

Child Protection and Good Practice Policy

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Dumfries Saints Child Protection Policy should be followed in conjunction with the SRU's full child protection policy, which is available at www.scottishrugby.org/child-protection

1. **INTRODUCTION**

All sporting organisations which make provision for children and young people must ensure that

- The welfare of the child is paramount
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- All coaches/volunteers working in sport have a responsibility to report concerns to the appropriate officer.

Note—*For the purposes of this Policy and in line with more recent legislation our definition defines children as up to age 18.*

2. **POLICY STATEMENT**

Dumfries Saints RFC has a duty of care to safeguard all children involved in the Club from harm.

This duty includes the prevention of physical, sexual or emotional abuse of all children associated with the Club. The Club will ensure the safety and protection of all children involved in the Club through adherence to the Child Protection Guidelines adopted by Dumfries Saints RFC

The Club's Child Protection Officer is -

Bryan McLellan Tel: 077598 85779

Email: markmony369@gmail.com

The Club's Vice President responsible for the Junior Section is –

Stuart Clanachan, McCheynton, Auldgirth DG2 0JX

Tel: 07989499729

Email: sclanachan@hotmail.co.uk

A copy of the Club's Child Protection Policy is available from either of the above named officials, or it can also be viewed on the Club's website: www.dumfriessaintsrugby.co.uk

Policy Aims

The aim of Dumfries Saints RFC's Child Protection Policy is to promote good practice –

- Providing children and young people with appropriate safety protection whilst in the care of the Club
- Allow all coaches/volunteers to make informed and confident responses to specific child protection issues

3. **PROMOTING GOOD PRACTICE**

Child abuse can provoke strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

Abuse can occur within many situations including at home, school or in the community. A coach, official or volunteer will have regular contact with young people and be an important link in identifying cases where the child needs protection. All suspicious cases of poor practice should be reported following the guidelines in this document.

When a child enters the club having been subjected to child abuse outside the sporting environment, sport can play a crucial role in improving the child's self-esteem. In such instances the Club must work with the appropriate agencies to ensure the child receives the required support.

Good Practice Guidelines

All coaches, players, parents and spectators should be encouraged to demonstrate good behaviour in order to protect themselves from false allegations. Codes of Conduct for Coaches, Players, Parents and Spectators are attached as Appendices.

Alcohol

The consumption of alcohol by any person under the legal age (18 years) shall never be permitted by any coach or volunteer. This includes any area within Dumfries Rugby Club, any form of transport being used to convey players, and any other place/club visited.

Photographs and Filming Equipment

The taking of photographs is permissible during training sessions or matches with the permission of the coach or manager. Parents are asked on the Registration Forms to give permission to allow photographs to be taken of their child but if they have any objections they must discuss this with the coach before the start of any session or matches.

Club coaches/ managers use video equipment as a coaching aid. Parents of children and young people should be made aware that this is part of the coaching programme.

The Club will ensure that all negatives, copies of videos and digital photograph files are stored in a secure place. These will not be kept for any longer that is necessary having regard to the purposes for which they were taken.

Images will not be shared with external agencies unless permission is obtained from the player, or parent/guardian (if the child or young person is under 18 years of age).

Under no circumstances must any image capturing device, ie. mobile phone, video equipment, tablets, cameras, etc be used in the changing room areas by anyone including any players.

Practices to be Avoided

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable it should be with the full knowledge and consent of someone in charge of the Club, or the child's parents. For example, a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session –

- Avoid spending excessive amounts of time alone with children away from others
- Avoid taking or dropping off a child to an event

Practices Never to be Allowed

The following should never be allowed. You should never –

- Engage in rough, physical or sexually provocative games, including horseplay
- Share a room with a child
- Allow or engage in any form of inappropriate touching
- Allow children to use inappropriate language unchallenged
- Allow a child under 18 years old to consume alcohol
- Make sexually suggestive comments to a child, even in fun
- Reduce a child to tears as a form of control
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature for children that they can do themselves
- Invite or allow children to stay with you at your home unsupervised

Sharing Information and Confidentiality

Everyone has a responsibility to act to make sure that a child whose safety or welfare may be at risk is protected from harm. The need to ensure proper protection for children requires that agencies share information promptly and effectively when necessary. It is often when information from a range of sources is put together that a child can be seen to be in need or at risk of harm. **Within any organisational setting, confidentiality is not an option when children and young people are at risk. Everyone has a professional and moral duty to put the child's welfare first.**

If any member observes something about a child or young person that causes them to be concerned, it is vital that this information is shared with the Club's Child Protection Co-ordinator, who will liaise as necessary with the relevant external agencies. If any member is unsure about whether they should share information they should seek advice from the Club's Child Protection Co-ordinator.

PVG Scheme

The PVG Scheme is a membership scheme for people doing regulated work with children and/or protected adults in Scotland.

Dumfries Rugby Club has a legal responsibility to ensure that any individual who will be in regulated work with children or protected adults is not listed on the Children's List and/or Adult's List, which bars them from working with children and/or protected adults.

For an organisation to check an individual against a list, they can request an individual becomes a PVG Scheme member by applying for a Scheme Record. A Scheme Record disclosure will provide the organisation and individual with any vetting information, criminal conviction information, if they are on the Sex Offender's Register, relevant non-conviction information from police forces and any prescribed civil orders. This information may then help employers to make safer recruitment decisions.

The PVG Scheme is managed and delivered by Disclosure Scotland. Organisations can register directly with Disclosure Scotland to access this vetting information.

4. SIGNS AND INDICATORS

Coaches/volunteers in a variety of settings are in a good position to notice signs or symptoms indicating a child or young person may be in need of protection.

Signs or symptoms of physical injury or abuse may include -

- injuries not consistent with child's age or parent's explanation
- bruises on soft tissue areas – upper legs, buttocks, lower back, cheeks- also neck, mouth, genitals
- burns/scalds
- black eyes
- any injury with an outline suggesting it was caused by an implement
- secretive/defensive behaviour
- aggressive behaviour
- a child who appears to be flinching/frozen
- medical attention delayed or avoided

Signs or indicators of sexual abuse may include -

- sexually explicit behaviour and language
- knowledge beyond age and stage of development
- sexually transmitted disease
- itchy or painful genital area
- self-harming
- depression
- poor personal hygiene
- a child who appears to be withdrawn

Signs or indicators of emotional abuse may include-

- negative parental attitude .
- nervousness/anxiety
- a child who appears to be withdrawn
- poor self confidence/ self-esteem
- unusual fears/panic attacks
- emotionally unresponsive
- a child who is socially isolated
- self-harming
- nightmares
- aggressive behaviours towards others
- obsessive/compulsive behaviours
- attention-seeking or needing behaviours

Signs or indicators of physical neglect may include -

- a child who is hungry/thin/underweight
- stealing food
- untreated illness or injury
- attention-seeking behaviours
- poor concentration
- age-inappropriate self-care skills
- shabbily or inappropriately dressed
- dirty/smelly
- a child who is unhappy/distressed

- victim of bullying

No list of signs can be exhaustive. It is important to bear in mind that other explanations may exist for the signs and symptoms described.

5. RESPONDING TO DISCLOSURES OR CONCERNS

It is important to listen to children and to know what to do if a child discloses or alleges abuse. Whoever receives the information from the child (or another person) should –

- listen carefully
- not show disbelief or panic
- take the allegation seriously
- support the child/ young person, reassuring them they are not to blame
- avoid expressing your own views on the matter
- do not guarantee confidentiality, explaining the reasons for this
- explain that you will need to share the information with someone else (the Child Protection Co-ordinator)
- do not question the child – this is the responsibility of social work and/or police as the investigating agencies who are trained in investigative interviewing of children

Recording of Information

- Child's name, address and date of birth
- Date and time of incident
- What the child has said to you in a legible and accurate manner
- Facts and observations, not your opinion
- Exactly what the child said and what you said
- Any actions taken and contact with parents/agencies, ensure you record name, addresses and contact details for any other person(s) you have spoken with
- Ensure you date and sign the record
- Personally hand the incident sheet to the Club's Child Protection Co-ordinator

6. ROLE OF THE CHILD PROTECTION CO-ORDINATOR

- Date and counter-sign the Incident Sheet when received from the person reporting the concern
- On the basis of the collected information arrive at a judgement as to whether there is reasonable cause to suspect or believe that a child is at risk of abuse and in need of protection
- Consider what action the Club needs to take to provide support for the child
- See further information/clarity from other people/witnesses, if necessary
- Record any additional relevant information gathered
- Discuss with parents (if appropriate) the nature of concerns and why you need to refer to Social Work.
- ***Do not contact parents if you consider he/she could be the abuser***
- If the parents do not give consent to make referral to Social Work the Child Protection Co-ordinator will advise parents that he intends to do so but will represent the parent's views when making the referral

- Make a telephone referral to Children and Families Social Work (24 hour service), ensure you record the name and designation of the person you speak with. A list of contact numbers, and a telephone referral checklist is attached as an Appendix.
- Follow the advice given by Social Work/Police
- Ensure that the referral is followed up in writing the next working day
- Support the coach/volunteer who raised the concerns and ensure they are kept informed of decisions made and actions taken

If at any time you think that a child or young person might be in immediate danger, telephone Police Scotland on 101.

7. WHAT HAPPENS NEXT?

Social Work and Police have a legal responsibility to investigate any concerns which suggest any child or young person has been abused or is at risk of harm.

When a referral is made Social Work and Police may talk to colleagues in Health and/or School Services to gather information to help them piece together a picture of what life is like for the child and to make decisions. Social Work will let the referrer know what happens, but will not be able to provide details.

The investigating agencies – Social Work and Police – will make an initial assessment based on the referring information and that obtained from other relevant agencies and will make decisions about the most appropriate course of action.

If a child is thought to be at risk, Social Work or Police will arrange a *Strategy Meeting* to plan and co-ordinate the Child Protection Inquiry. The Child Protection Officer or other relevant coach/volunteer may be asked to attend the Strategy Meeting to ensure that the most relevant information is available to assist the investigative agencies to make the best decisions for the child.

REPORT A CONCERN ABOUT A CHILD OR YOUNG PERSON

It's everyone's responsibility to ensure that children are safe. If you are worried that a child or young person may be at risk of harm then you should call 030 33 33 3000 and ask for the Children's MASH.

If you feel that the child or young person is in immediate danger then you should call Police Scotland on 999.

MASH CONTACT DETAILS

The Children's Multi-Agency Safeguarding Hub (MASH) is the single point of contact to report concerns. Call us on 030 33 33 3000 and ask for Children's MASH.

We'll ask you for some basic information so we can look into your concerns, this includes:

- Information about the child and their family;
- Details of what you saw or heard which worried you;
- If you think the child is in immediate risk.

We'll always treat your information seriously and your details with great care. You can remain anonymous but it makes it harder for us look into your concerns.

Other ways to contact someone:

Out of hours service - call 0800 811 505;
Police non-emergency line - call 101.
Call 999 if it's an emergency.
See also: [Dumfries and Galloway Council website](#).

NOTIFICATION OF INCIDENT FORM

This form must be completed where members are concerned about an incident involving a child or vulnerable adult. This form must be completed as soon as possible after the incident and passed to the Club's Child Protection Co-ordinator. Confidentiality must be maintained at all times.

Details of person making report:

Name.....
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Position.....
.....

Contact telephone
number.....

Details of Child/Vulnerable Adult:

Name.....
.....

Date of Birth.....Contact telephone
number.....

Address.....
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Names and address of
parents/guardians/carers.....

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Details of incident/concerns:

Date.....Time.....Place.....
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Names and address of other people who may have information about the
incident/concern.....

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Describe in detail what happened.....

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Describe in detail any visible injuries/bruises and concerning behaviour of the child/vulnerable adult (if any) using diagrams if appropriate.....

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Was the child/vulnerable adult asked about the incident?

YES / NO

If Yes, record exactly what the child said in their own words and any questions asked if the situation needed clarification:

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Details of action taken:

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

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Any other relevant details:

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Signature.....**Date**.....
.....

**Child Protection Officer`s
signature.....**

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USEFUL CONTACT DETAILS

**If you at any time think that a child or young person might be in *immediate danger*
please telephone Police Scotland on: 101**

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Club`s Child Protection Officer is

Bryan McLellan
Tel: 07759 885779
Email: markmony369@gmail.com

Club`s Vice President responsible for the Junior Section is

Stuart Clanachan
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