

CHILD PROTECTION POLICY OF ELGIN BOYS' FOOTBALL CLUB

Elgin Boys' Football Club

exists to provide organised recreational football for children and youths in the local area and surrounding districts and is run on a voluntary basis. We operate an 'Open Door Policy' in relation to membership regardless of race, religion, or disability. We believe it is the responsibility of those in charge to care for and develop the participants involved to the best of their individual abilities by creating an environment in which they are safe and receive the best possible coaching. Fair play, mutual understanding and cross community aspects play an important role in the ethos of the club. The Committee and coaches after being vetted by the club are made aware of our ethos and Child Protection Policy.

To accommodate our code of conduct we institute the following practises:

- Adhering to child protection guidelines as set out by the Scottish Youth Football Association
- Sharing information about child protection and to encourage volunteers to develop their training and awareness in this field.

We are committed to reviewing our policy and what constitutes good practice at regular intervals.

CONDUCT CODE

It is essential for everyone involved to be made aware of the behavioural standards in place at the club and what is not acceptable, and additionally that on arrival at the Club the participants are given a written brief on the general conduct code:

- No foul or abusive language
- No bullying
- Respect for the other participants
- Be on time

1. Volunteers are advised not to spend excessive time alone with children. Do not go into the toilet alone with children.
2. Meetings with individual children should take place as openly as possible. Never take or make arrangements to meet a child alone in your home. Volunteers should not meet with children outside organised activities, unless it is with the full knowledge and consent of the parents and that the club is aware of the meeting.
3. If on occasion privacy is required, other committee persons should be informed and at least one should be within earshot of the conversation. The door should be left open.
4. Volunteers should avoid unnecessary physical contact with children. On occasion when an injury occurs or a child is distressed the involved adult should explain to the child what he or she is doing but only with the consent of the injured party and in full view of as many persons as possible.
5. Coaches and committee persons should be careful of extending hugs and celebrations where bodily contact is involved. This is important not only for the coaches protection but for the children also.
6. If a child touches you in an inappropriate place record the incident and report it to another adult. While an incident could be purely innocent or horseplay efforts should be made to inform the offending child that this behaviour is not acceptable in a manner that does not intimidate the involved party.
7. Car journeys, however short should be with the full knowledge and consent of the parents and someone in charge of the club. It is not a good practice to be alone with the child in the car and if possible make your pickup point or drop-off point with at least two children.
8. Never keep suspicions of abuse by a colleague to yourself. If there is an attempt to cover up you could be implicated by your silence. Inform the appropriate person at the club of your suspicions.

Club outings should be well organised:

- Parents informed verbally on times of departure and return
- Appropriate number of adults involved for supervision

In relation to overnight stays:

- Never ask a child to your room
- If checking rooms make sure you do so in pairs
- Make the children aware of the availability of telephones to contact home
- Parents should be aware of contact telephone numbers in the case of an emergency

Volunteers should never:

- Engage in sexually provocative manner or indulge in horseplay, which may be construed in the wrong manner
- Allow children to use foul language unchallenged
- Make sexually suggestive comments about, or to a child, even in fun
- Allow yourself or any other leader to be under the influence of alcohol or other banned substances during football activities
- Let allegations a child makes, go without being addressed and recorded
- If a complaint is made, a committee person should be informed immediately and a record of that meeting logged

COMMUNICATION

We encourage communications between participants and coaches in relation to coaching sessions and it is important to listen to the children's views on the merits or otherwise on matters which concern their development.

All participants and parents are made aware of the availability of the coaches or committee persons to speak to in relation to all the activities at Elgin Boys' Football Club. Telephone numbers are available at the end of this document and if need be a meeting can be arranged.

DEALING WITH ALLEGATIONS AND THE PROCEDURE TO FOLLOW

The club will designate persons who will be responsible for dealing with concerns at the club (see club committee below). These individuals will be well known to volunteers, parents and participants and will make themselves readily available to handle any enquiries of any nature concerning the personnel or the activities within the club.

If a child/youth gives an indication that he may want to talk to you about a problem you should:

- Arrange a time and place where you can talk confidentially as soon as possible (as outlined in item3)

- Stay calm and reassuring

- Explain to the child that if the complaint is of a serious nature that it may be necessary to inform others

- Listen to everything the child has to say - do not stop the child from talking

- Under no circumstances interrogate the child

- Be clear in your mind what the child has related to you

- Ask if he has told anyone else and if not, who would be a good person to contact

- Explain that there are other people who will help them and it may be necessary to contact them

- Don't make any promises to the child

- Thank the child for informing you and reassure him that they were right to do so.

ACTION

Record the discussions accurately and as soon as possible after the event.

Contact the designated persons within the Club immediately and seek guidance in relation to the

complaint. This person after the discussion may contact the Social Services or some of the agencies listed at the end of this policy document, and if appropriate, make a direct referral. If this person is not available, contact Children First. (The telephone number is at the end of the policy)

It is important to keep a record of ALL actions taken i.e. letters and telephone calls.

While this procedure should be followed the designated officer may consider that complaints of a lesser nature i.e. bullying, cheating and that in these cases he may decide that the matter may be handled internally without outside involvement. However it must be emphasised that each case will be thoroughly investigated and remedied to the satisfaction of the child/parent concerned. Appropriate action will be taken.

It is important to maintain confidentiality.

RECRUITMENT

While the vast majority of people who work with children are well motivated there is a need to be careful in the selection procedure to screen out those who are not suitable.

Screening volunteers will include a check through [The Protection of Vulnerable Groups Scheme](#), (see Useful Links below)to ensure that those in regular contact with children do not have a known history of harmful behaviour.

In addition to providing the following information.

- Confirmation of identity

- What contribution will they bring to the to the development of the Club

- Supply any relevant skills or qualifications that may be of benefit to their specific role within the Club

- Provide references and referees

Successful applicants will be at the discretion of the Executive Committee

- Applicants will be made aware of the Club's ethos, Child Protection Policy and conduct code and running procedures at the Club

- Everyone at the Club should have in their possession a current copy of the Child Protection Policy

- The Club shall encourage committee persons and coaches to better their qualifications in relation to their roles within Elgin Boys' Football Club

Reporting allegations or suspicions of abuse.

National Child Protection Line

0800 022 3222

Children 1st

01343 564170

Grampian Police

0845 600-5-700

CONTACTS WITHIN OUR CLUB

Neil Cruickshanks (Child Protection Officer)

Phone number 07967970727; e mail addresses – neilcruickshanks@yahoo.co.uk

Bob Stewart (Club Chairman) – 01343 549365

Graeme Porter(Club Vice-Chairman) – 01343 542130

USEFUL LINKS

The PVG Scheme(The Protecting Vulnerable Groups Scheme) –

www.scotland.gov.uk/Topics/People/Young-People/children-families/pvglegislation

Parent Line Scotland

Tel 0800 0282233

www.parentlinescotland.org.uk

Childline Scotland

Tel. 0800 1111(24hrs)

www.childline.org.uk

Safeguarding in Sport

safeguardingsport@children1st.org.uk

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