

Child Protection Policy for

Aberdeenshire Sports Council

(adopted 30 March 2004)

We recognise that child protection should not be treated in isolation – we will take on board guidance given and will address recruitment and selection of volunteers and paid employees **who have substantial access to children and vulnerable adults** by doing the following:

- 1) We accept that it is our responsibility as a group to check that all adults with substantial access to children have been appropriately vetted.
- 2) We will ensure that every new volunteer or member of staff will complete a Personal Profile Form.
- 3) We will make a request for previous addresses on volunteer/job application forms.
- 4) We will ask for the names of two referees who will be prepared to provide a written reference.
- 5) We will follow up each reference with a telephone call or personal contact during which we will discuss the applicant's suitability to work with children. A record of this discussion will be kept in the applicant's file.
- 6) We will interview prospective volunteers and staff, where deemed necessary.
- 7) We will note at interview all previous experience of volunteers and staff in working with children.
- 8) We will carry out a probationary period for all volunteers and staff of at least 6 months.

We believe that every child regardless of age has at all times and in all situations a right to feel safe and protected from any situation or practice that results in a child being physically or psychologically damaged. In our group, if we have suspicions about a child's physical, sexual or emotional well being, we will take action.

All volunteers or staff are encouraged to share concerns with the group's committee member who has agreed to monitor child protection issues. If the situation is clearly an urgent case, the child is too frightened to go home or we have very serious doubts about the child's safety, we will contact Social Work Services or Police immediately. If our concerns are more general about a child's welfare, then we will discuss these with our group's child protection monitor, who would then make a referral to Social Work who will make the necessary arrangements.

It is important that all volunteers and staff communicate concerns accurately. To this end, volunteers and staff will follow the procedures below;

- 1) Upon the receipt of any information from a child or suspicions, it is necessary to record what they have seen, heard or know accurately at the time the event occurs;
- 2) Share their concerns with the monitor for the group and agree action to take;
- 3) Always REFER never INVESTIGATE any suspicions or allegations about abuse.

If we have concerns we must act
– it may be the final piece of the jigsaw
that is needed to protect that child –
or we may prevent
further children from being hurt.

Both the local Area Social Work Office and Police Office telephone numbers are to be found in the telephone directory. For ease of reference note them below –

Area Social Work Office

Police Station

Out of hours Social Work
Emergency Service

Policy Statement for

Aberdeenshire Sports Council

We Will:

- Hold a register of every child attending ASC courses/events including relevant medical details and have a contact name and number close to hand in case of emergencies.
- Treat everyone with respect.
- Seek permission of parents before photographing children or using photos in any promotional material (eg newsletter, promotional leaflet, web site, Sports Directory)
- Remember that some issues are confidential.
- Provide an example we would wish others to follow.
- Where possible consider activities which involve more than one adult being present or at least within sight and hearing of others.
- Be aware that, someone else might misinterpret our actions even if they are well-intentioned.
- Respect a child's right to personal privacy.
- Provide time for children to talk to us.
- Encourage children to respect and care for others.
- Take action to stop any inappropriate verbal or physical behaviour.
- Have a group policy for the collection of children after meetings have finished.
- Remember to REFER not INVESTIGATE any suspicions or allegations about abuse.
- Only share concerns and seek support from those identified in the group's child protection policy.
- Complete the vetting checklist.

Policy on the Secure Handling, Use, Storage and Retention of Disclosure Information

Policy Statement for:

Aberdeenshire Sports Council

In accordance with the Scottish Executive Code of Practice, for registered persons and other recipients of Disclosure Information, we will ensure the following practice.

- Disclosures will only be requested when necessary and relevant to a particular post and the information provided on a disclosure certificate will only be used for recruitment purposes.
- We will ensure that an individual's consent is given before seeking a disclosure, and will seek their consent before using disclosure information for any purpose other than recruitment.
- Disclosure information will only be shared with those authorised to see it in the course of their duties.
- Where additional disclosure information is provided to our designated signatory and not to the disclosure applicant, our designated signatory will not disclose this information to the applicant, but will inform them of the fact that additional information has been provided, should this information affect the recruitment decision.
- Disclosure information will be stored in a locked non-portable container, for a maximum of 6 months. Only those authorised to see this information in the course of their duties will have access to his container.
- Disclosure information will be destroyed by shredding.
- No image or photocopy of the disclosure information will be made, however the following details may be retained:-
 - Date of issue of disclosure
 - Name of subject
 - Disclosure type
 - Position for which disclosure was requested
 - Unique reference number of disclosure
 - Recruitment decision taken
- We will ensure that all staff with access to disclosure information are aware of this policy and have received relevant training and support.
- We will make a copy of this policy available to any applicant for a post (paid or voluntary) with us that requires a disclosure.

Policy on Protecting Vulnerable People

Policy Statement for:

Aberdeenshire Sports Council

We aim to ensure that any vulnerable people, whether children, young people or vulnerable adults, are protected and kept safe from harm while they are with staff or volunteers in this organisation. In order to achieve this we will ensure our staff and volunteers **who have substantial access to children and vulnerable adults** are carefully selected, screened, trained and supervised.

Selection

- All applicants, for paid and unpaid positions, will complete an application form.
- Short listed applicants will be asked to attend an interview.
- Short listed applicants will be asked to provide references and these will always be taken up prior to confirmation of appointment. We will follow up each reference with a telephone call or personal contact during which we will discuss the applicant's suitability to work with vulnerable adults.

Screening

- Where relevant to the post, the successful applicant will be asked to agree to an appropriate disclosure. Disclosures will be requested prior to the applicant taking up post.

Training

- The successful applicant will receive induction training, which will give an overview of the organisation and ensure they know its purpose, values, services and structure.
- Relevant training and support will be provided on an ongoing basis, and will cover information about their role, and opportunities for practicing skills needed for the work.
- Training on specific areas such as Health & Safety procedures, identifying and reporting abuse, and confidentiality will be offered as a priority to new staff and volunteers, and will be regularly reviewed.

Supervision

- All staff and volunteers will have a designated supervisor who will provide regular feedback and support.

We will ensure that all staff and volunteers involved in recruitment, training and supervision, are aware of this policy and have received appropriate training and support to ensure its full implementation.

Policy on the Recruitment of Ex Offenders

Policy Statement for:

Aberdeenshire Sports Council

We will treat any applicant for any position (paid or voluntary) within our organisation fairly and not discriminate unfairly against the subject of a disclosure on the basis of conviction or other information revealed.

We will request a Standard or Enhanced disclosure only where it is necessary and relevant to the position sought.

Where a position requires a disclosure we will make this clear on the application form, job advert and any other information provided about the post.

At interview we will ensure that open and measured discussions can take place on the subject of offences.

Failure to reveal information at interview, that is directly relevant to the position sought, could lead to withdrawal of an offer of employment.

At interview or when receiving a disclosure which shows a conviction, we will take into consideration –

- Whether the conviction is relevant to the position being offered.
- The seriousness of the offence revealed.
- The length of time since the offence took place.
- Whether the applicant has a pattern of offending behaviour.
- Whether the applicant's circumstances have changed since offending took place.

We will ensure that all our members (staff or volunteers) involved in the recruitment process are aware of this policy and have received relevant training and support.

Any applicant for any post that requires a disclosure may receive a copy of this policy and the Code of Practice.

Personal Profile Form

To be completed by all new volunteers/employees who have substantial access to children and vulnerable adults

1. Organisation's Name: _____

2. Personal Details

Title: _____ Forename: _____ Surname: _____

Date of Birth: _____ Telephone No (incl STD code): _____

Address: _____

_____ Postcode: _____

Occupation: _____ Currently Employed: YES / NO

3. **Qualifications/Training** – Please enter details of any qualifications or training courses you have attended which are relevant to caring for young children.

Date(s)	Title of Qualification/Training	Subjects Studied	Length of Course	Name of Organisation

4. **Experience** – Please give details of experience of working with under 16's or vulnerable people.

Where previously have you worked with young people under the age of 16?	In what capacity?	Between which dates?
Other comments:		

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5. **Referees** – Please provide the names and addresses of TWO responsible persons for reference purposes. Referees should not be related to you and, where possible, should have a knowledge of your ability to care for or be in the proximity of children. All references will be taken up. You should secure prior agreement of referees before providing their names.

Referee 1 Name: _____ Address: _____ _____ Postcode: _____	Referee 2 Name: _____ Address: _____ _____ Postcode: _____
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6. **Declaration** – I have read and understood the organisation’s Child Protection Policy and agree to CONFIDENTIAL vetting procedures. I agree to inform the organisation of any change in circumstances.

Signed: _____ **Date:** _____

Vetting Checklist

▪ **Name of Organisation:** _____

▪ **Name of Volunteer/Employee:** _____

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. Have you explained the need for vetting to the potential volunteers/ employee? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you given the volunteer/employee an opportunity to read your Child Protection Policy and discussed any issues arising out of this with him/her? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you set up a personnel file for the potential volunteer employee? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Has the volunteer/employee completed a Child Protection Personal Profile Form? (Please attach the completed form to this check list) | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you carried out appropriate vetting/ | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Were the results satisfactory? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Have you taken up two written references?
(Please attach the references to this check list) | | |
| 8. Have you followed up these references with either a telephone call or conversation? (Please attach a written record with full details including the date of the call or conversation to this checklist) | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Has the above individual been approved as a volunteer/employee with your organisation? (You must be able to answer YES to question 1-8 above before you sign this form) | <input type="checkbox"/> | <input type="checkbox"/> |

▪ **Signed:** _____

▪ **Date:** _____

▪ **Name (in block capitals):** _____

▪ **Position held in Organisation:** _____