/pvg\\_index.html](http://www.disclosurescotland.co.uk/pvg_index.html)
- Regulated Work Self-Assessment Tool: <http://www.disclosurescotland.co.uk/pvgtraining>

## 9.0 Volunteer Policy

---

This Policy will operate on the following guidelines:

- Volunteers shall have the support and approval of the DSF(SCIO) management team and coordinator. Opportunities will be provided for volunteers to represent their views at all levels within DSF(SCIO). It is the responsibility of the DSF(SCIO) Chairman and Treasurer to ensure that volunteers can present their views and opinions when appropriate.
- The management team will regularly review the benefits and costs of volunteers to the organisation.
- All paid staff will be fully informed of the rights and responsibilities of the volunteers.
- DSF(SCIO) shall regularly review its policy concerning insurance, reimbursement for out-of-pocket expenses, working conditions and other benefits to volunteers.
- Before commencing volunteering, DSF(SCIO) will require submission of a completed volunteer registration form, uptake of suitable references and for volunteers to be subject to a Disclosure.
- As part of the recruitment process, volunteers will be provided with clear roles and responsibilities.
- As part of the recruitment process volunteers will be asked to complete an equality monitoring form along with the registration form.
- Roles and responsibilities will match the volunteer's skills, talents, and interests.

## 10.0 Recruitment of Ex-offenders Policy

The purpose of this policy is to ensure consistent and fair practices are implemented for the recruitment of staff or volunteers who have a criminal record to paid/unpaid childcare and adults at risk posts within Disability Sport Fife (SCIO).

Disability Sport Fife (SCIO) undertakes to treat all applicants for positions within the organisation fairly and not to discriminate unfairly against the subject of disclosure on the basis of conviction information revealed. Having a criminal record will not necessarily debar an individual from working/volunteering in a childcare/adult at risk positions within the organisation. Only convictions or conviction information that is deemed relevant to the position applied for will result in the applicant not being granted the position.

This organisation implements a fair recruitment policy that ensures individuals can disclose any convictions or conviction information in a way that allows for a clear risk assessment to be carried out that will determine whether the conviction or conviction information is relevant to the position applied for.

To ensure the correct applicant is appointed and to enable Disability Sport Fife (SCIO) to determine the relevance of any convictions or conviction to positions applied Disability Sport Fife (SCIO) will use the following recruitment tools:

		(cross (x) as appropriate)
Application Form .....	Childcare Positions	<input type="checkbox"/>
Application Form .....	Adult at Risk Positions	<input type="checkbox"/>
Self Declaration Form .....	Childcare Positions	<input type="checkbox"/>
Self Declaration Form .....	Adult at Risk Positions	<input type="checkbox"/>
References		<input type="checkbox"/>
Interview		<input type="checkbox"/>
Disclosure Certificate		<input type="checkbox"/>
Other (give details)		<input type="checkbox"/>

As part of Disability Sport Fife (SCIO) recruitment policy, we request the appropriate level of disclosure certificate at the final part of the recruitment stage, when a position has been offered. Enhanced disclosures will only be sought for positions that are deemed exempted posts. An exempted post is one, which is detailed in the Exclusions and Exceptions (Scotland) Order 2003.

Where a position requires an enhanced disclosure, we will make this clear on the information provided about the post.

Should the organisation decide that the information disclosed is relevant to the post applied for, the applicant will be deemed to be unsuccessful and this information will be fed back to the applicant by letter.

I \_\_\_\_\_ accept and will adhere to this policy on behalf of

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

## 11.0 Data Protection Advice

Listed below are the recommendations for processing data related to the protection of children, young people, and adults at risk.

DOCUMENT	WHERE TO STORE	WHO HAS ACCESS	HOW LONG TO KEEP	HOW TO DISPOSE
<b>References</b>	Secure	DSF(SCIO) Finance and Policy Committee & Interview panel	3 years after person leaves	Permanently delete, shred or burn
<b>Application Form</b>	Secure	Interview panel	3 years after person leaves	Permanently shred or burn
<b>Disclosure Form</b>	Secure	DSF(SCIO) Lead Officer for the protection of children, young people and protected adults	90 days	Permanently delete, shred or burn
<b>Self Declaration Form</b>	Secure	DSF(SCIO) Lead Officer for the Protection of Children, Young People and Protected Adults	90 days or longer in exceptional circumstances	Permanently delete shred or burn
<b>Incident Reports</b>	Secure	DSF(SCIO) Lead Officer for the protection of Children, Young People and Adults at Risk and DSF(SCIO) Chairman.	Indefinitely	Permanently delete, shred or burn
<b>Accident Forms</b>	Secure	DSF(SCIO) Chairman and possibly insurance company / other investigation authorities.	Indefinitely	Permanently delete, shred or burn

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

### DEFINITION

**Secure:** Kept in a locked place or secure online storage with restricted access - for example, a locked filing cabinet where the only key holder is the DSF(SCIO) Coordinator or secure online storage – access restricted to DSF(SCIO) Chairman only.

## 12.0 Completing the DSF(SCIO) Self-declaration Form

---

The purpose of the DSF(SCIO) Self-Declaration Form is to provide information that allows us to make an informed decision on a person's suitability to work with children or adults at risk.

### **The information is strictly confidential**

#### **Who must complete the form?**

All people whose role meets the criteria for work with children and adults at risk.

#### **Do I have to complete a Self-Declaration Form?**

In the interest of safeguarding the welfare of our athletes/participants, it is a condition of DSF(SCIO) that these procedures are adopted. Anyone unwilling to complete a Self-Declaration Form must not be deployed in any regulated work role that will give them substantial unsupervised access to children, young people or adults at risk.

#### **What information will be kept on me?**

In most cases, only the personal information on the form will be kept as a record. However, if you have a criminal conviction for an offence, which could potentially put children, young people or protected adults at risk, the official details of the conviction will be recorded.

Specific allegations of behaviour, which may put children, young people or protected adults at risk, will also be recorded and appropriate action taken.

#### **Where do I send my self-declaration form once completed?**

This form should be completed and returned marked **PRIVATE AND CONFIDENTIAL**, to the DSF(SCIO) Lead Officer for the Protection of Children, Young People and Adults at Risk or in her absence the DSF(SCIO) Chairman based at DSF(SCIO) Head Office, Glenrothes.

## 12.1 Self-declaration Form

### DISABILITY SPORT FIFE (SCIO) SELF-DECLARATION FORM FOR REGULATED WORK WITH CHILDREN

**Private & Confidential**

The role of [INSERT ROLE TITLE HERE] at the [sport] is 'regulated work' with children. Before [sport] can appoint you, even to an unpaid position, it must check that you are suitable to do this type of work. You will be asked to become a Protection of Vulnerable Groups (PVG) Scheme member and to make a self-declaration of any relevant convictions or investigations.

Under the Rehabilitation of Offenders Act (Exclusions and Exceptions) (Scotland) Amendment Order 2015 applicants are required to disclose any unspent convictions or cautions and any spent convictions for offences included in Schedule A1 '*Offences which must always be disclosed*'. Applicants are not required to disclose spent convictions for offences included in schedule B1 '*Offences which are to be disclosed subject to rules*' until such time as they are included in a higher-level disclosure issued by Disclosure Scotland.

**Details of Schedule Offences can be found at:**

<https://www.mygov.scot/offences-always-disclosed/>

**Information given is confidential. It will be managed according to our data protection policy and will not be shared outside of [sport] officials responsible for making safe appointment decisions.**

#### PERSONAL DETAILS

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

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

Address:

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

Tel. Home: \_\_\_\_\_

Tel. Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

#### Section 5 – Protection of Vulnerable Groups (Scotland) Act 2007

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

1. It is an offence to do, or to seek or agree to do any regulated work (paid or unpaid) from which you are barred.

2. Section 35 of the same act makes it an offence for the club to offer regulated work (paid or unpaid) to someone who is barred from that work.
  
3. A person is barred from regulated work with children if they are:
  - The subject of an automatic listing (under *section 14* of the PVG Act).
  - Included on the PVG Children’s List and/or the Disclosure and Barring Service Children’s List which covers the rest of the UK.
  - ‘Considered for listing’ while information on their suitability is assessed.

Please delete the following statements as appropriate:

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

**OR**

\* I am under “consideration for listing”

**Section 5 – Declaration**

1. I hereby declare and represent that, except for as disclosed above, I have not at any time, whether in the United Kingdom or abroad, been found guilty and sentenced by a court for a criminal offence.
  
2. I will assist **[sport]** to request a Scheme Record/Scheme Record Update (as appropriate under the PVG Act) for the purposes of verifying the replies given in this declaration, including enquiries of any relevant authority.
  
3. I agree to inform **[sport]** if I am convicted of an offence while a member of staff/volunteer. I understand that failure to do so may lead to the immediate suspension of my work (paid or unpaid) for the club and/or the termination of my services.
  
4. If I become ‘considered for listing’, I understand this will result in precautionary suspension.

I certify that all information contained in this form is true and correct to the best of my knowledge and realise that false information or omissions may lead to dismissal. I understand that deliberately giving false information can result in prosecution.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Please Print**  
**Name:** \_\_\_\_\_

Please complete and return in a sealed envelope marked, ‘**Private and Confidential – Self Declaration**’



## 12.2 Employee/Coach/Leader Application Form

### DISABILITY SPORT FIFE

#### Employee/Coach/Leader Application

Position applied for:

#### Data Protection Policy.

This policy applies to all persons working for DSF (SCIO) or on behalf of the organisation in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, interns, agents, contractors, external consultants, third party representatives and business partners.

Disability Sport Fife (DSF) is committed to ensuring the safety and protection of any personal data, or sensitive personal data, which we process. This includes collection, storage, organising, amendment, deletion and sharing. Personal data refers to any data which can identify a living individual, or which in conjunction with other information likely to come into the possession, could identify a living individual. For DSF(SCIO) purposes this covers:

- Name;
- Address;
- Telephone number;
- Email address and/or IP address;
- Racial or ethnic origin;
- Religious or similar beliefs;
- Physical or mental health condition including disability.

Individuals must be adequately informed, in a manner appropriate to their age and understanding, of how DSF(SCIO) will process any personal data collected. If there is an intention to share any personal data with third parties, e.g., sponsors, SGBs, etc. this must be clearly explained to the individual and explicit consent obtained. All data must be stored and processed securely in accordance with DSF(SCIO) procedures

DSF(SCIO) will only disclose information to third parties if explicitly required to do so by relevant legislation. In this case, consent of the individual must be obtained before passing on any information to any third parties other than those involved in the co-ordination of DSF(SCIO) programmes.

DSF(SCIO) will not collect or compile personally identifying information for dissemination or sale to external parties for marketing purposes or host mailings on behalf of third parties.

Any breach of data protection must be reported immediately to Richard Brickley, DSF(SCIO) Chairman, or in his absence a nominated representative. Breaches are loss or damage, or potential loss or damage, to data and include such circumstances as loss or damage to a computer or smartphone.

I understand that information provided on this application will be stored for the purposes of processing the data for recruitment and monitoring purposes. If selected as a volunteer, I understand that this information will be stored for the purposes of enabling relevant organisation procedures. Please refer to the full Privacy Notice which can be found in the DSF(SCIO) Data Protection and Privacy Policy.

**Part A: Personal Details (All sections must be completed)**

<b>Title:</b> Mr / Mrs / Miss / Ms / Dr	<b>First names:</b>	<b>Surname:</b>
<b>Maiden Name and/or Previous Names:</b>		
<b>Home Address:</b>		
<b>Postcode:</b>		
<b>Telephone Numbers:</b> (Day) _____ (Evening) _____ (Mobile) _____		
<b>Email Address:</b>		
<b>Date of Birth (optional):</b> ____ / ____ / ____		<b>Gender: Male / Female</b>

**Part B: Employment History (please complete the relevant sections)**

Please list your employment record with present occupation first.

Name of Organisation	Contact Person	Phone	Start Date	Finish Date

Please list your Sport/Recreational Club History, with most recent club first:

Name of Club	Contact Person	Phone	Start Date	Finish Date

**Part C: Other Relevant Information**

Please list any other relevant information (e.g. recreational interests, hobbies, community/voluntary work)

---



---



---



---



---

## Part D: References

Please list the details of two relevant referees:

Referee 1:

<b>Name:</b>	<b>Relationship to Applicant:</b>
<b>Organisation:</b>	
<b>Home Address:</b>	<b>Postcode:</b>
<b>Telephone Numbers:</b> (Day) _____ (Evening) _____ (Mobile) _____	
<b>Email Address:</b>	

Referee 2:

<b>Name:</b>	<b>Relationship to Applicant:</b>
<b>Organisation:</b>	
<b>Home Address:</b>	<b>Postcode:</b>
<b>Telephone Numbers:</b> (Day) _____ (Evening) _____ (Mobile) _____	
<b>Email Address:</b>	

### 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).

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

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

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

### Declaration (of 1 referee only):

I confirm that I have seen the relevant identification documents (i.e. professional qualifications, coaching certificates driving licence or passport, of the applicant. I confirm, to the best of my knowledge, that these are accurate.

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

Date: \_\_\_\_\_ Documents Shown: \_\_\_\_\_

## 12.3 Standard Reference Letter

### DISABILITY SPORT FIFE (SCIO), Standard Reference Letter

(FOR POSTS INVOLVING SUBSTANTIAL, UNSUPERVISED ACCESS TO CHILDREN, YOUNG PEOPLE AND/OR ADULTS AT RISK)

---

#### PRIVATE AND CONFIDENTIAL

[Insert Date]

Dear [Insert Name of Referee]

[Insert applicant name] has applied for the position of [insert job title/role] with Disability Sport Fife (SCIO) and has given your name as a referee. A copy of the relevant job description/role is enclosed for your information.

Disability Sport Fife (SCIO) has a moral and legal responsibility to provide a duty of care for all children, young people and protected adults for whom it is responsible.

In compliance with the procedures of our National Governing Body, Scottish Disability Sport, Disability Sport Fife (SCIO) requires you to complete the attached Reference Form. Any information provided on the form will be treated confidentially in accordance with relevant legislation and guidelines.

The information you provide on the form will not be seen by the applicant and will only be shared with the person conducting the assessment of the candidate's suitability for the post/voluntary work, if he/she is offered the position in question.

In the interests of providing the safest possible environment for our children, young people and adults at risk, we would appreciate your open and honest evaluation of the applicant.

Your cooperation is greatly appreciated.

Your faithfully

*p.p. Norma Buchanan/Gayle Sloan*

Richard Brickley OBE MBE

Chairman DSF (SCIO) Board of Charity Trustees

Enc. Stamped Addressed Envelope

Reference Form



## 12.4 Reference Form

### DISABILITY SPORT FIFE(SCIO) Reference Form

Name of the Applicant you are referring to: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

<b>Your Name (Referee):</b>	
<b>Relationship to Applicant:</b>	<b>Organisation:</b>
<b>Telephone Numbers:</b> (Day) _____ (Evening) _____ (Mobile) _____	

How long have you known the applicant? \_\_\_\_\_

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

What personal qualities does the applicant have that would make them specifically suited to work with children, young people and/or adults at risk?

\_\_\_\_\_

**Please rate the applicant on the following by ticking the appropriate box:**

Characteristic	Not Good	Good	Very Good	Excellent
<b>Responsibility</b>				
<b>Maturity</b>				
<b>Self Motivation</b>				
<b>Ability to motivate others</b>				
<b>Energy</b>				
<b>Trustworthiness</b>				
<b>Reliability</b>				

This post involves substantial and unsupervised access to children, young people and protected adults. In compliance with the Disability Sport Fife's Policies and Procedures, we need to know if you have any reason at all to be concerned about the applicant being offered this position. Do you have any concerns about the applicant working unsupervised with children, young people, or adults at risk?

YES

NO

*(If you have answered Yes, we will contact you in confidence)*

**Thank you for your cooperation.**

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



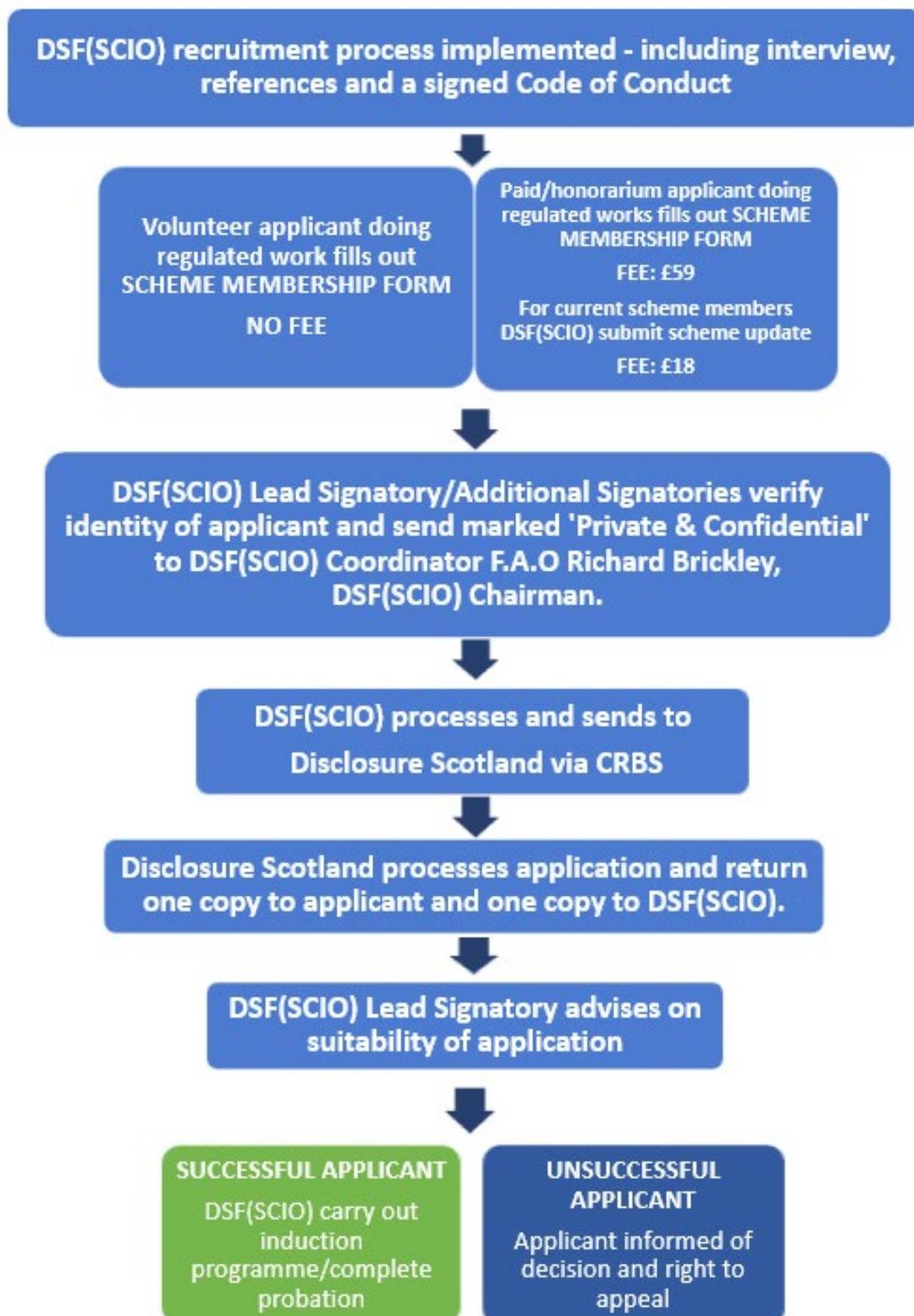
## 13.0 Protection of Protected Groups Checking Procedures

---

DSF(SCIO) has made a commitment to the safeguarding of children, young people and protected adults involved in DSF(SCIO) programmes. DSF(SCIO) has registered with Volunteer Scotland (Central Registered Body for Scotland) to ensure the organisation is in the position to check volunteers and paid staff through Volunteer Scotland where criteria for regulated works needs to be met.

- DSF(SCIO) has registered with Volunteer Scotland in order to be able to check volunteers and paid staff through PVG process.
- DSF(SCIO) requests individuals become Scheme Members in order to be protected in relation to the Protection of Protected Groups Act 2010.
- For those individuals who are existing Scheme Members DSF(SCIO) will ask for a Scheme Record update from Volunteer Scotland.
- All relevant support and advice required by DSF(SCIO) is made available by Volunteer Scotland.
- DSF(SCIO) has registered three signatories on behalf of the Branch. One of the three signatories is the DSF(SCIO) Lead Officer for the Protection of Children, Young People and Adults at Risk. The DSF(SCIO) Lead Officer is the lead signatory.
- All Scheme Membership forms processed by Volunteer Scotland will be returned to the DSF(SCIO) Lead Signatory Collator and will only be seen by the DSF(SCIO) Lead Signatory Collator.
- The information will be stored securely and centrally for a period of no longer than 90 days before being destroyed.
- Where a PVG Check does not return clear, a decision upon the suitability of the individual to be accepted into the position they have applied for (whether voluntary or paid) will be made by the DSF(SCIO) Lead Officer for the Protection of Children, Young People and Adults at Risk and the DSF(SCIO) Chairman.
- Disclosure Scotland Checks will be transferable for those involved in numerous DSF(SCIO) sports. Checks will be carried out on new volunteers and staff members. Retrospective checking will also be carried out on existing staff and volunteers where necessary.
- DSF(SCIO) will ensure that all staff and volunteers undertaking regulated work have the appropriate safeguarding certification (renewable every 3 years). This will be checked through DSF(SCIO) coach appraisals and Branch MOR annual review.

### 13.1 Recruitment of Staff & Volunteers – Disclosure Application



## 14.0 Codes of Conduct

---

### **DSF(SCIO) Code of Conduct**

The DSF(SCIO) Code of Conduct is a set of general guidelines and recommendations for all paid and voluntary personnel that demonstrate exemplary behaviour which should be always followed.

In addition to the generic Code of Conduct, DSF(SCIO) also identifies specific Codes of Conduct for individuals undertaking more specific roles within the organisation. These should be applied in conjunction with the main DSF(SCIO) Code of Conduct.

The specific roles covered by these Codes of Conduct are:

- DSF(SCIO) Athletes, Coaches and Volunteer s Code of Conduct
- DSF(SCIO) Parents Code of Conduct
- DSF(SCIO) Board of Charity Trustees Code of Conduct
- DSF(SCIO) Team Manager's Code of Conduct

If all DSF(SCIO) personnel abide by and promote these recommended behaviours and examples of good practice, DSF(SCIO) will provide safe and enjoyable sporting activities in appropriate settings.

## 14.1 Disability Sport Fife (SCIO) - Athlete/Coaches/Volunteer Code of Conduct

DSF(SCIO) is committed to the highest standards in sport and expects all coaches and volunteers to honour and observe the following code.

### Respect for Others

- I will respect the rights, dignity and worth of children, athletes, players, volunteers, other coaches, friends, families, and spectators while representing DSF(SCIO).
- I will treat everybody equally regardless of disability, gender reassignment, sex or sexual orientation, ethnic origin, marriage and civil partnership, pregnancy or maternity, religion, or race.
- I will be a positive role model for, athletes, players, other coaches, and volunteers.

### Be Professional and Responsible

- My manner, language, punctuality, and preparation will be of the high standard expected by DSF(SCIO).
- I will be aware that I am representing DSF(SCIO) while coaching and will ensure that I do not bring DSF(SCIO) or my sport into disrepute. This includes personal behaviour and communication including social media.
- I will communicate with DSF(SCIO) in advance if I am ill or unable to fulfil my coaching obligations in advance.
- I will display control, respect, dignity, and professionalism to all involved and associated with DSF(SCIO). (coaches, athletes, players, volunteers, opponents, teammates, officials, administrators, parents, and spectators)
- I will encourage other athletes, players, volunteers, and other coaches to demonstrate the same qualities.
- I will refrain from any form of personal abuse towards athletes, players, and others, including verbal, physical and emotional abuse.
- I will be knowledgeable about the sports rules required for each sport with which I am involved.
- I shall set exemplary standards in dress and uniform for the sports in which I am involved.
- I will always try to ensure that I am ready to compete and, in a position, to perform to their full potential.
- I shall practice and play within the spirit of the game/sport and always uphold the highest standards of fair play.
- I will comply with relevant DFS(SCIO) policies and procedures and confirm that I have read and understood the following.

Anti-Corruption (Bribery) Policy  
Anti-Corruption (sports Betting) Policy  
Anti-Doping Policy  
Data Protection Policy

### Health and Safety for Athletes, Players, Volunteers and Coaches

- I will ensure, as far as I am able, that any equipment I use and facilities I access are safe to use
- I will ensure that the equipment, clothing, rules, training, and the environment are appropriate for the age and ability of the athlete and players in my charge.
- I will be aware of the limitations as an athlete or coach that are highlighted on any medical information I provide for DSF(SCIO).
- I will maintain the same interest and support to any injured or sick athletes, players, and coaches.

I understand that if this Code of Conduct is violated in any way, it could prohibit me from being involved with Disability Sport Fife (SCIO).

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

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

## Anti-doping Policy

Disability Sport Fife (SCIO) is committed to protecting the fundamental rights of athletes to participate in drug-free sport and in so doing promote health, wellbeing and fairness for athletes and players competing in disability sport in Fife and Scotland.

Disability Sport Fife's parent body Scottish Disability Sport (SDS) is a member of Cerebral Palsy International and Recreation Association (CPISRA), International Federation Cerebral Palsy Football (IFCPF), United Kingdom Boccia Federation (UKBF) and the International Bowls for the Disabled (IBD). Furthermore, they are an associate member of Boccia International Sports Federation (BisFed). As such all branches, athletes, coaches, significant others, and volunteers associated with SDS must abide by the UK Anti-Doping Rules.

You can find the UK Anti-Doping Rules here <https://www.ukad.org.uk/about/anti-doping-rules>

DSF(SCIO) commits to adopt and implement updates to UK Anti-Doping rules as published by UK Anti-Doping (or its successor).

Therapeutic Use Exemption is a means by which an athlete can obtain approval to use a prescribed prohibited substance or method for the treatment of a legitimate medical condition. Athletes should advise all medical personnel of their obligation to abide by the anti-doping rules of their sport and that any medical treatment received must not violate these rules. When prescribed a substance or method, athletes should find out whether the medication is prohibited by checking the Global DRO. If the medication is not prohibited, athletes can start using the prescribed medication or treatment.

For more information please refer to Anti-Doping Policy in the Compliance and Ethics Section of the DSF(SCIO) Policies and Procedures or contact DSF(SCIO) Chairman, Richard Brickley at [richard.brickley@fife.gov.uk](mailto:richard.brickley@fife.gov.uk).

## Anti-Corruption (Bribery) Policy

This policy applies to all persons working for DSF(SCIO) or on behalf of the Organisation in any capacity, including employees at all levels, trustees, officers, agency workers, seconded workers, volunteers, interns, agents, contractors, external consultants, third-party representatives, and business partners.

Bribe means a financial or other inducement or reward for action which is illegal, unethical, a breach of trust or improper in any way. All forms of bribery are strictly prohibited. If you are unsure about whether a particular act constitutes bribery, raise it with the Chairman. You must not threaten or retaliate against another person who has refused to offer or accept a bribe or who has raised concerns about possible bribery or corruption.

DSF(SCIO) will maintain a central register of interests. This register will be maintained by the DSF(SCIO) Chairman. All gifts and offers of hospitality with a value more than £100 should be recorded on the register. This applies whether they have been accepted or declined. The register will be inspected annually.

You must also submit all expense claims relating to hospitality, gifts, or payments to third parties and record the reason for expenditure.

For further information please refer to Anti-Corruption Policy in the Compliance and Ethics Section of the DSF(SCIO) Policies and Procedures.

## Anti-Corruption (Sports Betting) Policy

This policy applies to all individuals working for and representing DSF(SCIO) which includes DSF(SCIO) Board of Charity Trustees and all employees, contractors, consultants and/or related personnel of DSF(SCIO) acting in any capacity or activity sanctioned by DSF(SCIO) Board of Charity Trustees in writing (referred collectively as “staff”)

If you are directly involved with a sport you cannot:

- Bet on the sport, anywhere in the world
- Ask someone to bet on your behalf on the sport anywhere in the world
- Share any “inside information” with anyone which could enable them to gain an advantage through corrupt betting activity; or
- Become involved in any other activity associated with corrupt betting which could reasonably be deemed as suspicious and detrimental to the image and reputation of DSF(SCIO) and the sport.

“Directly involved” means working with a sport as a representative of DSF(SCIO). The following offences are also prohibited:

- Fixing a match or attempting to fix a match
- Benefiting from failing to perform
- Soliciting, inducing, encouraging, or offering a bribe (or attempting to) to any other party to do any of the above offences
- Receiving or seeking to bribe (or attempting to) to fix a match or attempt to fix a match.
- Posing a threat to the integrity of the sport
- Destruction of evidence in relation to a potential breach; and
- Failing to report suspicions or approaches

For further information please refer to the Anti-Corruption (Sports Betting) Policy in the Compliance and Ethics Section of the DSF(SCIO) Policies and Procedures.

## Data Protection Policy

Data processing means collection, storage, organising, amendment, deletion and sharing information about an individual. For DSF(SCIO) purposes this covers names, address, telephone number, email address, racial or ethnic origin, religious or similar beliefs and physical or mental health condition including disability.

Data must only be processed fairly and legally, for specific purposes, and kept accurate, be kept no longer than necessary and kept secure.

If you believe in any way that DSF(SCIO) is not processing personal data in accordance with these principles, please contact DSF(SCIO) Chairman, Richard Brickley at: [richard.brickley@fife.gov.uk](mailto:richard.brickley@fife.gov.uk) or 03451 555 555 ext 444 989.

Individuals must be adequately informed, in a manner appropriate to their age and understanding, of how DSF(SCIO) will process any personal data collected. If there is an intention to share any personal data with third parties e.g., sponsors, SGBs, etc, this must be clearly explained to the individual.

Before passing data to third parties other than those involved in the coordination of DSF(SCIO) programmes, consent of the individual must be obtained. Personal data must not be shared with external parties for marketing purposes or to host mailing on behalf of third parties.

Any breach of data protection must be reported immediately to DSF(SCIO) Chairman, Richard Brickley or in his absence to a nominated representative. Breaches are loss or damage, or potential loss or damage, to date and include such circumstances as loss or damage to a computer or smartphone.

For further information please refer to the Data Protection and Privacy Policy of the DSF(SCIO) Policies and Procedures.

## 14.2 Parents Code of Conduct

### Disability Sport Fife (SCIO) - Parents Code of Conduct

DSF(SCIO) is committed to the highest standards in sport and expects all parents/guardians/carers/significant others to honour and observe the following code.

#### All parents/guardians/carers/significant others are expected to:

- Respect the rights, dignity and worth of other athletes, players, volunteers, coaches, friends, families, and spectators.
- Treat everyone equally regardless of disability, gender reassignment, sex or sexual orientation, ethnic origin, marriage and civil partnership, pregnancy or maternity, religion or race.
- Ensure athletes/players are on time to events/competitions and are left safely in the care of the club/team and are picked up promptly
- Keep coaches/event organiser up to date with any medical/contact changes
- Be a positive role model for the athletes, players, and the other parents.
- Exhibit manners and language of the high standard expected by DSF(SCIO).
- Display control, respect, dignity, and professionalism to all involved and associated with DSF(SCIO) (coaches, athletes, players, volunteers, opponents, teammates, officials, administrators, other parents, and spectators) and encourage participants to demonstrate the same qualities.
- Refrain from any form of personal abuse towards athletes, players and others, including verbal, physical and emotional abuse.
- Encourage your child to learn the rules and to participate within them. Help your child to recognise good sportsmanship and to applaud the good performances of all
- Recognise the value and importance of coaches to your child. Do not undermine them, they give their time and effort to provide a recreational activity for your child's benefit.
- Not interrupt the coach or attempt to communicate with a participant whilst a coaching session is in progress.
- Encourage your child but do not coach. Advice needs to be given by the club/event staff. Conflicting advice will only lead to confusion and undermine confidence.
- Do not physically or verbally abuse or harass anyone associated with the sport (participant, Coach, Volunteers, Officials or Spectators.)
- Discourage challenging/arguing with officials.
- Be positive about the club and how it works. If you see a problem or have a concern please raise this with a member of the club committee or event staff, who will ensure that the matter receives attention.
- Support your child's involvement and help them to enjoy their sport.

I understand that if this Code of Conduct is violated in any way, it could prohibit me from being involved with Disability Sport Fife (SCIO).

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

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

## 14.3 Code of Conduct for Board of Charity Trustees

### Disability Sport Fife (SCIO)

#### Code of Conduct for Members of the Disability Sport Fife (SCIO) Board of Charity Trustees

##### Introduction

Charitable organisations are, controlled by a voluntary Board of Charity Trustees referred to as the Board of Trustees. For ease of reference the term Board has been used throughout this Code to refer to the DSF(SCIO) Board of Charity Trustees.

The significant role which voluntary/charitable organisations play in all areas of public life and the importance the sector itself attaches to maintaining high standards of governance has promoted the development by DSF(SCIO) of a Code of Conduct for Board members – to regulate their participation in decision making, and to clarify how an organisation can ensure that conflicts of interest are recognised and handled appropriately. Board members bring a wide range of interests, professional and private, to DSF(SCIO). Such experience is welcome but can give rise to at least the perception of potential conflict of interest. Openness and transparency are the keys to good practice and this Code of Conduct, supported by a Register of Interest, seeks to provide the framework on which DSF(SCIO) can build and demonstrate the highest standards of governance.

##### Implementation

In adopting this Code of Conduct for its Board members DSF(SCIO) must ensure that it develops appropriate policies and procedures for the implementation of the Code.

DSF(SCIO) will adopt different ways of ensuring that all relevant interests are declared and conflicts of interest, immediate or potential, are recognised and dealt with. This Code is a guide to good practice and will be supplemented with procedures and policies relevant to the DSF(SCIO). DSF(SCIO) will seek to clarify its expectations of Board members, communicate these expectations effectively through an induction and training programme and institute clear procedures to handle suspected breaches of the responsibility, or its Code of Conduct. As part of that process DSF(SCIO) will identify and illustrate the circumstances on which action might be taken. The procedures might include empowering the Board to remove a member in the event of a serious breach of the Code, an appeals mechanism, or how a member might be disciplined for a less serious breach.

##### Responsibilities

The responsibilities of a DSF(SCIO) Board of Charity Trustees member can be summarised as: -

- The strategic direction and control of DSF(SCIO) accordingly to agreed priorities and Board decisions.
- The risk, financial and otherwise and legal obligations arising out of control of the organisation.
- Ensuring that DSF(SCIO) operates within the law and within the limits set by its own Constitution.
- Ensuring that DSF(SCIO) exercises responsibility in financial and other affairs and remains solvent.

- Ensuring that Board members receive the information, advice, and training in order to make informed decisions and carry out their duties effectively.
- Ensuring appropriate frameworks for the delegation of work to staff.
- Ensuring there is a broad balance of skills on the Committee, utilising the power to co-opt where necessary.
- Supporting, guiding, and monitoring the staff in all aspects of the work of DSF(SCIO).
- Monitoring and reviewing all aspects of the organisation's performance.
- Ensuring that the organisation demonstrates best practice in all its areas of work, including the development of strategies to combat discrimination.
- Establishing clear strategic, business, and financial objectives.
- Protecting the assets of the organisation.

### **Code of Conduct**

1. Board members have a duty to accept the responsibilities of their position and to always act in the best interests of the organisation, ahead of any other professional or personal interest. The general principle to be observed is that the Board member will avoid action or inaction which cannot be justified to the Board of Charity Trustees, the organisation's members, users, or the public. Equally a Board member should be alert to anything which might give rise to suspicion of improper conduct.
2. Board members and staff must maintain collective responsibility for decisions and keep decision making confidential.
3. Board members are required to declare any or all relevant interest during meetings, immediately it becomes apparent that such interest has relevance to the matter under consideration by the Board. If the interest is a financial one, for example, if they or their employers is a beneficiary or a potential beneficiary, then the Board member is obliged to withdraw from the meeting and take no further part in the decision-making process on this matter.
4. If the interest is not financial but might be recently considered to be significant, the Board member should declare the nature of the interest immediately. It will then be for the Chairman to determine whether the interest is sufficiently substantial to warrant either the member being asked to leave the meeting or abstain from voting.
5. In either 3 or 4 above, the interest declared, and the action taken will be recorded in the Minutes of the Meeting and the Register of Members Interest will be checked and amended if necessary.
6. If the interest concerns family or personal connections with individuals within an organisation likely to benefit from the decision under discussion, or business or other relationships, with individuals the Board member would not normally be asked to abstain from voting or to leave the meeting but would be required to state clearly and have recorded the nature of his or her interest.
7. For further information please refer to the DSF(SCIO) Conflicts of Interest Policy Section of the DSF(SCIO) Compliance and Ethics Policies and Procedures.

## Declaration

All Board of Charity Trustee members shall be required to sign a formal declaration to their election appointment or any renewal of that appointment

“I have read and understood my duties and responsibilities in accepting a position on the Board of Charity Trustees of Disability Sport Fife (SCIO) and undertake to fill these duties in good faith in accordance with the provisions of this Code of Conduct”.

I (insert full name)

.....

am over 18 years of age. I am not an undischarged bankrupt; have no financial or other relevant interests in DSF(SCIO), not formally declared; am not legally disqualified from serving as a Board of Charity Trustee member according to the provisions of either the Company Law, or the Law Reform (Scotland) Act, 1990. I agree to abide by this Code of Conduct and to inform the Register of any relevant interest during any meeting of the Board where personal or professional interests are at stake. I agree to uphold objectives and policies of DSF(SCIO) and to encourage best practice in all areas of its work.

Signed .....

Date .....

## Register of Interests

DSF(SCIO) will establish and maintain a Register of its Member's interest to support the foregoing Code of Conduct. DSF (SCIO) Board of Charity Trustee members will be obliged to declare any relevant interest on acceptance of a Board position. The Register will be updated at least annually following the Annual General Meeting, and immediately to record any declarations made at Board meetings. The Register should be made available on request to members, funders, and the public with the proviso that no contact details will be divulged without permission to safeguard Board member's privacy. The Register will contain at least the following information: -

- Name, address and contact details.
- Employer and position held.
- Details of other committee memberships and offices held in the last five years.
- Details of any significant consultancies undertaken over the last five years.
- Any financial stake in relevant organisations, or as a beneficiary of such an organisation.
- Any spouse or partner in relevant organisations, or as a beneficiary of such an organisation.
- Any other interests which may be reasonably construed as creating conflict of interest.
- Any family member where construed as a conflict of interest.

## 14.4 Duties of a Team Manager

### Disability Sport Fife (SCIO)

#### Duties of a Disability Sport Fife (SCIO) Team Manager

##### Prior to the Event

- Working with the DSF(SCIO) Coordinator and DSF(SCIO) Chairman, assist with the selection, financing, preparation, and when appropriate, the return of a completed entry form to the organising body for an event
- In conjunction with the DSF(SCIO) Coordinator assist with the organisation of travel to and from the event venue
- To assist with the identification of support staff for an appropriate DSF(SCIO) team
- To assist with the preparation of a budget statement, collection of financial contributions and ensuring financial viability of the event in question
- Ensuring that the team adheres to the dress code for the specific event/sport
- To ensure adherence to the DSF(SCIO) code of conduct for all team members (copy enclosed)

##### At the event

- Checking in and registration of team
- Ensuring prompt arrival of competitors for warm up, events and social activities
- Being aware of classification issues and how they may affect the participation of any individual DSF(SCIO) member
- Assuming responsibility for any protest on behalf of a competitor
- Ensuring that all team members follow the guidelines and rules laid down by the event organisers
- Ensuring the conduct of all team members is always up to DSF(SCIO) standards and if necessary, take appropriate action.
- To be familiar and comply with doping control procedures for the specific sport/event
- Being always aware of the health and safety of all team members. When called up to do so, carry out a risk assessment of any situation and respond accordingly.

## **15.0 Guidance on Changing Room Management/Chaperoning**

An area where children and adults at risk are most vulnerable can be changing rooms and shower facilities. There can be several challenges in this area from limited changing facilities, single room changing/no privacy cubicles, mixed changing, changing used by club and non-club members and age-appropriate changing.

Public/private facilities where children and adults at risk have to use the same changing area.

- Any specific changing area concerns should be discussed with the centre/facility management
- Wherever possible, adults should avoid changing or showering at the same time as children/adults at risk – where there are no privacy cubicles, and the facilities are communal
- Identify a specific junior/adult at risk shower cubicle or changing area if possible
- If space is limited identify periods of time (normally 20-30 min sections) which are solely for children or adult at risk member use of the changing/shower facilities.
- Place a sign on the door/volunteer outside the door to make people aware of the restricted use and time frame
- Notify parent/carer/significant other as part of the event/squad/camp information process that children/adults at risk may need to share a changing facility and the processes which will be used to manage/monitor the facilities.
- All care at National events and squads will be the responsibility of the individual through parent/carer/significant other support
- Where DSF(SCIO) takes responsibility for providing care e.g., residential camps or overnight events, appropriately qualified and experienced care staff will be employed.
- Children and adults at risk with care requirements should be supported in changing rooms by parent/carer/significant.
- When caring for a child/adult at risk, staff/volunteers should always work in pairs and not be alone in these circumstances
- Depending on a facilities set up, the venue may take sole responsibility for the supervision and management of changing areas, they may view it as a joint responsibility between DSF(SCIO) and venue or may, if DSF(SCIO) is the sole user group at that time, deem the responsibility to lay with DSF(SCIO). It is important to establish what set up, expectations and protocols are in place with the venue.

### **Chaperoning/Supervising changing rooms**

- Any DSF(SCIO) staff member or volunteer undertaking regulated work and who has a role requiring them to enter communal changing areas should be a member of the Protecting Vulnerable Group (PVG) scheme – See Section 8.0 of DSF(SCIO) Safeguarding Policy
- When caring for a child/adult at risk, staff/volunteers should always work in pairs and not be alone in these circumstances.
- If children/adults at risk are uncomfortable changing or showering in public, they should not be pressured to do so, discuss the situation with their parents/carers/significant others and consider if an alternative provision can be made if appropriate.
- In an emergency or due to care requirements, if an DSF(SCIO) staff member/volunteer must enter a single gender changing room e.g., a male has to enter a female changing

area or vice versa, another member of staff/volunteer adult of the opposite gender should accompany them.

## 16.0 Guidelines for Transporting Children, Young People and Adults at Risk

---

Disability Sport Fife (SCIO) has responsibility for co-ordinating teams and squads that will require children, young people, and adults at risk to be transported to training or competition. There is a need to ensure that consideration is given to the safety and wellbeing of both the child/young person/adult at risk and the driver (coach/volunteer).

If DSF(SCIO) arranges travel to training/competition a risk assessment should be undertaken to include the following areas;

- All vehicles and drivers are correctly insured.
- The driver must have a valid and appropriate license.
- All reasonable safety measures are available e.g., fitted, working seatbelts or booster seats and the vehicle is accessible.
- There is an appropriate ratio of adults per child/young person/adult at risk.
- Drivers take adequate breaks.
- If an adult is regularly transporting children/young people/adults at risk on behalf of DSF(SCIO) this may be regulated work with children/young people/adults at risk and as such should be assessed whether the person requires a PVG membership.

DSF(SCIO) strongly advises that staff and volunteers **do not** children/young people/adults at risk on journeys in a car alone. If all alternatives have been exhausted and an adult has to transport a child/young person/adult at risk alone there are a number of safety measures that should be put in place to minimise the risk.

- The driver has a valid and appropriate driving license.
- The driver has a vehicle which is fit for purpose.

## **17.0 DFS/SDS Disciplinary Procedures & Guidelines**

### **(How to Deal with a Complaint)**

#### **17.1 Disciplinary Procedures**

DSF(SCIO) is committed to providing a sporting environment where the ethical principles contained in the SDS Code of Ethics and Conduct are represented and promoted. DSF(SCIO) believes that these values and ideals shall guide the actions of all members of the Organisation.

Personnel shall conduct themselves in a manner consistent with the principles and ethical standards set out in the DSF(SCIO) Compliance and Ethics Policies and Procedures and those who fail to meet this standard shall be subject to the disciplinary sanctions identified in this policy.

Anyone sanctioned under this policy may be subject to the disciplinary rules and processes of other associations, clubs, and Governing Bodies of Sport in which they are involved. In serious cases, criminal prosecution may also result.

#### **17.2 Complaints**

A complaint concerning anyone associated with DSF(SCIO) may be made by any member of the public including but not limited to a performer, a representative of a club or sports organisation, a coach, a parent, or any representative of DSF(SCIO).

Complaints should be directed to the Chairman as the appropriate representative of DSF(SCIO). If the complaint is concerning the DSF(SCIO) Chairman, the complaint should be directed towards the DSF(SCIO) Honorary Treasurer.

A complaint concerning the conduct of a member of DSF(SCIO) shall:

- Be made in writing (or an alternative formal means of communication)
- Identify the individual against whom the complaint is being lodged
- Set out the nature of the complaint
- Identify the name and address of the complainant, and
- Be signed by the complainant

Upon receiving the complaint in the required format, the DSF(SCIO) Chairman/Honorary Treasurer must then determine whether the complaint comes within the scope of this policy.

If, in the sole discretion of the DSF(SCIO) Chairman/ Honorary Treasurer the complaint does not fall within the scope of this policy, the DSF(SCIO) Chairman/Honorary Treasurer will inform the complainant in writing, after which time the matter shall be considered closed.

#### **17.3 Action**

If it is decided that the complaint falls within the scope of the DSF(SCIO) Compliance and Ethics policy, the DSF(SCIO) Representative will forward the complaint to the DSF(SCIO) Disciplinary Committee. The Disciplinary Committee consists of the DSF(SCIO) Chairman, Honorary Treasurer and the DSF(SCIO) Lead Officer for the Protection of Children, Young People and Adults at Risk.

A copy of the complaint will also be sent to the individual against whom the complaint has been made within three working days of receiving the complaint. The individual will have ten working days to respond in writing to the DSF(SCIO) Representative.

Once this response has been received, and taking into consideration the nature of the complaint, the DSF(SCIO) Representative shall determine which course of action to take:

- The complaint is without merit, in which case the DSF(SCIO) Representative shall inform both the complainant and the individual against whom the complaint has been made, of this decision in writing, after which time the matter will be considered closed
- That disciplinary action against the individual is warranted, in which case the DSF(SCIO) Representative shall refer the case to the DSF(SCIO) Disciplinary Committee

#### **17.4 Possible Outcomes**

Once the DSF(SCIO) Disciplinary Committee has reviewed the complaint the following outcomes, singly or in combination may be applied:

- A written reprimand to be placed in the individual's file
- A verbal and/or written apology
- Further education, training, or counselling
- Publication of the details of the sanction
- Suspension from DSF(SCIO) for a specified period of time
- Termination of membership from the organisation
- Any other sanction(s) deemed appropriate in the circumstances

Unless the DSF(SCIO) Disciplinary Committee decides otherwise, any of the above sanctions applied shall not take effect until the time for appeals has expired or an appeal has been decided. Likewise, no publication of the details of the outcome shall be permitted until such time.

Notwithstanding the procedures set out in the DSF(SCIO) Compliance and Ethics policy, any member who is convicted of a criminal offence involving sexual exploitation, invitation to sexual touching, sexual interference, sexual assault, or aggravated assault, shall face an automatic suspension from DSF(SCIO) for a period of time corresponding to the length of criminal sentence imposed by the Court, and may face further disciplinary action by DSF(SCIO) in accordance with this policy.

#### **17.5 Delegation**

The DSF(SCIO) Chairman/Treasurer may delegate their responsibility under the DSF(SCIO) Compliance and Ethics policy, as they deem appropriate, if they are absent, or have a conflict of interests.

## 17.6 Appeals Procedure

Except where otherwise provided, an appeal of any conduct matter shall be conducted in accordance with the DSF(SCIO) Appeals Procedure.

Any member of DSF(SCIO) who is subject to a decision pursuant to the DSF(SCIO) Code of Ethics and Conduct shall have the right to appeal against that decision.

The individual wishing to appeal a decision shall have ten working days from the date on which notice of the original decision was received, to submit written notice of his or her appeal to the DSF(SCIO) Chairman.

An appeal may only be heard if there are sufficient grounds for the appeal. Sufficient grounds for the appeal include DSF(SCIO) or its representatives

- a) Making a decision for which they do not have authority or jurisdiction as set out in the DSF(SCIO) governing documents.
- b) Making an error in procedure, or
- c) Making a decision in the absence of material evidence which was not available at the time of the original decision.

The DSF(SCIO) Chairman will decide whether or not there are sufficient grounds for appeal.

If the appeal is denied on the basis of insufficient grounds, the appellant shall be notified of this decision in writing, giving reasons. This decision is at the sole discretion of the DSF(SCIO) Chairman and may not be appealed.

If the DSF(SCIO) Chairman is satisfied that there are sufficient grounds for appeal, he or she directs that an Appeals Committee be appointed to hear the appeal.

The members of the Appeals Committee shall have no significant relationship with the appellant, shall have had no involvement in the decision being appealed, and shall be free from any other actual or perceived bias or conflict.

The DSF(SCIO) Chairman is required to provide a complete record to the Appeals Committee to include:

- a) The decision under appeal
- b) Reason for the decision
- c) The original complaint
- d) All documentary evidence, including the investigation report, and
- e) Transcripts of evidence (excluding transcripts of argument) if taken during the disciplinary hearing

Within three days of concluding the appeal, the Appeals Committee shall issue its written decision with reasons. In making the decision the Appeals Committee shall have no greater authority than that of the original decision-maker and may decide:

- a) To void or confirm the decision being appealed
- b) To refer the matter back to the initial decision-maker for a new decision, and/or
- c) To determine how costs of the appeal should be allocated.

## 17.7 Arbitration

If the appellant is not satisfied with the decision on appeal, the matter shall be referred to the CEO of Scottish Disability Sport (SDS). SDS as the parent body, will establish an appropriate panel to consider the complaint.

The parties to arbitration shall enter into a formal Arbitration Agreement and the decision of any arbitration shall be final and binding and not subject to any further review by any court of competent jurisdiction or any other body.

## 17.8 Jurisdiction

The DSF(SCIO) Compliance and Ethics policy shall be governed by and construed in accordance with the laws of the UK in which the appeal hearing must take place.

No action or legal proceedings shall be commenced against DSF(SCIO) in respect of a dispute unless DSF(SCIO) has refused or failed to abide by the provisions for appeal and/or arbitration of the dispute, as set out in the DSF(SCIO) Compliance and Ethics policy.

## 17.9 Responding to a Complaint at Branch or National Level

*Supporting Notes (Flowchart displayed Section 17.10)*

### Receiving a Complaint

Always ensure that these are put down in writing to ensure that a consistent record of facts is registered. If the person raising the concern is unable to put this in writing it is permitted that the concern is written on behalf of this individual. It must, however, be identified who is making the complaint and who has written the complaint.

### Designated Contact

It is important to have an identified Representative (this designated individual is the DSF(SCIO) Chairman) who will deal with any complaints that arise. Members should be provided with contact details for this individual. A second individual should also be identified in case a complaint arises concerning the DSF(SCIO) Representative, or if the DSF(SCIO) Representative is unavailable. Again, members should be made aware of these contact details (this designated individual is the DSF(SCIO) Chairman).

### Is There A Case to Be Answered?

Once an issue has been raised it is up to the DSF(SCIO) Representative to investigate the facts and decide whether there is a case to be answered. If, following investigation it is decided that there is a case to be answered, the matter will be dealt with by the DSF(SCIO) Representative and where necessary, referred to the Disciplinary Panel. If it is decided there is no case to be answered, the matter will be considered closed. Details of the matter, the investigation and the outcome will be kept on file. This information will be stored confidentially for five years. If after his time no further matters concerning this individual have arisen, the files may be destroyed.

### Disciplinary Committee

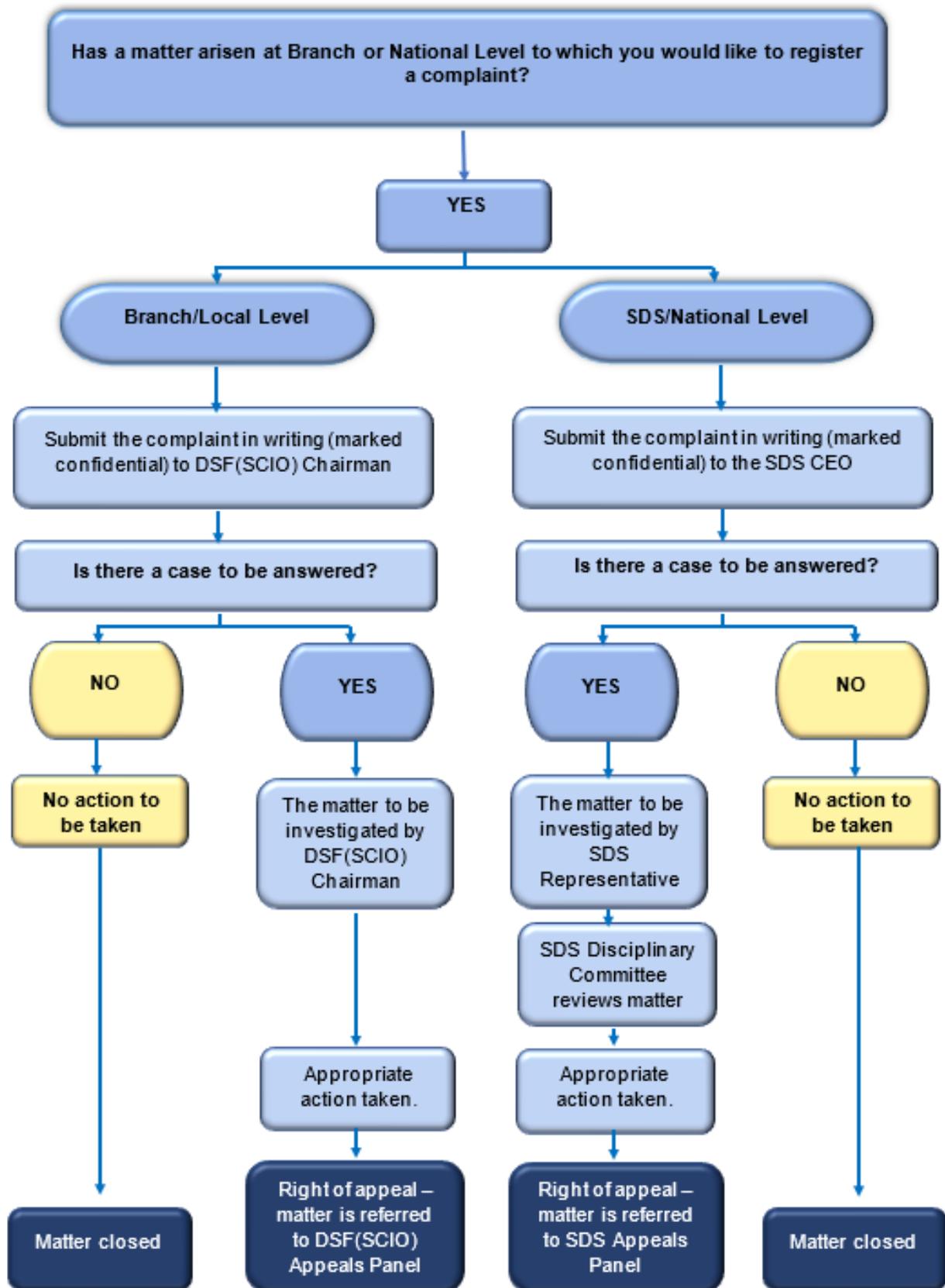
The disciplinary committee will comprise of three members, drawn from a pool of six identified individuals with expertise in various areas. It is preferable that three of these individuals should be from separate organisations, e.g., SDS, Fife Council, Fife Sports and Leisure Trust etc to ensure greater impartiality.

The designated officer who gathers the facts and decides if there is a case to answer should not be a member of the disciplinary committee.

### Right of Appeal

Following the decision of the Disciplinary Committee, where required the opportunity of Appeal is available to anyone under investigation as part of the principal of natural justice.

## 17.10 Responding to a complaint at Branch and National level flowchart



## 18.0 DSF(SCIO)/SDS Disciplinary Procedures & Guidelines

---

### 18.1 Dealing with a Disciplinary Issue at Branch or National Level

*Supporting Notes (flowchart displayed Section 18.2)*

#### Reporting / Receiving Concerns

Always ensure that concerns are put down in writing to ensure a consistent record of facts. If the person raising the concern is unable to put this in writing it is permitted that the concern is written on behalf of this individual. It must, however, be identified who is making the complaint and who has written the complaint.

#### Designated Contact

The DSF(SCIO) Chairman will deal with any disciplinary issues that arise. Members should be provided with contact details for this officer. A second officer is the DSF(SCIO) Honorary Treasurer if the Chairman is unavailable. Again, members should be made aware of contact details.

#### Is there a case to be answered?

Once an issue has been raised it is up to the DSF(SCIO) Chairman to investigate the facts and decide whether there is a case to be answered. If, following investigation it is decided that there is a case to be answered the matter will be referred to the Disciplinary Panel. If it is decided there is no case to be answered, the matter will be considered closed. Details of the matter, the investigation and the outcome will be kept on file. This information will be stored confidentially for five years. If after his time no further matters concerning this individual have arisen, the files may be destroyed.

#### Disciplinary Committee

The Disciplinary Committee will comprise of three members drawn from a pool of six identified individuals with expertise in various areas. It is preferable that three of these individuals should be from separate organisations, e.g., SDS, Fife Council, Fife Sports and Leisure Trust etc to ensure greater impartiality.

The designated officer who gathers the facts and decides if there is a case to answer should not be a member of the Disciplinary Committee.

#### Right of Appeal

Following the decision of the Disciplinary Committee, where required the opportunity of appeal is available to anyone under investigation as part of the principle of natural justice.

#### Referrals to the Children's List

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

The Protection of Protected Groups (Scotland) Act 2007 stipulates that organisations must refer to Volunteer Scotland the case of any member of staff/volunteer who (whether or not in the course of their role within the organisation) 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
- Given inappropriate medical treatment to a child

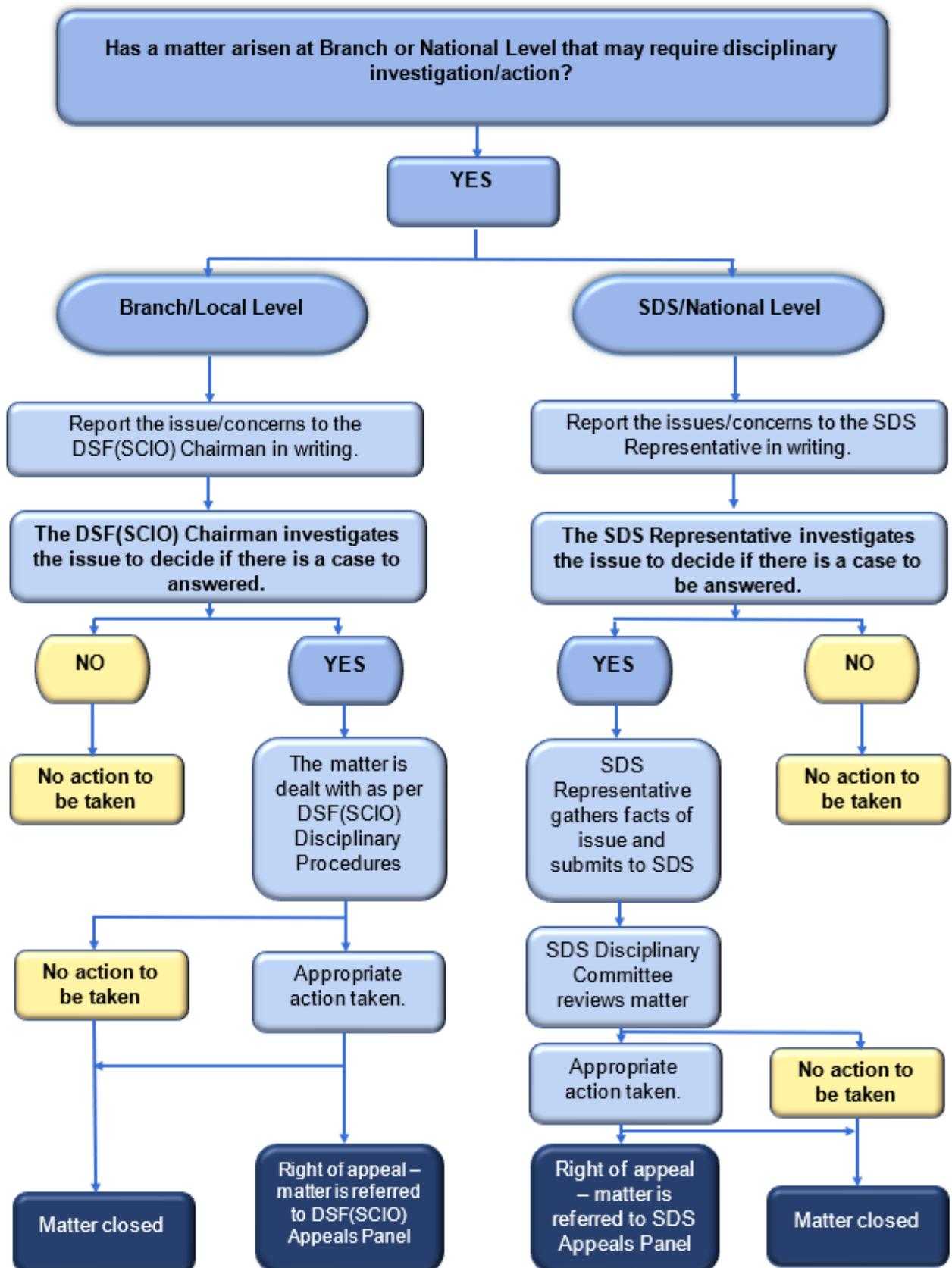
AND as a result:

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

DSF(SCIO) will also refer the case of a member of staff/volunteer where information becomes available after the member of staff/volunteer has:

- Been dismissed by DSF(SCIO).
- Resigned, retired, or been made redundant.
- Been transferred to another position in DSF which is not regulated work with children; and,
- Where DSF(SCIO) receives information that a member of staff/volunteer who holds a position of regulated work has been listed on the Children's List, the member of staff/volunteer will be removed from the regulated work with children post.

## 18.2 Dealing with a disciplinary Issue at Branch and National Level Flowchart



## **19.0 Policy for use of photographic and video equipment**

---

### **Policy for athletes and guardian(s) on the use of cameras and video equipment (including mobile phones)**

The use of visual evidence of performance, training and competition is an important resource for DSF(SCIO).

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

DSF(SCIO) personnel will take photographs for appropriate media coverage including newspapers or websites from time to time. Any individual using video or camera equipment will be aware of and agree to abide by this policy and have permission from DSF(SCIO) for use at previously identified occasions. External agencies are required to apply for permission and will be made aware of and agree to abide by this policy before permission for use is granted.

#### **19.1 Permission**

Permission for use must be obtained before attending training / competitions. In order to be granted permission, you must agree to abide by the following policy.

#### **19.2 The Policy**

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

#### **19.3 Videos**

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

#### **19.4 Photographs**

We would request that the athlete's privacy is protected at all times. To this end, athletes should only be photographed in sportswear during action or staged shots.

Registration forms for Permission to Photograph or Video are available from:

The Coordinator, Disability Sport Fife (SCIO), Michael Woods Sports & Leisure Centre, Viewfield, Glenrothes, Fife KY6 2RD

Telephone: 03451 555555 ext. 444989

Email address: [disabilitysportfife@fifeleisure.org.uk](mailto:disabilitysportfife@fifeleisure.org.uk)

Camera users should check the Normal Operating Procedures (NOPs) that apply in the venue where the activity is taking place. Procedures vary from venue to venue and throughout Scotland's Local Authorities. *Permission from DSF does not necessarily infer that permission has been granted by a venue operator. Therefore, permission from the venue to use photographic and video equipment must be sought.* DSF(SCIO) will work to comply with Fife Council and the Fife Sports and Leisure Trust guidelines.

## 20.0 DSF(SCIO) Consent form for photograph publication

---

### **CONSENT FORM FOR AN ATHLETE'S NAME TO BE PUBLISHED ALONGSIDE A PHOTOGRAPH IN DSF(SCIO) PUBLICATIONS, INCLUDING INTERNET PUBLICATIONS.**

Sport websites and publications provide excellent opportunities to broadcast achievements of individuals and teams to the world and to provide a showcase for disability sport. In some cases, however, displaying certain information about children, young people or adults could place them at risk.

DSF(SCIO) includes a chapter on this matter within its Ethics & Equality Policies and Procedures Handbook. The procedures include the following:

- At no time will any athletes' personal information, (including home address, email address or phone number) appear on the DSF(SCIO) website.
- Written permission will be obtained from the athlete before publishing his/her photograph on the website.
- The parent/guardian will also be given the opportunity to preview the material prior to publication. Should any of the material subsequently be changed, parents will be informed, and permission re-sought to publish the photograph and supporting information.
- Pictures of named individuals should not be used, or pictures with clearly identifiable group name tags and team-strips, highlighting where the young people are from.

With the above in mind, you are invited to exercise your parental responsibility and indicate your wishes on this matter.

## 20.1 Consent Form

### Consent Form for an Athlete's Name to be published alongside a Photograph in SDS or member branch Publications, including Internet Publications

I \_\_\_\_\_ ***please print*** (parent/guardian/carer) advise SDS, its affiliated branches and member organisations, that, in respect of \_\_\_\_\_ ***please print*** (name of athlete),

***Please delete whichever does not apply: -***

- I do not wish the athlete's name to be included in any publication over which SDS, its affiliated branches or member organisations has any direct control.
- I hereby give consent for the above athlete's name to be included alongside any photograph that may be published either by, on behalf of, or under the direct control of, SDS, its affiliated branches or member organisations.

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

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

**Important Note** - People with parental responsibilities should be aware that the principles enshrined in the Age of Legal Capacity (Scotland) Act 1991 apply and if the individual is of an age and understanding to give informed consent him or herself, their wishes must be respected by members of SDS.

## Appendix A – Child/Adult at Risk Protection Procedures (staff, coaches & volunteers)

---

The following has two purposes;

1. To act as a reminder for deliverers on child/adult protection issues
2. To give clear and concise procedures to follow if you suspect that abuse may have taken place

### 1.1 What is Abuse?

- Physical Abuse: including hitting, punching or more serious attacks.
- Neglect: when basic needs such as food, warmth and medical care are not met.
- Sexual Abuse: where an adult pressurises or forces a child to take part in any kind of sexual activity.
- Emotional Abuse: including sarcasm, degrading punishments, threats
- Cyber: all areas of social media misuse, including abuse by text messaging and calls, misuse of camera and video technologies.

### 1.2 What are the signs of Abuse?

- Unexplained bruising
- Something the child says
- Sexually explicit language or actions
- Behavioural problems

### 1.3 What do you do?

If a child/adult at risk tells you they have been abused you should;

- Allow them to speak without interruption, accepting what is said.
- Let them know you are glad they have shared this information with you
- Advise the child, young person, or adult at risk that you must pass on the information to one other person.
- If you suspect abuse may have taken place, act, you must refer, you must not investigate.
- Take notes of conversation and subsequent actions

## 1.4 Who to Contact

The first point of contact at Disability Sport Fife (SCIO) are;

### Lead Officer for the Protection of Children Young People and Adults at Risk:

<b>Name:</b>	<b>Richard Brickley, OBE, MBE, DSF(SCIO) Chairman</b>
<b>Mobile Number:</b>	<b>07904 371 160</b>
<b>E-mail:</b>	<b>rcbatromlix@aol.com</b>

### DSF Charman:

<b>Name:</b>	<b>Richard Brickley, OBE, MBE, DSF(SCIO) Chairman</b>
<b>Mobile Number:</b>	<b>07904 371 160</b>
<b>E-mail:</b>	<b>rcbatcromlix@aol.com</b>

If none of the above are immediately available and concerns remain, contact local Social Services, The Police, or the NSPCC

## 1.5 Police

Contact your local Police Station or call 101

## 1.6 NSPCC Helpline

Free 24-hour service 0808 800 5000

# Appendix B – Child/Adult at Risk Protection Procedures (Participants)

---

The following has two purposes;

To act as a reminder for deliverers on child/adult protection issues

To give clear and concise procedures to follow if you suspect that abuse may have taken place

## 1.1 What is Abuse?

- Physical Abuse: including hitting, punching or more serious attacks.
- Neglect: when basic needs such as food, warmth and medical care are not met.
- Sexual Abuse: where an adult pressurises or forces a child to take part in any kind of sexual activity.
- Emotional Abuse: including sarcasm, degrading punishments, threats
- Cyber: all areas of social media misuse, including abuse by text messaging and calls, misuse of camera and video technologies.

## 1.2 What are the signs of Abuse?

- Unexplained bruising
- Something the child says
- Sexually explicit language or actions
- Behavioural problems

## 1.3 What do you do?

If you feel you have suffered abuse at any point you should take the following actions;

- Speak with a trusted adult and share your concerns
- The information you provide will be shared with appropriate parties to ensure your protection, but confidentiality will be maintained.
- Your situation will not be ignored, and action will be taken to ensure your safety
- By disclosing this information, you will not be discriminated against

## 1.4 Who to Contact

The first point of contact at Disability Sport Fife (SCIO) are;

### Lead Officer for the Protection of Children Young People and Adults at Risk:

<b>Name:</b>	<b>Richard Brickley, OBE, MBE, DSF(SCIO) Chairman</b>
<b>Mobile Number:</b>	<b>07904 371 160</b>
<b>E-mail:</b>	<b>rcbatcromlix@aol.com</b>

### DSF Charman:

<b>Name:</b>	<b>Richard Brickley, OBE, MBE, DSF(SCIO) Chairman</b>
<b>Mobile Number:</b>	<b>07904 371 160</b>
<b>E-mail:</b>	<b>rcbatcromlix@aol.com</b>

If none of the above are immediately available and concerns remain, contact local Social Services, The Police, or the NSPCC

## 1.5 Police

Contact your local Police Station or call 101

## 1.6 NSPCC Helpline

Free 24-hour service 0808 800 5000

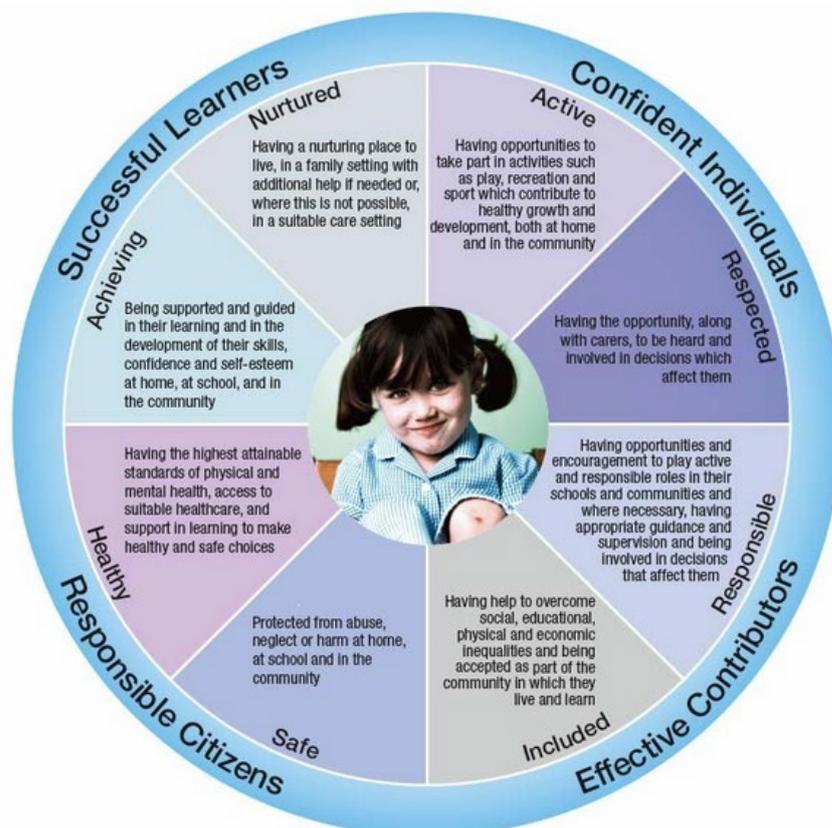
## Appendix C - SHANARRI Wheel

The SHANARRI Wheel is the vision for Scotland's children and young people;

- Safe
- Healthy
- Achieving
- Nurtured
- Active
- Respected
- Responsible
- Included

The GIRFEC process on early intervention and integrated support focus on these indicators.

The statements of experiences and outcomes in health and wellbeing reflect a holistic approach to promoting health and wellbeing of all children and young people. They are consistent with the United Nations Convention on the Rights of the Child, which sets out the right for all children and young people to have access to the appropriate health services and to have their health and wellbeing promoted.



# Appendix D – Safeguarding Training Criteria

---

## Safeguarding Training

All staff and volunteers identified as requiring safeguarding training (see Protection of Vulnerable Groups checking procedures Section 13.0) are required to maintain a current Safeguarding and Protection Certificate (renewal every 3 years)

### 1.0 Recommended Training Course “Child Wellbeing and Protection in Sport”

- Child Wellbeing and protection in Sport online module – 1 Hour (pre-requisite for full course)
- Child Wellbeing and Protection in Sport 3 Hour course
- In Safe Hands 1 & 2 (for Child Protection Officers)

### 2.0 Criteria

2.1 EVENTS – All single day events managed by either DSF(SCIO) staff or Volunteers at a National or Branch level are required to have a minimum of one person with a current “In Safe Hands” certificate of attendance.

2.2 EVENTS – Residential element involved – such as SDS Summer Camp, Scottish or Branch Squad Training or attendance at competitions requiring overnight stays. An identified person forming part of the team of volunteers or staff will be required to have current “In Safe Hands” certificate. All remaining volunteers or staff involved for the duration of the camp will be required to have a current “Child Wellbeing and Protection” (CWPS) certificate of attendance.

Exceptionally, for Boccia, all participants attending an event per 3.1 with a residential element are required to have either a carer or parent in attendance. In these circumstances, all staff or volunteers involved for the duration of the camp will be required to have a current CWPS certificate of attendance.

2.3 TRAINING – National or Regional Level Squad Training Sessions – at least one member of the coaching team present should have a current CWPS and as a minimum the contact details of a member of SDS staff with “In Safe Hands” training who can be contacted if required.

2.4 TRAINING – Regular weekly sessions run at Branch Level, by the Branch – at least one member of the coaching team present should have a current CWPS certificate and the Branch Child Protection Officer must have an “In Safe Hands” certificate. The Branch coaches/volunteers running the session must have contact information for this person.

Each club must adhere to Branch rules requiring a nominated Club Welfare and Child Protection Officer who will also be required to have a current “In Safe Hands” certificate and at least one member of the coaching team present should have a current CWPS certificate.

### **3.0 Monitoring Compliance**

3.1 EVENTS – All risk assessments should include a review of the safeguarding requirements for the specific events and actions should include recording evidence of volunteers and staff current certifications.

3.2 BRANCH REVIEWS – these are to be conducted annually in the first quarter of each SDS operational year (April to June) and to include a review of the Branch compliance with 3.0 above.

## 21.0 Disability Sport Fife (SCIO) Contact Details

---

Disability Sport Fife (SCIO) Policy and Procedure Documents are available to view at;

[www.fifeleisure.org.uk/sports/disabilitysportfife](http://www.fifeleisure.org.uk/sports/disabilitysportfife)

If you would like to receive a copy please contact us on **03451 555555 Ext 444989**, email [disabilitysportfife@fifeleisure.org.uk](mailto:disabilitysportfife@fifeleisure.org.uk) or write to us at Disability Sport Fife (SCIO), Michael Woods Sports Centre, Viewfield, Glenrothes, Fife KY6 2RD.

Any concerns or enquiries regarding the above Policies and Procedures should be reported to Richard Brickley, OBE, MBE, DSF(SCIO) Chairman on mobile telephone number: **07904 371160**, e-mail address: [Richard.Brickley@fife.gov.uk](mailto:Richard.Brickley@fife.gov.uk)